**Get a head start on your career now!**

**A Career Counsellor’s Advice**

Don’t get too stressed if you don’t have a specific job title in mind while you’re studying. Keep your options open – but don’t just wait and hope that things will work out by the time you finish your degree!

Make the most of any opportunity to explore career possibilities while you’re studying. Research occupations, check newspaper/web adverts and articles, talk to people in the industry, do voluntary work, talk to your lecturers, and see a career counsellor – get active!

Taking a proactive approach to your career development means that you'll learn more about yourself and the opportunities out there in the world of work – and be much better placed to obtain the job you want when you finish.

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**Sample Positions**

- Communications Officer
- Editor
- Events and Marketing Assistant
- Marketing Co-ordinator
- Public Relations Consultant
- Sales Representative
- Account Manager
- Consulting
- Media and Public Relations Advisor
- Community Relations Administrator
- Corporate Communications Officer
- Events and Fundraising Co-ordinator
- Social Media Manager
- Digital Account Director

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**Where you could look for jobs**

- [www.careers.qut.edu.au](http://www.careers.qut.edu.au)

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**Sample Employers / Industries**

- Corporate Communications Sector
- Financial Advisory Services
- Media
- Government - Local, State & Federal
- Defence Force
- Tourism
- Advertising Agencies
- Editorial/Magazine
- The ABC
- IPG Media Brands
- Hays
- Lighthouse Public Relations
- Microsoft

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**Real-world Graduate**

‘The best thing about PR is that you’re always doing something different. One day you can be meeting with media, the next you can be writing the company magazine.’

Katie Johnston

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**Resume tips for Business students**

QUT Careers & Employment can help YOU prepare for and find the graduate job you want!

We provide a huge range of FREE services and resources to help QUT students and recent graduates with employment preparation and job seeking strategies. Check them out at www.careers.qut.edu.au.

- **QUT CareerHub**: job and employer listings
- **Careers Fairs**: network with prospective employers on campus
- **Career Development Programs**: online modules on Resume & Cover Letter Writing, Information Interviewing and Seeking Work Placement or Graduate Opportunities
- **Resume Feedback**: Our career counsellors can provide constructive feedback on your resume, cover letter and application documents. Email your documents to careers@qut.edu.au and feedback will be returned within five working days
- **Employer Presentations**: meet prospective employers on campus
- **Workshops** on Job Seeking, Resume Writing, Interviews and more - the schedule is available on QUT CareerHub under events
- **Career Counselling**: course and career planning and direction
- **Career Mentor Scheme**: connect with an industry professional in your field of interest
- **Info sheets**: Resume and Cover Letter writing, Employment Seeking, Interviews etc.
- **Work Experience Insurance**

How to increase your employability...

**Start of your degree (first year):**
- Start researching organisations you might like to work for, and make contacts in your area/s of interest to gather information about career pathways for graduates of your course
- Attend career and networking events in your area of interest, e.g. Careers Fairs, Creative Industries Precinct and other industry events.
- Begin looking for relevant work experience / voluntary work / work shadowing opportunities
- Start thinking about where you want to end up when you finish your degree (what’s your dream job and what steps can you take to get there?)

**Middle of your degree (Years 2 / 3):**
- Continue to build your professional network
- Gain some relevant work experience
- Work on developing your transferable skills (i.e. team work, time management, communication) through work experience and uni assessments
- Attend the Careers Fairs and employer presentation sessions on campus

**Final Year (Year 3 / 4):**
- Prepare your unique professional resume & portfolio for graduate work, and create your professional profile on LinkedIn
- Continue with networking, work experience and skill development
- Participate in the QUT Career Mentor Scheme
- Search for work opportunities through the networks you have made
- Search for job opportunities through advertised positions and job search websites.

Talk to people about working in your industry – your classmates, lecturers, tutors, and exhibitors at careers fairs and employer presentations. You can also use websites such as LinkedIn to research job roles and employers. Find out what kind of job you might want to aim for.