



HOW TO FIND A JOB IN AUSTRALIA

A-Z | GUIDE FOR STUDENTS



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A NOTE TO STUDENTS

We appreciate that finding your first job while studying, or upon graduating, can be a daunting process.

It can seem even more challenging for international students who face multiple barriers to establishing careers, including unfamiliar job search processes and a whole new workplace culture in Australia.

So, to make it a little easier, we've created this A to Z guide for students. It contains a whole alphabet of insider knowledge.

From the basics of which job websites you should be browsing, to tips on how to write an effective cover letter and resume, and perfecting your interview skills.

We hope you find it a useful and practical resource to guide you as you begin your search.

Good luck and happy job hunting!

Will Phelan

National Careers Manager
Kaplan Business School



A

Accelerate your English communication skills

(And learn a little Aussie slang)

Having a strong level of both verbal and written English as an international student will impress prospective employers.

You can accelerate your learning by:

- Reading English news online
- Volunteering in your community
- Using an English learning app (e.g. Duolingo)
- Making use of **academic support resources** at your educational institution and
- Enrolling in elective subjects such as **Skills for Effective Communication** that focus on advanced levels of English vocabulary and grammar.

It's also helpful to be aware of some of the most common slang that is used in the Australian workplace.

COMMON AUSSIE SAYINGS:

- 'Arvo' = afternoon
- 'COB' = close of business
- 'I'm keen to' = I would like to
- 'No-brainer' = something obvious or requiring little or no thought
- 'No worries' = all good / no problem
- 'Flat out' = very busy
- 'Think outside the box' = bringing a new perspective to a problem or situation
- 'Touch base' = make contact with someone
- 'What do you reckon?' = What do you think?
- 'Win-win situation' = when both parties come out of a situation favourably



B

Build Your Confidence

Applying for any job, whether it's a part-time or graduate role, can be challenging. Building your confidence can take time. Think about your work and personal strengths. Reflect on your achievements.

Here are a few tips to help you feel better prepared for landing your next job in Australia.

Set short-term and long-term goals

Set realistic career goals and research how to achieve them. Do you need to enrol in a short course to attain the skills you need? Are there networking events you could attend to connect with potential employers?

Attend career workshops

At workshops you can learn from experienced professionals about how to effectively navigate the employment market. Kaplan Business School hosts free career workshops across our campuses on a range of topics such as how to write an Australian resume or updates on the employment market.

Read job descriptions carefully

Respond to the selection criteria in a way that matches your skills to the job description. Taking this tailored approach will increase your chances of getting a first interview.

Promote your unique strengths

As an international student you may have valuable skills that can help you stand out such as being fluent in another language* or having overseas experience. Include these skills in your resume, cover letter and during the interview process.

Do your research

Going into an interview with an informed understanding of the company (their challenges, strengths, needs) will give you confidence to discuss what you can offer as a candidate.

*Include language information only if mentioned in the job ad or relevant for the specific role.



C

Careers Service

The first go-to resource for any student should be your school's career service. At Kaplan Business School, **Careers Central** can help you with:

- Insights into the Australian job market
- Creating and tailoring an Australian industry resume and cover letter
- Preparation for job interviews
- Connection to employers to complete an **Academic Internship** that will count towards your degree
- Accessing exclusive careers workshops and industry events where you can network with employers and develop your employability skills
- Preparation for the workforce with one-on-one career coaching and
- Accessing exclusive information about graduate roles with a variety of businesses such as local SMEs (small and medium enterprises), not-for-profits and ASX-listed (Australian Stock Exchange) companies.



D

Do's And Don'ts For The Australian Job Market

Here's a list of what you should and shouldn't do when entering the Australian workforce.

DO

Pay attention to visa, work permits, and conditions of employment

It's critical you understand your legal obligations before entering the workforce. For example, some workplaces have a legal obligation to employ permanent residents or citizens, while others might sponsor overseas talent.

