

GETTING STARTED

To successfully kick-start your career in any industry, the first step is to get noticed! To do this, you need to think strategically about how to gain practical experience and immerse yourself in the industry. Here are a few things to consider:

1. **Join a professional Association:** Keep up-to-date on the latest news and opportunities in your field
2. **Apply for opportunities:** Contact industry professionals, tailor your resume and put your hand up for work experience
3. **Build relationships:** Attend regular expos, network with professionals and learn more about your industry
4. **Create a professional online image:** Promote yourself on LinkedIn and actively interact with companies online

GENERAL CAREER INFORMATION

MyFuture myfuture.edu.au

Government website with information about all aspects of careers & job seeking. Browse Occupations under 'Explore Careers' for everything from job duties to salaries to labour market trends for the future.

Graduate Careers Australia

www.graduatecareers.com.au

Navigate through to Career profiles under 'Career Planning Resources'. Here you will find excellent downloadable booklets on a wide range of disciplines.

Hobsons Course Finder

www.hobsonscoursefinder.com.au

Discover course info, compare institution ratings and search for careers in your field of interest.

Job Outlook

www.joboutlook.gov.au

An overview of a wide range of professions including average income, career prospects, training courses and job opportunities.

HELPFUL CAREER BUILDING TOOLS

Western Sydney University Careers

westernsydney.edu.au/careers

Keep up-to-date with events and other useful information that will assist in your professional development through our webpage, social media pages, the Careers Toolkit and CareerHub

Selection Criteria

www.selectioncriteria.com.au

Useful articles under 'Graduates'.

Mind Tools www.mindtools.com

A website which allows you to learn the essential skills needed to transcend in your career.

Live Career www.livecareer.com

Use this tool to build your resume and cover letter, improve your interview skills and develop your overall professional image.

Contact Information

Western Sydney University Careers
westernsydney.edu.au/careers
02 4736 0424
careers@westernsydney.edu.au

Western Sydney University
Locked Bag 1797
Penrith NSW 2751 Australia



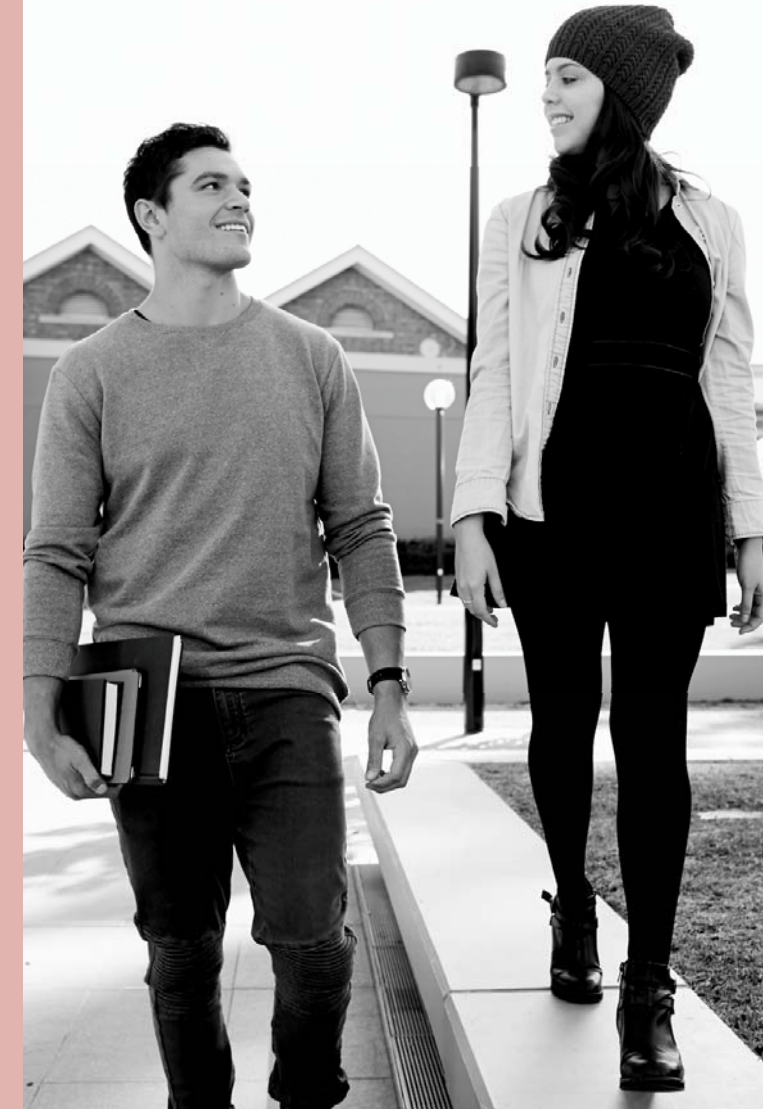
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VOLUNTEERING

