

CONTENTS

- 3 Welcome addresses
- 5 About Us

STUDY ABROAD

- 7 Global Immersion Guarantee (GIG)
- 8 Semester Abroad

INTERNSHIPS

- 10 Monash Sourced
- 11 Student Sourced
- 13 ArtBound

GRADUATE JOBS

- 15 Graduate Jobs
- 24 Recent Graduate Testimonies

POSTGRADUATE STUDIES

- 27 Postgraduate Studies
- 35 Gene Flenady

JOB APPLICATION

- 37 Cover Letters
- 39 Resumes
- 41 Interviews
- 42 Social Media

RESOURCES

- 44 Resources
- 47 Acknowledgements

Deputy Dean of Arts



I am delighted to introduce you to the Society of Arts Students Careers Guide.

This volume introduces you to a wide array of industries and career opportunities for our outstanding Arts graduates. Importantly, it maps out the many paths and opportunities that your Arts degree has prepared you for, and the professional opportunities that lie ahead for those steeped in creativity, critical thinking, problem solving, strong communication and team building.

You study and graduate at a critical time, with COVID showing us that our future leaders need to exhibit a greater awareness and understanding of the world. They will be agents of change who can navigate uncertainty, guide with compassion and demonstrate the resilience needed to adapt and overcome challenges at a global scale.

I believe that you are our future leaders, and the power of your influence will be realised in positions and organisations like those detailed in the coming pages.

As our Arts graduates, you will be joining a global community of Monash alumni, who build rich and rewarding careers and return to us to inspire future generations. In the spirit of Sir John Monash and his commitment to the service of others, I hope that you will return to us, as well.

I greatly appreciate the contributions of all students, staff, and alumni and acknowledge the importance of Society of Arts Students for the role they play in forming impactful connections, which foster inclusion and belonging across the Monash community.

I celebrate your incredible achievements and acknowledge the dedication you have shown during such disruptive times. You did not sit still as the world around you changed; you adapted, you persisted, and you achieved - and I have every confidence that you will continue to succeed.

I wish you the very best.

Associate Professor Benjamin MacQueen
Deputy Dean, Education

President



I firmly believe that Arts students are enviable. We have the opportunity to develop in-demand soft skills whilst studying areas of personal interest. We are skilled at critical thinking, problem solving, communication, and teamwork, demonstrating sensitivity towards socio-cultural contexts. We are global citizens, ready and raring to address the global issues of inequality, insecurity, poverty and health and climate crisis.

While the value of an Arts degree cannot be overstated, many students have a sense of uncertainty about their career pathway. As a Global Studies student, I understand the difficulty of navigating the graduate job market in such an interdisciplinary area of study. Thankfully, the Society of Arts Students is here to help.

Without further ado, I am proud to introduce our 2022 Careers Guide! Our committee members have worked tirelessly on this all-in-one guide for Arts, Global Studies and PPE students, and we hope it comes of use.

Our Careers Guide is the Holy Bible for Arts students looking to make the most of their degree. There are sections on Study Abroad, internships, graduate jobs, postgraduate studies, and job applications respectively. From first year to final year students, there is useful and potentially career-changing advice for everyone.

Thank you to the hardworking team of students who made our Careers Guide possible: Emily Briggs, Milly Le Gear, and our committee members. Your contributions are invaluable to the Arts student community.

I hope our Careers Guide instills a sense of confidence in Arts students who may be uncertain of their career pathway. Remember, this is only a taste of the diverse opportunities available. With an Arts degree, the sky is the limit.

Enjoy!

Maya Hammam,

President, Society of Arts Students

About Us

Monash University, Clayton Campus, land of the Wurundjeri Woi Wurrung and Bunurong people of the Kulin Nation.

The Society of Arts Students (SAS) is a student-run society based at Monash University, Clayton Campus. We are a passionate, exuberant and driven community that offers both social and academic support to students at Monash. Our academic workshops and industry events provide invaluable skill-building and networking opportunities, while our jam-packed social calendar is a fantastic way to connect with other students. Some of our events include our highly-anticipated Arts Camp, Arts Ball, Cocktail Night and Industry Night. We understand that Arts is a vast and interdisciplinary area of study, and our members reflect this diversity. SAS welcomes students from across all faculties, and we pride ourselves on our enthusiasm and inclusivity.

We hope this Careers Guide provides useful information on the range of graduate opportunities and career pathways available to Arts students, and awakens them to the limitless potentials held within an Arts degree.

For more information on the Society of Arts Students, check out our [website](#), or email us at sas@monashclubs.org. Alternatively, visit our [Facebook](#), [Instagram](#) or [LinkedIn](#) pages to learn more about our committee, initiatives and upcoming events.



STUDY
ABROAD

Global Immersion Guarantee (GIG)

Known as Monash's 'flagship' international study opportunity, the Global Immersion Guarantee (GIG) is one of the most sensational programs that the university offers students.

What is the Global Immersion Guarantee?

The Global Immersion Guarantee (GIG) is a transformative elective unit that is worth 12 credit points and is available exclusively to first year undergraduate students. The global element of the unit stems from the fact that students are able to visit a country that has a partnership with the university, engaging with new cultures, languages and experiences. As an elective, GIG is a fantastic way to apply what you have learned at university to the real world, and gain unique skills.

What countries can I go to?

- India [Click here for more information on where you will go in India](#)
- The Pacific Islands [Click here for more information on where you will go in the Pacific Islands](#)
- Indonesia [Click here for more information on where you will go in Indonesia](#)
- Italy [Click here for more information on where you will go in Italy](#)
- Malaysia [Click here for more information on where you will go in Malaysia](#)

What do I do on GIG?

The Global Immersion Guarantee is a unit that is solutions focused, meaning that when overseas, students will engage with real-world issues through a multitude of diverse tasks and experiences. There will be opportunities to meet people who dedicate their work to addressing global challenges such as the Climate Crisis, inequality and economic development. In doing so, GIG allows students to expand on their critical thinking skills, imposing tangible and ethical solutions to issues.

Am I eligible?

- Are you in your first year as of 2022/2023?
- Do you have a minimum 50 WAM after Semester one?
- Have you completed at least 12 credit points after Semester one?
- Are you at least 18 years old at the time of departure?
- Are you enrolled in either; Art/Design/Architecture, Arts, Business and Economics, Education, Engineering, Information Technology, Law, Medicine/Nursing/Health Sciences or Science?

Want to know more?

FAQS page: <https://www.monash.edu/global-immersion-guarantee/apply>

GIG webpage: [Global Immersion Guarantee - Global Immersion Guarantee \(monash.edu\)](#)

Semester Abroad

If there is one thing that the pandemic has taught everyone, it is how much individuals appreciate travelling, and how much it is missed when no longer available. Luckily for Monash students, semester abroad is back in 2023 and more exciting than ever! This program is perfect for people that are looking to explore the world, have diverse experiences and learn in a new environment.

Where can I study abroad?

Monash students are able to study abroad at a wide range of universities across many countries, with over 160 partner associations and more than 35 countries on offer.

Malaysia Campus (GIP)

Through the Global Intercampus Program (GIP), you can study at Monash's overseas Malaysia campus. The time period is varied, with students being able to go for either one or two semesters. In terms of location, you will be lucky enough to be 18 kilometres away from the capital city of Malaysia, Kuala Lumpur. As the campus is a part of Monash, all units are taught in English and many people around you are like minded learners. To find out more about how to apply and eligibility, click [here](#).

Prato Campus

Similar to Monash's Malaysia campus, Prato is another of the university's partners. Located in Italy, the Prato campus offers a diverse range of programs that are both interdisciplinary and disciplinary specific. Depending on the students preference, there are subjects that can be taught over a period of months, or intensively over a number of weeks. A unique aspect of the Prato experience is that there is a large emphasis on immersion and acquisition of surrounding cultural and Italian knowledge. As a result, you will be able to study in a way that incorporates local perspectives, and centres around European experience. To find out what students had to say about their studies abroad at Prato click [here](#).

Partner universities

As well as overseas campuses, Monash is partnered with numerous diverse and exciting universities which students can undertake exchange within. If you are someone who would love to combine your sense of adventure and travel with your studies, you can choose where you want to go overseas.

Where?

Monash has partnerships with universities in;

- Europe
- The Americas
- The Middle East
- Oceania
- Asia

How?

During your time abroad, you will continue to;

- Pay your annual **Monash** fees
- Receive credit on your subjects that contribute to your Monash degree
- Be enrolled at Monash

For more information on the application process, eligibility requirements and FAQS click [here](#)

Monash Global Campus Intensives

An additional overseas opportunity Monash offers students is the Global Campus Intensives. If you are a second year or above student, you can undertake GCI units at Monash's overseas campuses; Prato and Malaysia. Working in small groups with like minded individuals, GCI focuses on real world issues and seeks to expand the relationship that students have with the world and their knowledge of it. There are both three week modules and full semester units available to choose from. For more information, click [here](#).

INTERNSHIPS

INTERNSHIPS

Monash-Sourced Internships

Work Integrated Learning (WIL) at Monash will source an internship relevant to your degree, career objectives, employability skills, personal goals and availability, and place you within an organisation to complete work. These placements are unpaid internships, however they may contribute towards your degree or major if approved by the faculty. WIL is available to arts students through two different units. For these units, a list of internships and selection data base is made accessible once the application process has commenced. These two units are:

ATS3935 - Professional Practice

This unit allows students to complete a placement or internship with a Monash partnered organisation, in which the organisation will determine the project that students will work on. There are several industries in which the placement can happen, not limited to but including, government, private, nonprofits and NGO's. This will contribute 6 credit points to your degree and takes place over one semester.

