



# The best time is now.

## Employability Guide



# EAIT Student Employability Team

Dedicated to empowering students to develop the mindsets, capabilities and professional networks to get career ready before graduation!

## Online tools to build your employability

We have put together a **number of online resources** specifically for EAIT students. The online tools are designed to support you in developing the skills, capabilities and knowledge needed to kick-start your career. There are modules to prepare you for all elements of the job application process and more!



## We connect you with industry

Don't wait until graduation to connect with employers – the best time to prepare for your future career is now (while you're still at university). Participate, practice and pioneer your networking skills at one of our **employability events**. From hands-on workshops, pop-up sessions to industry based seminars, there is an event for everyone.



## Book an appointment for employability advice

Have a particular question? Need additional feedback on your resume or cover letter? **We offer personalised advice and support** to help you articulate and present your unique skills and capabilities to future employers. Book an appointment with us through StudentHub today!



## Find opportunities

We have industry connections, utilise them. We **post job advertisements, work experience, engineering professional practice information and industry opportunities** on StudentHub. Don't miss out on opportunities that are presented to you.





Today, more than ever, employers are looking for well-rounded graduates, who in addition to the knowledge learnt in their degree, hold a diverse set of personal capabilities like leadership, teamwork and communication. These capabilities can be developed by participating in a range of experiences whilst at university.

### **We're here to help.**

**Our office is open 5-days a week and our services are available to all engineering, architecture, design and computing students.**

## **visit us**

Room C305  
Hawken Building (50)



## **search us**

[www.eait.uq.edu.au/employability](http://www.eait.uq.edu.au/employability)



## **call us**

07 3365 8534



# Your resume

Your resume is one of your most valuable pieces of content when looking for a job! We have created a checklist and some key information for you to consider when writing your resume.

## Resume format checklist

- ☐ Your name
- ☐ **Contact details**
- ☐ Visa information (if relevant)
- ☐ Education and training - include education institution, start date and expected graduation date, GPA (optional) and any other relevant certificates/qualifications
- ☐ Employment history - include paid work and unpaid work experience and volunteer roles
- ☐ **Evidence of skills** relevant to the job you're applying for - both technical and non-technical
- ☐ Achievements related to your work and/or education
- ☐ The details of two professional referees or 'referee details available upon request'

## Resume tips and tricks

- Try to keep to **two pages**, using bullet points to summarise your experience
- Keep the formatting simple and **easy to read**. Arial or Calibri font at size 11 or 12 is ideal
- Ensure it's **honest and accurate**. Don't exaggerate your experience and qualifications
- Focus on your achievements and the impact you have made
- **Proof read** your resume. Often there will be zero tolerance for spelling and grammatical errors
- Include your interests and extracurricular activities on your resume to make it more personal
- Be consistent in your formatting and **include white space**
- Tailor your resume for each role you apply for
- Ask permission from your referees to use them and give them a heads up that they may be contacted





Remember that this is the employer's first impression of you so it should 'sell' your best points. Think of it as your sales brochure and you are the product.

### **Writing a great resume**

Your resume is your chance to dazzle the prospective employer with your skills, knowledge and experience. While you want to impress, it's important that your experience is accurate and honest.

**do**

Highlight your most relevant experience



**don't**

Include a photo



**do**

Include enterprise and non-technical skills



# Cover letter writing

A carefully written cover letter that is tailored to the job you are applying for is an important step in the process of selling yourself to a prospective employer.

## Cover letter checklist

- ☐ Include the **date**
- ☐ Have white space between paragraphs
- ☐ Ensure the name of whom you are addressing is correct
- ☐ Introduce yourself to the employer and reference the role you are applying for
- ☐ Tailor your cover letter to the specific company you are applying to
- ☐ Ensure it is free from spelling and grammatical errors
- ☐ Include your contact details - make sure your **email address is professional and appropriate**
- ☐ Inform the reader of your skills and experience and what makes you the best applicant for the position
- ☐ Show the organisation that you have done your **research** on the role and company
- ☐ Try to keep your cover letter to **one page** with appropriate spacing, font size and style
- ☐ **Be concise and clear**, address one main idea in each paragraph

## Cover letter format

- **Paragraph One:** Introduce yourself, outline your relevant experience and qualifications
- **Paragraph Two:** Outline your motivation for applying
- **Paragraph Three-Four:** Outline relevant work experience, courses and projects
- **Paragraph Five:** Thank the reader for their time. Be confident and concise



The resume is all about you - the cover letter is all about them. The best way to do this would be to look at the job advertisement and identify the key words and 'must have' requirements listed and ensure you highlight those skills.

### Cover letter

A carefully written cover letter that is tailored to the job you are applying for is an important step in the process of selling yourself to a prospective employer.