If you're on a visa, consider what type of employment you are allowed to engage in, how many hours per fortnight, and what your tax bracket is. It's important to access the right information on work visas, tax and contract employment requirements.

Gain perspective on work culture

Australia has a work culture that shapes the environment of each business you might work in. For example, while self-promotion may be valued in certain work cultures, this is considered a negative trait in Australia, where there is a strong emphasis on teamwork. Additionally, Australians work hard, but they also place value on work-life balance and mental wellbeing.

Try different strategies

Keep an open mind with regards to career search strategies and work standards in Australia. What may have worked before in one's home country may differ to that of Australia. For example, volunteering is a great way to gain real-world experience while expanding your network.

Tap into your connections and set up a network

Tapping into your existing networks (people you studied with, lecturers etc.) is a great way to keep up to date with the latest industry developments. There are organisations that help job seekers find opportunities such as **Prosple**, **Adecco** and **Just Landed**.

Research the market

While some skills are in demand in Australia, others may be less so. Research the job market to discover opportunities and get your timing right. You can get in touch with recruitment agencies or refer to the **Australian Government job portal**.

DON'T

Lie on your resume

While it's important to be confident in your capabilities, you also need to be humble when listing the skills you're an 'expert in' and what technologies you are very capable with. Your future employer will appreciate your honesty.

Rely on spontaneity

Moving to a new city or country and finding a job takes time, patience and knowledge. Start setting up a network and have some prospects before you arrive.

Leave career development to the end

Don't leave your career development planning to when you are about to graduate or already graduated. Make use of the best resources available with your education provider (e.g. internships) during your studies with them.

Assume you'll get the top job

Having the assumption that top-level jobs will be at your disposal (when entering the Australian job market for the first time) might hinder your decision-making process, and you could miss out on opportunities for career growth. Consider work experience or volunteering until you build enough experience and contacts to get your foot in the door.



E

Employability Skills

Employability skills are the personal attributes that enable you to thrive in the workplace such as good communication, initiative, emotional intelligence and adaptability. With the rise in hybrid work, digital fluency and collaboration (e.g. Zoom) have become essential.

During your studies, you can build your employability skills through:

- Student engagement e.g. ambassador positions, research or project work
- Internship performance
- Volunteer engagements and
- Professional memberships.

In your resume and online profiles, you can highlight examples of when you use these skills and how they can benefit a business. You can use AI-powered tools like LinkedIn AI, ChatGPT, or Seek SmartMatch to identify which skills are most in demand in your field and to tailor your professional profile accordingly. Always use these tools ethically - they're there to guide your growth, not replace your judgement.

At KBS, we have 9 graduate skills included in our curriculum design:

Self-Management
Collaboration
Ethical Integrity
Digital Literacy
Emotional Intelligence
Effective Communication
Critical Thinking
Global Citizenship
Data-driven Problem Solving



F

Freelancing

Have you considered whether a freelance career might be the perfect fit for you? Freelancers can set their own hours and workload. To be successful, you should consider:

- **How many contacts do you have?**
How big is your network? Ensure you have a sizeable network to sustain ongoing work. Freelancing is very much about *who* you know, not just what you know.
- **Are you able to time manage?**
Freelancing is about meeting deadlines, on your own, without the help of a team (or boss) to keep you on track. Freelancing requires discipline and being able to maintain work commitments.
- **Are you good at juggling finances?**
With freelancing, it is important to be able to split payments to support you over the quieter weeks. You also need to consider tax payments and superannuation amounts.

Don't forget to apply for an **Australian Business Number (ABN)**.

You can locate freelance roles on **LinkedIn jobs**, **Seek** and freelancing platforms like **Freelancer** and **Fiverr**.



G

Get Entrepreneurial

Do you have a product or service idea?

Put your idea and skills to the test by starting up a small business on free e-commerce sites such as **Etsy**, or freelance networks such as **Fiverr** or **Freelancer**.