To be eligible for this unit, you must have completed at least 12 points of second-year Arts units and hold a current WAM of 60.

ATS3129 - Arts internship

This unit allows students to undertake an internship with a partner organisation, much like the unit above. However, this unit runs over 2 semesters, or an entire year and allows the student to gain experience over a longer period of time - of course, counting towards their degree at Monash. This will contribute 12 credit points towards your degree.

To be eligible for this unit, you must have completed 96 points of study with at least 48 in Arts, with a WAM of 70.

Student Sourced Internships

If you have a specific company or plan, the opportunity to find your own placement also exists! This host organisation can exist in Australia or overseas as long as it is taken during standard teaching periods (terms, semesters or trimesters). For both Australian and international student sourced internships, you must still apply with the WIL team in order for your internship to count as an integrated unit towards your degree.

This ensures that the work you are completing has relevance and benefits to your degree, and that the organisation meets Monash University OHS guidelines!

IMPORTANT NOTE:

Double degree students may still undertake a WIL unit, however the organisation must relate to the learning outcomes of your Arts Degree, not your other degree.

Some examples of student sourced internships:

United Nations Internship Program

The United Nations internship program is perfect for students who are thinking of entering the world of diplomatic relations and public policy, and will be a valuable asset to any employer in related fields - especially as many International Relations and International Studies students go to work for the government and related organisations.

The program runs for 2 to 6 months and can take place in any of the major locations of the United Nations. These include New York, Geneva, Vienna, Nairobi, Bangkok and more.

Entry requirements

- In your final year of your bachelor's degree (or equivalent)
- Or completed a graduate degree
- Excellent command of English or French
- Not a sibling or child of a United Nations Secretariat staff member

Application Process

- Navigate to the United Nations Careers page
- Click on the internship tab
- Apply to whichever section of the United Nations interests you most (Public Information, Human Rights, Economic Affairs, etc.)
- The closing dates for internships depend on the section you are interested in applying for, however they take applicants every year - generally around the midyear point.

CareerSeekers Australian Internship Program

The CareerSeekers internships range in different types, depending on what you are currently studying at university. This internship is available for asylum seekers and refugees who are students. Such an internship can be extremely rewarding and valuable for those wishing to move into policy, whether it be health policy, social policy or law.

The program runs for 12 weeks (one semester)

Entry Requirements

- An asylum seeker or refugee enrolled in full-time study.
- Studying in Melbourne, Sydney, Adelaide or Brisbane.
- Penultimate or final year student.
- Studying Science, Engineering, Commerce/ Business, IT, Maths, Law, Arts
- Fully vaccinated.

Application process:

- Express interest on application page <http://35.197.188.23/registration/>
- Discuss eligibility with a team member from CareerSeekers
- Attend a training day
- Align with partners
- Interview
- Intern!

Victorian Parliamentary Internship

What is the internship?

This internship places students with a member of the Victorian Parliament for one semester. Members then task students with completing a 6000-word report on a subject of the members' choosing (often an issue related to their electorate). Students receive security clearance for parliament and have full access to the parliamentary library and documents as a research resource. The program runs over the whole semester, and it is recommended students commit at least one full day a week to working on this report.

Why should students complete the internship?

This internship is an absolutely fantastic experience for anyone looking at doing public policy and is a great experience for any manner of research opportunities. The program can also provide a unique insight into the political process in Victoria. The program is extremely competitive and, from student experience, rated as quite an intense experience - which will look incredibly good going into future endeavours. Many Monash students have also been offered employment by their elected members following the internship.

Two things to be mindful of are; firstly, the workload of this internship, particularly leading up to the end of semester. It is a fantastic opportunity to nail your time management skills going into the later year/s of your degree! Secondly, you are placed in an area by the internship organisers and do not choose a specific area or member.

Entry requirements

This program is extremely popular and therefore competitive! Places are given to 15 students and are aimed strongly towards students studying Politics and International Relations. Places are given in consideration of a few factors and although there are no specific requirements, your WAM and academic history plays a part. Students planning to apply are also recommended to have experience in research!

Application process and dates

The unit runs in Semester one and counts for two units. Applications open in semester 2 of the year prior, with acceptance emails going out in late November/early December. To find out more information, you can email Unit Coordinator Professor Paul Strangio.

ArtBound Initiative

ArtBound is a completely alternative, but just as exciting way, that you can pursue an internship. It is a completely customised experience, specifically for Arts students, that will place you in a creative company - anywhere in the world! Artbound offers internship placements in the following industries:

- Advertising and communication
- Design
- Entertainment
- Fine arts

What Artbound has to offer that other internship routes may not get you:

Something that is so special about ArtBound is that your time interning is of course about the experience, but equally about gaining career and industry benefits which other internships may not get you.

For example, a student sourced internship will get you to the company, however the experience remains within the walls of the business. Artbound, however, caters your experience to build connections, resources and insight to make the most out of where you are. Artbound provides participants with city guides, organised industry events based on the internship you do and more.

Also, Artbound does not end when your time as an intern concludes. Once Artbound alumni begin to pursue a career, they will continue to foster connections and networks for students! This will be done through events, contacts and an exclusive membership portal. This membership portal includes:

- Job resources
- Graduate school information
- Detailed resource directory for each industry
- A directory of Artbound's international network of alumni!

Where can I go?

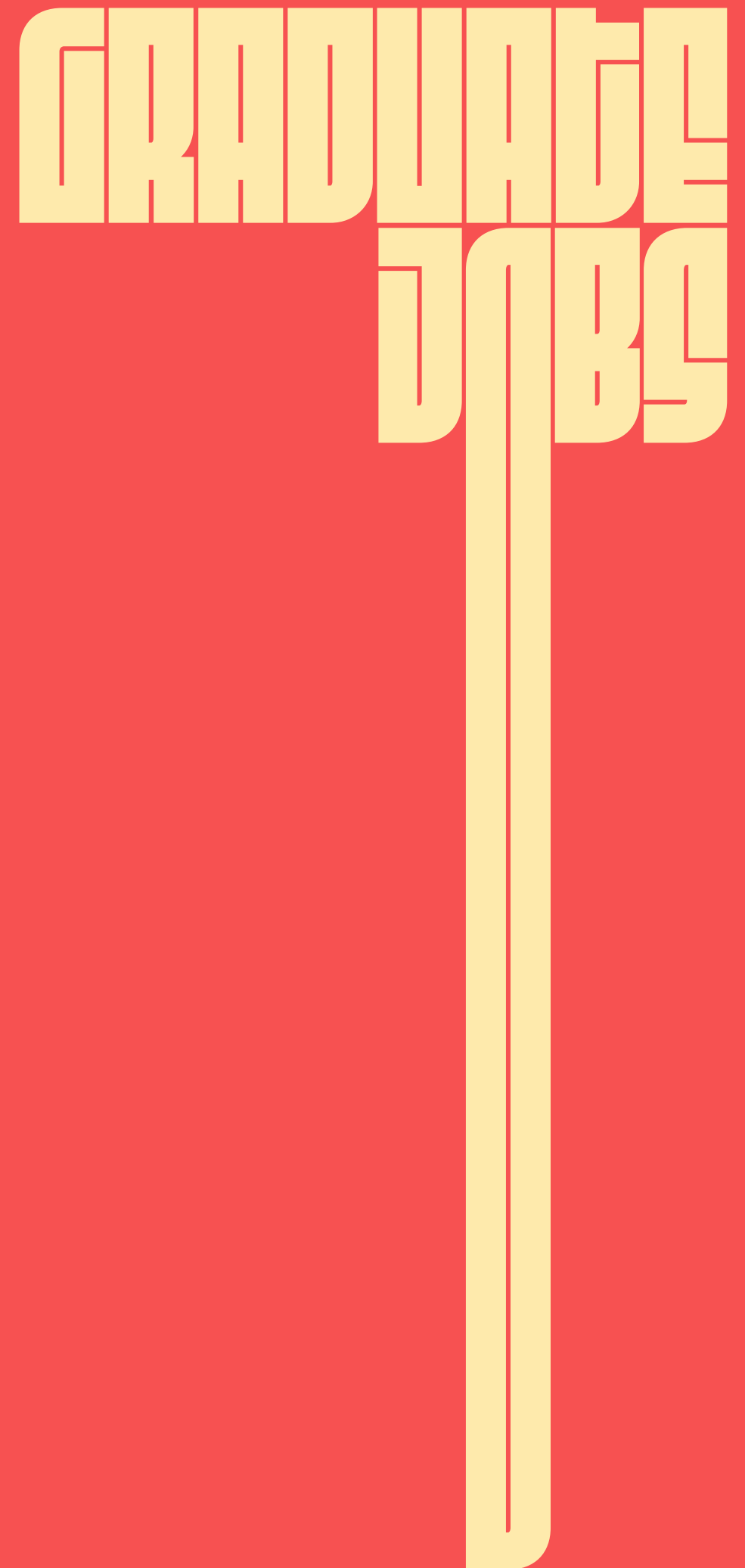
Artbound offers internships in New York, Los Angeles, Berlin and Sydney. For homebirds, internships are also available in Melbourne!

How long does the internship go for and does it count towards my degree?

