



## Frequently Asked Questions

### Student Career Centre

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### **What are the services available at the Student Career Centre?**

Services provided by the Student Career Centre includes:

- Consultations on resume writing and cover letter preparation
- Mock interviews to help sharpen interview skills
- Connect with potential employers through job postings and referrals
- Organising recruitment events such as career fairs
- Provide access to networking events
- Organising industry related visits and talks

### **Who is the Student Career Centre for?**

Current students, recent graduates and alumni can approach the Student Career Centre for assistance.

### **How do I request for career counselling help?**

A meeting with a career advisor can be made by prior appointment only. Drop an email to the Student Career Centre at [csc-enquiries@curtin.edu.sg](mailto:csc-enquiries@curtin.edu.sg) to request for an appointment. Current students can also approach Student Central to make an appointment to speak with a career advisor.

### **Where is the Student Career Centre located?**

The Student Career Centre is located at Curtin Singapore campus Block D, level 2 (Room D2.4).

### **What is a resume?**

Resumes provide evidence to support the claims that job applicants make in their cover letters and statements against selection criteria. The information you provide in your resume should convince a prospective employer that you have the qualifications and skills to be successful in the position you are applying for. Your resume is an essential part of your application. It should inspire confidence and curiosity.

### **How do I get started on writing my first resume?**

You are widely expected to submit a chronological resume for most job applications. Click [here](#) to view a sample of a chronological resume.

You can also use the online resume builder to help put together your first resume. Click [here](#) to try it out.

Once you have completed your resume, you can submit it to the Student Career Centre for a review by emailing your resume to [csc-enquiries@curtin.edu.sg](mailto:csc-enquiries@curtin.edu.sg).

### **What is a cover letter?**

A cover letter formally introduces yourself and your resume, states the reasons for your application, and highlights how your skills, experience and knowledge make you a suitable applicant for the role. It is an ideal opportunity to make a good first impression on a prospective employer by demonstrating that you have researched the organisation and matched your experience carefully to the position.