

FIRST JOB CHECKLIST

Getting started

- Create your resume - include achievements and awards you received, any volunteer experience and any clubs you belong to
- Write a cover letter detailing why you are the right candidate for the job. Be sure to read the position description and tie in your letter with the skills they are looking for.
- Apply for a Tax File Number with the Australian Tax Office
- Research which Super fund you would like to go with.
- Make sure your social media settings are set to private and that your profile images portray the right impression

For your first day

- Ensure you have the right clothes and tools (if applicable) that you will need to perform your job
- If you haven't provided them already take along your bank details, Tax File Number and Super fund details
- Leave extra time in the morning to get ready to make sure that you arrive on time or early.