Internships will range from 2 to 6 months. Start dates are flexible depending on your specific circumstances. ArtBound will personally liaise with Monash and the employer to secure academic credit for your internship!

Important things to note:

As with most internships, your time as an intern will generally be unpaid. As Artbound is a service, however, there will be costs associated with your internship through them, especially given the international nature of this opportunity! Check here (<https://www.artboundinitiative.com/faq>) for specific financial information on Artbound's internships, however keep in mind that Artbound offers different payment options and a range of scholarships that may apply to you - as well as help with budgeting and financial planning!



Deloitte Consulting Firm

About the Employer and the role:

Deloitte can be best recognised as a consulting firm, specialising in a number of different disciplines; audit and assurance, consulting, financial advisory, risk advisory, tax, and technology services. The company is committed to solving people's problems and creating positive outcomes for its clients.

By accepting a graduate position at Deloitte, grads can expect to work on 'high-impact, meaningful and purpose-led projects' in whatever area of consulting they applied for. Ongoing professional training and feedback will be administered by coaches to guide the graduates through the program. Jobs will expose graduates to clients and networking opportunities that may just see graduates into their future careers.

Salary and Length:

The length of their Graduate Learning Academy program is 12 months. The starting salary for graduates usually sits around \$65 000, but may differ depending on different circumstances.

Requirements and what they look for in graduates

Deloitte's eligibility criteria for its Graduate Program states that an individual is eligible should they be completing their studies in 2022, and prepared to join the program full-time in 2023. For mid-year graduate intakes (joining July 2023), studies must be completed by this time. Individuals can also apply for the program if they have completed their studies up to 24 months prior to their program commencement.

Deloitte also accepts expressions of interest for the program from graduates yet to hold Australian permanent residency, however, such individuals are limited to the business units; Consulting, Financial Advisory and Risk Advisory.

The application process and dates

There is a five-part application process at Deloitte. First, individuals must apply for a role/s (recommended applying for no more than two) on the Deloitte website, which can be found under the 'jobs' tab. The next stage is an online assessment (virtual activities and a feedback report). If successful, applicants will have to complete a digital interview. This involves responding to a small number of questions from home. After this, there will be what is known as 'Assessment day', which may be conducted as an in-person event or virtually (activities, information sessions, networking, exercises and interviews). Shortly after this, applicants will receive their results, and may/may not be presented with a job offer.

What's Hot

Deloitte's work policy includes '12 flexible working options', which includes wellbeing days, cultural leave and allows employees to shape their working day outside of a traditional 9-to-5.

KPMG

About the Employer and the role:

KPMG is a consulting firm that works with clients to solve complex challenges and help them further their business in many different sectors. KPMG offers clients services across many different areas such as Auditing, Assurance and Risk Consulting, Deals, Tax and Legal, Management Consulting and Innovation and Digital Solutions.

KPMG offers a wide range of different jobs for graduates, in areas such as audit and assurance, engineering, finance, risk, strategy and operations, tax and legal, technology and digital. All of which include working with a diverse client list to help solve complex issues through innovative solutions.

Salary and Length:

The Graduate Program is a 12 month program, however, this provides opportunities for advancement within the company after the completion of the role. The starting salary is approximately between

\$60 000 and \$70 000. When you are offered a position, you will receive full details of your remuneration package.

Requirements and what they look for in graduates:

No work experience is required to apply for this position and any background of study is welcomed. KPMG just highlights that they want applicants to be innovative, a team player, resilient, and passionate about their work.

Application process and dates

There are four steps to this application process, applicants must complete an online application, then complete two online ability assessments, after which they will be invited for a 10-minute online interview, and finally attend the KPMG launchpad where you will meet some employees and be involved in a 30-minute interview. For this position applicants must register their interest by the 27th of July 2022 for the next year.

What's hot about this job

KPMG also provides a range of support for postgraduate studies including study leave, exam leave, financial assistance and in-house training. Further they offer business-specific training for all graduates, as well as encouraging graduates to participate in further KPMG learning and development programs to develop their careers.

PwC Australia

About the Employer and the role:

PwC is a consulting firm who deliver integrated solutions in audit, assurance, consulting and tax services to more than 5 000 clients across Australia. Their program aims at challenging the status quo of post graduate study by creating opportunities for graduating and graduated students, focusing on consulting, accounting, finance, law, analytics and project management.

The graduate program sees applicants working closely with experienced professionals trying to solve and understand relevant issues around the world. The job involves the projects to further benefit the future around us.

Salary and Length:

The training provided by PwC runs between three to eight weeks which includes full time work experience (this can be done during university breaks also). From there, graduated students are generally offered full time work in their respective field. During the training period, trainees earn an average of \$45 000. Their full time salary is decided and communicated upon employment.

Requirements and what they look for in graduates:

Arts graduates are eligible to apply. Specialisations/ knowledge in technology, finance or maths is also a bonus! They look for personal values, beliefs and visions which align with theirs as a company, with the overall hope to work with graduates to benefit society.

Application process and dates

Individuals must complete a series of steps to apply. This includes a simple application form, an online assessment based on strengths and weaknesses, an online one on one interview and, the final step, another one on one and group assessment. Applications open March of each year, but may range from March to early April.

What's hot about this job

5800 graduate reviews state that PwC has an amazing workplace culture and individual focus is given to each and every employee.

Ernst and Young

About the employer and the role:

Ernst and Young is a multinational professional service network that aims to create long-term value for clients, people and society, and to build trust in the capital markets.

This graduate programme involves working with and learning from very experienced people within the business consulting industries. The possible opportunities mainly explore the concepts of Business Transformation, Enterprise Risk, Finance, Intelligent Automation, Supply Chain & Operations and finally Technology Risk. You'll get a sense of their strong culture and values – and start to see the career you'd like to shape while also building very helpful relationships along the way.

Salary and Term:

It is a 12-month graduate development programme and is focused on connection, learning and celebration. The average salary for the graduate program in Australia at Ernst and Young is \$62,000. This can vary depending on the department you work in, location and so on.

Requirements:

E&Y requires applicants to have completed their degree in Australia for at least the last two years if not an Australian citizen. You must also be proficient in English. More in depth information can be found on their website!

Application process and dates:

First, you need to be sure about which program you want to apply for (with there being 6 possible internships within business consulting in Melbourne). Then, go to the 'Apply here' page and click on the location of where you would like to work. You'll then be taken to the job portal where you can start your application by creating an account. You'll need to attach an electronic copy of your academic transcript, CV and photo ID. Applications for all programs must be submitted through the website.

Key dates will change depending on the role being sought after! Stay up to date with these dates on their website.

What's Hot:

They are quite flexible in understanding complicated personal situations beyond worklife, with EY able to help find solutions to your possible issues and be flexible in catering to your needs.

ABC Cadetship

About the Employer and the Role

The Australian Broadcasting Corporation (ABC) is the national broadcaster of Australia and is primarily funded by direct grants from the Australian government. The ABC works tirelessly to cover both local, national and global news. It is a trusted and independent source that covers business, sport, weather and much more.

The ABC Cadetship is a role offered to graduates which trains them in comprehensive multi-platform reporting, giving them the chance to learn from some of Australia's most outstanding journalists. This mentoring program has the potential to expand into a rewarding and varied career with the ABC network.

Salary and Term

The Cadetship commences over a 12 month period. Whilst the application has no specific details of the salary of future cadets at the ABC, cadetships in Australia average at \$56 000 per year. In past years (2019), the salary for this position was \$56 700.

Requirements

The ABC Cadetship is for graduates of a Bachelor's degree or equivalent. Some things employers will look for in applicants include:

- An enquiring mind and a passion for News journalism
- A strong interest with issues and how they affect communities and people
- Well-developed research and writing skills
- Good communication and presentation skills
- Relevant media experience and/or potential
- Ability to work well in a team and take directions

Application Process and Dates

ABC's recruitment process follows four steps: applying online, a couple of weeks of application review, shortlisting candidates, interviews with an employment panel over video call or in person. You may also be asked to complete an activity or come in for a second interview! Following this is feedback, reference checks and, finally, a notification of an offer! No specific dates have been released for future Cadetships, so keep an eye out here <https://careers.abc.net.au/en/listing/>

What's Hot:

They have multiple employee initiatives, such as ABC Pride, ABC Inclusive, ABC Belong and Women in Technology that make their workplace an incredibly educated and inviting workplace.

United Nations Junior Young Professional Programme

About Employer and the role:

The United Nations is an intergovernmental organisation which aims to enhance and aid diplomatic relations between countries. Such purposes include maintaining international peace and security, developing friendly relations amongst nations, and acting as a platform for cooperation.

The Junior Professional Officer Programme aims to train successful applicants to support the 2030 Agenda for Sustainable Development while offering hands-on experience in multilateral international cooperation.

Salary and Term

The starting salary for this grad position is approximately \$67 000. This can change depending on additional factors. The term of the position is a one year fixed contract, which is normally renewed for a second year.

Requirements and what they look for in graduates:

The relevant requirements of this graduate position include a university degree, a minimum of two years of relevant work experience, strong command of one of the working languages of the United Nations, English or French, to be no older than 34 years of age and to be an Australian citizen. You may be a hot selection for this position if you hold an advanced degree as well (e.g. a Masters) and if you are proficient in another language!

Application Process and Dates:

You can constantly check for current availabilities at this link <https://dfatcareers.nga.net.au/cp/>. You can also register your future interest by emailing jpo@dfat.gov.au.

