ONE DAY IN Deloitte
WHAT IT'S REALLY LIKE TO BE AN AUDITOR...

Golden tips for graduates
Write an impactful cover letter

Reach for the stars:
L&D Programmes
Exotic food in the CBD
Win photoshoot vouchers!
A warm welcome to our interns as they come join us from May to July for their summer internship! This is an exciting time for us as we prepare the line-up of learning and social activities to give each of them an ‘Intern Experience’ that will leave them with rewarding experiences to remember.

April was a great month for the firm. I am very proud that our talent programmes have once again been recognized in Singapore and Asia. We recently won the Randstad Award 2016 for being the ‘Most Attractive Employer in the Professional Services Sector.’ Deloitte Singapore was also honoured to be awarded Gold Awards for our ‘Best Diversity & Inclusion Strategy’, and ‘Best Recruitment Innovation by a Corporate HR Team’ and Silver Awards for ‘Best Graduate Recruitment Programme’ and ‘Best Career Website by a Corporate HR Team’ at the Human Resources Asia Recruitment Awards 2016. It is a testament of our efforts and reaffirms our commitment to providing an environment where our people are able to excel and achieve their full potential. But we won’t stop there, this motivates us even more to continue to inspire our people and provide an exceptional career experience.

In the last week of April during our Deloitte Wellness Week, over 600 of our people took part in the JP Morgan Corporate Challenge Run, health talks, a K-pop fitness class, and we even got to enjoy a free massage service! With the peak period coming to an end, the highly-anticipated Off-Peak Party will take place in June and I’m also looking forward to our sports season kicking off once again as we start gearing up for our Inter-Departmental Games and ISCA Games.

For those who will be finishing your final semester this month, congratulations on your graduation and enjoy your summer break before you take your first steps into your career – and I look forward to welcoming those taking that first step with Deloitte!

Seah Gek Choo,
Deloitte Singapore
Talent Partner

In this issue...

4 One Day in Deloitte
What it’s really like to be an auditor...

8 Secrets to Success
- Top tips for our successful graduates
- My Deloitte intern experience
- Tips for writing a cover letter

16 My Journey to Success
Tax partner Lee Siew Ying’s biggest motivator

18 Reach for the Stars
Our learning and development programmes

26 Tag a Friend
Win photoshoot vouchers in our Instagram contest

28 Life at Deloitte
Exploring exotic food in the CBD
Do you think that being an auditor is mundane and all about crunching numbers? From performing fieldwork to meeting big clients, our Audit Associate Sendy Agung Purnomo and Audit Manager Estelle Yeo find their day-to-day tasks challenging, meaningful and interesting.

Working at Deloitte is more than a job or a career: it’s an experience. There’s always something happening at Deloitte even during the Audit peak period too, like sports club trainings and mentor outings. Find out from Sendy and Estelle what it’s really like to be an auditor at Deloitte.

**Sendy Agung Purnomo, Deloitte Audit Associate Year 2**

Fresh from university, my first step into my audit career began by becoming an Audit Associate. Coming from a non-accounting background, I enrolled in the Deloitte Singapore Qualification Programme (QP) foundation programme which helped me to gain entry into this field. Through this programme with the support of Deloitte, I developed the fundamental knowledge needed to proceed with the professional papers of the Singapore QP qualification, in order to obtain my Chartered Accountant professional qualification. An Audit Associate in an accounting firm is akin to being the operational personnel in the whole audit process. You get to perform fieldwork at your client’s premises and audit work based on the audit planning done by seniors and/or managers. But at Deloitte, that’s not all, there are many sporting activities and firm-wide events that you can take part in that allows you to unwind and have fun all together!

**1200 – 1300:**

It’s lunch time! We went for a team lunch at the nearby hawker centre. Talk about food variety you get as an auditor! Trying out different food is one of my favourite parts of the job, where you get to travel around and not be in a stationary office cubic. It’s really fun to hop around to different locations, offices and environments! On the way back, I grabbed a coffee at a café located on the ground level of the client’s building.

**1300 – 1400:**

After I came back from lunch, I moved onto performing the audit on the Profit & Loss section of the financial statements – that means testing revenue, cost of sales, operating expenses, other income and other expenses. I prepared my to-do list based on the priorities and the needs from our client’s premise, as our clients usually leave at 5:30pm. I feel that preparing a to-do list is important as it helps us to prioritise which section needs to be completed first and to work in a more efficient manner. Being an auditor, we definitely interact a lot with our clients! I find that being an auditor gives me an interesting insight into the different types of industries through varying engagements that we’re assigned to. This allows me to understand the business process and my clients as a whole better. Some tips to take note of when talking to their client is to maintain professionalism and to understand that they also have their normal daily tasks to do, outside of attending to auditor’s queries, so be patient!

**1400 – 1730:**

At the client’s premise, my audit work mainly involves vouching the invoices or the supporting documents, then to document this in the working papers to ensure that reviewers will be able to understand what kind of audit work has been performed to support the conclusion reached on whether there is any misstatement noted in the financial statements. So, if vouching, vouching and vouching! The task may seem mundane to some, but the interesting parts are when the exceptions are noted and you get to talk to the client to understand whether the exceptions were the result of an error or not. Vouching forms the backbone of the audit works, so if you aspire to be a detective, think of it as doing some work to collect the evidence at the client’s premise.

**1730 – 2030:**

I had a quick early dinner and went back to the office to tidy up the working papers prepared earlier from the client’s place as no voucher could be done after 3:30pm. I also prepared the outstanding matters list to follow up with the client tomorrow morning based on the exceptions that were identified earlier during the audit work. Working hours tend to be long during the peak period with ending time stretching up to anywhere between 5:30pm to 8pm or even later depending on the job requirements. At the end of the work day, I wrote an email to loop back to my mentor on the status of the engagement.

That’s all for the first day, time to go home! As a first and second year Associate, your job will be mostly focusing on vouching and performing fieldworks and assisting your seniors. However, the job is far from mundane, and highly important as you get to understand the client better and at the same time, gain knowledge for the next stage of the audit job.

