

## 5 Tips for Career Success

*Have you ever wondered how to make the career stuff a lot easier? Ever found yourself spending an entire painful weekend writing a job application? Would you like to be able to easily communicate your value to your current or prospective employers? Here's some easy strategies that will help take the work out of it all ...*

1. **Create a file/diary/log** in which you record the occasions when you have a win, kick a goal, achieve a result that has relevance to the workplace. Examples could include acting in your boss's job, participating in a project, running a stall at the school fete, coaching the soccer team. Collect any customer compliments and positive feedback you receive. Record these events when they are fresh in your mind rather than trying to trawl through your memory under pressure to meet the job closing date.
2. **Create a master resume** that can be drawn upon to tailor applications to the position you are applying for. Only include information in your resume that relates to the role you are applying for so that you can make the link between you and your target role obvious.
3. **Maintain your skills/professional development.** The job for life is a thing of the past, employment security now comes from maintaining our employability skills and knowing what value we bring to the table. Investing in your professional development can include attending conferences and reading industry publications but can also be as simple as engaging with groups on LinkedIn and staying in contact with your network.
4. **Develop and maintain a great network.** If you are currently working, make sure the network is both internally and externally focused. Your connections are a wonderful source of learning, opportunity and support. One of the most effective ways people get jobs is through their networks and you never know when you might be in the market for your next opportunity. Consider using LinkedIn to support managing your network – it's a great way to maintain contact as people move around in their careers and provides an opportunity for two way skill endorsement and recommendations.
5. **Find a mentor.** They can be great for supporting your professional growth, expanding your network, increasing your visibility, etc. Your choice should be strategic, considering things like your likely next career step, what skills you need to develop, and the strengths they possess. Set expectations collaboratively up-front around objectives, communication frequency and channels, timeframe etc.