

DS RECRUITMENT SOLUTIONS

The Complete Career Toolkit

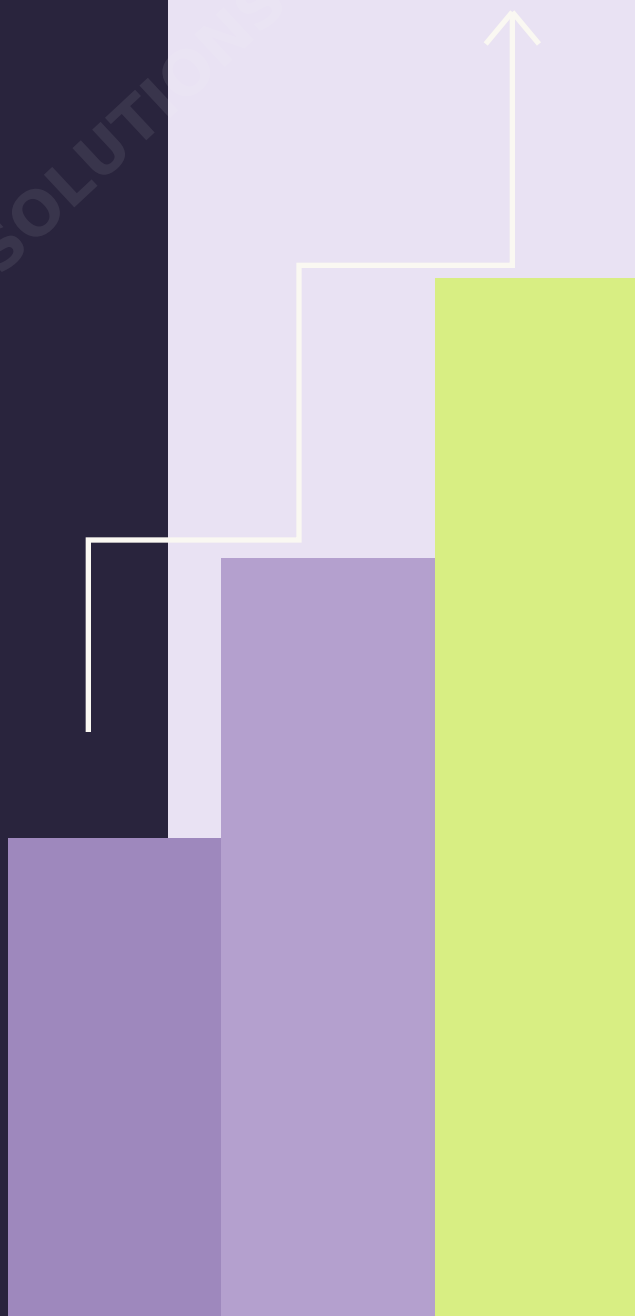
Choose your direction.
Prepare your applications.
Make your next move.

**FOR GRADUATES, PROFESSIONALS
AND CAREER SWITCHERS**

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MAIN GUIDE / PRACTICAL RESOURCES



YOUR ROADMAP

Find your next step

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02 / DIRECTION

Find roles that may suit you

Treat career options as ideas to investigate. Enjoying a subject, being good at a task and wanting the daily working conditions of a role are different questions. Use all three when making your shortlist.

Step 1 Gather clues from your experience

List five tasks that gave you energy and five that drained you. For each, record the task itself, the setting and why you reacted that way. “I enjoyed helping a customer solve an unusual problem” is more useful than “I like people”.

Then identify practical requirements: work location, travel, shifts, accessibility, income needs, caregiving commitments and time available for learning. Separate essentials from preferences so you know where you can compromise.

Step 2 Research two or three role families

Collect three job descriptions for each role family. Record recurring tasks, required skills, tools, entry requirements and working arrangements. Titles vary between employers; compare the actual work. Speak to someone doing the role and ask what an ordinary week involves.

Question	What to record
Would I enjoy the daily work?	Specific tasks you want and tasks you would find difficult
Can I demonstrate relevant skills?	A project, result or work example for each recurring requirement
Can I meet the entry requirements?	Qualifications, work eligibility or licences explicitly required
Does the work fit my life?	Location, hours, travel and other essentials
What is still unknown?	A question to research before committing

Job application

Subject: Application for [Role Title] at [Company] - [Your Full Name]

Dear [Hiring Manager Name or Hiring Team],

I am writing to apply for the [Role Title] position at [Company], which I found through [source]. I am particularly interested in this opportunity because [specific reason connected to the work, team or organisation]. Having reviewed the responsibilities, I see a relevant connection between your need for [key responsibility] and my experience in [relevant area].

My background includes [brief description of qualification, current role or professional experience]. In [work, academic or voluntary setting], I [specific action you personally took] to [task or purpose]. This resulted in [accurate outcome or useful contribution]. That experience helped me develop [relevant capability], which I would bring to the work described in your advertisement.

I can also offer experience in [second relevant area]. For example, [brief supporting example showing your contribution]. I would welcome the opportunity to explain how these experiences relate to [specific responsibility or challenge in the role].

[Optional for a career transition: I am moving from [current field] into [target field] because [clear reason]. To prepare, I have [truthful learning or project activity], while building on my existing experience in [transferable skill].]

I have attached [CV and any requested documents] for your consideration. My availability is [notice period or realistic start timing], and I am based in [location]. Thank you for reviewing my application. I would be pleased to discuss my suitability and learn more about the expectations for this position.

Kind regards,
[Your Full Name]
[Phone Number] | [Email Address]
[Relevant profile or portfolio link]

PREPARATION NOTE

Use when applying by email. Follow the advertisement first; remove optional text that does not apply and avoid repeating an attached cover letter word for word.