Careers & Employment Centre

- Course and Career Planning
  - Where your degree can lead
  - Selecting majors / changing courses
  - Industry and sector knowledge

- Employment / Industry Connections
  - Career Fairs (Wednesday Aug 10 2016)
  - Curtin CareerHub
  - Global Careers

- Job Application Support
  - Resumes and Cover Letters
  - Interviews
  - Assessment Centres / Psychometric Testing
Careerhub

• Online Jobs Board
  • Part Time
  • Graduate and Internship roles
  • Curtin based positions

• Career Events
  • Workshops
  • Employer Seminars

• Individual Support
  • Resumes Checks
  • Work Experience Insurance
  • Resources
Logging In

- [https://careerhub.curtin.edu.au](https://careerhub.curtin.edu.au)
Searching for Jobs

Woodside Energy - 2016/17 Summer Vacation Program
WOODSIDE ENERGY LIMITED (WPL)
Perth, Western Australia, Australia

Details
As we build on our position as Australia’s leading oil and gas company, we rely on a diverse group of people who all bring their unique skills and talent. We’re committed to providing the opportunities for our employees to reach their potential. We call it ‘Developing your Woodside’. After all, only by helping you achieve your potential will we be able to fulfill ours.

Inspire your Woodside at woodside.com.au/careers
Our Summer Vacation Program allows students in their second to last year of university with a genuine interest in the oil and gas industry to gain an insight into working within a fast paced, multi-disciplined organisation. In our 12 week program (or 4 week program for accounting students), you will be given the opportunity to undertake challenging projects in a dynamic environment that will provide:

- The opportunity to be assessed for a position on the 2018 Graduate Development Program
- Valuable and extensive on the job work experience
- Practical experience to build on your theoretical knowledge
- The support of a graduate buddy and your supervisor
- Involvement in our dynamic and fast growing community of graduates

Through our Summer Vacation Program you will not only get valuable exposure to real, meaningful work, but you will also get a fantastic insight into our culture, exposure to our leaders, weekly lunch and learn sessions coordinated by the Graduate Committee and the possibility of seeing our operations first-hand through either a placement or site visit to Karratha.

You are eligible to apply to our Summer Vacation Program if you are:

- An Australian or New Zealand citizen or an Australian permanent resident
- An international student currently studying in Australia with unrestricted Australian working rights over the summer vacation period
- In your second to last (penultimate) year of university

Applications
Applications close on 12 Aug 2016

More Jobs
Administrators, Receptionists, PA’s
EYFL Talent Pool
Are you an office professional who is currently studying at Curtin? Are you super-organised and take great pride in being one step ahead? Earn While You Learn has a variety of upcoming positions for strong administrators with a customer focus, attention to detail and professional presentation.

Graphic Design Talent Pool for on campus Job Opportunities at Curtin
Fantastic Opportunity for a Graphic Design Student! $27 - $35 per hour. On campus opportunities

Events

Recommended for you

- **Resumes - For Humanities Students**
  Learn how to create and tailor an effective resume that will assist you in securing the position you desire. Understand and implement the theory behind what makes a good resume.
  - **Wed 3 Aug 2016, 12:00 PM - 1:30 PM**
  - **Boothby Campus, Building 402, Room 22b**

- **Rail Technical Presentation & Challenge Event**
  The Railway Technical Society of Australia would like to introduce the railway engineering basics and the great prospects the rail industry has to offer. Join us to find out about our Challenge Event which will give you the open door to work with some leading engineering companies in the rail industry.
  - **Wed 3 Aug 2016, 12:30 PM - 1:30 PM**
  - **204.122**

- **Get the most out of the August Work Ready Careers Fair**
  Maximize your chances of success at the Work Ready Careers Fair by attending this interactive workshop.
  - **Mon 8 Aug 2016, 12:00 PM - 1:00 PM**
  - **211.223/327**

- **Work Ready Careers Fair 2016**
  Get ready for the Work Ready Careers Fair! This fair will feature organisations and employers looking for interns, vacation work, part-time work and work experience students.
  - **Wed 10 Aug 2016, 11:00 AM - 2:00 PM**
  - **Curtin Stadium - Building 111**

