



Australian Government



Making the most of your job

Talk to your manager

- Talk to your manager about your career goals.
- Ask them about ways you could build up different skills. But this doesn't mean not doing the parts of your job you don't like.
- Focus on being good at your current job before trying to 'climb the ladder'.

Be proactive

- Offer to try new tasks at work.
- Formal training may help you build new skills to reach your career goals.
- Volunteer work (in a not-for-profit organisation) can help build up more experience. All while giving back to your community.

Find a mentor

- Find someone who works in your chosen industry. Ask them if they could act as a mentor.
- Use your mentor as a sounding-board for your career questions and goals.
- Listen to their advice and learn from their experiences.

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