

About our services

There is a Careers and Employment Centre located on each campus. Details of locations, contacts and information about our services are available on our home page at www.deakin.edu.au/career. We offer professional advice and assistance to prospective students, current students, graduates, staff, employers and members of the wider community. Information about any charged services is available through the website. We provide:

- Careers information, job search and employment information
- Careers counselling and career education workshops
- Graduate recruitment events and information
- Resume checking, online/email help and advice.

Careers, job search and employment information

Careers and Employment Centre

The Careers and Employment Centre is a self-help resource area with guidance available from Careers staff. A variety of resources can also be accessed online at www.deakin.edu.au/career.

Jobshop

Deakin University's employment and recruitment service lists part-time, casual, tutoring, volunteer and vacation work through to full-time jobs and graduate recruitment positions. Positions are listed online at www.deakin.edu.au/jobshop.

Careers counselling and career education workshops

You can make an appointment at the Student Life reception desk. A Careers Counsellor aims to empower you with the skills, knowledge and self-awareness to take the next step. Careers counselling is a process that can help you to:

- Gather further information if required
- Clarify your ideas
- Gain a new perspective on your issues
- Facilitate a decision
- Agree about a plan of action if required.

Presentations and workshops are held regularly in each semester – refer to the Career Events Calendar.

Graduate recruitment

Graduate employers visit Deakin University to recruit final year students into graduate employment programs. Information sessions are conducted on campus throughout the year. Check out the Career Calendar for details www.deakin.edu.au/career/calendar.

Resume checking, online and email help and advice

- Information on creating a resume is available online at www.deakin.edu.au/resume. [Resumebuilder](#) has been designed to store your details so you can continue to improve and update your resume content throughout your studies.
- Attend one of the resume checking sessions held on your campus - check the times for your campus at the Careers & Employment Centre. Before you attend, it would be useful if you drafted your resume using [Resumebuilder](#) first.