



STUDENT CAREER GUIDEBOOK — 2022 —



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Opening address from the Deputy Vice-Chancellor

Singapore campus of James Cook University

On behalf of the Singapore campus of James Cook University, I would like to welcome all of you to the first edition of the JCU Student Careers Guidebook. In this guidebook, you will learn more about current job prospects, possible career pathways as well as strategies to improve your chances of landing your dream job.

At the Singapore campus of James Cook University, we believe that education is a collaborative process where students and academics work collaboratively in a dynamic learning environment. The Student Careers office is committed to providing guidance through your journey from a new student to your graduation and ensuring that you get the best out of your learning experience at James Cook University. You are not only encouraged to do well academically but as a student in this era of a knowledge-based economy, we will expect you to participate in projects and activities involving the community around you. Besides one-to-one or group career consultations,

the student careers office also runs various career workshops, career talks, and career fairs that would enable you to brand yourself and facilitate your job search.

Singapore is an incredibly successful economic and multicultural nation that offers an array of opportunities for you to unlock your leadership potential, business skills, and research insights that I believe exist in each one of you. We will help you to nurture your potential and guide you to become the next generation of leaders, joining the very many alumni who are already successful in business, education, and public administration. The Singapore campus of James Cook University is well on its way to becoming a premier Australian institution in Asia and we are confident that your study with us will be an exciting journey leading to the fulfilment of your individual dreams! I wish you every success as we take that journey together.

Professor Chris Rudd OBE

DEPUTY VICE CHANCELLOR AND HEAD OF CAMPUS, SINGAPORE

Opening address from the Campus Dean & Head of Learning, Teaching & Student

Singapore campus of James Cook University

Welcome to the first edition of the JCU Student Careers Guidebook. This guidebook aims to help you become more employable in an ever-changing employment landscape. The Student Careers Office is committed to ensuring that you are ready from your first day at JCU to the day you graduate. We are here to help you throughout your journey by providing quality education and support that nurtures and shapes you to achieve career success.

It is never too early to start planning your career path, even as a new student. You need a goal and a plan, before adjusting along the way and maximising every opportunity that presents itself or that you have created. We have a team to guide you each step of the way, depending on your level of preparedness. Besides consultations, the Student Careers Office conducts various career workshops, recruitment talks, career fairs, internship placements, and Graduate Employment Surveys. These

include resume writing, interview skills, personal branding workshops, etc. to help you discover your skills and strengths so that you will always have your best foot forward to land your next job and gain a meaningful career. The team will provide you guidance and support in your career path, but job seekers must take ownership and initiative to improve their chances of securing a job.

The Graduate Employment Survey (GES) provides further information on how fresh graduates fare in their careers within six months of their graduation. I encourage you to start your career planning early and consistently. Tap on the knowledge of our team in the Student Careers Office, as they can help you improve your chance of securing a career closely aligned to your aspiration and skillsets. All the best and wishing you success in your chosen career path.

Professor Abhishek Singh Bhati

CAMPUS DEAN
HEAD (SINGAPORE) LEARNING, TEACHING AND STUDENT ENGAGEMENT
VICE PRESIDENT (REGIONAL) INTERNATIONAL TOURISM STUDIES ASSOCIATION





Introduction to Student Careers Office



The Singapore campus of James Cook University believes in establishing and expanding relations with industries so that potential employers may offer different career paths for students. The JCU Singapore Student Careers Office coaches students during their learning journey in the University, so that they become self-motivated learners, equipped with the skills necessary to excel when they graduate.



Career consultations

Take charge of your personal and career development with the help of the Student Careers Office. They can support you in a variety of ways, such as providing career consultations, resume critique, mock interviews as well as internship and networking advisory. Set up an in-person or online meeting with the student careers staff by emailing to careers-singapore@jcu.edu.au

Internships

Internships are aimed to provide intentional supervised learning related to one's field of study and career goals. Internships can be a very structured learning experience or they can be designed to meet the expectations of the student. Internships can be done locally or overseas, part-time or full-time, paid or unpaid. Internships can be done during the academic year or during the summer & winter breaks. The one thing all good internship opportunities have in common is that they provide students with career-related work experience opportunities.

Internship durations are typically within three to 6 months. It carries 3 credit points for Business and Information technology programs. For other programs, internships are non-credit bearing.

Introduction to Student Careers Office



Career workshops

(Personal branding, Resume building, Interview preparation etc.)

