GET THAT INTERNSHIP

STRATEGIES FOR SUCCESSFUL JOB SEEKING

MELBOURNE CAREERS CENTRE
Elise Miller - Careers Consultant
OBJECTIVES: TODAY’S WORKSHOP

• Types of internship search strategies
• The importance of networking
• Specific tools to help you effectively approach host employers
• Preparation & understanding the labour market
Assess Yourself

Take Actions

Explore Options
WHAT TOOLS ARE YOU CURRENTLY USING TO SEARCH FOR INTERNSHIPS?
THE HIDDEN JOB MARKET

Advertised Jobs
15 - 25% of jobs

Hidden Job Market
75-85% of jobs
Active vs Passive
GROUP ACTIVITY:

Discuss and write down 5 active approaches
ACTIVE APPROACHES

On-campus Careers Fair
Family or Friends
University Careers
Direct Approach
Professional Networks
Professional Associations
Information Interview

is a conversation with someone who has work experience in a job, field, or industry that you are considering.

It’s the best active strategy to get an insider’s perspective and find out more about particular careers and potential opportunities.

Career Minute: Informational Interview
www.youtube.com/watch?v=vMCdxfBnA3w&feature=related
Beyond the Technical Knowledge

**Communication** ability to explain complex concepts and write clear, concise reports

**Analytical** ability to think logically and interpret trends in data

**Problem Solving** ability to think creatively, evaluate options and provide recommendations

**Attention to detail** complete task accurately complying with quality standards

Ability to learn, having a critical and inquiring mind, ability to apply theory into practical application.
What is networking?

... Making connections
Networking is not...
Networking is building relationships

NOT: What can I get?

INSTEAD: How can I help?
Two different ways to network

Social

Professional

Both generate contacts ....
Objective of networking

For many people to remember who you are and what you have to offer
ACTIVITY:

Write down 3 selling points you can offer a host employer for your internship.
What not to do ...
Something your granny would understand
“What do you do?”

Write your introduction to a host employer
Secret to networking success

People like to feel valued, important and acknowledged

Ask OPEN questions about:
- their career journey
- their opinions
- their experiences

Make the other person feel special
PROFESSIONAL CORRESPONDENCE....

EMAIL

PHONE

INFORMAL FACE TO FACE

FORMAL ARRANGE A MEETING

LINKEDIN

THROUGH A FRIEND

DO NOTHING IGNORE THEM!
Role Play

Student - Elise
Employer - Fiona

Take Notes

– Introduction
– Body Language
– Questions
– Closing Remarks
1) PREPARE YOUR DOCUMENTS

- Create an up-to-date **resume & cover letter**
- Create a **list of companies** you would like to target
- Ensure you download your most recent **transcript**
- Create a **personal business card** (optional)
- Create a **LinkedIn** account and ensure it’s up to date
2. Understand the labour market

RESEARCH, RESEARCH, RESEARCH, RESEARCH!

LinkedIn
Google
myfuture
Yellow Pages
Job Outlook
Industry Search
Melbourne Careers Online
What can I do with my degree?

• What can I do with this major?  
  http://whatcanidowiththismajor.com/major/majors/

• Options with Your Subject – Prospects.ac.uk  
  http://www.prospects.ac.uk/options_with_your_subject.htm

• What can I do with My Degree in …? Flinders University  
  http://www.flinders.edu.au/careers/degree/

• Degrees to Careers – University of New Castle  
  http://newcastle.edu.au/students/degrees-to-careers/
STEP BY STEP: Industry Research
SOME USEFUL WEBSITES

- My Future - www.myfuture.gov.au
- Graduate Careers Australia - www.graduatecareers.com.au
- Graduate Opportunities - www.graduateopportunities.com.au
- Job Outlook - www.joboutlook.gov.au
- Professional Associations - www.careers.unimelb.edu.au
- Online Business Directories - dir.yahoo.com.au
Where are our Science graduates working?

Australian Graduate Survey (AGS)

- Analyst – Commonwealth Bank of Australia
- Associate Consultant – Talent Technologies
- Graduate Drug Safety Associate – Pfizer Pharmaceuticals
- Graduate Environment Scientist – IT Environmental
- Graduate Exploration Geologist – Newmont Gold Australia
- Graduate Meteorologist – Bureau of Meteorology
- Graduate Physicist – WMC
- OHS Consultant – Noel Arnold and Associates
- Product Development Technologies – Mars Petcare Australia
- Project Chemist – Agrifor Scientific
- Quality Assurance Manager – Fresh Produce Group
- Research Assistance – The Garvin Institute of Medical Research
- Research Assistant – Children’s Cancer Institute Australia
- Senior Research Officer – Reserve Bank of Australia
- Sleep Technologist – Centurion Healthcare
- Technical Officer – Department of Environment and Conservation NSW
- Transport Modeller - Maunsell Australia
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<th>Research, Creative Job Seeking and Preparation are key:</th>
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<td>Assess your current network (includes 1\textsuperscript{st} and 2\textsuperscript{nd} level connections)</td>
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<td>Create a shortlist of organisations you would like to target and ‘cold call’. If unclear, start with Self-Assessment</td>
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<td>Create your “30-second” Personal statement drawn from your overall background which illustrates your transferable competencies, motivation, personality.</td>
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<td>Prepare a resume and cover letter</td>
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<td>Have your drafts reviewed by making a Careers appointment or at a drop-in</td>
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<td>Provide contact person with the Subject Coordinator’s contact details so they can follow up</td>
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<td>Send your application and Host Information flyer; follow up if you don’t hear back</td>
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<td>Retain copies of the emails you send and receive (BE ORGANISED)</td>
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What’s Next?

1. Resume and Cover Letter: Wed 7th 12-1pm (rm 121, Alan Gilbert Building)
2. Interview Preparation: Wed 14th 12-1pm (rm 121, Alan Gilbert Building)

Careers Express
- 10am-12pm Mon-Fri, Eastern Resource Centre (outside student centre)

30 minute Appointment
- Email elise.miller@unimelb.edu.au

Before booking for appointment
- Use resources and approaches mentioned in this session
- Attend a relevant seminar/workshop
- See a careers consultant at a Careers Express