



Australian Government



# Know what you want and can offer

## The Facts

If you want to take control of your future, you need to know what it is you want.

A good way to do this is to set some goals. Setting personal and professional goals is a great way to empower yourself and help you understand what you want to do.

Your career options are endless and figuring out what is best for you can be daunting at times.

It can be hard for other people to assist you if you don't start thinking about it first. Take some time to think about what your interests are. Finding out more about yourself and what you want to achieve is a good place to start.

### Checklist



I want to:

- identify my interests
- figure out my job and career goals
- do some quick quizzes to get ideas about jobs I might like
- understand my work related strengths and abilities
- find out if I'm a good fit for my dream career
- identify any skills gaps and how I can address them

## Who can help?



[www.aapathways.com.au](http://www.aapathways.com.au)

The Australian Apprenticeships & Traineeships Information Service offers information for people considering career options, employers looking at recruitment and those providing support and advice.



<https://joboutlook.gov.au>

Access industry and occupation information using the Industry Search tab or take the career quiz on the Career Quiz tab to help you decide on your future career.

**JOB JUMPSTART**  
YOUR CAREER. YOUR FUTURE.



## Helpful tips

- 1 Get started.** Work through some of the Job Jumpstart tools or do a short career quiz. These will generate ideas about jobs that might suit you, help identify your current skills and areas to work on.
- 2 Work out your preferences and strengths.** Job Jumpstart workbooks can help you discover your preferences, strengths and abilities. Identifying your strengths and abilities will help you write tailored résumés and perform well at interviews.
- 3 Online research.** The internet holds a wealth of tools and helpful information. Try entering 'occupation videos' into your search engine to learn more about occupations of interest.
- 4 Consider your 'job fitness'.** Psychometric tests can help you figure out if you have the kind of traits required for an occupation. If your preferred career doesn't appear to be an ideal fit, focus on identifying why and apply yourself to developing your skills in order to succeed. Talk to your school Career Adviser or jobactive consultant about how they can help.
- 5 Figure out what employers want.** Potential employers will want you to demonstrate in your cover letter, résumé and interview that you have the employability skills needed to thrive in their workplace. Start to think about your employability skills by completing the Job Jumpstart Employability Skills Profiler.

## Did you know ?

There are eight different workplace (also called employability or people) skills:

- Communication
- Teamwork
- Problem Solving
- Initiative and Enterprise
- Planning and Organising
- Self-management
- Learning
- Understanding and using technology

Employers often use a range of different key words to describe workplace skills. They might talk about things like 'reliability', 'personal presentation', 'following instructions' and 'being flexible'. Different words can mean the same thing. By pulling together evidence of your employability skills you will be able to demonstrate ways you can contribute to the workplace and better describe yourself to employers.

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