







Careers Academy

GET THAT JOB

CHALLENGE PLAYBOOK











WELCOME! CONGRATS ON TAKING THIS STEP TO KICKSTART YOUR JOB SEARCH! I CAN'T WAIT TO SUPPORT YOU!

INTRODUCTION

WELCOME TO THE GET THAT JOB CHALLENGE

Welcome to the 5-Day 'Get That Job' Challenge Workbook! Hey! 👋 I'm so excited you're here and ready to start your job journey. This workbook is your companion to the 5-Day Challenge, and it's packed with short, fun tasks to help you take action. Each day, you'll follow along with the daily video and complete the activity in this book.

How to Use This Workbook:

- Watch the daily video 🎥
- Read through the questions and activities for each day
- Take action and fill in your answers
- Don't worry about being perfect—this is all about making progress, not stressing out!

Let's dive in!

Nadia
B U Careers Academy

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DAY 1: WHY WORK?

WHY GETTING A JOB IS A GAME-CHANGER!



Today's Task: Think about why you want to get a job. There's more to it than just earning money (although that's awesome)! What are some other reasons? Maybe you want independence, or you're interested in trying new things. **Today is all about figuring out your WHY.** Make sure you have watched the Day 1 video and complete below.

ACTIVITY ONE: WHAT'S YOUR WHY?

List 3 reasons why you want to get a job...

REASON ONE

REASON TWO:

REASON THREE:

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DAY ONE: WHY GETTING A JOB IS A GAME-CHANGER!

ACTIVITY TWO: BENEFITS BRAINSTORM

What do you think you'll gain from having a part-time job? (Skills, confidence, new experiences, etc.)
Write down 3 things you're excited to learn or develop.

1)

2)

3)

ACTIVITY THREE: OVERCOMING OBSTACLES

List 3 things that will prevent you from getting a job? Next to them write something that can solve or support you to overcome that barrier/obstacle.

1)

2)

3)

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DAY TWO: START YOUR SEARCH

LET THE HUNT BEGIN



Today's all about starting your job search. Where will you look for jobs? Watch the video to gain some ideas and complete the activities below. Let's start hunting!

ACTIVITY ONE: Map interests to Job Opportunties

Think about your interests and hobbies to identify any jobs you might enjoy.
Eg.,

- Interest: Fashion → Possible Job: Retail
- Interest: Music → Possible Job: Working at a music shop or volunteering at events.

INTEREST ~		POSSIBLE JOB ~
	⋯→	
INTEREST ~		POSSIBLE JOB ~
	⋯→	
INTEREST ~		POSSIBLE JOB ~
	⋯→	

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DAY TWO: START YOUR SEARCH

ACTIVITY TWO: Find Jobs Based on Skills You Already Have:

Think about the skills you've gained from school, hobbies, or volunteering and match them to jobs that need those skills. For example:

- Skill: Teamwork from playing soccer
  → Job: Retail or fast food, where teamwork is essential
- Skill: Public speaking from drama or theatre experience
  → Working in promotions, customer service role, hospitality

SKILL ~	POSSIBLE JOB ~
	⋯→
SKILL	
	⋯→
SKILL ~	POSSIBLE JOB ~
	⋯→

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DAY TWO: START YOUR SEARCH

LET THE HUNT BEGIN

ACTIVITY THREE: Tap into existing resources + networks

Brainstorm job ideas based on networks or existing connections:

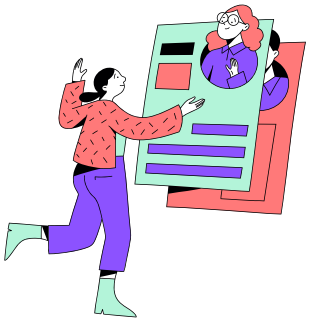
ACTIVITY FOUR: Find 3 viable job opportunities

Using one or varied job search strategies outline below 3 viable job opportunities:

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DAY THREE: THE RESUME

BUILD A STAND OUT RESUME



Today's all about building the foundation of a stand out resume. Even if you haven't had a job before, you've got plenty of skills and experience!

