

Careers Corner Weekly

Events 24th April to 7th May



Monday 24 April & 01 May 2023

ACU - Uni Step Up Applications Open

Uni Step-Up Online offers students from regional, rural and remote locations the chance to get a head start on university by studying two first year units while still in senior secondary school.

Uni Step-Up Online is a 2 unit program that is delivered fully online, one night per week during term times.

Time: See link below

Location: See link below

Details and Registration:

[https://www.acu.edu.au/about-acu/events/2023/january/uni-step-up-applications-are-now-open?](https://www.acu.edu.au/about-acu/events/2023/january/uni-step-up-applications-are-now-open?redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1)

[redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1](https://www.acu.edu.au/about-acu/events/2023/january/uni-step-up-applications-are-now-open?redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1)

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Events 24th April to 7th May

Wednesday 26 April 2023

Edith Cowan University - Year 11 and 12's Engineering Showcase

We are pleased to invite you to attend one of the three School of Engineering courses and careers information session so you can discover why engineering is such a great profession and how ECU can provide you with an excellent start to a highly rewarding career.

Time: 4:30 PM - 6:30 PM

Location: Joondalup Campus

Details and Registration:

<https://www.trybooking.com/events/landing?eid=1027836&>

Thursday 27 April 2023

Defence Careers Australia - Health Careers Virtual Information Session

Protect the health and wellbeing of Australian Defence Force personnel both on base and on deployments, in a rewarding Health role.

Join us for a virtual info session and speak with current serving members about the job variety and satisfaction you can experience while contributing to humanitarian, combat and disaster-relief operations.

Time: 06:00 PM - 07:30 PM

Location: Online

Details and Registration:

<https://army.defencejobs.gov.au/events/events-detail/93oywtf>



Thursday 27 April 2023

University of Melbourne - Doctor of Dental Surgery Information Session: 2024 Intake

The Doctor of Dental Surgery (DDS) at the University of Melbourne is the first Australian professional entry, masters level dental degree.

Hear from A/Prof Rebecca Wong, Deputy Head of Melbourne Dental School & DDS Course Director, and learn more about what makes Melbourne's DDS unique, what you can expect during the degree, as well as graduate outcomes. This will also be an opportunity for you to ask questions and meet and hear from a current final year DDS student.

Time: 6:00 PM - 7:00 PM

Location: Online

Details and Registration:

<https://study.unimelb.edu.au/student-life/events/doctor-of-dental-surgery-information-session-2024-intake>



Events 24th April to 7th May

Thursday 27 April 2023

ACU - Talk with Business and IT Professionals

As the world constantly changes and evolves, a career in business or IT offers an exciting future.

Join us online to hear from ACU alumni about their professional experiences after completing a business or IT degree. Take part in a Q&A session with our graduates to find out what your future could hold with one of these degrees.

Time: 6:00 PM - 6:45 PM

Location: Online

Details and Registration:

<https://www.acu.edu.au/about-acu/events/2023/april/talk-with-business-and-it-professionals?redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1>



Saturday 29 April 2023

Murdoch University - Open Day

Explore your future at Murdoch University Open Day!

Open Day is the perfect opportunity to explore your future and hear more about what we offer our students. You can tour the campus, chat with academics and graduates, meet our student ambassadors and find the course you're passionate about.

Once registered, you'll be in with a chance to win one of three \$1,000 JB Hi-Fi vouchers!

Time: 10:00 AM - 4:00 PM

Location: Murdoch University, 90 South Street, Murdoch WA 6150

Details and Registration:

<https://www.murdoch.edu.au/events/all-events/open-day>

Sunday 30 April 2023

Edith Cowan University - Mount Lawley including WAAPA Open Day

Looking for inspiration to activate your future? At our 2023 Open Days you'll get advice, watch exhibitions and tour a campus, while being fed, entertained and maybe winning a great prize!

Plan an even better Open Day

There's so much to see and do at an Open Day, so why not make the most of your day with a really useful plan? Add the events and sessions that interest you and we'll create your plan. You can even choose to email it to yourself.

Win an awesome prize at Open Day

Collect colour-coded prize cards around campus, take them to Competition HQ and use the unique 4-digit pin to try to unlock a prize box. Prizes include iPads, iPhones, Apple watches, Xbox and PlayStation consoles, Bose headphones and lots more.

Time: 10:00 AM - 3:00 PM

Location: Mount Lawley Campus

Details and Registration:

<https://www.ecu.edu.au/open-day/overview>



Events 24th April to 7th May

Monday 01 May 2023

Curtin University - Application Support Webinar

Applying to uni can be tricky to navigate, so if you're seeking guidance, this is the session for you! With TISC applications opening on Monday 1 May 2023, join us online for our info evening for year 12s and parents to find out everything you need to know about applying to Curtin.

