SciTech Internship
Organising a Placement

Presented by

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Today

- Using Networks and various Web resources to source potential employer hosts (slides 3-10)
- Applying Proactive Job Search Techniques, eg., Cold calling (slides 11-20)
- Preparing Job Applications – Resume & Cover Letter (slides 22-30)
- Developing effective Interviewing techniques (slides 31-34)
- Other Web resources (slides 35-46)
Where do you want to work?

- Agriculture, forestry & fishing
- Automotive
- Building & construction
- Business & professional
- Defence & security
- Education & training
- Electricity, gas & water
- Environmental & animal management
- Health & Community
- Information & communications technology
- Manufacturing
- Media, Arts & Entertainment
- Mining
- Science & engineering
- Sport & recreation
- Transport, storage & logistics
Aligning work activities to Internship objectives; tasks can be a project or as part of project:

- Contribute to the **compilation and analyses of data and information** for the preparation of a project / report
- Undertake research for **policy and program development**
- **Development of a database** as part of project
- Assist in the development and administration of an **online survey instrument**
- Conduct **interviews with stakeholders**; collate survey results in a report extracting and highlighting key findings
- Construct a critical, **cross-disciplinary literature review**, including referencing and formatting; prepare a presentation on the basis of this material using PowerPoint
- Assist in drafting content and **development of a paper or report**
- **Core to SCIENCE** – adept with business systems and IT; data analysis; researching; developing online resources; communication; and professional behaviours
- To brush up on your ‘**hard**’ and ‘**soft**’ skills before you placement, refer to: **Pick IT Up Online** - [http://pickitup.skillport.com/skillportfe/main.action](http://pickitup.skillport.com/skillportfe/main.action)
Finding organisations to approach

• **Network** – asking people you know if they know of anyone who works in ‘X’ industry/organisation – includes both professional and personal networks

• **Careers Online** - [https://careersonline.unimelb.edu.au/](https://careersonline.unimelb.edu.au/) – look for employers who’ve advertised (not necessarily offering internships)

• **SEEK**, MyCareer, CareerOne, Kelly Scientific, Research databases, etc

• **Business Directories** - Yellow Pages, True Local to identify local companies

• **Professional Associations** – C&E website lists ‘by degree’:
  – [Architecture Building & Planning](https://careersonline.unimelb.edu.au/)
  – [Engineering](https://careersonline.unimelb.edu.au/)
  – [Land & Environments](https://careersonline.unimelb.edu.au/)
  – [Medicine, Dentistry & Health Sciences](https://careersonline.unimelb.edu.au/)
  – [Science & Veterinary Science](https://careersonline.unimelb.edu.au/)
  – Also refer to: [Think Tank Organisations by Category](https://careersonline.unimelb.edu.au/)

• **Cold calling** – phone / email prospective employer to organise a time to come and speak to them about the internship
Research Databases
(Finding organisations to approach)

C&E - Professional Associations by degree
https://www.yellowpages.com.au/ - Greater Melbourne Area, search results:
• Measurement Equipment (45)
• Medical devices/supplies (273)
• Pathology labs & testing (282); Medical Diagnostic Imaging (327)
• Biomedical Engineers (14); Chemical Engineering (18)
• Web design & development (1805)
• Food processors, suppliers, manufacturers (1082)
• Occupational Health & Safety (492)

• Chemical Manufacturers (475)
• Animal Breeding (113)
• Cosmetics Manufacturers (109)
• Building Designers (4600) *includes architects, construction & planning consulting, drafting services, etc
• Environmental Consultancy (345)
• IT Services (2325); Web Design (1612)
Companies in Victoria - 202,240 companies under companies in Victoria

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<th>Count</th>
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<td>Food Processing</td>
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<td>Furnishings</td>
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<td>Government</td>
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<td>Housing</td>
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<td>Information Technology</td>
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<td>Media</td>
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<td>Other Industry Products &amp; Services</td>
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<tr>
<td>Travel &amp; Leisure</td>
<td>6,470</td>
</tr>
<tr>
<td>Warehousing &amp; Storage</td>
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Browse Companies by Industry Sector:

- Accommodation and Food Services (28)
- Administrative and Support Services (40)
- Agriculture, Forestry and Fishing (24)
- Arts and Recreation Services (39)
- Construction (120)
- Education and Training (52)
- Electricity, Gas, Water and Waste Services (74)
- Financial and Insurance Services (219)
- Health Care and Social Assistance (72)
- Information Media and Telecommunications (71)
- Manufacturing (349)
- Mining (115)
- Personal Services (24)
- Professional, Scientific and Technical Services (146)
- Public Administration and Safety (97)
- Rental, Hiring and Real Estate Services (68)
- Retail Trade (146)
- Thematic Reports (0)
- Transport, Postal and Warehousing (93)
- Wholesale Trade (308)

http://unimelb.libguides.com/content.php?pid=283892&sid=2337287
Automation-and-Control:

- Automation Software & Automation Systems
- Data Acquisition & Capture Devices
- Environmental Monitoring & Treatment
- Industrial Robots & Robotics
- Infrastructure & Planning
- IT Hardware & Technology
- PLC - Programmable Logic Controllers
- Process Engineering
- Robot Tooling
- Transport & Logistics

Approaching Employers

- How to approach / Who to approach?

- What to say

- Phone contact – example of a phone introduction

- Example format for email
Who do I approach?

Australian Genome Research Facility (AGRF)

- **Services & Resources** — Project Design, Next Generation Sequencing, Sanger Sequencing, Genotyping, Gene Expression, Bioinformatics and DNA extraction

- **About** (Who We Are, Our People, Our Partners)

- **Contact Us** — Account Managers (by State), Platform Managers

- **Our People** — Melbourne Node Manager / Genotyping Supervisor

  *this would be your best starting point*

- When no Human Resources contact is made available try to identify the person heading up the Department of interest. Don’t contact very senior people nor people in charge of Sales & Customer service, as in this example.
Hello, my name is Caroline Pascoe. I am a final year Science student at the University of Melbourne majoring in Biochemistry ... , and I am seeking an internship opportunity at a public/community health institution. I came across your organisation while I was exploring the sector on the website - http://www.betterhealth.vic.gov.au/, and I’m particularly interested in being involved in health promotion and disease prevention programs and campaigns.

I would be grateful if you’d have a chat to me about interning at your company. *(Here, sell the opportunity using “sound bites from the “Information for Internship hosts” document).*

*Have some back up strategies*

...ask to send resume ... call back .... or refer to someone else in organisation

... be sure you listen attentively, include pauses, and make it interactive!"
Hello, my name is Caroline Pascoe. I am a final year student at the University of Melbourne majoring in **Computing and Software Systems**. I got your name from a mutual contact at last week’s Australian Computer Society networking evening.

I understand you’re now a Certified Systems Professional and ICT Training Manager with Interactive Learning Pty Ltd. I’m interested in gaining some work experience within the educational and entertainment software industry and I know your firm’s been a world leader in 3D design, engineering and entertainment software since 2007.

I would be grateful if you’d have a chat to me about interning at your company.

*(Here, sell the opportunity using “sound bites from the “**Information for Internship hosts**” document).*

I’d be interested in learning about the industry and keen to use my skills to conduct research into new product development; develop market statistics; review quality and certification standards; support the publishing and distribution areas, etc. Would you be able to .... spend 20-30 minutes with me to discuss this in more detail?

*Have some back up strategies ... ask to send resume ... call back .... or refer to someone else in organisation ... be sure you listen attentively, include pauses, and make it interactive!*
Take a moment to consider type of organisation / field / role / skills / interests

- Introduce yourself to partner
- Provide brief statement of your qualifications and/or experience
- Express interest in the organisation’s area of work - statement should make connection to your career interests/goals
- Continue adding 2-3 key skills / attributes you could offer the organisation
- Ask to send your application, but ideally ask for a 30 minute meeting
Cold Calling Checklist (PDF, 300kb)

1. Make a list
2. Get in touch
3. Browse job ads
4. Research organisations
5. Plan what you will say
6. Prepare resume
7. Make the call – don’t let rejections get you down, focus on next call

http://careers.unimelb.edu.au/student/find_a_job/job_seeking_strategies
PARAGRAPH 1: Reason for writing

State clearly and briefly your reason for writing. Don’t beat around the bush or start talking about yourself before you say why you’re writing. Include a point of connection to the organisation.

