SciTech Internship
Organising a Placement

Yovanna Adamis
Careers & Employment
yadamis@unimelb.edu.au
Today

- Using Networks and various Web resources to locate areas of interest and potential employer hosts
- Proactive Job Search Techniques, eg., Networking, Cold calling
- Job Applications – Resume & Cover Letter
- Interviewing techniques
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 skills & work activities

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 mining; researching; developing online resources; communication; and professional behaviours

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 jobs, etc**

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

- **Cold calling** – phone / email
Research Databases
(Finding organisations to approach)

C&E - Professional Associations by degree


www.careers.unimelb.edu.au
Yellow Pages & True Local

https://www.yellowpages.com.au/ -
• Measurement Equipment (150);
• Medical devices/supplies (258);
• Pathology labs & testing (192); Medical Diagnostic Imaging (211);
• Biomedical Engineers (16); Chemical Engineering (22)
• Web design & development (733)
• Food processors, suppliers, manufacturers (451) – product development, package & label design
• Occupational Health & Safety

http://www.truelocal.com.au/ -
• Chemical Manufacturers (474);
• Animal Breeding (6);
• Cosmetics Manufacturers (110);
• Building Designers (1,450);
• Environmental Consultancy (91);
• IT Services (582); Web Design (365)
Industry Search


Australia’s industrial directory for manufacturing, mining, construction...

**Automation-and-Process-Control:**
- Analysers & Analysing Equipment
- Automation Software & Automation Systems
- Calibration Equipment & Calibration Instruments
- Data Acquisition & Capture Devices
- Fluid Controls
- Hydraulic & Pneumatic Equipment
- Industrial Automation
- Temperature Controllers
- Test & Measurement
Biotechnology / Life Science

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

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

- http://www.ausbiotech.org/- Current Member Directory
- http://www.biotechdaily.com.au/- major announcements from ASX-listed biotech companies
- http://www.biomelbourne.org/vicbi_portal - search by Sector or Platform Technologies
Mining (122 organisations)

- Anglo American Australia Limited
- BHP Billiton Limited (Premium)
- Mirabela Nickel Limited

http://www.manta.com/world/Oceania/Australia/Victoria/Melbourne/Energy & Resources (296)

http://www.miningcareers.com/industry_contacts/ :
- Companies – member & associate companies
- National Contractors

- Directory - Mining, Oil & Gas Jobs
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

Cold Calling Checklist

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
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/](http://www.betterhealth.vic.gov.au/), and I’m particularly interested in being involved in health promotion and disease prevention programs and campaigns.

I am a final year Science student at the University of Melbourne majoring in *Biochemistry*. 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!*
Activity: Practice contacting potential employer

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
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.
**NETWORKING Resources**

**C&E website:**

- [Approaching employers](download PDF)
- [What employers want](video featuring interviews with recruiters)

Quintessential Careers - [www.quintcareers.com](www.quintcareers.com) - Career Networking

Networking Tips - [http://career.berkeley.edu/article/021011b.stm](http://career.berkeley.edu/article/021011b.stm)

Recap - Organising your Placement

• Discuss possible placements with parents, friends, lecturers, careers & student advising staff, contacts through social/work networks

• Seek information about companies / industries by researching online databases and contacting companies directly

• 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
Resumes & Cover Letters

good ways resume make cover

Resumes

Cover Letters

Career & Employment

www.careers.unimelb.edu.au
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:
Your Career Science - Cover Letters
Your Career Science - Resume Writing

Also refer to C&E webpages:

www.careers.unimelb.edu.au
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

4. Preparing for Next Steps

Go to DOCUMENT CENTRE to download:

✓ Resume Format - STEM (Science Technology Engineering Maths) (PDF|51Kb)
Ima Student (SciTech Internship)
123 Any Street
Anytown, VIC
Tel: 1234 5678
Email: 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 or project that supports your job objective
- A problem you solved using skills required for your job objective (eg., IT)
- An accomplishment you are proud of that shows you’d be a valuable employee
- Highlight language skills

EDUCATION
Mar 2012 - Present
THE UNIVERSITY OF MELBOURNE
Bachelor of Science, Mathematics & Statistics major
3rd Year Research Subject or Industry Project: “Tips”

2011
JACKSON COLLEGE, Melbourne
VCE

COURSE RELATED EXPERIENCE
* Internship Experience, Research Experience (UROP, Vacation Work Other related paid work, etc

2013 – Present
Organization Name, City, State
One line giving a snapshot of the organization and its work (optional)
Research Assistant
- An accomplishment you are proud of that supports your job objective
- Another accomplishment that shows you’re good at this job
- Quantifiable results that point out your skills

2012 – 2014
St. Vincent Institute Of Education, Carlton
One line giving a snapshot of the organization and its work (optional)
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

RESEARCH SUBJECT or INDUSTRY PROJECT
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.