There is an initial shortlisting process which is completed by an external provider. From there, suitable candidates will be recommended for an interview. Based on this, successful applicants will be selected and notified!

What's Hot:

One of the most interesting and appealing components of the job is the global stage in which you will be working. This makes it a great job and opportunity for those interested in travel, global affairs and international relations.

Australian Public Service Jobs

The Australian Public Service supplies many jobs for graduates. APS jobs are made up of hundreds of independent organisations working on different areas of Public Service. Below are two examples of great APS Graduate Positions!

IMPORTANT TO NOTE:

This is not a formal Graduate Program, however graduates are encouraged to apply for vacant positions and are on equal footing to any other applicants! This is a very popular and well-liked job amongst Arts Grads!

Australian Communications and Media Authority

About Employer and Role:

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority that regulates communications and media services in Australia. ACMA sets and manages rules about communications and media services, licence organisations and products, investigates problems and complaints when rules aren't obliged, plan and manage new services covering internet, phones, TV, radio and content.

Australian Communications and Media Authority introduce university graduates to and immerse them in meaningful work through placements and training. These are organised and function to develop skills, knowledge and experience in media and communication authority.

Salary and Term:

The length of the graduate program is 11 months. This includes two work placements. The starting salary is \$70 707

Requirements:

- Australian Citizen: applicants must be an Australian Citizen to be eligible
- Degree: applicants must have a minimum undergraduate degree recognised in Australia
- Personal Details: fill out form [ApplicationCoverSheet.docx](#)

- Resume: include chronological outline of previous work starting with your most recent position and a brief description of duties associated with the jobs, outline of your education and training.
- Cover letter: outline your specific interest in working for ACMA and relevant skills, experience, knowledge etc. May ask a candidate to respond to 1-2 questions.
- Referees: need at least 2 referees, provide name and phone number. One referee must be a current supervisor.

Application process:

Candidates must apply through the Australian Government Graduate program (AGGP) Graduate Portal and preference ACMA.

What's hot

Graduates will participate in work placements in two different work areas. ACMA has offices in Canberra, Sydney, and Melbourne and relocation assistance with financial benefits of up to \$3000 will be provided!

Australian Human Rights Commission (AHRC)

About Employer and Role:

The Australian Human Rights Commission (AHRC) is an independent organisation that advocates and makes parliamentary inquiries on Human Rights to the Australian Government and other relevant bodies. The AHRC also provides legal advice to the courts on human rights obligations, conciliations for discrimination complaints and uses digital media communication and educational training to promote awareness of Human Rights in Australia.

Policy jobs involve monitoring and reporting on human rights in Australia, advocacy, community engagement, policy advice and conducting national inquiries and key strategic projects. Range of corporate roles in human resources, information technology and finance. Roles in communications involve media advisors, events coordinators, and website team.

Salary and Term:

Graduates will be engaged by the President at an APS3/4 classification level, the minimum salary for classification APS 3 is \$59,237, minimum salary for classification APS 4 is \$67,100. As there is no definitive Graduate Program at the AHRC, this role has the potential for long-term employment. There s no fixed term.

Requirements:

- Australian Citizen: must be an Australian Citizen to be eligible unless waived by the Agency head.
- Personal Details: fill out form [ApplicationCoverSheet.docx](#)

- Resume: include chronological outline of previous work starting with your most recent position and a brief description of duties associated with the jobs, outline of your education and training.
- Cover letter: outline your specific interest in working for AHRC and relevant skills, experience, knowledge etc. May ask a candidate to respond to 1-2 questions.
- Referees: need at least 2 referees, provide name and phone number. One referee must be a current supervisor.

Application process:

Send your application to:

The Human Resources Officer

Australian Human Rights Commission

GPO Box 5218

Sydney NSW 2001

Or electronically to jobs@humanrights.gov.au in Word for Windows format. Those shortlisted for an interview will be contacted within 4 weeks of the closing date.

What's hot

Employees are encouraged to consider healthy lifestyle activities to maintain work life balance which includes discounted gym memberships and facilitation of fitness programs with set financial support per year!

Department of Defence: Intelligence Pathway

About the Employer and the Role

Numerous graduate jobs are available at the Australian Department of Defence (also known as 'Defence'). Defence is one of Australia's largest government departments and is focused on protecting Australia's interests, as well as pursuing national and international significance. Defence offers an intelligence and cyber pathway for graduate job opportunities.

One such opportunity is to work as a Defence Intelligence Organisation analyst. In this role, you will provide strategic intelligence analysis to the Defence Minister, senior Defence staff and other Government agencies. This analyst work will involve supporting Australian military operations around the world, alongside assisting in other areas such as terrorism and cyber-security threats.

A graduate job opportunity with Defence allows you to work with a diverse range of people and offers a graduate experience you would not find with other organisations. The work you carry out has real significance and will be for a true purpose.

Length and Salary:

The program is 12 months, consisting of 3 different 4 month rotations. Starting salary is \$71,207 per year, which will increase to \$77,739 upon completion of the program. The work will be completed in Canberra, with the possibility for rotations outside of the state.

Requirements:

To apply, you must be an Australian citizen and have completed a Bachelor's degree (minimum of 3 years) within the last 5 years. For the Defence Intelligence Organisation pathway, a credit average score (70+ WAM) is required.

Application Process and Dates:

The application process involves an online pre-application, followed by a short online test, then a more detailed online application with accompanying documentation, there is then an in-person screening and assessment process, and finally final selection for successful applicants. Intake for applicants is in February, March or June.

See this link for more information:

<https://www.defence.gov.au/jobs-careers/graduates/pathways/intelligence-pathway>

Graduate Testimony

Whilst these examples will give you a feel for the options available to you as an Arts student, we understand how daunting the world of job searching may seem, and will be, to most of us. We spoke to some recent, and inspiring, Arts graduates to get an idea on what you can do from whichever point of your degree you are currently at, all the way up to the moment you land that job, in order to put you in the best position post graduation!

HAMAH HOSEN



Hamah studied a Bachelor of Global Studies, specialising in international relations and majoring in Human Rights!

"During this time, I also completed a Diploma of Languages in French Studies. After this, I completed my Arts Honours in Politics and International Relations where I received a first-class honours for my thesis on 'French political elites' responses to Terrorism: The construction of French National Identity in 2015 - 2020'."

What is your current role and what has your journey looked like in getting there?

"I am currently a Graduate Policy Officer at the Department of Foreign Affairs and Trade (DFAT). Having recently graduated, in early 2021 I applied for DFAT's 2022 Graduate Program intake. My degree gave me the necessary exposure to global issues, critical/analytical thinking and communication skills to not only get the job, but now do my everyday tasks."

What did you do throughout your degree that has prepared you for your role at DFAT?

"In particular, I studied at Monash Prato and Sciences Po Paris and participated twice in the International Conference for Undergraduate Studies (ICUR). I was also President of the Monash International Affairs Society (as well as other roles throughout my degree) and had worked with Monash University to assist Afghan Scholars during the Kabul Evacuation. I also participated in programs such as Global Model UN conferences, and Arts Peer Mentoring.

These experiences gave me transferable skills such as people management, coordination skills, intercultural awareness, conflict resolution, and teamwork that is valuable for any workplace."

Finally, what is a word of advice you have for Arts Students?

"My advice is to not only just get involved, but it's also about doing things with a purpose! Think about why you want to get involved and what that new experience or opportunity can bring for you. Build on that and use it!"

If you want to reach out to Hamah to know more about her career, please contact her through LinkedIn!

Extra curricular activities and committee involvement is a great way to gain industry experience, relations and work ethic. Not to mention, these additions look great on a resume! Head here for more information on the Clubs, Groups and Societies that Monash has to offer you!

<https://www.monash.edu/students/campus-life/clubs>

GRACE CULLEN



Grace studied a Bachelor of Global Studies and a diploma of Chinese Studies.

“During the third year of my bachelor, I also commenced the vertical masters program, where I completed a Masters of International Relations specialising in Counter Terrorism and Political Violence.”

What is your current role and what has your journey looked like in getting there?

I currently work as a Strategy Consultant in Cyber Security. I work with a large diversity of clients, supporting them to become more cyber resilient and increase their cyber security maturity. I was originally volunteering for a Tech Startup that used crowd sourced data to make cities safer for women, which was a really big part of my career journey. I also worked on a variety of national security initiatives that really helped me understand my passion and love for national security, such as my role as the Melbourne director for the Australian crisis simulation summit.

What did you do throughout your degree that has prepared you for your role in Cyber Security?

I volunteered my time to a few different organisations within the international relations space, and this really helped guide me on my professional path. These volunteering experiences were truly pivotal to my development as a young professional, and it helped me understand where my skills were.

My time at Monash also taught me different soft skills that have really prepared me for my role. At University I learnt how to manage my time, present in front of an unfamiliar audience, and how to communicate both in person and through writing. These skills have been vital to my ability to perform in my role and should never be overlooked.

Finally, what is a word of advice you have for Arts Students?

My best advice is get involved in everything. I know everyone says it and it gets draining to hear, but everyone says it for a reason! Get involved in clubs and societies because it helps you make mates at uni, and is so incredible for your resume. I personally was on SAS, the women’s committee for the MSA and a committee member for Monash International Relations Student Association and these were the best times of my degree! Put your hand up to volunteer for different events around Monash, as these skills are incredibly valuable and make you a real asset for a future employer. Lastly, I think communication and networking is so important. Message people who are in your dream career on LinkedIn, ask them how they got to where they are. Email your dream organisation and ask if they have a volunteering spot or an employment opportunity available. These forms of communication open doors and make you stand out from the crowd.

