



Australian Government



Get the most out of work experience

Make a good first impression

- Turn up on time and dress neatly and professionally.
- Be enthusiastic, reliable and conscientious and more opportunities may come your way.
- Listen carefully to any instructions. If in doubt, always ask.
- Ask for feedback as you go, rather than waiting until the end. This will give you a chance to improve your skills along the way.

Get involved and offer to help

- The more you put in, the more you'll get out of the experience.
- Show initiative. Offer to help or get involved where you can, without being asked.
- Come up with new ideas, for example, ways to improve something or how to meet sales targets, and discuss them with co-workers.

Add it to your résumé

- Add relevant periods of work experience to your résumé. It doesn't matter whether you were paid or not. It counts as experience.
- Ask your supervisor whether they are happy to be your referee, when you've finished your placement.

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