Q. **How do you think your job makes an impact that matters?**

Collecting audit evidence through performing fieldwork helps us to arrive at the proper conclusion on whether the financial statements are presented in the true and fair manner. Banks, regulators and investors rely on the figures in the financial statements in making economic decisions that may affect the economy in short run and long run. Our job makes an impact that matters as it ensures that the figures, in which the decision-making process is based on, are accurate and presented in a true and fair manner.

Q. **What are your career aspirations?**

Audit partnership. The holy goal of the audit career. However, I believe audit also prepares me well for taking up a position in the finance department of a company, if I decide to head in that direction.
Estelle Yeo, Deloitte Audit Manager

I entered the audit industry as a fresh graduate, and I decided to choose this path as I feel that audit provides us with a strong foundation in one’s career, as it exposes us to the entire business operations, and requires us to think commercially whilst ensuring that it is in compliance in terms of accounting perspective. The job of an auditor encompasses using our financial knowledge and experience in the specialised industry to get an in-depth understanding of our clients and how they operate to ensure that their financial statements are prepared in a true and fair manner. For me, working at Deloitte is challenging and yet satisfying; every day we challenge ourselves and challenge the world!

0830 – 0900:

Upon reaching the office, the first thing I do is sync all the files in my audit folder to ensure the working papers in my computer are updated. This is important to reduce the risk of any conflicts in the working papers later on if we are reviewing an outdated copy. While waiting for the files to complete syncing, I’ll start up my Microsoft outlook and read the industry news update email. Then, I prepare my todo list based on the priorities and client deadlines. On some Friday mornings, we have monthly mentor gatherings, like mentor breakfast. This is a good chance for the partners, managers and staff to take time off our busy schedules and catch up with one another.

0900 – 1000:

As it is my first year on an engagement having taken over the job from a previous manager, I met up with the partner for a discussion on the approach to adopt for the audit before the fieldwork starts. We discussed the operations of the entity and agreed on the scope of work to be performed. This was helpful in providing me with some direction, as well as to ensure a more efficient audit where the team will not have to do excessive work if the balance has been scoped out. I feel that our partners are really approachable and helpful whenever we need help.

1000 – 1200:

My co-manager and I headed down to our client’s office for a meeting. For bigger engagements, there may be more than one manager assigned to the job, so there will be co-managers. As it was our first visit to the client’s office, the financial controller brought us around for a tour of the office premise, and gave us some insights on how the operations are managed. The client is from the aerospace industry, and they showed us inside the flight simulator and how the training classes for the pilots are conducted, which was an eye opener for me! Thereafter, I went for a lunch break.

1300 – 1500:

Meanwhile, as there are several entities in the group with the accounts team located at the same place, I reviewed those entities with the fieldwork substantially completed. I personally feel that an on-site review is a more efficient process, as any queries raised can be clarified and resolved faster when you can discuss it with the team and the client. In the line of audit work, we have several engagements and face different clients regularly, therefore we need to be able to deal with all types of clients in different situations. What I like about my job is building the relationship with my client through trust and respect, which will also help when resolving issues that arise during the course of our audit. Learning how to build relationships and deal with different types clients helps me in my personal and professional growth, but it problem-solving skills or effective communication. We have to be able to hear our client’s point of view before providing our recommendation on how to better improve their control process.

For my job, I was given the opportunity to be engaged in overseas engagements in Hong Kong and the United States. It has helped to increase my exposure to interacting with different people and challenged myself to interact better with people of different nationalities and cultures. After I returned from my overseas engagements, following up on the job was a lot easier to coordinate compared to before the fieldwork as we had met up with the client and it helped to build a positive relationship with the client.

1500 – 1530:

I pop outside to have a quick break and get some coffee to perk me up — usually when I’m in the office, I will go to our staff lounge to grab a sandwich and a drink from our in-house cafeteria before going back to work. There’s also a pool table and a foosball table if you would like to relax and play a game or two with your colleagues.

1530 – 2100:

As there is currently a March year-end job with a reporting deadline due next week, I headed down to another client’s place to work together with the audit team to ensure that the fieldwork can be completed in time for the review. Having reviewed some of the working papers the day before, I had a better understanding on the operations of the business, as well as a clearer idea on what is outstanding. Discussions with the client will mainly focus on resolving the outstanding queries the team has, and elaborate on any potential adjustments that will be required during the course of our audit. Based on our timeline for the partner’s review, the team stayed together at the client’s place to check the reporting deliverables due for submission. I treasure the tremendous sense of camaraderie between teammates as we go through engagements together.

Q. How do you think your job makes an impact that matters?

Our job requires us to ensure that the financial statements are presented in a true and fair manner. This gives confidence to the end users of the financial statements such as investors, customers, and regulators that the business is well run, with proper risk management in place.

Q. What are your career aspirations?

As a new manager, I hope to better learn the ropes from my seniors and become an expert in the accounting field, assisting companies to improve their financial management and internal controls.

Thinking of a graduation photoshoot or just a fun photography session with your friends or your family?

Here’s your chance to WIN* $120 vouchers for 90-min Outdoor Package with Firefly photography with unlimited shots, by participating in this simple pop-quiz!

In this issue, we revealed that Deloitte Audit ex-interns and fresh graduates get a chance to fast track their career with us through a programme we have in Deloitte. Upon successful completion of the programme, they will join us as an Audit Associate Year 2 after graduation, allowing them to jump ahead. What is the name of the programme?

Send in your answer to sgcampusrecruit@deloitte.com, along with your name and university by 10 July 2016.

All entrants with the correct answer will be entered in a lucky draw for the chance to win $120 vouchers for 90-min Outdoor Package with Firefly Photography with unlimited shots (for up to 5 pax, 50 best edited pictures given in High-Res, and DVD to reach within 4-6 weeks).

Winners will be notified by email by 20 July 2016.

*Entrants who are Deloitte staff at 1 May 2016 are not eligible to win the prizes. Only those who are current university students based in Singapore are eligible to win.

Congratulations to Vanessa Chew from SIM University for winning $100 MBS Vouchers for submitting the best photo caption in the contest in Issue 3!

Winning caption entry: “Problem breathing? Yeah I know. It’s the mask. You should try spandex!”

Delloite
Top tips for successful graduates

Are you at a crossroads where you’ll need to decide and take the big step in choosing your career soon? In this section, you will learn golden tips and advice from our people and a recent intern to help you make the right career choice and find your way to being a successful graduate.