If you have any more questions or would like to get into contact with Grace, please email her at gracecullen999@gmail.com!

POSTGRADUATE STUDIES

Applied Linguistics (Expert Masters Degree)

Length and qualification:

This will get you a Master of Applied Linguistics. The length of the degree will be two years full time. This may be reduced to one year or a year and a half depending on prior qualifications.

Overview:

A Master of Applied Linguistics provides a competitive advantage for people interested in teaching languages, becoming interpreters or editors, or for anyone wanting to work with language in a multilingual or multicultural society. Students will be exposed to corpus methods and other 'big data' approaches to language analysis, allowing graduates to be well placed in a career in language.

Specialisations:

This degree is made up of four parts, Principal Study, Applied Study, Professional Enhancement and Specialist Study. Specialist Study allows for students to take specialisation electives (the amount depends on prior study qualifications). Some of these include units such as 'Multilingual Education', 'Managing Multicultural Teams' and 'World Englishes'. The full elective list can be found in the course handbook.

<https://handbook.monash.edu/current/courses/A6001>

Entry Requirements:

Entry Level 1 (full 2 year duration degree) requires an Australian bachelor degree in a cognate discipline including linguistics, applied linguistics, language study or teaching, translation and interpreting, TESOL and speech pathology, with a WAM of at least 60.

Application dates:

The first semester commences in February. The second semester commences in July. Applications are still open for either starting semester.

Alternative options:

This is also available as a Graduate Certificate, with an entry requirement of a completed Bachelor degree with a WAM of at least 50. The certificate takes one year to complete part time (only available in part time duration). Students will be awarded with a Graduate Certificate of Applied Linguistics upon completion.



What is a graduate certificate?

A Monash Graduate Certificate is a really great opportunity to gain extra credentials in a given field. The length of each program is half a year full time or one year part time and is a more specialised qualification than an Arts degree - allowing you to complete the certificate in a specific area of knowledge. It is a fantastic opportunity to gain information and insight into a possible career, and also opens up an alternative pathway to a Masters. Many Graduate Certificates, upon successful completion, will then be counted towards a relevant Masters Degree.

Arts Research Master Degree

Length and qualification:

The duration of the degree is two years full time, or four years part time. The qualification students will come away with is either a Master of Arts, Master of Arts (Creative Writing), Master of Arts (Music) or Master of Arts (Theatre Performance).

Overview:

A Master of Arts allows students to undertake substantial independent research on a chosen topic, whilst also being supported by a minimum of two expert academic supervisors. There are over 500 faculty academics who are committed to train internationally recognised scholars that are passionate about producing cutting edge research and keen to contribute to their fullest capacity to the betterment of society at large. This degree prioritises student's diversity and allows their research to reflect that. Students will produce a research thesis (up to 40 000 words) in any of the areas listed under specialisations.

Specialisations:

This degree revolves around the student's chosen 'research' specialisation. Supervision is provided under any of these programs:

- Film, media, Communications & Journalism
- Historical Studies, including History, Religious Studies, Jewish Studies and Indigenous Studies
- Linguistics & Applied Linguistics
- Literary & Cultural Studies, including Creative Writing, Languages and World Literature, Translation and Interpreting Studies
- Philosophy, including Bioethics
- Social & Political Sciences, including Anthropology, Criminology, Human Geography, Politics & International Relations, Sociology
- Gender Studies
- Theatre, Performance & Music

Entry Requirements:

Students must be able to demonstrate a capacity to carry out independent research and have adequate training and ability to pursue the proposed course of study. General admission states students must have achieved a minimum WAM of 65 or above in an honours year of a relevant field or its equivalent. For further information:

<https://www.monash.edu/graduate-research/support-and-resources/handbooks/masters/chapter-two/2-1>

Application dates:

Applications for this course can be accepted at any time via the [research degree and scholarship online application form](#).

Master of Communications and Media Studies (Expert Masters Degree)

Qualification and Length:

The length of the program is often two years but depends on prior qualifications. For example, it may be completed in one year/a year and a half years if prior study has been completed in relevant areas. Students will qualify with a Master of Communications and Media Studies upon successful completion.

Overview:

The Master of Communications and Media Studies focuses on building student's ability to contribute to the rapidly changing environment of media and communication and builds a deeper understanding of contemporary media practices. The course delves into the factors affecting media and communications including cultural, political and theoretical perspectives.

It is suitable for students interested in pursuing roles in the communications field, such as media relations, social media, digital engagement, public policy and public relations.

Specialisations:

Specialisations are available in parts B, C and D of study, focusing on professional or academic work that can contribute to student's portfolios, also including professional enhancement and study tailored to your specific interest areas

Entry Requirements:

There are different requirements for each level of study which depends on prior study qualifications. All specific entry requirement information can be accessed through the course handbook (link on the word). An Australian Bachelor's degree with a minimum course WAM of 60 is required to apply.

Application dates:

Applications for the next year typically open early August of the year before. For example, applications for Semester 1 of 2023 open in early August this year. Consult the course handbook for further and more specific information!

Alternatives:

- Within the Expert Masters Degree, students may replace some teaching units with a Thesis research pathway (applicants must have a course WAM higher than 80).
- The Graduate Certificate of Communications and Media studies can also be taken (qualifications are an Australian Bachelor's degree with at least 50 WAM). Graduate Certificates take half a year to complete full time or one year part time.

Graduate Certificate of Gender, Peace and Security

The length of the program is half a year full time or one year part time. It takes place in spring and winter.

Overview:

The Gender, Peace and Security Graduate Certificate focuses on enhancing student's understanding of the gendered nature of politics, conflict, national security and peace building. It provides training to facilitate women's participation as agents of peace building and prevention of conflict. Graduates will advance their careers as policy makers, practitioners and future leaders in not only the Asian and Pacific regions, but worldwide, working towards building a more equitable, inclusive and peaceful society.

Specialisations:

Not available for this course

Entry Requirements:

An Australian Bachelor's degree with a minimum course WAM of 50, or an equivalent degree, is required to apply for this certificate.

Application dates:

Applications for the semester open in early August of the prior academic year. Consult the course handbook for further information and any changes to this in the future!

<https://www.monash.edu/study/courses/find-a-course/2022/gender-peace-and-security-a4008>

Which Masters Degree can this Certificate count towards?

Master of International Development Practice or a Master of International Relations

Alternatively, register for Course Updates here:
<https://www.monash.edu/study/courses/register?course=A4008&baoi=1&type=0&slvl=1>

Journalism (Expert Master Degree)

Qualification and Length:

The length of the program is one to two years but depends on prior qualifications. More information on this can be found under entry requirements in the course handbook. Students will qualify with a Master of Journalism.

Overview:

Monash journalism has a particular focus on public interest and investigative journalism. This will equip you to contribute to the value of journalism in society - informing the public and allowing citizens to be self governing. You will work with award-winning journalists and academics with outstanding industry links, achieve expert skills in research and reporting in print, digital, radio and video, and explore the media's evolving role in society. The course is structured in five parts: Part A. Foundation study, Part B. Principal study; Part C. Applied study, Part D. Professional enhancement and Part E. Specialist study.

Specialisations:

Part E of the course, specialist study, allows you to participate in a range of specialist units making up 30 credit points. This includes over 30 electives (e.g. 'Engaging Audiences', 'Screen and Social Justice', 'Digital Cultures and Platforms') which make up 14 relevant categories (e.g. Screen and Cultural Industries, International Communication, Strategic Communications)

Entry Requirements:

Entry level one:

- An Australian bachelor degree (or equivalent) with at least credit (60%) average, or equivalent qualification and experience approved by the faculty.

Entry level two:

An Australian bachelor degree (or equivalent) in a cognate discipline including humanities or social sciences with at least credit (60%) average, or equivalent qualification and experience approved by the faculty.

OR

An Australian bachelor degree (or equivalent) and an Australian graduate certificate (or equivalent) in a cognate discipline including humanities or social sciences with at least a 50% average in both qualifications, or equivalent qualification and experience approved by the faculty

Entry level three:

An Australian bachelor honours degree (or equivalent) in a cognate discipline including humanities or social sciences with at least credit (60%) average, or equivalent qualification and experience approved by the faculty.

Application dates:

For semester one (February) or two (July) apply here using code A6008.

<https://myapp.monash.edu/admissions/s/login/?ec=302&inst=4a&startURL=%2Fadmissions>

Alternatives/further options:

- Double masters degree of International Relations and Journalism
- Double Master's with Warwick University Politics and International Studies Department (UK)

International Relations

Qualification and Length:

The length of the program is one to two years but depends on prior qualifications. More information on this can be found under entry requirements in the course handbook. Students will qualify with a Master of International Relations.

Overview:

The course explores the security, ethical, legal and economic dimensions of international relations. You will examine key issues in foreign policy, world order, European studies, crisis management and terrorism, as well as the gender, development, migration and governance aspects of global politics. The course is structured in four parts: Part A. Core Master's Study, Part B. Specialist Studies, Part C. Application studies and Part D. Advanced Expertise.

Specialisations:

- Advanced international relations
- Gender, peace and security
- Global migration
- International diplomacy and trade
- Political violence and counter-terrorism

Entry Requirements:

Entry level 1:

An Australian bachelor degree (or equivalent), with at least a credit (60%) average, or equivalent qualification and experience approved by the faculty.

