

International Students Seeking Internships or Employment in Brisbane

International students seeking internships or employment in Brisbane during their study may consider the following:

1. **Prepare a good resume.** Take a copy of the Careers and Employment handout on resume writing, or, view it online at: <http://www.careers.qut.edu.au/job/applications/resumes/examples.jsp>. You can have your resume checked by handing it in to reception at Careers and Employment, or send it by email to: careers@qut.edu.au.
2. **Check the Careers and Employment Job site** and any other job websites to see if there are any positions advertised.
3. **Look at your own skills and experience.** What are you actually offering an employer? That is, why would that company put time and money into training and supervising you even if you are working voluntarily?
4. **Decide which company you would most benefit from working with.** Research that company (use google, **Book of Lists* - a publication of the top 25 companies in selected industries, Telephone Directory, etc) and work out **how you can assist** that company. This is very important!
5. Write a one page letter telling the Manager of Human Resources, or any other contact you have, **why the company should employ you.**

For example:

- **Paragraph 1 (Introduce yourself)** I am currently studying at
- **Paragraph 2 (Why that company)** I am very interested in a position with your company because from my research I know that you.....
- **Paragraph 3 (Why you)** I believe that I could assist your company because I also
- **Paragraph 4 (Anything else)** Further more, as I am an international student, I can help with communication with your branches in Asia.....
- **Paragraph 5 (Final)** I would value the opportunity to discuss this with you and

6. **Email or hand in a hard copy of this letter and your resume,** and **follow up with a phone call** in about one week. If emailing, the body of the letter can form the main part of your email. Think carefully about your subject line. What would make an employer want to read your email?
7. Or **search for Australian internships.** An example of this is www.internships.com.au.

**Held in the Careers and Employment Service – Level 2 U Block Gardens Point.
There is no guarantee that this process will succeed.*



Workshops are also run throughout the year. Select **Workshops** from the **Getting a job** section on the C&E website to view the current schedule. Go to www.careers.qut.edu.au.