Managing a small business can help you develop entrepreneurial skills in production, operations, marketing and sales.

Find out more on **How to become an entrepreneur**.



H

Hidden Job Market

According to recruiters, at least 60% of jobs are found through the **hidden job market** which are jobs that are found through referrals and networking, rather than advertising.

You can tap into the hidden market by:

- Reaching out to your network of former colleagues and industry contacts and let them know what new roles you're looking for, industry areas you're exploring, and your ideal work environment
- Networking at events and via social media channels (e.g. Facebook)
- Contacting employers of interest (e.g. sending an introductory email)
- Volunteering or completing work experience and
- Subscribing to news alerts and following companies on LinkedIn.

At KBS, you can also expand your network through **Careers Central**, who can help you access exclusive industry networks.



Internships

An internship is a short-term experience program offered by companies where you have learning goals and opportunities to develop real-world skills and experience. Undertaking an internship (paid or unpaid) has many benefits for your career including:

- Putting the theory (you've learned at school) into practise in the workplace
- Developing the latest technical skills
- Developing new soft skills
- Learning from a manager or mentor and
- Building your professional network.



DANIELA FERNANDA JAIMES ARANGO

KBS alumnus,
MBA (Project Management)

‘My internship was with the Shire of Mundaring, working as a process analyst with the business improvement team. It was such a great experience; I got to manage real tasks, coordinate with stakeholders, and even propose new ways to work more efficiently. I worked in my networking around the Shire, so after the internship they offered me a part-time position as a Project Officer with the Project Management team, to keep contributing to the projects.’

Learn about the top **9 ways**
an internship can advance
your career.

Job-Search Sites

Online job portals should be part of your job-seeking strategy. They are a great way to get automated updates on your key searches and keep you posted on any new jobs.

Popular sites include **Seek**, **GradConnection**, **Prosple** and **Student Edge**, where you can create an account, save searches, shortlist jobs and receive emails for new job listings.

LinkedIn is another big source for job ads – you can search for job listings via the Jobs tab in your LinkedIn profile. Our Careers Central team advertise full-time graduate roles in a private alumni community page on LinkedIn.





Know Your Rights

In Australia, international students can work up to 48 hours a fortnight during the school semester and unrestricted hours during the school break.*

Part-time vs. Casual employment

These are two different types of work. Part-time employees work regular hours each week and receive the same benefits such as annual leave and sick leave (relative to hours worked) as full-time employees. Casual employment does not guarantee hours of work, sick or annual leave, but pay rates are usually higher.

Do you know what your pay rate should be?

Always check that you are being paid fairly. To find out how much you are entitled to earn you can use the **Australian Government's online Pay Calculator**.

Are you entitled to 'penalty rates'?

As a casual employee, you are often entitled to 'penalty rates.' These are pay increases when you work overtime, on public holidays, Sundays or during late night or early morning shifts. Check your penalty rate online, and make sure you discuss this with your employer.

Are you feeling bullied, harassed or discriminated against at work?

Workplace discrimination and sexual harassment are against the law in Australia. If you feel bullied, unsafe, or discriminated against at work, please tell someone about it. Your educational institution has student support services available to help you in this situation.

You are entitled to join a union or to make a complaint with the Ombudsman or the Human Rights Commission.

If you ever feel in any immediate danger, call the police on 000.

For more information about your work rights, visit the **Fair Work Ombudsman**.

*For more information visit Homeaffairs.gov.au.



LinkedIn

Here are tips on how to complete each section of your LinkedIn profile.

1. Cover Photo

Create a tailored image that reflects your personal brand and industry experience.

2. Profile picture

Your profile picture should be a true representation of you right now. Use a high-resolution image, pick a background that isn't distracting, and don't use too many filters.

3. Headline (underneath your name)

Your headline must include the keywords you want to be found for via the search function (e.g. 'Certified Public Accountant (CPA) | Property Accountant | Real Estate & Construction Accounting'). Ensure that it stands out from the crowd, speaks to your ideal client and reflects the benefits you can bring to a business.

