

Weekly Careers News for Victoria

October 20, 2025

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Events

This Week's Events

Defence Force Engineering Careers Information Session, Sydney & Online

Organisation: Australian Defence Force

Location: Sydney ADF Careers Centre & Online

Date: October 21, 2025

Consider an Engineering career in the Navy, Army or Air Force and work at the peak of your profession on formidable military assets such as warships, tanks, fighter aircraft and all the systems that control them.

Join us for an info session and speak with current serving military personnel to hear about their own experiences and advice and what opportunities are available to you.

[Find out more](#)

SCCE Student Exchange Information Webinar

Organisation: Southern Cross Cultural Exchange

Location: Online

Date: October 21, 2025

Preparing for your exchange program is an important part of the process and is vital to continued program success. At these online meetings, an experienced member of our team will share an overview of the high school exchange programs with Southern Cross Cultural Exchange.

You'll learn more about living with a host family and how studying overseas can help you develop confidence and independence... and gain a lifetime of memories.

Explore your destinations, program options and ask questions about how you can immerse yourself into a new life, culture, family, and high school overseas.

[Find out more](#)

William Angliss Institute Scholarship-Ready Online Information Session

Organisation: William Angliss Institute

Location: Online

Date: October 22, 2025

Attending this session is strongly encouraged before you apply for scholarships at William Angliss Institute. By attending, you'll receive a rundown of the application process, scholarship requirements, some key dates, and ways to improve your application.

Scholarship applications for Semester 1, 2026 are open between Monday 15th of September and will close on Sunday 26th of October.

[Find out more](#)

Deakin University Accelerate Uni at School Program – Webinar for High School Students

Organisation: Deakin University

Location: Online

Date: October 22, 2025

Are you a high-achieving student ready to kick-start your university journey? Register for our upcoming webinar to learn how the Deakin Accelerate program can fast-track your path to university.

Find out everything you need to know about how the program works – from the program's exciting benefits and wide range of study areas to the simple, seamless application process.

Hear from expert staff, have your questions answered and be inspired by stories from past Deakin Accelerate students who have already begun their path to success.

[Find out more](#)

Charles Sturt University Online Information Session for Parents

Organisation: Charles Sturt University

Location: Online

Date: October 22, 2025

As your teen starts researching their dream university, this online session is here to help you support them through one of the biggest decisions they'll make – choosing a university.

Hear directly from experts as we guide you through key areas of interest and application processes, share tips for navigating Year 12 and highlight the unique opportunities available at Charles Sturt.

Whether you're looking for general information about university or specific advice to assist your teen, this is the chance to ask questions and get the answers you need.

[Find out more](#)

Victoria University TAFE Open Night

Organisation: Victoria University

Location: VU Sunshine Campus

Date: October 23, 2025

Thinking about doing a trade or health TAFE course? Come see what's on offer at Sunshine Campus on Thursday 23 October from 5pm-7pm.

You'll get:

- A tour of our state-of-the-art trades and health facilities
- All your questions answered about TAFE courses
- Information sessions and presentations
- The chance to apply on-the-spot with our team on the night.

Get personalised advice, help and support from the very start so you feel confident you're on the right path.

[Find out more](#)

It Takes a Spark STEM Conference for Year 4-10 Students and Teachers, Melbourne

Organisation: Intuyu Consulting Pty Ltd

Location: The Knox School, Wantirna

Date: October 23, 2025

Most conferences currently being offered on STEM, STEAM and Entrepreneurship tend to be targeted towards teachers and involve a series of speakers and the occasional mini-workshops.

This conference is designed to be different. This conference is designed by students and teachers for students and teachers.

The intent of the It Takes a Spark STEM Conference is to bring together Students (Year 4 to 10) and Teachers to connect with inspiring industry role models, share their current school based activities

and projects using an authentic sharing and experiential model, create networks of teachers and student teams, and solve social justice design challenges.

The participation of the students is as important as teachers as our intent is to ignite, empower and nurture both to be leaders of STEM and Entrepreneurship within their schools. This is a conference designed and led by students and teachers for students and teachers.

Teachers will have both formal and informal opportunities to speak to other teachers who have enacted programs and activities in their schools and get their questions answered.

The Digi-Design workshops and Problem Solver design challenges are all hands-on so students and teachers will experience first-hand what it is like to be part of great STEM and entrepreneurial learning. This will spark new ideas about curriculum and pedagogy.

[Find out more](#)

Future Events

Careers with STEM & QUT – Tech Careers Webinar for Students, Teachers & Parents

Organisation: Careers with STEM

Location: Online

Date: November 5, 2025

Imagine building the next big thing in AI, helping fight climate change with smart data, or even designing the tech behind the next generation of electric cars or space travel. Technology is now woven into every industry – from music and gaming to medicine and sustainable energy – which means a career in tech doesn't just mean one path; it means limitless possibilities.

And here's the exciting part: many of the jobs you'll be doing in the future haven't even been invented yet.

So how do you get started? Join us for a free Careers with STEM webinar on Wednesday 5 November at 12pm AEDT/11am AEST with leaders, experts and entrepreneurs in tech that will share their journeys and advice for anyone considering pursuing technology.

Whether you're a high school student, a teacher guiding your students' next steps, or a parent supporting your child's future, this webinar will provide the knowledge and inspiration you need to explore the exciting world of tech careers.

[Find out more](#)

Chisholm Institute Campus Tours for Future Students – November

Organisation: Chisholm Institute

Location: Chisholm Berwick, Dandenong & Frankston Campuses

Date: November 6, 2025

Join us for a campus tour and see Chisholm up close. You'll be able to walk through our facilities, guided by a Chisholm representative who can answer your questions about campus life, career pathways and our range of courses.

Register for a campus tour so you can:

- See our facilities
- Learn about our range of courses and the career pathways available
- Find out if a course at Chisholm is right for you

[Find out more](#)

Connect with Bond University in Melbourne – Information Session for Parents

Organisation: Bond University

Location: Bawa Cafe, Hawthorn

Date: November 11, 2025

Join us for our upcoming breakfast event tailored for parents navigating the important decision of choosing the right university for their child. This is a great opportunity to discover what sets Bond University apart and to learn more about our unique programs and offerings. Whether you're already considering Bond or just beginning your research, we're here to help guide you in making an informed choice for your child's future.

Event highlights:

- Discover Bond University's diverse programs and study areas, and learn what sets us apart from other institutions.
- Get detailed information on the transition process for interstate students, including student life and accommodation options.
- Understand the application process, including direct applications, early offers, scholarships, and admissions.
- Hear first hand experiences from parents of current Bond students.
- Have your questions answered by our knowledgeable staff.
- Benefit from personalised follow-up and ongoing support after the event to address any further questions or concerns.

Don't miss this chance to get a comprehensive overview of Bond University and how we can support your child's educational journey. We look forward to welcoming you!

[Find out more](#)

Monash University Clayton Campus Tour for Future Students

Organisation: Monash University

Location: Monash Clayton Campus

Date: November 13, 2025

Join us for a 90-minute campus tour and discover all that Monash has to offer! Led by our friendly student ambassadors, you'll explore the outdoor spaces of our world-class campuses, learn about student life, and have the chance to ask questions about studying at Monash.

