



Job Ready Checklist



Update resume and craft a cover letter

Create master versions of each, then customise for each role or industry.



Research employers

Research potential employers that align with your values & interests. Explore local opportunities and notify personal networks. Submitting multiple applications increases the chance of securing employment.



Prepare availability calendar

Map work availability around training commitments and competition dates.



Gather references

Contact coaches, teachers, and previous employers and ask if they will be a referee. Let them know the type of role being applied for.



Prepare for the interview

Practice common questions such as "Why do you want this job?". Group interviews are common in retail/hospitality.



Address the athlete assumption

Some employers worry about athlete reliability. Turn this into a strength by emphasising commitment, discipline and accountability and teamwork.



Follow up

Send a short follow-up email after applying. Show interest and ask about decision timelines.



Get your details ready

A Tax File Number (TFN), bank account details, and superannuation information will be required

Tip: [Click here to learn about workplace rights for casual employees on the Fairwork Australia website](#)