If you have limited work experience, your headline can reflect your career motivations and what you're studying (e.g. Aspiring Social Media Marketing Professional | Digital Marketing Analytics | Bachelor in Business at Kaplan Business School).

4. About / Overview

This is where you highlight your career story – where you have been, where you are now, and where you are headed.

If you have limited work experience, you can talk about your key skills, strengths and career goals.

5. Professional Experience

Highlight your achievements and outcomes in each role, not your day-to-day responsibilities. Add media here – this can include portfolio snapshots, projects you've worked on, or links to external websites or resources.

6. Voluntary experience

This section is where you can list any community-driven programs you've been involved in which complements your passions and career desires.

7. Include recommendations

Add credibility to your profile and include recommendations from your former colleagues, managers and mentors.

8. Language skills

Being able to speak more than one language can be valuable to an employer, as many organisations operate in international markets. List this skill under the 'languages' feature and state your level of proficiency.

M

Make A Job Search Plan

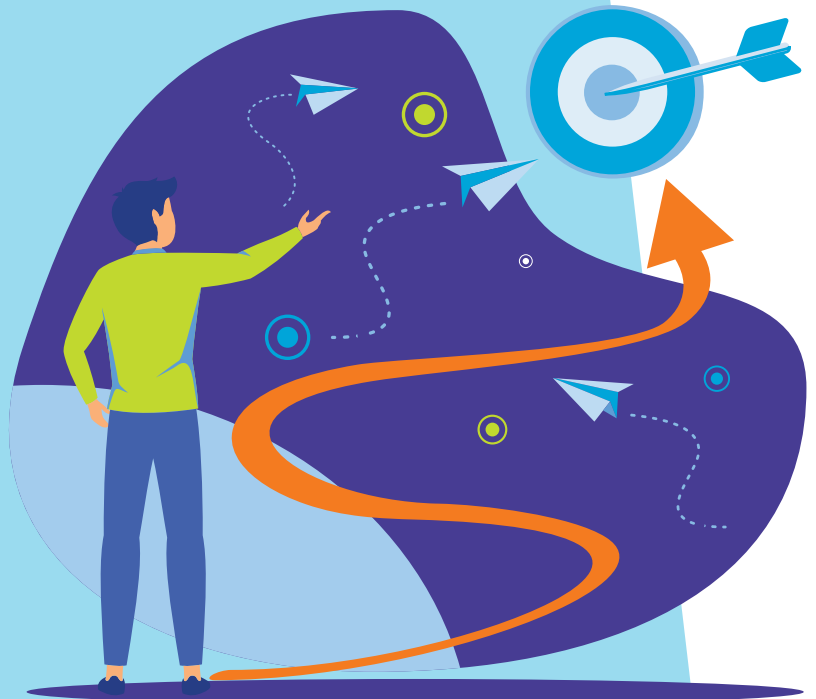
Just like a project, searching for a job requires planning, goals and milestones.

Planning will help keep you on track, and ensure you complete all essential tasks to get job interviews.

Here are a few key tips to keep your job search organised:

- Schedule regular time blocks to research vacancies, update your resume, write cover letters and complete applications
- Subscribe to job alerts from LinkedIn and companies of interest
- Use tools like spreadsheets to keep track of your applications
- Use calendar apps to set reminders for follow-up emails or calls
- Set up a folder filing system on your computer to keep track of what you have provided to each employer and
- Evaluate what is working, what isn't working and change your job search plan accordingly.

SEEK offers a useful and free **career planning template**.



N

Networking



Top 5 tips from KBS alumni Giselle Machado

Giselle was offered a job opportunity as a Software Developer and Data Analyst through a contact made at an industry event. Here's her advice.

1. **Make sure you're attending networking events and accessing opportunities that meet your career goals**

Your school's careers service may organise career events and volunteering programs where you can meet industry professionals.