[Find out more](#)

Connect with Bond University in Melbourne – Information Session for Future Students

Organisation: Bond University

Location: Space&Co Melbourne Central Tower

Date: November 26, 2025

We understand that navigating the journey to university can be daunting, so we're here to lend a helping hand. Bond is hosting a series of drop-in support sessions to help answer any questions you or your family have.

Whether you're curious about the application process, choosing the right degree, pathways, tuition fees, scholarships, accommodation, or student support services, we can provide personalised advice to help you feel confident and prepared for the next step.

[Find out more](#)

UCAT, GAMSAT and Pathways into Medicine – Webinar for Students, Teachers & Parents

Organisation: National Institute of Education

Location: Online

Date: November 26, 2025

This forum is an excellent opportunity for teachers, students and their parents to find out about the UCAT, pathways into medicine, and have all questions answered by an expert teacher who has been working in the field since 1999.

The session is packed with invaluable information during which we will be covering the following topics, and more:

- What is UCAT? UCAT scores? UCAT Sub-tests?
- Year 10, 11 and 12 - things to consider now
- The undergraduate selection criteria
- Application process into universities for medicine and dentistry
- When and who can sit the UCAT?
- GAMSAT
- Can you prepare for the UCAT?
- Undergraduate interview process
- What, how and why about Gap Year?
- Alternative degrees and career choices
- Work experience advice
- Q&A

[Find out more](#)

The Gordon TAFE Information Nights for Future Students

Organisation: The Gordon

Location: The Gordon, Geelong City, East Geelong & Werribee Campuses

Date: December 2 to December 4, 2025

Info Nights are the perfect opportunity to explore life at The Gordon. You'll get to tour our campuses, meet our teachers, and find out more about the courses and career pathways that interest you. With presentations, classroom sessions in your chosen study areas, and the chance to ask questions, Info Nights help you make informed decisions about your future. Plus, if you're ready to take the next step, our friendly team can help you apply on the spot!

[Find out more](#)

Chisholm Institute Campus Tours for Future Students – December

Organisation: Chisholm Institute

Location: Chisholm Berwick, Frankston & Dandenong Campuses

Date: December 4, 2025

Join us for a campus tour and see Chisholm up close. You'll be able to walk through our facilities, guided by a Chisholm representative who can answer your questions about campus life, career pathways and our range of courses.

Register for a campus tour so you can:

- See our facilities
- Learn about our range of courses and the career pathways available
- Find out if a course at Chisholm is right for you

[Find out more](#)

Future Health Careers Day at La Trobe University for Year 12 Students in Bendigo

Organisation: La Trobe University

Location: La Trobe University, Bendigo Campus

Date: December 8, 2025

The Future Health Careers Day is designed to give students a realistic and relevant insight into studying and working in health and science fields, particularly within regional Victoria.

Held over one full day at La Trobe University Bendigo, the event will include a dynamic mix of information sessions, hands-on lab experiences, group-based problem-solving activities and opportunities to engage with LTU academics and current students.

Students will explore the wide range of courses and pathways available at LTU Bendigo - including degrees in Nursing/Midwifery, Pharmacy, Social Work, Psychology, and Dentistry. Sessions will cover course entry requirements, tips for applications and important dates. Parents will also have the opportunity to attend an information session covering generalised information about La Trobe University, course entry requirements and important dates.

Practical lab sessions will introduce participants to university-level learning and research, offering a taste of what to expect in health and science degrees. Students will also receive advice on preparing for Year 12 and building foundational knowledge in key subject areas.

Throughout the day, students will connect with peers who share similar interests and hear firsthand from those working and studying in rural health. The experience aims to inspire, inform, and equip students with a clearer vision for their future in health and science.

Application deadline: 5pm, 31st October 2025.

[Find out more](#)

VTAC Webinar on Getting Your Results and What Happens Next for Students Starting in 2026

Organisation: Victorian Tertiary Admissions Centre

Location: Online

Date: December 9, 2025

You're about to receive your secondary school results, but what do you need to do to prepare for the next stage of your education journey?

Join us to hear more about how the ATAR is calculated, advice on changing your preferences and how to order them, accepting an offer and other ways you can get support in this important time.

[Find out more](#)

VTAC Webinar on Preferences, Pathways and Offers for Students Starting in 2026

Organisation: Victorian Tertiary Admissions Centre

Location: Online

Date: December 11, 2025

You've just received your results, congratulations! This time can be exciting but also a bit stressful, so we are here to help guide you towards your dream course.

Join our webinar to hear more about how the preferencing system works and hear advice on ordering your preferences. We will also speak about pathways and how you can look at alternative courses to help you get to your dream course. Finally, we will cover what to expect when receiving an offer and how to accept your offer.

[Find out more](#)

La Trobe University Change of Preference Fest for Future Students

Organisation: La Trobe University

Location: La Trobe University, Melbourne (Bundoora) Campus

Date: December 11, 2025

We know getting your ATAR results can be a big moment, so we're hosting the Change of Preference Fest to give you the support and advice you need, no matter what your results are. Chat with our course advisors about your options and explore alternative pathways if your results aren't what you expected. We'll help you figure out what's best for you.

Here's what you can expect:

- Course advice and pathways
- Campus tours
- Free food
- Prizes and giveaways

Whether you're thrilled with your results or need a bit of guidance, we've got your back. This is your chance to get all the info you need to make the best decision for your future.

[Find out more](#)

Indigenous Australian Engineering School at the University of New South Wales for Year 10-12 Students

Organisation: University of New South Wales

Location: University of New South Wales, Kensington Campus

Date: January 11 to January 17, 2026

The Indigenous Australian Engineering School (IAES) is an annual residential program, established and funded by Engineering Aid Australia. The program aims to provide young Indigenous Australians with exposure to engineering and other STEM principles as potential university courses and career paths.

Applications are welcome from Aboriginal and/or Torres Strait Islander students who will be in Year 10, 11, or 12 in 2026 from across Australia (excluding Western Australia - students are encouraged to apply for the IAES program hosted by Curtin University).

The IAES is a fully funded residential program, covering meals, travel, and accommodation, making it completely free for students.

Application deadline: **November 7, 12:00 AM** (Midnight).

For any inquiries, please contact eng.edi@unsw.edu.au. The team is available to provide further information or arrange a call to assist with your needs.

[Find out more](#)

Scholarships

UNSW Equity Scholarships for Commencing Undergraduate Students

Organisation: University of New South Wales

Location: Australia

Value: Up to \$25,000 AUD per year

Open Date: July 1, 2025

Close Date: November 18, 2025

[Find out more](#)

Competitions

Somerset National Poetry Prize

Organisation: Somerset Storyfest

Location: Australia

Value: \$300 AUD

Open Date: August 4, 2025

Close Date: December 5, 2025

[Find out more](#)

Weekly Posts

Apprenticeships & Traineeships

Can you do an SBAT and still be eligible for an ATAR?

