**Employment Checklist**

* Bank Account

[How to open a bank account](https://docs.google.com/document/u/0/d/1DiIIYJ64vaN4viBwoiZ6XVfNE98kj9R0pp1XvP77T8w/edit)

* Tax File Number  
  [How to get a Tax File Number](https://docs.google.com/document/u/0/d/1hN1eaTMTpIqkM5kwlHCiTvxVp4uN78dASjMocZfx9VQ/edit)
* Super

[How to get a Super Account](https://docs.google.com/document/u/0/d/12QJKAqq8G3yNHqOihG7fx9gbOVz8mvXMcWj6nfd5DD4/edit)

* Resume / Cover Letter

[How to create a Resume](https://docs.google.com/document/u/0/d/1CeOLAEgxQ1x1peSQ5Fyi2o8aeBbinl1Feb2qG3H8HaA/edit)

[How to create a Cover Letter](https://docs.google.com/document/u/0/d/1RZaemHlAxV3kwZzyIbb1db4zTTnwU_gOL87RytDiUqE/edit)

* ABN

[How to get an ABN](https://docs.google.com/document/u/0/d/1CwaKWMM4bUfieMHzpcZnknh-S7kIAG4wxIb3fyiYHBo/edit)

* Business Plan  
  [Simple Business Plan - Free Download](https://docs.google.com/document/u/0/d/1pZYnFOOQseOmhIDAYiAMnXlmgUMszZbkmc-HUMUgB0I/edit)
* Business Email

[How to open business email address through gmail (free)](https://docs.google.com/document/u/0/d/18QBv7ph__dvMl9ClZmIeBCfxiPd19X5aW54xtZct-fM/edit)

* Business Bank Account

[How to open a business bank account](https://docs.google.com/document/u/0/d/1WMQgGjojfKAshPA-Qt10nkXjsUjUn6cyt0fCuNu12Eg/edit)

* Business Name

[How to register a business name](https://docs.google.com/document/u/0/d/16AFwLInW75E6FAVSBZs-lTjWwNezJ6kqh2b6fBoDIZw/edit)

* Business Logo/Design  
  [How to create a business logo using canva (free)](https://docs.google.com/document/u/0/d/1KWVVVZP4QfdvzQPjrgIQ89pWovyRUSd-vkwqVxcEhZ4/edit)
* Offers/Services

Info on how to do it

* Marketing

Info on how to do it