Felicia Gan

Bachelor of Business Administration with Honours, NUS
Assistant Manager, Tax – Customs and Global Trade
Joined Deloitte in 2011
Taking long walks with friends and family, food hunting, web surfing

Deloitte and you

Q. What is your current role?
My Customs and Global trade team provides customs and trade advisory to clients in areas of tariff classification, Free Trade Agreements, customs valuation, import and export controls and compliance, and trade facilitation schemes. We also support clients in identifying compliance gaps and implementing robust internal compliance procedures necessary for supply chain security.

Q. What is your background?
I hold a Bachelor of Business Administration with Honours degree with specialization in Finance, Operations and Supply Chain Management. Prior to my degree, I had my Diploma in Logistics and Operations Management from Temasek Polytechnic. My work-related experience stems from various internship exposure at a freight forwarding company and an aerospace Maintenance, Repair and Overhaul (MRO) service company, amongst others. My involvement in consulting practicum modules such as the E50 Educational Project (a collaboration between Enterprise 50 organizers, winning companies and NUS business school) has also sparked my interest in trade management consultancy.

Q. How did you get hired to work in Deloitte?
I applied for the position in Deloitte through the NUS Business School career services portal. My relevant academic background and internship experiences were probably what made me stand out from others in the job interview and eventually got me the job.

Q. Why did you choose Deloitte?
I envisaged that the role would be a good fit to my background and interest – and have no regrets!

Your advice to undergraduates

Q. What advice would you offer to undergraduates who want to pursue a career in Tax?
Keep an open mind, be adaptable and always be prepared to take on opportunities that come your way.

Q. What advice would you offer to undergraduates in terms of career choices?
We hold stewardship to our career and owe it to ourselves to make the best in what we do. There is no right or wrong, but one thing to remember would be: whether you like it or not, see every job as an opportunity to learn something new and keep an open mind.
Q. What can undergraduates expect when working in Tax?
Working in a dynamic environment and supporting a wide portfolio of Customs and Global Trade projects across different sectors (e.g., manufacturing, automotive, consumer business, telecommunications, and life sciences). We do a lot of regional coordination work for Asia Pacific/ Southeast Asia region and you will have ample opportunities to communicate with people from diverse backgrounds, language and culture.

Q. What is the best part of your job?
The great sense of satisfaction and achievement I get at the end of each engagement when we successfully resolved our clients’ problems. Knowing that our deliverables are valued by the clients and gaining recognition from my boss for the hard work fuels my motivation.

Q. What is the best thing about working in Tax?
The best thing about my function is that we get to work on different projects and get exposure to various market sectors.

Q. What should one be prepared for when entering Tax?
Be prepared to learn new things and keep abreast of international trade news and developments. Take initiative and ownership of the tasks assigned. You’ll be working in a dynamic environment and handling a wide portfolio of projects.

Your Deloitte Experience
Q. What is it like working in Deloitte?
It has been very fulfilling for me. I have been exposed to many interesting projects on various topics, some of which require me to go on-site, which offers a glimpse of the client’s internal processes and workplace culture. In addition to challenging work, I have also been given opportunities to mentor and develop others, such as new hires, juniors and interns.

Over the years, Deloitte has supported my professional growth both in terms of technical expertise as well as soft skills development. I have learnt important skills such as managing client’s expectations, anticipating client’s needs, building relationships and inspiring others. There is so much more to learn at Deloitte, and there’s never a boring day.

Q. What do you like about Deloitte?
There are ample professional training and development opportunities available for every grade. For instance, I had the chance to attend the Asia Pacific Indirect Tax Foundation training for Customs & Global Trade professionals and got to know people working in the same function in the other Deloitte member firms. The training session was definitely helpful in promoting cross-border sharing of experiences and expanding my professional network.

Q. What is your happiest moment at work?
Being appreciated for my efforts, obtaining recognition from the client and boss, as well as being rewarded by the firm.

Q. What are some of your most memorable Deloitte experiences?
IMPACT Day 2012: my team and I volunteered to participate in the day outing to Gardens by the Bay with children from the NorthLight School. It was memorable because the event was the first community event we participated together as a team and it also happened to fall on my birthday. It was a fun day out and an amazing experience to lead the students in the excursion.

Q. What is your current role?
My audit group specialises in serving companies in the technology, media and telecommunication industries.

Q. What is your background?
I studied Accountancy in SMU and also did a second major in finance because of all the hype around the finance industry. As a result of the hype, I attended several finance seminars both in Singapore and London, when I was there for my overseas exchange program. But I was still more drawn to the accounting profession. Before deciding to start my career with Deloitte, I did internships in both the Tax and Audit functions with Deloitte during the peak season for the real experience. I received an offer after my audit internship.

Q. How do you think Deloitte is different from the other Big Four?
I have no personal experience with other Big 4 and so if I say anything it will be from hearsay. But I can vouch for my own experience of how Deloitte has drawn me to not consider other Big Four firms. From the internship interview to the end of internship, everyone from the partner to the partners that I encountered was warm, friendly and unpretentious. I told myself, “this is it”. I knew this is the environment I would like to start my career in.

Q. What advice would you offer to undergraduates who want to pursue a career in Audit?
Many times I hear people say “3 years and I am out”. Audit is indeed a good stepping stone for accounting graduates but I believe this mindset of the 3 year time limit may inhibit the potential to learn. Be open, positive and absorb like a sponge. It never hurts to learn more.

Q. What can undergraduates expect when working in Audit?
Everyone knows this - the long working hours is many a times unavoidable during the peak season. To paraphrase Forrest Gump, “Audit is like a box of chocolates: you never know what you are going to get” - the accounting and auditing regulations are ever-changing, clients enter into new transactions or business, the performance of the industry impacting the clients giving rise to accounting issues. Every year you are in for something new. This is what makes the audit profession dynamic. It can be intense during the peak season but because you are always learning, it rarely gets boring.
Q. What is the best part of your job?
I would say it is the flexibility in the work hours. There is no discipline master to ‘book’ us for being late for work or to catch us for leaving work early. This flexibility is possible because we are professionals who are accountable for our time, to our team and responsible for delivering quality work.