One of the most common questions we hear about [school-based apprenticeships and traineeships](#) (or SBATs) is whether you can pursue one while still aiming for an ATAR. It's a fair question - after all, an SBAT involves working at least one day per week plus attending training, which is time you won't be spending on your ATAR subjects.

The short answer is **yes**, it's absolutely possible to do both. Lots of students manage this combination successfully every year, and many go on to study at university after finishing their apprenticeship or traineeship. But it's not easy, requiring careful planning, excellent time management, and realistic expectations about what you can handle.

This article will help you think through whether combining an SBAT with ATAR study is realistic for your situation, what strategies can help you succeed, and how to plan for what happens after you finish school.

The reality of managing both

Being honest about what you're taking on is the first step to knowing whether this path will work for you. Here are some of the realities of juggling both an SBAT and ATAR subjects:

You'll be busier than your peers

While your classmates are taking 5 or 6 ATAR subjects, you'll be managing at least 5 subjects *plus* regular work commitments *plus* vocational training.

This means you'll have less downtime than your peers, fewer opportunities to relax and recharge, and potentially more stress to manage. You might find yourself doing homework on your lunch breaks, studying on weekends while your friends are socialising, or turning down social activities because you simply don't have the energy.

It can be physically and mentally taxing

Think of it like being an elite athlete: when training for competition they don't just turn up to practice for a few hours then carry on as normal. The physical and mental demands affect their energy levels, sleep patterns, and capacity to focus on other parts of their lives.

Your SBAT will have a similar effect. After a full day of physical work in construction or a mentally demanding day in the office, you'll still need to come home and study for upcoming exams or complete assignments.

But it's far from impossible

These aren't reasons not to pursue an SBAT, just realities you need to acknowledge before you commit.

Some days you'll be tired. Some weeks you'll feel overwhelmed. There will be times when you question whether it's worth it. This is completely normal, and it doesn't mean you've made the wrong choice - it means you're doing something challenging that requires resilience and determination. Building these skills now can help you cope with the other inevitable challenges of life down the track.

Why it might be worth it

Despite these challenges, combining an SBAT with ATAR study offers some genuine advantages that can pay off during school, university, and throughout your career. Here are just a few:

You'll start earning money

While your classmates might be working casual retail or hospitality jobs a few hours a week, you'll potentially be earning decent wages as an apprentice or trainee.

And a third- or fourth-year apprentice or a qualified tradesperson studying part-time at university has considerably more earning potential than someone working casual shifts at a café. This can mean less financial stress, less debt, and more flexibility in how you manage your study load.

You'll gain experience in your field

A law graduate who's worked in business administration for four years has a very different resume to one who's only done casual work. A physiotherapy student who's been working in fitness for several years has practical industry knowledge that most of their cohort lacks.

When it comes time to apply for graduate positions, this experience can be the difference between getting interviews and being overlooked.

You'll build professional networks

You'll meet people in the industry, understand how organisations actually operate, and potentially have contacts who can help you find opportunities after university.

Many students even discover that their apprenticeship or traineeship employer is happy to offer them flexible ongoing work throughout their degree, providing continuity and security that casual employment rarely offers.

You'll know you're studying something you enjoy

It's one thing to think you want to be an engineer based on doing well in physics and maths - it's another thing entirely to work in engineering environments and confirm that this is genuinely what you want to do long-term.

By the time you're even part way through your SBAT, you'll know for sure whether the field you're working in is something you're really passionate about (or not). So if you do decide to head to university, you can be confident in your degree choice knowing it's based on real experience.

Strategies for managing ATAR subjects alongside an SBAT

If you're determined to pursue both an SBAT and a competitive ATAR, you'll need to be strategic about how you structure your senior years. This isn't about working harder - it's about working smarter and making choices that set you up for success rather than burnout.

Talk to your school

Start by having an honest conversation with your school's senior studies coordinator or careers adviser about your goals. How many subjects do you need to take to be ATAR-eligible? Are there subjects that would complement your SBAT? Could you choose subjects you genuinely find easier or more engaging rather than just those that scale well?

Research course requirements

Consider whether you really need to aim for that 95+ ATAR - check the actual ATAR cutoffs for courses you're interested in or see if there are similar courses with lower entry requirements. Remember that some universities also offer adjustment factors or alternative entry pathways for students with relevant work experience.

Be ruthlessly efficient with your time

When you have limited hours available for study, every study session needs to count. This means active learning techniques, regular review, and staying on top of work rather than cramming at the last minute.

It also means being realistic about your commitments - you probably can't be school captain, play three sports, participate in every school event, and maintain an SBAT alongside ATAR subjects. Something has to give, and that's okay.

Communicate clearly with everyone involved

Your school needs to understand your work commitments so they can support you when scheduling conflicts arise. Your employer needs to know you're also managing ATAR study so they understand if you occasionally need shift flexibility around major exams. Your family needs to know what you're dealing with so they can provide appropriate support. The more people understand your situation, the more likely they are to help when you need it.

Build in regular breaks and recovery time

You can't operate at maximum capacity indefinitely without burning out. Schedule proper rest days, maintain some social activities, and watch for warning signs that you're pushing too hard. If you're constantly exhausted, getting sick frequently, or finding your mental health deteriorating, these are signals that you need to adjust your approach before things get worse.

Combining training and university

Planning for what happens after you finish school is crucial, particularly if you're starting an SBAT that won't be completed by the time you graduate. You have several options, and the right choice depends on your specific circumstances, your financial situation, and your career goals.

Consider part-time study

Many students successfully continue their apprenticeship or traineeship part-time while also studying at university. This is more common than you might think - lots of people work in their field while completing degrees.

If you're planning to study while continuing your training, consider enrolling in just two or three subjects per semester rather than the standard full-time load of four. Yes, this means your degree will take longer to complete, but it also means you're far less likely to burn out or fail subjects because you're overloaded.

Look into intensive or block study

Find out whether your university offers block units or intensive study periods during semester breaks. These can help you to complete subjects or make up credits during periods without needing to take extended time off work.

Communicate with your employer

Have an honest conversation with your employer about what's realistic once you start university. Many employers are happy to be flexible if you communicate clearly about your needs. You might work full-time during semester breaks and university holidays, then drop back to one or two days per week during teaching periods. Some employers will even adjust your hours around your exam schedule if you give them plenty of notice and have proven yourself to be a reliable employee.

Know your obligations

Remember that your training contract might need to be adjusted if you're changing your working hours significantly. Talk to your [Apprentice Connect Australia Provider](#) about whether any changes are necessary and how to go about it.

This protects everyone involved and ensures you're still progressing appropriately towards your qualification even if you're working fewer hours.

You might choose to defer instead

Some students choose to defer university for a year or two to complete their apprenticeship or traineeship first. This gives you time to finish your qualification without the pressure of juggling it with university study, and it means you'll enter your degree with a completed qualification and substantial work experience.

Choosing a complementary SBAT

If you're fairly confident about what you want to study at university but also want to pursue an SBAT, it's worth thinking about apprenticeships or traineeships that complement your intended pathway. If you have a general sense of where you're headed, choosing an SBAT that aligns with that direction can provide valuable experience and potentially make you a stronger candidate for your chosen field.