**do**

Show that you know about the organisation



**don't**

Go over one page



**do**

Look at key words in the job advertisement and include them



# Portfolios

A portfolio is commonly used in the Architecture industry and is a tool to present and demonstrate your skills, design style and project experience.

## Top tips to consider for your portfolio

- Keep it to less than 10 pages
- Remember to format the document with the reader in mind. Be selective about the projects you include in your portfolio. Include projects that are most relevant to the firm you're applying to and make sure they're the projects you're most proud of
- Use **landscape** formatting
- Use **InDesign** and not Microsoft word (MS)
- Include projects you have contributed to (maximum of four) and include the project value, description and your role within the project
- Include your software skills and rate your skill set for each software program
- Think of **extra activities** you have done while at university - conferences attended, student societies you are in and volunteering (for example - at the architecture exhibition)
- Use **consistent formatting** and graphics
- Ensure you are showing a range of projects to showcase your diverse skills like technical drawing content and finished design content
- Use the visual design of your portfolio as an opportunity to demonstrate your confidence, skills and strengths to an employer
- Research the firm you're applying to. If the firm relies on hand drawing or model making include some examples of these
- If you have additional hobbies, such as photography, that could be relevant to the role, include them





Your portfolio should be unique to you, eye catching and easy to read.

### Portfolio

Include a diverse range of projects to show you have a diverse set of skills.

**do**

Use white space



**don't**

Use MS word



**do**

Include examples of your best work



# Networking 101

Networking can be daunting for anyone! But with a little bit of practice and preparation, you can be a networking pro in no time.

## Before the event

- ❑ Where possible, find out who will be at the networking event prior to attending
- ❑ Ensure you are up to date on key industry news that relate to the networking event you're attending
- ❑ Ensure you are **professionally dressed**
- ❑ **Make genuine connections**, get business cards from the connections you are most interested in, and send a follow up email or send them a message on LinkedIn to connect
- ❑ **Don't just ask someone for a job**, focus on gathering information and making a memorable first impression

## Conversation starters

- What brought you here today?
- How did you hear about this event?
- Isn't this a great venue, have you been here before?
- What did you think about the presentation?





Listen! Once someone has introduced themselves to you, ensure you use their name throughout the conversation to show you are paying attention.

### **Networking!**

It's important to remember your body language when networking. Open and engaged body language is best. Don't cross your arms!

**do**

Remember first impressions count!



**don't**

Ask for a job. Focus on making connections.



**do**

Have an elevator pitch prepared that you can use to introduce yourself



# LinkedIn, the social media platform for your career

If you're going to have a LinkedIn account, make sure all recommended fields are complete, it is up to date and looks professional. An incomplete profile is almost worse than not having a profile at all.

## Add a photo

Smile, be professional and **avoid a selfie if possible**. Avoid filtered images. A photo adds more character to your LinkedIn profile so think carefully about which photo to use - you probably wouldn't use the same photo that you have on Instagram!

## Use your resume as a guideline

While LinkedIn can be less formal than your resume, make sure you **remain professional** and that your dates of employment align - employers will cross reference.

## Write a summary statement

Make use of the summary statement section of your profile. These statements really differentiate your profile. You only need to write 50-100 words so **make it punchy**, to the point, and unique.

## Be active

**Follow the companies** you're applying for - you'll be the first to hear of any new job opportunities. Also, join LinkedIn groups that are related to the industry you're looking to get into.

Make sure you've added your University, fields of study, and graduation year. Many recruiters will search for specific degrees so make sure it's on there! Add in key courses of your degree or any details of your thesis or placement - it's another way to differentiate yourself.

## Add your skills

The **more skills** you include the more likely you'll show up in **recruiters searches**. Recruiters will search for key words or technology that relate to the role they are looking to fill (e.g. Matlab, VBA, Python) so be sure to include them in your profile.



### ☐ Add your work experience

Whether it's summer internships, placements, volunteering, working in retail/hospitality - make sure you put it in your profile. Highlight your responsibilities and the **relevant/transferable skills** you've gained from those experiences.

Often students will not include the cafe job they have whilst at uni on their profile. However, at an Undergraduate level, these roles are relevant and indicate you might possess valuable transferable skills like communication, time management and the ability to work under pressure.

### ☐ Get recommendations

You can **request recommendations** from people you've worked closely with such as work colleagues and university lecturers. If you have a good working relationship with a suitable individual, request a recommendation.

### ☐ Network

The more connections you have, the more powerful LinkedIn will be for you. Start building your networking by connecting with your peers, lecturers, work colleagues, those in your personal network, people you've met at a networking event or even someone you've interviewed with.

### ☐ Set your profile as looking for work

There's a feature that you can switch on which shows you're looking for work. Make sure you switch it on as this can be a recruiter's first filter option.





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AUSTRALIA

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CREATE CHANGE