Q. What is the best thing about working in Audit?
Personally, I feel it is the knowledge and experience I have gained from working with clients from different industries. In my case, I have worked with clients particularly from the shipping, oil trading, semi-conductor manufacturing and advertising industries. I never realized how valuable this is until I am able to share my knowledge with my clients, audit team or even during social networking events. This is made possible because as part of our understanding of the client business, we will seek valuable insights from our clients’ business and operations i.e. their business models and strategy, how they operate and what controls are implemented, the external and internal factors that affects their financial performance and their risk management policies. Additionally, we will also keep abreast of the industry news. As you can see, the knowledge gained is not just confined to audit knowledge.

Q. What should one be prepared for when entering Audit?
A positive mind and an attitude to learn.

Your Deloitte Experience
Q. What do you like about Deloitte?
This green dot has brought me real friendships. Deloitte’s warm and friendly culture attracts like-minded people. The ones whom I started Deloitte with, would unfallingly celebrate our friendship anniversary on Aug 6, which is the date we first met in Deloitte. The ones whom I journeyed my senior years with, we have gone on a few travel adventures together. The global friends whom I met in the US, we continue to keep in touch through our Whatsapp group chat. Now, I have friends here who are my moral support and never fail to make me break into a smile when the tough gets tougher. I have worked with several partners, and they are approachable and have provided me with a good platform to learn and develop myself. I have received a lot of support at work. I recalled when I received a new client in the oil trading business, which is a business that was completely foreign to me. I sought help and someone who is experienced in this field took time out of his busy schedule to help me to understand how to audit such type of business.

Q. What are some of your most memorable Deloitte experiences?
There was this fateful Friday evening, we received a prospectus for an IPO client which we had to complete our review by the next day. I witnessed my team collectively decide on how to split the work and complete it. Although we had to work through the night, everyone was committed with a goal in mind.
Outside work, it has to be during the inter-departamental Games when my team garnered the largest contingent of supporters to cheer our players on for a futsal competition. I don’t think I had experienced this sort of unity and camaraderie outside of school.

Q. What is your career milestone in Deloitte so far?
Going through each year of peak and upholding a positive mindset is a milestone!

Q. What are some of the opportunities that Deloitte provides?
I was given the opportunity to work in Deloitte New York under the 18 months Global Mobility Program. It was then that I realised the Deloitte culture is global. During my time there, I learnt a lot from my partners and seniors managers who took interest in my development. Through the process, I have learnt to better appreciate the audit methodology and also attained my US CPA under the firm’s sponsorship. Because of my US experience, it has opened more doors for me to be involved in Deloitte’s learning curriculum. Currently, I also facilitate trainings for US GAAP and EMS, a Deloitte audit software which has been rolled out in Singapore this year.

Q. Why did you choose Deloitte for your summer internship?
I chose Deloitte as they are one of the largest professional services networks, which means ample opportunities for me to learn and gain experience. Deloitte is also very active in giving back to the community and in sports, which really appeals to me as a very colorful and vibrant organization to work in!

Q. What did you do during the internship?
Interning in the audit department, I was able to go on several engagements, and was given tasks to do on fieldwork. These tasks included conducting audit procedures, communicating with clients and analyzing and explaining variances. I learnt a lot during fieldwork as I was given responsibilities which would usually be delegated to full-time associates and these experiences were truly value-adding and rewarding.

It is not all work and no play in Deloitte. Apart from work, Deloitte also has many events such as mentor outings, Mentor Appreciation day, networking events and the annual Audit Off-Peak party. These events allow us to enjoy one another’s company, catch up and overall have a good time!

Q. How would you describe your Deloitte internship experience?
It was a fun, exciting and very fulfilling experience! A combination of different factors made my time in Deloitte a very enjoyable one! The Deloitte workplace culture is one that exudes warmth and friendliness. The mentors and seniors play a large role in defining Deloitte’s culture: they are always willing to teach, while also ask for my opinion in discussions despite me being just an intern. The seniors and managers were also not afraid to entrust us with more challenging tasks to stretch our potential, and were highly supportive throughout. This is reflective of Deloitte’s culture of inclusiveness, where every contribution matters and is valued, which is something I appreciate and like about Deloitte. I also enjoyed interacting with my fellow peers from different institutions and our friendships still remain strong even after the internship!

Q. What is the best part of the Deloitte internship?
I really enjoyed the mentor outings that we had. The most memorable one was where we played laser tag and bonded over a great dinner afterwards. I also enjoyed the various food-hunts around the CBD area during our lunchbreak with my colleagues.

Q. What are some of the most challenging parts of your internship?
Prior to this internship, I had not taken my audit module and had zero knowledge of what to expect. The learning curve was steep and challenging. However, my mentor and seniors were always willing to impart their knowledge and guide me whenever I had questions, and they helped me assimilate into my role and learn the ropes quickly.

Q. How has your Deloitte internship been beneficial to you?
I have gained a deeper understanding of the audit industry, and what the roles and responsibilities are. I also learnt the need to be meticulous, confident and careful when executing my tasks. Under the guidance of my colleagues, I have learnt not only theoretical knowledge but the practical application of knowledge and theory during engagements. This internship not only allowed me to see whether this position aligns with my interest, but through the different networking sessions, helped me in my long term career planning. Lastly, this internship allowed me to forge new relationships and connections with my colleagues and peers.

Q. What is your biggest takeaway from the internship?
The biggest takeaway would definitely be the long-term relationships and friendships formed through this internship. My seniors and mentors also offered me invaluable career advice.

My advice for new interns
#1. Keep a daily learning log! Memory may fail, but these notes will help you in times when you least expect it.
#2. Take initiative! Be bold, seek, and be open to new opportunities to learn.
#3. Do not hesitate to ask and clarify whenever you have doubts.
**Connect with our Deloitte Student Ambassadors!**

Launched in 2014, the Deloitte Student Ambassador Program was created to provide special recognition and support to a selected group of students from the local universities who have excelled in their studies, Co-Curricular activities or their internships with Deloitte, and have accepted priority offers to join the firm. Upon graduation, these Student Ambassadors will be able to experience our Deloitte culture, network with our people and act as liaisons between Deloitte and their respective universities. They will be part of the Deloitte Student Ambassador Program from now until they join the firm full-time.