If you're considering **health sciences** like physiotherapy or sports science, a fitness traineeship could give you relevant industry experience and help you understand how bodies move and respond to exercise.

For students thinking about **business, commerce**, or even **law**, a business administration or office administration traineeship provides insight into how organisations operate and develops professional skills that will serve you well in any corporate environment.

Those interested in **engineering** or **electrotechnology** might consider an electrical apprenticeship, which can run alongside engineering studies and provide practical experience that complements theoretical learning.

Future **teachers** might benefit from early childhood education traineeships, gaining hands-on experience with children and understanding educational environments from the inside.

Prospective **nurses** or **allied health** professionals could pursue traineeships in aged care or health administration, building familiarity with healthcare settings before beginning their formal study.

The goal isn't to find a perfect match - it's to choose something that's broadly aligned with your interests and might provide useful experience or skills for your future direction. Even if you change your mind about your university plans, the qualification and experience you gain through your SBAT will still be valuable.

Making it work for you

Combining an SBAT with ATAR study is challenging, but it's far from impossible - the key is going into it with your eyes open.

Understand what you're committing to, be strategic about your subject choices and study load, communicate clearly with everyone involved, and be prepared to adjust your approach if something isn't working. Don't be afraid to ask for help when you need it, whether that's from your school, your employer, your training provider, or your family.

Most importantly, remember that there's no single "right" way to navigate these years. Some students thrive on the challenge of managing both, while others discover that it's too much and choose to focus on just one instead. Both approaches are valid, and making an informed decision about what works for you is far more important than trying to do everything perfectly.

Learn more

[We have lots of other blogs on apprenticeships and traineeships on our website here.](#)

Family Support, Schoolies

Schoolies tips for parents

Since the 1980s, schoolies has become a rite of passage for Australian school leavers. It's an exciting milestone marking the chance to celebrate the end of an era before stepping into whatever comes next. But when large groups of teenagers descend on party locations with newfound freedom and limited supervision, it's perfectly natural for parents to feel a knot of worry.

Here are some practical schoolies tips for parents that could help you support your school leaver while alleviating some of those inevitable concerns, keeping your teen safe while giving them space to grow.

Start with an honest conversation

Communication is always the best way for you to make sure your teen is fully prepared. It also gives you an opportunity to offer your support and address any worries or concerns they have. Just make sure it's not a lecture or negative, otherwise they're likely to switch off or get defensive.

Approach your chat with genuine curiosity. Ask them what they're most excited about. Where will they be staying? Who's in their group? Let them do most of the talking while you listen and offer support. This creates space for the trickier topics to emerge naturally.

When you do broach subjects like alcohol, drugs, and safe sex, frame them as practical life skills rather than dire warnings. Remind them that being true to themselves is always the right choice, even when everyone around them seems to be making different decisions. You might discuss boundaries beforehand, what feels comfortable for them and what doesn't, and what their Plan B is if something goes awry.

Let them know you have their back

Ask them to provide you with all the information you'll need to help them in case anything goes wrong. This could include things like:

- Address of where they're staying (have a quick check of the accommodation agreement while you're at it)
- Travel arrangement and details
- Agreed check in times to let you know they're OK - perhaps once a day at a reasonable hour

- Contact details of friends they'll be with
- Their bank card information, just in case it goes missing

Help them add an ICE (in case of emergency) contact to their phone, along with the Red Frogs Hotline: 1300 557 123. Red Frogs volunteers are on the ground at major schoolies destinations, offering support without judgment.

Send practical supplies, not worry

One of the most helpful things you can do? Make sure your teen has what they need to look after themselves. Consider sending with them or arranging a delivery to their accommodation things like:

- Cases of bottled water to keep them hydrated
- Pre-cooked or microwave meals for those inevitable lazy mornings
- Non-perishable snacks
- A small first aid kit
- Some emergency cash tucked away separately from their wallet

These provisions send a message that you trust them while also showing you care and providing a safety cushion (you'll also be popular with their friends when the goodies get shared).

What not to do (even when you're tempted)

We know that your worries come from a place of love and concern but your teen is feeling independent and getting their first taste of adulting. So here are some things we recommend that you *don't* do:

Don't bombard them with messages. Stick to your agreed check-in times. Constant calls and texts signal distrust and can actually distract them when they need to stay alert, particularly if they're driving.

Don't provide them with alcohol even if they are over 18. Research consistently shows that [providing alcohol to teenagers](#), even those over 18, can lead to riskier behaviour. Let them make their own choices within legal boundaries.

Don't become a social media liability. Posting about them or their friends without permission can cause genuine embarrassment and damage their trust in you. Remember, they're building their adult identity, and that includes controlling their own digital footprint.

Stay informed and connected

Knowledge really is power when it comes to easing parental worry. Join the [Red Frogs Schoolies Advice for Parents](#) group on Facebook for real-time updates and tips from other parents going through the same experience. The [Safer Schoolies](#) website also offers excellent resources, including a downloadable [checklist](#) you can give your teen before they head off.

Not all teens are the same

Not every school leaver thrives in the traditional schoolies environment. Some teens find the prospect overwhelming rather than exciting. If your young person is keen to celebrate but the chaos of schoolies feels like too much, there are plenty of [alternative ways to mark this milestone](#). Perhaps a smaller trip with close friends, a volunteering project abroad, or even a family celebration that honours their achievement without the pressure. The important thing is that they feel supported in whatever choice feels right for them.

Send them off with confidence

Before they leave, make absolutely certain your teen knows they can ring you any time, day or night, regardless of the situation. No judgment, no "I told you so", just love and support. This promise might be the most important safety net you can offer.

It's not easy watching them navigate this transition, but with open communication and practical preparation, you can help them celebrate safely while taking their first confident steps towards adulthood.

Find more parenting support

Looking for more guidance on supporting your teenager through life's transitions? Visit our [parents' and carers page](#) for articles to help you navigate the challenges and celebrate the victories of raising young adults.

Interview Skills

Interview outfits that play it safe while showing your personality

Let's get one thing straight: your interview outfit won't get you the job, but it can definitely lose it for you. While your skills, experience, and how well you answer questions matter infinitely more than what you're wearing, your appearance creates a first impression before you even open your mouth. The goal isn't to transform into someone you're not, but to show that you understand professional expectations while still letting your authentic self shine through.

You don't need to spend hundreds of dollars on a complete wardrobe overhaul or follow rigid fashion rules that make you feel like you're wearing a costume. There are plenty of smart, budget-friendly ways to look polished and appropriate for the workplace while adding subtle touches that reflect who you are.

How much do clothes actually matter?

First impressions happen within seconds, and whether we like it or not, what you wear sends immediate signals about your attention to detail, your understanding of professional norms, and how seriously you take the opportunity. Research consistently shows that people make judgements about competence, reliability, and cultural fit based on appearance, often before any conversation begins.

But here's what your interview outfit can't do:

- Replace genuine skills
- Cover up poor preparation
- Make up for a lack of authenticity

A perfectly dressed candidate who can't answer basic questions about the role will always lose out to someone appropriately dressed who demonstrates real capability and enthusiasm.