ICT SKILLS
(2017) Create a detailed list of ICT skills; heading can be placed after education
- Programming Languages: JavaScript, Java, PHP, Python, Perl, Visual Basic
- Operating Systems: Linux, Windows, Unix
- Applications: Matlab, Maple, Stata, MS Office
- Security: Antivirus, Antispam, anti-spyware, Encryption, Firewalls, etc
- Web: HTML, Dream Weaver, Flash, Photoshop
- GIS: ArcGIS, Network Spacial and 3D Analyst, use of digital maps and unconfessed data

OTHER WORK
Date
Organization Name, City, State
Job Title
- 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 as 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 (careers 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

REFERENCES AVAILABLE UPON REQUEST (or ATTACHED)

Tony Smith
Manager
ABC CORP
123 Address
Anytown, State
Tel: 1234 5678
Mob: 0409 123 456
Email: email@unimelb.edu.au

Tony Smith
Manager
ABC CORP
123 Address
Anytown, State
Tel: 1234 5678
Mob: 0409 123 456
Email: email@unimelb.edu.au
A 3rd year **Bachelor of Science (Biochemistry)**, experienced in a laboratory environment through undergraduate studies. I’m skilled in setting up equipment and carrying out experimental work. I am highly organised and keen to develop further skills in a research environment where I can contribute towards a range of projects.

- A **Bachelor of Science (Civil Systems)** student with summer vacation experience in the automotive industry and in general labour/construction
- Experienced in designing residential and commercial structures through engineering studies
- Well-honed skills in identifying technical design problems and proposing solutions
- Highly organised to work collaboratively across a range of project activities
- An analytical mind and a keen interest in design, evaluation and risk assessment of load-bearing structures
- Passionate about gaining experience in structural engineering within the aerospace field
MANUFACTURING ANALYTICS, CBD

Industrial Researcher

- Work on various industrial research and development projects for this technology-based firm
- Conduct sector-specific research for developing new technology and enhancing existing products

HOLDEN, Tullamarine

Intern, Vehicle Integration Engineer

- Assisted in the design and building of 12 early prototype vehicles
- Designed the prototype parts required to enable assembly of the package by using CAD software to re-design parts

ABC Management Consultancy, Kew

Insurance Policy Processing Clerk

- Reviewed and processed applications of insurance policies and claims
- Ensured accuracy and thoroughness in completing tasks
- Developed proficiency with database user interface, spreadsheet and query software

A + B + C Formula
A = Action Verb
B = Object
C = Where, How, What

ACTIVE SKILLS STATEMENTS
Recap

• 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 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 verbs to show how you have demonstrated relevant skills (use the ABC Formula)

‘Transferable and adaptive skills checklist’, PDF downloadable from C&E website Exploring your Options under ‘Seminar presentations’
April 8, 2014

Mr. John Doe
Graduate Recruiter Coordinator
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 C&E’s 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
Cover Letter statements – examples addressing some of the competencies/requirements

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

• 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.
## Action verbs by skill type
(to articulate competencies in the cover letter)

<table>
<thead>
<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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<tbody>
<tr>
<td>informed</td>
<td>devised</td>
<td>analysed</td>
<td>managed</td>
<td>directed</td>
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<td>motivated</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>
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<td>delegated</td>
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<td>initiated</td>
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<td>juggled</td>
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<td>wrote</td>
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<td>created</td>
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</tbody>
</table>
Pick IT up Online is a training resource for learning new skills online.

Whether you're 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

www.careers.unimelb.edu.au
Interview Preparation

• Refer to C&E 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](http://careers.unimelb.edu.au/student/online_career_tools/preparing_for_next_steps)
How do I sell myself at the interview?

- Elaborate on strengths and positive qualities that match
- Use active statements to convey what you’ve done
- Quantify(increased/decreased)-savings, %, saved time, etc.
- Be well presented, well prepared, positive and enthusiastic

Tell them you want the job!
### Organising a Placement

#### Research, Creative Job Seeking and Preparation are key:

- 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.