Curious about Deloitte and want to find out more? Connect with your fellow school mates to find out more about their first-hand experience with Deloitte!

**SMU**

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**FOR WRITING A COVER LETTER**

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<th>Use complete title and address: Also, statistics show a better chance of being hired if you know who's doing the hiring!</th>
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<tr>
<td>Avoid using “To Whom It May Concern”: Address it to a particular person if possible.</td>
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<tr>
<td>“What I can do for you”: Make the addressers want to continue on to your resume. Bullet points are great for being specific and to the point, but do not repeat everything in your resume.</td>
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**Did You Know...**

that when you send in your résumé, a good cover letter can make a huge impact on the HR people reviewing it – often equally or more important than the résumé itself?

If you aren’t sure how to write a cover letter or what to include, fret not: here are some tips to note!

**Clear header:** Indicate the position that you are applying as the header rather than applying for any suitable position.

**Hook them:** Clearly state why you are writing, and if applicable, how you heard about the person or organization.

**Finish strong and with confidence:** Let the company know strongly believe you are a good fit for the job.

Including your contact information makes for a professional-looking document: This also ensures you are easily contactable.

Date of Letter

Contact Name

Contact Title

Company Name

Street Address

City, Post code

Dear __________,

Re: Application for the position of an Audit Professional

First paragraph: Explain your interest in the company and reasons for applying for this job. If you possess relevant school or work experience, point it out with key examples. More importantly, state how you, as an individual, can contribute to the company.

Second paragraph: Emphasize your interest in the position, and your enthusiasm for using your skill set to contribute to the organization. Thank the reader for his/her time, and finish off by saying that you look forward to the opportunity to further discuss this position. Ask for a meeting and remember to follow up.

Yours sincerely,

[Your name]

The cover letter represents you and your résumé until you have persuaded the employer to read your CV. Try not to send a standard letter to all companies – tailor the letter to what you know about the employer, the particular job you are applying for and the relevant skills and experience you have. Most of all, let your personality shine through in your cover letter and you can make the all-important first impression that will get you the job you want!
My biggest motivator

My mentor, See Jee Chang, who is Deloitte Singapore Transfer Pricing Leader, was and still remains my biggest motivator. He is not just a boss – he is my counsellor and my “shifu”, who taught me not just principles of transfer pricing, but also the principles of life. He is a brilliant man who remains humble and kind to everyone. He brings out the best in me and I am forever grateful to him.

He taught me that a true leader stands by his team and does not point fingers. I remember on one of the first few projects he handled after he joined Deloitte from IRAS, our team (only less than a handful of us then) made a typo on a mathematical formula which was spotted by the client, who was not too pleased. But Jee Chang readily took responsibility for it during the client meeting, and back at the office, he did not start a search to find out who made the typo and which reviewer did not spot it: in fact, he rounded us up to assure us that he was not interested in laying the blame. He told us that as our leader, he bore ultimate responsibility for the project. He also emphasized that we are a team, we should support one another and we should take this as a learning opportunity for future projects.

This first encounter opened my eyes into his management style and also how he stayed true to his word, as he has stood by us many times over the years when we have faced challenging demands from our clients. That is not to say he allows poor performance – he is a very well-read, sharp and intelligent person with extremely high standards, but he chooses not to play the blame game and instead work with the team to remedy the underlying reasons for the below-par performance (such as lack of guidance/job exposure, overload of work). I have always strived to emulate his collaborative approach to managing a team.

I left EY Corporate Tax back in 2006 to pursue a career in Transfer Pricing as I wanted more international exposure. Deloitte was my first choice as its Global TP service line is internationally renowned and I heard good things about the TP team at Deloitte Singapore. I am still here after 10 years so that says something! My fellow colleagues are also a great source of support and strength. We are a close-knit team where we work hard and also have loads of fun through various team bonding activities.

Lee Siew Ying, Tax Partner

MY ADVICE TO UNDERGRADUATES

What advice would you offer to undergraduates who want to pursue a career in Tax Transfer Pricing Group?

Many undergraduates I speak to feel that Transfer Pricing is too niche and specialized to start their career, and they view Audit and wider Tax service lines as offering more opportunities to branch out later on. But the niche specialization of Transfer Pricing is what makes its professionals very much in demand in the market, especially given the heightened focus on Transfer Pricing as a result of the Base Erosion and Profit Shifting (BEPS) Action Plan. Hence, there is much growth potential and demand in the field of Transfer Pricing which undergraduates should consider.

What can undergraduates expect when working in the Tax Transfer Pricing Group?

Deloitte’s Transfer Pricing Group is part of the firm’s Tax function. Deloitte transfer pricing professionals help multinational companies to price their intercompany transactions, such as sales of goods, the provision of services, and transfers of intangible property, and to document, support, and defend the pricing for such transactions. By its very nature, transfer pricing requires the consultant to understand each of the individual functions of a business and the risks it faces. Hence, transfer pricing is an interesting yet challenging and varied area of expertise requiring interaction with not just the finance personnel of our clients, but also the operations, commercial and other key departments in the companies. So you will get to meet many people!
Learning & Development programmes available:

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<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3/4</th>
<th>Post-graduate</th>
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| Deloitte Intern Experience  
(For University and polytechnic undergraduates) | | | Singapore Qualification Program  
(For accountancy/non-accountancy university graduates and polytechnic graduates with diploma in accountancy) |
| Deloitte-ICAEW Programme  
(For Accountancy University and Polytechnic undergraduates) | | | |
| Deloitte Accelerated Career Program (ACP)  
(For Accountancy University fresh graduates) – Apply early to qualify for the program | | | |
| Deloitte Scholarship  
(for Accountancy undergraduates) | | | Deloitte new Joiners’ training  
(for fresh graduates who join us) |

For University and polytechnic undergraduates (Year 1 to Year 4):

Deloitte Intern Experience

Our Internship programme (both Summer and Winter) endeavours to give you the best possible environment for learning and growth. It provides you lots of opportunities to apply your skills and develop your technical knowledge through tailored training and development programmes, while shaping your interpersonal skills.

