

headspace Ipswich work & study february newsletter

tip of the month!

letter of introduction

It is important to have a letter of introduction when applying for positions, even if it is your first job. Your resume does not necessarily give the employer enough information about you and why you would be the best person for the job and this is where a letter of introduction can help. A letter of introduction will highlight your enthusiasm and interest in working for the organization, showcase your qualifications and your experience, while demonstrating your ability to communicate, an essential skill in employment.

What is the difference between a letter of introduction and a cover letter?

A cover letter is written to respond to a specific job ad, whereas a letter of introduction can be given to an employer with your resume even when a position is not advertised.

How do I write a letter of introduction?

Similar to a cover letter, start your letter with a greeting, i.e; To the recruiting manager and thank them for taking the time to read your application. Introduce yourself and explain your purpose for writing the letter – who are you? And why do you want to work at the company? Highlight your skills and experience- if you have never worked before discuss other transferrable skills, i.e, group work from school, or team sports. Time management from babysitting siblings. Tell them about your accomplishments – Did you get MVP in a sport, an academic award, or a black belt in karate? Close the letter in a polite and professional manner, add a thank you for taking the time and letting them know that you will follow up in the future.

How do I get help to write a letter?

There are a lot of online resources with tips for writing a letter of introduction, or give us a call at Work and Study on (07) 3280 7900.



Employee of the month: Ayla!

Ayla, a headspace Ipswich Work and Study Program participant, overcame job search challenges and found her passion as a disability support worker. Read her story and discover how headspace helped her gain the confidence to successfully navigate the workforce.

headspace.org.au/ipswich/aylas-story

meet the team!

Ashlee - Team Leader

How long have you been with the Work & Study Team?

I joined the team in July 2021 when it first commenced in the Ipswich Office.

What is your favourite part of your day to day job?

Taking young people out to meet employers, it is amazing to see them build confidence talking to employers.

One tip for young people to help them secure employment?

Don't rely on applying online, get out and meet employers face to face, hand out a resume. I know it is scary, but employers really appreciate the effort it takes to go in to stores.

If you could have any super power what would it be?

To be able to fly super fast, travelling would be so much easier!

When I'm not in the office you will find me?

Crafting! Or at some sporting event for my child.



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helpful resource

Be the B.O.S.S. of Your Money

Whether your main source of income is wages from your job, pocket money from your family or Centrelink payments, it's important to know how to confidently make decisions about your money, so you can reduce your money worries.

headspace.org.au/finances

upcoming events

ICYS Women in Trades Expo

When: Thursday 29th Feb 10am - 1pm

Where: ICYS Youth Hub

RSVP or Andrew on 0438 024 752 or
yet@icys.org.au

ICYS Get Set For Work Program

Certificate II Cookery

When: Term 2

Where: Bundamba Tafe

RSVP to Andrew on 0438 024 752

job board

SPOTLIGHT: TEAM MEMBER

Springfield Central

Casual position

Apply online or take a resume in store.

<https://careers.spotlightcareers.com/en/job/494259/spotlight-team-member-opportunities-all-store-locations>

PROBE CX:

CUSTOMER SERVICE SPECIALIST

Springfield Central

Permanent, part-time, full time and hybrid roles available.

Apply online.

<https://careers.probecx.com/global/en/job/JR8945/Customer-Service-Specialist>



If you are looking for support to gain employment or further your studies, we're here to help.

Get in touch with [headspace Ipswich](https://headspace.org.au/ipswich) on
(07) 3280 7900 or email
headspace.ipswich@stride.com.au

headspace.org.au/ipswich

At headspace Ipswich, our Work and Study program assists young people to identify and reach their work or study goals. Work and Study can help lead to improved mental health through increased connection, skill building, empowerment, increased resilience and improved confidence. headspace Work and Study Program is completely free for young people. It's available as an additional service for anyone who's engaged in clinical services at headspace.