

# GET CAREER READY

## FINAL YEAR CHECKLIST

### You're about to launch your career. Are you ready to go?

The Careers and Employability team will help you articulate the employability skills you can offer to potential employers. Set yourself up for multiple employment choices that focus on your strengths. Use this checklist to build on your career knowledge.

### APPLY FOR GRADUATE PROGRAMS

Graduate programs provide opportunities to get your career underway.

- ✔ Attend a workshop about applying for graduate programs. Pay attention to opening and closing dates so that you don't miss out – these are popular with applicants:
  - ▶ [Grad Connection](#)
  - ▶ [Grad Australia](#)

### FOLLOW POTENTIAL EMPLOYERS

Understand the way companies engage with communities and customers.

- ✔ Explore websites of companies you're interested in and review their job listings.
- ✔ Engage in career conversations with people in your preferred industry to see what opportunities are opening up.
- ✔ Keep up-to-date with business news.
- ✔ Actively follow social media platforms like LinkedIn or Twitter for companies you're interested in.



### USE YOUR NETWORKS

Build your reputation and knowledge base by developing genuine and mutually beneficial connections.

- ✔ Maintain genuine relationships through regular contact.
- ✔ Reach out for references from people you have worked with before.
- ✔ Get an alumni/industry mentor by identifying people in your network you know that are regarded as successful in your chosen industry.

### MARKET YOURSELF

Find out how to successfully present your skills to potential employers.

- ✔ Log-in to CareerHub and work through the ['Market Yourself'](#) **Get Career Ready** module.

### EXPLORE GRADUATE EMPLOYMENT & ENTREPRENEURSHIP

Set yourself up for multiple employment choices that focus on your strengths.

- ✔ Check out [Small Business Development Corporation](#) to get your business started.
- ✔ Explore freelance in the gig economy: Airtasker, Behance, Fiverr, freelancer, Upwork.
- ✔ Sign up with Recruitment agencies: Adecco, HAYS, Integrity, Michael Page.
- ✔ Review [CareerHub Jobs Board](#) regularly.



## CREATE YOUR ELEVATOR PITCH

Make a fantastic first impression.

- ✓ Find out how by watching '[How to perfect your elevator pitch](#)'.

## REFINE YOUR INTERVIEW SKILLS

Interviews aren't easy, but practice makes perfect.

- ✓ Use the '[Preparing for Interviews](#)' ECU Career Hack.
- ✓ Book in for a mock interview with a Careers and Employability Adviser.

## TAILOR YOUR JOB APPLICATION

Use keywords that target selection criteria and move the most relevant experiences in your resume up to the top.

- ✓ Attend a workshop with the ECU Careers and Employability team.
- ✓ Drop-in sessions are available online and on-campus regularly. [Check the events in CareerHub](#) to find one that suits you.
- ✓ Be aware of recruitment tools like Applicant Tracking Software (ATS) that pick up keywords in your application!

## SERVICE INFORMATION

ECU Careers and Employability Services provide resources, drop-in sessions, workshops and events to assist you on your career journey.



<https://intranet.ecu.edu.au/student/support/careers-and-employability-services/get-career-ready>

## CONTACT

**Careers and Employability Services**

☎ (61 8) 6304 5899

✉ [careers@ecu.edu.au](mailto:careers@ecu.edu.au)

🖱 [ecu.edu.au/careers-employability](http://ecu.edu.au/careers-employability)