Entry level 2:

An Australian bachelor degree (or equivalent) in a relevant discipline, including humanities and social sciences, with at least a credit (60%) average, or equivalent qualification and experience approved by the faculty.

OR

An Australian bachelor degree (or equivalent) and an Australian graduate certificate (or equivalent) in a relevant discipline, including humanities and social sciences with at least a 50 percent average in both qualifications, or equivalent qualification and experience approved by the faculty.

Entry level 3:

An Australian bachelor honours degree (or equivalent) in a relevant discipline including humanities and social sciences, with at least a credit (60%) average, or equivalent qualification and experience approved by the faculty.

Application dates:

For semester one (February) or two (July) apply here using code A6010.

<https://myapp.monash.edu/admissions/s/login/?ec=302&inst=4a&startURL=%2Fadmissions>

Alternatives/further options:

Double Masters degree of International Relations and Journalism

Public Policy (Expert Masters Degree)

Qualification and Length:

Students will qualify with a Master of Public Policy upon completion. This course normally takes 2 years full-time to complete but if you have relevant entry qualifications you may receive credit and be able to complete the course in 1.5 years or 1 year full-time, or part-time equivalent. You have a maximum of 6 years to complete this course including any periods of intermission and suspension, and must be continuously enrolled throughout.

Overview:

This degree focuses on building both practical knowledge and essential skills for international careers in policy making and management across multiple public sector activities. It allows you to develop your understanding of the process of forming policies, delivering policy programs, and the political and structural realities that can impact decision-making.

It is a multidisciplinary course that combines expertise from a range of faculties, allowing you to focus your studies on portfolios that will interest and aid you professionally.

Specialisations:

- Criminology
- Cultural and creative industries
- Diplomacy and international trade
- Family violence prevention
- Global Migration
- Health and social policy
- Organisational leadership
- Public finance
- Regulatory policy
- Sustainability and the environment
- Transport and Urban policy

Entry Requirements:

There are three entry levels for Domestic Students.

Entry Level 1:

An Australian bachelor degree or equivalent with at least 60% average, or equivalent qualification and experience approved by the faculty

Entry Level 2:

An Australian bachelor degree or equivalent in a cognate discipline including humanities or social sciences with at least 60% average, or equivalent qualification and experience approved by the faculty.

OR

A minimum of five years work experience in a cognate field and an Australian graduate certificate or equivalent in a cognate discipline including humanities or social sciences with at least 60% average.

Entry Level 3:

An Australian bachelor honours degree or equivalent in a cognate discipline including humanities or social sciences with at least 60% average, or equivalent qualification and experience approved by the faculty.

Application dates and process:

For semester one (February) or two (July) apply here using code A6028.

<https://myapp.monash.edu/admissions/s/login/?ec=302&inst=4a&startURL=%2Fadmissions>

Further Opportunities:

Professional Enhancement Program - A specific program designed to equip you with career planning support and professional skills development. A program ranked Top 1% in the world, taught by academic and industry experts, as an integral part of our Graduate Coursework programs.

Study Abroad - Within the Criminology specialisation, you can partake in an international study tour at Oxford University, UK alongside other Masters students and engage, learn and speak to experts in the field.

Graduate Certificate: this is also available as a Graduate Certificate <https://www.monash.edu/study/courses/find-a-course/2022/public-policy-a4011>

Monash Arts Doctorate/PhD

Qualification and Length:

Students will qualify with a Doctorate of Philosophy. The duration of the doctorate program is 3-4 years full time or 6-8 years part time.

Overview:

Monash Arts PhDs combine big picture thinkers together with leading academics and experts to investigate and problem-solve the change that needs to be made in our world. Combining critical thinking and inquiring minds to explore challenges and opportunities to make positive changes in your field of choice. An Arts PhD involves independent investigation of a research problem formulated by you, in consultation with your supervisors. A research thesis of no more than 80,000 words is required to be produced.

Specialisations:

Supervision is offered across seven graduate research programs:

- Film, Media, Communications & Journalism
- Historical Studies, including History, Religious Studies, Jewish Studies and Indigenous Studies
- Linguistics & Applied Linguistics
- Literary & Cultural Studies, including Creative Writing, Languages and World Literature, Translation and Interpreting Studies
- Philosophy, including Bioethics
- Social & Political Sciences, including Anthropology, Criminology, Human Geography, Politics & International Relations, Sociology
- Gender Studies
- Theatre, Performance & Music

Entry Requirements:

Standard entry:

- A bachelor's degree with at least four years of full-time study in a relevant field and which usually includes a research component in the fourth year leading to an honours.
- A course relating to a level related by the relevant department, faculty and committee as equivalent to an honours
- A Masters degree that entails work, normally including a significant research component
- Have qualifications which in the opinion of Graduate Research Criteria are deemed equivalent.

Application dates and process:

Applications for this program are accepted at any time. For more information on how to apply click here:

<https://www.monash.edu/study/courses/find-a-course/2023/arts-0020>

GENE FLENADY



Gene Flenady is a Monash favourite Lecturer. Amongst the Philosophy Department, Gene inspires and encourages students to think deeply and analyse the impact of their thoughts. Not only is he an esteemed teacher and mentor, but Gene’s work as a PhD graduate earned him the 2019 Mollie Holman Medal, as well as the Faculty’s PhD Prize for an outstanding PhD thesis on, to put it simply, how we make sense of things. For this reason, we asked Gene to share his experience as an Arts PhD graduate for our Careers Guide, and we hope you enjoy his take as much as we do!

Why did you decide to complete a PhD?

I think we should be careful when telling ourselves stories about our lives in retrospect – in reality the grounds of our decisions are never quite so cut and dried. But I think I can say I wanted to give University lectures since my first undergrad semester. I loved sitting quietly in the dark lecture hall, listening to someone who actually knew what they were talking about – a rare thing and a relief. Of course, COVID has meant that we don’t have in-person lectures anymore, but I hope undergrads today have a similar feeling, even if watching a recorded lecture on their laptop.... In any case, doing a PhD is a way – not the only way, but certainly the most structured – to really dig into a topic, to at least start to know what you’re talking about.

What was your thesis topic and why did you choose it?

My thesis was on theories of conceptual content advanced by Immanuel Kant and G.W.F. Hegel. Basically: what does it mean to think of or about something, rather than nothing? I wonder how I came to be interested in this kind of problem. In Grade 11 and 12 I was very into Nietzsche. What is with angsty teens and Nietzsche? Very cliché. Anyway, in undergrad I took units in Philosophy, Religion, Literature, and German language – eventually I collected enough credits for majors in Lit and German. I slowly came to see over the course of an Honours and an MA in Comparative Lit that the themes that initially interested me in Nietzsche (and his 20 th Century heirs) were ultimately traceable to – and treated much more systematically by – Kant and Hegel. I wanted to take the opportunity afforded by the PhD to really go to the root of modern European philosophy. As Marx says somewhere, “to be radical is to go to the root.”

What was the highlight of your PhD?

Thinking back there were many highlights. My PhD was a joint award with the University of Warwick, and attending Stephen Houlgate’s seminars – a world expert on Hegel’s philosophy – at Warwick was a real joy. Talking at conferences in Oxford, Munich, Valencia and Washington – opportunities partly funded by Monash postgraduate travel grants – gave me the chance to learn from and discuss my ideas with world-class thinkers, some of whom I’m still in contact with. Finally, all PhD students are obliged to give a talk to their department just before they submit their dissertation for examination (it’s called a “pre-submission seminar”). Returning to Monash after time in the UK to give a talk summing up my thoughts and findings to friends and colleagues was very rewarding.

Why do you recommend Arts students complete a PhD?

We are all of us thinking all the time. If you’re also passionate about a particular topic or problem, I really think you owe it to yourself to do a PhD. It’s a rare opportunity in this money- and status-obsessed world to devote yourself to learning and thought. Even if you don’t want to be an academic, doing a PhD is a chance to grow as a thinker and therefore as a person – and you hone valuable skills in writing, communication, and self-management along the way. It’s also enormously challenging – people much brighter than me still struggle to complete their dissertations – and overcoming that challenge is something to be proud of!

JOB APPLICATION

Resumes and Cover Letters

Your résumé is an opportunity to show off your qualifications, achievements, and skills, and highlight your past experience. Similarly, your cover letter is essentially your written introduction to the employer, outlining your interest in the position and reasons why you would be the ideal candidate.

General tips:

- 1. Structure is of paramount importance! Implement a clear and consistent layout, use 10-12pt standard font, using paragraphing, subheadings and line breaks where necessary
- 2. Utilise professional language and use concise and succinct expression, avoid including unnecessary information
- 3. Proofread your résumé and cover letter multiple times to check for any mistakes

Monash Tip!

Applying for jobs can be a daunting task, but Monash Careers Connect offers students the opportunity to get feedback on their application material and hone their skills to optimise their employability and make the best possible first impression to employers!

Careers Connect is a treasure trove of handy resources, such as online checking services to evaluate résumés and cover letters to provide personalised feedback, and writing workshops to give students the opportunity to build their applications with guidance and support.

Head to our resources page for more information on Careers Connect!

Cover Letters:

A cover letter will allow you to stand out from other candidates, so utilise it to show the hiring manager why you’re the right person for the job.