Employability workshops cover topics such as resume and cover letter writing, LinkedIn profiles, interviewing skills, job hunting strategies, as well as other career-related topics that help students plan and manage their career goals. Held each trimester, workshops and information sessions gives you an insight into different industries and companies, so you will gain greater awareness of various career options available in the labour market. Scheduled workshops will be published via email, social media and JCU Success workshop.



Career fairs

(Part-time/full-time/contract/trainee opportunities)

Student Careers Office conducts three career fairs yearly for students to meet prospective employers with the aim to social network and secure job. Unveil insights from employers and explore opportunities with top organisations across different industries.

Industry networking

Engage with our industry partners and professionals from specific sectors to understand more about industry trends, career opportunities, and real work situations. It provides a targeted platform for students from specific disciplines to network with employers from their industries of interest. Scheduled industry networking events will be published via email and social media channels.



Recruitment talks

Recruitment talks by specific companies provide you with an excellent platform to find out information about employment opportunities, selection criteria, the application process, career prospects and company culture in a company. Students can gain knowledge on various industries which will help them make an informed career choice. Scheduled talks will be published via email.

Alumni stories

Interact with JCU alumni who are currently in the workforce to gather valuable insights on their experiences. Networking sessions with graduates via the James Cook University Singapore Alumni Association (JCUSAA) for tips and advice on how they transited successfully from school to work. Alumni events and stories are scheduled via <https://www.jcu.edu.sg/alumni/stories>

Contact us



Our office is located at

James Cook University Singapore | 149 Sims Drive, Singapore 387380 | Block C, Student Hub



careers-singapore@jcu.edu.au



Operating Hours: Monday to Friday | 8.30am to 6.00pm



Pathway from new student to graduation



Step 1 Getting started

Attend new student orientation. The main aim of Orientation Week is to help students prepare for study and new phase of life.

Step 2

Participate in internships, enhance resume, attend career fairs, workshops, and industry visits etc



Take part in events and workshops specially designed for you to enhance your personal and professional skills. Speak with your lecturers, peer tutors, student council, or student career office to explore your career interests.

Step 3 Graduation



Be connected as an alumni with James Cook University Singapore Alumni Association (JCUSAA)



Exploring internship

Internships are a great way to apply the knowledge from the classroom to real-world experience. Learning is one thing, but taking those skills into the workforce and applying them is a great way to explore different career paths and specializations that suit individual interests.

Why should you intern?

01 **Gain experience and increase marketability.** Having an internship gives you experience in the career field you want to pursue. Not only does this give individuals an edge over other candidates when applying for jobs, it also prepares them for what to expect in their field and increases confidence in their work.

02 **Build your resume.** Most organizations and jobs that you apply to following graduation want employees to have some sort of professional experience, even for entry-level jobs. In the event that you are a finalist for a position and haven't had an internship experience but the other finalist has, you may lose out on a job opportunity, so make sure you at least have one internship on your resume before leaving college to give you a leg up on the competition.

03 **Networking.** Having an internship experience benefits you in a working environment and also builds your professional network. It provides a great environment to meet professionals in the field you want to pursue and there is also a chance of securing a job by connecting with people.

Application process



Criteria for credit-bearing internship subject

LOCAL STUDENTS

Applicants must:

- Have passed and completed 23 subjects
- Internship available only on the final trimester with max 1 extra subject
- Internship duration within 3 to 6 months
- In the event of unsuccessful placement, student must enrol in Multi-disciplinary project

INTERNATIONAL STUDENTS

Applicants must:

- Must be in Singapore
- Have passed and completed 23 subjects
- Internship available only on the final semester with 1 last subject remaining
- Internship period will be 3 months (students must be able to commit to this 3 months period)
- Upon a successful interview; Subject to Training work permit (visa type) applied and sponsored by the company and approved by the Ministry of Manpower (MOM)
- In the event of unsuccessful placement, student must enrol in Multi-disciplinary project

10 tips to writing a good resume

01 PERSONAL INFORMATION

Include your name, mobile number, e-mail address and URL of your business networking profile.

02 WRITE A RESUME SUMMARY STATEMENT

It is good practice to write a brief summary (4-5 lines) highlighting your qualifications and key achievements at the top of your resume. This helps the hiring manager decide quickly if they should continue reading more about you.

