



Shalom College Pathways News

How to Write an Effective Entry Level Resume

A good resume presents who you are, what you have to offer and how you can add value to a business. It summarises your education, skills, employment history, responsibilities and achievements. Curriculum vitae (CV) is another name for a resume.

You don't need to have had paid work to put together a resume. If it's your first job search, you can add the skills, abilities and personal qualities you've developed from school activities, hobbies and community involvement.

For a comprehensive list of what you should include in a resume – contact information, education and qualifications, employment history and work experience, competencies, skills and referees as well as resume templates, see the myfuture link.

How to write an effective entry-level resume
<https://myfuture.edu.au/career-insight/details?id=how-to-write-an-effective-entry-level-resume#/>

As another option, the following is a template that we commonly use in the Pathways Office -
<https://bit.ly/36RSFLP>.

If you need any help with resume writing, call in and see us in the Pathways Office.

What is a USI and Why Do I Need One

A USI - Unique Student Identifier is your individual education identifier for life. It also creates an online record of your training attainments in Australia.

If students are undertaking either nationally recognised training (TAFE), or a higher education qualification, you need a USI in order to receive commonwealth financial assistance, as well as to obtain your qualification or statement of attainment.

If you're planning on studying at university after high school, there have been some important changes made by the Australian government that you need to know about.

From now on, students need to have a USI in order to get a HECS-HELP loan.

Don't stress, it's completely free and super easy to get. See the link on how to create a USI.

Job Opportunities

The following employment opportunities are currently available. Click on the link to find out more and how to apply. If students require assistance with their resume, the Pathways team are happy to help.

FULL TIME

Frame and Truss Traineeships, CQ Building Supplies

Roof Plumbing Apprenticeship, McHugh Steel

Environmental Health Officer (Trainee), Queensland Health, Bundaberg

Business Traineeship, East Coast Apprenticeships, Bundaberg

Trainee Pest Management, Flick, Bundaberg

Trainee Dogman/Rigger, Caneland Engineering, Bundaberg

CASUAL

Optical Assistant, Specsavers, Stockland

Hinkler Eyewear, Hinkler Place

CHRISTMAS CASUAL

Ally Fashion, Bundaberg

Santa Photography Set Team, Bundaberg

Quicksilver, Bundaberg

Rebel, Bundaberg

JB Hi-Fi

Jay Jays, Bundaberg

Dusk, Bundaberg

Lychee Farm, Bundaberg

Fee Free Training for Year 12 Graduates

To support the transition of Year 12 graduates into employment, the Queensland Government offers free Tafe courses in high priority employment areas. Eligible Year 12 graduates must enrol and start training in a high priority qualification within the calendar year after graduating to take advantage of this great opportunity.

There is a wide and varied list of study options available. A current list of these courses is available here: <https://tafeqld.edu.au/information-for/school-students/year-12-fee-free.html>

We would strongly recommend researching the eligibility criteria for the Queensland government Job Trainer funding.

Access the eligibility criteria <https://bit.ly/3aCXTge> (copy and paste this link) and the list of eligible courses covered by the funding - <https://bit.ly/3FMR61S>

Free courses such as Certificate III in Events, Tourism and Hospitality will be offered through the Tafe Bundaberg campus for the first time in 2022. This course will run for six months (Monday and Tuesday) and will include industry and on the job experience. Places are limited so email Jeff.messitt@tafe.qld.edu.au to secure your place or for further information.



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DISCLAIMER: Please note that the information in this newsletter is gathered from numerous sources and every effort has been made to ensure the information provided is accurate and up to date at the time of publication. It is not to be considered professional advice.



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