The ultimate guide for graduate jobseekers
Live fulfilled

Imagine yourself in a world of exciting possibilities. One where you can achieve your personal best. To shape the future of banking and make a difference to people’s lives so that they can live more.

www.dbs.com/careers
I enjoyed my 12-month programme as I’m empowered to take charge of my learning and development needs, while I consider my career path at Income. My job rotations to business functions such as Actuarial, Investment Risk Analytics and Investment Compliance were well planned and structured. The experience and insights value-added to my current role in the Risk Management team. The high quality of the Graduate Trainee Programme signals that Income cares about not just employees’ career development but their personal growth too.

- Vicky Phua, 2016 Graduate Trainee

At Income, we are ‘In with You’ on Performance, Growth, Innovation and Impact. These attributes reflect what we promise as an employer and what we want our people to exemplify. Join our Graduate Trainee Programme today and explore how you can be ‘In’ with us too. Find out more at income.com.sg/GTP.
Get a head start with a future made different.

Income’s 12-month programme offers you vast learning opportunities through exposure in diverse business functions and to creating positive social impact as part of a social enterprise. With coaching from the Senior Management and the autonomy to tailor your rotations and training, we look to develop you as an individual, an outstanding professional and a future leader of Income.

1. The orientation period will last 3 months, and it will accelerate your understanding of insurance, Income Products, and the core functions within Income.

2. Your rotations will be designed in consultation with your career coach and customised to prepare you for your final placement. The experiences from the rotations will provide you in-depth knowledge on various business functions, allowing you to develop core competencies that are relevant for your final placement.

3. Perform and excel in your final job placement, where you will be challenged with stretch-assignments to help you realise your career goals. Review your progress continuously with your career coach to redefine the development programmes required to do well in your role.

- Vicky Phua, 2016 Graduate Trainee

CAREER COACH
A member of Income’s Senior Management will be appointed as your career coach to share his/her experiences, knowledge and perspective on how you can grow your career in Income.

CORPORATE INITIATIVES
Organise and participate in corporate events with your batch of Graduate Trainees. This will help you understand Income’s DNA and at the same time hone your project management skills to effectively manage stakeholders and work in dynamic teams.
To build real estate of the future, we have to first build our people. CapitaLand Graduate Development Programme is designed to bring in the best people, and bring out the best in them. CapitaLand’s diverse portfolio of integrated developments, shopping malls, serviced residences, offices, homes, real estate investment trusts and funds provides the global stage on which any dream can take flight.
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SET YOUR CAREER GOALS ON OUR SOLID FOUNDATION
CapitaLand Graduate Development Programme nurtures promising young graduates with less than two years of working experience for a rewarding, accelerated career journey. The holistic programme offers prospects for personal growth and development, with a comprehensive learning roadmap.

Gain global exposure through job rotations to various real estate sectors and countries. You will also be actively involved in various aspects of the business, with opportunities to gain insights from CapitaLand’s senior management.

Think you have what it takes? We are looking for graduates with the right attributes, including:

**Leadership qualities**
Aptitude to articulate a vision and lead people toward achieving it

**Resilience**
Tenacity to thrive and perform under pressure

**Drive to succeed**
Enthusiasm to take on varied tasks with a desire to excel

**Team player**
Ability to communicate effectively and collaborate with others
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EMPLOYERS

You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You’re on your own. And you know what you know. And YOU are the one who’ll decide where to go...

– Dr. Seuss, Oh The Places You’ll Go!
HOW TO USE THIS GUIDE

Whether you are fresh from school and ready to enter the working world, or if you have a few years of experience under your belt already, the gradsingapore How to Get Hired Guide is here for you. Here’s a preview of what the three sections contain:-

1. Charting your Career Game Plan
   While making the transition from a student to a working adult seems natural, the journey can be unsettling. In this section, we will answer the questions you have on your mind – simply by probing you to ask yourself more questions. At the end of the day, you’ll realise that you have all the answers!

2. Crafting Fruitful Job Applications
   Ever wondered what’s the trick to getting your foot into the door for job interviews? The job applications you send out to potential employers matter more than you’ll ever imagine. As recruiters plough through countless pitches and profiles, jobseekers have to be targeted to stand out.

3. Crossing Hurdles at Job Interviews
   What happens after you are called up for an interview? How many stages are there and how can you overcome the obstacles to emerge with the offer of your choice? Through the assessments, you get to discover if you will be a good fit and how to get better. Each door that opens and closes leads you to a new chapter – your career journey!

While this guide is not a holy grail containing all the answers you need as you enter working life, we hope to be your trusty companion as you step out of school into the real world.
CHARTING YOUR CAREER GAME PLAN

You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You’re on your own. And you know what you know. And YOU are the one who’ll decide where to go...

– Dr. Seuss, *Oh The Places You’ll Go!*
LOOKING WITHIN YOURSELF

Before you navigate the job market, think about where you want to be in the long and short term. While it may take 10 years after graduation to find your sweet spot in a preferred role and industry, begin your job search by understanding what you are bringing to the table.

Right after graduation, it is high time to recognise your job and career path as part of your overall life goals, instead of what you do merely in exchange for dough. After all, your job has to excite you in the mornings and be something you are willing to persevere in, even when the going gets tough.

The Japanese concept of ikigai, or the ‘reason for being’, gives hope that you can be paid for doing something the world needs, which happens to be what you love, are good at and most importantly, care about!

That said, finding your ikigai is not about indulging in personal fulfilment, but embarking on a path to become good at what you do and grow through the journey. You will be choosing to commit to a profession based on your skills, and enter a trade, as though you are initiating yourself into a community of like-minded people. In turn, your career choice should satisfy you beyond letting you earn your keep.

Here are some questions to guide you on what you can give of yourself to the working world.

What do you Care about?
For where your treasure is, that’s where your heart will be. Aligning your professional goals with your personal values is part of the recipe for success. Do you care deeply about environmental issues? Other than joining a non-profit to champion the cause, you can look at corporate social responsibility roles in conglomerates.

What are you Good at?
Figure out what are some of your best skill sets and strengths, including both personality traits and technical skills. Are you a multitasker or do you prefer to focus on a field of specialisation?

Consider your temperament as well. Would you be happier being left alone to concentrate at your work desk or do you perform best when you are around people, persuading or negotiating with them? Can you work with flexible hours and remotely, with plenty of self-discipline, or would you prefer to stick to strict hours and a rigid reporting structure?

Understanding yourself better helps you to work more efficiently, but first, it lets you determine where you should be professionally and gravitate closer to your dream job.
What does the World Need?
Professional pursuits are a form of service to our communities and the world at large. Discovering your career path is also about unravelling your gifts to the world. How can you best contribute your skills in the current economic outlook? Are you part of a particular function or strategy that’s needed to solve pressing challenges? Think in terms of trends and market outlook, but also adopt a long-term view of how you would like to grow personally and professionally for the next five to ten years.

Bloom where you are Planted
You will be spending no less than 200 hours at work each week. Instead of dreaming about an ideal role, it is more straightforward to consider each job offer that you have, against the list of four questions above.

When considering a few offers, you can go in-depth to ponder on these three points:

1. How can you best contribute?
Your performance is optimal when you are thriving in your element. For instance, if you are better with one-on-one interactions, you can consider a client-facing role, but if you are better with group interactions, you are more suited to handle large audiences.

2. Who do you want to work with?
Think about the environment and office culture you will be working in. As more big organisations move towards an open concept office, prepare yourself for such working conditions.

3. What are you willing to suffer for?
Challenges abound in the workplace regularly, especially for a fresh graduate with little or no work experience. Be prepared to overcome difficulties and make some personal breakthroughs. For instance, an introvert can thrive in a public relations or marketing career with self-awareness and readiness to work effectively in a team.

What is it that you Love?
What is it that you do in your leisure time that holds your attention? Your hobbies could offer some clues for your career planning. Identify your likes and dislikes to know what you can or cannot accept in your career. It is easier to develop skills and abilities in areas which you take an interest in.

“He who works with his hands is a labourer. He who works with his hands and his head is a craftsman. He who works with his hands and his head and his heart is an artist.”
- Saint Francis of Assisi
JOB SEARCH CHANNELS

As you take your first step into the job market as a recent graduate, make sure you know the job search pathways available to you at your fingertips. Knock on all these doors to stand the best chance of finding what you want!

**Job Hunt Online**

Take your pick from career portals online and make sure you join the right ones for you. For instance, [gradsingapore.com](http://gradsingapore.com) offers a curation of graduate jobs, making it a helpful resource for those fresh out of school and early career professionals. Sector-specific job portals such as [cultjobs.com](http://cultjobs.com), which is a treasure trove of positions in communications and media, are useful for a young jobseeker too.

Don’t forget company websites and the social media pages of employers as they give you first-hand information of vacancies and the culture of each organisation. You will also want to be on LinkedIn to be exposed to positions and hiring trends worldwide, while rating sites like Glassdoor and online forums contain insider information on companies and interview processes.

**Go Old School with the Newspapers’ Recruitment Pages**

Employers still put up ads in the newspapers and trade magazines published locally. Other than looking out for hiring notices, you can also learn about graduate hiring schemes featured in these publications from time to time.

**Tap on Career Services Centres on Campus**

Don’t be hesitant to pop by the Career Service Centres on your campus. The university-level career service centre has a wider range of employer contacts and possibly more resources which you can refer to. On the other hand, your school-level career service centre is more targeted to your course of study and in closer touch with employers in relevant sectors.

Speak to the career advisors and make your aspirations known to see how they can help you. If you’re facing any obstacles in your job search, they’ll be in the best shoes to guide you. Some career service centres even facilitate mentoring and networking sessions for graduates with veterans in the industry, such as valuable alumni partners.
Explore Recruitment Services
Engaging the services of recruitment consultants is one way to get you to suitable job offers. Although these are paid services, you can meet up with the recruitment consultants to discuss your career goals and make use of their connections to employers. Also, draw from their industry knowledge to help you prepare for interviews and assessments.

Attend Career Fairs
Show up at career fairs with a strategy! Be it for career fairs on campus or those in a more public venue, suss out which employers are going to be there beforehand, so that you can prepare intelligent questions to ask.

Bring namecards or copies of your resumes to hand out. After the event, be sure to email your newfound contacts to make the connections. In your note, you can bring up a point in your conversation so that the recruiter may remember you out of so many other faces at the career fair. Other than sending the recruiter your resume electronically, be sure to include the links to your LinkedIn profile or online portfolio in your email signature.

Network Actively
Young jobseekers benefit from personal and professional networks when it comes to finding their first jobs. It’s about who you know, and not just what you know. Always be keen to meet up with new and old connections in your field, keep in touch with industry contacts and don’t burn bridges!

Attempt the Speculative Application
A speculative application refers to writing in to employers to inquire about job openings, even if they are not advertising actively for any vacancies to be filled. Other than showing your interest to work for such a company, you will need to demonstrate a thorough understanding of their area of business and highlight why you fit the bill.

Accumulate work experience and contacts
Internships and previous work placements are potential leads for graduate job offers as well. If your superiors are sure of your fit into the company, conversion from an internship or part-time job to a full-time placement is possible.
GET SOCIAL TO GET HIRED

With recruiters turning to social media for their hiring needs, find out how you can keep it professional and potentially land a job through those platforms.

Many recruiters are already making use of social platforms as a hiring resource. You probably already know that this means you’ll have to manage a good online reputation in order to get the best out of your social media, but what are some of the things to keep an eye out for?

More importantly, how do you balance between being personal and professional online – especially when it comes to sites like Facebook and Instagram? Here’s a quick checklist to help you achieve that tricky balance!

1. **Profile: Use the right keywords**
   Everyone wants to make their profile and summary as unique as possible, but be sure to use common search terms so that your profile will appear when recruiters search for potential applicants.

   Note: Clarity is king! Stick with simple terms when describing your career goals (e.g. “Full-stack developer” instead of “Tech maverick”).

2. **Picture: Select professional headshots**
   Veer towards professional-looking headshots, and always use one that clearly shows your face. However, there can be variety in your shots, depending on the industry that you’re in.

   Note:
   - Keep your photos formal for sectors like banking, finance, and law.
   - Explore creative options for media and tech sectors.

3. **Connections: Ask first!**
   Whenever possible, get a mutual friend to introduce you first, telling them who you are and why it may be a good idea for you to connect.

   However, if you don’t have a mutual friend to help you out, start by crafting a personalised message that explains how you’ve ended up on their profile and why you’re interested in reaching out to him or her.

   Note: Don’t harass your contacts though! Be patient and wait for their response.

4. **Communicate: Respond responsibly**
   How you comment and respond to queries shapes your online persona, revealing your values, beliefs, and personality. So stay away from leaving negative comments to preserve your reputation! Many recruiters are known to look through your comments to other people’s posts, in addition to your own posts.
1 **Profile: Casually include relevant terms**

It’s fine to have a more casual profile for your personal sites, but be sure to include some common keywords about your career aspirations in your bio write-up so that employers can get an idea of your professional identity. Everyone wants to make their profile and summary as unique as possible, but be sure to use common search terms so that your profile will appear when recruiters search for potential applicants.

*Tip: Pay special attention to your name or handle. Whenever possible, use your real name.*

- A banker named “Donald Tham” or @donaldtham will sound more trustworthy than “The Don” or @Dbaus — any time, any day.

2 **Picture: Don’t make it awkward**

You can get creative with your profile picture on personal sites, but be sure to select photos that clearly show your face. Also, don’t ruin your employer’s first impression of you with a profile picture of you in a cat costume at last Halloween’s party.

*Tip: Be careful about your friends tagging you in their photos as well — always disable that option to be safe.*

3 **Privatise: Control what employers can see**

Customise the audience that you’re posting to by building specific “friends” lists. This way, you can control who gets what content, letting you maintain your professionalism even as you maintain an honest and personal identity.

4 **@graduates #jobsearch**

Tags (@) and hashtags (#) are incredibly useful to help promote your content to the right segment of your audience. Make use of it to bypass certain gatekeepers, reach out to specific figures, and create discussions or chats — but don’t abuse it either!

*Tip: Share an industry relevant update and @ your employer’s page to start a discussion. You’ll be surprised at how many employers actually pay heed to such posts.*

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**Personal**

Unlike LinkedIn, social media sites like Facebook, Instagram, and blogs have a more personal impression to them, which is why we understand how the struggle to keep it professional is real. Don’t neglect them or go straight to privatising your personal platforms though! Some recruiters search for potential candidates on Facebook, for example. So clean up your site, rather than give up entirely on these potential job-search resources.

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**CHARTING YOUR CAREER GAME PLAN**

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BEYOND PAPER: PREP, PLAN & POSITIVE ACTION

Besides impressive paper qualifications, there are three other P’s that are just as important – if not more – when you’re looking to secure a job.

A job search is not as simple as blindly blitzing out applications to prospective employers. Prepare well ahead of graduation and find yourself reaping the returns when you actually start applying for jobs.

Researching
- Graduates often neglect research during the application process. Start early and tap into as many sources as you can.
- Talk to seniors who are already working to find out about their experience thus far.
- Approach the school’s career services centre for more information and to understand the market and expectations of different roles.
- Keep yourself up-to-date with current affairs – both local and global – as it’ll make you more marketable.
- Be aware of industry-specific news to showcase your enthusiasm and interest in the job.

Networking
- Widen your network! Graduate job seekers often obtain information on employers through a private contact and recommendations.
- Keep in touch with contacts from past work experiences or internships.
- Attend networking sessions organised by the school’s student clubs or societies, or source your own by looking at event websites.
- Create an account on LinkedIn and make connections there.

Besides working on contingency plans, map out the types of employers, roles, and even sources you’ll tap on in pursuit of getting the ideal job.

Don’t limit your job search...
...to brand name employers
- MNCs and popular employers often receive an overwhelming amount of applications for a limited number of positions. Don’t stake all your hopes solely on a select few big name employers.
- Instead, apply for roles in both big companies and SMEs. As a fresh graduate trying to get ahead in your career, you’ll want to accumulate as much relevant experience and skills as you can – both of which can be acquired whether you’re at a small or big firm.

...to one specific role
- Consider different roles that may have a similar job scope or those that call for skill sets that you’re keen on learning.
- You could even explore industries that would traditionally not be associated with your major, and find out what job opportunities are available for you in those fields.

Pro tip:
Families and friends are the easiest way to start growing your network.
There’s honestly no other way to get yourself out there except to do the necessary ground work. So take the right action throughout the process, and don’t let your opportunities slip away.

Continue applying for jobs even in tough times

- Don’t let news of a recession or competitive job market throw you off your job hunt. Even in an economic downturn, entry-level jobs still need to be filled.
- Customise your résumé and cover letter for each application.
- Sending the same exact résumé and cover letter to 100 employers may save you a whole lot of time and effort, but you’ll fail to stand out from other applicants.
- Personalise your cover letter and show how your experiences match the requirements of the role on offer. Seasoned recruiters can identify a mass-produced cover letter or résumé in a single glance.

...to job portals and classified ads

- Some employers may choose not to advertise on external platforms for budgetary reasons, so you’ll need alternative ways to look for leads if you want to work with them.
- For instance, you can apply directly at their company websites.
- Alternatively, contact the company’s HR department directly about possible job openings and send in a speculative application to showcase your interest in working for them.

Pro tip:
Keeping an open mind during the application process can lead to unexpectedly interesting job matches.

(Take) Positive Action

Plan B, C, D, E...

- Be ready with alternative plans in case a prospective offer falls through. Doing a constructive review of failed applications will help you draw up your plan for upcoming ones.
- Also, keep in mind that not all “good” interviews turn into job offers. Manage your expectations and work on your next plan in case you get a rejection from the last company you interviewed with.

Follow up on your applications

- Reply to prospective employers as soon as possible as they are interviewing several other candidates and may overlook you if you fail to respond in time.
- A thank-you email after an interview can also influence the recruiter’s decision to shortlist you for another round of assessment as it may help recruiters keep track of potential candidates interviewed.
HARNESS LINKEDIN FOR JOB HUNTING

LinkedIn, as a social networking site for businesses and organisations, meets a slew of your career needs under one roof. For a millennial jobseeker, LinkedIn offers a much-needed platform for showcasing your professional self and networking with others in the industry, and even job hunting. Follow these steps to begin your job search on LinkedIn today!

1 Build your LinkedIn Profile

Your LinkedIn profile works like an online resume, for you to craft your personal brand. Choose a suitable profile picture for the industry you are in. You will also need an eye-catching and informative headline, along with a power-packed summary of your top skills and career objective.

In this digital resume, you get to include links to key selects of your best works, as if you are offering recruiters a sneak peak into your portfolio. When listing your work experiences on LinkedIn, remember to keep your profile in line with your current career goals — stating what recruiters in your desired field would want to look at.

Include your educational and co-curricular achievements to be seen as an all-rounded candidate to employers.

2 Grow your Professional Network Online

Add friends and coworkers as LinkedIn connections. You can also get endorsements from your LinkedIn connections for your curated list of skill sets. LinkedIn connections get to write testimonials for one another, under the field of Recommendations, popular among friends, coworkers, as well as former or current managers and subordinates.

Grow and assemble your LinkedIn network of connections carefully, just as how you should be discerning when using Facebook and other social networking sites. As an online professional circle, LinkedIn updates you on the career progression of your contacts, even offering you a chance to congratulate anyone on your List of Connections for work anniversaries.
3 Identify Jobs based on your Skill Sets

After you have made a profile on LinkedIn, clicking on the Jobs tab will lead you to an auto-generated list of jobs shortlisted based on your LinkedIn bio. They are closely related to your skill sets shown in the field of Featured Skills & Endorsements in your profile.

What’s more? You’ll be able to see if any of your LinkedIn connections are working in these firms where there are job openings. Should you decide to apply for these jobs, you can ask your connections to endorse your application. You can also simply hop over to their profile to read about their work with the said firm.

4 Let yourself be ‘Seen’ by Recruiters

If you are an active graduate jobseeker, you can indicate your openness to being contacted by recruiters under the Career Interests section. When recruiters search LinkedIn for talent based on keywords, they are likely to come across your profile, and will contact you if you fit the bill for who they are hunting for! As you know by now, it pays to take serious effort to state your career goals honestly and craft a perfect profile on LinkedIn so that you can be matched with opportunities that relate to your interests and background.

5 Apply for Jobs at a Click

Many job postings on LinkedIn come with an EasyApply button which lets you upload a CV file easily for the application. However, for some postings, you may be directed to the company’s website or hiring portal, as it is compulsory for you to submit your application there.

Still, the EasyApply button makes it a breeze for many millennial jobseekers tapping on LinkedIn. Furthermore, big companies typically allow you to port your LinkedIn profile over when making applications on their company websites. The lack of hassle due to reduced paperwork in this case means you can focus on customising your application documents.

6 Engage with employers and professional interest groups

To stay on top of the job-hunting game, don’t forget to ‘follow’ your dream companies to work for through their LinkedIn pages. Employers brand themselves extensively on LinkedIn and are always on the lookout to engage meaningfully with potential talent over social media.

For instance, if your dream employer made a post on LinkedIn quizzing the public for their thoughts on a hot issue, and you have a good idea to share, you can do it by commenting.

Lastly, LinkedIn as a social site is also a treasure trove of Interest Groups and Pages set up to curate online communities of professionals in the same certain sectors or regional markets. Based on your areas of interests, type some keywords into the search bar to find any Interest Group or Page to follow. Unlock these digital doors to potential opportunities!
SOFT SKILLS FOR YOUR SUCCESS

In the real world, it is not just about how competent you are technically, but also about how well you can work with others, and how resilient you are in the face of adversity and challenges. What sets you apart as an individual with good work ethics and versatility in difficult situations will determine how far you can go. Employers keep a lookout for these soft skills which are transferable to any industry.

1. How adaptable are you?

With fast-paced developments in technology, job roles are evolving quickly in today’s workforce. Adaptability means being receptive to changes which can come in the form of new ideas and new ways of working.

For instance, many big companies now house junior and middle management staff in a hotdesking office environment. It is also common for such companies to be at the forefront of technology, tapping on the convenience to introduce flexible work hours for regular employees. Boundaries of the traditional work environment are constantly broken even in the public sector.

In many fields, work hours are no longer contained to the 9-5 period as well. A social media strategist or online media engagement specialist can be expected to be on-call by shifts due to the nature of the industry, and anyone working with another party based elsewhere on the globe needs to be adept at functioning across time zones. Such job scopes call for adaptability and the availability to commit.

Lastly, an adaptable graduate hire understands market trends and developments, and is able to maintain a stand or position while working flexibly with changes, instead of expecting daily work to remain the same.

2. How well do you communicate with others?

Even if you work in a solo capacity or you work with robots which is a possibility in future, you cannot function in the workforce without maintaining good relationships with your coworkers.

Recruiters look out for communication skills in all stages of the application. Well-written and concise application documents speak volume of the candidate’s ability to be articulate and confident. Email communication is expected to be cordial and professional, as with non-verbal communication, from your first point of contact with prospective employers till the day you join them and the rest of your journey with them.

Communication is very much about listening effectively and empathising, before you can progress to become a good negotiator and brush up on your persuasion skills.
3. Can you work well in and across teams?

Working in silos is harmful for companies, and it takes considerable effort to unite employees together with a spirit of collaboration across departments. Recruiters want candidates who can see the big picture and work towards common goals in and across teams, instead of merely focusing on achieving individual Key Performance Indicators (KPIs).

Overall, frequent communication within and beyond teams is encouraged, and the company should ideally set workflow processes and softwares in place to help employees with teamwork.

5. Can you be counted on to face and solve problems?

Besides analytical skills and logical thought, you need to have strength in resilience when faced with uncomfortable or unfamiliar situations. Problem-solving and innovation are critical skills which companies and hiring managers value.

Employers look for problem-solving skills in candidates through many stages in the recruitment including the psychometric tests, assessment centres, group activities and at interviews. You may be asked to recount past experiences of problem-solving where employers want to get a sense of how you overcome obstacles step-by-step and evaluate your own ability to deal with challenges.

Other than sensing your level of self-awareness, employers also get to know what are your utmost motivations – what drives you and what keeps you going when the going gets tough.

4. How good are you at managing time and priorities?

Employers want those who can use their time effectively, managing deadlines and priorities at ease. Time management is an essential skill for all industries. Other than showing up to the job interview on time and sending follow-up messages or documents promptly, you can share your challenges and successes of timeline and project management at the interview.

"Success is not final, failure is not fatal. It is the courage to continue that counts."

- Winston Churchill
TECHNICAL SKILLS TO KEEP YOU ON TRACK

Here are some technical skills that even non-IT students should take time to develop!

Much has been said about the importance of soft skills, but we often forget that there are also plenty of IT-related technical skills that graduates should pay attention to. With technology playing such a key role in business today, it is only wise to include these skills in your repertoire – or risk losing out in the competitive market.

Here are six technical skills that you should invest in!

User experience (UX)

UX is more than just making sure a product looks good. It’s about knowing how to use design to improve the way customers interact with a product or service. This involves understanding how consumers use a product, as well as their needs, values, abilities, and limitations.

The quality of the customers’ UX is also greatly impacted by factors such as usability, brand consistency, and aesthetics, so doing research on these can help you perform better at your job.

Keep up with the latest user trends and concepts, such as the trend of gamification where businesses like Samsung, Waze, and even the World Bank make use of rewards, collectibles, and competitive elements to get consumers further entrenched in their products and services.

Needs analysis

Businesses that can cater to the constantly-evolving needs and wants of their customers are the ones that will stand the test of time. Knowing this, employers value graduates who can help them gain a comprehensive understanding of their customer’s needs, whether through surveys, questionnaires, interviews, or quick chats with customers.

Some employers also welcome graduates who can help them understand their employees better and preserve their job satisfaction level. Through tools such as organisational analysis, work/task analysis, and person analysis, you can help employers find out what makes their employees tick.

A graduate with a grasp of this skill will know how to match different needs assessment models to different situations or industries. They will also know how to phrase their questions to retrieve the desired information, especially in survey forms and questionnaires.
The term “big data” is everywhere these days, but what does it even mean? Simply put, big data refers to the massive amount of data that businesses cull from websites, apps, and hardware, and how it can all be interpreted and used. For this reason, developing data management skills can be beneficial as you’ll be able to help companies turn their big data into valuable information for value-added services to their customers. Superior data management knowledge can also help businesses observe and predict future consumer trends.

Data management skills go beyond using different software to analyse data. You may also be expected to know how to develop a good tracking system, guarantee data integrity, as well as perform basic database design and planning.

