



THE
JOURNEY TO
SELF-KNOWLEDGE

SKILLSROAD.COM.AU®



TAKE THE **SKILLSROAD** **CAREER JOURNEY**

EVERYONE'S CAREER JOURNEY IS DIFFERENT

USE OUR **TIPS**
AND TOOLS TO
FIND YOURS!

STEP 1

CAREER QUIZ

Start by finding out what you were born to do!

STEP 2

EXPLORE CAREERS

Learn more about your perfect job and what the role looks like in action

STEP 7

STAY IN THE KNOW

All the latest news and more

STEP 3

JOB FIT TEST

Find out what next steps you must take to land your ideal role

STEP 6

APPLY FOR THE GIG

Apply for your role on our Jobs Board, updated with new roles daily

STEP 4

360° VIRTUAL WORKPLACE

See what a day in the life of your dream job is really like!

STEP 5

CREATE YOUR RESUMÉ

Learn to build the ultimate resumé and the perfect cover letter

SAYING HI TO YOUR FUTURE SELF

Imagine you're writing a letter to your future self. Where are you living? Who are your friends? Where are you working, and what is your salary? How do you spend your time? Are you working indoors or outdoors? Are you an entrepreneur, or working for someone else? Think about this for a bit.

Now write the letter!

Imagine you're five years into your working life. You are working in a job you love, and everything is going well.

Dear
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Re-read your letter

Time to think: what steps do you need to take to reach the dream scenario sketched in your letter to your future self? Now fill out the steps below.

First I need to
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Then I need to
.....
And then
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Chinese philosopher Lao Tzu's saying is true: a journey of a thousand miles really does begin with a single step! Breaking your career journey down step-by-step will make it seem less scary, and make it easier to reach your goal.



EXPLORING YOUR CAREER OPTIONS

Meet Joe.

Joe enjoys working with his hands, building, creating and fixing things. He's a practical person and can't imagine himself sitting at a desk and staring at a screen all day.

Joe just started working at a tech start-up, doing data entry. He doesn't feel motivated or interested. Overall, he isn't happy. He likes everyone he's working with, but feels that perhaps he should have chosen a different job.

Activity

Choose from the options below which role Joe would have been more suited to:

Working in a media agency, creating and developing new ideas for various campaigns and different brands.

Working in a construction company that has just bought a new site and is developing strategies to start building new apartments.

Working as a nurse, helping patients who are sick and injured and offering advice and emotional support to the patients, family and friends.

Activity 2

Write down some of the strengths and skills you think you have.

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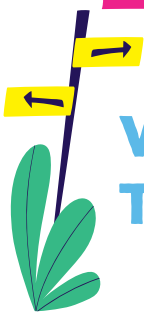
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WHERE TO NOW?

It's great to know your strengths and decide on life goals, but how do you actually reach those goals? You need an action plan.

Activity

Based on your letter to future you, decide which training path you'll need to pursue to get your dream job. Will you need to do an apprenticeship? A traineeship? Is practical work experience the best tool to reach your goal? Pick the path that best suits you based on your Career Quiz results.

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Activity 2

Think about what you need to tick off your to-do list before you dive into training. Use the list of prompts below to help you – you can select more than one option.

Early career role
(part-time or casual
role)

Gap Year

Volunteer work

Other

Work experience



LET'S RECAP WHAT WE'VE LEARN'T

So, what should I do?

Got too many options? Think about what makes current you happy, and what may make future you happy.

Taking the first steps on your career journey can be scary, but you don't have to go it alone. Skillsroad's resources are the perfect career buddy, and will help answer all your questions, provide you with hot job tips and give you the tools you'll need to get ready to kick-start your career journey.

STEP 1. WRITE DOWN YOUR IDEAS.

- What activities do I enjoy doing?

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- Which school subjects did I enjoy?

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- What am I good at?

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- What are my interests?

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- What do I believe?

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- What type of environment do I like working in? (E.g. office or outdoors?)

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STEP 2. CHOOSE A JOB THAT'S RIGHT FOR YOU

Ready to get started? Connect who you are with what you're naturally good at by taking the free **Skillsroad Career Quiz**. It only takes five minutes, and will provide valuable insight to help you make the best choice for you. Head to skillsroad.com.au/career-quiz and start dreaming.