View all events

- **Booking Status**
  - Bookings open

Browse Events

- Career Fairs/Expos
- Career Skills Workshops & Presentations
- Employer Events & Presentations
- Leadership Skills
- Study Skills Workshops & Presentations

Careers & Employment Roadmap 2016 available to read now

Resumes - For Humanities Students

Wed 3 Aug 2016, 12:00 PM to 1:30 PM
Bentley Campus, Building 402, Room 225

Book In

Description

Learn how to create and tailor an effective resume that will assist you in securing the position you desire. Understand and implement the theory behind what makes a good resume.

The average time an employer spends looking at your resume can be as little as 10 seconds. So how are you going to capture their attention? Your resume is not a 'one size fits all solution'. This module will give you the skills to:

- Recognize what an employer wants and how to reflect this
- Use high impact formatting to catch the employers' eye
- Write powerful sentences to evidence your experiences

Attendance at this workshop can be used to gain credit toward the Curtin Employability Award, which is an accredited program recognised on the Curtin Extra Certificate.

It is part of a suite of workshops offered by the Careers & Employment Centre throughout the semester. Be sure to check out the full schedule of Humanities student specific career skills workshops taking place and book in to any that interest you.

Book In
Resources

Search Resources

Search:

Bookmarks

Resources

Nursing & Midwifery: Job Applications and Interviews
The following information has been compiled by the Curtin Careers & Employment Centre, with contributions from the School of Nursing, Midwifery and Paramedicine, the WA Department of Health, various hospitals, and recent Curtin graduates who have successfully secured a graduate position.

I am getting to the interview stage but no further - where could I be going wrong?
If you have gained an interview, the employer thinks you are capable of doing the job. There could be many reasons for not performing well in interviews, including poor verbal communications skills or lack of confidence, so you need to practice your technique before you get into the hot seat again.
Complete the Interview Module online through...

Interviews For Indigenous Students
Preparation for an interview will be the strongest single determining factor for your success in demonstrating that you're the best fit for the company and the position.

Interview Techniques
Interviews are only as scary as you make them. Preparation is the key!

Interview Preparation
An activity designed to assist students in preparing for interviews and the common questions employers ask.

Informational Interview
Informational interviews can provide valuable industry knowledge and form an important part of your decision making strategy regarding your career.
Career Development Dashboard

Your Career Development Dashboard

Contents

Job Application Reviews
Work Experience Insurance
Interview Preparation
Professional Development Modules

Job Application Reviews

To ensure you receive the greatest benefit from your job application review, we suggest you complete at least one of the following prior to submitting your documents for review:

1. Complete the relevant online modules
2. View the Resumes, Cover Letters and Selection Criteria resources, available through Carrerhub
3. Attend a relevant Professional Development Workshop.

Please Note: The Curtin Careers & Employment Centre does not correct grammar and spelling mistakes.

Are you submitting a resume for Earn While You Learn (EWYI)?
Earn While You Learn is committed to recruiting current Curtin students into paid casual and part-time on-campus positions. To qualify to register for Earn While You Learn, you must first complete the online Resume Module.
Completion of the online Resume Module will be verified by the EWYI Coordinator before your registration can progress.

Have your resume reviewed

- Resumes - Online Module
  Develop your most successful job application tool. Discover how to tailor your resume to any job and market your experiences to your full potential.
  Complete this module online through Curtin Challenge

- Resumes - Face to face workshops
  Book in to 'Professional Development Workshop: Resumes' events

- Initial Resume Review

Congratulations on securing a work experience opportunity!

To be eligible for free work experience insurance, you must meet the following prerequisites:

- Submit the Work Experience Insurance Form
- Once submitted, you MUST complete the ‘Workplace Rights and Responsibilities’ module via Curtin Challenge. This module will provide you with information pertaining to lawful and unlawful activities in the workplace, and an overview of the Fair Work Act and Regulations.
- You MUST be currently enrolled as a student at Curtin at the time of your placement
- Total time for the placement must not exceed 112.5 hours
- The work experience must be unpaid
- Your placement cannot be for course credit or a course requirement for graduation. If this is the case, please contact your department or school to discuss.

