Skills for Internship and Job Search

Throughout their studies, students are also encouraged to pursue experiential learning opportunities. Our role is to ensure resources are in place to facilitate this endeavour so that students can develop and enhance their skill-sets.

- **Resume and Cover Letter** – In an increasingly competitive job market, a well-written cover letter and resume will distinguish you from the pack. Among the many services offered by NBS Career Services, we also provide one-to-one assistance with critiquing resumes. We invite HR practitioners to conduct resume workshops where students receive valuable tips on how to make their applications shine.

- **Mock Interview** – We offer a 30-minute session for students to practise interviewing with our expert and experienced interviewers hired from the industry. Mock Interviews are a neat way to practice and receive feedback on your performance in a safe, supportive environment. The session is recorded and there will be an immediate debrief where the recorded video will be replayed. Through mock interviews, students will know what to expect when they interview for real. In addition, they become more comfortable and confident during the actual day.

- **Networking** – Networking is more than just shaking hands, introducing yourself and being seen. Rather, it is an integral part of any job search process. One needs to develop a clear presence that is relevant and compelling to the people who are making hiring decisions. In NBS, our students are trained to achieve their personal branding based on an authentic character proposition that differentiates them from their peers. As early as their first year, we share with students basic tips for them to stand out from the clutter. Throughout the year, we organise networking events to bring employers and students together who otherwise, would have never cross paths. Students may bring along updated copies of their resumes to these networking events.

- **Evaluating Job Offers** – Career advisors assist students in evaluating their job offers. Students are encouraged to consider two main factors: what they are good at (build upon their strengths and strive to be the best in their field, which will take time and effort.) and what they are interested in (a specific role that makes them want to go to work every day).

- **Salary Negotiation** is a common feature of the hiring process. Students may hesitate to request for a better remuneration package for fear that their actions will prompt the prospective employer to move on to the next candidate. In fact, some employers are open to negotiation and do respect candidates who are aware of their professional worth. We offer appropriate advice to students on how to handle this sensitive issue. There may be factors limiting flexibility on salary levels for fresh graduates. Prospective
employers may offer standard entry-level salary, no matter what university degree and class of honours students have. Students are advised to learn as much as they can about the pay scale of the company that wants to hire them. They must find out the industry average, as well.