Using your **Skillsroad Career Quiz** results and your list of likes above, think about likely jobs that combine your skills with what you enjoy. List them all.

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■ **Step 3.** Where to now?



EDUCATION
+
SKILLS

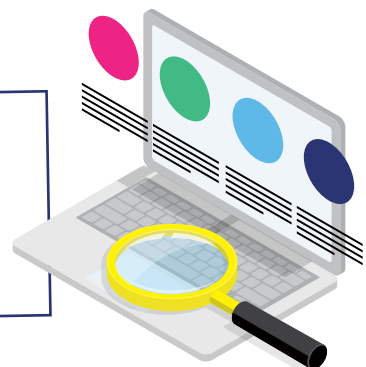
TRAINING

Vocational Education & Training (VET)
"Off-the-job study"
Learn more about the skills and knowledge you need for your career from professionals working in the industry.

Apprenticeships & Traineeships
"Earn and learn"
Get nationally recognised qualifications while working on the job and gaining real work experience.

University
"Theory based"
Internationally recognised qualifications provided as either an undergraduate degree or a postgraduate degree.

NEED MORE HELP?
Explore loads of different industries online at skillsroad.com.au/career-advice/explore-careers/browse



HOW TO LAND THAT DREAM JOB



Our top tips for finding the perfect job?

**PERSISTENCE,
PREPARATION
AND PERSEVERANCE!**

STEP 1. WHERE TO LOOK FOR A JOB

Face-to-face

Basically, this means approaching an employer at their workplace to ask about the possibility of working for them. Seems scary, we know... But on the plus side, it means you can target the specific business you want to work for!

Be sure to take a resumé and cover letter with you, since an employer may follow up at a later date if they don't have an immediate vacancy.



Online job platforms

Online job platforms give you a chance to search for a range of roles that suit your interests. There are many job boards, but we suggest checking out the Skillsroad Jobs Board for a range of casual, part-time and full-time roles, apprenticeships and traineeships. Head here: skillsroad.com.au/jobs-board

Making a call

Trust us, it's as simple as it sounds! Calling a business that hasn't advertised any vacant roles just to check if there are any jobs available can be very useful.

How to make a successful call:

- Be clear in your mind about the purpose of your call
- Find out as much as you can about the business before making the call
- Make notes about the questions you want to ask and the information you'll need to give
- Clearly state your name and who you want to talk to at the start of the call
- Have an answer prepared if you go to voicemail!



APPLYING FOR A JOB

WHAT YOU'LL NEED

A cover letter

A cover letter is a short (one page), tailored letter that should always accompany any resumé that you send to a prospective employer. Your cover letter creates the all-important first impression.

Your resumé

Your resumé is a valuable marketing tool – a way to sell yourself. It has one main purpose: to win you a job interview by highlighting your experience and skills. Make sure you stand out!

Our online resumé templates are designed to guide you step-by-step. There are also some handy tips to make sure you stand out from the crowd: skillsroad.com.au/resume

READY TO START JOB HUNTING?

You've decided on your future path and have your cover letter and resumé ready... It's time to start hunting for jobs on the Skillsroad Jobs Board! You can use this jobs board to search for entry level roles such as part-time work, casual jobs, apprenticeships and traineeships.

Head to skillsroad.com.au/jobs-board to get started.

Activity

Write down which roles you want to apply for, and make notes of how you can personalise your cover letter for each role you want to apply for.

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LET'S REFLECT ON **YOUR JOURNEY**

YOUR TO-DO LIST



TO KICK THINGS OFF ON THE RIGHT FOOT,
TICK THE BOXES DOWN THE SIDE.

- Take the career quiz**
- Explore career industry videos**
- Decide on your training option**
- Complete the job fit test**
- Build your cover letter and resumé**
- Apply for jobs on the Skillsroad jobs board**
- Read all the latest blogs and life hacks**

HAVE A QUESTION YOU WANT TO ASK?

*Jump online and
send us an email!*

ONE OF OUR FRIENDLY SKILLSROAD
CREW MEMBERS WILL GET BACK TO
YOU ASAP.





SKILLSROAD.COM.AU[®]