ACTIVITY ONE: Skills Inventory

What skills do you have? (Think about school, hobbies, volunteering). Also write an example of where you have developed these next to it. Eg. Teamwork > Basketball

Skill #1

Skill #2

Skill #3

Skill #4

Skill #5

ACTIVITY THREE: List 3 personal attributes

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DAY THREE: THE RESUME

Activity 2: Resume – tailor for position!
Choose one job ad from your search yesterday – or get one now.

List all of the skills that are listed on the ad – that you believe you posses and could provide evidence for. Also outline below any attributes they are seeking that you believe you possess.

SKILLS

ATTRIBUTES

RELEVANT INTERESTS/EXPERIENCE:
(Note down any relevant interests, experience to the job role).

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DAY FOUR: THE INTERVIEW



It's time to get ready for your interview. Whether it's face-to-face or online, I'll show you how to make a great impression.

ACTIVITY ONE: Practice your responses

Write down your answers to common interview questions (just use bullet points / key points to get across:

Tell me about yourself:

Why do you want this job?

What are your strengths?

TIP: once you have answered the above get someone to ask you those questions or record yourself on your phone.

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DAY FIVE: NEXT STEPS



Reflect on what you've learned this week and create a simple plan for your next steps.

WHAT IS YOUR GOAL IN TERMS OF WHEN YOU WOULD LIKE TO SECURE A JOB? PUT DOWN A DATE OR TIMEFRAME.

NOW LET'S GET SOME KEY ACTIONS IN PLACE TO HELP YOU HIT THIS GOAL?

ACTION STEP: COMPLETION DATE:

DETAILS:

ACTION STEP: COMPLETION DATE:

DETAILS:

ACTION STEP: COMPLETION DATE:

DETAILS:

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DAY FIVE: NEXT STEPS

ACTION STEP: COMPLETION DATE:

DETAILS:

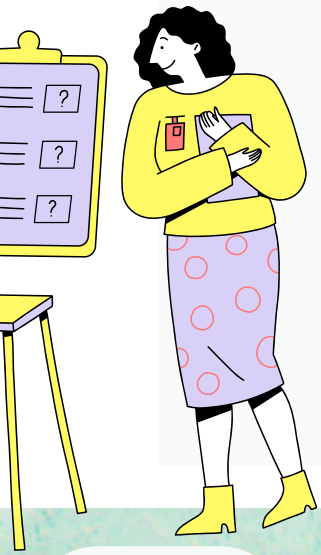
ACTION STEP: COMPLETION DATE:

DETAILS:

ACTION STEP: COMPLETION DATE:

DETAILS:

NOTES:



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WELL DONE ON COMPLETING THE CHALLENGE!



Well done on completing the challenge!

You've taken an important step toward landing your part-time job, and I'd love to hear how the experience was for you. Please take a moment to share your feedback – it helps us make future challenges even better!

You can complete the following form :

https://forms.gle/VtkfGLCmwtqrnteBA

OR email any feedback to hello@bucareers.academy

Ready for what's next? Promo code on the next page – and a chance to build the skills that will serve you for life.



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READY TO TAKE IT EVEN FURTHER?

You've already taken action and that puts you ahead of the pack. If you're ready to keep that momentum going and dive deeper into writing standout job applications, prepping for interviews, and actually landing the kind of job you really want…

👉 Check out the Work Program: bucareers.academy/work
It's designed to help you go from interested to employed with step-by-step guidance, practical tools, and the confidence to walk into any job opportunity and own it. And most importantly build foundational skills for life!

🎁 BONUS JUST FOR YOU

Because you've already shown up and done the work:
Use code 'challenge' at checkout to get $30 off the full Work Program.

That means it's yours for less than what you'll make in your first shift 💰 and you'll have everything you need to keep building your future with confidence.

These skills will give you more than a job. It's confidence, momentum, and real-world skills you'll use well beyond your first pay slip.

Whatever's next for you, I'm cheering you on.

Need support? Reach out any time at hello@bucareers.academy



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