‘I am writing to inquire about work opportunities with your firm...........I have been given your details by / I read about your firm in........’

If looking for work, be clear that you are. But give yourself ‘somewhere to go’ by referring to broader aims (as above)

‘I realise you may have nothing at present but I am very keen on .....I’d really appreciate.....’
PARAGRAPH 2: Introduce yourself

Introduce yourself with an overview of your qualifications and experience – start with the most relevant aspects e.g. if your education is most relevant then open with that..

I am a final year Science student at the University of Melbourne majoring in Biochemistry ....

Link your request to your career plans and motivation for the industry, organisation and/or role which you are seeking. Mention the general area of work which you are seeking (not too specific, not too vague).

‘I am strongly committed to a career in....and would love the opportunity to work with..........I am particularly wanting to.....’
PARAGRAPH 3: Promote yourself

Focus here on two or three key skills or assets which you believe would appeal to the employer and relate the sort of work you are seeking.

Dot points can be used appropriately here:

‘My skills and experience include:

- I have worked previously for academic institutions in multiple positions as research assistant, resource centre officer and note-taker for the Disability Liaison Unit. Through these roles, I gained experience interacting with a range of stakeholders as well as working with a number of reporting tools and databases. As such, I am accustomed to multi-tasking in a demanding environment.'
PARAGRAPH 4: Next moves

Indicate what you would like to happen next. Do not rely on employer responding to email; it is usual to make a follow-up call. Alert them to your intention to do this in your letter and an inquiry is less likely to be neglected.
1. **Discuss** possible placements with parents, friends, lecturers, careers &
   student advising staff, contacts through social/work networks

2. **Seek information about companies / industries** by researching online
databases and contacting companies directly

3. **Telephone prospective employer** to organise a time to come and speak to
   them about interning at their firm. In the conversation you should:
   
   a. **Introduce** yourself
   
   b. Find out if it is alright to **talk with them briefly** about work experience.
      If it isn’t at that time, when would be a good time to call back?
   
   c. Ask them when you could **come and speak to them** about work
      experience
   
   d. Let them know **when** the work experience is to take place, and
   
   e. **Why** you have chosen their organisation to do your internship
Résumés and Cover Letters
Key elements of an application

- Résumé / Curriculum Vitae
- Cover letter
- Key Selection Criteria document
- On-line Application forms
- Other – transcript, personal statement, referees

Download slides from C&E website:
   Cover Letters for Science Technology Engineering Maths (STEM) Jobs
   Resumes for STEM Jobs

Also refer to C&E webpages:
What might a résumé include?

- Contact details
- Career/Job objective (optional)
- Profile (optional)
- Education (+ significant academic achievements)
- Final year Project/Capstone or Research subject
- Course related experience/Internships
- Key skills (Technical/ICT)
- Other Employment
- Volunteering / Extra-curricular activities
- Awards/Achievements
- Professional membership / development
- Referees
Résumé Template

I'm a Student (SciTech Internship)

123 Any Street
Melbourne, VIC

0409 123 456
1234 5678
email@unimelb.edu.au

OBJECTIVE

The sort of role in the sort of industry that you are seeking.

PROFILE or SUMMARY OF QUALIFICATIONS

- Snapshot which pulls together key information about you in point form
- Highlight qualifications, strengths, areas of experience and major achievements, with particular emphasis on what is relevant to the position
- An example of your experience that supports your job objective
- An example of a project or research experience using skills required for job objective
- An accomplishment you are proud of that shows you'd be a valuable employee
- Highlight language skills

EDUCATION

Mar 2013 - Present
THE UNIVERSITY OF MELBOURNE
Bachelor of Science, Mathematics & Statistics major
- Maintained a distinction average of 78%
- Developed an interest in business operations through breadth subjects including Marketing and Microeconomics