In this day and age, understanding coding has become almost as important as other basic forms of literacy. From HTML to C++ to Java, familiarity with programming languages will greatly help your job application. You don’t necessarily need to be able to do the actual coding - you just need to understand the principles behind it. In this day and age, employers value graduates who know what goes on “under the hood” of websites and apps. Knowing how to relate and communicate with programmers on their terms is a plus as well.

Data visualisation is a branch of visual communication, and helps people interpret data via visuals. It involves understanding a variety of things: the data that you are trying to convey, such as its size and cardinality; how your audience consumes visual information; and the visual that best serves your purpose.

Someone with data visualisation knowledge does more than just plug in numbers into pie charts and graphs. They will also explore new ways to simplify and communicate complicated trends or results obtained from the analysis of a company’s big data for decision-makers to consume. Clear representation of relevant data doesn’t just allow businesses to comprehend the data quickly, but also helps them make informed decisions by identifying patterns and emerging trends.

Programmatic thinking – also known as computational thinking – isn’t exactly new, and is one of many ways to make use of big data. Programmatic thinking places great focus on logic when assessing a situation, and is already transforming industries like advertising and financial services.

Someone who is used to programmatic thinking has a tendency of approaching a problem by analysing and logically organising data. This tactical approach teaches graduates to view problems in an organised, structured manner that can be solved through reason and data analysis.

For instance, if you are requested to write a product marketing plan with a lean budget, you can start out by breaking down your concerns into parts and finding ways to solve them quickly. After which, you can compile data on the most effective marketing methods to achieve your goals while still staying within the budget.
LEVEL UP
WITH A MENTORSHIP

Finding yourself a good mentor can make all the difference in your job search.

While good career planning can benefit all jobseekers and employees, these plans can sometimes become unrealistic or out-of-date, and we don’t realise it until it’s too late.

This is why having a good mentor — someone experienced within the field and willing to guide you through your career — can be a huge asset.

Benefiting from mentorship

Career mentoring isn’t exactly a new idea. Companies and universities offer mentoring programmes to their employees and graduates as part of their growth and development plan, and many have attributed their success to having a reliable mentor.

How helpful can a mentor be though?

- **Long-term career plan:** With their experience, mentors can help you avoid mistakes that new job seekers tend to make, such as being overambitious or undermining yourself.

- **Job application:** Mentors can help you vet your application and provide suggestions for improvement, such as the way you've phrased things or arranged your résumé.

- **Honest feedback:** Mentors can help you to discover your capabilities and limitations, which can be useful when you’re writing résumés or polishing up your interview skills. They can also push you towards developing other skills relevant to your career goals.

- **Industry insights:** Being able to demonstrate in-depth commercial knowledge can improve your employability. Regular conversations with experienced mentors can keep you updated on the latest news in the industry.

- **Open doors:** In some cases, mentors might be able to tap onto their professional network and provide the relevant industry contacts for you. That said, this should not be the main reason you’re searching for a mentor. Think of them as coaches and motivators — not stepping stones.
Sourcing a mentor

It is usually acceptable to have more than one mentor at a time. In fact, some people advocate “serial mentoring” where they go through consecutive short-term partnerships quickly; or even “mentworking”, which combines mentoring and networking where you and your network contacts learn from and mentor each other.

In most cases, your relationship will develop naturally over long discussions about your industry and continuous updates. However, some may require you to submit a formal request for the mentorship. Consider some of the following sources to help you look for a mentor:

1. Career centres
Most career centres organise formal mentoring programmes and networking events, where fresh graduates can interact with potential volunteer mentors. Their talent pools are usually made up of alumni and company managers. This avenue can be useful if your network seems a little limited.

Before you say yes
(Yeah, it’s kind of like getting married)

Before you commit to any form of mentorship, there are some things to look out for in order to ensure that both parties share a healthy relationship.

- Compatibility
Have a few face-to-face meetings with potential mentors to check your compatibility. If you’re not comfortable sitting at the same table with the other party, then he or she might not be suitable for you.

Remember to also check on background information like their employment history, industry-relevant skills, cultural background, and their working style. Typically, you should “click” best with someone who shares the most commonalities with you.

2. Personal network
Go beyond your professional network – what about the people around you whom you respect, such as your relatives and neighbours? Then, slowly pare down your list by deciding on what you’re looking for in a mentor. Can they help you expand your skill sets? Can you relate to their employment history, and do you share similar values?

3. Professional organisations
Professional organisations can be another source worth checking out, especially if you want to partner with someone from a similar industry that you intend to enter. This gives you the benefit of gaining some insider industrial knowledge.

- Respect
Respect has to be mutual – you for your mentor’s experience and advice, and your mentor for your enthusiasm and ambition. Just as you have things to learn from your mentor, so does your mentor from you!

Additionally, most experienced mentors will respect your individuality and caution you against trying to be them. You can mark out similar achievements, but you should get there with your individual strengths and weaknesses.

- Expectation
A mentorship rarely works if there is a clash in expectations. Be sure to clarify rules and expectations so that you are both aware of your commitments. Clarify things like the frequency of your meet-ups, the preferred medium of communication, and the expected amount of contact time.

Nurturing the relationship
As a mentee, you’ll be taking from your mentor more than the other way around. It’s expected, but don’t take it for granted. Make sure to always show your gratitude as mentors like knowing that they’re making a difference in their protegé’s life.

Finally, a continuous show of honesty, trustworthiness, and responsibility is a great recipe for a successful mentor-mentee partnership, so be sure to maintain a good profile with your mentor at all times! 📫
News of an oncoming recession got you down about your job prospects? Take it as a chance to get your head in the game and get ahead once you graduate.

Simple economics teaches you one thing: when there are signs of a recession coming along, both big and small companies are bound to be cautious about onboarding new hires. And there’s no denying that speculative talk about a slowdown in the economy may make you panic a little more about your future.

Whether there really is a recession or not, there’s no need to dip into a great depression. Just as how companies prepare for a slowdown in the market, you too can ready yourself for the worst-case scenario. And one of the most important things to do is to gain some perspective about the job searching process, and manage your expectations accordingly.

Before you get in the game

Keep your faith
Yes, it really is easier said than done, but you’ve got to stay positive throughout the process! Negative talk about a lack of jobs is going to be rampant especially during tougher economic times – but take all that talk with a pinch of salt. Either way, have faith that you’ll do alright and land a reasonable position when you graduate.

Start early
Even if there isn’t a recession, the job market here is generally pretty competitive for fresh grads. So the best course of action is to prepare ahead: start working on your network, calling up possible leads, or expanding your résumé with relevant work experience while you’re still in school.

• Super intern
Got some intern experience in your sophomore year? There’s no harm in trying out one or two more internships between term breaks before you get too busy in your graduating year. Besides having a lot more to talk about at future job interviews, you’ll also get to figure out which career you’d like to explore most once you graduate, giving you a clearer path to work towards when you actually start applying for jobs.

• Try temp-ing
If you’re looking to earn a little more and gain some serious work experience, apply for temporary or part-time positions at companies you’re hoping to join. Or simply apply for relevant jobs that’ll give you some insight to your future profession. However, don’t sweat it if your part-time gig has little to no links to your chosen field of study, as you’d still be able to elaborate on all the invaluable soft skills you’ve gained when you go for future interviews.
Playing it right

Don’t stop applying!
You’ve graduated and started applying for jobs, yet news of the economic slowdown have yet to die down, so what should you do? Continue applying, of course! Even if you get wind of companies going through hiring freezes, or having fewer job openings, press on. Even in times of trouble, most companies will still keep the broader picture in mind and be on a lookout for fresh new talent to bring onboard.

Be open
One of the most important things to remember when you’re applying for jobs – whether in a recession or upturn – is to manage your expectations of what you’ll actually land straight out of school. Try and keep an open mind throughout the job search process, as you’ll never know if an unchartered path would bring you further in your career.

• Try out a different role
You could always work towards getting internal transfers within a company. Alternatively, there’s no harm in widening your network – someone from your current line could have contacts to a company offering your ideal role.

• Settle for a different industry (You might like it!)
Alternatively, you could look out for jobs in industries that are unrelated to your field of study, and simply give it a go! Keeping your mind open to all the possibilities may lead to great job satisfaction as well.

Speak to the pros
When in doubt, ask. Speak to your school’s career counsellors or simply strike up a conversation with someone wiser and more experienced – they might be able to give better insight into what to expect from the job market once you graduate.

Keep it real

Research, research, research
Before you start making plans about your career, research on which industries are the hardiest in tough times, and find relevant jobs accordingly. Keep in mind that job satisfaction should still be a priority though! Liking what you do matters more in the long run than just toughing out a short term recession, so don’t switch industries just because the grass appears greener there.

Stay commercially aware
Above all, volatile times are exactly when you should keep abreast of the latest news with regards to the economy, and especially the industry you’re intending to enter. Demonstrating a strong understanding of the market makes you an attractive candidate.
SURVIVING THE JOB SEARCH PROCESS

Take steps to keep your job search experience a positive one. And know when to take a break!

It’s not uncommon for the job hunt to drag on longer than expected. Even if research tells you that it should take you no more than three months to settle comfortably into a job, there’s no hard-and-fast rule about the process, and it could take you well beyond the three-month mark.

Don’t fret. The first step to keeping your sanity is acknowledging that everyone has a different job hunting experience – and that’s fine. Working on attaining your ideal career can be a pretty stressful journey. Comparing yourself with peers who miraculously secure a job within a month can really kill your mojo. Shake off some of that pressure and work on making the job hunt a positive and productive experience instead.

1. Break it up into manageable bits
How many applications and cover letters should you send out in a day? Or a week? Set achievable daily targets and small deadlines for yourself to feel more accomplished, and more motivated throughout your journey.

2. Track your progress
Keep a job search journal or, if you’re particularly fond of lists, start a file documenting the companies and positions you’ve applied for. Making the list will not only make your job hunt a more organised journey, it’ll also hint at which résumés and cover letters are working, and which ones might need tweaking.

3. Reward yourself
You’ve set your daily goals, tracked your journey, so what’s left but to reward yourself when you hit your targets! It doesn’t have to be anything big: indulge in your favourite game for a few hours or set a date with some friends. You’ll feel more motivated and ready to get on with your next target this way.
Pause & play

When the going gets tough, the tough take a break.

Get out of the house

Getting stuck doing the same thing over and over, with very little results can drive anyone up the wall. Head out for a short walk and some much-needed fresh air – it’ll help you gain some perspective as well. Run some errands, make some plans to grab a cuppa with your friends, and just get your mind off the job hunt for a bit.

Don’t guilt-trip yourself into thinking that stepping out of the house is just a waste of precious time. Remember, taking a short breather isn’t the same as slacking. Slacking is about avoiding work, while planned breaks actually improve productivity.

Work up a sweat

When you exercise, your body releases the chemical, endorphin, which can trigger an overall positive feeling. Exercising is thus a good way to limber up your body after being stuck in front of the screen for hours on end, while relieving all the pressure building up between your temples.

Cater to your level of capability: take a brisk walk through the park, play a leisurely game of badminton, or start training for a marathon. If you’re looking to work out some of the frustration, you can always get into kickboxing, or try your luck at Muay Thai. There are also classes on varying versions of yoga and pilates – which, contrary to popular belief, is not just about a little bit of stretching.

Do good to feel good

Consider doing some volunteer work with organisations that cater to your interests. It gets you out of the house and gives you a chance to think beyond your job hunt.

Also, recruiters are always looking to find passionate candidates, and committing to a cause you feel strongly about can help expand your talking points during job interviews.

To make the experience count for more, find a way to tie your volunteer stint in with your intended area of work. Non-profit organisations usually have volunteer positions for functions such as IT and communications, roles which aspiring technology and media professionals can gain some experience in.

Take some classes

That’s right, more classes. Think about picking up new skills that may add value to your résumés, such as a new language, or relevant IT skills like coding languages or app development. Alternatively, there’s no harm in taking up leisurely classes including art and craft lessons, and learning how to play a musical instrument.

These classes will serve as a good distraction, while engaging your mind amidst a challenging time. Besides, this is the best opportunity to pick up skills you’ve always wanted to – before you’re bound to a 9-to-5 job.

Switch off

Everything. This may be the toughest to do but switch off all your electronic devices for several hours, and take time to recharge. This is your chance to ignore all those Facebook updates on “New Job, New life”, or any possible negative feedback from messages or emails that may demoralise you further on your job hunting journey.
ALTERNATIVE CAREER PATHS

Exploring different options is the key to finding the perfect job role, so pluck up the courage to play the field when it comes to your career.

Have you ever wondered if there are other career options for you to explore? Perhaps you’re keen on gaining some overseas exposure but would prefer to gain work experience while travelling, or maybe you’re looking for a career where you get to call the shots?

Embarking on the journey to the working world can be a stressful turning point for many graduates, but it is important to remember that it’s okay to break the mould and explore alternative career paths that fit with you and your aspirations.

Here are some employment options you can explore and experiment with.

WORK ABROAD

If you’re struggling to find something that appeals to you in the local job market, why not cast your net wider to include overseas job opportunities? In addition, graduates who are proficient in English are highly sought after in the international arena.

With plenty of English speaking countries and international companies in non-English speaking countries to choose from, your options are broad.

Why you should do it?

- You can develop skills that are useful and sought after in today’s increasingly globalised working world – for instance, an international outlook and the ability to be highly adaptable.
- You will be given opportunities to meet people from diverse backgrounds and develop an international professional network, which will come in handy as you progress in your career.

What you should consider

- Location: It’s important to consider the country you’ll be moving to. The distance may be a deal-breaker for some, especially if you plan to travel home often throughout the duration of your employment. Another aspect you should also consider about the location or country of employment is its culture. No matter where you are headed, there are always going to be differences in culture and business practices. However, the good news is that these will allow you to develop open-mindedness and adaptability to diverse environments – traits that you can talk to your future employers about during job interviews.
- Visa/permits: Make sure to inquire with prospective employers abroad if they provide the related visas and permits for you to legally work in the country they are located in. As a prospective expatriate, you will find immigration procedures to be a complex process, so it is important that employers are able to give you the support to at least guide you through the process.
- Cost of living: Living costs vary from country to country. It is important to do a thorough research of the day-to-day expenses such as food, utilities and accommodation. Also, do keep in mind that exchange rates fluctuate, especially if you need to transfer money regularly between countries. Consider these and evaluate if your pay from your prospective employer abroad is able to sustain such costs.
BE YOUR OWN BOSS

Although it is more common for graduates to work in an industry for a few years before setting up a business of their own, you may also start a company while you’re still in school if you have a workable business proposition.

If you need advice and funding, SPRING Singapore’s entrepreneurship page is a good place to start. There are also useful links to organisations such as the Action Community for Entrepreneurship (ACE).

Why you should do it?

• You have the freedom and flexibility to work at your own pace.
• You will be able to develop essential business skills such as book-keeping, collecting debts, marketing and filing tax returns.

What you should consider

• Risks: All entrepreneurs face the risk of uncertain market conditions and financial struggles especially when working with tight budgets. A lack of start-up funds and the volatility of market conditions make it difficult for a business to run effectively. Therefore, it is important to have an effective business plan and conduct a thorough market analysis before you take the plunge to become a full-fledged entrepreneur.
• Your attitude: Resilience and determination are two of the most important qualities that will help you overcome risks and hurdles that you’ll undoubtedly face in the process of building your business. If you do not have the attitude to remain positive throughout, this may not be the route for you.
• Network: Before you start a business as a career, it is a good idea to understand the level of commitment required. One way to gauge that is by getting in touch with other entrepreneurs, including those who have succeeded and those who have failed. Their experience and advice are valuable insight and context for your endeavour to become a successful business owner.
Before you decide whether or not to apply to be a graduate intern, make sure you reflect on these pros and cons.

If you missed the chance to do internships while you were still studying, or are still unsure about where to go after graduation, don’t be afraid to do a graduate internship!

Doing a graduate internship in the company/industry you hope to launch a career in is a valid strategy for working towards a permanent job. They are also excellent opportunities to learn new skills and realign your career goals, especially if you’re entering an industry that you have no prior experience in.

However, make sure you consider the pros and cons of interning after you graduate before you jump into this decision!

**1. To get your foot in the door**

An internship will give you the opportunity to get your foot in the door at the company you want to work in. If you were unable to enroll into the graduate scheme offered by your ideal company, it doesn’t always have to end there. You can always apply for an internship and try your luck at getting fast-tracked to their graduate scheme later.

Even if that doesn’t work out, the internship experience will still look great on your résumé and you can use the experience as a stepping stone to explore opportunities with other firms in the same industry.

**2. You can expand your professional network**

There is no better time and opportunity to start developing your professional network than during your internship. As an intern, you have the chance to build relationships with people in the company and industry which can be beneficial for you in the near and distant future.

Put your best version of yourself forward during company or office events. Someone who you introduced yourself to at these events may just be looking for someone to fill a full-time position in their department – you’ll never know! Be on the radar and make a good impression.
3. **For an insider’s point of view**

Still figuring out the kind of roles in the industry that matches your personality and your skills? An internship is very useful for graduates to gain valuable insights to the relevant industry. It is also a great way to learn about the inner workings of the company and what is expected of the different roles there.

As an intern, you can make use of the resources available and speak to your assigned mentor or line manager to learn more about industrial insights and the company structure. This will help you make an informed decision about your career pathway.

4. **To bulk up your résumé**

If you didn’t spend enough time in school with activities or experiences that can build your résumé with relevant points for the industry that you want to work in, it’s not too late to start after you graduate. An internship is the perfect way to learn the required skills and gain the necessary experience to make your résumé attractive to recruiters. As the saying goes: better late than never!

1. **The pay**

It is no secret that as an intern, you’ll be paid significantly lesser than your peers who hold permanent jobs. If you have significant financial obligations, you may want to consider whether you truly can afford living on an intern’s pay. However, though it may be rough in the short term, don’t let that discourage you from doing a graduate internship if you truly need the additional experience. It is a good investment in your future career, after all!

2. **The intern role**

It is unlikely for your role as an intern to be as focused and specific as a recruit in a graduate programme. You will be given a variety of tasks which may seem insignificant and you may find it difficult to develop key industry skills.

However, you can always show initiative and ask questions or request for higher-level responsibilities. This helps with your professional growth and can improve your chances of being offered a position in the company.
WHAT ELSE CAN YOU DO?

Maybe you feel you aren’t ready to enter the working world, or you simply haven’t found a job yet. Well, here are other options for your consideration.

Taking “time out” (or a “gap year”) after your studies is a common route for many graduates in the West, but is now becoming increasingly popular here in Asia. There are many great opportunities during a gap year to boost your confidence and experience, and improve your résumé in the process. Most tend to fall into one of the following areas:

**Travel**

You can travel purely for the cultural experience and global exposure, or you can combine travel with voluntary or paid work experience. You can either arrange for paid or voluntary experience in advance through specialist organisations, or just figure things out as you go along!

Traveling can serve as a crash course in finance. You’ll be forced to learn how to budget and manage your money. Traveling will drive you out of your comfort zone, push you to fend for yourself – skills and experience that you can highlight in your future job applications.

**Voluntary work**

You can find opportunities locally and overseas. These can range from working with your local social work organisations to global entities. In some cases, voluntary work can be sold in your résumé as professional experience, depending on the nature of the work and the skills that you need to apply on the job.

Volunteering is also a great way to make contacts. You may be surprised by the people you run into while volunteering. The connections you make with fellow volunteers and supervisors could come in handy when you begin job hunting.

**Short courses**

You may want to gain new skills or brush up on existing ones. Learning a new language is a popular option, as are IT-related courses such as applications development and web design.

This option may appeal to graduates who are looking to be more competitive in the job market. Having a new skill under your belt will not only impress employers, but can also help you meet the technical requirements for a role you’re interested in.

**IS IT FOR ME?**

**YES**

- Your gap year helps you work out what you want to do.
- It gives you experience that will help you find a job.
- It helps you develop career management skills such as adaptability, flexibility, and problem-solving ability.

**NO**

- You could be out of sync with the recruitment cycle when you return from your travels.
- You are worried about competing with new graduates after your time out.
- You’re only doing it in the hope that the economic situation will improve while you’re doing other things.
A postgraduate qualification could improve your career prospects, but you will need to consider your options carefully. Postgraduate study is both time-consuming and costly, so make sure you’re clear about your reasons for pursuing further education instead of jumping in prematurely.

Seek out good advice. Prepare a shortlist of courses you are considering and then book an appointment with an advisor at your career services centre. A career advisor will help you work through the key considerations involved in your choice, and will also give you advice on preparing a strong application.

When choosing a course you will need to consider:

**The content and mode of study**

The content of your course should align with your motivation for pursuing a postgraduate qualification. If you are looking to add value to your undergraduate qualification for a specific career field, consider the relevance of the course content to the industry you aim to work in.

You will also have to consider the mode of study. Universities typically offer a choice between full-time and part-time courses. Part-time study would usually allow you to spread the cost of the course as well as to balance work and study simultaneously. However, the level of your engagement with a part-time course would not be as high as a full-time one.

**Funding**

Finding a source to fund your study is the most difficult hurdle for most postgraduate students. If your parents are willing to help you out, then good for you! If not, a bank loan may be a viable option. However, if you’ve already taken up a loan for your undergraduate study, you would need to consider if you want to add on to that debt – or would even qualify for the additional loan. Alternatively, you could also take the course on a part-time basis and work a full-time job to service the tuition fees.

Also, don’t limit yourself to just a Master or PhD! If pursuing a postgraduate degree seems like an overkill, you could consider making the transition to your desired career sector through a postgraduate conversion course instead.

**IS IT FOR ME?**

**YES**

- The course will add value to your undergraduate degree.
- It will make you more employable in your chosen line of work.
- A conversion course will qualify you for a different area of work.

**NO**

- You’re doing it purely for future salary benefits. Most employers don’t pay more for postgraduate qualifications with no prior work experience, except in a specialised field.
- You’re doing this because you’re not sure about what career path to pursue and want more time to figure things out.
In this section, we shared on the necessary steps you need to figure out your career planning strategy:

1. Look in all directions – inward and outward, to find out what you can offer to the working world, including finding matches between industry trends and your personality strengths and skill sets.

2. Equip yourself with critical hard and soft skills, and other resources, such as mentors and ways to self-improvement.

3. Don’t forget to adjust your mindset and consider all your options. Remember, you hold the keys to your success!

"IF YOU FAIL TO PLAN, YOU PLAN TO FAIL."
CRAFTING FRUITFUL JOB APPLICATIONS

“...The closest a person ever comes to perfection is when he fills out a job application form.”
– Stanley Randall
BABY STEPS TO YOUR DREAM JOB

Drawing out an action plan well ahead of time is key to hitting the ground running when applying for graduate jobs.

Need to organise yourself so you can create a dozen well thought-out applications for individual employers while still getting your class assignments turned in? Juggling between going to school and planning for your career ahead is no easy feat. Nevertheless, it is not impossible to achieve.

It all starts with a solid action plan (which you need to follow through of course!), for you to better manage your time and priorities, so that you achieve your goals. Here are some things you should include in your action plan to best prepare yourself when it comes to crafting effective job applications.

STEP 1

PREPARE AN “ALL-ABOUT-ME” DOCUMENT

An All-About-Me document is a simple but useful document that consists of information about you and only you. Think of it like an idea bank you will revisit when crafting your résumé and cover letters. Don’t fuss about making this document aesthetically pleasing! You may keep it unformatted – this document is meant for your reference only after all.

Here are some things you should jot down in this document:

1. Your skills: Both technical and soft skills
2. Your qualifications and grades
3. Your experiences: Professional and/or co-curricular
4. Your school/personal projects
5. Your career goals

It is also best to review the document every few weeks to keep your details up-to-date.

How do I use it?

• For a basic application template:
  – Add in your qualifications, grades and work experience
• For customised applications:
  – Add in experiences that are relevant to the job applied
  – Pick points in your document that will highlight your strengths
CRAFTING FRUITFUL JOB APPLICATIONS

Update Your Details Little-By-Little and Often

Keep polishing your various forms of written applications so you won’t be panicking when the time comes to send stuff in. So often, people leave applications to the last minute. If you rush, you’re not very likely to shine!

If you have 10 minutes a day...
- Make a priority list. Then, you’ll know what to do the next time you’re free.
- Read over your All-About-Me document. You might have something new to add... or remember something old you’d previously forgotten.

If you have 20 minutes a day...
- Update your basic résumé template, keeping your All-About-Me document handy.
- Proofread and fine-tune an existing application if you’ve already started on one.
- Start some employer research. This is useful at the application stage, and also helps later when you get an interview. It’s reasonable enough to start with the employers that provide the most information about themselves.

If you have 30 minutes a day...
- Draft a cover letter. Don’t use a generic cover letter – employers can spot those a mile away. Write a new one for each position, and your application will be received positively. This doesn’t mean, however, that you can’t come up with good, general ways to start and end your letters which you can just copy and paste as needed!
- Read up about your chosen career sector in the news. The more you know about an industry, the more you’ll know how to tailor your applications to fit a specific job.

If you have one hour a day...
- Visit your career services centre and attend a session with your advisor designed to make you more employable.
- Start an application from scratch. If you don’t have time to finish it, save it to be completed later. Don’t rush through it, as you are likely to make mistakes or forget something vital.
PERFECT YOUR PITCH

Using good, concise English is the key to getting your message across quickly to recruiters.

WRITTEN COMMUNICATION 101:

Using long words and business jargon is the way to impress employers, right? Wrong. If anything, being simple and direct is the best way to write a résumé or cover letter, or to fill in an application form.

It’s absolutely possible to be formal and professional without using fancy flourishes and “impressive” figures of speech. Someone who has this kind of control over their writing is always going to impress employers with their communication skills.

THE ULTIMATE DOS AND DON’TS

The average graduate recruiter has a limited amount of time, and an application form has a limited amount of space. Thus, it is important to cut to the chase and get to the point.

**Write long paragraphs and sentences**

- Refrain from cramming too much information into one long paragraph.

  *E.g.* My tasks as a team leader included leading a team of eight teammates, overseeing two projects simultaneously, prioritising overlapping tasks, reporting to the finance department and many more.

**Use headers and bullet points**

- Format your résumé to make it more readable and direct.

  *E.g.* Tasks as team leader included (but not limited to):
  - Leading a team of eight teammates
  - Overseeing two projects simultaneously
  - Prioritising overlapping tasks
  - Reporting to the finance department

SIMPLE BUT CLEAR

Use simple English so that your audience can read, understand, and act upon your message with just a single reading. You only get one chance to make your point because yours is not the only application in a recruiter’s inbox, so remember to make the most of it.
CRAFTING FRUITFUL JOB APPLICATIONS

Be Long-Winded
- Avoid overusing conjunctions such as “and”, “that”, “as”, “so” etc.
- Exclude unnecessary descriptions/adjectives.