03 TAILOR YOUR RESUME FOR EACH POSITION YOU APPLY FOR

Demonstrate clearly and concisely that you're qualified for the position you're applying for, by describing your relevant qualifications and skills. Always link them back to the key criteria and job description listed in the job advertisement.

04 PROVIDE DETAILS OF YOUR WORK HISTORY AND EXPERIENCE

One of the first things recruiters and employers look for is your employment history. The details in this section help them ascertain whether your professional experience is relevant to the position. Include the job titles, specific responsibilities and accomplishments for all your key roles in your career to date. These should appear in descending order, with your most recent experience right on top.

05 OUTLINE YOUR EDUCATION

A proactive and positive attitude towards lifelong learning is always an advantage. Therefore, include all details of your completed degrees/diplomas, professional qualifications, training seminars as well as any other relevant courses you've attended.

06 NOTE YOUR RELEVANT PERSONAL ACCOMPLISHMENTS

What you do outside of work tells the recruiter a little bit about your personality, which would help them determine if you can fit in to the company's culture. We recommend these achievements to be included in the "certificates or awards" section of your resume.

07 REFERENCES

Include 1 or 2 references. The person can be your ex-supervisor or your lecturer (Ask for consent).

08 REVIEW AND SPELL CHECK YOUR RESUME!

This is your one opportunity to make a great first impression so be sure to present your resume with no grammatical or spelling errors. Using a professionally-designed template, different colours and bullet points will allow key information to stand out and be easily read.

09 FOCUS ON QUALITY, NOT QUANTITY

The length of the resume should not exceed two pages in length. Keep it short and simple.

10 ALWAYS GET A SECOND OPINION

It's important to carefully proofread your resume before sending it out as spelling or grammatical errors can make you look sloppy and unprofessional. Get your resume vetted by staff from student careers office to get an objective opinion on the content, format and design.

Students may wish to enhance their resume by using the resume builder function on the student careers resources webpage.



5 tips to prepare for interviews

01

CAREFULLY EXAMINE THE JOB DESCRIPTION

During your prep work, you should use the employer's posted job description as a guide. The job description is a list of the qualifications, qualities and background the employer is looking for in an ideal candidate. The more you can align yourself with these details, the more the employer will be able to see that you are qualified for the job. The job description may also give ideas about questions the employer may ask throughout the interview.

02

PERFORM RESEARCH ON THE COMPANY AND ROLE

Researching the company you're applying to is an important part of preparing for an interview. Find out about their past, current and future projects as well as the company history. This will not only help provide context for your interview conversations, but it will also help with preparing thoughtful questions for your interviewers.

Research the role

It's important to read the job description carefully and make sure that you understand all the requirements and responsibilities that go along with it. This will not only prepare you with thoughtful, targeted questions about the position during the interview, but it will ensure that you're truly qualified and prepared to tackle the responsibilities if you get the job.

If possible, research similar positions and read reviews from individuals in those positions, so you can get an idea of what the day-to-day activities will be. During the interview, ask for clarification or details about the role, so you can be sure you're ready should you receive a job offer. Researching the role before an interview will also help you to decide whether or not the position is right for you

Research the company culture

Modern companies usually have social media accounts and blogs that discuss their company culture and industry. This information can give you an impression of the tone and personality of the company, as well as what they value. No matter how good a job seems, it's important that you fit within the company culture and share a similar personality and values.

If you have questions about the workplace environment, culture, personality or values, be sure to ask about them during the interview. These questions can range from the software and tools used by the company, to their policies on vacation and sick time. Remember that the interview is just as much about you finding a good fit for your own work environment as it is about the company finding a good fit for the role. Knowing that your values align with the company ensures a happy professional life. This is also the perfect opportunity to find out more about the company and show the interviewer how you'll fit.

03 PRACTICE YOUR SPEAKING VOICE AND BODY LANGUAGE

It's important to make a positive and lasting impression during the interview process. You can do this by practicing a confident, strong speaking voice and friendly, open body language. While these might come naturally to you, you might also want to spend time performing them with trusted friends or family or in front of a mirror. Pay special attention to your smile, handshake, and stride.

04 PREPARE QUESTIONS

At the end of the interview you will be asked whether you have any questions. Use this time to show you've clearly done your homework on the business, and you have knowledge of the space it's operating in. Before the interview, prepare two or three insightful questions to learn more about the job and to make sure that the company is a good fit. Avoid asking questions that pertain to topics like benefits or vacation days because you'll come across as presumptuous.