Time: 5:30 PM - 6:30 PM

Location: Online

Details and Registration:

<https://www.curtin.edu.au/events/application-support-evening/>



Curtin University - Year 12 Application Support Evening

Applying to uni can be tricky to navigate, so if you're seeking guidance, this is the session for you! With TISC applications opening on Monday 1 May 2023, join us online for our info evening for year 12s and parents to find out everything you need to know about applying to Curtin.

Time: 5:30 PM - 6:30 PM

Location: Online

Details and Registration:

<https://www.curtin.edu.au/events/application-support-evening/>

Thursday 04 May 2023

SAE - Perth Info Night

Info Night is your one stop event to experience SAE as a student.

Whether you want to view student work, specific facilities or chat with our experienced faculty or advisors, this night is your chance to meet your people, and experience for yourself, SAE.

Time: 6:00 PM - 8:00 PM

Location: 116-120 Roe Street, Northbridge, WA, 6003

Details and Registration:

<https://sae.edu.au/event/sae-perth-info-night/>



Resume FAQs



What is a resume?

A resume is a self-promotion tool that you use to apply for work experience, volunteer positions, jobs, internships, and some educational programs. It advertises your experience, education, and skills so employers can get an impression of your suitability and know how to contact you to find out more.

What's the difference between a resume and a CV?

While often used interchangeably, there is a technical difference between a 'resume' and a 'CV' or 'Curriculum Vitae'. A resume is a concise document used to present your relevant work experience and skills to potential employers. A CV is more comprehensive, and is used to present your academic and professional qualifications to academic institutions and research organisations.

When should I make a resume?

It's a good idea to make a resume when you are old enough to have a job, which is usually in Year 9 or 10. Start practising resume writing early, as it's a skill you'll use your entire working life.

How long should a resume be?

Employers skim your resume to decide if they would like to interview you. This is a fairly quick process for employers, especially if they have a large number of applicants, so your resume should be a summary of key information on 1 to 2 A4 pages.

What should my resume include?

Your resume should always include your contact details, a summary or objective, your educational achievements, your relevant experience, and the contact details of two referees.

Where can I get help with my resume?

The amount of advice on the internet about how to write a good resume is overwhelming! Choosing one or two reliable sources of information is enough to get started. The best place to start is by logging into your school careers website and taking the Preparing for Work Career Journey to learn about applying for jobs. If you've got questions or need some help, reach out to your Careers Advisor. Or, if you're feeling confident, skip straight to the Resume Builder in your Career Portfolio to get started right away.

Resume Quick Start Guide



Writing a resume is a daunting task, especially if you don't have much experience. However, with a bit of planning and effort, you can create a strong resume that highlights your skills and achievements. Here are some steps to get you started:

One

Start with your name and contact information.

Two

Write a clear and concise objective your availability. (see the next article for how!).

Three

List your education, starting with the most recent:

- *Year 10, The High School, Suburb, 2023.*

You don't need to list all the subjects you're studying but you should add the academic achievements, awards or certificates you've earned.

Four

List your experience, starting with the most recent. This can be work experience, paid employment or a volunteer role:

- *Volunteer Kitchen Hand, The Soup Kitchen, Suburb, December 2022 - present.*

No experience yet? Skip to the next step.

Five

Highlight your enterprise / transferable skills that are relevant to the role:

- *Communication: I communicate complex information clearly and confidently as demonstrated by my participation in my school's debating competition.*

Six

List extracurricular activities that demonstrate community involvement or that highlight you special talents:

- *I am an enthusiastic swimmer and made it to the local finals in 2021.*

Seven

Provide contact information for two referees. If you've had work experience, a paid or volunteer job, one of your referees should be your supervisor. If you haven't, a teacher who knows you well is a good choice. A referee shouldn't be someone in your family. Make sure you ask the people you want to list before putting them on your resume:

- *Sam Smith, Duty Manager at The Soup Kitchen: 0412 345 678.*

Tip!

See the Resume Dos and Don'ts article to make sure your resume is on point.



What is an objective?

An objective is a short statement at the start of your resume that explains who you are and what you're looking for. You can write an effective objective for your resume by following these tips:

Keep it concise

Your objective should be no longer than 2-3 sentences so it's easy to read and doesn't take up too much space on your resume.

Be specific and avoid cliches

Use language that clearly communicates your goals. Avoid vague or general statements that don't provide any useful information and avoid generic statements that are overused in resumes, such as "hard-working" or "team player." Instead, use language that is specific and meaningful.