Your strategy should be simple: meet the expected standard for that workplace, then add one or two subtle personal touches that feel authentic to you. This approach ensures you clear the "professional presentation" hurdle while also giving interviewers a glimpse of your personality.

Decode the workplace before you dress

The biggest mistake people make is choosing one interview outfit for every situation. A tech startup and a law firm might have completely different dress codes, and what's appropriate for one could work against you in the other. Your job is to become a detective and figure out what "professional" means in each specific context - here's how:

Start with the job advertisement itself

Words like "corporate," "client-facing," and "executive" suggest more formal dress codes. Terms like "creative," "casual," "field-based," or "fast-paced" might indicate a more relaxed approach. If the ad mentions uniforms or protective equipment, that tells you something about the work environment too.

Investigate the company's online presence

Check their website's "About Us" or "Team" pages, scroll through their LinkedIn company page, and look for photos from events or workplace features. Many companies share behind-the-scenes content that shows how people actually dress day-to-day.

Consider the role's context

Are you interviewing for a front-of-house position where you'll interact with clients, or a back-of-house role focused on technical work? Will you be in an office, construction site, laboratory, or shop floor? Each environment has different practical requirements and expectations.

Still not sure?

When in doubt, it's usually better to be slightly more formal than too casual. It's easier to remove a jacket than wish you'd dressed up more, and showing respect for the interview process by making an effort is generally always a good move.

Safe baselines by industry

Every industry has its own unwritten dress code rules, but you don't need to guess what they are. Here are the safe starting points for major employment sectors, along with simple ways to add personality without raising eyebrows.

Corporate and professional services

These environments typically expect traditional business attire, especially for client-facing roles. Your baseline should be tailored separates or a suit, with a collared shirt or refined blouse, and closed-toe shoes that you can walk confidently in.

Add personality through a muted accent colour in your shirt, tie, or scarf, a subtle pattern like pinstripe or micro-check, or simple jewellery that doesn't jangle or distract. A quality watch or interesting texture in your knit can show attention to detail without breaking professional norms.

Tech, startups, and scale-ups

The tech world generally embraces smart-casual dress codes, but "casual" doesn't mean sloppy. Think chinos or tailored trousers, dark denim without distressing, knit tops, oxford shirts, and clean sneakers or loafers.

Express yourself with a quality t-shirt under a blazer, interesting fabrics like textured linen or waffle knits, or a neat cap for your commute (just don't forget to remove it for the actual interview). The key is looking put-together while signalling that you understand their cultural values over formality.

Creative industries

Creative workplaces often expect you to demonstrate some design sense in your appearance, but this doesn't mean wearing something outrageous. Start with polished smart-casual as your foundation, then add one statement piece balanced by neutral basics.

This might be a single bold element like an interesting colour, an unusual silhouette, or a subtle print, paired with structured, classic pieces. The goal is showing creative awareness without looking like you're trying too hard or prioritising fashion over professionalism.

Healthcare and community services

Healthcare environments prioritise cleanliness, comfort, and practicality. Your baseline should include clean, comfortable clothing, soft-soled closed shoes, and neutral layers that look hygienic and professional.

Add personality through subtle colour in accessories, a professional lanyard or bag, or a small lapel pin that aligns with your values or the organisation's mission. Remember that many healthcare settings have strict policies about jewellery, nail polish, and fragrances for safety reasons.

Education and early learning

Educational environments value approachability and practicality. Choose smart-casual clothing that allows for movement, in colours and styles that feel welcoming rather than intimidating. Show personality through texture like knits or linen blends, gentle patterns that aren't overwhelming, or classroom-friendly accessories. Think about whether your outfit would be practical for demonstrating activities, sitting on floors, or moving around active spaces.

Trades, engineering, and logistics

These industries respect practicality and quality. Wear neat workwear or smart-casual clothing, avoid anything that looks worn from actual site work, and choose sturdy closed shoes that demonstrate you understand workplace safety.

Express personality through quality details like a good belt, understated cap for commute only, or heritage workwear elements that show appreciation for the craft. The goal is looking capable and safety-conscious while demonstrating respect for the trade.

Hospitality and retail

These customer-facing industries want you to look brand-appropriate and approachable. Choose smart-casual clothing that aligns with the company's style, comfortable shoes you can stand in for hours, and minimal fragrance that won't overwhelm customers.

Add one brand-appropriate touch like a scarf, simple jewellery, or interesting sock colour. Keep hair tidy and consider how your overall look would fit with the company's brand image. If the employer provides uniforms, dress to the level you would if serving an important customer or attending a supplier meeting.

10 safe ways to show personality without risking cultural fit

The art of professional dressing lies in the details. Small, thoughtful touches can reveal your personality without overwhelming your professional presentation or making interviewers question your judgement.

Add an accent colour in one item

Choose one piece – a tie, scarf, top, socks, or pocket square – in a colour that reflects your personality but isn't overwhelming. This creates visual interest while keeping the overall look balanced and professional.

Choose texture over loud prints

Interesting textures like twill, waffle knits, bouclé, or linen blends add visual and tactile interest without being distracting. They show attention to quality and detail while remaining subtle enough for conservative environments.

Incorporate subtle patterns

Micro-checks, fine stripes, or small geometric patterns can add personality without being loud or distracting. These patterns read as sophisticated and intentional rather than flashy.

Invest in classic accessories

A quality watch, leather belt, or simple jewellery pieces can elevate any outfit while reflecting your personal style. Choose pieces that feel timeless rather than trendy.

Make a statement with appropriate shoes

Interesting but still professional shoes can be a great conversation starter. Think quality leather in unusual colours, interesting textures, or classic styles with modern updates, all while maintaining closed-toe, professional standards.

Layer thoughtfully

Adding a cardigan, blazer, or overshirt creates visual interest and shows understanding of proportions and styling. It also gives you options if the interview environment is warmer or cooler than expected.

Carry a quality bag or folio

A well-chosen bag or document holder shows organisation and attention to detail. It's also practical for carrying copies of your CV, references, and note-taking materials.

Choose interesting glasses frames

If you wear glasses, frames can be a subtle way to express personality while remaining professional. Choose styles that complement your face and feel authentically you.

Add a meaningful lapel pin

A small pin representing your values, interests, or alignment with the industry can be a conversation starter and show your commitment to causes that matter to you.

Perfect your grooming

Intentional grooming choices – tidy hair, well-maintained nails, light fragrance – show self-respect and attention to detail. These elements should enhance your natural appearance rather than masking it.

Building your interview wardrobe on a budget

You don't need to spend a fortune to look professional. Focus on finding a few versatile pieces that can be mixed, matched, and adapted for different industries and roles.

Start with one well-fitting pair of trousers or a skirt in a neutral colour, a couple of shirts or tops that can be dressed up or down, and one versatile outer layer like a blazer or cardigan. Add comfortable, professional shoes and a few accessories that reflect your personality.

Op shops, discount retailers, and end-of-season sales can provide quality pieces at affordable prices. Focus on fit and condition rather than brands – a well-fitting shirt from Kmart often looks better than an expensive designer piece that doesn't fit properly.

