



**SCIPS School Leaver Event** is a unique event for students to meet employers looking to recruit staff at end of year. Many large companies have already begun recruiting now for the end of the year, and employers like this event to talk with committed students seeking pathways to work.

It is an opportunity for students to speak with employers about jobs, and to leave their details for upcoming vacancies. Students must register to allow SCIPS the opportunity to match student REALISTIC needs with employers.

### Why should you consider this opportunity?

- Meet lots of employers from different industries in one place
- Be ahead of others in your job search
- Hear about new jobs quickly
- Get support from SCIPS after leaving school if needed
- Employers come to you
- Save time and effort

### What you need to do

- Research your career interests and options
- If required, set up a new email address to include on your resume so it is suitable for employers to contact you
- Please also ensure that your voicemail message sounds appropriate for when employers call you
- Register with SCIPS TODAY
- Visit our website [www.scips.org.au](http://www.scips.org.au)
- Attend the event anytime between 4.30pm - 6.00pm
- Dress for success, bring Cover letter and several copies of your Resume
- Follow up with employers
- Follow up with SCIPS for more jobs in November and January

### Get Ahead of the others

- To be successful - be positive, enthusiastic and friendly when meeting potential employers
- Pass the 10 second test. First Impressions count
- Know what you want and don't waste an employer's time
- Your depth of research will set you apart
- Anticipate what you may be asked
- Use your research to question employers
- Verbalise your commitment and team spirit
- Do not be shy when describing what you have done; more information = greater possibilities
- Turn past achievements into future benefits

## Resume Tips

- Have a master resume and always keep it up to date.
- Customise your Resume to suit individual employers and positions.
- Simple, plain, easily read, key points stand out
- Include Employability Skills
- Use headings, bold important words and use dot points
- Include certificates, references, and feedback from work experience. Anything else that may win you the job.

## FOR MORE INFORMATION

Please do not hesitate to call the SCIPS office on 1300 731 783

Visit our website [www.scips.org.au](http://www.scips.org.au) for resources, advice and opportunities on employment