A good cover letter covers the following:

- Why do you want to be a part of this organisation?
- What position do you want?
- What skills and qualifications make you a good fit for this role?
- What sets you apart from other candidates?
- What relevant skills have you obtained through past situations/ experiences? (Tip: try to include a short example if appropriate, e.g. ‘worked in a small team of 5 people’ or ‘responsible for up to 5 cafe tables at a time’)

Example cover letter

SHYAM HURST

0400 000 000

shyamhurst@email.com

[LinkedIn](#)

13th September 2021

Hiring Manager,
The Victorian Government

123 Melbourne Street

Melbourne, VIC, 3000

Re: Victorian Government Graduate Program 2022 (Generalist Stream).

Dear Hiring Manager,

As a final year Bachelor of Arts student majoring in International Relations and Politics from Monash University, I am most interested in the Graduate Policy Officer role on account of my passion for human rights issues. I have chosen this stream as I am interested in public policy, community development and foreign affairs. This is demonstrated by my various experiences, including in my recent internship at the Grattan Institute, where I prepared research and literature reviews on public policy issues facing Victoria.

In my 3-month internship at the Grattan Institute, I worked with the household finances team doing independent research on a project which examined the gender gap in retirement incomes. I established a framework of specific research questions to examine, then synthesised existing research into a comprehensive literature review and conducted data analysis utilising ABS data. The project required critical synthesis of research, and an ability to problem-solve. I enjoyed presenting my analysis to not only my team but also all staff members (including senior programme directors and the CEO) so that my findings could be tested and opened up to robust debate.

During my volunteer experience as President of the Caulfield Arts Society (CAS) at Monash University, I have acquired strong teamwork and stakeholder engagement skills. In this role, I manage the running of professional, charity and social events with the aim of providing a positive student experience. I represent the society and interests of key stakeholders at university events, meetings, and in discussions with executive university bodies.

In addition to my volunteer experiences, I have worked part-time at Monash Connect as a Student Officer. In my role, I am responsible for providing quality customer service and support to students and staff at the university through implementing quality assurance frameworks that I consistently take part in updating to adapt to unfolding circumstances. I have displayed strong written and communication skills through answering over 65 enquiries per day in a timely manner via email, phone, and Salesforce CRM software.

I am confident in my ability to positively contribute to this Graduate Program through my unique perspective, skills and experience and confirm my interest. I welcome the opportunity to elaborate my skills and experience in an interview and look forward to hearing from you.

Kind regards,

Shyam Hurst

Resumes and Cover Letters

Resume basics:

Have a clear format which is easy for the hiring manager to navigate and read. Avoid writing big paragraphs and aim to be concise to easily communicate your prior work experience and values. Whatever style and format you do use, remain consistent throughout the resume. This ensures it is professional and easy to navigate!

Tailor your resume to the job you are applying for. This can best be applied in the cover letter, where you can detail why you wish to join the specific company’s team and which values and goals align with yours or interest you.

Résumé structuring:

- 1. Contact details, top right-hand corner
 - a. Full name
 - b. Phone, email
- 2. Brief paragraph highlighting how you meet the selection criteria
- 3. Educational background
 - a. Course (start - end date)
 - b. Institution
 - c. Majors and minors
- 4. Experience
 - a. List chronologically, starting with most recent
 - b. Position title and name of organisation
 - c. Period of work

- 5. Skills and achievements gained through above experience (key responsibilities bulleted)
 - a. Volunteer / extracurricular
 - i. When, title, with who, responsibilities, achievements
 - ii. E.g. leadership, community work, sports, youth groups etc
- 6. Personal interests and hobbies that align with role (optional)
- 7. References
 - a. State say that references are available (details are not necessary to include unless explicitly requested in job advertisement)
 - i. If requested, provide their name, job, organisation, and phone/ email

Some common attributes valued in workplaces include:

- Communication skills
- Teamwork skills
- Enthusiastic attitude
- Fast learner

IMPORTANT TO NOTE:

It is vital to read the position description thoroughly so that you are aware of what the position entails. This will allow you to emphasise your skills that meet the selection criteria.

Example résumé

EMILI HARDING

0400 000 000 | emilyharding@email.com | LinkedIn

I am a final year Bachelor of Arts student at Monash University, with a passion for foreign affairs, community development and a strong interest in Australian foreign policy. My passion has been demonstrated through nuanced experiences, including voluntary work for a not-for-profit youth organisation and student union. My part-time employment and unique summer internship have allowed me to combine academic learning with workplace experience, and I am eager to contribute to the 2022 Generalist Graduate Program with the Victorian Government.

EDUCATION

Bachelor of Arts

Mar 2020 – Present

Monash University, Caulfield Campus

- Majoring in International Relations and Politics
- GPA: 3.055 / 4.000
- Expected to graduate at end of 2021

INTERNSHIP EXPERIENCE

Intern Researcher- Household Finances Team

Nov 2020 – Feb 2021

Grattan Institute Summer Internship

The Grattan Institute is a public policy ‘think tank’ dedicated to finding evidenced-based solutions to complex policy and social problems.

- Prepared a literature analysis for a portion of a report in a specific policy area, receiving positive feedback from management.
- Trained in Excel, influenced policy, performed research, created informative chart presentations, and achieved a 100% rating in the final assessment.
- Analysed qualitative data in order to find faults within operations and build strategies to improve efficiency.

WORK EXPERIENCE

Student Officer

Jan 2021 – Present

Monash Connect

Monash Connect is a student service centre at Monash University which provides information, advice and support to all students.

- Delivered high-quality customer-focused administration services through implementing quality assurance frameworks, including templates and checklists for interactions with students to resolve issues efficiently and fulfil requests.
- Strengthened written and oral communication skills through answering ~65 enquiries per day in a timely manner via phone, email, and Salesforce (CRM).
- Underwent monthly staff training sessions and contributed to regular updates in company policy to adapt to and tailor services to suit COVID circumstances, resulting in a 10% increase in student satisfaction surveys.

Food and Beverage Attendant

Jan 2019 – Dec 2021

Australian Venue Co.

The Australian Venue Co. operates at more than 160 venues across Australia with over 5000 employees.

- Ran events exceeding 200 participants, including weddings, professional conferences, and formal dinners, with a focus on delivering quality service and outstanding customer satisfaction.
- Developed collaborative and harmonious relationships with Head Chef and kitchen staff in turn, ensuring quality food and prompt service for customers. I received praise from management for excellent teamwork and leadership skills.

39

Interviews

First things first is to congratulate yourself on getting an interview! This step is often the final part of a selection process and getting there is an achievement in itself! The interview is your chance to win the job, so you are going to want to nail it. They will be looking at your qualifications, your attitude, enthusiasm and if you reflect the workplace culture. So, here are some important tips to help you go into, and ace, your interview with confidence!

Things to consider during the interview:

It is natural to be nervous for an interview, however, a closed off and disinterested posture may give the interviewer the wrong impression.

It is important to approach the interview with a smile, strong handshake, good eye contact and posture.

Nodding along occasionally whilst listening also highlights that you are engaged in the conversation and interested in the job you are applying for.

What questions should you ask at the end of an interview?

- How would you describe the responsibilities of the position?
- What are the biggest challenges of this job?
- How would you describe a typical work week?
- How would you describe the workplace/ organisation's culture?
- What are you looking for in a candidate?
- What is the training/introduction process like and what should I expect?

HOT TIP - Research the company you're interviewing for

It is likely you will be asked why you are interested in the company and if you have any knowledge surrounding its goals and achievements. To prepare for this, access the company's website and navigate to the 'About Us' section to learn about their values, achievements and future goals. This will highlight to the interviewer that you are genuinely interested in the company and what they are promoting in the social sphere.

Social Media

The ubiquitous nature of social media deems it a useful tool in promoting and establishing yourself professionally. Through LinkedIn, or even Instagram and Facebook, individuals can create and promote their unique identity to assist in the progression of their career. Here are some very important and useful things to keep in mind!

Self-Branding

Self-branding is a form of marketing which allows you to create your own unique public image, highlighting your values and goals to prospective employers. There are not many things more important than a strong personal brand, especially in the competitive world of graduate jobs. Some rapid fire tips to keep in mind when representing yourself online are:

To be genuine:

You want to create your self-image without inventing an unauthentic version of who you are. The easiest way to do this is to be true to yourself online and, above all, to be genuine!

Be consistent:

This goes hand in hand with being genuine! Having a narrow focus and being consistent in your communication, appearance and social messages creates a stronger and more identifiable brand.

Create a positive impact:

Share, discuss and engage with content that you believe in, that is inspiring, and that relates to the work and impact you want to do and have - not just in a future career role, but in your lifetime.

Live by how you reflect yourself:

Most importantly, your online image is supposed to be an accurate reflection of your qualities as a human and as a person, not the other way around! So make sure that the things you put out on social media are a true representation of how you live day-to-day!

Employer specific:

Determine what you want to be known for and have a defined audience. This will ensure that employers who would interest you most will get in touch. It is also beneficial to research the industry you desire to work in and see what others have done in their self-branding to highlight what has been successful

LinkedIn

LinkedIn is one of the most popular platforms used in the professional world to assist in the promotion of productivity and success amongst working professionals globally. It is easy to use, allowing individuals to find and connect with other professionals in similar industries, whilst simultaneously allowing you to discover new career opportunities. Through LinkedIn, and in conjunction with other social medias such as Instagram or Facebook, you are empowered in gaining networking connections and exposure to your new online identity.