*E.g.* I am a team player *as well as* a great leader *and* this is evident in my role as a team leader *that* allowed me to work alongside *inspiring, hardworking and cooperative* teammates.

Keep It Short
- Write short sentences.
- If cutting out a word does not affect the logic of the sentence, do it.

*E.g.* I am a team player with leadership capabilities. My experience as team leader allowed me to work alongside my teammates, and hone my leadership skills.

Use Passive Voice
- Avoid writing sentences in passive form.
- Passive sentences won’t make you sound authoritative, just robot-like!

*E.g.* As a team leader, there were many tasks *to be managed*.

Be Active
- Keep it simple by sticking to the active clause.

*E.g.* As a team leader, I *managed* many tasks.

Padding
- Exclude fancy phrases that can be replaced with single words.

Be Direct
- Replace unnecessarily long phrases and fancy flourishes with more direct words.

*E.g.* Within the workplace arena → *at work*
At this point in time → *now*
In addition to the aforementioned → *also*

Checklist

Before sending in your résumé and cover letter, check them against the following points. Do they fulfil each and every one of them?

- Is the layout clear and easy to follow?
- Do the headings stand out?
- Are your sentences concise?
- Does the content have a clear objective?
- Are your points clear?
- Have you used short, concrete and familiar words instead of long, obscure, complex words?
- Is the content free of spelling and grammatical errors?
- Are bulleted lists used when appropriate?
- Is the tone suitable for addressing an employer?
How do you ensure that your resume stands out among hundreds or even thousands of other young professionals vying for the coveted role? You need to quickly hook the attention of recruiters right from the top of your resume and reel them in to take further notice of the remaining details. Here is a guide on how to nail it with every resume you send out.

**1. Tailor your résumé for each application**

You need to be sincere and genuine for each application, instead of spamming companies with the same version of your resume. Understand what each company is looking for, and think about what makes you the best candidate.

At the top of your resume, you can indicate your career objective or a key summary of your skill sets, or both. One fuss-free and straightforward way to customise each resume is to revise your career objective and summary of skill sets accordingly, so that it is highly relevant and targeted to the recipient.

**2. Highlight your skill sets and areas of expertise**

Hiring managers do not have time to look through what you did in your previous positions in detail, but they shortlist resumes based on specific skill sets. If you do not have a summary of your skill sets at the top of your resume, be sure to write a line or two at the start of each work experience to sum up the core skill sets in each position.

For instance, if you are listing a marketing experience, use a line or two to highlight the key areas of expertise which you have gained, such as market research, market sizing, interviewing, public relations and business development. On the other hand, if it was a business management position, state the relevant areas of expertise such as executive-level communication, strategic planning, business analysis and client management.

**3. Include relevant experiences**

Other than mentioning any work experience with transferable skills, don’t leave out short-term gigs, internships or co-curricular activities which relate to the job applied for. Spent a summer taking care of elephants in Thailand? Put that in, and you can relate it to a wide range of sectors and trends in the market during your job interview – be it environmentalism, corporate social responsibility, marketing, communications, or cross-cultural fluency.

Similarly, part-time work in a service or teaching role indicates your ability to serve and cater to the needs of clients, including managing others’ expectations, which is a key skill needed for any young professional.
Show numbers and details about your accomplishments

Impact can be measured in numbers and elaborated upon in detail. Think of the difference you have made to previous companies as an employee or intern, or how you have grown through each academic and professional experience.

If you helped to grow the client pool in your previous role, do state how many new clients you brought on board within a specific time period. Similarly, if you have taught tuition, state how you have helped your students to grow, in terms of tangible results as well as the areas which you have focused on, be it targeting on improving their weaknesses or encouraging them to read more. This lets employers know that you are not just a doer but a thinker, for you can be a self-starter, coming up with your own strategy.

If you have led project teams in school or at work, show their sizes and include details of growth within the time period, so that the hiring managers can get a clear sense of your capabilities through proven examples.

Shout on your strengths and interests

Here is where you show how you stand out compared to other candidates. What are some of your unique skills and areas of interests that can help you professionally? This can range from your mastery of a second or third language, to your interest and knowledge of a specific geographic market. Including information like this helps your prospective employer to get to know you as a person, and think of how to tap on your strengths for future plans such as expanding to new or existing markets.

IT and technology skills are another valued asset these days. If you have a budding interest in coding or have taken up online courses to further your interest in this area, state the certificates which you have attained.

Other than highlighting the educational and co-curricular awards, achievements and leadership positions which you have attained, briefly include your personal interests at the end of your CV. Particularly, participation and leadership in team sports indicate high potential for success in a corporate environment, while sharing that you can play a musical instrument demonstrates your ability to focus with discipline.

Time your submissions

Last but not least, try not to wait until the last minute to submit as sometimes application deadlines are brought forward due to overwhelming responses.

First impressions aren’t everything but they definitely make a difference. Likewise, presenting a top-notch resume will help you to stand out. All the best!
CRAFTING FRUITFUL JOB APPLICATIONS

Sample CV

STEVEN ANGUS
Email: steven_angus@gmail.com
Mobile: +(65) 8320 9170

CAREER OBJECTIVE
To develop engaging communications campaigns and content for an environmental organisation across all media channels.

SKILL SET SUMMARY
Content creation, public relations, social media, and non-profit communications

EDUCATION
• BA (Hons) in Sociology, Nanyang Technological University 2015 – 2018
  – Achieved second upper honours
  – Completed six-month internship at the National Parks Board
  – Awarded scholarship for exchange semester at Lulea University of Technology, Sweden
• GCE A Level, Innova Junior College 2013 – 2014
  – Literature (A), Geography (A), Economics (B), General Paper (A)

WORK EXPERIENCE
Intern, ACRES (Animal Concerns Research & Education Society) Jan – Jun 2018
• Core skill set: content creation, social media, non-profit communications
• Worked with the Communications Manager and the media team
• Grew ACRES’ social media presence, crafting messages for 5,000 followers on Facebook and Youtube
• Led video project, interviewing activists and the community on animal welfare issues
• Created intern guidebook

Corporate Communications Intern, National Parks Board Jan – Jun 2017
• Core skill set: public relations, social media, content creation
• Worked with the team managing National Parks Board’s marketing communications
• Monitored National Parks Board social media pages daily, interacting with 10,000 followers
• Assisted in communications campaigns across digital media platforms
• Assisted to produce coffee table book on local flora and fauna

VOLUNTARY INVOLVEMENT
Content Producer at Jane Goodall Institute (Singapore) 2014 – Present
• Crafted and curated content for the institute’s online and social media platforms
• Produced publicity videos for the Roots & Shoots Project

ADDITIONAL SKILLS
• Fluency in English, Malay and Mandarin.

INTERESTS
• Hiking, Diving, Soccer, Guitar and Films.

References available on request.
unlocking knowledge, strength, & growth among graduates

gradsingapore.com
Graduate jobs, internships & careers advice
The art of successful job applications lie in tailoring your resume to suit each role applied for. Here are five simple tips on how to fine-tune your resume for each application, so that your applications do not get binned for being run-of-the-mill.

You reap what you sow! Don’t be lazy about customising each resume you are sending out. You will need to revamp your existing resume if you are applying to a new sector. In any case, do tweak your resume strategically for each application so that it’s directed at the specific role, increasing your chances of being shortlisted for job interviews!

1. Use Keywords from the Job Description

The job description for each role contains keywords which encompass desired qualities and skill sets. In your resume, you need to demonstrate that you have the necessary education and professional experiences, and personality traits for the role.

Hook and reel the hiring manager in to read your resume after the first glance by using keywords from the job description.

2. Work Magic with your Career Objective

Before you start listing your academic and work experience in your resume, be sure to take one to three lines at the very start of the document to create some magic. Akin to a sprinkle of fairy dust, making your career goals and areas of expertise known to the recruiter immediately is extremely crucial.

Hiring managers often have to work their way through a thick stack of resumes. You’ll make their jobs easier with a clearly written career objective that shows how you fit the bill.

3. Don’t be afraid to ‘show off’

You don’t have to think twice about coming across as bragging, if you’re merely stating your achievements, skills and experiences related to the role. Employers are always on the lookout for winners of awards and talented hires who have made their mark in any field.

You need to include all noteworthy achievements, skills and experiences so that you’ll get a chance to talk about them during the interview. Won a policy challenge competition? This would be a shining lead in your resume if you’re applying for a consulting role.
Play up Transferable Skills and Experiences

Recruiters prefer candidates with relevant training and experiences for the roles they are filling. Always take a shot at maximising your chances of getting into the interview round by stating your exposure in the area of work applied for.

For example, if you are a fresh graduate applying for a role in business development, make sure you mention any experience which show your people skills and resourcefulness. This could range from securing a grant for your final-year project, leading a sports team to achieve goals set out, to receiving compliments while in a customer-facing capacity.

Show why it’s meant to be

Outside of professional and academic pursuits, a new hire comes with personal passions and interests which can influence his career performance. If you have a calling for the role and feel a connection to it, show this in your resume.

Employers want to know if your personal values are aligned to the mission of the organisation which you are intending to join. For instance, having more than one voluntary work experience is telling of your inclinations towards working for social causes.

Trim the Fat

Last but not least, clean up the clutter in your resume. Leave out any information that is not related to the role applied for. Each fact and detail mentioned in your resume should be highly relevant to the particular application.
Be succinct and specific

Be clear on the specific position you are applying for, explain why it is of interest to you and convince the hiring manager that you are a good fit. The brief introduction of yourself at this point would contain relevant experiences and interest in the job scope advertised, as well as your highest educational qualification. You do not have to ramble too much about your personality, detailed academic background and skills, as these are already on your resume. Avoid describing yourself with words such as ‘passionate’ or ‘ambitious’ as these qualities are better exuded in person during the interview stage.

Demonstrate your competence

Read the job description as advertised and treat it like a holy grail. Your cover letter needs to address the selection criteria by highlighting relevant experiences. In the same vein, explain how your skills could be put to good use in the specific role. For example, state how your keen interest and knowledge of current affairs help in a role on political risk advisory as clients appreciate swift actionable insights.
Show your enthusiasm

Spend some time doing comprehensive research about your potential employer. Use the information you have found to mention specific aspects of the company operations and culture that appeal to you in the cover letter.

For example, if you have attended networking events organised by the firm or visited its booth at a career fair, you can mention it in your cover letter. If you have a form of contact with someone in the company whom you met through these events, you can mention his or her name. Showing your enthusiasm in networking could score an advantage over other candidates.

Do a thorough check

Last but not least, take a break from your cover letter and check it again later. You are more likely to spot any mistake with fresh eyes. Print it out and pore over it. If this is the first time you are writing a cover letter, you may want to get someone with a strong command of the English language to help you proofread it.

Use a spellchecker to prevent grammar mistakes as errors reveal a lack of attention to detail. Recruiters are on the lookout for effective communicators.

Sample cover letter

Dear Mr Daniels,

I am writing to apply for the Programming Executive role with the Design Museum. My conversations with current employees at your networking session in June this year have reinforced my interest in the museum and cemented my belief that I have the expertise and skills that you are looking for.

Throughout my three years of studies at the School of Art, Design and Media in the Nanyang Technological University, which included a 10-week professional attachment with Art and Design Outreach, I have developed an understanding of creating impactful programmes for art and design institutions.

In addition, I underwent a 6-month internship with the Taylor Print Institute where I gained valuable experience in putting together a year-long public programme to attract different visitors through various platforms including online media, promoting the exhibitions and events to the press, and ensuring live events go on smoothly and draw sufficient crowd sizes.

My résumé is enclosed for your consideration. I am keen to discuss any opportunity in person and am available for an interview at any time. I look forward to hearing from you soon.

Yours sincerely,
Edwina Tong
THE ART OF THE
SPECULATIVE APPLICATION

If your speculative application starts with “Dear Sir/Madam” then you might as well start it with the words “Please ignore this mail!”

Did you know that nearly 70 percent of all jobs aren’t actually advertised? Even in a downturn, employers may still be open to speculative applications. Either way, there’s a good chance that many employers won’t actually know that they need you until you first put your foot in the door.

A speculative job application is a quicker and more direct route into a job. Submitting a speculative application (i.e. “applying on spec”) does require plenty of research beforehand, which can be time-consuming, but hey – you’ll quite likely end up gaining valuable insights!

Moreover, you’re more likely to know if you would be a good match for the organisation, which will give you the confidence you need if you get the opportunity to meet the employer for a job interview.

Here are some tips on breaking into the hidden jobs market and how to apply on spec like a pro!

1. DRAW UP A SHORTLIST OF EMPLOYERS

When it comes to finding out more information about potential employers, good sources include:

- Online business directories
- Specialist business and trade publications
- Magazines and websites by professional associations
- Local publications that target your area of interest
- Newspapers

If you have access to your school’s careers service, it’s worth looking through the information they have on local employers, including reports from alumni.

Remember, personal networks can be useful too! Friends, family members, and their connections can all be good contacts to help you get that first foot in the door.

2. PREPARE TO APPLY ON SPEC

Once you have your list of employers you need to do your research. Find out details about the company and get a feel for the kind of work they do. This will help you to show a genuine interest in the employer and make a convincing speculative application.
MAKE A PERSONAL CONTACT

Finding a named contact is the golden rule of making a speculative application! “Dear Sir/Madam” or “To whom it may concern” letters have a high probability of being ignored.

It’s easy to make a quick phone call to the company to ask for the name of the person who’s responsible for recruiting.

Be tactful about it, though. It’s bad form to just go, “Hi, what’s the name of the person who does your hiring?” at the person who answers your call. Try to soften the blow by being honest, yet polite about your reason for calling.

e.g. “Hello, I would like to apply for a position at your company, and was wondering who I should leave my CV with...”

STAY FOCUSED, BUT ALSO OPEN-MINDED

Be clear about what you are looking for when contacting potential employers. Remember, it’s not just about selling yourself. Making a speculative approach can be a great way to...

• ...find permanent, temporary or part-time vacancies, work experience, or work shadowing opportunities.
• ...arrange a time for a chat on the phone, a brief visit, or the opportunity to meet a recent graduate or employee of the organisation.
• ...learn which other employers in a similar industry may be hiring, even if the one you’re contacting isn’t interested in having you on board.

FOLLOW UP: IT’S GOOD TO TALK

To improve your chances of success, follow up your speculative application with a phone call a few days after you have sent it. Personal contact can create a good impression and make you more memorable.

Even if the employer can’t help with your main request, talking to them will be your chance to ask if there are any opportunities coming up, find out how the organisation typically recruits, and where you should look out for their job ads.

Other reasons why you should apply on spec

• You are trying to find work in a specialised or niche sector (e.g. publishing, pet care, creative media, etc.)
• You are looking to work with a small and medium-sized enterprise (SME) or start-up. Most smaller companies typically do not allocate a lot of resources to recruitment and advertising, but may still need staff.
• You missed the standard recruitment window.
TACKLING ONLINE APPLICATIONS

Online application forms work like precision tools for recruiters, sifting through candidates by using specific criteria.

An online application form can take one to three hours to complete, depending on the number of questions and what each company is expecting. Yes, online application forms are time-intensive but they’re also convenient and often the preferred choice of applications accepted by employers in this digital age.

Other than uploading your resume and cover letter, you are also required to answer questions in these online application forms, with regards to your skills and motivations. With each company having its own customised online application form, make sure that you don’t just copy and paste! Here are some tips on how to handle online applications effectively.

1. **SHOW, DON’T TELL**

Back up your statements with examples or details to prove your point. If you just provide unsubstantiated one-liners, recruiters can’t assess you and hence won’t invite you to an interview.

Don’t just say: “I gained commercial awareness through my internship” – talk about how you gained this knowledge, using a specific example for illustration.

When it comes to stating your motivations for applying to that particular role, make sure your write-up is succinct and impactful. Elaborate on the aspects of the job that appeal to you and state any related academic or work experience.
CRAFTING FRUITFUL JOB APPLICATIONS

SHINE LIKE A STAR

When filling in answers on online applications, remember the STAR technique to keep your answers concise and to-the-point.

- Describe the **Situation**
- Describe the **Tasks** involved
- Describe the **Actions** you took
- Describe the **Results**

The STAR technique is useful for writing about previous work experiences and demonstrating your skill sets and personality traits to show your fit for the role.

Don’t be afraid to use sub-headings and bullet points – it’ll make it easier for recruiters to read.

WRITE EACH ANSWER AFRESH

Don’t copy over an answer you’ve used on another form, no matter how similar the questions may seem. Even if you were to copy, you must tweak your answers strategically to fit the role you are applying for.

The biggest mistake you can make is to leave any traces or mention of the previous companies which you have applied for when you are merely pasting the same answers for many different potential employers.

And, whatever you do, don’t copy and paste information directly from the employer’s (or even their competitors’) websites! Company websites and social media pages are useful research resources for your job search. However, you should digest and process the information at your own time, so that you develop an understanding of industry knowledge and prospective employers with your own unique perspective.

CHECK, CHECK, CHECK

Many otherwise impressive applications are often let down by tiny errors. Not all forms allow you to save your responses to refer back and for checks.

To save yourself the heartache of lost answers in the event of browser issues or when Murphy’s Law comes to play, you can choose to draft your answers in a word-processing programme before keying them into the form.

You can also let your career advisor check your answers before the official submission. For questions that you are not providing answers for, do state ‘NA’ for ‘not applicable’.

Check for any spelling and grammatical errors, as well as make sure that you have indicated your contact information correctly, especially for your e-mail address and mobile number.

Lastly, do keep a copy of each online application sent out for your own reference. You can print the completed forms out for checking before you submit them. You also need to refer to your answers so that you know what to speak about when you are called up for the interview.
EMAIL WITH ELEGANCE

When contacting recruiters, you should always use effective, simple and natural language, to come off as tasteful, mature and graceful. Follow this guide to use the email medium with elegance.

1 Use an appropriate email address

If you do not have a professional sounding email address hosted on a credible domain, it’s time to create a new account. The email address needs to contain your initials, your surname or your full name, and be free from references to your favourite puns, cartoons or games.

2 Write a clear subject line

A good subject line states the purpose of the email with the recipient in mind. An ideal subject line will be “Application for (Role) – (Your Name)”. Make sure you do not have typos in the subject line as that will make a very bad first impression!

3 Address your email to the right person

You can find out online who you should address the email to, instead of stating ‘Dear Sir/Madam’ or ‘To whom it may concern’. The name of the hiring manager is often on the job description and hiring notice, or you can look it up on LinkedIn or the online directory of the organisation you are applying to.

You can also make a phone call to enquire about who you should be addressing the email to before sending it out.

4 Keep your message brief and professional

Your email should be succinct and not lengthy. Avoid smileys and exclamation marks in your email to recruiters and prospective managers, although you may be excited about applying for your dream job. Keep the note brief, respectful and professional. You should not be using acronyms like ‘btw’ and ‘fyi’.

5 Check for errors before you hit ‘Send’

Don’t just rely on autocorrect to spot your typos. Always re-read your email draft for grammatical mistakes, and read it out loud, thinking from the recipient’s point of view.
Manage your email attachments effectively

Of course, don’t forget the attachment which can be your cover letter, resume or other documents requested for. When it comes to sending out a few large attachments, you can place them in a zip folder, or create links for downloads.

Follow up promptly

Besides replying to emails from prospective employers swiftly, you should send them a follow-up if you have not heard from them within the stated period which you could be expecting a reply.

Similarly, you don’t want to miss out on an interview opportunity or potential job offer just because you forgot to check your inbox!

Craft an effective signature

Lastly, your email signature should contain a link to your LinkedIn profile, or your online portfolio site, as well as your mobile number, especially for your first email to any professional contact.
CRAFTING FRUITFUL JOB APPLICATIONS

MANAGE YOUR LINKEDIN PROFILE

Your LinkedIn profile or bio is your digital presence on the popular career networking portal. Here are some guidelines on how to make full use of your profile on LinkedIn, so that you can get closer to your dream job as a young graduate.

1. DECIDE WHAT YOU WANT TO ACHIEVE ON LINKEDIN

Before you come up with a battle plan, you need to know what is it that you’re hoping to attain through LinkedIn. Are you looking to join a particular sector and clinch a certain type of job role? Check out profiles of individuals and companies in your interest areas to find out what are the skills in demand and how the tone of your LinkedIn profile should be.

What are you trying to market yourself as? What roles do you want to be shortlisted for? Answer these questions first, before coming up with the content for your LinkedIn bio.

2. EXHIBIT DESIRED SKILL SETS

Just like how an applicant tracking system works for job applications submitted, recruiters are spotting keywords on LinkedIn profiles to meet their hiring needs. Identify your current skill sets so that you can highlight them in your LinkedIn bio, the same way you would on your resume!

When you are on LinkedIn, you can browse around and take a leaf from industry professionals in your chosen field with well-crafted profiles. If not, the job descriptions of your dream jobs serve as good fodder.

Show what drives you, and what you do. For instance, a job posting for a user experience (UX) designer calls for skills in collaboration, visual communication, user empathy, coding and interaction design. You can indicate the headline in your LinkedIn profile as such – I’m a team player, driven by my belief for beautiful and functional design, to deliver the best user experience.
HIGHLIGHT WHAT MAKES YOU AN ASSET

Illustrate your experiences with concrete examples and details in a succinct manner. For example, mention the exact number of sponsors you brought onboard for your final-year project so as to demonstrate your negotiation and partnership management skills.

Show how you stand out for the sector and job role you are applying for. For example, if you are applying for a commercial research role for a specific locale or demographic group, state your familiarity with trends within a particular market segment.

TRANSLATE YOUR SKILLS INTO VALUE

Always go one step further to prove the value of your knowledge in a professional setting. You can demonstrate how you have contributed to the firm you did your internship at. For example, do not leave out that you used Search Engine Optimisation (SEO) in a digital marketing plan, which resulted in a 10% revenue growth.

Go beyond merely listing your mastery of skills, softwares and languages. Show how you have applied the knowledge in a professional setting, such as how you used your command of a second or third language to gain insights into a regional market.

SHOW WHAT’S NEXT FOR RECRUITERS

Other than statements about yourself, don’t leave out the most important information at the end. It is none other than a point of contact for potential employers, recruiters, clients, or anyone who want to engage with you. Don’t forget to include a link to your portfolio site if you have one! ✉️
Here’s a summary of our advice on how you can improve the chances of being selected for job interviews by paying extra attention to each application:-

1. Communicate clearly to potential employers.
2. Customise your resume and cover letter for every application.
3. Cast your net wide by optimising online job application platforms.

"YOU’RE NOT HERE TO BE AVERAGE. YOU’RE HERE TO BE AWESOME."
Our lives are defined by opportunities, even the ones we missed.

– F. Scott Fitzgerald
COUNTING DOWN TO THE BIG DAY

It’s the big day: your first interview for your first proper job. Don’t panic. Breaking down the run-up to the interview into a series of manageable chunks and actions can really help a lot.

Quick grooming tips

For gentlemen:

- The clean-shaven look is always a safe bet. Get rid of stubble or wispy facial hair.
- Keep your hair neat and make sure that your fringe doesn’t spill past your eyebrows.
- Don’t be afraid to accessorise! Go for a solid watch or a simple pair of cufflinks to complement your outfit.
- Don’t overdo the cologne and aftershave.

For ladies:

- Keep your nails in neutral or natural colours – glaring colours or designs may unnecessarily distract interviewers.
- Make sure to style your hair so that it stays in place and out of your face!
- If you plan on wearing jewellery and make-up, keep things subtle and simple. You want your personality – not your accessories – to shine through!

Your interview is a chance to show how you’d fit in, and this includes your appearance. Look on the recruiter’s website for clues about what the staff at the organisation consider to be appropriate business wear and copy them. Err on the side of formality if you’re unsure – it’s always better to come overdressed instead of underdressed!

Your clothes should be clean, fitted and pressed. Be sure to cover up any tattoos. If you smoke or drink a lot of coffee, make sure your teeth are stain-free.
Prepare everything you’ll need in advance

Objective: Have everything you’ll need ready so you won’t panic the next day.

- Hang your interview outfit out in the open to air so you won’t have to stress out about what to wear.
- Pick a handy, compartmentalised document bag or folder to store your stuff in. Be sure to organise everything for easy access.
- Prepare three additional printed copies of your résumé on good, solid paper. You’ll never know if additional interviewers show up unannounced!
- Get a good night’s sleep to ensure that you’ll be well-rested when the morning comes! You’ll want to be as sharp and alert as possible in the interview room.

2 hours before

Depart for your destination

Objective: Arrive at the interview venue with plenty of time to spare.

You know how traffic generally has a way of going against you when you need to get somewhere in a hurry? This is not a good day to test that theory! Leave early to ensure you arrive at the location before your appointed time. Remember that when it comes to job interviews, arriving “on time” is tantamount to arriving late.

30 minutes before

Arrive at the premises and get comfortable with your surroundings

Objective: Decrease your initial stress and get into a positive frame of mind.

Arriving at the location a good 30 minutes before your appointment will give you enough time to breathe and get to where you’re supposed to be with the least amount of aggravation.

Now is not the time to fret about what you’ve remembered and how you’ll come across at the interview. Write a mental list of things you like so far about the place – it could be the colour of the carpet in the reception area, or the pile of magazines on the coffee table – and focus your mind on that. This will help calm you down.
CROSSING HURDLES AT JOB INTERVIEWS

20 minutes before

**Introduce yourself to a stranger and break the ice**

**Objective:** Get used to talking in your new surroundings by striking up a conversation with someone who works for the employer but won’t be interviewing you.

With any luck, the first person you’ll encounter is a receptionist expecting your arrival. He or she may ask you to sign in before taking you to the visitors’ area. Be friendly and appreciative, as you should be towards anyone you come into contact with in the building, be it the cleaner or the CEO.

10 minutes before

**Meet and greet the interviewers**

**Objective:** From the very start, treat the interview as if it’s a meeting between two parties, not a one-way interrogation.

There’s usually a short explanation of how the interview will be structured. Commonly, the interviewers will begin with an overview of the company and the role you are being interviewed for. This preamble is the most “non-judgemental” part of the interview, so enjoy it and take the opportunity to ask some smart questions.

Crunch time

**Demonstrate your skills!**

**Objective:** Use your innate skills and experiences, putting to good effect what you have learned through this magazine and other sources.

The introductions are followed by the most time-consuming part of the interview: questions to find out whether you can do the job and whether you have the motivation to do a good job. Finally, you get the chance to ask questions of your own.

