

## ***Statement of Service***

Career Services exist in many countries around the world. Service provision can vary greatly. Students often carry expectations from one country to another, which can lead either to pleasant surprises or to disappointments. So it is important that we are clear about what you can expect from us and what you cannot.

### **What we can do**

We offer a variety of resources to assist students and alumni of the University of Duisburg-Essen with their career goals by helping them to identify their options. The University aims to enhance the employability of all students and graduates through a quality service that delivers:

- confidential career advice in one-to-one interviews;
- no release of information about the clients for any reason;
- online job listings presenting permanent employment, vacation work, internships in Germany etc.;
- online tools providing current information about the whole application process and free take-home careers-related material;
- workshops including writing effective CVs and application forms etc.;
- special events such as career fairs organised and promoted by us;
- a continually up-dated website offering relevant careers information.

### **What we cannot do**

- We are not a placement or employment agency. We can offer you advice and guidance in your job search, but we cannot place you in employment or make applications on your behalf.
- We are not a German language service and therefore cannot translate your applications.
- We are not authorised to offer any particular service for work permits etc. in Germany after graduation.

**If you have any questions, please feel free to contact us for individual advice:**

**<http://www.uni-due.de/abz/career.php>**

**Good luck with your applications!**