Career information for students



CAREERS

INTRODUCTION TO VOLUNTEERING

Volunteering provides many opportunities for personal and professional growth. However, this brochure will focus on using volunteering as a stepping stone to gain industry-relevant experience and maximise your career prospects.

When you are a volunteer, you choose to donate your time and skills to a cause that is meaningful to you and in which you will learn many transferrable skills that you can use within the workplace.

If you have volunteering experience that is industry-related, employers will not only see that you have acquired the skills and expertise pertinent to the position, but it also demonstrates your work ethic and willingness to learn and gain as much experience as possible.

DOES VOLUNTEERING IMPRESS EMPLOYERS?

The short answer is **yes!** Although it is important you select a volunteering opportunity that is in the same or similar field to what you're applying for. If you choose wisely, a volunteer position can be the determining factor that makes your resume stand out from others!

If you want to get the employer's attention, make sure you've got this checklist covered:

- Is the work industry-related?
- Is the organisation reputable?
- Will I have the chance to gain valuable skills?
- Will I be able to develop my current skills?
- Am I able to network with industry professionals?

THE BENEFITS OF BEING A VOLUNTEER

One of the main benefits of volunteering is that it is the 'glue' that provides communities with a sense of cohesion. You will also gain practical skills in whichever industry you choose. Other benefits include:

- Having an impressive recommendation on your resume from a referee/mentor
- The possibility of being offered or recommended for a job!
- Gaining experience and confidence approaching a potential employer
- Having the chance to upskill and operate in a work environment
- Meeting new people to build your professional network
- Learning tips on how to get started in your chosen industry

HOW DO I FIND THE RIGHT OPPORTUNITY?

Volunteer work is quite widely available in a variety of industries and settings. Before you start your search for work, make sure you follow these essential tips:

- Volunteer work can only be completed at a Not-For-Profit or government organisation
- If you're not sure whether an organisation is an NFO, look up their ABN on the Australian Business Register website
- Many organisations advertise their volunteer opportunities through online job boards, so be sure to check regularly
- Just remember, these opportunities can be competitive, especially if there is an opportunity to gain industry-relevant skills
- Like any other job, you will often be required to submit a resume, a cover letter and address selection criteria to be a shortlisted candidate

WHAT EXPERIENCE DO YOU WANT ON YOUR RESUME?

To ensure your volunteer experience grabs the employer's attention, you want to make sure the work is relevant to the industry you're applying for. Here are two examples of the types of work you can gain as a volunteer—Which one is most suited to my industry?

Example 1:

Soup Kitchen Staff (unpaid)

Charity Organisation seeks Soup Kitchen Assistant positions. Tasks may include:

- Cleaning skills
- Basic cooking skills
- High level of customer service
- Effective teamwork abilities

Example 2:

Marketing and Publicity Internship (unpaid)

The Sydney Writers' Festival is on the hunt for web-savvy passionate students to join their team as Marketing and Publicity Interns during the lead up to the festival. Duties include:

- Market research
- Updating online content
- Drafting press releases
- Researching campaigns
- Liaising with the Publicity and Marketing Manager

USEFUL JOB SEARCH WEBSITES FOR VOLUNTEERING

Volunteering Australia

www.volunteeringaustralia.org

The national peak body for volunteering.

Go Volunteer

www.govolunteer.com.au

Many volunteering opportunities in a wide array of fields

Probono Australia

www.probonoaustralia.com.au

Provides a huge range of charity and volunteering opportunities

Australian Volunteers for International Development

www.australianaidvolunteers.gov.au

Opportunities to contribute to domestic and foreign public government organisations.

The Centre for Volunteering

www.volunteering.com.au

Connecting people and organisations to enrich the community.

Seek Volunteer

www.volunteer.com.au

Offers a wide range of opportunities in volunteering.