Remember that confidence is your best accessory. When you feel comfortable and authentic in what you're wearing, that confidence shows in how you carry yourself and engage with interviewers. The goal is finding the sweet spot where you look professional, feel like yourself, and can focus on demonstrating why you're the right person for the role.

Want more?

[We have plenty of other blogs and resources to help you prepare for job interviews on our website here.](#)

Adaptability

Why employers love adaptable staff

If you've ever looked at job advertisements, you've probably noticed that almost every single one mentions something about being "adaptable" or "flexible" or "able to work in a fast-paced environment". It's not just corporate jargon – employers genuinely value this quality, often rating it above technical skills or qualifications. But why does adaptability matter so much in the workplace, and what does it actually mean in practice?

Understanding why employers love adaptable staff can help you recognise and develop this skill in yourself, articulate it better in job applications, and appreciate why it's worth cultivating regardless of what career path you choose.

Adaptable people solve problems instead of creating them

When something unexpected happens at work (and it will, constantly) adaptable employees don't freeze or complain. They assess the situation, work out what needs to happen, and get on with it. This might sound simple, but it's actually quite rare and incredibly valuable.

Imagine a retail worker who discovers the stockroom system has crashed right before a big sale, or a kitchen hand whose supplier delivers the wrong ingredients an hour before service. An adaptable person doesn't just shrug and say "not my problem" or shut down in a panic. They think creatively, communicate with the right people, and find workable solutions even when circumstances aren't ideal.

For managers and business owners, this means fewer crises landing on their desk and more confidence that things will keep running even when they're not there to micromanage every situation. It's the difference between an employee who expands your capacity and one who limits it.

In practical terms, this problem-solving adaptability might look like:

- Suggesting alternative approaches when the usual method won't work in a particular situation
- Taking initiative to contact suppliers, colleagues, or customers to resolve issues rather than waiting to be told what to do
- Staying calm when things go wrong, which helps everyone else stay focused on solutions rather than panicking
- Learning from mistakes and adjusting their approach next time rather than making the same errors repeatedly

These employees don't need their hand held through every unusual situation, which makes them exponentially more valuable than workers who can only function when everything goes exactly according to plan.

They handle change without derailing everyone else

Workplaces change constantly. Systems get updated, policies shift, team members leave and new ones arrive, customer expectations evolve, and technology advances. Some of these changes are planned, but many aren't, and all of them require people to adjust their approach.

Adaptable staff absorb these changes without creating additional work for their colleagues or managers. They don't spend weeks complaining about how things used to be better, resist every new procedure, or require constant reassurance that everything will be fine. Instead, they acknowledge the change, work out what they need to learn or do differently, and move forward. This doesn't mean they never question changes or provide feedback – thoughtful adaptability includes speaking up when something genuinely isn't working. But they distinguish between changes that are genuinely problematic and changes that are simply different from what they're used to. An adaptable person might say "I've noticed this new system is creating delays in customer service – could we look at adjusting the workflow?" rather than just complaining "I hate the new system, the old way was better".

The impact of having adaptable team members becomes particularly obvious during major transitions - in these situations, adaptable employees:

- Ask clarifying questions to understand the change rather than immediately assuming it won't work
- Help colleagues who are struggling with the transition rather than bonding over shared resistance
- Provide constructive feedback based on actual experience rather than pre-emptive complaints
- Maintain productivity during the transition period rather than using the change as an excuse for everything to slip

In contrast, employees who resist change can negatively impact workplace culture, drag down team morale, and make every transition way more difficult than it needs to be. Managers and business owners remember who made changes harder and who made them easier, and this absolutely influences decisions about promotions, pay rises, and who's kept on when budgets tighten.

Adaptable employees learn quickly and transfer skills

When someone is genuinely adaptable, they're usually also good at learning new things quickly. This is because adaptability and learning ability are closely connected – both require you to let go of "this is how I've always done it" and embrace the mindset of "let me work out how to do this differently".

Employers value this because it means less training time, less hand-holding, and more confidence that an employee can grow with the role. If the business introduces new software, an adaptable person will figure it out. If a colleague is sick and someone needs to cover different responsibilities, an adaptable employee can step up. If the role evolves over time, they'll evolve with it rather than becoming stuck in outdated ways of working.

This ability to transfer skills across different contexts is particularly valuable. An adaptable person doesn't just learn one specific task – they understand the principles behind it and can apply that knowledge to related situations. This makes them far more useful than someone who can only do exactly what they've been explicitly trained to do.

This kind of adaptable learning also means these employees:

- Cost less to train and become productive faster
- Don't need extensive procedures documented for every possible scenario

- Can help other staff who have questions or problems to solve without involving management

For example, someone working in a café who's genuinely adaptable doesn't just memorise the exact steps for making each specific coffee order. They understand the underlying principles of coffee-making, customer service, and workflow management. This means when a customer orders something unusual, the milk frother breaks, or they move to a different café with different equipment, they can figure it out.

They work well with different people and situations

Most jobs involve dealing with various personalities, working styles, and preferences. An adaptable employee can collaborate effectively with a meticulous colleague who wants every detail planned, and also work productively with someone who prefers a more spontaneous approach. They can communicate with an anxious customer who needs lots of reassurance and then switch to serving someone who wants quick, efficient service with minimal chat.

This flexibility in interpersonal style makes someone much easier to work with and more effective in their role. Managers don't have to carefully consider who can work together or worry about personality conflicts derailing projects. Team dynamics stay healthier because adaptable people adjust their communication and collaboration style to what works best in each situation.

It's not about being fake or having no personality – it's about recognising that different situations call for different approaches and being willing to meet people where they are rather than insisting everyone adapt to you.

Consider how this plays out in a typical workplace. During one shift, an adaptable employee might need to:

- Work the morning with a chatty colleague who processes information verbally and likes to talk through problems
- Switch to an afternoon shift with someone quiet who prefers working independently with minimal conversation
- Serve customers ranging from elderly people who appreciate detailed explanations to rushed businesspeople who just want efficient service
- Take direction from a manager who's very hands-on and specific, then later work with a different manager who gives broad instructions and expects you to work out the details yourself

Someone who insists on interacting with everyone in exactly the same way – whether that's being overly chatty, too formal, or rigidly following procedures – creates friction and limits their own effectiveness. Adaptable people read the room, adjust their approach, and make everything run more smoothly as a result.

Adaptability reduces risk for the business

From an employer's perspective, hiring someone adaptable is simply less risky. If the business faces challenges – economic downturns, supply chain disruptions, regulatory changes, or shifts in customer demand – adaptable employees are more likely to help the organisation navigate these challenges rather than adding to them.

When roles need to be restructured or responsibilities shifted, adaptable employees can take on different tasks without extensive retraining. When the business needs to try new approaches or enter new markets, adaptable staff are more likely to embrace these changes and make them work. When unexpected problems arise, they're more likely to contribute to solutions.

For small businesses especially, where there might not be clear separation between roles and everyone needs to pitch in across different areas, adaptability isn't just preferred – it's essential.