Personal Social Media - Facebook and Instagram

It is so important to be considerate of the impacts social media can have on your potential job offers. As everything you put out can be accessed by your employer, you need to be aware of the accessible nature of your posts in the public domain. Although this becomes more significant when applying for jobs in the future, it is something you can begin working on immediately and retrospectively! This is especially important in sectors such as security or governance, in which clearance is needed in order to be successfully hired!

RESOURCES

Two resources we cannot recommend enough are Monash's Career Connect and Career Centre. These are the perfect places to start for someone only just beginning to think about their career, but equally valuable to those who are ready to land their dream job. We will help to break down Career Connect and Career Centre to enable you to get the most benefit from these extensive and seemingly endless resources!

RESOURCES

Career Connect

Career Connect will help you to plan your career, find work and maximise your graduate employment prospects. It is a more guided resource that also enables you to reach out to willing helpers, as well as attend their plethora of real life/online events. Here is a quick summary of what you can find on Career Connect:

Exploring Your Options:

This section is a great place to start! It will assist you in establishing your employability skills throughout your degree and within the Monash community. What is covered under Exploring Your Options includes available global experiences (exchange opportunities), leadership programs, volunteer programs and Clubs and Societies at Monash. These are all tailored to increase your employability, and assistance from Career Connect is available through each step of the way. Head to the link in the title to explore!

Build Your Skills:

This section will assist you in understanding your own skills and attributes, and help you to turn these into professional, useful employability qualities. What you can find in Build Your Skills includes career planning workshops, guidance through Monash Work-Integrated Learning opportunities, how to Job Hunt, online career consultations and an introduction to the Student Futures resource. Head to the link in the title to explore Build Your Skills!

Application Ready:

This section is where you want to head when you feel prepared to start looking for your ideal role. Application Ready assists you in perfecting your application throughout every step of the way. This includes guidance with how to apply, resume checks and personalised feedback, incredible tips for your job interview, how to go about working overseas and approaching setbacks. Head to the link in the title to explore Application Ready!

Beyond the online resource:

Career Connect also gives you access to exclusive workshops and events that will help you to build on, and excel in, entering the world of work and career options. Some of these workshops include, but are not limited to:

- 'How to ...' Workshops, such as how to write a resume, how to interview well, how to create a LinkedIn profile and so on;
- Employability workshops
- Employer events
- Annual Careers Expo

These workshops, events and services are available to all Monash students, even 12 months beyond your graduation. Head to Career Connect and begin exploring! Also, email careerconnect.students@monash.edu for any more questions you may have on any of Career Connect's services.

FAQ:

What is Student Future?

Unique to Monash, this award-winning online platform helps you identify, record and present the employability skills you acquire during the course of your study. You don't even need to have previous work experience!

Student Futures helps you prepare for interviews, craft a comprehensive resume, and assist you in refining your overall career readiness. You'll enjoy continued access to the platform for up to twelve months after you complete your studies. A great guide to help you on your career path.

Career Centre

The Monash Career Centre is a completely online resource, allowing you to work independently to boost your employability, prepare for your career and find a suitable job for you. It is a lot less guided, and a bit more interactive in comparison to Career Connect, however equally as valuable. To get started, head to Career Centre and sign up using an email address.

Important Tip: use a personal email to ensure you still have access beyond the completion of your degree!

Explore:

The Explore tab will take you to four different sections:

- 1. Recognising your skills and preferences
- 2. Discovering career possibilities
- 3. Find out what motivates you
- 4. Career Assessments

The first two sections include a ridiculous amount of resources, articles, videos and information that will assist you in finding your employability strengths, skills and weaknesses, as well as a platform to begin exploring your future options. Think TedTalks mixed with BuzzFeed articles - all about your strengths, weaknesses and career opportunities!

The latter two sections are made up of more interactive resources that will help you to identify what motivates you, and how this can be reflected in your career choices, as well as how to highlight the preferences and values you may want to look for in a workplace.

Build and Apply

These two tabs are very similar to the types of resources and information you will find on Career Connect. These are further opportunities and platforms for you to build on employment skills and career planning through a fresh set of videos, quizzes and articles, going hand in hand with what you will learn on Career Connect.

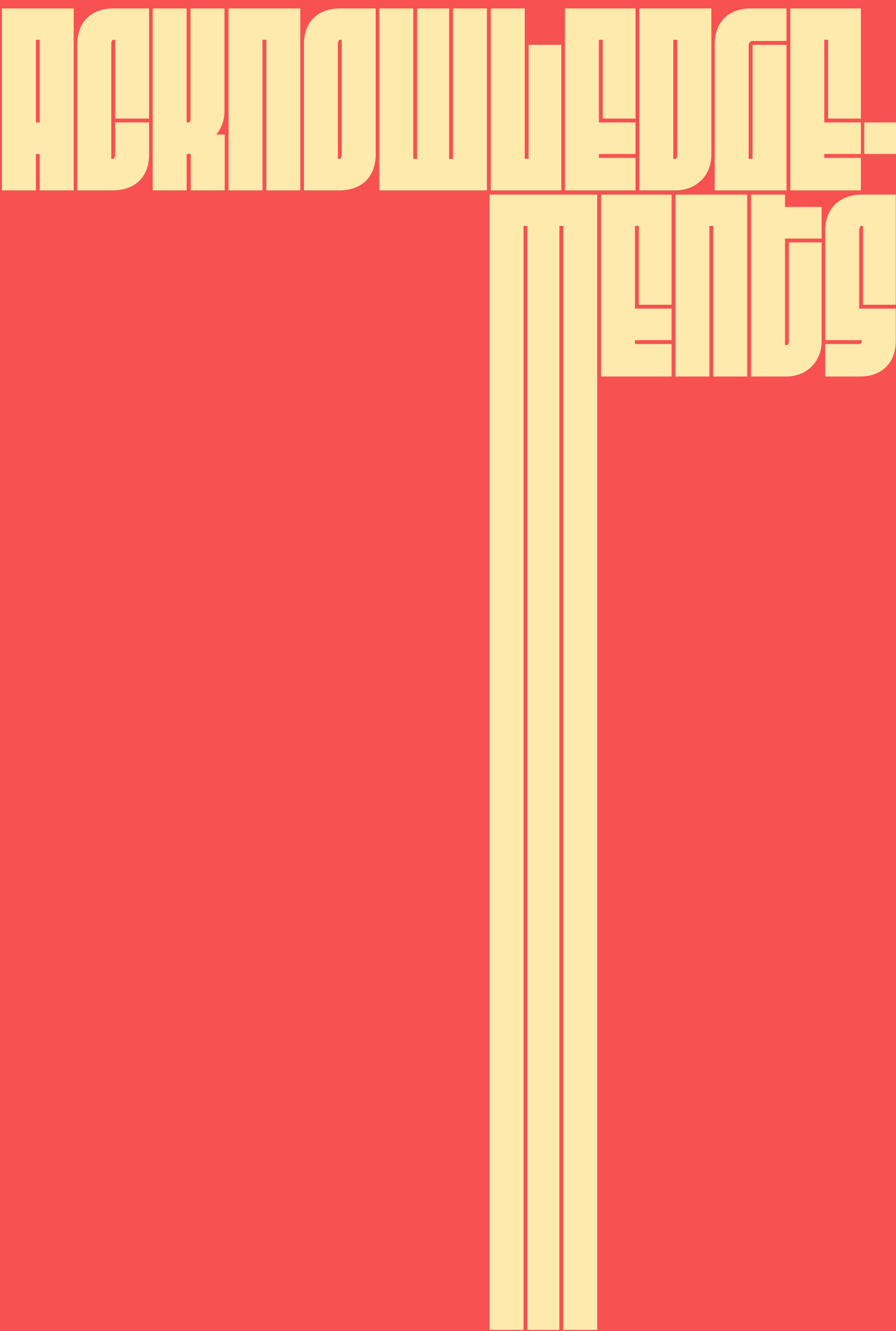
Transition to Work:

Transition to Work has all your resources and tips for when you have landed your first job. This tab will guide you through a range of different workplace factors that are important to know about and be mindful of when entering the work environment, including:

- Workplace wellbeing
- Challenges and change
- Workplace etiquette
- Developing resilience

This is a really significant, and possibly underrated resource. Whilst some people may identify landing the job and the job application process to be the most difficult, what you do once you start your employment journey is equally important. We recommend that you definitely take some time to explore this tab, what you find will be incredibly useful!

Head to Career Centre to begin your journey!



Acknowledgements

We want to say a massive thank you to everyone who helped out with this year’s Careers Guide. It is a huge effort from the moment we begin planning, up until the moment we pick it up from the printers - and it would not be possible without every person, each step of the way!



Emily Briggs
Designer of Careers Guide
ebri0009@student.edu.au



Associate Professor Benjamin MacQueen
Deputy Dean, Education



Gene Flenady
Lecturer for Monash University Philosophy Department



Hamah Hosen
Graduate Policy Officer at the Department of Foreign Affairs and Trade (DFAT)



Grace Cullen
Strategy Consultant at Cyber Security



Maya Hammam
President of the Society of Arts Students



Milly Le Gear
Secretary of the Society of Arts Students



Eloisa Moses-McMahon
Academic Officer of the Society of Arts Students



Imogen Thomas
Assistant Academic Officer of the Society of Arts Students



Daena Karamountzos
General Representative of the Society of Arts Students



ArtBound
<https://www.artboundinitiative.com/>

The Society of Arts Students acknowledges the extraordinary breadth of the Faculty of Arts and apologies if some areas of study have not been adequately represented in our Careers Guide. Unfortunately, we are unable to cover every area of study in such a small publication.