After submitting your Work Experience Insurance Form, make sure to come back to your CareerHub dashboard to complete the Workplace Rights and Responsibilities module.

Please allow a minimum of 10 working days for processing of your application, including completion of the pre-placement training, and finalisation of the application approval.

If you have any queries, please email employerengagement@curtin.edu.au

- Work Experience Insurance Form
  - Submit ‘Work Experience Insurance Form’

- Workplace Rights And Responsibilities
  - Learn about your workplace rights and responsibilities.
  - Complete this module online through Curtin Challenge
  - Book in to ‘Professional Development Workshop: Workplace Rights and Responsibilities’ events

- Work Experience Insurance provided
Interview Preparation

- Interviews module
  Prepare and practise making a positive lasting impression.
  Complete this module online through Curtin Challenge.
  Book in to 'Professional Development Workshop: Interviews' events.

- Interview Stream
  Complete a virtual interview through InterviewStream. If you have never used this before, you will need to register for an account.
  Note: Feedback generally takes 3-5 working days.

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Professional Development

- Other Professional Development modules
  Who Am I?
  What are your signature strengths and skills? How do you want to use them in your job? Understand how your values can shape your future career path.
  Complete this module online through the Curtin Challenge.
  Book in to 'Professional Development Workshop: Who am I?' events.

  Decision Making Strategies
  What do you want to accomplish? How do you decide what will get you there? Develop your skills and confidence around how you make significant decisions.
  Complete this module online through the Curtin Challenge.
  Book in to 'Professional Development Workshop: Decision Making Strategies' events.
Curtin Careers & Employment Centre: What we provide to Curtin students

Curtin Careers & Employment Centre (CCEC) provides a range of services to Curtin students, supporting the development of proactive industry-ready professionals by:

- Equipping students with career management skills
- Facilitating relationships with industry
- Supporting students through the career decision-making process

A dynamic hub for industry engagement and professional development for all Curtin students.

Free services available for up to 12 months after graduation.
CCEC aims to equip students with the skills and opportunities to:

- Find work locally, nationally and internationally
- Network with employers
- Produce high quality job applications & interviews
- Clarify where your degree can lead
- Get help with changing courses
- Find out more about self-employment
- Decide if further study is the right option
- Boost your employability skills through completion of the *Curtin Employability Award*
- Understand the importance of professionalism in the workplace
- Research workplace rights and responsibilities

Through one-to-ones, online platforms, workshops & seminars.
How to connect with your Careers & Employment Centre:

Looking for career advice?
Drop in to Building 303, Level 2, Bentley campus.
Mon-Fri 8.45am-5.00pm
Prompt advice on career planning, course changes and job applications. No appointment necessary.

Phone: (08) 9266 7802
Email: careers@curtin.edu.au
Web: life.curtin.edu.au/careers.htm

Stay in touch
Login for jobs and events: careerhub.curtin.edu.au
Follow our blog: careersfortomorrow.com.au
Complete the online careers modules: challenge.curtin.edu.au
Access career planning resources:
life.curtin.edu.au/careers/course-career-planning.htm

Curtin Careers Centre  @curtincareers  @CurtinCareers

Make tomorrow better.
Work Ready Careers Fair

Curtin University

WED AUG 10 2016
CURTIN STADIUM

www.careersfortomorrow.com.au

WEDNESDAY AUGUST 10  11AM - 2PM
DREAM BIG, WORK HARD, PLAN WELL
VISIT CURTIN STADIUM

Onsite Resume Reviews  •  Meet Employers  •  Build Networks
Employer Workshops  •  Find Vacation Work, Work Experience, Volunteering & Part Time/Casual Opportunities

Make tomorrow better.

Orientation doesn’t end at O-Week!
Join our live Q&A sessions on the New to Curtin Facebook page. Ask questions and have them answered live by our experts.

3pm every Wednesday in August.
3 August: Your enrolment, timetable and time management
10 August: Financial assistance, getting motivated and being a successful student
17 August: Academic and English language skills
24 August: Course not what you expected? Enrolment options and career expectations