Someone who insists they can only do their specific tasks exactly as outlined in their job description simply won't work in environments where flexibility is built into daily operations. This risk reduction extends to longer-term business sustainability as well. Industries change, consumer preferences shift, and technology evolves. Businesses that survive are those that can adapt to these changes, and that requires employees who can adapt alongside them. An employer hiring today is thinking not just about current needs, but about whether this person will still be an asset in three or five years when the role inevitably looks different from how it looks now.

It signals other valuable qualities

Adaptability usually comes packaged with other characteristics that employers value. When someone demonstrates genuine adaptability, they're often also showing that they possess a cluster of related skills and attitudes that make them excellent employees.

People who are genuinely adaptable tend to be **emotionally resilient**, able to handle setbacks and disappointments without falling apart or becoming hostile. They recover from mistakes, accept constructive feedback, and don't take every change personally. When they make an error, they acknowledge it, learn from it, and move on rather than becoming defensive or dwelling on it for days.

They're also typically **self-aware** enough to recognise when their usual approach isn't working and adjust accordingly. They can step back, assess situations objectively, and make strategic choices about their behaviour and responses. If a particular customer seems frustrated by their usual friendly chat, they recognise this and adjust to a more efficient, business-like approach. If a colleague seems overwhelmed, they offer help rather than adding to their stress.

Adaptable people usually have a **growth-oriented mindset** rather than a fixed one. They see challenges as opportunities to develop rather than threats to their competence, which means they're more likely to keep improving over time. When faced with a task they haven't done before, their response is typically "I'll work it out" rather than "I can't do that".

Perhaps most practically, they're simply **less dramatic and easier to manage**. They don't create unnecessary conflicts, catastrophise normal workplace challenges, or require excessive emotional support from managers and colleagues. They distinguish between genuine crises and routine difficulties, and can handle issues without making them everyone else's problem.

When an employer identifies someone as adaptable during the hiring process, they're often picking up on these related qualities as well, making that person particularly attractive as a potential employee. It's not just about one skill – it's about a whole package of attributes that make someone reliably good to work with.

What this means for you

If you're preparing to enter the workforce or looking to progress in your career, developing genuine adaptability is one of the smartest investments you can make. It's not about being a pushover or never having opinions – it's about being someone who can handle reality as it is rather than only functioning when circumstances are perfect.

The good news is that adaptability is a skill you can develop through practice. Every time you handle an unexpected change well, work effectively with someone whose style differs from yours, or learn a new skill outside your comfort zone, you're building adaptability. The experiences that feel challenging now (whether that's changing schools, adjusting to new teachers, dealing with disrupted plans, or learning to work with difficult people) are actually teaching you one of the most valuable workplace skills you could develop.

When you're writing job applications or preparing for interviews, think about times you've demonstrated adaptability. These don't need to be dramatic stories – they might be about how you

adjusted when a part-time job turned out different from what you expected, handled a last-minute change to a group project, or learned to use a new piece of technology at school. Being able to articulate these experiences clearly shows employers that you understand what adaptability means and have evidence that you can do it.

Find out more

[You can read more about other valuable workplace skills and how to build them on our website here.](#)

Jobs & Careers

Your human right to work

Did you know that access to work is one of your basic human rights? The [Universal Declaration of Human Rights](#), adopted by the United Nations in 1948, clearly states in Article 23 that "everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment".

This means that no matter where you are in the world, you have the fundamental right to earn a living through work you freely choose. Like a universal passport for employment, these rights cross borders and apply to everyone equally, regardless of where they live.

As long as you are of legal working age (which varies from country to country and even within states or territories), there's nothing stopping you from looking for work. Even if you're still at high school or university, you're allowed to work in most places. However, keep in mind that this doesn't mean you're *guaranteed* employment – that still depends on factors like job availability and your qualifications. But there's nothing to stop you from applying for and accepting any job you want.

Your workplace rights

You also have a right to "just and favourable" conditions at work. Think of these rights as your workplace safety net, which are in place to protect you whether you're working your first Saturday job or starting a professional career. These include:

- Fair wages, with equal pay for equal work
- Safe and healthy working conditions
- Equal opportunity for promotions
- Rest, leisure time, holidays, and reasonable working hours

It's important to remember these things when you start working for the first time. And if you feel like something's wrong, you don't have to stay quiet because you're young or inexperienced – there are ways you can take action if you believe you're being treated unfairly at work.

Protection from discrimination

These human rights treaties also cover issues around discrimination in the workforce. You're entitled to help or compensation if you're refused a job, fired, made to work in unfair conditions, or harassed because of your:

- Sex or gender
- Disability
- Race or ethnicity
- Age (young or old)
- Sexual orientation
- Religion or beliefs

- Criminal record (in some circumstances)
- Trade union activity
- Political opinion

It's against the law for an employer to discriminate against you for any of these reasons. If you find that you've been refused a job or fired for these reasons, remember that's absolutely *not* acceptable.

Note that while workplace bullying is different from discrimination, there are still laws to protect you from bullying as well. [Take a look at our blog on how to protect yourself from workplace bullying to find out more.](#)

Country-specific resources and age requirements

Different countries have their own specific employment laws and minimum working ages, but they all build upon the same foundation of human rights.

There are also many organisations that can help you navigate any workplace challenges you might face. Most offer free, confidential advice and can investigate complaints.

If you're experiencing problems at work, don't hesitate to reach out. Your age doesn't diminish your rights, and these organisations are specifically there to help protect young workers like you.

Australia

In Australia, the minimum age for working depends on the state or territory you're working in, so you'll need to check the details and conditions. If you need help, contact:

- [Fair Work Ombudsman](#) – advice on pay, leave, work hours, and entitlements
- [Safe Work Australia](#) – workplace safety and injury compensation guidance
- [Australian Human Rights Commission](#) – discrimination and harassment complaints

New Zealand

New Zealand has no minimum working age, but there are limitations on where young people under 13 are able to work, and lots of protections for anyone under 16. For assistance:

- [Employment New Zealand](#) – employment rights and standards
- [WorkSafe New Zealand | Mahi Haumaru Aotearoa](#) – health and safety at work
- [Human Rights Commission | Te Kāhui Tika Tangata](#) – discrimination and harassment

United Kingdom

In the UK, you can start work at 13 years, but those under 18 have special protections. For support, contact:

- [ACAS \(Advisory, Conciliation and Arbitration Service\)](#) – free employment advice and dispute resolution
- [Citizens Advice](#) – general employment rights guidance
- [Equality Advisory Service \(EAS\)](#) – for any issues relating to discrimination
- [TUC \(Trades Union Congress\)](#) – information about unions and worker rights

Canada

Canada's employment standards vary by province, but federal standards apply to federally regulated industries. Young workers generally have the same rights as adults, with some provinces requiring special certificates for workers under 16. Get help from:

- [Employment Standards \(Provincial\)](#) – varies by province but covers minimum wage and working conditions, e.g. [Ontario](#)
- [Workplace Standards](#) – for federally regulated workplaces

- [Human Rights Commissions](#) – discrimination complaints

United States

In the US, federal law allows work from age 14, with restrictions on hours and hazardous jobs for those under 18. State laws may provide additional protections. Key resources include:

- [YouthRules! \(Department of Labor\)](#) – comprehensive guide to youth employment laws
- [Wage and Hour Division](#) – complaints about pay and working conditions
- [Equal Employment Opportunity Commission \(EEOC\)](#) – workplace discrimination issues

Find out more

Remember, your right to work fairly and safely isn't just a nice idea – it's a fundamental human right that's protected by law wherever you are.