2012
JACKSON COLLEGE, Melbourne
VCE
- Obtained an ATAR of 97.6

COURSE RELATED EXPERIENCE

* Internship Experience, Research Experience (e.g. UROP), Vacation Work, Other related paid work, etc

Feb 2015 - Present
NATIONAL MEASUREMENT INSTITUTE, Melbourne
One line giving a snapshot of the organization and its work (optional)
Research Assistant
- Responsibilities and tasks performed that support your job objective
- Another accomplishment that shows you're good at this job
- Quantifiable results that point out your skills

2013 – 2014
ST. VINCENT INSTITUTE OF EDUCATION, Carlton
Math Tutor – Year 9 & 10
- An accomplishment you are proud of that shows you're good at this job
- A problem you solved and the results
- A time when you positively affected any of your stakeholders

3RD YEAR RESEARCH SUBJECT or INDUSTRY PROJECTS

Alternatively, in order to showcase practical components of your degree you may create a separate heading for the research or industry projects you have carried out. Format each entry as work experience.

- 

TECHNICAL, IT & LAB SKILLS (heading can be placed after education)

Lab technology skills: Skills & knowledge required to apply a range of laboratory technologies to conduct scientific-technical tests and sampling for most industry sectors (e.g., biological, environmental, biotechnology, chemical, food pathology, materials testing, mineral assays, etc.

IT skills: Applications, Programming languages, Operating systems, Web, GIS, etc.

OTHER WORK

Date
PAPA JOHNS, City, State
Customer Service Member
- An accomplishment you are proud of that shows you will be valued by your next employer
- Skills, knowledge and experience gained

EXTRA-CURRICULAR / VOLUNTARY ACTIVITIES & INTERESTS

Use any of the following to subheadings to relate areas of commitment, involvement, interest, etc.

- Positions of Leadership (Student Rep roles - academic)
- Community Engagement, International Development
- Cross-cultural experience / Travel / Exchange Programs
- Contributions to: Involvement in Community Health, Campus Life, Education, Philanthropy / Fundraising
- Sport, Music, Performances, Exhibitions, etc.
- Professional Development (career seminars, industry networking events, short courses)

PROFESSIONAL MEMBERSHIPS

* Include student memberships and other memberships that add to your professional development

AWARDS / ACHIEVEMENTS

* Awards, Professional Recognition, etc.

REFERRALS AVAILABLE UPON REQUEST (or ATTACHED)

Tony Smith, Subject Coordinator
Dept. of Maths & Stats
UNIVERSITY OF MELBOURNE
Parkville, VIC
Tel: 1234 5678
Mob: 0409 123 456
Email: email@unimelb.edu.au

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Team Leader
ST. VINCENT INSTITUTE OF EDUCATION
Melbourne, VIC
Tel: 1234 5678
Mob: 0409 123 456
Email: email@unimelb.edu.au
Recap – resumes

- Decide how you are going to structure and organise the content of your résumé
- Create ‘core’ headings; consider including ‘optional’ headings that indicate career direction, motivation and interest
- Know the distinction between:
  - Knowledge-based skills: acquired from education and/or experience
  - Competency/generic abilities: e.g., communication, analytical skills
  - Personal traits: your unique qualities (e.g., dependable, flexible, team player)
- Present your evidence – draw from academic projects, achievements, work experience, voluntary activities, exchange or travel, involvement in societies or sporting activities, etc
- Key is to match the evidence with the skills and criteria the employer wants
- Focus on active skills statements to show how you have demonstrated relevant skills (use the ABC Formula)

**ACTIVE SKILLS STATEMENTS**

A + B + C Formula

- A = Action Verb
- B = Object
- C = Where, How, What
April 15, 2015

Mr. John Doe
Owner / Director
SciTech Corporation
100 St. Kilda Road, Suite 714
Melbourne, VIC 3000

Dear Mr. Doe:

First Paragraph:

Introduce yourself by stating your degree/major and the year in which you will graduate. Specify the type of position you are seeking (e.g., internship). Tell why you are writing, and name the position, field or general vocational area in which you are interested. Tell how you heard of the opening or organisation (e.g., the organisation’s recent posting for another role on Careers Online, the career section of the company’s website, family referral or through a faculty recommendation).

