



WORK'N WORK EXPERIENCE!

A record to help plan for my future career and job interviews

WHAT	WHO	WHERE
WHY	WHEN	HOW

Here are some ideas to kick off your thinking. Start by matching up some of these to one of the six boxes on the previous page. Then think of your own..

questions did I ask?	problem did I encounter?
could be a good mentor?	did I fix?
did I present myself?	did I display initiative?
early did I arrive each day?	was a good idea I came up with?
notes did I take?	did I plan or organise something?
did I meet that I could learn more from?	technology did I use?
do I need to improve?	did I start conversations?
could I do more voluntary work?	did I introduce myself?
worked well in our team?	I learnt about myself?
didn't work well in our team?	could help me gain more work experience?

Here's an example - WHAT worked well in our team? Write this question in the 'WHAT' box.

Then answer the questions you came up with. You should now have some great examples to talk about during your next job interview or great thoughts to help you plan for your future career.

Remember! file this sheet somewhere safe! You may not need this stuff right now but at your next job interview you will be asked to provide some examples about previous work you have done..

and then you'll be ready to impress!

SOME GREAT QUOTES FROM THOSE IN THE KNOW!

"If you don't try something because you're scared you will fail, then you already have (failed)"
Kelly Slater – World Surfing Pro Champ

"Learn from those that have done it before you"
Amelia – Finalist, Telstra Young Business Women's Awards

"Be memorable - make sure people know who you are and why you're there"
Kristin – Events & Match Day Manager, Geelong Cats