

part time work

all the things you need to know to
find work on the **gold coast**
and how to get started.





BRISBANE 40 mins DRIVE

WARNER BROS. MOVIE WORLD
WET'N'WILD
DREAMWORLD

↑
COOMERA

North Stradbroke Island



Hope Island

South Stradbroke Island

TAMBORINE NATIONAL PARKS

PACIFIC HIGHWAY

Runaway Bay

THE BROADWATER

Biggera Waters

Labrador

SEA WORLD

Nerang

Southport

GOLD COAST HIGHWAY

Main Beach
Surfers Paradise

Beaudesert

Ashmore

Broadbeach
Broadbeach Waters

Merrimac
Mermaid Waters

Mermaid Beach
Nobby Beach
Miami

Robina
BOND UNIVERSITY

LAMINGTON NATIONAL PARK

Burleigh Heads

Palm Beach

SPRINGBROOK NATIONAL PARK

Elanora

Currumbin

Tugun
Bilinga
Kirra



Gold Coast AIRPORT

Coolangatta

Tweed Heads

NEW SOUTH WALES

part time job hubs

theme parks

seaworld
movieworld
wet'n'wild
dreamworld

retail centres

robina town centre
pacific fair

hotels/resorts

the star gold coast
marriott
wyndham
hilton

hospitality centres

surfers paradise
broadbeach
mermaid beach
burleigh heads
palm beach
currumbin

**what you'll need to get
started**

cover letter and resume

tax file number

additional certificates

RSA

RSG

job sites

cover letter (1 page)

date

your contacts

organisation contact and details

Paragraph 1:

- Introduction: State the purpose of your letter and where you located the job ie. job site
- State why are you interested in applying for this job through demonstrating how the opportunity aligns with your goals

Paragraph 2:

- State why you are the best person for the job by addressing any criteria in the job ad
- This may include quals, experience and a skill set that matches the job - provide evidence of skills!

Paragraph 3:

- State why you are interested in the organisation
- Expand on why you are interested in the job

Paragraph 4:

- Close letter by mentioning any supporting docs, reiterate interest and the best contact for you

resume (2 pages)

name

phone/email

work rights/availability

PROFILE/OBJECTIVE:

An objective is specific: 2-3 statements answering why you should be hired. Think about your strengths in relation to the job.

SKILLS SUMMARY:

- List 4-5 of your best skills using bullet points
- Use: action verb + skill + a little evidence
- Make them relevant to the job

EDUCATION:

- Reverse chronological order - most recent to least recent
- Include degree, university & projected study dates
- List any academic achievements here

PREVIOUS WORK EXPERIENCE:

- Reverse chronological order
- Include job title, company name & date employed
- List 3-4 relevant duties and responsibilities

REFEREES:

- List 2-3 professional contactable referees

tax file number (tfn)

A tax file number is free and identifies you for tax and superannuation purposes.

Who needs one:

- Australian citizens and residents with or without a passport
- Foreign passport holders, permanent migrants and temporary visitors seeking paid work

Apply for a TFN at: ato.gov.au
this may take up to 28 days to receive so
apply ASAP!

additional certifications

Some part time jobs require additional certifications*. These include jobs in licenced venues (where alcohol is served) and gambling establishments.

These certifications are:

Responsible Service of Alcohol (RSA)

Responsible Service of Gambling (RSG)

Completion of these certifications can be done online at minimal cost to you

*your employer may require additional certifications such as a Blue Card, White Card or First Aid

job sites



BOND
SCOUT

bond.edu.au/scout

seek.com.au

careerone.com.au

indeed.com.au

notes

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EMPLOYABILITY EQUATION

WHAT SETS
GRADUATES APART?

Career Development Centre

Underpinning all the unique advantages that Bond offers, the CDC's goal is to help you find, not just a job, but a meaningful, rewarding and challenging career.

Contact us to chat about:

CAREER ADVICE



Your time at university isn't confined to the classroom. The career counselling team provide a personalised service to students and Bondies.

We can help you explore and define your career path, work with you on job applications and resumes, prepare for interviews and make connections with key employers.

PLACEMENTS



The Industry Team will work with employers to design an experience for you that adds value to your degree and study. The placements are discipline related and tailored to your interest areas and you will be under the supervision of an industry professional from your study area.

GET CONNECTED



Join workshops, seminars, networking events and the annual Job & Internship Fair to access opportunities to grow your network and improve your skills ensuring you stand out now and after you graduate.

BONDSCOUT



Accessed only by Bond students and alumni plus employers seeking Bond talent, BondScout is an online careers and employment portal. Once a Bondy, you have access to jobs, events, careers resources and much more. Scan the QR code to access your BondScout profile.



Contact us

e: cdc@bond.edu.au

t: 5595 3388

w: bond.edu.au/cdc





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