

107 – Finding Internships, Cadetships and jobs

Finding employment while at university can be very rewarding and can provide income to support you through your studies. When applying for any type of job, check with Centrelink or your Indigenous Unit to ascertain whether your extra income will affect your Abstudy and/or Residential Cost Options (RCO) benefits.

1. Cadetships provide employment with government organisations.
 - a. [Indigenous Cadetship Support](#) lists hundreds of organisations that recruit Indigenous students.
 - b. [Spearhead Careers](#): Spearhead Careers is a subsidiary of Aboriginal Employment Strategy. They specialise in placing professional Aboriginal and/or Torres Strait Islander candidates into careers and cadetships.
 - c. Staff in Indigenous Units at universities may also be able to assist you to find cadetships.
2. Internships provide part-time employment with private sector companies.
 - a. [CareerTrackers](#) is Australia's largest Indigenous Internships provider. They specialise in placing Aboriginal and Torres Strait Islander university (full-time) students into private sector roles.
 - b. [The Aurora Project](#) specialises in the placement of legal interns at a limited number of NTRBs and other organisations working in Indigenous affairs.
3. Some of the benefits of taking on an internship or cadetship while you study include:
 - a. Qualifying for [Indigenous Cadetship Support \(ICS\)](#) in lieu of Abstudy
 - b. Building experience to boost your resume
 - b. Gaining relevant industry experience in a field related to your studies
 - c. Developing relationships with employers that may enhance your career prospects
 - d. Meeting new people who can guide you in your career
4. When applying for any job, you may need some of the following documents:
 - a. A recent resume that includes your degree, scholarships, academic awards etc.
 - b. Your academic transcript which can be accessed online, via your Student Administration Office or your Indigenous Unit
 - c. Details of referees i.e. people who can provide a reference for you. Choose people who knows you in a professional or academic capacity, like a teacher, university tutor or a past or current employer.
Ask permission from your referees before listing them on your resume.
5. Save electronic versions of your resume, academic transcript and identification documents to upload online as applications for internships, cadetships and jobs are usually completed online.
6. Other ways to find jobs:
 - a. Search for jobs online at [Seek](#), [Career One](#) and [Indeed](#)
 - b. Search your university's online portal that advertises student jobs
 - c. Google Search for a recruitment agency that specialises in employing people with your skills, e.g.
 - i. Medical – [Healthcare Australia](#)
 - ii. Legal – [Legal People](#)
 - iii. Engineering – [Ambit Engineering](#)