- 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.

- Create your **“Telephone script / Personal statement”** drawn from your overall background which illustrates your transferable competencies, motivation, personality.

- 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.

- Have your drafts reviewed by making a **Careers appointment** or at a drop-in.

- Provide contact person with the **Subject Coordinator**’s contact details so they can follow up.

- Send your application and **Host Information flyer**; follow up if you don’t hear back.

- **The Interview** – be prepared to talk about what it is you’ll do there!

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**Contact:**

- [The University of Melbourne](https://www.careers.unimelb.edu.au)
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)

Resources - Biomedical / Medical / Life Sciences

- LifeScientist.com.au – Life science & biotechnology
- http://www.aims.org.au/services/useful-links - Institute of Medical Scientists
- http://www.manta.com/ - Veterinary Services for Animal Specialties (274) AND Veterinary Services For Livestock (63)
- Australian Society for Medical Research (ASMR)
- http://www.aamri.org/- Association of Australian Medical Research Institutes
Resources - Science, Technology, Engineering

- [SafetySolutions.net.au](http://SafetySolutions.net.au): Industrial, construction & mining safety
Resources - Pharmaceutical Industry

Pharmaceuticals Industry Profile
- Pharmaceuticals Industry Links – (Local and International government and association sites)
- Biotechnology
- Medical Devices and Technology

Generic Medicines Industry Association
Medicines Australia
Pharmaceuticals Industry Council
The Pharmacy Guild of Australia
Therapeutic Goods Administration (TGA)
Australasian Pharmaceutical Science Association (APSA)
Resources – Community / Public Health

http://www.journoz.com/health.html


http://www.phaa.net.au/ - Public Health Association of Australia

http://www.wfpha.org/ - World Federation of Public Health Associations (WFPHA)

http://ahha.asn.au/ - Australian Healthcare and Hospital Association


http://www.phaa.net.au/ - Public Health Association of Australia

Resources – Sustainability & Environment

ON CAMPUS

• Melbourne Sustainable Society Institute - [http://www.sustainable.unimelb.edu.au/content/pages/research-projects](http://www.sustainable.unimelb.edu.au/content/pages/research-projects)
• University of Melbourne Sustainability Unit *(also refer to the “Campus Sustainability Centre” and look for current projects under the “Sustainability Research” link)* - [http://sustainablecampus.unimelb.edu.au/](http://sustainablecampus.unimelb.edu.au/)
• Sustainable Resource Unit - [http://sru.net.au/](http://sru.net.au/)

INDUSTRY DIRECTORIES

Sustainability Matters - [http://www.sustainabilitymatters.net.au/industry_associations](http://www.sustainabilitymatters.net.au/industry_associations)
Environmental Protection Agency (EPA) - [http://www.epa.vic.gov.au/](http://www.epa.vic.gov.au/)
Resources - Energy & Resources

http://www.manta.com/world/Oceania/Australia/energy_resources--E3/


• Energy Efficiency Exchange (EEE) - http://eex.gov.au/ (industry sectors, technologies, energy management, business support)
Resources – Research @ Melbourne

http://www.unimelb.edu.au/research/research-institutes-centres.html
- Research Institutes, Collaborative Centres and Cooperative Centres - by Faculty

http://unimelb.edu.au/research/faculty-and-graduate-school-research-areas.html


Resources – Various Industry Sectors


http://www.unimelb.libguides.com/company_industry - University Library Company & Industry research databases

http://www.asc.asn.au/ - Australian Science Communicators - professional association sites give good feel for a field


C&E Services and Resources

Careers Consultation Appointment
– Discuss career planning, job seeking, further study, etc

Employment Application Review Appointment
– Resume, Cover letter, Application form, Selection criteria responses
– One document per session

* 30-minute appointments; bookings essential
* Can self-book on: Student Advising System or call C&E: 8344 0100

Before booking for appointment
• Use resources and approaches mentioned in this session
• Attend a relevant Your Career seminar/workshop
• See a careers consultant at a Drop-In @ Alan Gilbert Building, L1

Contact Yovanna: yadamis@unimelb.edu.au

www.careers.unimelb.edu.au
Web:  www.careers.unimelb.edu.au/
Facebook:  facebook.com/careers.unimelb
Contact Us:  8344 0100
Come & See Us:  Alan Gilbert Building, L1