

CAREER READINESS CHEAT SHEET

01 YOUR DRIVING FORCE

It decides the work — not the other way around.

COMPLETE THIS SENTENCE

Honest beats polished. No borrowed answers.

"I'm fighting for _____, so I need work that _____."

FOR MY FAMILY

- Needs direct reward for performance
- Wants income potential with no ceiling
- Not afraid of hardship or rejection

FOR PURPOSE

- Needs meaning and impact on people
- Energised by mentoring others
- Money matters less than mission

You have had a driving force before — it made you train with total clarity. Find the next one.

02 PERSONAL IMPACT STATEMENT

Employers remember one pattern, not eight. This is how you hand it to them.

1 IMPACT

What results did you create?

2 EVIDENCE

How did you do it?

3 SKILL

What were the ingredients?

4 CHARACTER

What did this teach you about yourself?

WORKED EXAMPLE · SPORTING LENS

IMPACT	In just 6 months I rebuilt my sprint work and cut my 100m timing by 3%, and took bronze at the SEA Age Group Championships.
EVIDENCE	I taught myself to read race footage frame by frame and executed a long-term improvement plan.
SKILL	Video analysis, self-coaching, and planning a season backwards from the target meet.
CHARACTER	I thank my mentor for teaching me the ropes — and how to stay patient when there are no results yet.

SAME FOUR STEPS, SPOKEN OUT LOUD · WORKING LENS

In 6 months I built our content strategy from scratch and grew the company account from 500 to 15,000 followers — social media became our top source of inbound candidates. I did it by reading analytics weekly and executing a long-term content plan. My mentor taught me to stay patient when the results aren't there yet.

YOUR THROUGH-LINE START » STRUGGLE » ADJUST » RESULT » STANDARD

Progression is the proof — not trophy count. The same skeleton works for school, part-time work and volunteering.

03 SMALL TALK

Bias forms before the real questions. The first three minutes decide.

1 RESEARCH

Company, role, interviewer

"I saw that you..."

2 CONNECT

Link it back to yourself

"I've had my own version of that..."

3 EXTEND

Ask one thoughtful question

"What made you join this industry?"

FORGETTABLE

- Waits to be asked
- Treats small talk as filler
- Loud, not relevant
- Generic answers

MEMORABLE

- Sets the tone early
- Uses small talk to connect
- Relevant, not loud
- Clear value anchor

CURIOSITY

Interested beats interesting. You don't need better answers — you need better questions.

SINCERITY

Earnest beats polished. Nobody fakes wanting it, and everybody can tell.

INTENTION

Say less, mean more. Every sentence doing a job. Rambling reads as unsure.

CONNECTION

Ask the human question. People remember how the conversation felt, not your CV.

04 CREATE YOUR OWN INTERVIEWS

Only 20% of jobs are ever posted. The other 80% go through someone who knew someone.

SCOUT · YOU ALREADY HAVE A NETWORK

YOUR SPORT

Retired teammates, coaches, physios, S&C staff

YOUR SCHOOL

Alumni, and the senior one year ahead of you

PAID TO MEET PEOPLE

Recruiters and headhunters — coffee is their job

YOUR FEDERATION

NSA staff, HPSI, spexBusiness, sponsor reps

YOUR FAMILY

Parents, relatives, and everyone they know

THE INDUSTRY

LinkedIn strangers already doing the job you want

THE 300-CHARACTER ASK

Never ask for a job · Ask for a short chat · Say who you are in one line

COLD OUTREACH

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Hi [Name]! Six years on the national [sport] squad, and I'm starting to look at what's next. [Industry] keeps coming up. I'm not asking you for a job. I'd just like 15 minutes of honest advice on how someone with my background breaks in. Would that be okay?

BE CURIOUS · YOU GOT 15 MINUTES, DON'T SPEND THEM ON YOURSELF

LEARN THE WORK

"What does a good day look like for you?"

LEARN THE BAR

"What separates someone good from someone great here?"

OPEN THE DOOR

"Is there anyone else you'd suggest I learn from?"

Your sport built it. Now go signal it.