Second Paragraph:

Mention one or two qualifications you think would be of greatest interest to the employer. Tell why you are particularly interested in the company, type of work, or location. If you have related experience or specialised training, point it out. You can refer the reader to the enclosed resume, which will give additional information concerning your background and interests.

Third Paragraph:

Close by stating your desire for an interview. You may say that you will call in a day or so to request an appointment. Make sure that your closing is not vague, but makes a specific action from the reader likely.

Sincerely,

Jane Doe
Demonstrating some skills / qualifications

• I have worked previously for academic institutions in multiple positions as research assistant, resource centre officer and note-taker for the Disability Liaison Unit. Through these roles, I gained experience interacting with a range of stakeholders as well as working with a number of reporting tools and databases. As such, I am accustomed to multi-tasking in a demanding environment.

Demonstrating interest in role/organisation/industry

• During the summer I gained experience as a food technician checking production processes and product quality, and undertaking maintenance and repair of equipment. I am interested in interning with your organisation where I can work with food technologists to develop food products and establish standards for production and packaging. I am very interested in recent developments in the food industry in particular the enhanced methods of food spoilage prevention.
<table>
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<tr>
<th>Communication/Interpersonal</th>
<th>Initiative/Problem Solving</th>
<th>Research/Analytical</th>
<th>Organisational/Time Management</th>
<th>Leadership</th>
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<td>analysed</td>
<td>managed</td>
<td>directed</td>
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<td>classified</td>
<td>monitored</td>
<td>guided</td>
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<td>supervised</td>
<td>introduced</td>
<td>recorded</td>
<td>coordinated</td>
<td>lead</td>
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<td>catalogued</td>
<td>delegated</td>
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</table>
Pick IT up Online is a training resource for learning new skills online.

Whether your wanting to learn unfamiliar software, or simply needing to brush up on your existing skills, you can Pick IT Up Online!

http://www.studentit.unimelb.edu.au/goodtoknow/pickituponline.html
Interviews

IKEA Job Interview

Please have a seat
Interviews Overview

- **Interview Formats:**
  - Phone, Panel, Group, Aptitude / Psychometric, Assessment Centres

- **Interview Questions:**
  - General, Behavioural, Hypothetical (Scenarios), Technical

- **STAR Technique (behavioural questions):**
  - Situation, Task, Action, Result


Behavioural interviews - STAR model

Common Interview Questions (PDF|Mb)
Interview Preparation

- Refer to Melbourne Careers Centre web pages on Behavioural Interviews and other Interview techniques
- Use the new Interview Stream, an online platform to practice and video record responses to interview questions
- View DVDs showing real students/graduates being assessed: http://careers.unimelb.edu.au/student/online_career_tools/preparing_for_next_steps

- Refer to slide presentations:
  - Interviews and Selection Overview
  - Interview Stream - Online Video Interviewing
A summary of information which clearly demonstrates your interest in this career/field, highlights your individuality, and relates to this particular internship

Begin general … (i.e., “referring to your degree… the learning, the transition from high school to university to work; development of self and awareness, etc)

Become more specific … (i.e., mentioning specific work experience, projects, an issue of significance for you, volunteering, travel, interests, etc)

Finish by relating to the internship and the relevant profession (i.e.,”… “which is why I was very interested in this role…”)

Create your “personal statement”

