



# 2019 FOLIO SEMINAR

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# Start your personal job hunt:

## Where are you now?

What do you love doing?  
Type of task / media / software etc.

What are you good at?  
Type of task / media / software etc.

How do you work best?  
Routine / frequent changes / in teams / independently / long-term projects / short turnarounds etc.

What is your story or journey so far?  
Cultural / educational / personal interests / travel / work etc.

How can you demonstrate these things?

## Where do you want to go?

### Look at ads for your dream job now:

What discipline and role are you aiming for?

What skills do they specify?

### Research workplaces:

What type of organisation would you like to work at?  
Creative studio? Inhouse designer? Freelancer? Entrepreneur? Educator? Researcher?

What size would you like to work at?  
Micro (1-3 people), Small (4-10), Medium (11-20), Large (20+)

What values or philosophy would you like to work with?  
Commercial / social enterprise / sustainable / corporate etc.

What work ethic?  
Fixed hours and location / flexible hours and location etc.

What types of clients?  
Small startups / large organisations / cultural orgs. / mass market etc.

## How will you get there?

### Which of the following will you do to hunt your dream job?

Establish your personal network Make sure your friends, family, peers and colleagues know what you do and what you are looking for.

Update your LinkedIn profile and post news to your network to remind them regularly about what you do

Which studios' websites/social media could you watch/follow?

Which Graduate Exhibitions could you participate in?

Is your online folio (website) up to date?

Which recruiters and online job services could you register with?

Have you registered with Swinburne Placements? Go to: [swinburne.edu.au/form/wil-professional-placement/](http://swinburne.edu.au/form/wil-professional-placement/)

How many job ads could you apply for right now?

Have you organised work experience? Search 'work integrated learning' on the Swin website to explore internships & prof. placements.

### Actively network:

Which professional associations could you join?

Which upcoming events and exhibitions could you attend?

Which studios could you cold-call to show your work?

Which studios could you approach to request work experience?

Who's work do you love - could you request to connect with them via LinkedIn?

What could you regularly blog about or post online?

Who could you contact from your existing network (e.g. friends, family etc.) to seek experience?

# CV checklist

## Check you have included theses in your CV:

### 1/ Your name

- Your full name

### 2/ Your contact details

- Phone number (with professional voicemail).
- Email address (make sure this is professional and not a nickname that sounds ridiculous or rude!).
- Online profiles (if relevant and professional) e.g. LinkedIn, Instagram, personal website of your folio.
- Postal address (only include if you feel it is advantageous).

### 3/ Mini biography

- About 100 words to introduce yourself. Make it fun, show your personality and enthusiasm. Explain your career objective and values to show how you can fit in with them.

### 4/ Skills relevant to position

- List names of all software programs you can work in (be specific with programs and version you use).
- Other non-digital technical/hard skills, or personal/soft skills that may be useful, e.g.: fine art, papercraft, photography, public speaking, copywriting, languages you can speak or write, customer service skills etc.

### 5/ Experience

*List any past or ongoing work you have done, e.g:*

- Paid work including any part time, full time, casual or temporary positions of any kind).
- Unpaid work, such as voluntary roles, coaching sport teams, charity work etc.
- Relevant work experience in design organisations.
- Include approximate start and end dates for each role (e.g. January 2015 – June 2016, or December 2014 – present).
- Briefly explain what kind of position or work you completed at each workplace and how it relates to the position you are applying for. Can be good to include points under subheadings of 'responsibilities' and 'achievements'.

### 6/ Education / Qualifications

*List past or ongoing study or qualifications such as:*

- VCE completion, final result achieved, school completed at within the past 10 years. If earlier than that, leave out.
- Any TAFE, undergraduate or postgraduate courses you have completed including institution name and any major/specialisations.
- Any short courses you have completed that demonstrate your interests and initiative as well as skillset.
- Include approximate dates for each course or qualification (e.g. graduated 2010, or 2012 – present).
- Include your final marks only if you feel they are impressive.

### 7/ Awards and achievements

- Relevant design-related awards or achievements from tertiary or secondary studies (best student, scholarships, etc.)
- Any non-design awards or achievements that demonstrate personal determination, self-discipline or work ethic (e.g. sporting, music etc.)

### 8/ Referees

- Can write: *Referees available upon request* rather than including full referees' details on your CV.
- If you are asked to provide referees, give the name, position and phone number of two or three people who you have worked with that can speak well of your abilities.
- Make sure you ask each of your referees for their permission to list them on your CV before you do so.
- Tell your referees who may contact them and what role you are applying for.

**For extra help, including cv-building tools, free CV checks, training resources or to book a personal career advice appointment, register and log in at SwinEmploy: [swi.nu/swinemploy](http://swi.nu/swinemploy)**

### General guidelines:

- Is your CV one page, or maximum of two pages long?**
- Is your spelling and grammar ABSOLUTELY correct?** There's no excuse for mistakes! Swinburne's Careers and Employability can check it for you! [swi.nu/swinemploy](http://swi.nu/swinemploy).
- Is your typography perfect?** Check for widows and orphans, correct length dashes and spacing etc.
- Is it short and sweet?** – bullet points where possible
- Is it tailored to suit the position or work place?**
- Have you been careful with personal information?** Swinburne Careers and Employability advises not to include anything of a personal nature in your CV that might leave you open to be discriminated against, even if unconsciously, by an employer. For example, information about your gender, nationality, Visa status, age, marital status, religion, or appearance (i.e., a photograph). That said, if you feel some of these personal details are advantageous for you and relevant to the position you are applying for, you may choose to still include them.

