



# WORKSCOPE

Autumn 2005

An occasional newsletter produced by the University of Wollongong Careers Service Interns Emma Mansell, Gloria Kidula, Michelle Otuke, Nabilah Khan and Sean Xin Chen

## Come along to the UOW NATIONAL CAREERS FAIR

ON THURSDAY 24 MARCH 2005  
FROM 10:30AM till 2:30PM  
AT THE UNIVERSITY HALL

The UOW Careers Fair offers you the chance to meet graduate recruiters from over 50 companies and organisations.

For information on who will be attending go to:

<http://www.uow.edu.au/careers/assistance/CareersFair.html>

### Graduate Recruitment Programs

Graduate recruitment programs are offered by major companies and organisations. They are great opportunities for graduates from disciplines such as Engineering, Commerce, Arts and IT. Recruitment for many graduate positions will commence in March and April and close in April and May. However, some organisations won't recruit until a little later. Keep checking with the **Careers Service website** to see which positions are being recruited. Some examples of companies and organisations currently recruiting are:

BHP Billiton ([www.bhpbilliton.com](http://www.bhpbilliton.com))  
Cathay Pacific ([www.cathaypacific.com](http://www.cathaypacific.com))  
Deloitte Touche Tohmatsu ([www.deloitte.com](http://www.deloitte.com))  
Ford Motor Company ([www.ford.com.au](http://www.ford.com.au))  
Integral Energy ([www.integral.com.au](http://www.integral.com.au))  
Insurance Industry Group (IAG) ([www.iag.com.au](http://www.iag.com.au))  
Macquarie Bank ([www.macquarie.com.au](http://www.macquarie.com.au))  
Reserve Bank of Australia ([www.rba.gov.au](http://www.rba.gov.au))  
Westpac ([www.westpac.com.au](http://www.westpac.com.au))  
WMC Resources Ltd ([www.wmc.com](http://www.wmc.com))

For MORE details and MORE companies  
Please check out our website –

[www.uow.edu.au/careers](http://www.uow.edu.au/careers)

### ATTN: Business and IT Graduates!

Here's your chance to get ahead in the graduate careers market by joining the **Macquarie Bank Graduate Program**. Macquarie Bank is a diversified international provider of financial services and investment banking services. To help you decide whether a career with Macquarie is right for you, the qualities they look for include a passion for finance, a high achievement drive, a balanced approach, excellent communication and team skills, entrepreneurial ability and creativity.

For more information, log on to

[www.macquarie.com.au](http://www.macquarie.com.au) or come along to the Careers Fair on the 24<sup>th</sup> of March 2005 and meet with representatives of Macquarie Bank. Applications close 16<sup>th</sup> March 2005.

### Mobile Careers Service

Look for our Mobile Service out on campus. Ask questions and pick up some career related information from our **Careers Service Interns**.



Pictured at last weeks Mobile Service are:  
**Wathsala Senaratne, Nabila Khan, Emma Mansell**



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## Workshops

The **University of Wollongong Careers Service** offers effective workshops that help you

- Improve your resumes
- Give good impressions on applications and cover letters
- Interview techniques
- Creative job seeking

They offer students good preparation when seeking graduate positions at the end of their degrees. They also assist students who are interested in vacation work or are in other job seeking situations.

The workshops are free of charge; the only thing you need to do is register online at [www.uow.edu.au/careers](http://www.uow.edu.au/careers). There are limited spaces, so it's advisable to apply quickly. **'Be there, what have you got to lose.'**

## Getting the Edge

All Wollongong University undergraduate and graduate students are encouraged to get **'The Edge'**. You need to stand out from the crowd as the real world is very competitive. The **Careers Service** can assist you in getting **'The Edge'** in your job seeking, an important transition from your University course to your next stage of life.

**The Edge** comes in three forms, as a booklet, a CD copy, and is also available online on the **Careers Service** website. It helps you in some specific areas such as:

- Getting Started – Informs you where to start looking for jobs, connecting with your audience and preparing for the process.
- Applying on Paper – Key documents like your resume and cover letter.
- Applying online- tips on effective application on the internet
- Creative job seeking – cold calling, networking and designing your own job
- The interview – preparing for it, the different formats of interview styles, communicating, answering questions and questioning them and what you should do after the interview.

For more information visit the **Careers Service**, located opposite the SRC, where you can get a free CD copy or booklet, or check online at

<http://www.uow.edu.au/careers/publications/TheEdge.html>

## Planning to have a year off before venturing into the workforce?

Or are you just looking for a break from your studies? Do you want to **GET A LIFE!!** Learn new skills and experience a different culture

Well look no further  
**YOU CAN GET A LIFE.  
VOLUNTEER OVERSEAS**

Australian Volunteers International and Youth Australia Challenge are working together to bring you a range of short-term team based assignments. In the countries of India, Papua New Guinea, Costa Rica, Guyana, Vanuatu and the Philippines. You will spend six to ten weeks in the country of your choice. Where you will make friends with people from all over the globe and developing team work, self confidence and leadership skills. Your decision to share skills and work alongside people of other cultures will take you on a life-changing journey of self-discovery and learning. Want your experience to last longer. Australian Volunteers International also offers two-year assignments in Asia, Africa, the Pacific, Latin America and the Middle East. Australians of all ages may volunteer for these assignments.

For more information on volunteering, visit your **UOW Careers Service** and pick up a brochure **Today!!** Or go to the **UOW Careers Service** website:

<http://www.uow.edu.au/careers/jobboard/voluntee.html>

Visit the **Australian Volunteering International** website for more details:

<http://www.australianvolunteers.com/home>