



Employers come to you!

Attend our careers fairs and gain the competitive edge by speaking to recruiters. This is your opportunity to speak directly to employers about internship and graduate opportunities, the recruitment process, and network with industry contacts. Get to know the people who will be interviewing you!

www.careers.usyd.edu.au/students/newsevents



The University of Sydney



Graduate recruitment

Important dates

Careers Resource Centre

Your **career** starts here!

Did you know?

The majority of graduate employers, particularly in the fields of government and business, begin recruiting final-year students early in Semester One each year, with some application cut-off dates as early as March.

Don't miss out on the position you want!

- Subscribe to Job Alert.
- Attend employer presentations and careers fairs, network with employers and get those winning tips.
- Research any recruitment practices unique to your field.
- Make a calendar with application due dates marked.
- Prepare drafts of your resume, cover letter and selection criteria well in advance.

Public Service Fair

Wednesday 18 March 2009
12 noon to 2pm
Quadrangle, Cloisters

The recruiting teams from many top Federal Government departments on campus

Careers Fair

Tuesday 24 March 2009
12 noon to 5pm
The Great Hall and MacLaurin Hall, Quadrangle

Over 90 top-tier public and private sector employers on campus.

Internship and Vacation Work Fair

Wednesday 29 July 2009
12 noon to 3pm
Terrace Buffet, Level 4, Wentworth Building

Health Sciences Fair

Date to be confirmed. Usually held in August.
Cumberland Campus

Employer presentations on campus

More intimate and interactive than the careers fairs – this is your chance to get more details on each company's profile and their unique application process.

The Careers Resource Centre has a variety of information and tools to help you research your career options, write applications and find ways to increase your employability. Well-equipped with computers, photocopiers and audio visual facilities – this centre is the perfect place for all your career-related research.

The Resource Centre is open from 9am to 5pm, Monday to Friday.



The University of Sydney

For more information

Careers Centre
Level 5, Jane Foss Russell Building, G02
160 City Road
The University of Sydney NSW 2006
Phone: + 61 2 8627 8403
Email: careers.information@usyd.edu.au
Website: www.careers.usyd.edu.au

Produced by Digital and Print Media
the University of Sydney, February 2009.
The University reserves the right to make alterations to any information contained within this publication without notice.
09/1800

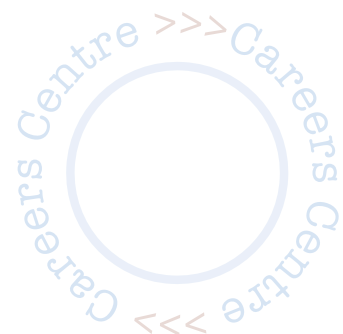
CRICOS provider No 00026A



Services for students

- Our expert staff can help you develop the skills you need to find a job you love.
- Find out about opportunities for graduate employment and casual or vacation work by attending events held right here on campus every semester.
- Our services are available free to every enrolled student.

www.careers.usyd.edu.au



Your Careers Centre



Here at the **Careers Centre** it is our priority to give you the tools to explore your career interests, options and goals, your way, as soon as you commence your studies. Our services are available free to every enrolled student.

Job Alert

Casual, part-time and full-time employment

Are you looking for quick cash work or professional entry-level full-time jobs?

Job Alert is THE email for all your student and graduate employment needs.

Find jobs anytime, anywhere.

Use your UniKey to unlock job vacancies only available to University of Sydney students, 24 hours a day, 365 days a year. Sign up for Job Alert at www.careers.usyd.edu.au and have new job ads delivered to your inbox daily.

Our revamped website was designed with you in mind

Now you can:

- subscribe to Job Alert
- search our current job vacancy database
- download handouts
- complete the online tutorial Resume Express
- explore your career options
- find out where other graduates from your degree course have found jobs
- get information about volunteer and overseas work
- find specialised information for international and postgraduate students.

www.careers.usyd.edu.au

What's on offer in 2009?

See the Careers Centre Events Calendar for full details, timetables and online registration information.
http://webapps.ucc.usyd.edu.au/careers/student/jobs/events_calendar

Workshops

We offer a large number of workshops open to all currently enrolled students, across all years and disciplines. These workshops will give you the opportunity to learn about career management topics, practice your skills and ask questions. Many of these workshops are presented by employers and people working in various industries.

Workshop topics include:

- preparing your resume
- Resume Rescue
- marketing your skills (for international students)
- interview skills preparation and practice
- applying for graduate jobs
- assessment centres
- career exploration
- employability skills
- applying to the public service.

Careers in ...

Find out what it's really like to work in popular industries such as sport, psychology, academia and the media. Receive tips about how to get your foot in the door and hear from people working in your chosen field about opportunities that exist for progression.

Faculty modules

The faculty-specific modules are a series of three lectures tailored for penultimate and final-year students in specific discipline areas. The modules are presented by graduate employers and covering the following topics:

- job search, career options, finding work experience and graduate jobs
- preparing your resume
- interview skills preparation.

See the Events Calendar for dates and to register for any of our workshops.

http://webapps.ucc.usyd.edu.au/careers/students/jobs/events_calendar

One-to-one meetings with our careers advisers

Individual consultations are available with highly qualified and experienced careers advisers. Appointments are free of charge and confidential.

A careers adviser can help you:

- identify your strengths
- review your choice of degree and major/s
- make career decisions
- improve your job search strategies
- set short-term and long-term career goals
- plan towards postgraduate study.

Write a winning resume with these tools

Resume Express is an online tutorial which takes you through the process of preparing a professional resume. You can access the learning modules in the package using your UniKey login.

Resume Rescue Workshop is a one hour group session with a career adviser who will review your job application documents and answer your questions on resumes. See the Events Calendar for dates and registration:

http://webapps.ucc.usyd.edu.au/careers/student/jobs/events_calendar

Career exploration workshops

Are you:

- unsure of your career direction?
- torn between several career possibilities?
- unsure about how to research information on careers?
- in need of motivation to get your career plans started?

Learn the lifelong skills of career management in this interactive workshop.

These workshops fill quickly, so advance bookings are necessary. See the Events Calendar for dates and to register.

http://webapps.ucc.usyd.edu.au/careers/student/jobs/events_calendar



Throughout each semester we offer:

- careers fairs
- workshops
- guest presenter workshops
- faculty modules
- employer presentations
- one-to-one career counselling.

In 2008, some 20,000 students attended our events and used our services. Over 1000 employers used the Careers Centre to target University of Sydney students, and employers placed more than 4000 job advertisements on our Job Alert database. These ads were emailed straight to our 10,000 student subscribers.