You may also be given a short test to complete before or after the interview. This could be to establish the level of your skills pertinent to the job, or a more general evaluation of your preferred working style. Follow all instructions carefully, plan your time, and focus on the task.

If you are applying to a graduate scheme, the assessment process might be more extensive and carried out separately in an assessment centre.
CRACKING THE CODE BEHIND INTERVIEW QUESTIONS

There’s always a reason behind the questions asked during job interviews. Here’s a brief guideline to help you prep for some commonly asked questions.

While job interviews can be nerve-racking for graduate applicants, there is also tremendous pressure on interviewers to get the right candidate for the job. You’re worried they’re analysing you; they’re worried they can’t read you well enough. The key is to know the unspoken intentions behind seemingly typical interview questions, and how to answer them accordingly.

“Does the candidate have the basic skills to get the job done?”

Recruiting and training new staff members can be expensive and time-consuming. The greater your pool of skills, the greater the chance that you can hit the ground running a.s.a.p. Having the relevant skills for the job is no doubt much more appealing to recruiters than the prospect of grooming you from scratch.

What your interviewer may ask you:
- Tell me about yourself.
- Tell us about your greatest strength and weakness.

How do I answer that?
When asked to describe yourself, skip the biographical information. Focus on your skill sets, recent work-related experiences, and most important achievements – and why these qualify you for the position on offer.

When describing your strengths, talk about your skills and traits and relate them to the company or position you’re applying for. Promote yourself through specific examples.

When stating your weakness, show that you’ve taken steps to counter them and that you are always looking for opportunities to learn and improve yourself.
“Is the candidate really interested in this job?”

The last thing employers want is to hire someone who isn’t enthusiastic about the job and may leave a few months after starting – or worse, pull out of the work arrangement right before starting work. They also do not want to employ someone who will be unhappy in their role.

What your interviewer may ask you:
• Why do you want this job?
• Where do you see yourself in five years’ time?

How do I answer that?
Share your motivations for pursuing the career path and how you were inspired by the industry or organisation. Storytelling adds a human element to your response, making it persuasive and believable.

Questions on your expectations in career progression are typically asked to find out how committed you are to the job. It’s important to research the kind of progression you could realistically expect within the industry and company. You could also speak about the skills you would like to build upon if you get the job.

“Does the candidate have other interviews or job offers lined up?”

Recruiters aren’t just trying to meet their bosses’ expectations, they’re competing with other companies for talent as well. Interviewers want to know whether you’re being courted by other organisations so that they can decide how long to take for evaluating their pool of potential candidates and possibly extend a job offer to you before someone else does.

What your interviewer may ask you:
• What other companies have you applied to?
• What other positions are you currently interviewing for?

How do I answer that?
Don’t be shy about talking about other jobs that you’ve applied for. If they’re similar to the one you’re interviewing for, it shows your genuine interest and dedication towards the job role. Recruiters want to see the consistency of your career aims.

However, avoid pitting recruiters against each other just to get a better deal. Instead, admit that you’ve applied to other places as well, and give real examples that are consistent and relevant to the role on offer.
CROSSING HURDLES AT JOB INTERVIEWS

4. “How well will this candidate get along with colleagues and clients?”

Recruiters want to avoid hiring someone whom they suspect may compromise relationships between colleagues or clients. Interviewees who come across as rude, cynical, difficult or arrogant will most likely be struck out from the list. Inversely, those with good interpersonal and communication skills will be favoured for the job.

What your interviewer may ask you:
- Have you ever disagreed with a senior whose approach you felt was wrong?
- How would you manage conflicts with colleagues who may not agree with your work methods?

How do I answer that?
Instead of denying that you’ve ever been involved in any negative situation, just be as honest and authentic as possible. Conflicts and disagreements are regular workplace occurrences, and what’s important is how you go about resolving and managing such situations.

Describe the situation, the reason for the disagreement, and the final outcome as diplomatically as possible. Ideally, you should describe a situation where things ended in a win-win. However, if things didn’t end on a good note, it’s not the end of the world. Your interviewers are also interested in assessing your ability to maintain your integrity.

5. “Does this candidate fit the company culture?”

Company culture varies from organisation to organisation, and how it resonates with your own values, goals and preferences will affect how comfortable you are in your work environment. Someone who fits in with the company’s culture will more likely be happier at work, thereby producing better results. Choosing the wrong candidate may also lead to unwanted conflicts in the workplace.

What your interviewer may ask you:
- What do you think about our company’s mission statement and values?
- What do you think are the core values an employee should have?

How do I answer that?
Needless to say, for you to respond to such questions, you need to have a good understanding of the values that the organisation stands for and its vision and mission. Hence, do your research beforehand – even before you apply for the role!

This is also a chance for you to ask the interviewer about the company’s work culture beyond what’s showcased on their website to determine your fit for the role. After which, describe your interests, beliefs and motivation and explain how they align with the company’s culture.
CROSSING HURDLES AT JOB INTERVIEWS

4 TYPES OF INTERVIEWS

Quick tips to help you prepare for different types of job interviews.

The one-on-one interview

Most job seekers are familiar with the one-on-one interview session. Personal or face-to-face interviews are pretty straightforward, as your interviewer asks you a series of questions to evaluate whether or not you’re suited for the job. Some companies prefer using several rounds of one-on-one interviews with different department heads before deciding the candidate’s fate with the company.

★ Interview tips

• Show your interviewer that you are interested in the job by asking relevant questions. Some simple ones include asking about the role’s day-to-day tasks, the work culture, or the role’s career path.
• You should also talk about how the job role matches your aspirations, career plans and relevant interests. Enthusiasm is key.
• Demonstrate specific examples of the skills required for the role you’re applying for and discuss relevant transferable skills you obtained from any school/work experiences.
• Also note that body language is just as important as verbal communication. Maintain a decent level of eye contact throughout the interview, sit upright to exude confidence and remember to smile!

Video interviews

Conducted to filter suitable candidates at an early stage, video interviews are a new trend in the graduate recruitment process. However, due to the potential technical pitfalls and how different they may be depending on the platform used by each employer, they tend to intimidate graduate job seekers. Video interviews may take place “live” (e.g. through Skype) or pre-recorded (e.g. video submissions).

★ Interview tips

• Practice makes perfect. Start by getting used to appearing on-screen. Switch on your computer’s webcam and record yourself as though you’re running through a practice interview.
• Set the scene by dressing smartly and make the area where you’ll be carrying out the interview look like a professional workplace.
• If you are using a Wi-Fi connection, make sure you have a good signal strength so that the video conference doesn’t end unexpectedly.
• If you’re taking the call on a laptop, remember to plug it in to a power source – you may be online for longer than you think.
Panel interviews will typically involve anywhere from three to eight interviewers (usually three for graduate interviews). They will likely consist of a mix of HR personnel, business managers, and some departmental specialists.

Panel interviews tend to be more rigorous and meticulous than individual interviews as you will be juggling questions from multiple sources. This may sound intimidating, but fret not, the interviewers are out to find out the same thing as at any other interview: whether you’re a good fit for the company!

**Interview tips**

- Maintain direct eye contact with the interviewer asking you a question. Don’t look away!
- Address the interviewer by name when speaking to them. One little trick is to get their name cards at the beginning of the session, and then arrange them in front of you according to the interviewers’ sitting arrangement.
- Don’t panic if one of the interviewers looks bored. Each member on the panel will have different interests, so it’s likely that not everyone may be interested in your response to a question asked.
- You will sometimes be asked the same question twice by mistake. Don’t second-guess yourself, and always keep to the same version of your story.

**Phone interviews**

A phone interview is often a screening exercise where employers check some basic information prior to a face-to-face interview. It is also used to sieve through suitable candidates early in the recruitment process. The relative anonymity of a phone interview may allow you to speak to your interviewer without the stress of travelling to an unfamiliar place in professional attire, but that doesn’t mean that you should let your guard down!

**Interview tips**

- Much of the impact you make will come through your voice, so it’s important that you sound attentive and enthusiastic.
- Take notes of the keywords of the questions asked so you can refer to them when responding to your interviewer.
- Don’t be distracted by your surroundings or lose track of what you want to say next. Avoid “umms” and “uh-huhs” or constant requests to repeat the questions.
- Have your CV or completed application form next to you in case you need to refer to them during the phone interview.
- Choose a conducive, quiet environment for the phone appointment to prevent background noise from ruining your session.
GRILLING YOUR INTERVIEWER

Asking interesting and smart questions would make your interviewers think “Wow, you’re intelligent!” – helping them warm up to you in the best possible way.

What should I ask?

Sensible questions

Take the chance to clarify important details that your personal research couldn’t cover. It will help you make a more informed decision about whether or not to accept a job offer. Some examples:

• Could you tell me more about the tasks involved in this job?
• What sort of training can I expect to receive?
• How do new employees in this position generally progress?
• When did you join the company? What does your job involve? What do you like about working here?

Thoughtful questions

Ask bigger-picture questions that will help you discover new, useful information and demonstrate your intelligence and positive attitude. You may also want to pick up on things that have been mentioned in the interview.

Good topics to discuss include issues about the organisation, its competitors and its projects or clients. Here are some good examples:

• I read in the papers recently that your organisation has just signed an agreement with Client A. Will I be involved if I get this position?
• Will the trend towards X in this market affect the way you work?
• Your competitors seem to be doing Y, is it important for your company to be doing Z? How does this set you apart from them?
Questions to avoid

Avoid asking questions that you should already know the answer to as a pleasant, well-read, and well-researched interviewee.

Don’t ask for information that is clearly stated on the organisation’s website. Likewise, don’t ask about something that you’ve just been told in the interview simply for the sake of something to say.

Also, steer clear of questions that make you sound arrogant. “What is your company able to offer me?” will give the impression that you would be difficult to work with. The same goes for good questions that are not tactfully worded — for instance: “What makes you so different from Company X? Aren’t they doing the same thing as you?”

Lastly, keep away from any talk concerning salaries or remuneration, especially when your interviewers haven’t yet decided if they want to extend you a job offer!

Other opportunities to ask questions

You may also have the opportunity to talk to other members of the company outside the formal interview, such as when you’re introduced to a recent recruit, taken on an office tour, or invited to an informal lunch with your recruiters.

Take the opportunity to ask polite questions when appropriate, and listen carefully to the answers. Good questions could include the following:

• What job do you do?
• What type of products/projects/cases do you tend to work on?
• How long have you been with the company? Did you join as a graduate?
• Do you find the company a friendly place to work in? Are there any social events?
• What do you enjoy most about working here? What are some of the hardest bits of your job?

It’s very likely that the recruitment team will be taking feedback from everyone who’s spoken to you. So take as much care about what you ask and how you come across in less formal activities as you do in the interview itself.

Above all, asking great questions at interviews often require you to do a bit of research in advance. It’s a big factor in being a hireable candidate.

The Smart Questions Funnel

A good tactic is to use what’s called the funnel method of questioning. Start by using open questions (i.e. questions that start with "How?", "Why?" or "Who"), then work your way down towards closed questions (i.e. questions that can be answered with a simple "yes" or "no").

This will make the conversation seem more organic.

Since open questions require more than a "yes" or "no" answer, use these if you want to get your interviewers talking. For instance: “How is the training process like?”

Use closed questions to clarify points and to show that you’ve been listening. For instance: “So your expectations are that your trainees will be ready to work independently within a month?”

How will this trend affect the way you work?

What sort of training will I receive?

What does this mean for my role?

So your expectations are that...?
Know your subject inside out

All technical interviews are different. What you will be asked will depend on the subject you’ve studied and, of course, the job you’re applying for. However, one thing that’s most likely to happen regardless of your field of study is that interviewers will quiz you about your course and what you’ve learned from it.

Revise the basics that everyone in your discipline should be secure on, but remember to focus on topics that relate to the employer’s area of work, as well as any knowledge you would use on the job. It also helps to familiarise yourself with the latest and most relevant theories and issues in that area alongside your book knowledge.

Practice makes perfect

Practising is a great way to prepare for an interview. You can pay a visit to your school’s career services centre to sign up for a mock interview or role-playing exercises. Not only will you be part of a simulation of an actual interview where you get to practise with a mock interviewer, you’ll also be able to receive feedback from your career counselor on where to improve.

It is also important to find out what the company will likely include technical interviews during the application process so you can practise in advance. For instance, if you are applying for a position as a software developer, it is likely you’ll be given a coding test. What you can do is practise timed coding tests which are easily available online.

One way to find out about the different assessments during the job hunt is to get in touch with your seniors or alumni who have taken career paths that you’re keen on pursuing.
**Use concrete examples**

Use examples from any work, volunteer or internship experience which show how you used or picked up technical skills in a commercial environment. This proves your ability to apply theory to practice, and will reassure recruiters that you know how to translate your knowledge to the company’s needs.

You should also talk about the projects you have worked on at university, as these demonstrate your ability to do independent work, to go deeper into your subject, as well as show how you used practical skills and techniques to solve problems. Prepare a brief summary of what your project focused on, how you overcame problems that cropped up, and how you got the final results.

You could also produce a short portfolio of your projects to illustrate your responses as you speak, or leave it with the interviewer at the end of your interview session. You only have a limited amount of time during the interview, so this is a great way to ensure that interviewers have at least one way to find out the full extent of your accomplishments.

**It’s not always about getting the correct answer!**

Technical interviewers may ask you to comment on a range of scenarios or hypothetical situations. You may not know the answer to everything you are asked, but try to show the interviewer how you might go about solving the problem or finding the information you would need to answer the question.

Remember that your interviewer is not only interested in your technical knowledge. They also want to see how you reason and approach problems. This isn’t an exam – if you’re totally stumped, you can always try asking for a few pointers. If your interviewers oblige, try to pick up the thread and keep going.

**Talk technical, but be understood**

Technical interviewers also look at interviewees’ personal skills. You need to show that you can work well with others, and that you can communicate technical information and scientific ideas clearly and concisely to laymen and experts alike.

When communicating ideas, try your best to use simple terms to explain complicated concepts. Avoid technical or scientific jargon if possible, but if you absolutely need to drop a few of those, be sure to clarify what they mean or stand for. It’s always a good idea to focus on the application of the idea – how and why this idea is important, and why your audience should care about it.

Remember that even in a technical interview, not all your interviewers may be experts in your chosen field. Do your best to keep things simple yet meaningful, and to not lock any one of them out of the loop!
BE ASSERTIVE, NOT AGGRESSIVE

Being assertive is a great skill that everyone should learn, and it won’t put interviewers off.

Assertiveness is about finding a happy medium between aggressiveness (“I am the best thing that’s going to happen to your organisation”) and passivity (“Well... I’m not sure how well I can perform on this job. I can give it a try... I guess.”). It is also about striking a balance between your needs and the demands of your colleagues, boss, and clients.

Translated into the interview arena, this means staying in control and treating the interview as a two-way process with clear, calm, and frank communication. It may help to think of it as a casual (but polite) meeting or conversation rather than a one-way interrogation.

Here are some ways you can accomplish this:

**Assertive communication**

1. **Show off your pearly whites!**
   Always look directly at your interviewer and smile. If you’re being interviewed by a panel, take time to look and smile at each interviewer in turn.

2. **Break the ice**
   Don’t be afraid to start a casual conversation with your recruiters – it shows courage and can even help you relax! However, avoid making extremely personal comments (e.g. “Wow, you look gorgeous today!”).

   Keep things neutral: the impressive office, the busy traffic, and the beautiful weather are all safe topics.

3. **Repeat key facts**
   Got an important detail that you want to highlight? Mention it, and then summarise it again! If you think it deserves another mention later, do so, but be careful not to come across as pedantic.

4. **Find equal trade-offs**
   Do not be intimidated into accepting a one-sided bargain. Your agreement should outline a win-win scenario, where you and the employer both gain – e.g. they offer training while you offer your commitment.

5. **Keep calm and take your time**
   Some recruiters may ask difficult questions, but don’t be pressured into giving an instant response. Instead, buy time by asking the interviewer to clarify the question, or by asking for some time to think it through.

6. **Ask questions**
   Show your maturity and enthusiasm by asking questions about the company’s role and the industry. Questions about working at the organisation are also an indication of your desire to fit in.
Active listening

1. Listen, don’t interrupt!
Don’t interrupt and form your own assumptions of what the recruiter might be asking or saying before he/she finishes. You wouldn’t want to spend 15 minutes answering a question, only to find that you’ve misunderstood the recruiter!

2. Echo their language
Establish rapport by echoing the language used by the interviewer to describe their approach to problems and solutions. For example, do they “Feel the outcome is...” or “See the outcome as being...?”

3. Nod and acknowledge
Every once in a while, nod and acknowledge the recruiters. If necessary, make brief comments to indicate that you’re listening (“yes” and “uh huh” works). Don’t nod excessively, though!

4. Let your body talk
Mimic the interviewer’s body language to build a connection, but don’t overdo it! Responding with the appropriate facial expression is important too. Looking bored as you listen definitely isn’t the way to go.

Check yourself:
Are you assertive enough?

- I can look at my interviewer in the eye and feel OK.
- I feel alright talking about my own achievements.
- I am able to question things when I am uncertain about them.
- I am comfortable saying “I don’t know” or “Sorry, I don’t understand the question”.
- I am able to express my honest opinion to the recruiters, even if they might disagree.
- I feel comfortable referring to my résumé for help in the interview room.
- I am able to speak confidently in group situations, such as group assessments.
- I can assert my own needs while working with others without feeling reluctant.
- I can say “I’m capable of doing this job” or “I don’t want this job” without feeling awkward.
- I can be honest about the mistakes I’ve made in the past.

IF YOU GOT...

more than 7
Well done, you are consistently assertive! You know your mind and you have no qualms about speaking up politely.

less than 7
You may still be a little shy about expressing yourself. Do your best to share your thoughts with others – politely of course!
Say you’re good without actually saying you’re good

If you really aren’t comfortable making statements like, “I’m good at managing my time”, try giving examples instead. For instance:

“There have been times when I’ve had to manage my time carefully to get things done. In my second year, I volunteered two mornings a week at the local SPCA, but I also had to hand in two essays a week. I also worked eight hours a week at the supermarket. It was tough, but I made it through, although I did swap shifts with colleagues on a couple of occasions.”

See what just happened there? You’re not explicitly saying you’re good at time management, but it’s clear that you are.

Realise your own strengths

The first step to being assertive is to recognise that you have skills and strengths worth talking about. Start by looking at your day-to-day activities, and relate them to skills that employers are looking out for in potential candidates.

Have you written essays and given presentations in school? That’s written and verbal communication skills. Played football or hockey in your spare time? That’s teamwork. Extra points for being team captain, because that’s organisational and leadership skills.

Even successfully juggling your coursework, a part-time job, and spending time with friends or family can be translated into employable skills (time management and ability to prioritise).
Use your portfolio

Alternatively, you can make use of visual aids. Consider keeping a portfolio of work samples, photos, graphs/charts, news articles, recommendation and appreciation letters, as well as any other relevant documents which you can display when asked about your accomplishments. Get the interviewer’s permission to show them an example of your work, and you can base your answer on the things that you have in your portfolio.

Having a portfolio makes things easier for you not only because of the visual proof of your accomplishments, but also because it can act as a prompt to jog your memory. Most importantly, it also gives you some breathing space every now and then, and a chance to gather your thoughts in preparation for further questions from your interviewer.

However, be selective about what you want to include in the portfolio. It may be tempting to include every single certificate or work sample, but remember that a portfolio should complement your answers, not substitute it.

Switch your thinking

If you’re worried about over-selling yourself or coming across as arrogant – don’t be. What you are doing in your interview isn’t boasting – you’re simply providing recruiters with evidence that you are the right person for the job!

Recruiters need to be told about your skills, or they will probably hire someone else who’s done a better job of showing it. So approach an interview understanding that talking about yourself and showcasing your skills will help recruiters figure out if you’re the right match for the company.

Make use of testimonials

You can also make references to your testimonials, such as performance evaluations from your supervisors, lecturers, or managers. You can also obtain testimonials from clients, coworkers, and suppliers whom you’ve worked with.

For instance, when asked about a skill or achievement, you can answer by saying:

“My supervisor has commended me on my ability to troubleshoot problems calmly whenever emergencies arise. He’s made specific mentions about how I had contributed to the company during my performance evaluation.”

Using reference points as examples also lends an air of credibility to your responses. Additionally, do your best to bring in testimonials from the referees listed in your résumé. This way, employers will be able to verify your claims, which improves your credibility even more.
We all know that body language is important – but how important?

As much as you prepare the right answers for your upcoming interviews, the way you carry yourself can affect the recruiter’s impression of you much more than you think. Don’t over-rehearse your interviews, but do remember to be self-aware of how you’re possibly coming across to the interviewer(s). If anything, keep in mind that first impressions matter when it comes to job interviews – until you successfully secure the job, that is.

**Eyes**

- Go for an open, confident gaze, but don’t stare.
- Maintain a decent level of eye contact throughout the interview.
- In a panel interview, make sure to alternate eye contact with all of your interviewers, but always look back to the person you’re addressing.
- Don’t wink or flutter your eyelashes!
- Remember to blink.

**Hands**

- Keep your handshakes firm and as dry as possible – especially at the end of the interview, as it’s your last chance of leaving a lasting impression.
- No flabby handshakes or bone-crushers.
- Gesture appropriately to emphasise your answers: right hand for giving out info, left hand for receiving info.
- Don’t crack your knuckles. It’s a bad habit anyway.
- Signs of nerves: Tapping fingers on the table.
A study at Harvard Business School tells us that of the messages we send out:

- Body language accounts for 55%
- Tone of voice for 38%
- Words for 7%

Mouth

- Smile. Naturally. Don’t overdo it or fake it.
- Fresh breath matters. Pop some breath mints before you head in.
- Be aware of your tone of voice. There’s no point in saying you’re passionate about something when you sound utterly bored.
- Excessive lip-licking is a no-no. Put on some lip balm just before the interview if needed to keep them from cracking.
- Avoid breathing from your mouth. Heavy breathing isn’t particularly presentable.
- Signs of nerves: Pursing and biting your lips.

Posture

- No slouching! Sit up straight to give recruiters a more confident impression of yourself.
- Square your shoulders and raise your head to give a more self-assured and reliable quality.
- Don’t be stiff though. Relax!
- Stay comfortable. Don’t be afraid to change positions throughout the interview, but avoid excessive fidgeting.
- Mirror your interviewer’s posture from time to time to create solidarity between the both of you.
- Lean forward a little to show interest in what your interviewers are saying.

Major tip

Calm those nerves!

The one thing that affects your body language the most is your nerves. You can mask them slightly by going into an interview well-prepped with positive examples and stories about how you’re undeniably ready for the job, but if you don’t calm yourself before the session starts, your body language will give you away!

You might go into defensive mode and end up crossing your arms, let loose all your nervous tics, or worse, overdo everything and come across as a phoney. Experienced recruiters can tell when you’re faking it, so stay away from that. They’re looking for someone who’ll fit right in with the team, so take a few deep breaths before ringing the doorbell, relax, and remember to stay professional.
CONQUERING PSYCHOMETRIC TEST

Many graduate employers use psychometric tests as part of the selection process. Here’s what you should expect!

Just when you thought you had finished with tests and exams, out they come again on interview and assessment days. Psychometric tests may be used to assess your abilities, aptitudes and personality alongside more subjective feedback gained – for example – from presentations.

The psychometric test is a level playing field. Employers value them because they are a fair way of comparing different candidates’ strengths regardless of their educational background. However, as with any kind of test, you can improve your performance by knowing what to expect, and by practising.

When will I have to take a psychometric test?

Psychometric tests may be used at different stages of the graduate selection process, namely:

- After you submit your online application form.
- Alongside a first interview.
- At a later stage of the assessment, possibly with a second interview or as part of an assessment centre. You may be re-tested at this point to confirm the results of earlier tests.
WHAT TYPES OF TESTS ARE THERE?

Ability tests

What? Usually conducted under timed, exam-like conditions, ability tests measure the general skills appropriate to your education and experience. They are often combined with aptitude tests that assess your potential to pick up new skills.

Examples
- Numerical: These assess your basic arithmetic and ability to interpret data, graphs, charts or statistics.
- Verbal reasoning: These tests explore your ability to understand and evaluate written information.
- Non-verbal reasoning: These reveal your spatial awareness and ability to spot patterns.
- Logical reasoning: These show off your ability to draw conclusions from basic information.
- Problem-solving: These determine your ability to identify mistakes accurately.

Aptitude tests

What? Aptitude tests examine your potential to learn a new skill that is needed to do the job you have applied for. Usually conducted under timed, exam-like conditions. Most involve multiple-choice or true/false answers.

It’s important to note that aptitude tests are not meant to pass or fail you, but to compare your ability levels to a “normal” expectation chosen by the employer or test provider.

Examples
- For instance, if you are considering a career in IT, you may be asked to complete a programming aptitude test.
- For other sectors, such as finance, you may find that any numerical and verbal reasoning tests given tend to be focused on the kind of information you would come across in your daily work.

Personality tests

What? Personality tests assess your typical behaviour when presented with different situations, and your preferred way of handling things.

They examine how likely you are to fit into your role and the broader company culture. Recruiters want to know if you have the characteristics they need for a particular job.

Tip!
Don’t try to second-guess what you think the employer wants to see! Personality questionnaires assess consistency in responses, so just be honest. If you’re right for the job and the employer is right for you, you’ll do fine.

However, if the job and employer isn’t looking for people with your personality, think about it this way – you may have just made a lucky escape!

PRACTICE, PRACTICE, PRACTICE!

The best way to approach psychometric tests is to practise until you become familiar with the typical formats they take and the way questions are asked. It will also help you to improve on speed and accuracy, and identify areas in your ability tests that need work.

Just make sure you don’t become over-confident! While doing practice tests can improve your performance to some degree, remember that each employer’s tests will probably be slightly different.

Where to find practice tests:
- Simply do a quick Google search along the lines of “free psychometric practice tests”.
- Drop by your school’s career services and ask if they have some available. They may even have a better idea of the kinds of tests that specific employers use.
SURVIVING ASSESSMENT CENTRES

Breeze through assessment centres with these tips and tricks.

Grads often get the wrong idea about assessment centres – treating them like competitions where only one person comes out on top. Don’t fall into that trap! It’s important to remember that you are being assessed against the employers’ criteria, not each other. In fact, one of the key elements of assessment centres is demonstrating how well you can cooperate with others and pursue success as a team.

What should I expect from an assessment centre?