You can check out **Meetup** or **Eventbrite** or virtually network through LinkedIn and online alumni groups, professional communities and industry associations.

2. **Preparation is key**

Being prepared gives you the confidence to step out of your comfort zone. Here are a few pre-event tips:

- Research the event you're attending so you know what to expect and the type of professionals you'll be interacting with
- Speak to a Careers Advisor at your school, or a business mentor (a professional who offers their knowledge and advice to someone less experienced) ahead of the event to gain any valuable tips
- Attend your first event with a student who has more experience at networking events – it helps to see a confident networker in action
- Arrive early – this will give you the chance to introduce yourself to people before they've had time to form groups

3. **Don't be afraid to speak up**

At these events, people are open to listening to you. However, don't be completely focused on selling yourself; engaging in a conversation is a more genuine way of making a connection.

4. **Challenge yourself with a goal**

Having a goal for a networking event can be a great way to build your confidence and form new relationships.

EXAMPLE GOALS:

- Make 5 new contacts and connect with them on LinkedIn
- Collect 10 business cards and
- Organise a coffee catch-up in the next week with a new contact

5. **Follow up on LinkedIn**

Business networking shouldn't finish when the event does. Follow up with (and nurture) the new contacts you made. Connect with them on LinkedIn as a first step to begin future interactions.

O

Overcoming Common Obstacles

Job seeking can be a learning curve and you may be faced with a few obstacles:

1. Getting your foot in the door

After reading many times that a job you desire requires ‘local experience’, it’s easy to feel unmotivated and not know how to get that ‘foot in the door’. Draw on your existing contacts, touch base with your classmates or teacher network, and explore volunteering and internship opportunities.

2. Self-doubt

Even the most senior professional will experience self-doubt when making a career leap. Don’t compare yourself to your friends or former classmates – your process and journey are your own. Take each setback as a learning experience.

3. Didn’t get the job?

That’s okay. You can learn something from the interview – maybe edit your resume or ask the recruiter for feedback you could learn from.

4. Knowing when the timing is right

There is always a ‘right’ time to approach potential employers. Get your timings right by signing up to the company’s employment portal, following them on LinkedIn, and researching their performance and growth (a good indicator as to whether they might be hiring soon).



P

Perfecting Your Interview Skills

TOP 4 TIPS

1. Research and prepare – when you fail to plan, you plan to fail

- Research the background of the company and find out what their culture is like. Read their website, including their news, press releases and social media channels. If you know people working for the company, get in contact with them.
- Have a look at the position description (prior to the interview) so you know what skills and competencies they are looking for. Think of different examples you can use from your work experience to demonstrate each of the criteria.
- Be prepared with answers to common questions such as ‘Tell me about yourself’, ‘Why do you want to work here?’ and ‘What are your strengths and weaknesses?’

2. Make a good first impression

- Dress right for your industry. Try your outfit to see if it makes you feel confident.
- Check the location of your interview in advance and arrive at least 10 minutes before your appointment.
- Treat everyone you meet in the office as your potential interviewer.

3. Ask questions

Asking thoughtful questions shows that you are genuinely interested in the company and help you stand out from the competition. It also proves that you have done enough research to seek clarity on parts that you are unsure about.

4. Use the STAR approach

The STAR approach can help you structure your answers for situational questions (questions about how you might handle a real-life scenario on a job or how you’ve handled it previously). For example, ‘Tell me about a time you’ve shown leadership on a project?’ or ‘Think of a challenge you’ve experienced. How did you overcome it?’ Prepare strong examples from your prior work experience.

STAR stands for:

Situation: An event, project, or challenge faced

Task: Your responsibilities and task for the situation

Action: Steps taken to rectify situation

Result: Results of actions taken

Discover the **top 9 job**
interview tips for success.

Q

Questions To Ask During Your First Interview

TOP 7 QUESTIONS

Asking the right questions can be critical to advancing in the recruitment process. It's very important that an interview is an even exchange; ask questions when relevant and useful, and make sure you listen actively to the answers.

