

# Accessing the Workforce in Brisbane

## For students seeking internships or employment in Brisbane

Students seeking internships or employment in Brisbane during their study, or as graduates, may consider the following as one of a number of ways of finding work.

Consider the **Hidden Job Market**. This consists of jobs which exist but which will not be advertised because of: an immediate need – advertising is a lengthy process; the cost of advertising; the recognised value of employing someone through a network.

To access this market:

- **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/student/resource/Resume.pdf>  
NB: 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](mailto:careers@qut.edu.au).
- **Check the Careers and Employment CAREERHUB Job site** and any other job websites to see if there are any advertised positions similar to the one you are seeking. If there are, look at the Selection Criteria to get a general impression of what skills and experiences are most valued.
- **Look at your own skills and experience.** What are you actually offering an employer? That is, why would a company put time and money into training and supervising you, even if you are working voluntarily?
- Find out which companies are likely to be employing students from your discipline (check out Graduate Opportunities, the Careers and Employment website, Unimail, etc.). Decide which company matches your skills and experiences. Research that company and work out **how you can assist**. This is very important!
- 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)**  
e.g. I am currently studying at .....
  - **Paragraph 2 (Why that company)**  
e.g. I am very interested in a position with your company because from my research I know that you.....
  - **Paragraph 3 (Why you)**  
e.g. I believe that I could assist your company because I also .....
  - **Paragraph 4 (Anything else)**  
e.g. Furthermore, as I am an international student/student with lots of work experience, I can help with .....
  - **Paragraph 5 (Final)**  
e.g. I would value the opportunity to discuss this with you and will call your office in a week's time to make an appointment for even a 15 minute chat .....
- **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?
  - **OR Search for Australian internships.** An example of this is [www.internships.com.au](http://www.internships.com.au).



Careers and Employment runs workshops offering assistance with Accessing the Workforce in Brisbane – check out the workshop schedule on **CareerHub** in the **Resources** box under **events**.