Assessment centres are used to test for specific skills and aptitudes that are required for the role offered by the employer. However, most of them typically contain similar elements and exercises.

You can expect to be involved in a combination of the following in most assessment centres:
- Group exercises
- Presentations
- Aptitude and psychometric tests
- In-tray/e-tray exercises
- Case studies linked to the job function

Recruiters will assess you for a number of things, including how you demonstrate core skills and competencies such as communication, teamwork and problem-solving. The group setting also makes it much easier to assess how well you work with others, how you influence and persuade, and how others respond to you.

How to behave at an assessment centre

Though assessment centres may seem artificial, your goal is to show what you’d really be like if you got a place on the graduate scheme. Here are some tips on how you can be your best self on the spot!

1. Be professional

Arrive on time and look the part. Be friendly and polite. The assessment centre is partly a social exercise, so do participate in both formal and informal discussions such as during lunch or tea breaks. Be prepared to initiate conversations. While it’s fine to make small talk with assessors, avoid being over-familiar.

2. Get your hands dirty

Don’t stand back and turn your nose up. Group exercises are designed to see how well you work with others, so make sure you take part. Be enthusiastic and make an effort, whatever the task is. Besides, concentrating on the task in hand will help you to forget your nerves.

3. Don’t lose concentration

It’s going to be a long and tiring day, so try to make sure you have a good night’s sleep beforehand, as you’ll need to stay alert and engaged. Even if you are assured that the informal food and drinks do not play any part in the selection process, you should be careful not to gorge yourself.

4. Be yourself

Instead of feeling the need to act a part, just be the most positive version of yourself. Try to relax and behave naturally. You might even find it possible to enjoy yourself despite the inevitable nerves, and a smile is more likely to make a good impression than a face frozen in fear.
Handling social etiquette

More often than not, the trickiest part of assessment centres isn’t the exercises, it’s the composure that you must maintain throughout the entire day – in both formal and informal settings. That said, how should you carry yourself during social intervals, such as the buffet lunch or tea and coffee breaks?

Many graduate applicants have little experience socialising in a professional context, and this can be a source of stress for them. Don’t fret! Here’s how you should conduct yourself during the social bits of an assessment centre.

1. **Introduce yourself with confidence**
   When you want to start a conversation with a recruiter, be pleasant in the way you approach them: a polite smile and a handshake is the standard introduction practice. You can then get the ball rolling by giving your name and some relevant background information, such as your subject of study.

2. **Ask recruiters questions**
   Avoid approaching recruiters during social breaks with personal questions. Play safe instead, and ask industry-related questions to demonstrate your earnestness and determination. General questions about recruiters’ career background and time with the company are good conversation starters.

3. **Strike a balance between eating and socialising**
   Don’t forgo eating just because you’re nervous or want to take the opportunity to network. You still have a long day ahead of you, and an empty stomach might jeopardise your subsequent performance. If you feel like you need some time to eat or compose yourself before the next assessment session begins, don’t be worried about having to move away, but do so politely! A simple “excuse me” will usually be more than sufficient to free yourself.

So how do I know if it’s going well?

**You know you’re on track when...**

- You’ve achieved a mix of taking charge and taking a back seat.
- At the end of the day, you realise you’ve actually managed to enjoy yourself.

**Things aren’t going so well if...**

- You don’t meet anyone – fellow candidates and assessors – whose company you enjoy.
- You walk away feeling suspicious, judged and anxious.
The group exercise is a key part of the assessment centre day and helps graduate recruiters assess how you’d perform in the job. Find out what they’re looking for and how to impress them!

The ice-breaker

Your assessors may have one to help you relax, and to help the group to gel. Ice-breakers often involve the completion of a task within a tight deadline.

For example, your group might be asked to build a tower from straws, paper, and pins. If you are asked to make something, try to make sure the group doesn’t spend too much time discussing and designing, or you might run out of time for construction.

Still, as anyone who’s ever been in an ice-breaker can tell you, those can get quite awkward very quickly if no one steps in to take charge. That’s where you come in – do your best to keep the ball rolling and to keep everyone chatting!

The group case study exercise

The group is given a set period of time to work together to respond to a case study brief – often a set of documents based on a real-life business situation. The group may also be invited to present its findings as part of the exercise.

Sometimes, assessors will shake things up by giving each candidate a different briefing document or role to play, and the group has to reach a conclusion despite the conflicting views of its members.

Your goal here is to show recruiters that you can work together towards a common goal. Your assessors aren’t actually looking for the “right” conclusion – what they want to see are the steps you took to reach it.

The discussion group

You and your group members will be given a topic (or multiple topics) to discuss. The nature of the topics can vary, but they usually involve an issue of current importance to students or something that’s been in the news recently.

At the end of the discussion, each candidate may be invited to comment briefly on one of the group’s conclusions, so it’s vital to listen as well as to speak up.

You are usually not given time to prepare for this, so it’s a good idea to read some quality newspapers and magazines in the weeks before the assessment centre. This way, you’ll come to the discussion with a more complete picture of things.

“Show yourself as a good team player – full of ideas but willing to listen.”
CROSSING HURDLES AT JOB INTERVIEWS

Skills to demonstrate in group exercises

The leaderless task
Each member of the group will be given an individual briefing document, which may or may not be different from other people’s. As a group, you must come up with a decision acceptable to all within the time limit.

No one in the group is designated leader, so you’ll have to work together to find a solution. As before, there’s probably no “right” answer, so be patient and try to broker as many compromises as possible. Your assessors will be more interested in seeing if you can work with people holding different views, and how well you can navigate potential conflicts.

Contribute, but don’t dominate
Be assertive, but not aggressive. If you are usually a shy person who doesn’t speak up, do your best to participate. Inversely, if you know that you sometimes talk too much, do your best to hold that tendency in check!

The leadership task
Very occasionally, if recruiters are particularly interested in testing your leadership skills, you will be asked to chair a meeting, or act as leader of your group.

Once again, there will be a set task. Only this time, you will be expected to lead the others to success. Here is what your assessors will be looking for:

- **A good leader delegates.** The task cannot be done by you alone. You must divide up the work between the others.
- **A good leader uses the strengths of others.** You must identify the strengths of your group members and use them in appropriate ways.
- **A good leader knows what’s going on.** Don’t stick too hard to your guns and ignore feedback. It’s better to monitor what’s going on and make changes if things don’t work out.

Be aware, and be confident
Listen, and don’t interrupt. Be aware of what others in your group are contributing. You could try to draw out quieter members and seek their views – your assessors will notice and appreciate that.

Be diplomatic
If one person is behaving in a dominant way, don’t shout them down, but try to make sure that everybody gets a chance to share their thoughts. Be prepared to compromise, but don’t bend over backwards – make sure you can reasonably justify any sacrifices you make.

Keep an eye on the time
Stay focused on the overall objective. Try to summarise the group’s progress now and then to make sure you don’t overshoot the time limit set by your assessors. Do your best to keep things on schedule as diplomatically as possible.
WHAT?
Case study exercises can be for individuals or groups. You will usually be given some information about a work-related scenario and asked to imagine that you’re part of a group of experts giving advice to a client/supervisor on the basis of the evidence.
This will probably be carried out over a period of a few hours, and you are likely to have to make a presentation to the assessors at the end. You may also be drip-fed additional information to assess at specific intervals throughout the allocated time.

WHEN?
Case studies are particularly popular in assessment centres for graduate jobs in banking, financial services, accountancy and management consulting, but they can also be part of assessments for other business sectors and industries. It’s important to note that they are typically based on real life business developments.

HOW TO APPROACH THEM
You need to be clear about what you’re being asked to do. Start by reading through the information pack and assessing which parts of the information are relevant.
Understand the problem, your role, and your objectives inside out. Don’t be afraid to ask for more information or clarification about something from your assessors if you’re unsure.

If you’re working in a group, you could divide up the tasks. You could, for instance, nominate someone to assess any new information passed to the group during the course of the exercise. You’ll also need someone to manage the time taken for each task, so ensure that your group has a timekeeper.
Don’t dominate discussions, but do contribute to them – you should articulate what you’re thinking so your assessors can see how you approach problems.
Remember to allocate time to prepare for your final presentation, and be realistic about how much you can fit into it.
Lastly, don’t lose sight of your objectives! Your final presentation should be relevant, clear and concise, and should include a summary of your conclusions and recommendations.

WHAT ASSESSORS ARE LOOKING FOR IN CASE STUDIES
- Analysis
- Problem-solving skills
- Time management
- Teamwork
- Commercial awareness
- Presentation abilities
CASE STUDY EXAMPLE

The following example is based off a genuine case study used by a multinational investment bank. It should give you some idea of what to expect:

The scenario:
A large publisher of magazines and books is looking to make a significant acquisition. It has identified a target company and approached a number of investment banks for their views on the merits of a potential deal and a target price. Based on these presentations, the publisher will decide whether to proceed with a bid and, if so, select one bank to act as their advisor.

The task:
Your team is one of the investment banks bidding to win the mandate. You need to analyse the figures provided, to review the marketplace, your potential client (the publisher) and the target company. You must also prepare a five-minute presentation giving your recommendations.

Note:
You may either be provided with a wealth of raw data alongside the scenario, or you and your group may have to dig up all the necessary information by yourselves somehow. Either way, you’ll need to crystallise all this information into a workable action plan that you can present to your assessors.

Can I practise for these?

YES, YOU CAN!

Here are some ways you can prepare for case studies:

- Find out about the kind of business decisions the company you’re applying with has to make, or has made recently.
- You’ll need a bird’s-eye view of the current economic environment. Read the business pages of newspapers or magazines to get a feel for current business activity.
- Practise your mental arithmetic, as you may have to demonstrate your quantitative abilities without a calculator.
- Talk to your relevant industry contacts/mentors to learn more about new developments. You can also bounce various scenarios off them to see if your recommendations are sound.
- There is often more than one way to solve a problem. Get in the habit of brainstorming multiple approaches instead of sticking to a single textbook solution.
- Check in with career services. They may run workshops or relevant presentations on case studies. Join any practice sessions they host until you become familiar with the format.

Though part of the aim of case studies is to help assessors see how you cope with the unfamiliar, research will still boost your confidence and help you tackle issues in a more informed way.
TACKLING IN-TRAY EXERCISES

In-tray exercises are used by recruiters to test a potential candidate’s ability to juggle tasks on-the-job. Our application example will help you prep for your next one.

In-tray exercises test your ability to deal with a typical work situation: the full inbox. This is an individual exercise to see if you can deal with a pressure situation as quickly and efficiently as possible, and how you go about doing so.

WHAT THEY LOOK LIKE
In-tray exercises are essentially role-play. You’ll be given a scenario, and must work through an in-tray (or inbox) full of typical paperwork within a time limit (often between 30 minutes to an hour).

Some examples of items:
- E-mails
- Phone messages
- Documents
- Reports
- Memos/loose notes
- Calendar notes

WHAT YOU NEED TO DO
- Read through the info carefully
- Put in order of priority for action
- Justify your actions/choices with assessors
- Work within the given time limit, but keep calm through the exercise!

APPLICATION EXAMPLE

The scenario:
You are the marketing manager at Sangréal, a company that manufactures and sells cosmetics and female healthcare products. Sangréal’s head office is in France, and Singapore is its APAC regional headquarters. Your boss is the marketing director, Jonathan Yong, and the managing director of the Singapore division is Christine Ang.

>>>Note: You are a manager, so you can delegate responsibilities to others. However, you are answerable to your directors, so keep them in mind when making important decisions.

The task:
You get two emails – one from your company’s legal advisor, and one from your marketing staff – and one post-it note from your supervisor’s PA. You need to decide how you’re going to handle all three within a short time period, and justify your actions.

FYI: Aero France FR-365 delayed - plane malfunction. International marketing director only arriving on 5/2/2019 @ 4:30pm.

HOW TO HANDLE IT

Priority: Low
Your company’s international marketing director has just had his/her flight to Singapore delayed.

As marketing manager, you’ll probably have some meetings with the director, so reschedule any appointments you may already have with him/her.
Email #1
From: Your team member

From: alex.yap@sangreal.com.sg
Subject: RE: Printer overheads

Yo, boss.
Spoke to our printer again this morning. They insist they want to mark up their prices for printing all our billboard ads by 20% next year. Guess this means they won’t be within our marketing budget for next year anymore.
I know we talked about getting some new options, and I’ve already found one other company willing to match the price we were previously paying. Problem is, I spoke to one of my buddies at Vivo Tech over the weekend. He’s printed with them before, and he insists these guys have some serious QC issues. (Remember that faded billboard we saw on Orchard Road? Yeah, they did that.)
You want me to give the green light to these new guys, or do you wanna run that budget by Jonathan again? Let me know.

Cheers,
Alex Yap
Marketing Executive
Sangréal Singapore

Email #2
From: Company’s legal advisor

From: vanessa.wong@sangreal.com.sg
Subject: URGENT - Impending legal action by Body Food

I’ve just received an e-mail from Body Food’s legal team. They’re issuing a cease-and-desist order on your recent advertising campaign for our SkinWorks product line here in Singapore.
Body Food’s lawyers are alleging that we’ve committed copyright infringement with the "What works for your skin, works for you" tagline. They’re saying you ripped off their company’s slogan: “What works for your body, works for you".
Body Food’s giving us 30 days to retract all material related to this ad campaign or they’ll file a class-action lawsuit. I need your input on this ASAP.

Thanks,
Vanessa Wong
Corporate Solicitor
Sangréal Singapore

HOW TO HANDLE IT

Priority: Medium

This concerns day-to-day operations, so attend to this after you’ve settled any red flags concerning the business as a whole.
The informal tone gives you a hint of Alex’s background – you’ve probably known him for some time now. It’s safe to assume that you can trust his recommendations as a long-time staff member.
You’ll have to make a judgement call here and be able to justify your response to your assessors.

HOW TO HANDLE IT

Priority: High

Legal action is a serious issue, so prioritise such emails in the exercise.
Your supervisors need to know about it, but you should also show that you can deal with problems efficiently. Check your in-tray for any relevant information you may need which could help this case, and compile all the facts you need.
Remember, you’re only a marketing manager, so you’re not expected to solve this on your own! A good solution is to reply to Vanessa seeking her legal advice, and CC in your superiors, Jonathan and Christine.

In a nutshell...
The above example should give you some idea of how to deal with such exercises: just think logically about the size and importance of the task, and about your position within the company, and handle it accordingly.
Here’s the truth: not getting that job you’ve pined and prepared so thoroughly for doesn’t make you a failure. You’ve put in the 110 percent for your grades, somehow made time for an internship or two, and ensured that you did everything perfectly right up to the job interview. Getting a rejection email might make you question everything – your efforts, capabilities, and your unpredictable future.

Allow yourself to go through the grief, briefly. But once you’ve cleared your mind of any self-defeating scenarios, take the time to re-attune your focus towards achieving your goal of securing gainful employment. Bank on your rejection and work on ways to improve your odds for upcoming applications.

Don’t let the words, “we regret to inform you”, define you as a person. Get through the different stages of rejection and watch as it strengthens your character and enhances your approach to the application process.

With experience, you’ll understand that job-hunting is unlike the passes and fails that defined your academic career. There’s no clear-cut way of determining the real reason behind your results, and the only person keeping count of the number of rejections is you.

Be patient, humble, and trudge on – in time you’ll get matched with the right job and find yourself safely established in a career you enjoy.
Dealing with rejection

The most important rule about dealing with rejection is: don’t take it personally. Respond professionally and prevent yourself from overthinking the reason to your unsuccessful application. Understand that sometimes the odds are just not in your favour – there may have been an overwhelming number of equally excellent candidates applying for the same position. Keep confident of your abilities and know that you’ve got plenty to offer. All in good time.

Moving forward

Once you’ve fully come to terms with your first rejection, work on getting back in the game. At this point, you should be armed with a stronger CV, be more adept at handling interviews, and have a more realistic expectation of the process. Don’t give up on other applications. Resilience throughout the job-hunting process is necessary, as it is common for an applicant to receive several rejections before securing a job offer. There is no fixed rate of success or any shortcut. You might get accepted for a job at the first few tries, or find yourself sending out dozens of applications before finally getting a foot in the door. Have faith that your tenacity will pay off in the long run.

Also, keep in mind that it is more than likely that your friends are going through the same experience – sharing your feelings may help diffuse your frustrations. Don’t be discouraged if your peers get jobs before you do. Focus your energy on improving your situation instead.

If you’re in need of guidance, don’t be shy to seek the counsel of your school’s career advisors. Their pool of resources and expertise may help you move in the right direction.

Ask for feedback

When in doubt, ask. You got through several rounds of interviews and various assessment tests, and yet you still came out short. Ask the interviewer for feedback and decide how best to tweak your next application. Was there a better qualified candidate? Look for opportunities to gain relevant work experience.

The information you receive may seem vague at times – “we decided to go with another direction” – but ask anyway as you never know when you’ll get something constructive. However, don’t be overly persistent if recruiters take a while to respond or don’t get back to you at all.

Trust the system

The process of job-hunting isn’t as straightforward as you might think, so dwelling on something that isn’t within your control will only do you more harm than good. Instead, count every rejection as a learning experience and let it hone your hunting skills.

Remember to respect the recruiter’s decision, as it is possible that you were not a good match for the role on offer. Paper qualifications and excellent interviewing skills are not enough to secure a position with an organisation. It is up to the recruiter’s discretion to ascertain if you’re the best possible fit for the company.

So be humble and take this as an opportunity to do a realistic self-analysis on the type of role and work environment you’d be most suitable for. Once you’ve gained perspective on the recruitment process and some self-awareness on what you can offer the organisation, you’d be able to better market yourself to recruiters at the next interview session. With a bit of patience, you may possibly end up with the right role for your skill sets and personality.
JOBS OFFERED! NOW WHAT?

There’s a proper etiquette to handling job offers – whether you’re accepting or rejecting them. We answer common questions to help you out of some sticky situations!

I’VE BEEN OFFERED JOB A, BUT I’M STILL WAITING TO HEAR ABOUT JOB B. WHAT SHOULD I DO?

A: Honesty is the best policy here. Contact Employer A and explain that while you’re very pleased to have been offered the job, you’re still waiting to hear from other organisations and would appreciate a little more time before you can make your decision about the offer. Also, there’s no need to name who Employer B is.

Be upfront about your internal struggles about this decision; chances are the employer will be able to relate to your dilemma. Either way, if you’re a strong candidate, it stands to reason that other employers would be interested in you – Employer A should not hold this against you.

HELP! I’VE BEEN PUT “ON HOLD”! WHAT DO I DO NOW?

A: In cases where an employer happens to have an unusually large number of attractive candidates, it may be tough for them to decide on the best candidate for the position. This is where being “put on hold” comes in – recruiters need time to decide and to get their bosses’ input on the matter.

If you find yourself put “on hold”, there are two things you should do:
• Keep in touch with the recruiter to let them know you are interested while you wait for their response.
• Keep applying for other jobs and attending interviews. It is dangerous to make assumptions that you will be the lucky one and get the job – you may miss the cut.

Still, here’s a small consolation if an employer puts you “on hold” – it’s because they think that you’re an incredibly desirable candidate, and aren’t keen on letting you slip away.

Remember that you could be held in breach of contract if you accept a job in writing but then decide to turn it down. So under no circumstances should you sign the contract with Employer A just as a “safety net”!
CROSSING HURDLES AT JOB INTERVIEWS

Q: SHOULD I NEGOTIATE THE BEST POSSIBLE SALARY?

A: For most graduate jobs, the reality of things is that you are given a set salary and will have very little choice in the matter. Also, note that negotiating your starting pay as a freshie will require a lot of diplomacy.

Make sure what you ask for is both reasonable and justifiable. Approach your network of contacts for advice, and find out about the range of salaries on offer from your prospective employer. Be prepared to explain why you should be placed at the upper end of the pay bracket instead of what you have been initially offered. Also, think about what you are prepared to accept.

Q: IT’S GREAT THAT I’VE GOTTEN THE OFFER, BUT I DON’T THINK I WANT THIS PARTICULAR JOB ANYMORE. WHAT DO I DO?

A: The key is to not burn any bridges. You may need to call on that company in future – whether as a client, a networking contact, or even for future career opportunities.

Be sure to inform recruiters as soon as you’ve come to a decision. Whenever possible, call up your recruiters, or even better, drop by the company in person and let them know face-to-face. This shows your sincerity and your appreciation for the time that the company has blocked out to consider and assess you.

Additionally, be upfront and honest about your reasons for turning down the offer. Maybe you feel that you’re just not a good fit for the company culture, or you realised after the interview that this job is not quite what you were expecting – let the company know.

If you’re a strong candidate, recruiters may even discuss ways to restructure the job role to match your expectations or offer you a different position altogether.

Keep in mind the following:
Remuneration is often more than just a paycheck. There may be other benefits such as bonuses, flexible working hours, commissions, pension plans, life policies, or generous annual leave entitlements. Be sure to consider the whole package before you decide whether or not to bring the matter up.

ACCEPTING A JOB OFFER

Job offers should be made in writing. Even if you are told verbally that you have been offered the job, you should also expect to receive the offer in writing. This will typically be in the form of an offer letter, followed by a formal employment contract.

Before you sign on the dotted line, do proper checks to make sure you are happy and that everything is as you expect.

Keep an eye out for:
• The job title
• Salary and benefits
• The notice period (both the period you have to give them, and the period they have to give to you)
• Hours of work
• Paid annual leave and sick leave entitlements
• The starting date

If something doesn’t seem right, make sure you contact the employer immediately to clear up any misunderstandings. The employer should send over a revised offer in writing if any changes are agreed upon.

If everything is OK and you are sure you want the job, then go ahead and put your acceptance in writing.
Salary negotiation is an art that many find difficult to grasp. As a fresh graduate, you have nothing to lose when it comes to salary negotiation. Take the first step to discuss how much you should be paid for your services with your first employer – you stand to gain, whether in monetary terms or with new found knowledge and experience for this act of necessary evil which may seem scary at first!

1 Wait till you have an offer

Do not bring up salary matters until you have an offer. You need to know that the employer is keen to hire you before you start revealing your cards on what you think you are worth. Timing your negotiation well is a big factor for success too.

2 State a range

At entry level, or any other level which you will progress to in your career, always state a range when it comes to salary expectations. This gives you more room for negotiation instead of nailing on a single number. By stating a range, you are giving the employer the options of going for the lower or higher end of the range too. Be prepared to accept the lower range of the offer. In other words, the lower range figure will be your baseline for acceptance.
Research on market rates and industry standards

Make sure you are making informed decisions even as a fresh graduate, when it comes to evaluating job offers and benefits packages. Here is your chance to do adequate homework based on graduate employment survey findings and market reports. You can ask your contacts in the industry and your personal network if they have any clue.

Look at a few of these to come up with a range of figures on what you should be paid for each kind of role that you have applied for. Take the company size and current economic climate into account. Ask if the company has a structure for increments and enquire about the norm for bonuses too. Work out the sums, and decide if the overall amount of what you’re getting is considered fair for the offer at hand or not.

Be prepared to substantiate your request

This is the most interesting and fun part of the salary negotiation process, where the employer questions you on your deduction, and you may get to win them over with your points.

Always back up your request for a higher offer by showing your strengths, achievements and what is it that you are bringing to the table. It is also about work load and the value which you are generating for the company. Show an appreciation for these aspects, and your employer might be impressed and convinced as a result.

Decide on the offer at the end

You have to make up your mind if you want the offer or not, at the end of the negotiation. Be prepared to lower your expected salary figures too. Most importantly, leave room for the employer to come back with another offer.
ADULTING:
BEGINNING A NEW CHAPTER

The transition from school life to working life is not easy. However, you should embrace it for it is an exciting and hopeful journey!

As you make your first steps into the working world as a young professional fresh out of school, you are entering a new phase in your life. Say hello to new routines and embrace being economically active and offering your gifts to the world. Here is a short guide on how you can prepare yourself for the big move from life on campus to life in the company.

1. Prepare your wardrobe
Dress well to work but do keep in mind that it’s function over form. Depending on the nature of your work, look after your personal grooming and dressing to ensure it fits your needs and the image you should be portraying at work, be it in the office or when you’re facing external associates.
You can get a sense of the dress code at your company from the recruiters and coworkers you have met during the interview stages. It’s safer to err on the side of caution and be overdressed at the beginning, rather than to appear sloppy as a new joinee.

2. Start each day on the right note
Plan your commute to work in advance and beware of the morning rush. Know what it takes for you to be alert and functioning well in the mornings. Do you need your caffeine fix or a power breakfast? Be friendly and approachable to all your coworkers.
At the start, get to know them well through observation and interaction. Other than meeting colleagues in your own department, make an effort to get to know colleagues from other departments too. You never know when you may need their help, and how you can grow your professional network or simply bond with your professional family.
3. Settle into your workplace
At the start, you will most likely have an induction or orientation about your new role and workplace. Find an informal and formal mentor each. Know who can help you and who you should be helping.

Get a sense of how people communicate in the firm, and see how you fit in. Listening more than you speak is the way to go. Don’t be afraid to ask questions – you’re not expected to know everything.

4. Make a good first impression
No one is irreplaceable in the workforce. As you start out in your career, stay humble. Don’t be afraid to display your enthusiasm and commitment for the role and the company.

Most importantly, always be willing to learn and serve. Once you have shown that you would like to contribute in every way possible, your boss and coworkers would be assured of your professionalism and dedication.

5. Never stop learning
Learning doesn’t stop even after you’ve left school. As you start out in the working world, on-the-job training is commonplace. Keep an open mind and be fearless when it comes to picking up new skills and taking on new projects. In this digital time and age, job scopes change frequently and workers are expected to be agile in thinking to deliver results.

It’s never too early to consider continuing professional development. Make it a point to understand what resources are available for further training and improving your skills. Along the way, you may even find new areas of interests professionally!

6. Thrive in your new job
Know what is expected of you in your new role and make sure you are fulfilling the expectations as required, be it for meeting deadlines or working well with your team.

When it comes to managing the expectations of your superior, coworker or external associate, be careful not to over-promise and under-deliver. Set realistic expectations for yourself and don’t shy from discussing about your deliverables with your superior.
YOUR JOURNEY STARTS NOW

The job interview process can be long and daunting. Besides research and practice, staying positive is a must. Put one foot in front of the other as you make your way through these phases:-

"GROW THROUGH WHAT YOU GO THROUGH."

Before the interview
Understand what is the interview process for each job that you have applied for, so as to prepare yourself for the big day.

During the interview
Put your best foot forward in all assessments and interactions with prospective employers.