[You'll find lots more information about workplace rights and responsibilities on our website here.](#)

Skills for Work

Five top tips to nail your cover letter

When an application asks for a cover letter, it's not just a box-ticking exercise. It could genuinely be the difference between landing an interview and watching your application disappear into the void. So how do you make sure yours hits the mark? We've pulled together five practical tips to help you craft a cover letter that actually gets you noticed.

Understanding what a cover letter actually is

Before we dive into the tips, let's get clear on what we're working with. A cover letter is essentially your chance to introduce yourself in a one-page document that sits alongside your CV. It's where you showcase your key skills and strengths whilst explaining why you're genuinely interested in this specific role at this particular company.

The crucial bit? It shouldn't be a carbon copy of your CV or a generic letter you fire off to every employer. Each cover letter needs to be tailored to the job you're applying for, demonstrating how your unique mix of skills and experience makes you the right fit for what they're looking for.

1. Do your homework on the company

Lots of job applicants fall down by writing one standard cover letter and attaching it to every application. It's understandable – job hunting is exhausting – but this approach rarely works in your favour.

Taking the time to research the company and address your letter to the actual hiring manager (not just "To whom it may concern") shows you've made an effort. Mention something specific about the organisation – perhaps a recent project they've launched or values they champion that resonate with you. This demonstrates genuine interest rather than a scattergun approach to job applications.

2. Highlight experience that actually matters

Your cover letter isn't an autobiography. You've only got one page, so be strategic about what you include. Focus on experiences that directly relate to the role you're after.

Applying for a position that requires excellent communication skills? Talk about that time you coordinated a charity event or mediated between different groups in a team project. Going for

something administrative? Mention relevant office experience, even if it was just helping out during school holidays. The key is relevance over quantity.

3. Showcase the skills you've developed

Employers aren't just interested in what you've done – they want to know what you learned and how you grew from those experiences. Even if you've thought you may never have worked in the specific field you're applying to, you've likely developed transferable skills through other activities. Perhaps you've demonstrated leadership through captaining a sports team, shown initiative through volunteering, or developed problem-solving abilities through coursework. These skills matter, and your cover letter is the perfect place to connect the dots between your experiences and what the employer needs.

4. Keep things positive and confident

If you're early in your career or switching fields, it's easy to fall into the trap of apologising for what you lack. Don't do this. Dwelling on limited experience just draws attention to gaps whilst offering nothing positive in return.

Instead, frame things constructively. Rather than "Although I don't have much experience in...", try "I'm eager to apply my skills in... to this new context." It's about showing enthusiasm and potential rather than fixating on what you haven't done yet. Remember, everyone starts somewhere, and employers often value attitude and aptitude as much as existing experience.

5. Polish until it shines

Your cover letter is often the first impression an employer gets of you, so it needs to be spot-on. This means going beyond a quick spell-check. Read it aloud to catch awkward phrasing. Check that your tone strikes the right balance between professional and personable. Make sure every sentence earns its place.

It's worth asking someone else to read it too – they'll spot errors you've become blind to and can give feedback on whether your personality comes through. Those extra rounds of editing might feel tedious, but they're what separate a good cover letter from a great one.

Next steps: Building your complete application

Now that you've got your cover letter sorted, you're well on your way to submitting a strong application. But the cover letter is just one piece of the puzzle – your resume needs just as much attention.

If you're unsure where to start with your CV or want to make sure it complements your cover letter effectively, we're here to help. Check out check out more tips on our [resumes and CVs page](#) for step-by-step advice, or try our [super simple resume builder](#) to create a professional-looking CV in minutes. With a solid cover letter and CV working together, you'll be putting your best foot forward in your job search.

Job Spotlights

How to become an Orthotist/Prosthetist

Orthotist/prosthetists are responsible for assessing individuals with physical or functional limitations and prescribing, fitting, and reviewing orthoses and prostheses. Orthoses are devices designed to support a body part (such as a splint or brace) while prostheses are devices designed

to replace a missing body part. Their job is to support patients by restoring function, preventing discomfort, and improving quality of life.

If you're attentive, organised, and want a career where you can help people live their best lives, this might be the right career for you.

What skills do I need as an orthotist/prosthetist?

- Great communication skills
- Patient and kind
- Strong problem-solver
- Adaptable and resilient
- Professional and ethical
- Can work in teams and independently
- Good manual dexterity
- Committed to lifelong learning

What does the job involve?

- Assessing patients to determine their needs
- Prescribing appropriate orthoses/prostheses
- Fitting devices and making adjustments
- Teaching patients how to use their devices
- Providing ongoing care and treatment
- Repairing and replacing devices
- Collaborating with other health professionals
- Keeping detailed patient records

What industries do orthotist/prosthetists typically work in?

- Health Care and Social Assistance
- Manufacturing

What Career Cluster do orthotist/prosthetists belong to?

As people who are focused on supporting the health and wellbeing of others, most orthotist/prosthetists belong to the [Guardian Cluster](#).

What kind of lifestyle can I expect?

Orthotist/prosthetists typically work in hospitals, rehabilitation centres, private clinics, or for medical device companies. Most work standard business hours, though some flexibility may be required for patient appointments.

Most orthotist/prosthetists earn an above average salary throughout their careers.

The role is primarily based in clinical or workshop settings, which means there are limited opportunities for remote work.

How to become an orthotist/prosthetist

To work as an orthotist/prosthetist, you must complete an accredited [Bachelor of Prosthetics and Orthotics](#). Your degree will combine theoretical learning with practical clinical placements.

After completing your degree, you will need to apply for membership with the [Australian Orthotic Prosthetic Association](#). You will also be expected to engage in continuous learning and development throughout your career.

Once you have some experience, you might also like to specialise in a particular area, such as paediatric orthotics or sports prosthetics.

What can I do right now to work towards this career?

If you're in high school and you'd like to find out if a career as an orthotist/prosthetist is right for you, here are a few things you could do right now:

- Focus on science subjects in high school, particularly biology, physics, and chemistry.
- Seek work experience or volunteer opportunities at hospitals, rehabilitation centres, or disability support organisations.
- Research orthotic and prosthetic companies and follow developments in assistive technology.

Where can I find more information?

- [Australian Orthotic Prosthetic Association](#)
- [New Zealand Orthotics and Prosthetics Association](#)
- [British Association of Prosthetics and Orthotics](#)
- [American Orthotic and Prosthetic Association](#)
- [Orthotics Prosthetics Canada](#)

Similar careers to orthotist/prosthetist

- Biomedical Engineer
- [Physiotherapist](#)
- [Occupational Therapist](#)
- Podiatrist
- Rehabilitation Counsellor
- Optometrist
- Medical Device Designer
- Orthodontist

Find out more about alternative careers on [our Job Spotlights page](#).

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