



GRADUATE RECRUITMENT AND EMPLOYABILITY SERVICES

It is never too early to start thinking about your career!

Graduate recruitment and Employability will help you to explore your options. Your job application has to stand out from the rest of the applicants, get professional advice by visiting your Cooperative Education office on campus today.

Ask yourself:

- What do you want to achieve in your future job?
- What do employers expect from their employees?
- Do you know how to write a cover letter and CV?
- Do you know what to expect from a job interview and will you be able to answer the questions?

We provide:

- Host an Annual **Career Expo** and recruitment drives bringing companies to your campus
- **Workshops** on CV, Cover Letter, Interview skills and interview questions
- Individual consultations to prepare you for an interview
- We place **advertisements** on campus for internships, experiential learning, graduate programmes and permanent positions
- Sent us your CV and supporting documents as one MS Word document and we will save it on our **Student CV Database**. Update your CV regularly and re-submit it to us on an annual basis. We will apply for positions on your behalf if/when they come to our attention
- CVs should be forwarded to: **coopassist@tut.ac.za** and the file name should be saved as your Course, Level of study and your email address, example: ***IT NDip lebo@mail.com***