After the interview
Hold your head up high through it all – be it dealing with rejections, offers or salary negotiations, and eventually, reporting for your first day of work.
INDUSTRY SECTORS

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A career in accountancy is opportunity-rich, financially-rewarding, diverse, and entails global mobility. Accountants work across industries, sectors and geographic borders.

Aspiring Chartered Accountants (CAs) who wish to practise in Singapore must complete the Singapore CA Qualification, previously known as the Singapore Qualification Programme.

All practising accountants must be registered with the Accounting and Corporate Regulatory Authority of Singapore (ACRA).

Graduates usually start off as trainees as they work their way towards the required certifications – a process that normally takes a minimum of three years.

**Job-hunting tips**

- A majority of accountancy employers use online application forms and competency-based interviews.
- Certifying institutes typically have lists of members and/or recruiting organisations available on their websites.

**Work experience**

You can join an internship programme with the Big Four or other accounting firms. Otherwise, you can expect to be mentored and trained on-the-job.

**Deadlines**

Applications to the top firms, such as the Big Four, typically have August-September deadlines. On the other hand, large corporations and financial services groups have deadlines that can run up to October or November. Mid-tier firms and SMEs often accept applications all year round.
Arts & design

You will need...
- Creativity
- Business acumen
- To be an independent worker
- Problem-solving ability
- Persistence

Did you know?
In 2015, Singapore was designated a UNESCO Creative City of Design, joining cities such as Berlin, Helsinki and Montreal in the UNESCO Creative Cities Network (UCCN). The network aims to facilitate cooperation among cities that identify creativity as a strategic factor for sustainable development.

Working in arts and design is becoming an increasingly popular choice for Singaporean graduates despite the perceived insecurity of a career in this sector. This sector encompasses a wide range of disciplines, including visual art, design, crafts and performing arts. Artists can also apply their skills to the education and healthcare sectors as teachers or art therapists whereas designers can work in sectors such as fashion, advertising and marketing.

An area of work branching from this sector that is less publicised (but remains important) is the field of arts management. Individuals who prefer a technical and conventional role in this sector may choose to pursue this line of work.

Types of jobs
- **Visual arts**: Artist, designer, photographer
- **Performing arts**: Actor, musician, dancer, choreographer, conductor, composer
- **Design**: Graphic designer, interior designer, multimedia artist, animator, fashion designer
- **Arts management**: Curator, museum/theatre administrator
- **Technical**: Sound engineer, lighting engineer, cameraperson, production designer
- **Writing**: Author, scriptwriter
- **Community**: Art therapist, art teacher/lecturer, community arts facilitator

Job-hunting tips
- Networking is key, as opportunities in this sector are typically found through word-of-mouth. Self-employment through freelancing is worth considering, particularly if you make use of the support and resources of organisations such as the National Arts Council.
- For those seeking commercial success, a combination of creativity and professionalism is crucial. Aspiring artists and designers must be able to market and brand themselves effectively to interested parties or paymasters. More enterprising individuals may even consider launching a start-up to monetise their own work.

Work experience
Certain arts organisations do offer internships or work placement programmes. For budding artists and designers, the traditional practice of taking up an apprenticeship with a master or experienced artist is still encouraged. On the other hand, designers can find work in the media industry.
Singapore has established a flourishing international financial hub in the Asia Pacific region.

With more and more financial institutions now under increased scrutiny by governments in the wake of the global credit crisis, the role of compliance and risk has taken on a more significant place in this sector. Insurers and banks alike are now on the lookout for talent with experience in operational and business risk.

**Job-hunting tips**

- Graduate recruitment programmes within financial services generally use multi-stage recruitment processes that include online applications, psychometric testing, assessment centres, and interviews.
- Conversely, those without a structured graduate programme rely on interviews for their selection.

**Work experience**

Summer internships and work placements are available at larger financial institutions.

**Deadlines**

Deadlines for graduate programmes tend to be in August-September. However, employers do recruit for financial services roles throughout the year.

**Did you know?**

Singapore is the largest foreign exchange (FX) centre in the Asia Pacific region, and third largest globally after London and New York, according to the 2016 Triennial Central Bank Survey.
**Charities & social services**

This sector includes charities and other organisations that run on a not-for-profit basis, ranging from very small and locally-based to large national and international entities.

Singapore is currently home to around 140 international non-profit organisations. These include inter-governmental organisations (IGOs); non-governmental organisations (NGOs) with a social, humanitarian, or environmental focus; philanthropic foundations; think tanks; and corporate sustainability-related organisations.

On a smaller scale, there are also numerous local voluntary welfare organisations in Singapore championing causes such as support for AIDS patients to education grants to animal rights.

As for social services, most of it takes place in the public sector (hospitals, special education schools and welfare centres) although the role of private and voluntary organisations are also just as important.

### Areas of work

Depending on the area and type of work involved, specialist skills in areas such as healthcare and education may be specified. In more general roles, strong administrative and practical skills are required. International travel may be an option in some instances.

Some main employment categories include:

- Service delivery (e.g. medical, education, construction, IT)
- Fundraising
- Policy, research, and strategy
- Administration

### Job-hunting tips

- Entry requirements vary depending on the type of work involved. However, graduates must always demonstrate that they are committed to the organisation and can help its cause to grow.
- A speculative approach may be fruitful in this sector. Identify the organisations that interest you and contact them directly even if they don’t appear to have job openings.

### Work experience

While paid work experience can be hard to find, it’s very easy to get voluntary experience. Students can also consider looking overseas for such opportunities, or taking up formal research work on social causes and their related areas of interest while still in school.

### Deadlines

Application deadlines vary widely across this sector. Organisations sending volunteers and staff abroad will have clear deadlines to meet, while general fundraising and administrative positions tend to be available all year round.

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**You will need...**

- Passion
- To be highly empathetic
- Communication skills
- Interpersonal skills
- Perseverance

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**Did you know?**


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Large public sector projects such as the building of new MRT lines, public housing, and healthcare institutions have propped this industry up. The Building and Construction Authority (BCA) is optimistically citing that the public sector construction demand is projected to grow to $26-35 billion in the years of 2018 and 2019.

Given Singapore’s continuous drive towards environmentally-sustainable land development, the green economy is also expected to make a significant contribution to this sector. Renewable energy, energy efficiency consultancy, waste management, recovery and recycling, and water and wastewater management are some of the many sub-areas within the construction industry projected to grow by leaps and bounds.

You will need...

- To be detail-oriented
- Organisational skills
- To be an independent worker
- To be a team player
- Sound technical knowledge

Types of jobs

- Architect
- Quantity surveyor
- Civil engineer
- Project manager
- Contracts manager
- Construction estimator
- Building services engineer
- Facilities manager
- Consulting engineer
- Building project manager
- Energy consultant
- Health and safety officer

Types of employers

- Engineering consultancy firms
- Multi-disciplinary construction groups
- General contractors/construction firms
- Demolition companies
- Government development boards
- Property developers
- Consultancy firms
- Utility companies
- Design consultants
- Financing and investment companies

Job-hunting tips

- Sustainable development or “green construction” knowledge is in high demand among construction-related employers these days. Be sure to highlight such knowledge, skills, or qualifications if you possess them, or consider picking them up if you haven’t already.
- Construction companies tend to be more low-key about hiring graduates. Take proactive steps to network with employers, or get involved with relevant professional bodies which may be able to set you in the right direction.

Did you know?

Nine out of ten of the world’s tallest buildings are located in Asia. Burj Khalifa in the UAE is the tallest, standing at 2,717 feet tall, and Shanghai Tower comes in second, at 2,073 feet.

Most popular construction employers

1. Housing & Development Board (HDB)
2. Urban Redevelopment Authority (URA)
3. Land Transport Authority (LTA)
4. AECOM
5. Keppel Corporation
6. Arup
7. JTC Corporation
8. Mott MacDonald
9. Ascendas
10. Knight Frank

Source: Singapore Graduate Barometer 2017 edition

Work experience

Some construction companies prefer summer internships, while others have more flexible internship programmes. You can also check in with your career services centre.

Deadlines

Certain large companies have structured graduate recruitment programmes, with January-February or August-September deadlines. However, most construction companies recruit all year round when vacancies arise.
Consulting

**Most popular consulting employers**
1. PwC Singapore
2. McKinsey & Company
3. EY
4. Deloitte
5. Boston Consulting Group
6. Accenture
7. KPMG
8. Bain & Company
9. Mercer
10. IBM

*Source: Singapore Graduate Barometer 2017 edition*

**Career path**
You generally start out as an analyst for about three years. Your company may then encourage you to pursue a postgraduate degree at this point before you can move on to become a consultant, where you’ll spend another two to three years.

Your next step is to become lead consultant or manager, before becoming a partner in the firm or an industry specialist. You can even break off and form your own consultancy firm.

**You will need...**
- Analytical skills
- Commercial awareness
- Creativity
- Good interpersonal skills
- Problem-solving ability

**Types of employers**
- Management/strategic consultancy
- Human resource consultancy
- IT consultancy
- Financial advisory consultancy
- Public relations consultancy

**Job-hunting tips**
- Practise your case studies before applying. Those will make or break your application.
- Read business pages for commercial awareness. Keep your eye on successful or innovative advertising and branding campaigns, and figure out what makes them work.
- Keep abreast of the latest trends in management, finance, operations, HR, and IT.

**Deadlines**
Application deadlines for full-time positions and graduate programmes close around September-October.

**Did you know?**
Some of the best people in consulting work in small firms. This is because they prefer the autonomy and the impact they can have in a smaller company, rather than a large one.

**Work experience**
Many consultancy companies in Singapore offer summer internships. Keep an eye out for them and apply as early as possible so you don’t miss out.

Management consultants go into an organisation and assess ways to improve the company’s profit-making ability, efficiency, or position in the market. They will then implement a plan to help the client achieve its goals. Most major consulting firms offer end-to-end solutions for an entire range of business functions, especially common areas like IT and finance. Specialist consultancy firms offer services specific to industries.

Consulting is a coveted career path among students because of the varied nature of work, attractive opportunities and rich exposure involved, including travel. However, you can expect to work in high-pressure environments, assessing the situations and recommending solutions within tight timelines, while having to prove the success of your strategies.
Education

Teaching is a noble profession driven by the love of students and the inculcation of the passion for learning. With the Ministry of Education (MOE), other than teaching in primary, secondary and junior college levels, you can aspire to teach in special needs schools or become an educational psychologist or a career advisor.

The teaching industry in Singapore is primarily run by the Ministry of Education (MOE), with other teachers employed by private education institutes such as preschool centres, and local and private tertiary institutions.

You will need...
- Interpersonal skills
- Passion
- Communication skills
- Time management skills
- Organisational skills

Job-hunting tips
- The MOE typically allocates teaching subjects based on the needs of the schools and the applicant’s academic qualifications.
- Applicants looking to specialise in a certain subject may have to undergo an Entrance Proficiency Test administered by the MOE.
- Private education providers tend to use more specialised, low-key recruitment efforts. Check with your school’s career centre, or take more proactive steps to hunt for openings.

Types of jobs
- Nursery school teacher
- Primary school teacher
- Secondary school teacher
- Junior college teacher
- University/polytechnic lecturer
- TEFL
- Educational psychologist
- Career counsellor

Work experience
Though it is possible to get work experience by doing volunteer teaching before you graduate, prior experience may not be necessary for a teaching role. However, it is very much appreciated as it helps you to understand students’ behaviour and develop your teaching style.

Types of employer
- Primary schools
- Secondary schools
- Junior colleges
- Universities, polytechnics, or technical institutes
- Adult education centres

Did you know?
Aiming to provide a more hands-on approach to education, the MOE is adding seven new subjects to the secondary school curriculum, including robotics, sports science and drama.

Deadlines
Recruitment drives take place at least twice a year. Candidates are shortlisted, selected and trained before being fielded to schools at the start of the academic year.
Engineering

Most popular engineering employers
1. 3M
2. Rolls-Royce
3. Singapore Airlines
4. ST Engineering
5. Defence Science & Technology Agency (DSTA)
6. Micron
7. Schneider Electric
8. General Electric (GE)
9. DSO National Laboratories
10. Keppel Corporation

Source: Singapore Graduate Barometer 2017 edition

Did you know?
Singapore accounts for about 10% of global output for refrigeration compressors, 30% of global output for hearing aids, and about 70% of wire bonders used in the semiconductor industry.

You will need...
• Strong technical ability
• Communication skills
• Project management skills
• To be a team player
• Problem-solving ability

Types of employers
• Engineering consultancy firms
• Manufacturers (food and drink, pharmaceuticals, computers, telecommunications, etc.)
• Aviation industry
• Process engineering companies
• Construction companies
• Public sector organisations
• Research and development organisations
• Medical device industry
• Business consultants

Job-hunting tips
• Large companies in need of engineers typically recruit directly through careers services centres. Though they do also advertise for job openings online, those typically tend to be for more experienced positions.
• Smaller companies normally recruit on an “as needed” basis, advertising through websites and newspapers.

Work experience
As an engineering student, internship and job experiences let you see how theory is applied in real-world situations, giving you examples of how you used your skills – something which can be showcased and shared about at job interviews. Also, many employers in this sector like to use work placements as a way of screening potential employees.

Deadlines
Most employers in this sector fill vacancies by continuous recruitment.

Engineering is a thriving sector in Singapore, with companies benefiting from a strong local supplier base and vast connectivity to the region, as well as a formidable research and development infrastructure. Key growth areas include electronics manufacturing, biomedical and chemical-related industries, medical technology, aerospace, precision engineering, and marine engineering sectors.

The “green economy” is also growing as a potential source of employment, through areas such as renewable energy sources. Other significant areas for jobs include the engineering solutions and automation sector, as well as research into nano- and biotechnology – fields that the government promotes actively.

Types of jobs
• Electronic engineer
• Mechanical engineer
• Chemical and process engineer
• Biomedical engineer
• Civil and structural engineer
• Environmental engineer
• Research and development roles
• Business and management roles
Fast moving consumer goods

Fast moving consumer goods, or FMCG (also known as consumer packaged goods or CPG), is a sector that encompasses products with a quick shelf turnover, such as toiletries, cosmetics, processed food, detergents, and plastic goods.

Many graduates are attracted to careers in this sector because there is constant growth in the consumer market and therefore plenty of room for progression. FMCG companies require graduates from many disciplines as there is such a wide selection of roles available within the industry.

**Areas of work**
- Food technology (developing and improving existing food products)
- Sales
- Supply chain management
- Marketing
- Research and development
- Human resources

**Job-hunting tips**
Once you’ve identified the company that you plan to apply for a job with, research their individual brands. Pay special attention to their advertising campaigns, and make sure you have a good understanding of all the company’s products before you fill in that application form.

**Work experience**
Some companies offer three-month summer internships, while others offer year-long placements. Check out individual company websites to see what’s on offer.

**Deadlines**
Like most other companies, FMCG employers launch recruitment drives around the months of August and September. However, many companies also accept applications all year round.

**Did you know?**
The frozen pizza market is estimated to generate about USD 5.5 billion worth of annual retail sales in the United States alone.

**Types of employer**
Large brand companies that make FMCG products, such as:
- Detergent manufacturers
- Cosmetic companies
- Pharmaceutical companies
- Food and drinks companies

**You will need...**
- Good interpersonal skills
- Communication skills
- Commercial awareness
- To be a team player
- Problem-solving ability

**Most popular FMCG employers**
1. L’Oréal
2. Unilever
3. Procter & Gamble
4. Nestlé
5. 3M
6. Johnson & Johnson
7. Carlsberg
8. DFS Group
9. Mondelez International
10. British American Tobacco (BAT)

*Source: Singapore Graduate Barometer 2017 edition*
Singapore’s healthcare provision islandwide is split into six regional systems – each anchored by a regional hospital that works with a network of smaller healthcare services providers to facilitate integrated healthcare delivery. Research-wise, more than 50 companies are carrying out biomedical R&D here, including 30 of the world’s leading biomedical sciences corporations. Several top international private healthcare providers have also established operations here in Singapore to advance into the Asia Pacific region.

Did you know?

International research organisations such as the American Association for Cancer Research, Duke University, and Johns Hopkins University have established their presence in Singapore. Companies and scientists work alongside these research institutes to accelerate drug discovery and develop novel therapies to meet healthcare needs.

You will need...

- Resilience
- Communication skills
- Organisational skills
- To be a team player
- Good technical knowledge

Job-hunting tips

- For most specialist medical posts, you will need a particular undergraduate or conversion postgraduate qualification, accreditation by the Specialists Accreditation Board (SAB), and the Singapore Medical Council (SMC) registration.
- Pharmacists must be registered with the Singapore Pharmacy Council before they can practise. You must undergo pre-registration training and pass a competency assessment.

Work experience

Most medical degree programmes incorporate clinical placements, which ensure that students gain relevant experience in a supervised environment.
Opposite to popular belief, the hospitality, leisure and tourism industry offers lots of graduate-level opportunities. These range from management roles in hotels and for events to supporting functions such as IT, marketing and HR. The industry places much emphasis on professional development – in the form of training or a postgraduate qualification – but experience is key to a successful career. It’s common to spend time in frontline service as part of a training scheme to gain a well-rounded perspective.

**Types of employers**
- Hotels and accommodation providers
- Restaurants, pubs, and entertainment venues
- Event management companies
- Leisure centres and sports/social clubs
- National and regional tourism organisations
- Travel agents and tour operators

**Types of jobs**
- Hotel/restaurant/catering manager/chef
- Events co-ordinator
- Leisure centre manager
- Fitness instructor
- Tourism officer or manager
- Tourism development officer
- Travel agent manager

**Job-hunting tips**
- Get as much work experience as possible. Alternatively, contact a local hospitality or tourism organisation and ask to work-shadow a professional.
- When looking for a permanent position, find out whether there are formal graduate training schemes available.
- If not, send a speculative application explaining your interest in the industry/employer, and highlight relevant work experience.

**Work experience**
Recruiters see work experience as evidence of commitment and skill – whether you’ve been a waiting staff, cleaner, lifeguard, or zookeeper. Even temp work in support functions, such as finance, can give you an insight into the tourism and hospitality industry, which will enhance your CV if you can demonstrate what you’ve learned.

**Deadlines**
Some larger organisations run formal training schemes, and deadlines for these tend to fall between August to October. However, other organisations recruit on an as-needed basis.

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**Hospitality, leisure & tourism**

**Most popular hospitality employers**
1. Changi Airport Group
2. Singapore Airlines
3. Singapore Tourism Board (STB)
4. Resorts World Sentosa
5. Ritz-Carlton Millenia
6. Wildlife Reserves Singapore Group
7. Intercontinental Hotels Group (IHG)
8. Scoot
9. Starwood Hotels & Resorts

*Source: Singapore Graduate Barometer 2017 edition*

**Did you know?**

According to the World Tourism Organization, in 1950, there were only 25 million international tourists. By 2010, there were 940 million. By 2014, 1,138 million. It is forecasted that by 2030, there will be 1.8 billion tourists.
Investment banking & investment management

Investment management involves safeguarding and maximising investments on behalf of institutions, corporations, or individuals. Graduates usually work in investment divisions of investment banks or for fund management companies.

Investment banking activities occur on three levels – front office (financing, sales, trading, research), middle office (risk management, strategy, compliance), and back office (operations and technology). Fresh graduates can apply for positions in all three offices of an investment bank or try for smaller boutique or brokerage firms.

Job-hunting tips

- Investment banks typically conduct on-campus recruitment once or twice a year, so keep an eye for potential opportunities.
- Contrary to popular belief, you don’t necessarily need a business or finance degree to work in investment management. The most important attributes are transferable skills and an interest in the market.
- Most graduates start their career in this sector as financial analysts, so research the nature and requirements of the role beforehand to figure out how you can meet employers’ needs.

Work experience

Investment banks and funds industry organisations often use formal internships as part of their recruitment process. In this competitive industry, some companies only hire through internship conversion.

Deadlines

Application deadlines tend to fall in the second half of the year. Check employers’ websites for specific details.

Did you know?

Singapore’s position as a global IT hub is evident, with many leading technology companies making the city-state a key node in their global network. The Lion City is also pushing towards developing a vibrant cloud computing ecosystem.

Additionally, the latest trends in IT and technology, such as fintech, cybersecurity and cognitive technology, permeate other career sectors. Virtually every organisation uses IT, from government departments to international investment banks. With some years of IT and technology experience under your belt, you can even branch out as a contractor or a consultant.

**Types of employers**
- Software companies
- Technical and business consultancies
- Multinational software and hardware companies
- Banks and investment banks
- Telecommunications services providers
- State and semi-state bodies and organisations

**Types of jobs**
- Programmer/software developer
- Systems analyst/business analyst
- Web developer
- Network engineer
- Technical support
- Technical sales
- Software engineer
- Security consultant
- Project manager

**Job-hunting tips**
- IT employers often stick to more conventional recruitment means – campus events, job postings, and recruitment fairs – to attract graduate applications.
- In this sector, you are likely to be completing an online application form, so be sure to prepare digital copies of all the necessary materials before applying.

**Work experience**
Employers in this sector tend to be more discreet about advertising their work experience opportunities. Check in with your career services centre, or touch base with employers directly if they happen to be at an event.

**Deadlines**
Larger IT companies typically stick to August-September deadlines, while others have continuous recruitment. However, if you are looking for an IT job in another sector (e.g. banking), make sure you check the deadlines for their recruitment cycles.

It is reported that as of 2016, 92 per cent of the world’s currency is digital. Only an estimated eight per cent of global currency is physical money.
Law

Law is an exciting but competitive career. It is a rewarding profession for those who enjoy a challenge and are prepared to work hard. Specialisation is becoming increasingly important for medium to larger firms of solicitors, particularly in areas such as insolvency, litigation, and employment law. Experience in corporate law, renewable energy, and commercial contracts is likely to help you progress in your career.

In order to practise law in Singapore, you must be either a Singaporean or Singapore PR, have a second class honours law degree (or higher), and be admitted to the Singapore Bar.

Types of jobs
Solicitors (or “associates”) are general practitioners of the law. They provide a broad service to individuals and organisations, dispensing legal advice and information, and implementing legal procedures and transactions. The work is generally very varied.

Job-hunting tips
In order to be admitted to the Singapore Bar, you must first serve a practice training period under a qualified lawyer – unless you obtain an exemption. Obtaining practice trainee positions with the more renowned law firms is highly competitive, so networking and strengthening relationships with contacts is a must.

Work experience
• Consider taking up paralegal jobs as a student to meet contacts and form networks within the legal sphere.
• You can also get involved in areas where legal knowledge is always welcome, such as an internship with a political campaign or joining an NGO/social work organisation.

You will need...
• Analytical skills
• Communication skills
• The ability to work under pressure
• To be highly committed
• Good networking ability

Types of employers
• Private practice
• In-house corporate solicitors’ departments
• Public sector

Did you know?
Law is one of the world’s oldest professions that dates back to ancient Greece. The first lawyers were public speakers who wrote speeches and spoke in support of individuals, occasionally in front of a jury acting as witnesses.

Deadlines
Certain solicitors’ firms hire all year round, while others have fixed recruitment dates. Check their websites for specific details.
Media, PR & advertising

In the field of media, public relations and advertising, graduates can choose from a range of career choices. Graduates typically find their calling across platforms of outreach, such as print, online and broadcast, where they can work in areas such as brand management, copywriting, database management and analysis, as well as market research.

You will need...

- Creativity
- To be a self-starter
- Organisational skills
- Communication skills
- Time management skills

Types of employers

- Newspapers, magazines and web publishers
- Publishing houses and specialist publishers
- PR firms
- Advertising agencies
- Broadcasters
- Political parties and government agencies

Types of jobs

- Photographer
- Editorial assistant
- Junior reporter/journalist
- PR officer
- Graphic designer
- Copywriter
- Researcher
- Account executive

Job-hunting tips

Your portfolio is key, so do keep creating and telling stories, and select your best works to showcase when looking for a job. Get involved in PR roles for school events on campus. School publications, blogs and campus radio are some avenues which can help you to boost your experience and develop your skills.

Deadlines

Media companies typically recruit as and when vacancies arise, though certain large companies may offer graduate schemes. Check individual company websites for deadlines.

Did you know?

Most food products that appear in advertisements aren’t food-based. Advertisers normally use glue, yoghurt or shampoo to simulate milk. Items like steak and hamburgers are sometimes glossed over with shoe polish to provide that “juicy” look.

Most popular media & advertising employers

1. Mediacorp
2. Singapore Press Holdings (SPH)
3. Ogilvy & Mather
4. Bloomberg
5. NBS Universal
6. Saatchi & Saatchi
7. Dentsu
8. Leo Burnett Singapore
9. Y&R Singapore
10. Havas Worldwide

Source: Singapore Graduate Barometer 2017 edition
A career in property involves a range of work from sales and rental to property management and consultancy services. You will work with clients interested in investing in residential, commercial and industrial property, as well as development land.

This field has opportunities for graduates of any degree discipline, but degrees in business, economics, law, construction, and engineering will be particularly helpful. However, certain areas of work – such as property surveying – will require specific qualifications as stipulated by the Singapore government.

Aspiring property surveyors and real estate agents must be registered with the Land Surveyors Board (LSB) and the Council for Estate Agencies (CEA) respectively.

**Types of employer**
- Estate agents/auctioneers and valuers
- Valuation consultants
- Property construction and development companies
- Large corporations and retail chains
- Public sector
- Financial services providers

**Job-hunting tips**
- The graduate recruitment process varies between employers. The larger companies may look for potential candidates at recruitment talks and careers fairs. Smaller companies prefer to hire as needed.
- As job opportunities are not widely advertised, it is generally recommended to send in speculative applications.
- Communication and marketing skills are key, so make sure these are highlighted in your application.
- You will need to show business awareness, so keep up to date with property trends and the trade press.

**Work experience**
You can kickstart a career in property by securing an internship with a big firm. There is high demand for these positions, though, so you need to apply early to secure placements.

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**Most popular property & real estate employers**
1. CapitaLand
2. Housing & Development Board (HDB)
3. Far East Organization
4. Mapletree
5. City Developments Limited
6. JTC Corporation
7. Knight Frank
8. Jones Lang LaSalle
9. Keppel Corporation
10. The Ascott Limited

*Source: Singapore Graduate Barometer 2018 edition*

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**You will need...**
- To be detail-oriented
- Communication skills
- Good interpersonal skills
- Commercial awareness
- Problem-solving ability

**Roles available**
- Estate agency – sales, rental and acquisitions
- Auctioneer
- Valuations
- Property manager
- Consultancy services – asset and investment manager

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**Did you know?**
A common misconception about real estate agents is that they earn a lot. Real estate agents don’t actually have a set benchmark for their salaries. A real estate agent earns via commission, making their salaries highly unpredictable.
Public Sector

The public sector is Singapore’s largest employer, employing close to 145,000 officers across 16 ministries and more than 50 statutory boards.