Additional points:
• Manner (enthusiastic, smile, eye contact) and Content (clear, concise, organised) matters!
• Prepare by making a list of your top strengths, goals, values, accomplishments, and abilities
• Draw from your overall background – academic, work, volunteer, creative, social, etc
• Make it (preferably) interesting – use examples of learning & experience as storytelling tools
1. Accommodation and Food Services (DOC 949KB)
2. Administrative and Support Services (PDF 1.65MB)
3. Agriculture, Forestry and Fishing (DOC 1MB)
4. Arts and Recreation Services (PDF 1.48MB)
5. Construction (DOC 767KB)
6. Education and Training (DOC 1.08MB)
7. Electricity, Gas, Water and Waste Services (PDF 1.50MB)
8. Financial and Insurance Services (DOC 722KB)
9. Health Care and Social Assistance (DOC 1.08MB)
10. Information Media and Telecommunications (PDF 1.52MB)
11. Manufacturing (DOC 980KB)
12. Mining (DOC 614KB)
13. Other Services (PDF 1.74MB)
14. Professional, Scientific and Technical Services (PDF 1.64MB)
15. Public Administration and Safety (PDF 1.81MB)
16. Rental, Hiring and Real Estate Services (PDF 1.47MB)
17. Retail Trade (DOC 950KB)
18. Transport, Postal and Warehousing (PDF 1.79MB)
19. Wholesale Trade (PDF 590KB)
- LifeScientist.com.au
- http://www.aims.org.au/services/useful-links - Institute of Medical Scientists
- Human Genetics Society of Australasia
- Public Health Association of Victoria - http://www.phaa.net.au/
- http://www.manta.com/ - Veterinary Services for Animal Specialties (274) and Veterinary Services For Livestock (63)

Medical Devices and Technology

Generic Medicines Industry Association

IP Australia

Medicines Australia

Pharmaceuticals Industry Council

The Pharmacy Guild of Australia

Therapeutic Goods Administration (TGA)

Australasian Pharmaceutical Science Association (APSA)


• Australian Society for Medical Research - http://www.asmr.org.au
• The Australian Research Council - http://www.arc.gov.au/default.htm
• Cooperative Research Centres Association of Australia - http://www.crca.asn.au/
• Research Australia (alliance for discoveries in health) - http://www.researchaustralia.org
• Pathology/Diagnostic Labs list in Melbourne - http://www.doctors-4u.com/melbourne/pathology.htm
ECDSolutions.com.au: Electrical, data & comms contracting & engineering
ProcessOnline.com.au: Automation, control & instrumentation
LabOnline.com.au: Life, analytical & environmental science
LifeScientist.com.au: Life science and biotechnology
TechnologyDecisions.com.au: IT leadership and innovation
SustainabilityMatters.net.au: Sustainable solutions for industry & government
ElectronicsOnline.net.au: Professional electronics design & engineering
SafetySolutions.net.au: Industrial, construction & mining safety
FoodProcessing.com.au: Food manufacturing, packaging & design

http://www.manta.com/world/Oceania/Australia/Victoria/Melbourne/

- Healthcare (351)
  - Health and Allied Services, NEC
  - Medical Laboratories
- Medical Equipment & Device (21)
- Pharmaceuticals (31)

  - Industrial Biotech, AusAg & FoodTech, AusMedTech, BioTherapeutics
- [http://www.biomelbourne.org/vicbiopoportal](http://www.biomelbourne.org/vicbiopoportal) - search by Sector or Platform Technologies
- [http://www.healthcareer.net.au/](http://www.healthcareer.net.au/)
Food Science

- [http://www.nutritionaustralia.org/](http://www.nutritionaustralia.org/) (gain experience in community projects)
- Australian Institute of Food Science and Technology - [www.aifst.asn.au](http://www.aifst.asn.au)
- [AusFoodTech Directory](http://www.foodaustraliadirectory.com.au/)
- [http://www.nutritionaustralia.org/vic](http://www.nutritionaustralia.org/vic)
Research companies by sector using **IBISWorld - Australian Company Reports**

- **Mining** (115 organisations)
- **Energy & Resources** (1,297)

http://www.manta.com/world/Oceania/Australia/Victoria/Melbourne/

**Energy & Resources** (296)

www.cleanenergycouncil.org.au
www.greenpower.com.au

http://www.miningcareers.com/industry_contacts/:
  - **Companies** – member & associate companies
  - **National Contractors**; **Australian Minerals Industry**


**Directory** - Mining, Oil & Gas Jobs
Research companies by sector using IBISWorld - Australian Company Reports

- **Construction** (120)
- The Australian Institute of Building - [http://www.aib.org.au](http://www.aib.org.au)
Electricity, Gas, Water and Waste Services (74)

- [http://www.greencareer.net.au/](http://www.greencareer.net.au/)
- [Sustainability Matters.net.au](http://Sustainability Matters.net.au)
Research, Prof Scientific Services