Use verbs

Start your objective with verbs that describe your skills or accomplishments to make it more dynamic and engaging.

Tailor it for each application

Customise your objective to the job, industry, or program you're applying for. This shows employers that you've taken the time to research their organisation.

Highlight your strengths

Use your objective to highlight your strengths and unique selling points. This could include your academic achievements, relevant skills, or extracurricular activities.

Examples

- *I am a motivated and detail-oriented Year 10 student, seeking work experience in marketing. I hope to create compelling content for online and social media platforms whilst developing my strong writing and creative skills.*
- *I am an outgoing and friendly Year 9 student seeking weekend and school holiday work in the hospitality or fast-food industry. I am eager to learn new skills and contribute to the success of a team.*



Tailoring your resume to the position you're applying for is essential because it shows that you have taken the time to understand the requirements and how you match them. It increases your chance of getting noticed, demonstrates your interest and commitment, helps you avoid irrelevant information, and highlights your most important transferable skills. Here's how to do it well:

Review the job or program description

Carefully read the job or program description and make a list of the required and preferred qualifications, skills, and experiences.

Identify your relevant experiences

Look at your work experiences, volunteer experiences, academic achievements, and extracurricular activities and identify those that match the job or program requirements.

Match your experiences to the requirements

Once you have identified your relevant experiences, match them to the job or program requirements. Use keywords and phrases from the job or program description to highlight your qualifications.

Customise your objective

Write a custom objective that clearly communicates your interest in the job or program and how you are suited to it.

Emphasise relevant skills and experiences

Use bullet points to highlight your most relevant skills and experiences that match the job or program requirements. Be specific and provide quantifiable achievements where possible.

Use appropriate terminology


Use the terminology and language that is common in the industry you're applying for. This will demonstrate your understanding of the field and make you more attractive to potential employers or program coordinators.

Remove irrelevant information

Remove any information that is not relevant to the job or program you're applying for. This will help keep your resume concise and focused on the most important information.

By tailoring your resume to the job or program you're applying for you will increase your chances of getting invited to an interview!

Do & Don't

 <p>Formatting</p>	<p>Use:</p> <ul style="list-style-type: none"> • A simple template. • A simple, consistent font. • Size 10-12 for body text. • Use bold, italic, or underlined text to highlight important information. • Leave plenty of white space for easy reading. • Sections and bullet points to organise information. • PDF to save and submit your resume so it displays correctly on different devices. 	<p>Use:</p> <ul style="list-style-type: none"> • A graphic template - certain software can't read these formats which may exclude you from the applicant pool. • Lots of colour or graphics. • Fun/silly/difficult-to-read, or small or large fonts. • Paragraphs or blocks of text. • Non-standard margins or page size. • Word files to submit your resume as the formatting may be lost on different devices.
<p>Contact information</p>	<ul style="list-style-type: none"> • Provide a professional email address e.g. with your name, or your school email address. • Include a header with your name and contact information. • Provide your phone number and answer calls! 	<ul style="list-style-type: none"> • List a fun/silly email address, or one that you don't check often. • Have a fun/silly message bank recording. • List your home or postal address. • Make a typo in your name or contact information!
<p>Overall</p>	<ul style="list-style-type: none"> • Tailor your resume to each opportunity. • Provide specific dates (MM/YY) and names of businesses, courses, and education providers. • Ask someone to check it and provide feedback. 	<ul style="list-style-type: none"> • Include your age, primary school achievements. • Include a photo unless applying for an acting or modelling job. • Lie about your achievements or experience. • Submit a resume with errors or typos!

All competitions and challenges below are **FREE** to enter and open to students nationwide.

GET INVOLVED

Competition	Open To	Closing Date
<p><u>Bebras Computational Thinking Challenge</u> Computational thinking and problem solving in a fun, interactive environment.</p>	Grade 3 - Year 12	24 April
<p><u>Future Leaders Photography Prize</u> Submit a single digital photographic work on any theme.</p>	Year 12	1 May 2023
<p><u>Future Leaders Writing Prize</u> Submit an 800-1000 word piece of fiction or non-fiction writing on any topic.</p>	Years 11 & 12	1 May 2023
<p><u>Chemistry and Art Competition</u> Create a 2D image depicting your thoughts about chemistry, chemists or the chemical industry.</p>	Primary & secondary	1 May 2023
<p><u>What Matters? Writing Competition</u> Respond to the question 'what matters?' in up to 600 words.</p>	Grade 5 - Year 12	5 May 2023