This sector is all about influencing and helping people, not just profit margins. Most are drawn to a career in the public service, finding it very fulfilling. Opportunities for training abound and job security is an attractive factor for graduates joining this sector.

There are many areas within the public sector that you could enter. Other than policy planning and frontline roles, many positions offer hands-on experience that affects people’s lives and the society we live in.

Types of jobs
Public sector work is very varied and includes:
• Accounting, administration, and management
• Media and communications
• Healthcare
• Research
• Specialist roles (e.g. architecture, surveying, engineering, IT, etc.)
• Community care and welfare

Job-hunting tips
• The public sector offers a diverse range of jobs, with good opportunities to transfer to an area of work that interests you. Research beforehand so you can talk about your ideal career progression at the interview.
• Be prepared for a psychometric test and multiple rounds of interviews.

Work experience
Prior work experience is not particularly important as most ministries will provide on-the-job training.

Deadlines
The public sector recruits all year round. Check individual ministry and statutory board websites for details.

Did you know?
Singapore is a republic with a parliamentary system of government based on the Westminster model. The model is a series of conventions and procedures used in the Palace of Westminster, the location of the UK parliament.
A career in sales involves business development, promoting a business, obtaining orders, and maintaining customer relationships. Marketing, on the other hand, involves the maximising of profits through developing strategies that cater to the demands of the market, and by promoting products, services or ideas.

Sales encompass two possible areas of work: retail sales and corporate sales. A career in retail sales tends to give early responsibility and fast career progression, thanks to its rapid expansion. Corporate sales, on the other hand, requires a greater amount of strategy and an integration of multiple soft skills.

While salespeople are mainly involved in promoting business growth, marketing professionals will need to work closely with colleagues across several departments to successfully expand the organisation’s reach. This may include the sales team, market research team, and production and distribution staff. With the rise of social media marketing, graduates should be digitally savvy and have a strong awareness of market trends.

### Types of employer
- Product vendors/distributors
- Manufacturers
- Consumer banks
- Insurance companies
- Corporate firms

### Areas of work
- Sales
- Business development
- Store management
- Brand management
- Marketing
- Market research
- Social media
- Merchandising

### You will need...
- Commercial awareness
- Resilience
- To be a team player
- Problem-solving ability
- Analytical skills

### Did you know?
Prior to the 1930s, diamond engagement rings were not the norm. The practice was made popular by De Beers, a diamond mining company which had embarked on a successful marketing campaign to increase its sales during the Great Depression.

### Job-hunting tips
- Research employers and their products thoroughly before applying – salespeople will often be given case studies and role plays within interviews. This also applies to marketing roles.
- During your job interview for a marketing role, your ability to market yourself is a reflection of your ability to market a product. Show that you are confident and demonstrate that you can think out of the box with concrete examples from past experiences.

### Work experience
For retail sales, part-time or summer jobs in stores are excellent opportunities to gain experience. Internships in corporate sales in a business-to-business setting provides good exposure for you too. Customers value having a pleasant sales experience beyond price and product.

Relevant internship work experience is useful if you are seeking a marketing role. Hands-on marketing experience gained through on-campus events or clubs and societies can also be beneficial for your job hunt.

### Deadlines
Companies usually recruit salespeople and marketers all year round, as and when needed.
Singapore has become one of the world’s most R&D-intensive countries since the early 1990s. The government has committed to investing a substantial amount in R&D in the coming years. The environment and renewable energy are hot topics even in the economic downturn, and present science graduates with diverse opportunities.

Many of the world’s top medical device and pharmaceutical companies have bases in Singapore, and the biotechnology sector is also growing.

### Types of employers
- Pharmaceutical industry
- Medical devices industry
- Biotechnology industry
- Energy and oil industry
- Food and beverage industry
- Industrial chemicals industry
- Renewables industry
- Public sector

### Job-hunting tips
- Many of the larger science-related employers offer graduate training programmes – find out about their application procedures in greater detail.
- Keep yourself updated about recent developments and investments in your specific science-related industry in Singapore and around the world.

### Deadlines
Some companies in this sector run biannual recruitment drives, while others fill vacancies through continuous employment. Refer to their websites for specific details.

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**Did you know?**

NuTonomy, a Boston-based tech start-up company working to produce software to build self-driving cars and autonomous mobile robots piloted an R&D fleet of self-driving taxis in Singapore in 2016.
Uniformed services

Uniformed services can provide a rewarding career that gives you the satisfaction of serving your community and country. The defence forces have scope for people of all academic disciplines to develop a career in a variety of areas.

This career sector is dominated by the Ministry of Home Affairs (MHA), which oversees the police, immigration, and public safety and rescue services; and the Ministry of Defence (MINDEF), which oversees the Singapore army and all its affiliated divisions. There is also the option of working for a private security contractor, with security being a top priority for Singapore.

You will need...
- Tenacity
- Communication skills
- Resilience
- To be a team player
- Discipline

Areas of work
- Combat
- Engineer
- HR
- IT and telecommunications
- Finance and logistics
- Emergency medical technician
- Paramedic
- Fire officer
- Fleet management

Types of employers
- Army
- Navy
- Air force
- Police service
- Immigration
- Ambulance services
- Fire and rescue services
- Private security contractors

Job-hunting tips
- With a few exceptions, the defence forces require all candidates to undertake rigorous physical assessments.
- The police force’s selection process also tests physical and mental stamina, and there is a protracted training period.
- To enter the ambulance service, you will either need a degree geared towards paramedic health services, or you have to train as an emergency medical technician (EMT) and work your way up.
- Graduate engineers, surveyors, and architects are often recruited as fire prevention officers, whose role is to ensure adherence to fire and safety regulations.

Work experience
Work experience is not necessary for a career in this sector. However, the Ministry of Home Affairs does offer a number of rotating internship positions for interested students.

Deadlines
Uniformed services typically recruit all year round.

Did you know?
Hokkien used to be a common language of instruction for trainees within the Singapore Armed Forces (SAF). The dialect was banned as language of instruction in October 1978, and all instructions have been given in either English, Malay or Mandarin ever since.
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We believe in your potential, and the CPFB Academy will help you grow professionally in your career with us. We care for you and your family, and our warm and friendly culture will make you feel right at home.

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Web www.cpf.gov.sg/careers
Email hr@cpf.gov.sg
Sectors
- Public Service and Social Work
Jobs available
- Graduate job
- Internship
Minimum requirement
- Degree
- Diploma
Number of employees
1,000 – 50,000 employees
Accepting applications from
All disciplines except Medical Sciences & Healthcare
Application procedure
Apply online at https://www.cpf.gov.sg/careers. Shortlisted applicants will be notified.
Selection process
Step 1: Online application
Step 2: Situational writing test
Step 3: Interview
Step 4: Selection
Step 5: Make an offer
Location
Singapore

To enable Singaporeans to have a secure retirement through lifelong income, healthcare financing, and home financing.
Having served generations of Singaporeans since 1931, we understand what matters to them most – good health and being financially prepared.

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It is this commitment that led to our brand promise of enabling **Healthier, Longer, Better Lives**, propelling us to launch innovative solutions that supports their physical and financial well-being.

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**Enabling Singaporeans to lead Healthier, Longer, Better Lives.**
Tey Shiyi Regina

After a diploma in Business Management at Nanyang Polytechnic, I moved on to pursue the Bachelor of Business Management with Royal Melbourne Institute of Technology (RMIT). Motivated to fund my university studies, I joined AIA Singapore Pte Ltd as a Financial Services Consultant in November 2011 while I was still studying. Before that, I was a part-time administrator in one of the agencies under AIA.

About my job
As a financial services consultant, I get to realise my life mission of positively impacting others. I do so by helping people benefit from sound financial planning. I take great pride in demystifying insurance by answering all my clients’ queries, no matter how seemingly insignificant, as well as sharing personal experiences with them. I aspire to have all my clients fully covered in the face of life’s vagaries. The most interesting part of my job is getting to know new people and finding out best ways to help them with their goals at different life stages. Handling rejection and managing client expectations are some challenging bits of my job.

Challenges I faced
At the start of my career, I faced rejections by friends and had to learn to better manage clients’ expectations. The most challenging part of my job was to submit a death claim. I will never forget the incident in 2015, when one of my clients passed away in an accident and I witnessed how devastated his family was.

It was the insurance payout that helped sustain their lives, giving them a new focus and meaning in the midst of grief. The family used the insurance payout to start a small hawker business to continue having an income. I am glad that I am able to make a difference in the lives of others. I see helping the lives of others as my greatest achievement as well.

My biggest achievement
My job is unlike any other job and my biggest achievement is the satisfaction and affirmation from clients, which makes me love my job. The financial services consultancy profession is often thought to be financially rewarding. The ability to make a real difference in the lives of others is what I cherish most.

Essential skills in my role
In this job, we require values and knowledge. It is important to maintain the values of patience, honesty and sincerity towards our clients in gaining their trust. To provide my clients with the most updated information, I also attend training provided by AIA.

Advice for graduates
As a financial services consultant, you are your own boss. We fulfil our own dreams, hence self-discipline is important. Self-discipline is doing what needs to be done when it needs to be done even when you don’t feel like doing it.
We pave the way to healthier, longer, better lives.

#NotJustAnotherJob
Established in 1972 and a member firm of BDO International since 1979, we offer a full range of services including audit, corporate finance, business restructuring, tax advisory, management consulting and risk advisory.

Our clients are from most fields of business in Singapore and include subsidiaries of multinational corporations, public and private companies operating in industries as diverse as hoteliers, property developers, electronics manufacturing, marine, transportation, solicitors and publishers. Some of our clients are well known, while many are medium sized emerging businesses.

Our size is at its optimum, it is large enough to enable us to provide the full range of world-class services and at the same time allows clients to benefit from our breadth and depth of expertise as the world’s 5th largest accounting network.

Simply, our services begin with your needs. Whether you are a start-up or an established enterprise looking to take the next step up, we are well equipped to assist you from ground level to the highest stratosphere of success.

BDO provides a culture that emphasises career growth, professional development, collaborative culture, workplace flexibility and global opportunities.

If you believe you have the right values and attitude in wanting to be part of our big BDO family, send in your detailed resume and a recent photograph to career@bdo.com.sg.

Graduate Associate Positions
Audit & Assurance, Tax Advisory, Accounting, Management Consulting, Corporate Finance, Restructuring & Forensics.

Internship Positions
Audit & Assurance, Tax Advisory, Accounting, Management Consulting.

To be the leader of exceptional client service.
I learnt about BDO LLP through a friend who was a tax intern with the company. Prior to my graduation, I submitted my application and was invited for an interview the week after.

The hiring process consisted of two rounds of interviews. During the interview, my technical skills were tested and the interviewer made an effort to understand my personal interests.

I gained the impression that the company values its employees beyond just looking at their technical expertise. I believe it was my positive attitude that set me apart from other candidates to clinch the role eventually.

**About my role**

My role as an Audit Associate involves audit planning, fieldwork and assisting in the preparation of statutory financial statements. On top of that, we have to develop and maintain long-term client relationships. Being an auditor is definitely not a typical nine-to-five deskbound job. Most of the time, we are out on field at our clients’ offices.

**Challenges encountered**

One of the challenges I faced was the constant need to adapt to different industries and business operations. The accounting industry is ever-changing. Furthermore, I was involved in numerous engagements spanning across different industries, which required me to constantly build up my knowledge on how different types of businesses operate.

I would research and perform background checks on these companies to understand their business operations before the start of engagements.

**Memorable experiences**

I felt a strong sense of satisfaction after my team completed one of the most demanding engagements we had. The best takeaway was the friendships formed during the engagement. Apart from work, one of my most memorable experiences was a 3D2N Dinner & Dance event.

**Essential skills in my job**

Basic accounting knowledge is necessary for the job. However, in this current day and age, having technical skills alone is not sufficient.

It is imperative for one to possess key soft skills such as, being a team player, communicating well, and being able to adapt constantly. I believe it was my internship experiences which provided exposure for me to be prepared for this role.

**Advice for graduates**

Brace yourself for this fast-paced and demanding industry. There will be challenges but always come with an open heart. Face challenges with the right attitude and a positive mindset, and you will gain valuable experience.
If you share our values and have the skills, ability and ambition it takes to succeed here, we want to hear from you. Whether you join Assurance, Tax, Consulting or Advisory Services, you will enjoy early responsibility, rewarding challenges and exposure to a variety of businesses across a range of sectors.

To explore a career path with us, please email your detailed resume and cover letter to career@bdo.com.sg

BDO LLP
600 North Bridge Road
#23-01 Parkview Square
Singapore 188778
www.bdo.com.sg
CapitaLand is one of Asia's largest real estate companies. Headquartered and listed in Singapore, it is an owner and manager of a global portfolio worth over S$93 billion as at 30 June 2018, comprising integrated developments, shopping malls, lodging, offices, homes, real estate investment trusts (REITs) and funds. Present across more than 150 cities in over 30 countries, the Group focuses on Singapore and China as core markets, while it continues to expand in markets such as Vietnam and Indonesia.

CapitaLand's competitive advantage is its significant asset base and extensive market network. Coupled with extensive design, development and operational capabilities, the Group develops and manages high-quality real estate products and services. It also has one of the largest investment management businesses in Asia and a stable of five REITs listed in Singapore and Malaysia – CapitaLand Mall Trust, CapitaLand Commercial Trust, Ascott Residence Trust, CapitaLand Retail China Trust and CapitaLand Malaysia Mall Trust.

Our vision is to be a leading global enterprise that enriches people and communities through high-quality real estate products and services. In addition to providing exciting career opportunities, we engage, empower and maximise employees’ potential as we seek to build talent and leaders to realise this vision.

Building People. Building Communities.
Chew Wen Yi

JOB: Management Executive

EMPLOYER: CapitaLand Limited

QUALIFICATION: Bachelor of Business Administration (Operations and Supply Chain Management), National University of Singapore, 2017

“KEEP AN OPEN, INQUISITIVE MIND AND NEVER STOP LEARNING OR ASKING FOR MORE LEARNING OPPORTUNITIES.”

My company and my job
I am currently on my second rotation under CapitaLand’s Graduate Development Programme. I am with the team overseeing the redevelopment of Funan. I focus on tenancy delivery, where I coordinate with multiple parties such as CapitaLand’s Tenancy Design Management, Leasing, Operations and Projects teams, as well as the main contractor for Funan to ensure smooth handover of all tenant units. Besides assisting with asset planning, I also help to organise events such as Funan’s topping out ceremony, which gives me valuable exposure across different functions.

How I got my job
The selection process involved a case study group discussion, online psychometric assessments and three separate rounds of interviews with HR and senior management. While grades and experiences are important, CapitaLand also looks for candidates with attributes and values that fit the company, for instance, having the right learning attitude, being a team player, and leadership skills.

The highs and lows
In real estate, you get to see your ideas and efforts transformed into reality. I am proud to be part of the team to transform Funan – CapitaLand’s first innovation-focused integrated development with different experiential offerings. It is a project where different functions need to work together. By learning from my colleagues of different backgrounds and their diverse opinions, I got to hone my project management skills.

Training and support
CapitaLand offers a wide variety of courses through our internal corporate learning institute, CapitaLand Institute of Management and Business (CLIMB). So far, I have attended the ‘CapitaLand Immersion Programme’, ‘7 Habits of Highly Effective People’, ‘Fundamentals of Real Estate’, as well as financial talks and fireside chats with external speakers. These courses give me a better understanding of the company, the different business units and a better understanding of the real estate industry. In addition to gaining experience on-the-job, we are also encouraged to sign up for courses we are interested in to enrich our knowledge.

Work-life balance
Personally, it means being able to work efficiently and achieve your targets while having adequate time and energy for other important things in life. The key to this is time management, which is a skill that I am constantly trying to improve.

Some advice
Keep an open, inquisitive mind and never stop learning or asking for more learning opportunities.
Clive Lim

**JOB:** Deputy Manager, Project Management

**EMPLOYER:** CapitaLand Vietnam

**QUALIFICATION:** Bachelor of Engineering (Mechanical Engineering), National University of Singapore, 2016

"BUILDING A PROJECT IS LIKE STEERING A SHIP IN A STORM. THERE WILL BE WAVES THAT TRY TO STEER US OFF COURSE."

---

**My company and my job**

I manage the construction of a residential project in CapitaLand Vietnam. It is a development with two towers comprising 300 residential and serviced apartments. My job requires me to translate the design from paper to reality, leading a talented suite of consultants, contractors and engineers. Together, we formulate solutions to ensure the success of the project.

**How I got my job**

After applying for the BCA-Industry Built Environment scholarship, I was offered an interview with CapitaLand subsequently. While waiting for the interview, I spotted a scale model of The Interlace. Being into quirky architecture, The Interlace was one of my favourites. It was only then I realised I was interviewing for a role at the company that had built it! In that moment, I realised my dream of building iconic projects may not be too far from reality after all. That sparked in me a passion to join CapitaLand, which motivated me to excel in the subsequent interviews.

**The highs and lows**

It is a job that allows me to look at the building like a proud father, even in the future. This pushes me towards the finishing line every day. Of course, it is not as rosy as it seems. Building a project is like steering a ship in a storm. There will be waves that try to steer us off course. Maintaining control over a project when there are many external disruptions can be frustrating. I have learnt that with a steadfast and positive mindset, we can stay above the waves and maintain our direction.

**Training and support**

The most efficient form of training is jumping straight into the action. I am very grateful to my boss for his unconventional training method because the more I tried, struggled and made mistakes, the more I have learnt.

**Work-life balance**

Life, to me, is about gaining exposure with new places and experiences. I am very fortunate to be based in Vietnam, which provides an incredible experience. Occasionally, CapitaLand also organises study trips to other cities to learn the best practices of the industry in other markets. That is pretty much a good work-life balance for me!

**Some advice**

Look beyond pay or prestige; have an open mind and a positive attitude towards potential job opportunities. It is much more important to strive towards growth and development. As young graduates, we don’t have much relevant knowledge or experiences. The most valuable resource we have is energy, and therefore I think it is more important to find a job that allows us to expend that energy to accelerate our own professional growth!
We help more than 3.8 million CPF members save for their retirement, healthcare and housing needs.

Our CPF schemes touch our CPF members across various life stages, and we serve CPF members knowing that we can make a difference. As long as you have the passion and commitment to serve the public, you will find your niche in our big family, consisting of more than 50 departments in the following job families:

- Agency Services
- Customer Service
- Enforcement
- Information Technology
- CPF Schemes Management
- Policy and Corporate

We believe in your potential, and the CPFB Academy will help you grow professionally in your career with us. We care for you and your family, and our warm and friendly culture will make you feel right at home.

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Web www.cpf.gov.sg/careers
Email hr@cpf.gov.sg

Sector
- Insurance and Risk Management
- Public Sector

Jobs available
- Graduate job
- Internship

Number of employees
1,000 – 10,000 employees

Location
Singapore

Accepting applications from
- Accounting
- Business Administration
- Economics
- Engineering
- Finance
- Humanities, Art & Social Sciences
- IT & Computer Sciences
- Law
- Maths
- Property & Built Environment
- Sciences
- Social Work
- Teaching and Education

Application procedures
Apply online at https://www.cpf.gov.sg/careers. Shortlisted applicants will be notified.

Selection process
Step 1: Online Application
Step 2: Situational Writing Test / Psychometric Test
Step 3: Interview

To enable Singaporeans to have a secure retirement through lifelong income, healthcare financing, and home financing.
TRUST.

Help more than 3.8 million CPF members save for their retirement, healthcare and housing needs.

For more information, visit http://www.cpf.gov.sg/careers

“I process MediShield Life claims to enable CPF members to pay for their hospitalisation bills. I also participate in the deliberation of MediShield Life policies with the Ministry of Health. Helping CPF members to meet their healthcare needs gives me a sense of purpose and job satisfaction. I like the supportive environment where everyone works together to achieve a common goal.

CPF Board is a place which allows me to achieve my personal work goals, while balancing my personal and family life.”

Sherline Swee
Senior Manager
MediSave and Healthcare Claims
Changi Airport Group is first and foremost a service company. We operate Singapore Changi Airport, the world's most awarded airport, and help develop and manage airports worldwide. Our people are our most important asset in our mission to be the world's leading airport company, growing a vibrant air hub in Singapore and enhancing the communities we serve worldwide.

We aspire to build a company where ordinary people achieve extraordinary results. Our people have a passion for service and are committed to teamwork, integrity and excellence. Working together with our colleagues and partners to achieve the best outcome, we deliver innovative services and create a world-class experience for our customers.

Changi Airport Group offers a unique work environment in a global, vibrant and exciting airport community. With a set-up of multiple businesses, we present challenging work and diverse opportunities for our employees to further their personal and professional growth. We also provide a platform for them to develop and see through their ideas and contributions, making an impact to our organisation and to the communities we serve locally and globally.

To be the world's leading airport company, growing a safe, secure and vibrant air hub in Singapore and enhancing the communities we serve worldwide.

Changi Airport Group
Web www.changiairport.com

Sectors
- Hospitality, Leisure, and Tourism
- Logistics, Transport, and Supply Chain

Jobs available
- Graduate job
- Internship

Minimum requirement
- Degree
- Diploma

Number of employees
1,000 – 10,000 employees

Location
Singapore

Accepting applications from
All disciplines

Application procedures
Apply online at careers.changiairport.com

Selection process
Step 1: Online application
Step 2: Aptitude test
Step 3: Interview
Selection process may differ for each role.

Application period
- Internship: Application period is from December to February
- Graduate job: Applications are accepted all year-round
Help us create
60 million smiles
a year.

If you have a drive to create work that will be enjoyed and appreciated, there is hardly a stage bigger than Changi Airport. We are looking for fresh talent to be part of our culture of excellence. Join a passionate and innovative team that provides consistent world-class operational efficiency, innovative services and exciting retail choices to delight our customers.

We are in the business of welcoming people. If you have what it takes, we look forward to welcoming you to Changi Airport Group too.

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careers.changiairport.com

Exceptional People,
Connecting Lives.
DBS is a leading financial services group in Asia, with over 280 branches across 18 markets. Headquartered and listed in Singapore, DBS has a growing presence in the three key Asian axes of growth: Greater China, Southeast Asia and South Asia. The bank’s “AA-” and “Aa1” credit ratings are among the highest in the world.

Recognised for its global leadership, DBS has been named “Best Bank in the World” by Global Finance. The bank is at the forefront of leveraging digital technology to shape the future of banking, having been named “World’s Best Digital Bank” by Euromoney. DBS has been accorded the “Safest Bank in Asia” award by Global Finance for nine consecutive years from 2009 to 2017.

DBS provides a full range of services in consumer, SME and corporate banking. As a bank born and bred in Asia, DBS understands the intricacies of doing business in the region’s most dynamic markets. DBS is committed to building lasting relationships with customers, and positively impacting communities through supporting social enterprises, as it banks the Asian way. It has also established a SGD 50 million foundation to strengthen its corporate social responsibility efforts in Singapore and across Asia.

With its extensive network of operations in Asia and emphasis on engaging and empowering its staff, DBS presents exciting career opportunities. The bank acknowledges the passion, commitment and can-do spirit in all of its 26,000 staff, representing over 40 nationalities. For more information, please visit www.dbs.com.
Shannah See

I joined the DBS Management Associate Programme upon graduation and my first rotation as product manager of the DBS Woman’s Card helped me realise that banking is a broad-based business built upon the use of data, technology and infrastructure.

Managing a credit card product entailed much more than organising customer roadshows and sales promotions. Insights from data analytics translate to value creation for customers, as consumer spending behaviour and credit card debt revolving patterns can be understood, to encourage sustained usage.

Valuing teamwork
Being task-oriented, I sometimes alienated my colleagues unintentionally. Thankfully, one of my direct supervisors cared enough to give me open and honest feedback on this. Her words made me reflect, and it was a lesson I learnt early on in my career on the need to manage both relationships and tasks well.

Turning point
I am always keen to expand my learning and meet new people, inspiring myself to do my best. In a meeting with our current Managing Director and Head of Consumer Banking and Wealth Management, Ms Tan Su Shan, she convinced me to go into private banking. That was a crucial turning point in my career.

Success in a fast-growing market
My biggest achievement is being recognised as an Outstanding Young Private Banker (Greater China) in 2016 by an international awards committee.

Looking back, I started off in private banking with zero experience. Determined to succeed in the challenging market of Greater China, I improved my command of Mandarin and adapted to the soft cultural nuances quickly.

I built my team of private bankers from scratch, with 17 private bankers now — many of whom come from various Chinese cities such as Shanghai, Beijing, Wuhan, Chengdu, Qingdao and Hangzhou — contributing exponential revenue growth.

The demands of a fast-growing market keeps me in pace, grooming me into the leader that I am today.

Selfless leadership
The most important quality a leader should have is selflessness. Being a leader is not just about having vision and aptitude, but also the willingness to make sacrifices to help and guide your team.

In my current role, we are constantly dealing with complex client issues and unexpected market situations. Once, at a period of high market volatility and turmoil, our clients were facing heavy investment losses during US market hours. As leaders, we stayed throughout the night to handhold and guide our bankers to manage our clients’ positions and communicate strategies to protect our clients’ holdings. By enduring this crisis, we earned trust from our clients as well as respect from our bankers.

Advice for graduates
If you are interested in wealth management or banking, find internships and mentors within the industry and ask as many questions as possible to find out more about the different areas of banking. After thorough fact-finding, always go back to your strengths and passion to identify if there’s a fit with where you hope to start out in. Knowing what motivates you is crucial in finding job fit.
For over a century, Great Eastern has been at the forefront of Asia’s insurance industry, providing financial security and peace of mind to millions. A trusted brand, we continue to grow from strength to strength in an ever-changing increasingly competitive landscape.

With over S$60 billion in assets and around 4 million policyholders, we have three successful distribution channels - a tied agency force, bancassurance, and a financial advisory firm, Great Eastern Financial Advisers.

Great Eastern Financial Advisers is a trailblazer of excellence, delivering quality and differentiated customer proposition and continually striving to be the trusted and admired financial advisory firm in Singapore.

Vision
To be the premier financial advisory firm, meeting the financial goals of our customers through quality risk and wealth management solutions, delivered by our trusted and professional financial consultants.

Core Values
Our corporate core values ensure we are on the right path and fulfilling our commitment to our business goals.