At the same time, you will also experience the Deloitte culture, interact with inspiring leaders and supportive teammates, and feel first-hand what it’s like to be part of the Deloitte family. We want you to distictively define who you are and create your own unique ‘Intern Experience’ – one where you learn, grow, make friends and have rewarding experiences to remember. If you perform well during the internship, you will be given a priority offer of employment upon graduation.

For Accountancy/Non-Accountancy University graduates and polytechnic students with diploma in accountancy:

Singapore Qualification Program

The Singapore Qualification Program (Singapore QP) is a professional programme that incorporates technical knowledge and practical experience training to enable candidates to acquire the skills and expertise required of a Chartered Accountant of Singapore, a globally Singapore-branded professional accountancy qualification. This program is open for application for all university graduates (accountancy/non-accountancy) and also local polytechnic graduates with a diploma in accountancy.

As an Accredited Training Organisation, Deloitte provides a personalized approach in helping you achieve your full potential, by tailoring to your needs and providing support in your learning and development.

When the Singapore QP was first introduced in 2013, a group of dedicated fresh graduates from Deloitte took on the challenge, embarking on this brand new journey. After two and a half years of hard work and perseverance, they have done us proud by becoming the inaugural batch of Singapore QP graduates!

The graduation ceremony took place at 10am@Orchard Central, on 17 March 2016 where Guest-of-Honor, MP Indranee Rajah, presented each of them with a certificate, recognising them as Chartered Accountants of Singapore.

Speaking of which, my previous summer internship experience was an enriching one. In particular, the autonomy given to me during the internship was something I enjoyed. A typical day during my internship would be that I’d be given a particular account to audit, utilizing what I have learnt from the curriculum and the training provided by Deloitte, and subsequently perform the audit procedure. And if I was unsure of how to perform the tests, there were many friendly colleagues whom I could seek help from! The nurturing culture made me more inclined to clarify my doubts and gave me the confidence to speak to the client about their accounts.

Lately, I am busy with school work since examinations are coming. After examinations, I am looking forward to my upcoming 2nd Deloitte summer internship at the Enterprise Risk Services (ERS) department as well as an upcoming Overseas Community Service Project (OCS) to China, Jiangsu. In support of my community service efforts during my time as a Deloitte Student Ambassador, Deloitte is giving me a grant for my OCSP. I am very thankful for it and am really excited for what I will encounter in time to come! Meanwhile, I am keeping a lookout of Deloitte’s frequent CSR efforts and am looking to volunteer in the sporting arena which Deloitte is particularly involved in (they were one of the major sponsors for SEA Games and ASEAN Paralympic Games last year).

As the summer internship is approaching, my advice to summer interns would be to do your best and learn as much as you can during your upcoming internship. Beyond work, it will also be meaningful to interact with your fellow interns as well as mentors. Other than the positive internship experience that Deloitte has provided me with, another of my main takeaways would be the friendships forged with my fellow interns and colleagues. So, always remember to work hard and play hard! If you want to find out more about my Audit internship experience or my ERS internship experience in time to come or on Deloitte in general, please feel free to contact me at zk.seow.2013@accountancy.smnu.edu.sg

Our Deloitte candidates at the graduate ceremony recognizing them as Chartered Accountant of Singapore.

To find out more about the Singapore QP, please visit the website (www.singaporeqp.com)

Upon your graduation, if you are interested to apply, please email sgcampusrecruit@deloitte.com for more information.

NBS ‘Learn Over Lunch’ with our Talent Partner Seah Gek Choo

On 9 March 2016, our Deloitte Singapore Talent Partner and NBS Alumnus, Seah Gek Choo, met with a group of students and shared her experiences in public accounting and offered her advice to students pursuing a career in Accountancy. She spoke on the wide career opportunities offered by the Big 4 professional services organisations, and gave participants a glimpse into what it is like to be a partner at Deloitte. She also emphasized that becoming a partner is definitely achievable, as long as you are willing to work hard to achieve your goals. In addition, she stressed the importance of building good work relationships and how it will help you be successful.

The Nanyang Business School (NBS) ‘Learn Over Lunch’ is a series of interactive lunchtime talks where alumni from various fields and industry sectors are invited to share their post-graduation experiences with NBS undergraduates.
For Accountancy University and Polytechnic undergraduates:

Deloitte-ICAEW Programme

This is a professional development programme that provides candidates in-depth understanding across accountancy, business and finance disciplines to help build technical knowledge, professional skills and practical experience. Deloitte is working closely with the Institute of Chartered Accountants in England and Wales (ICAEW) to provide undergraduates an alternative route to obtain the Associate Chartered Accountant (ACA) qualification.

The Deloitte-ICAEW programme can give you a head-start in your pursuit of professional qualification even before you graduate as you will be able to embark on the modules whilst you are still in school. Akin to Singapore Qualification Programme, we provide support to your learning and development journey under the Deloitte-ICAEW programme. For polytechnic students, you will enroll in the Junior Associate Programme that allows you to pursue your professional qualifications with ICAEW concurrently while working with Deloitte.

“Having heard of Deloitte’s newly launched Junior Associate programme in 2015, as well as after getting insights from friends on their previous Deloitte internship experience, I decided to embark on this programme. This programme allows me to pursue my professional qualifications with ICAEW concurrently whilst working with Deloitte. While training on-the-job, my seniors and managers have been very patient with me, guiding me and teaching audit technical knowledge and skills. Their guidance has helped me to better understand what I had learnt from books and allowed me to apply the theoretical and practical knowledge during my examinations. It is a privilege to be able to kick start my career in Deloitte to gain more exposure and insights as well as have opportunities to learn alongside the team. Deloitte’s support has helped me to achieve better time management and be adaptive to both work and studies.”

—Lynn Tan,
Audit Associate from Singapore Polytechnic

“Having interned in Deloitte last year, I got a glimpse into the Audit function as well as a better understanding of its culture. I have been interested in pursuing a career in audit since my polytechnic days. As Deloitte has a culture that aligns with my values, allowing me to excel personally and professionally. I believe that being a Deloitte Scholar will open opportunities for me to grow and to fly the Deloitte flag high.”