Instead, ask overarching questions related to the company and the position, such as upcoming strategic initiatives, new product launches and competitive positioning.

05 GET READY TO FOLLOW UP AFTER THE INTERVIEW

After your interview, you should prepare to follow up with the employer. Doing so reminds the employer of your conversation, shows them you are genuinely interested in the position and gives you the opportunity to bring up points you forgot to mention.

Here are a few steps you can follow when crafting a follow-up note:

- In the first paragraph, mention the specific job title and thank your interviewer.
- In the second paragraph, note the company's name as well as a conversation point and/or goal that seemed especially important to the person you spoke with. Connect that point to your experience and interests.
- In the final paragraph, invite them to ask you any additional questions and close by saying you're looking forward to hearing back.



How to craft a professional email for job application

STRUCTURE OF A JOB APPLICATION EMAIL

1. Email Subject Line:

Open with a concise and direct subject line that clearly states the email's intent

2. Opening Line:

Introduce yourself, state the position you're applying for, and where/how you found out about the job.

3. Body Paragraph:

Insert 2-3 short sentences outlining your competitive advantage, and why the employer should consider your application.

4. Ending Line:

Conclude with a call-to-action for the employer to follow up, and thank them for reading your email.

5. Closing:

End your email with a formal sign-off



The objective of your email is to persuade potential employers of the value you'll bring to the company.

Consider these questions when writing your Job Application Email:

- How can the employer benefit from your experience and skill set?
- How are you going to make an impact?
- Why should he/she hire you over other candidates?

Career tools

Free online personality tests:

<https://www.16personalities.com/>

Job portals for both local and international students:

• JCU online careerhub:

<https://careerhub.jcu.edu.au/students/login?ReturnUrl=%2f>

• LinkedIn: <https://www.linkedin.com/jobs/>

• Jobstreet: <https://www.jobstreet.com.sg/>

• Careers@Gov: <https://www.careers.gov.sg/>

Graduate employment survey (GES)

Graduates of the Singapore campus of James Cook University are known to be confident, practical and steadfast. We conduct regular graduate employment surveys and present the results to help both employers and graduates access employability as well as to provide data, which helps the student career office better advise and assist graduands and graduates. Similar surveys are conducted for graduates of autonomous universities and other private universities. To find out more about JCU GES, please refer to <https://www.jcu.edu.sg/current-students/student-support-services/careers-services/graduate-employment-survey>



James Cook University Singapore Alumni Association (JCUSAA)

Founded in 2015, James Cook University Singapore Alumni Association (JCUSAA) is an organisation which strives to strengthen the ties between the alumni, the students and the community. We conduct events to promote networking opportunities and to learn new skills.

Apart from conducting events which will benefit the Alumni members, we are also conscious of running events to benefit current students. Our collaborations with the school for the career fair, talks related to work and lifestyles, and the pre-graduation events aim to prepare our students to move into the world of employment after graduation.

Do note that upon graduation you will not automatically be an JCUSAA member. In order to enjoy these events and benefits, do remember to sign up as a JCUSAA member. Upon registration, you will be able to attend all the events at a discounted rates.

There are many benefits we offer as an association and these include:

- Regular email notifications of current events.
- Free Membership with Australian Alumni Singapore (AAS). Being part of a network of Australian alumni and

others connected with Australia, including invitations to and discounted rates at events organized by Austcham, ANZA, AIS and other Alumni Associations.

- Member rates at events conducted by the association
- The opportunity to forward emails to other members
- Voting rights at meetings
- Access to members' only resources
- Search Directory
- Career Networking
- Shared interest groups
- Education Events

You can find us at:

- ✉ hello@jcusaa.sg
- 📷 [jcu_alumni_singapore](#)
- 📘 [JCU Singapore Alumni Association @jcusaa](#)
- 📺 [JCU Singapore Alumni Association](#)
- 📺 [JCU Singapore Alumni Association](#)



Further studies

Thinking of furthering your studies?

The Singapore campus of James Cook University offers an extensive range of study options at both the undergraduate and postgraduate levels.

There are many positive reasons behind the decision to pursue further study, including:

- to pursue your interest in a particular subject
- to improve your career prospects or change career direction
- as a requirement for a particular career
- a desire to work in academia
- to develop a new skill or for personal enjoyment or satisfaction



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