1. Can you tell me about the day-to-day responsibilities of this job?

This question will give you insight into the daily responsibilities that make up the role.

2. What do you think are the most important qualities for someone to excel in this role?

This response will give you an understanding of the skills you will need to progress in the company.

3. What are your expectations over the next 6 months?

This question can help to find out more about your employer's expectations and vision for this role.

4. Can you describe the culture of the company?

It's important to ensure that the company's values and working style align with your own.

5. Where do you think the company is headed in the next 5 years?

Planning for the future and being informed of the opportunities available will help you decide whether you can stay for long and grow within the organisation.

6. What is the typical career path for someone in this role?

This question gives a sneak peek about career advancement opportunities.

7. What are the next steps in the interview process?

This question shows that you are eager to move forward with your application and helps you gain information about the timeline for hiring so that you can follow up later.

R

References

TOP 5 TIPS

During your job search, a potential employer will request references. This person is usually a former manager or colleague who can provide details about your performance general character and work ethic. Typically, the company will ask for them when they are seriously interested in you as a potential hire.

1. Plan and get your references in order before you need them

Before you start applying for jobs, write a list of potential referees.

2. Communicate with your referees:

Contact your referees to get their permission to act as a reference and check that you have their most up-to-date contact details. After you have been interviewed, let them know when they can expect a call from the potential employer.

3. On your resume, type 'References available on request'

On your resume, don't list the details of your referees. Instead, type 'References available on request.' If a potential employer requests the details of your referees, ensure you provide them their:

- the names of at least two along with
- Position / Title
- Company
- Phone Number
- Email
- Reference Description (description of your work relationship, how many years you had worked together etc.)

4. If you have very limited work experience, you can provide a personal/character reference

This is an individual who knows you and can vouch for your character and abilities. This could be a business acquaintance, volunteer coordinator or teacher.

5. Maintain good relationships

Always maintain good relationships with people in class and at work. Your lecturer, classmates, manager and colleagues can be potential referees. Connect with them via LinkedIn.

S

SMEs

Did you know that small and medium-sized enterprises (SMEs) make up approximately 97% of all businesses in Australia?*

It can be a missed opportunity to think that the graduate role or internship at a large corporation is the only route to success.

Working at an SME can be a valuable platform for professional development and career progression – they tend to offer less hierarchy and more hands-on experience, innovation, flexibility and collaboration.

*asbfeo.gov.au



T

Tax File Number

It's important to apply for a Tax File Number (TFN) in Australia. Otherwise, you will be taxed at the highest rate.

How to apply

- 1. Log onto the Australian Tax Office (ATO) website.**
- 2. Access the relevant application portal for residents, foreign passport holders, or people living outside of Australia.**
- 3. Complete the online form**

Once your form has been filled out and accepted by the ATO, you should receive your Tax File Number by post within 28 days.



U

Update Your Resume

Formatting your resume so that it's tailored to the Australian market should be a priority in your job search plan.

Do's and don'ts for Australian resumes

DO

- Tailor your resume to the specific job you are applying for
- Include a career profile or professional summary
- List your employment history in reverse chronological order (i.e. most recent job listed first)
- Use clear and concise language when describing your responsibilities and achievements
- Check spelling using Australian English
- Use a plain and easy to read font

DON'T

- Make your resume longer than two pages
- Include irrelevant personal details such as your date of birth or marital status
- List skills and experiences that are irrelevant and outdated
- Use an unprofessional email address (your email should contain a combination of your first and last name, and a number or two if necessary)
- Use too many different font sizes. Italics, underlining, and graphics are best avoided.

Download our free **Australian resume template**.



V

Volunteering

Nearly 6 million Australians volunteer per year. Volunteering is a popular way to gain professional experience, develop new skills, make new connections, and work in different businesses and work environments.

Your school may have volunteering opportunities such as a **Student Ambassador program** or with an industry association. Our **Careers Central team** help students access various volunteering opportunities across our campuses.