—Roger Tan Yong Hao,
Deloitte Scholar and NTU Deloitte Student Ambassador

“The everyday conversations with my seniors and peers who have interned at the various accounting firms first got me interested because I found the way that they described Deloitte to be very appealing. As I found out more, what attracted me most to Deloitte was the opportunities beyond work such as sports and corporate responsibility activities. Thus, I decided to apply for the scholarship as it will be a good opportunity for me to enhance my career while pursuing other passions.”

—Ngor Jia Yi,
Deloitte Scholar and NUS Deloitte Student Ambassador

“To be honest, the first thought that came to my mind is that Deloitte will be paying my school fees if I manage to get this scholarship. However, as I was doing my research on Deloitte, I found out that it has the working environment that I am looking for in my first job. Deloitte focuses on work-life balance, has a good mentor system in place, and employs many national sports athletes which motivates me to pursue my own sport. So, it’s really the working environment that attracted me to apply for the Deloitte Scholarship.”

—Gary Loo Zhan Quan,
Deloitte Scholar and NTU Deloitte Student Ambassador

For Accountancy undergraduates (Year 2 to Year 4):

Deloitte Scholarship

The Deloitte Scholarship celebrates the accomplishments of high achievers in Singapore’s universities and we support these exceptional students by awarding them scholarships to enable them to develop themselves further – academically, professionally and personally. The scholarship, which is open to undergraduates who have completed their first year of studies in Accountancy, awards selected scholars with a cash amount of $58,000 per academic year as well as internship opportunities at Deloitte. Flip to the back cover to find out more about the Deloitte Scholarship 2016 applications!
For Accountancy fresh graduates and/or Audit ex-intern:

Deloitte Accelerated Career Program (ACP)

The Accelerated Career Programme (ACP) invites fresh university graduates the opportunity to fast track their careers. The programme allows you to fully immerse in the 6-months audit peaks (during your undergraduate final semester) and have the opportunity to work with experienced Audit seniors, managers and partners on engagements.

Before the start of any engagement, you will go through a series of comprehensive training programmes taught by our experienced managers and senior managers. Upon successful completion, you will join us as an Audit Associate Year 2 after graduation. The ACP gives you the opportunity to accelerate your career and be ahead of your peers in terms of the starting position upon graduation, as well as commanding a higher salary when you join us as a permanent full-time employee.

Final year undergraduates → Dec 2016/Feb 2016 to May 2016 → Employment commences January 2017 upon graduation as an Audit Associate Year 2 (last semester expected to defer to Aug to Dec 2016)

Jonathan Lin, Audit Senior

The ACP has allowed me to challenge my limits and widen my technical knowledge quickly through a steep learning curve. I was able to learn what was needed from training and guidance from my managers and partners to fulfill the role of a senior within half the time what a normal associate would take.

Applications for Accelerated Career Programme is open now till end of September. To apply, please write to Jasmine Tan (jastan@deloitte.com). For any enquiries, please contact Jasmine Tan (jastan@deloitte.com).

For fresh graduates who join us:

Deloitte new Joiners’ training

You will undergo a series of professional core learning and training workshops/programmes during your first 2 years with us. You will learn valuable Audit-specific knowledge and skills, as well as soft skills to help you succeed in your career.

Audit Intern Challenge

Last year our Audit Innovation and Talent teams launched the Audit Intern Challenge to reach out to the new graduates to find out what matters to them. Through this challenge, our 2015 winter interns were challenged to submit their ideas, approaches and solutions to the question “How might we improve the experience at Deloitte for our staff so that we can continue to attract and retain the best talents in Audit?”

The challenge was conducted through Deloitte Southeast Asia’s open innovation platform, Spigit, and all submissions were reviewed by Audit Partners, Yang Chi Chih and Sanjay Panjabi, who scored the ideas based on their desirability, feasibility, viability and novelty. Many ideas impressed the judges and gave the Audit Innovation and Talent teams greater insight into what is important to modern graduates. The top 3 winners each won themselves a $100 cash voucher, book prize and certificate. The challenge left a positive impression on the interns who in turn impressed us with their innovative ideas, providing a true-to-life perspective of what modern graduates want.
deloittesingapore We’ve got $100 of CapitaLand mall vouchers to give away and to stand a chance of winning, all you have to do is: 
1) Follow @deloittesingapore on Instagram
2) Post a photo of our issue 4 Magazine cover
3) Tag a friend with the hashtag #DeloitteDcisions in the comments underneath the photo post
4) Make sure your profile is set to ‘public’ in order for your photo to be eligible for the contest (check your Instagram settings!)

Good luck! The competition will close on 10 July 2016 and the winner will be randomly chosen from those of you who complete the four steps. 

Entrants who are Deloitte staff at 1 May 2016 are not eligible to win the prizes. Only those who are current university students based in Singapore are eligible to win.
Exploring exotic food in the CBD

Alati - Divine Greek Cuisine

Recommended by Zoe Samantha Wong, Tax Senior

“Newly opened in September 2015, Alati restaurant is located on Amoy street, only about 10 minutes’ walk from the office. The beautiful blue and white interior decor of the restaurant, combined with the traditional songs that they play, gives an ambience reminiscent of Greece. The food is extremely flavoursome, with the unique combination of herbs and spices, as well as artisanal ingredients. The bright colours of the fresh vegetables and fruits used are stunning. The sauce that goes with the complimentary bread is unique, made of tomato cream, parsley and bread crumbs. My favourite dish is Gyros ($26), a main that consists of pork on pita served with fried potatoes, tomatoes, onions and a Greece sauce called Tzatziki. The sauce makes a perfect dip for the tasty pork. The aroma of the perfectly roasted sautéed pork marinated with fresh herbs is unforgettable and leaves you wanting for more. The $25 lunch platters, which are quick and delicious, is a 5-dish meal of Greek specialties which is definitely worth a try! If you haven’t tried Greek food yet, this might be the best authentic place to go”

Address: 73 Amoy Street, Singapore 069889
Opening hours: Monday to Friday: 12.00pm to 2.30pm (last order 2.00pm); Monday to Saturday: 6.00pm to 12.00am (last order 10.00pm).
Public Holidays open as usual.
Closed on Sunday

Urban Bites Mediterranean Cuisine

Recommended by Jessica Chuah, Audit Senior

“If you haven’t tried native Lebanese and Mediterranean cuisine, this might just be the right one for you! Urban Bites is located along Telok Ayer Street, just minutes away from Deloitte’s office. The menu is filled with a variety of choices to choose from. The mains are served with Lebanese rice, fries, 3 pieces of Lebanese bread or greens. During lunch hours, the restaurant is close to full, but despite its crowd, the food is served quickly.

