



**Teachers
Mutual Bank**

We put you first

WORKING OUT

WORK EXPERIENCE

Planning for the future starts right now

Where do YOU want to be?

What's the real value of work experience?

Choosing a career is tricky – which is why work experience is so important. Work experience allows you try out a few options before you settle on the real deal.

Summer jobs, weekend jobs or just a one-night-a-week job, can help you learn the basics about working, like having a boss, looking the part and being on time.

All work experience is valuable. Most people think about working to get paid, but a volunteer experience is more valuable than you'd think – and you'll be adding bonus points to your CV.





Balancing study and work

While you're getting ready to take the next big step, make sure you have all the pieces in place.

Before diving into the world of work, you'll need to make sure you have time for a part-time job and that you will be able to balance school work and your social life.

Think about:

- What days of the week are you free?
- What other commitments do you have?
- How will you manage your time?
- How will you get to and from work?
- Have you set up the basics (like a bank account and Tax File Number)?

Resumés and Curricula Vitae

Things you should know for your first job:

A resumé or curriculum vitae (CV) gives a potential employer a chance to see who you are and what you're good at. But what do you put in a resumé if you haven't had a job yet?

Start by making a list of skills and activities you've picked up at school and at home:

- Being a class captain says you're a leader.
- Playing grade 3 piano says you're committed.
- Playing a team sport says you're a team player.
- Babysitting says you're responsible and trustworthy.

All of these are great qualities that a potential employer will recognise.

Here are our top tips on how to make a shiny new resumé:

- You need to be clear, not Shakespeare.
- Keep it short and to the point.
- Include the hours and days you're available to work.
- Include the details of three people who a potential employer could call for a reference.

- Have an appropriate email address. 'Skatejunquee99' isn't going to cut the mustard. Use your name, not your nickname, and look professional.
- Always check spelling and proofread. Twice.

To get a good idea of what's expected, take a look at the free downloadable sample letters and resumé templates on our website.

Be a volunteer

Helping others can help you too.

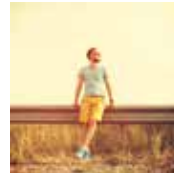
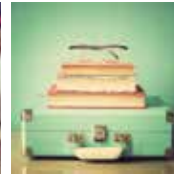
Volunteering is win-win. Your community benefits from your help. You win because you gain new skills, make new friends AND because you know you're making a difference.

It's also a great way to trial a future career. For example:

- If you're interested in being a PE teacher, volunteer at your local sports club.

- If you're keen on being a vet, see if you can volunteer at your local RSPCA or animal shelter.
- If you're interested in being a doctor or nurse, offer to help out at your local nursing home.
- If you're interested in a retail job, volunteer at a local charity sausage sizzle to learn about handling money and dealing with people.

For other ideas, visit govolunteer.com.au



Who you gonna call?

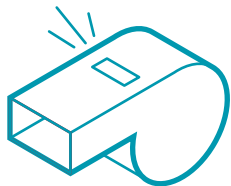
A referee is a person you can rely on to put in a good word (or twenty) to speak to your skills, strengths and work experience when you're applying for jobs.

The value of forming a good network of personal and professional references will help you kick-start your career.

A personal reference can come from someone who knows you well. Your

teachers or sports coaches are great people to ask to be your personal reference.

If you've worked part-time, done work experience or volunteered, ask your direct manager if they're happy to receive a phone call from a potential employer.



So, what's next?

For more info on work experience and the ways in which Teachers Mutual Bank can help you, visit us at the URL below.

If you need help with anything, let us know. Call 13 12 21 8am-7pm weekdays, 9am-3pm Saturday or email enquiry@tmbank.com.au

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Any questions? Ask away.

Call 13 12 21

8am to 7pm, weekdays

9am to 3pm, Saturdays

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ABN 30 087 650 459 AFSL/Australian Credit Licence 238981

008885-U18-1220-Work-16yr