Research companies by sector using IBISWorld - Australian Company Reports

- Professional, Scientific and Technical Services (146)

Centres and Institutes for Research @ Melbourne:

**ENGINEERING**
- [Australian Research Council Special Research Centre for Particulate Fluids Processing](http://www.researchcareer.com.au/)
- [Centre for Neural Engineering](http://www.researchcareer.com.au/)
- [Centre for Spatial Data Infrastructures and Land Administration](http://www.researchcareer.com.au/)
- [Centre for Energy-Efficient Telecommunications](http://www.researchcareer.com.au/)

**SCIENCE**
- [Micro-Analytical Research Centre](http://www.researchcareer.com.au/)
- [Plant Cell Biology Research Centre](http://www.researchcareer.com.au/)
- [Statistical Consulting Centre](http://www.researchcareer.com.au/)

**MEDICINE, DENTISTRY & HEALTH SCIENCES**
- [Centre for Health and Society](http://www.researchcareer.com.au/)
- [Centre for Health, Exercise and Sports Medicine](http://www.researchcareer.com.au/)
- [Centre for Health Policy, Programs and Economics](http://www.researchcareer.com.au/)
- [Centre for International Mental Health](http://www.researchcareer.com.au/)
- [Centre for Neuroscience](http://www.researchcareer.com.au/)
- [Centre for Molecular, Environmental, Genetic and Analytic Epidemiology](http://www.researchcareer.com.au/)
- [Centre for Women’s Health, Gender and Society – A World Health Organization Collaborating Centre for Women’s Health](http://www.researchcareer.com.au/)
- [Centre for Youth Mental Health](http://www.researchcareer.com.au/)
Approaching employers (download PDF)
C&E youtube channel - Alumni Career Webinars
Researching Careers – Informational Interviewing
Job Seeking Strategies – Networking
Professional Associations - finding people to interview
Quintessential Careers - Career Networking and Personal Branding
Networking Tips - http://career.berkeley.edu/article/021011b.stm
LinkedIn Essentials
LinkedIn: Build Networks, Find Career Direction
## Research, Creative Job Seeking and Preparation are key:

<table>
<thead>
<tr>
<th>Determine what sort of occupation / industry interests you and what sort of organisation would be suitable. If unclear, start with Self-Assessment. Then commence your Career Exploration using the various databases to locate possible organisations to approach.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a prioritised list of several organisations you can ‘cold call’; easier if you make use of your network to access the ‘hidden job market’ – apply a mix of strategies</td>
</tr>
<tr>
<td>Create your “Telephone script / Personal statement” drawn from your overall background which illustrates your transferable competencies, motivation, personality.</td>
</tr>
<tr>
<td>Prepare a resume and cover letter – include that you are looking for a placement; why you are interested; incorporate some ideas of work / projects you might undertake</td>
</tr>
<tr>
<td>Have your drafts reviewed by making a Careers appointment or at a drop-in</td>
</tr>
<tr>
<td>Provide contact person with the Subject Coordinator’s contact details so they can follow up</td>
</tr>
<tr>
<td>Send your application and Host Information flyer; follow up if you don’t hear back</td>
</tr>
<tr>
<td>The Interview – be prepared to talk about what it is you’ll do there!</td>
</tr>
</tbody>
</table>
### Science Student Centre (Doug McDonell & ERC building)

<table>
<thead>
<tr>
<th>Students</th>
<th>Science, Vet &amp; Agri Science, MDHS Engineering &amp; IT ABP &amp; Environments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td><strong>Science Student Centre</strong></td>
</tr>
<tr>
<td></td>
<td>Student Centre, Entrance Foyer, Eastern Precinct</td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td>10am - 12pm</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>10am - 12pm</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>10am - 12pm</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>10am - 12pm</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>10am - 12pm</td>
</tr>
</tbody>
</table>

For any additional assistance with organising your internship, please contact Fiona or Yovanna:

Fiona Simpson  
Careers & Industry Consultant  
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http://studentcentre.unimelb.edu.au/eas tern  
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yadamis@unimelb.edu.au