My favourite is the Chicken Kebab ($20). The Chicken Kebab skewer, marinated in a special seasoning, tastes especially good and tender. It also comes with garlic and barbecue sauce. The salad, served with its signature garlic dressing, is highly appetizing. The Lebanese rice, though a bit bland, goes well with the flavourful meat. You can also taste the freshness of the baked Lebanese bread. I would also recommend the Lamb Shawarma platter as the lamb strips are delicious and perfectly grilled. The rustic interior of the restaurant, combined with the Lebanese music, and photographs sets an authentic Lebanese ambience. Overall, the price is reasonable (no GST or service charge) and the portion is big enough. Urban Bites serve set lunches priced at S$19.90 and have different interesting mains from Mondays to Fridays. You can also try the exotic Chicken Kebab Wrap which surprisingly has fries wrapped inside.”

Address: 161 Telok Ayer St, Singapore 068615
Opening hours: Monday to Saturday 10.30am-10.00pm; Closed on Sunday
Lime House

Recommended by Chan Yin Xiu Rachel, Tax Associate

"Once you step into Lime House, Singapore’s first Caribbean restaurant, you will be welcomed by reggae music and the relaxing ambience lets you unwind as you sit on the cooling and comfortable rattan chair. While waiting for the Caribbean food to be served, there is a deck of playing cards to keep you entertained among your company of friends. I ordered a lunch set at $16.90 which comes with an appetiser, main course and dessert. The highlight of the appetiser, called “Doubles”, is the soft curried chick peas lying on top of the doughy texture of the Indian flat bread. The main dish, “jerk chicken”, deserves a two thumbs up as it is superbly tender and with every bite you can feel the juice run down the side of your mouth. The flavour of this chargrilled meat is barbeque-like and spicy. I would also recommend the macaroni pie as a side which is special, chunky, and has a smooth texture. The wedges are crispy on the outside, while soft and fresh in the inside. The Pina Colada dessert completes the meal and is definitely a draw for people like me who adore coconut. This Caribbean restaurant is reasonably priced with good portion sizes! Despite the long waiting distance and considerable waiting time for the food, the food and the Caribbean feel of the place is sure to give you a unique dining experience. If you are heading there at night, their Lime Lounge is located on the second floor where you can sip Caribbean cocktails on the comfy sofas.”

Address: 2 Jek Chuan Rd, Singapore 089860
Opening Hours: Tuesday to Friday: 12.00pm - 2.30pm (Lunch), 5pm - 12am; Saturday: 3pm - 12am; Closed on Mondays, Sundays and Public Holidays

Aloha Poké

Recommended by Liela Yu, Audit Associate

"Located at Amoy Street, Aloha Poké (pronounced “Poh-Kay”) is an exotic Hawaiian lunch place which is usually crowded during lunch hours till around 1.30pm, so expect to see a long waiting line. I like this Hawaiian salad place because it’s healthy, with a balance of fresh raw fish, salad and other healthy ingredients. You can choose from complimentary add-ons like cherry tomato, almond, walnut, cucumber and edamame. The raw fish here is very well marinated and you can still taste the goodness of the fresh sashimi. In particular, I like the standard bowl nalu with 1 scoop of wasabi raw salmon and 1 scoop of spicy raw tuna, and a base of brown rice and fish roe for add-on. Although it is a little pricey ($15.90) for a standard bowl, they’re generous with the portion of sashimi given! The pineapple bits and the lime mixed with the salad which comes free, gives an overall zesty, citrusy and refreshing flavour to the meal, which I find very interesting and memorable.

The ambience of this place is great as well! The upbeat tropical styled deep house music and beach-themed posters and deco transport you instantly to the faraway island of Hawaii. What’s more, Aloha Poké transforms into a Tiki bar in the evening serving Hawaiian inspired cocktails and delicious Hawaiian all-time favourite treats. How often do you see Hawaiian food around in Singapore and get a taste from this distant foreign tropical country? Now I know what a Hawaiian staple tastes like. It’s a recent trend especially in the States, and who knows, perhaps it will be for Singapore soon too with your curiosity and patronage!"

Address: 90 Amoy Street, Singapore 069911
Opening hours: Monday to Saturday 11.30am-2.30pm; 5.30pm – late; Closed on Sunday
Reach for the stars. What’s Your Deloitte?

Applications for Deloitte Scholarship 2016 open in August!

Deloitte Singapore celebrates the accomplishments of the highest achievers at our world-class universities. We offer these exceptional students scholarships to enable them to develop themselves further — academically, professionally and personally. Our scholarships, which are open to undergraduates who have completed their first year of studies in Accountancy, award the chosen scholars S$8,000 per academic year as well as internship opportunities with Deloitte Singapore.

With over 7,300 people in Southeast Asia and over 225,000 people worldwide, Deloitte is the world’s largest professional services network. We are not only the largest, but we are also different. We offer you unrivalled opportunities to be engaged in unique and exciting projects with blue-chip clients from the world’s biggest companies.

Our inspiring leaders support your professional training and development needs to ensure you continuously learn and grow, giving you a clear path for advancement. While we may work hard, we know that work isn’t everything. We give you a distinct lifestyle beyond work to enjoy with our friendly co-workers — from our sports and social activities, to our community projects.

What’s more, you can expand your horizons with the opportunities for international travel and relocation that we offer.

Deloitte is a place that creates opportunities for you to stand out from the rest and make an impact — this is the Deloitte Difference. This is our Deloitte. What’s yours?

If you have what it takes, we want YOU to join us! Apply for the Deloitte Scholarship programme by submitting your applications to Lin Yuling at hrdept@deloitte.com from 18 July 2016 to 12 August 2016.

For any enquiries, please email to sgcampusrecruit@deloitte.com

For more information, connect with us through our social media channels:

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