For graduate jobs:
Step 1: Email your CV to career@greateasternlife.com or apply through http://gradsingapore.com/graduate-employers/great-eastern-life-assurance-company-limited
Step 2: Interview
Step 3: Selection

For internships:
Step 1: Send your resume to career@greateasternlife.com
Step 2: Selection interview
Step 3: Attachment to industry mentors during the internship

Application period
Graduate jobs: Great Eastern Financial Advisers (all year round)
Internships:
The Great Internship (May to July period)
The Great Internship LITE Edition (December period)

To build lasting relationships with our individual and corporate clients by providing them with customised risk and wealth management solutions that suit their changing needs.
Freddy Low

My company and my career
Great Eastern Financial Advisors (GEFA) counts on the combined strengths, experience and financial stability of our parent companies Great Eastern and OCBC, providing our clients with financial advice they can trust. I help to plan my clients’ finances and share with them concepts behind financial planning. I encounter people of varying financial backgrounds, and the challenging part is to ensure that I advise them on the best plan according to their needs. This career comes with heavy responsibilities because financial planning is a long term plan that would support my clients when they most need it.

How I got into my career
I entered this career after attending “The Great Internship” organised by the company. I joined the programme because I wanted to experience and discover more about the financial industry. My mentor once said, “You don’t know what you don’t know.” Thus the only way to find out is by trying and always adopting an open mindset towards any opportunity. A common misconception is that you must possess a business or finance related degree to join this industry. Confidence, open-mindedness and willingness to learn are more important qualities.

The highs and lows
My favourite part of this career is when I get to share my knowledge and help my clients plan for their future. Through conversations, I am able to better understand their needs. I am further motivated when my clients trust that they are in good hands.

On the flip side, being in this career can be challenging due to the influx of information. However, at the end of the day, I feel that it is all worth it when I have done my best and made a difference in someone’s life.

Training and support
Throughout the internship, we had courses on various aspects of financial literacy conducted by industry experts. We each had a personal mentor who answered our queries and guided us through the steep learning curve. I met with my mentor 2 to 3 times a week to share my experiences and seek advice on things that I am unsure of.

Work-life balance
As my working hours are dependent on my clients’ availability, I learned to prioritise and effectively manage my time. Now, I have adequate time to not only plan for them but also sufficient time for myself to do what I like.

Some advice
Do not be afraid to try new things. We need to be bold and explore different options, in order to find out where our passion lies. As Abraham Lincoln once said, “In the end, it’s not the years in your life that count. It’s the life in your years.” The opinions of others may not align with yours, but it is important to listen to yourself and be bold to attempt new things. Remember, you don’t know what you don’t know, so just try!

THE OPINIONS OF OTHERS MAY NOT ALIGN WITH YOURS, BUT IT IS IMPORTANT TO LISTEN TO YOURSELF AND BE BOLD TO ATTEMPT NEW THINGS.

JOB: Financial Consultant
EMPLOYER: Great Eastern Financial Advisors
QUALIFICATION: Bachelor of Engineering (Mechanical Engineering), Nanyang Technological University, 2020 (expected)
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Great Eastern Financial Advisers is a trailblazer of excellence, delivering quality and differentiated customer proposition and continually striving to be the trusted and admired financial advisory firm in Singapore.

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Company Registration No. 200310895M
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In 2017, Income had over $36.3 billion in assets under management. Our financial strength and diversified investment portfolio is reflected by our strong credit ratings which underpin the delivery of our commitment to customers.

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For more about Income, please visit www.income.com.sg.

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**Sectors**

- Accountancy and Financial Management
- Banking & Financial Service
- Insurance & Risk Management
- Investment Banking & Investment Management

**Jobs available**

Graduate job

**Number of employees**

10,000 – 50,000 employees

**Location**

Singapore

**Accepting applications from**

- Accounting
- Business Administration
- Economics
- Finance
- IT & Computer Sciences
- Maths

**Application procedures**

Application through www.manulife.com.sg

**Selection process**

Step 1: Online application

Step 2: Profiling test

Step 3: Interview

**Application period**

Graduate jobs: On-going

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Depending on your competencies and interests, you will be developed in one of the following tracks:
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To be an FSO, you must have a good grasp of world affairs. You need to be able to persuade and assert, as well as build and sustain relationships. You must be versatile, and ready to adapt to and thrive in different environments.

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Sector
- Public Sector

Jobs available
Graduate job
Internship

Number of employees
1,000 – 10,000 employees

Location
- Singapore
- International – 50 Overseas Missions

Accepting applications from
- Accounting
- Business Administration
- Economics
- Engineering
- Finance
- Humanities, Art & Social Sciences
- IT & Computer Sciences
- Law
- Maths
- Property & Built Environment
- Sciences
- Social work
- Teaching and Education

Application procedures
Apply online at www.mfa.gov.sg/career or Careers@Gov

Selection process
Step 1: Online application via MFA website or Careers@Gov
Step 2: Selection tests
Step 3: Assessment Centre
Step 4: Interview

Application period
Graduate jobs: All year-round
Internships: Open in the 3rd quarter of the year. Visit our website for more details.
Joey Chua Wei Lun

JOB: 
Attaché (Admin and Consular), Singapore High Commission in New Delhi

EMPLOYER: 
Ministry of Foreign Affairs

QUALIFICATION: 
Diploma in Aerospace Avionics, 2011, Republic Polytechnic

FROM HELPING SINGAPOREANS IN NEED OF CONSULAR ASSISTANCE, TO WORKING AS PART OF A TEAM ADVANCING OUR COUNTRY’S INTERESTS, I AM HAPPY TO CONTRIBUTE IN WHATEVER WAYS I CAN.

My company and my job
As an Attaché handling administration and consular matters at the Singapore High Commission in New Delhi, I handle the day-to-day operations in the High Commission and provide consular assistance to Singaporeans in need. This means that if you ever lose your passport overseas, I will be there to assist you in getting back to Singapore. Before being posted overseas, I was a Protocol Officer in HQ and was part of the team handling official visits and functions.

How I got my job
For the Foreign Service Administrative Specialist scheme, the initial process involved a written test and round table discussion followed by an interview. The most challenging part was the round table discussion, where we had to balance between listening to opinions and also sharing our thoughts.

The highs and lows
In MFA, no two days are the same, and there is never a dull moment. Back in 2015, I was a Protocol Officer and part of the team handling the late Mr Lee Kuan Yew’s state funeral. The hours were long but we knew that we had to do our part for our former Prime Minister. Although it was exhausting, I was proud to be part of the team that was given the opportunity to serve Singapore.

My happiest moment at work
Representing the Ministry and country when I was a Protocol Officer and now as an Attaché is definitely the tip of the iceberg. From helping Singaporeans in need of consular assistance, to working as part of a team advancing our country’s interests, I am happy to contribute in whatever ways I can.

Some advice
You must be able to think on your feet and be willing to adapt and learn. A career with MFA is demanding and rewarding at the same time. It is a unique place to be.
Sukumar Suresh

**JOB:**
Deputy Director, Southeast Asia I Directorate

**EMPLOYER:**
Ministry of Foreign Affairs

**QUALIFICATION:**
Bachelor of Social Sciences (Honours), National University of Singapore, 2009; Master of Science in Asian Studies, S. Rajaratnam School of International Studies, Nanyang Technological University, 2018.

"WORKING AT MFA MEANS BEING OPEN TO ALWAYS LEARNING AND BEING ADAPTABLE TO NEW SITUATIONS."

My company and my job
My branch at the Southeast Asia I Directorate focuses on managing bilateral relations with Indonesia. This includes formulating foreign policy recommendations vis-à-vis Indonesia, as well as coordinating positions across other ministries and government agencies in Singapore. We also work closely with our overseas missions in Indonesia to organise and support the visits of Singapore political office holders to Indonesia, and those of key Indonesian personalities visiting Singapore.

How I got my job
The selection process for the Foreign Service Officer scheme involves a rigorous interview, comprising multiple stages! I most vividly recall the full-day assessment centre which involved testing not only my written and analytical skills, but also the role-playing of various scenarios requiring me to help Singaporeans requiring consular assistance. Looking back, it was a good snapshot of the atypical, unpredictable and challenging work that Foreign Service Officers face over the course of their various assignments in the Ministry.

The highs and lows
The work in MFA being closely related to developments in current affairs means that almost every situation and scenario encountered on a daily basis is different. This constantly pushes you to draw on not just your experiences, but also those of your co-workers, to think on your feet and make sound judgement calls. While the nature of the work requires long and often unpredictable hours, working alongside a team of equally dedicated colleagues who are committed to safeguarding Singapore’s interests on the international stage provides motivation and a sense of purpose.

My happiest moment at work
One of my most memorable experiences during my posting at the Singapore Embassy in Jakarta was organising a football tournament in conjunction with the 50th anniversary of diplomatic relations between Singapore and Indonesia in 2017. As an avid football fan myself, it was personally satisfying to see people from both countries being brought together by our common passion for football. Through the tournament, I saw first-hand that diplomacy was not just about formal meetings and receptions, but equally importantly, fostering closer understanding and bonds at the people-to-people level.

Some advice
Keep an open mind. Working at MFA means being open to always learning and being adaptable to new situations. Being willing to listen to and learn from those who have different experiences is crucial in pursuing a career as a Foreign Service Officer.
Be on the frontline

FOREIGN SERVICE CAREERS

A career in MFA is a unique lifestyle, with assignments in Singapore HQ and our 50 Overseas Missions. It requires intellectual rigour, analytical thinking and excellent communication skills.

Be on the frontline of global developments as a Foreign Service Officer. Depending on your competency and inclination, you can develop along these career paths:

• Functional and Corporate
• Political and Economic

Join us in flying the Singapore flag high.
The Home Team is the umbrella of different agencies under the Ministry of Home Affairs. It is a community forged by more than 23,000 members who come together to track Singapore’s growth and play an integral role in ensuring the safety and security of the country.

The Home Team is currently welcoming individuals to fill the positions of Civilian Officer and Uniformed Officer. The Home Team offers rewarding and challenging careers to talented individuals seeking a leadership role in keeping Singapore safe and secure.

As a Home Team officer, you will share a common mission and have unique opportunities to be involved in challenging security issues that the nation encounters. You will play a pivotal role in executing law initiatives for the betterment of the general community and your loved ones. The Home Team is committed to developing and honing your leadership potential. You will be put in charge of complex assignments and be exposed to a diverse range of career opportunities and experiences conducive to professional and personal growth.

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Enriching Our Talent
Micron believes in fostering a supportive work environment where team members thrive, engage in meaningful work and bring their best selves every day. Self-development opportunities ranging from structured to informal, self-directed to collaborative, in the classroom and in the workplace, include:
• Technical Leadership Tracks
• Leadership in Action
• Future Leaders Program
• Employee Resource Groups and Interest Clubs

Driving New Possibilities
We need the help of bright minds and problem-solvers — leaders and believers. If you’re looking for a career fueled by possibilities in a fast-paced, innovative environment, team up with us. We can help you translate your talent and drive into a challenging, meaningful future.

Ready to shape the future?
Let’s join forces
Ready to shape the future? Let’s join forces.

Micron creates memory and storage technology that provides faster and more efficient access to data – data which can lead to breakthroughs in a wide range of areas from medical research and space exploration to artificial intelligence and autonomous driving.

An influential global presence, Micron has more than 34,000 team members with different backgrounds, perspectives and experiences across 17 countries. Together, we foster innovative thinking and winning leadership to make innovation happen every day.

Micron has a strong commitment to environmental stewardship and sustainability. Through Micron Foundation and our giving programs, we promote volunteerism and share our resources to enrich the communities that we live and work in.

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OCBC Bank is the longest established Singapore bank. It is now the second largest financial services group in Southeast Asia by assets and one of the world’s most highly-rated banks, with an Aa1 rating from Moody’s. Recognised for its financial strength and stability, OCBC Bank is consistently ranked among the World’s Top 50 Safest Banks by Global Finance and has been named Best Managed Bank in Singapore and the Asia Pacific by The Asian Banker.

Whether you are an IT expert, engineer, a math whiz, or a people person, we believe that everyone should have the opportunity to succeed. No matter where you see yourself in the future, we want to help you get there.

We provide career mobility opportunities across our different business units, subsidiaries or even country offices, from Consumer, Corporate and Private Banking, to Treasury, Securities, Insurance or Investment Management.

We are committed to creating a conducive work environment – one that is inclusive, welcomes innovation and encourages continual learning and development.

We want you to enjoy and take pride in your work, be passionate, driven and have fun - after all, joy does bring out the best in people. And we want nothing less.

Areas of Specialisation
- Graduate Talent Programme
- FRANKpreneurship Internship Programme
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- Financial Protection Specialists
- Business Development Managers
- Customer Service Executives
- Data Analyst
- Mobile Developers
- Security Operations Centre (SOC) Analyst – Command Centre (Cyber Security Operations Centre)

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Singapore 049513
Web www.ocbc.com/group/careers/

Sectors
- Banking and Financial Services
- Investment Banking and Investment Management

Jobs available
- Graduate job
- Internship

Number of employees
10,000 – 50,000 employees

Accepting applications from
All disciplines
My company and my job
I spend my day-to-day on research and exploring how new digital technologies can be applied to business needs, as well as reviewing existing information security standards and tools. I also work closely with users across departments and cross-functional teams, understanding their products and processes, identifying risks and challenging gaps to ensure that our security solutions can add value to our business. I am thankful for great team members who stick together through thick and thin.

How I got my job
I decided to apply for a job in a bank after studying IT for seven years. I had no prior experience to banking, but went ahead to apply through the Young Bankers Graduate programme. We had a few stages of interviews with HR and line managers – and I remember one of the questions was “Tell me a scenario where you solved problems, and how did you overcome them?” The funny thing is, we solve problems every day in our daily lives and there are so many to pick from, but I guess I’ve encountered a few memorable ones that might have landed me where I am today.

The highs and lows
I love the speed and agility that my job requires. If you are not always in a ready state to do something, it might be too late when the situation demands for it. I love how this job provides you the relevant support and guidance to bring you closer to your goal – always helping one another to challenge the status quo. We spend several hours a day to understand something new, then develop and implement an idea not knowing if it will work out. But we constantly challenge ourselves to break barriers.

How has my IT degree helped in my Banking Career?
Programming and Analytics have taught me to think logically – this has enabled me to analyse business challenges in a structured manner and to propose best-fit solutions.

Work-life balance
I have the habit of turning up an hour earlier for work, to soak in the morning peace and quiet with a cup of morning coffee. I also spend my weekends with people and things that I have less time for on weekdays, and to fully rest and recuperate to be ready for the next week of challenges. This is a journey that we should pace ourselves for.

Some advice
Integrity is key. If you commit to something, follow through on that promise. There will always be room for improvement. Take time to understand your own priorities and talents. Every individual is unique.

Jolene Poh
JOB: Information Security Specialist
EMPLOYER: OCBC Bank
QUALIFICATION: Bachelor in Computing, National University of Singapore, 2014

IF YOU COMMIT TO SOMETHING, FOLLOW THROUGH ON THAT PROMISE.
We see your passion and ambition. We see you.

Be the Difference. We see You.

Whether you’re an Engineering major, an IT expert, a Math whiz, or a people-person, we see each of your individuality and potential to shine with us. The first step in your career is one of life’s most important milestones - let us help you maximise your potential to reach new heights of success.

Uncover your potential with us

The following opportunities are available for students from all disciplines:

**FRANKpreneurship (Summer internship)**
Calling all Penultimate-year undergraduates!
Ever wondered what it takes to ideate on real business problems and see your solutions come close to fruition? FRANKpreneurship will provide you with the resources to help you do just that!

**Graduate Talent Programme**
Specifically designed for high-achieving graduates like you, this structured rotation programme will help you build a strong foundation in banking.

**Other opportunities**
- Personal Financial Consultant
- Financial Protection Specialist
- Mortgage Specialist
- Business Development Manager
- Customer Service Executive

How to apply?
All applications to be submitted online via our career website at www.ocbc.com/careers

What is life like at OCBC?
Hear from the people of OCBC themselves!

**Jolene Poh, B.Com**
“I gained valuable insights through the customised rotations and trainings. The extensive interactions that I gained working with colleagues from various levels have helped me to steadily grow into the roles and responsibilities I was given.”

**Colin, B.Eng**
“Seeing my projects coming to fruition and reaching millions of consumers island-wide, I am proud and honoured to be able to make a difference in the banking industry.”

Connect with us on Social Media!
Scoot™ is the low-cost arm of the Singapore Airlines Group. Scoot took to the skies in June 2012 and merged with Tigerair Singapore in July 2017, retaining the Scoot brand and positioning it well for a new chapter of growth.

We want people with big smiles and even bigger personalities. People with passion—passion for travel, passion for people, passion for pushing boundaries. An airline with a different attitude. Scootitude™.

If you think you have Scootitude and can handle the excitement and challenges ahead to grow with us, apply today! Receive information about vacancies and recruitment from Scoot Careers Facebook Page – “GOT Scootitude?”

If you have the passion for aviation and the “Scootitude” DNA in you, we welcome you to join us for a limitless flying career!
Tan Jun Rong

JOB: Assistant Manager, Revenue Management

EMPLOYER: Scoot

QUALIFICATION: Bachelor in Business (Banking & Finance), Nanyang Technological University, 2015

THE LEVEL OF TRUST AND AUTONOMY STRENGTHENS MY SENSE OF RESPONSIBILITY, AND ENCOURAGES ME TO CHALLENGE MYSELF TO DO BETTER.

My job
Airfares form the core revenue of an airline and our job is to determine these fares. Fares are dictated by several factors such as competitive pricing, number of seats sold, cost of operating, seasonality and more. Think of it as a game of demand and supply – one reason why flights during the holiday season is usually a little pricier. A typical day at work will involve inventory and pricing control management with respect to the above-mentioned factors to maximise revenue. We are also constantly working with other departments to provide inputs on ways to further strengthen the revenue growth of the company.

How I got my job
I love dealing with numbers and figures, so Scoot’s Revenue Management role seemed like something I would enjoy as well as excel in. The selection process was rather straightforward; as it involved the usual online assessment as well as face-to-face interviews. I had to work on a case study presentation, which I thought was really intriguing as it gave me an idea of the role.

The highs and lows
What motivates me most is the tangible impact that my role has on the company. There is always this sense of achievement and fulfilment whenever we see flights departing full, as well as the profit figures at the end of a financial cycle. The level of autonomy and trust given to us strengthens my sense of responsibility, and that encourages me to further challenge myself to do better.

Since Scoot is a growing airline, we have launched several new destinations over the past years. I have personally taken charge of a few of these launches. It is always special and satisfying to handle a new destination as you watch it grow in profitability.

Training and support
I joined the company as a fresh graduate, with no prior knowledge or experience in the aviation industry. Trainings were organised in the initial few weeks to help strengthen my understanding of the key functions. A mentor was also assigned to guide me on the day-to-day tasks until I was comfortable to work and make decisions on my own. Thereafter, most of the tasks were generally hands-on learning, which I personally feel is the most effective.

Work-life balance
As Scoot is a relatively young airline, we have a young team working together. That entails a fun and energetic workplace environment, where colleagues are friendly and approachable. Scoot also has an open culture, and there is no formal attire required for work – you can turn up in shorts and slippers! And most importantly, with Scoot’s network growing significantly, the discounted staff travel is definitely a plus point whenever we are planning for any getaways.

Some advice
The aviation industry is a dynamic industry where conditions can change quite rapidly. However, if you are looking for an exciting and challenging career, don’t be afraid to give it a try – especially if you are keen on the aviation/airline industry or love to travel! Being in the Revenue Management role has exposed me to different aspects of the airline’s commercial operations, as well as cross collaborations between various departments and even across airlines within the Singapore Airlines Group.
GOT SCOOTITUDE?

For more information on our career opportunities, check us out at

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flyscoot.com/ScootCabinCrew
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We believe that great people and partners make Schneider a great company and that our commitment to Innovation, Diversity and Sustainability ensures that Life Is On everywhere, for everyone and at every moment. If you’re interested in evolving as a professional, we’re keeping a seat warm for you. The choice is yours, and the possibilities are endless. Discover how our Great People make Schneider Electric a Great Company today!

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If you have a passion for flying and are looking for an exciting career, we welcome you to join Singapore Airlines as a Cadet Pilot. Be part of a team of elites flying one of the most modern aircraft and fuel-efficient fleets in the skies. Apart from intensive training and personal growth development, enjoy a rewarding career and lifestyle like no other.

Find out more and apply at singaporeair.com/pilots-career
Singapore Airlines has evolved into one of the most respected travel brands around the world, with the Singapore Girl as the symbol of quality customer care and service. Our aircraft fleet is one of the world’s youngest and our network spans across five continents.

Our success has been made possible through the efforts of our people. We recruit bright and dynamic individuals, and train them to reach the highest standards of professional and personal competence. SIA has many roles to suit different interests and strengths.

SIA EXECUTIVES PROGRAMME (SEP)
An opportunity to explore leadership capabilities, the programme will give you an overview of the aviation industry with exposure to key areas of our business.

GROUND PROFESSIONALS
Join us in specific ground positions including Accountant, IT Applications Domain Expert, Technical Services Engineer, Business/Data Analyst etc.

TRAINEE STATION MANAGER
Be posted to one of SIA’s many overseas stations, to manage all aspects of the airline’s overseas operations including customer service, baggage and cargo handling, inflight catering, ground safety and crisis management.

CABIN CREW
If you are customer-orientated and a team player, we welcome you to join our cabin crew family. Undergo 3.5 months of training before commencing flying duties.

PILOTS
Start off as an Ab-initio Cadet Pilot and undergo rigorous in-house training or join us as a Direct Entry Second or First Officer and fly one of the most modern fleets in the sky.

Fly high as an airline professional.
SMRT Corporation Ltd (SMRT) is a public transport services provider. Our primary business is to manage and operate train services on the North-South Line, East-West Line, the Circle Line, the Thomson East-Coast Line (operational in 2019) and the Bukit Panjang Light Rail Transit. This is complemented by our bus, taxi and private hire vehicle services.

We believe in Integrity, Service and Excellence, and commit SMRT to providing safe, reliable and comfortable service for our commuters.
Committed. Future-Ready. Dynamic. At the forefront of technology.

This is our vision of how Rail Engineers should be.

In line with Singapore’s goal to build a car-lite society by 2030, we envision our rail network to be longer than networks in major cities such as Hong Kong and Tokyo, and comparable to current lengths in London and New York City. With existing rail lines now resourced through the New Rail Financing Framework (NRFF) and timelier investments in capacity expansion; replacement and upgrading of operating assets can be expected. With higher operations and maintenance standards, commuters can look forward to smooth and reliable rides.

Here in SMRT, we are committed to nurturing and developing rail professionals with the right competencies, operational exposure and mission-oriented mindset. We are looking for young and passionate individuals who want to make an impact in Singapore’s rail industry by taking care of the needs of commuters and providing them with safe, reliable and customer-oriented train services.

Come on board as a Rail Engineer and join us on this meaningful journey!
The Republic of Singapore Air Force (RSAF) is a First Class Air Force, always ready to deter aggression and defend Singapore and its interests.

We will respond to the full spectrum of missions from peace to war as part of an integrated Singapore Armed Forces (SAF).

We will be superior in the air and influence the ground and maritime battles.

The RSAF is founded on the core values and competencies of its World Class People.

We are committed to the nation, the SAF and the RSAF.

Together we will overcome adversity with courage and fortitude.

Above all, our people are the heart of our organisation.

First Class Air Force, World Class People
MAJ
Nah Jinping

Through the professional training courses and personal development opportunities with the Air Force, MAJ Nah Jinping has grown as a confident individual and young leader in her career thus far. Find out how she pursued her passion and turned it into a higher calling to protect the Nation’s skies.

**When did you decide to join the Air Force, and why?**
At first, I wanted to be a lawyer. However, a career in the Air Force piqued my interest when I visited a scholarship fair just after junior college. I was looking forward to a professional career that was not deskbound, yet useful for training my critical thinking skills. I found that the Air Force would be able to meet both my career objectives, so I decided to speak with the recruitment officer at the booth. That was when I embarked on a different route in life, as a pilot.

**What was your proudest moment in the Air Force?**
That would be the moment when I got my Pilot Wings. That single moment, when I found myself standing shoulder to shoulder with my fellow trainees in the parade square, was a culmination of years of anticipation. It also proved that the effort I had put in working towards being a pilot had paid off. The training itself took approximately two and a half years and getting my wings made the journey meaningful and well worth it.

**Which part of your job do you enjoy the most?**
I enjoy the flying, because every day brings with it different experiences. While flying can be challenging at times, it can also feel extraordinarily peaceful in the skies – especially when flying at night while the rest of the nation is fast asleep. Through the time that we spend flying, we discover a deeper meaning in what we do – that we are making a difference in protecting this place we call our home. I also enjoy going to work because I get to work with like-minded professionals. These people are not just my colleagues anymore; they have become my brothers-in-arms.

**Which moment during your service was the most memorable for you?**
In 2016, during one of my squadron detachments in Australia, we executed live bomb drops as part of our training. The most memorable moment was when I dropped a live bomb, then seeing it detonate on the target. It reminded me of the importance of what we do in the Air Force, and how our training prepares us for the times when we will be counted on to do our job. It is also an experience that few others can say they have had.

**How have you grown since entering the Air Force?**
The nature of a job in the Air Force trains you to expect high standards, so you learn to continually develop and demand the best from yourself. The vocation also taught me to be precise and logical in dealing with complex issues. I have grown to be more confident and outspoken now, and tend to speak up to voice my opinions – all while learning to be more tactful and thoughtful in different situations.

**THE NATURE OF A JOB IN THE AIR FORCE TRAINS YOU TO EXPECT HIGH STANDARDS, SO YOU LEARN TO CONTINUALLY DEVELOP AND DEMAND THE BEST FROM YOURSELF.**
CONTEST

Upload your most creative shot with the figurines on Instagram with #RSAFandYou by 31 Mar 2019. The top 3 entries will walk away with an exclusive RSAF Bomber Jacket.

Instructions:
1) Tear out along perforation.
2) Fold along the indented lines.
3) Tear along the slits.
4) Fold and slot alphabetical tabs into the corresponding slits.
5) Slot the corresponding tabs to assemble the figurine.
Imagine joining a team that focuses your passions towards a higher purpose.

A First Class Air Force is built around state-of-the-art technology and capabilities. But it is the airmen and women behind these assets that make us stronger, take us higher, and bring us further. Equipped with the knowledge to exploit our systems and the leadership skills to command our teams, you will become our most important asset.

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