

Middle Years

Review your career plan
... be proactive and adaptable

Develop your professional identity

- Attend the **Careers Drop-In Service** to get feedback on your LinkedIn profile.
- Expand your professional online presence – join relevant **LinkedIn** groups and social media sites and pay attention to the discussions.
- Become a student member of your relevant professional association.

Build on your networks

Networks lead to employment

- Attend the annual **JCU Careers Fair** – develop your contacts, plus gain ideas on how to secure a graduate job.
- Develop your elevator pitch – **Big Interview** can help you prepare and practice.
- Attend industry events – clarify industry requirements and employer expectations as well as make contacts.
- Send LinkedIn connection requests to those you meet – personalise the request email.



Adam King
Business Graduate

Undertake career-relevant work experience

Get your foot in the door and develop employer valued experience and skills

- Apply for internships, cadetships and vacation work programs (often advertised at the beginning of each semester). Regularly check **JCU CareerHub** and other websites or approach organisations directly.
- Volunteer** in a course relevant area – demonstrate your motivation and gain relevant skills and experience.
- Prepare for placements – use the **JCU Career Development Program**.

Review your skills, knowledge and experiences

Employers want to hire self-motivated, continuous learners

- Check employer websites/job vacancy sites to identify employer expectations.
- Identify your gaps in experience, skills or knowledge and develop areas needing improvement – use **Lynda.com** via the Library page for free online courses.
- Understand entrepreneurial skills and their importance to all work, not just self-employment.
- Keep a record of the knowledge, skills and experiences gained in and outside of your studies – consider using an ePortfolio.
- Identify your strengths and areas of professional interest.

Career Action Plan

Take charge of your career!

JCU Careers and Employment

We can support you with your career plans and assist you in marketing yourself to potential employers.

We can help with:

Career planning and preparation

- Career counselling** – free, confidential – available in person or by phone
- JCU Career Development Program** online modules

Job search

- Listings of part-time, casual, volunteer, vacation and graduate work opportunities on **JCU CareerHub**
- Support with job applications and interview preparation
- Advice on effective job search strategies
- Attend the drop-in service during SP1 and SP2

Connecting with employers

- Annual **JCU Careers Fair**
 - Industry events both on and off campus
 - Employer information sessions
- All events are listed on CareerHub*

Helpful Services

JCU Career Development Program Online modules to help pursue your career goals

CareerHub Online job vacancy listings, events, news, resources, ePortfolio

biginterview Practice your interview skills online

Careers Drop-In Get help with your resume/cover letter/LinkedIn profile

Careers Fair Annual employers on campus event

Where you'll find us...

Townsville Campus

Level 1, Library
Phone: 4781 4711

Cairns Campus

Level 1, Library
Phone: 4232 1150

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