Job search websites such as **SeekVolunteer, GoVolunteer and Vollie** list volunteering opportunities.

75% of hiring managers agree that volunteer experience is an advantage in a job interview.

SEEK Volunteer, 2021





Write An Effective Cover Letter

TOP 5 TIPS

A cover letter is a half to one single-page A4 letter that you include with your job application. This is your sales pitch that will market your credentials.

1. Keep it simple

The cover letter should express information about your previous roles, key skills and the unique value you can add to the company in a clear and concise manner.

2. Make it impressive

A cover letter should complement, not duplicate, your resume. Include measurable accomplishments and examples.

3. Grammar matters

It needs to be well-formatted, accurate, and easy-to-read, with no spelling or grammatical mistakes.

4. Customise

Customise all your cover letters by writing a fresh, tailored cover letter for each job application.

5. Format correctly

- **Salutation**
Start by addressing your cover letter to the hiring manager whose details you can usually find at the end of a job description. State who you are and the job you're applying for.
- **Opening statement**
Express what you feel makes this organisation and role special, and how it aligns with your interests and core values.
- **Body**
The next two paragraphs should detail your most relevant previous roles, skills and experience, and how you can transfer them to the new organisation.
- **Closing statement**
Ensure it's personalised, solution-focused and positive. Highlight why you would like to work for this organisation and how you will be a genuine asset to the business. Finish off by thanking the employer for their consideration.

Download our **free cover letter template**.

X

X-Factor

All of us have something that make us a unique professional. This is your X-factor.

Allow your X-factor to shine by pointing out aspects of your personality that complement with your potential role or future company. For example, are you an introverted person? That could mean you are a great listener. Do you love critical thinking? That is an asset for problem-solving and innovation.

Try a **Career Matcher** to uncover your strengths, values and work style. Understanding what motivates you can help you choose roles and workplaces where you'll thrive.



Y

YouTube For Job Seekers

Use all the free online resources available to you to keep you informed about the job market.

YouTube has an abundance of profiles, organisations and professionals who use the platform to offer career advice such as the much acclaimed **TEDx Talks** and **Work It Daily**.

Check out Australian YouTube channels such as **Insider Guides**, **Internash**, **Overseas Students Australia** and **SEEKjobs**.



Z

Zeal And Resilience

According to analysis by global jobs site Indeed, Australians wait an average of 82 days between starting a job search and securing a new position.

The search can be disheartening but it's important to never lose sight of what it is you want to achieve and take every small win (and loss) as they come.

Try to treat each setback as an opportunity to gain honest feedback that you can use at your next interview. It can also help you identify new skills you could learn and build your professional resilience.

Read more about **How to build resilience**.

‘Nothing worthwhile comes easily. Work, continuous work and hard work, is the only way to accomplish results.’

HAMILTON HOLT
Educator



FURTHER RESOURCES

 info@kbs.edu.au

ADELAIDE

Level 1, 68 Grenfell Street
Adelaide SA 5000 Australia
+61 (0)8 8215 4100

Supplementary Location
132 Grenfell Street
Adelaide SA 5000 Australia

BRISBANE

Ground Floor, 369 Ann Street
Brisbane QLD 4000 Australia
+61 (0)7 3872 3800

GOLD COAST

Australia Fair Commercial Tower
Level 8, 36 Marine Parade
Southport QLD 4215
+61 (0)7 3872 3800

MELBOURNE

Level 4, 370 Docklands Drive, Docklands
Melbourne VIC 3008 Australia
+61 (0)3 9626 4576

PERTH

Ground Floor, 10 William Street
Perth WA 6000 Australia
+61 (0)8 9322 4136


SYDNEY


Level 1, 55 Elizabeth Street
Sydney NSW 2000 Australia
+61 (0)2 8248 6758


Supplementary Location
Level 4, 56 York Street
Sydney NSW 2000 Australia


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