Australian National University

Useful resources for applications & interviews

College of Engineering, Computing and Cybernetics (CECC) Student Employability

Be prepared

Finding internship opportunities to apply for is the first step. To secure a placement you need to ensure that you stand out in the application and interview process. There are many valuable resources available at the ANU. Make sure you take advantage of all available resources to build your employability and chances of securing an internship placement.

- Check out ANU Careers website http://anu.edu.au/careers.

- Many useful tips and information on job applications & interviews are available here https://www.anu.edu.au/students/careers-opportunities/careers/applications-interviews.

- ANU Careers Toolkit offers a range of helpful resources and tools.

    Check out Careers Tools:

    · CV360 (Career Tools > CV360)

    · Resume Builder (Career Tools > Resume Builder)

    · Elevator Pitch Builder (Career Tools > Elevator Pitch Builder)

    · Interview360 (Career Tools > Interview360)

    Check out Career E-Learnings:

    · Creating a great CV (Careers advice > Career e-learning > search 'CVs & Applications')

    · Preparing for interviews (Careers advice > Career e-learning > search 'Interviews')

    · Answering interview questions (Careers advice > Career e-learning > search 'Interviews')

Important - your personal Information

There are some points you may wish to consider in the information you include in your Resume regarding your personal and private information. The following are items students should consider amending in their Resume or EOI to limit privacy risks, but also present a more professional Resume:

- **Photograph:** in Australia photographs are generally not expected to be included in Resumes and as a result their inclusion may make a Resume appear less professional. We would recommend that photographs should be removed from Resumes. If you would like for a potential employer to see your photo you can include a link to your LinkedIn account.

- **Date of birth:** date of birth is not required for Australian resumes. Your age should not be considered relevant to an employment decision. As a result, and to protect your personal information, you should remove your date of birth from your Resume.
- **University ID:** While the risk of privacy breaches may be low from sharing your university ID with others, it may still pose a risk to your privacy. Your university ID is meaningless to an outside organisation and as such does not need to be included in your Resume or Expression of Interest.
- **Uni email:** If you include your university email in your Resume please be aware that this will be providing people with access to your uni ID. It would be advisable to use a personal email instead (you can always set it up to redirect to your ANU email). Please ensure that the email you use is professional (i.e. your name or variant of your name).

Further Assistance

ANU Careers Team provides current students with a range of in-person and online services including guidance on how to successfully navigate application, interview and selection processes. To book an appointment, please see the ANU Careers page here: https://www.anu.edu.au/students/careers-opportunities/careers.

Please also look out also for the upcoming workshops on job applications via the ANU CareerHub.

For further enquires

ANU Careers: careers@anu.edu.au

CECC Student Employability: studentemployability.cecc@anu.edu.au