



Commonwealth Government

# Key to worksheet

## futuredirections

This series of nine worksheets gives guidance on steps and activities involved in planning your career, finding and obtaining a job.

The material in these sheets is derived from myfuture, the online career exploration system at [www.myfuture.edu.au](http://www.myfuture.edu.au). More detailed information can be found in the book Getting A Job –future directions. You can download and print the book and the worksheets from [www.dest.gov.au/schools/careers/ciproducts.htm](http://www.dest.gov.au/schools/careers/ciproducts.htm)

### Your career

### Worksheet 1

This worksheet outlines the steps you might take in developing your career plan.

### Understand yourself

### Worksheet 2

Completing this worksheet will help you understand and build a profile of your work preferences, interest, knowledge, skills, preferred work locations and conditions, and your dreams and aspirations.

### Research a career

### Worksheet 3

What is a career field? This worksheet helps you to explore opportunities in industries and professions.

### Find a job

### Worksheet 4

This worksheet gives you tips on where to look for jobs and a sheet for recording your contacts network.

### Contact employers

### Worksheet 5

You can write to, telephone and visit employers. This sheet gives tips on the best ways to make contact.

### Write a cover letter

### Worksheet 6

This worksheet gives tips for writing a cover letter to go with your job application

### Write a resume

### Worksheet 7

An up-to-date resume is a very important tool in your job search. This worksheet gives tips for creating your resume.

### Interviews

### Worksheet 8

The advice in this worksheet will help you to be successful at interviews.

### Internet Techniques

### Worksheet 9

This worksheet helps you to get information you want from the Internet.

