

## Careers Checklist – Find the answer to your careers question

### How to use the checklist . . .

1. Find the heading that best matches your question
2. Read through the list and click through to further resources (UWA CareerHub links will require login)
3. If you get stuck, why not check out our [FAQs](#) or ask a question online:
  - a. Access the [live chat](#) from Monday to Friday, 11am-12pm
  - b. Ask your question through [My Questions](#) (under My Profile on CareerHub) or [AskUWA](#)

Finding a Job – Job Search Strategies	Graduate Work, Internships & Vacation Work
Develop a clear picture about what motivates you and the type of work you are looking for	Develop a clear picture about what motivates you and the type of work you are looking for
See what <a href="#">work placements and internships</a> are available.	See what <a href="#">work placements and internships</a> are available.
Make Sure your Resume is up to date and effective. Draft a resume using the templates on UWA <a href="#">CareerHub</a>	Make Sure your Resume is up to date and effective. Draft a resume using the templates on UWA <a href="#">CareerHub</a>
Browse UWA <a href="#">CareerHub Resources</a> for Fact Sheets and links in developing your job search strategies.	Browse UWA <a href="#">CareerHub Resources</a> for Fact Sheets and links in developing your job search strategies.
Join relevant <a href="#">Professional Associations</a> & attend the networking events & professional development events to start building your networks	Visit <a href="#">UniGrad</a> or <a href="#">GradConnection</a> or <a href="#">Graduate Opportunities</a> for the most up to date graduate information, employer profiles & positions.
Help with my job application - resumes and applications	Work Experience & Volunteering
Read our guides to creating <a href="#">resumes and cover letters</a> . Also check the <a href="#">LCS (Echo) resources</a>	See what is available on UWA <a href="#">CareerHub</a> and <a href="#">check the Resources links</a> for further options.
Once you have reviewed the <a href="#">resources that are available to borrow</a> , why not join us at a <a href="#">workshop</a> that will build your skills in writing application documents	For volunteer work, visit the <a href="#">Guild Volunteer Hub</a> &/or <a href="#">Volunteering WA</a>
Interview Advice	Unsure about my Career
Research the role, the business and think through what your best selling points might be for the interview.	Use <a href="#">My Guide</a> as a starter, also check out the <a href="#">CareerHub Career Resources</a> . These will help you think through the first important stages in a structured manner, particularly if you are really struggling with how to get started.
Re-visit your application, your CV and covering letter that you used to get you the interview.	Come along to a “Career Conversation” session in your discipline area.
Check the <a href="#">Career Resources in UWA CareerHub</a>	Career Options and Planning
Come to an <a href="#">Interview Skills workshop</a> and bring along details about the interview you would like help to prepare for e.g. practice questions, a copy of the job ad or application form. These will be helpful to refer to.	Review the <a href="#">Self-Assessment and Career Planning</a> topics in UWA CareerHub. Bring your outline of what you have explored and planned so far to a 20 minute career advice session.
Further Study	Changing or Leaving Your Course
Consider the type of course that might be suitable for you by researching the options on UWA <a href="#">postgraduate courses</a> website.	Be clear and make a list of the factors that are influencing your thoughts about changing or leaving your course. Make a list of pros and cons.
Think about and explore employment outcomes associated with Post Graduate Study. Review graduate destinations and information on the <a href="#">Graduate Careers</a> web site.	If you know what course you would like to enrol in ensure you talk to a <a href="#">course adviser</a> in your faculty and gain more information from UWA offices such as <a href="#">student administration</a> .
Browse the <a href="#">Further Study in Australia</a> & <a href="#">Further Study Overseas</a> resources in CareerHub.	Once you have developed a better picture but remain uncertain about the best course choice or outcomes for employment, review the <a href="#">Career Options with my Degree</a> & <a href="#">Changing Courses</a> resources in CareerHub.
Self Employment	Still unclear, book a 20 minute appointment with a Career Adviser.
If you are bursting with ideas and think you would like to develop your own business. Begin by browsing the <a href="#">State Government small business</a> website.	

You may also find assistance by getting a career mentor ([Career Mentor Link](#)) or looking for opportunities to [meet employers](#).