

CA.RE Resource Pack 2021

Career Resilience Resources for Students

Curated by the Career & Attachment Office

Career-Ready Skills <i>Career Planning, Job Search Strategies, Personal Branding, Resume, Cover Letter, Harnessing LinkedIn, Recruitment Events and Networking, Interview Skills, Assessment Centres, Job Offers</i>	Pg 2-4
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CAREER-READY SKILLS (From Career Exploration to Getting Hired)

Career Planning

- Commentary: Want your dream job? Here are the career milestones to hit at every age

https://www.channelnewsasia.com/news/commentary/career-hacks-to-dream-job-at-every-age-decade-mobility-11464642?cid=h3_referral_inarticlelinks_24082018_cna

- Define Your Career Horizons

https://www3.ntu.edu.sg/careertracks/be_savvy_define_your_career_horizons.html

Job Search Strategies

- Five Ways to Find a Job

<https://gradsingapore.com/graduate-careers-advice/planning-your-job-search/five-ways-to-find-a-job>

- Strategise Your Job Search

https://www3.ntu.edu.sg/careertracks/be_savvy_strategise_your_job_search.html

Personal Branding

- Designing a purposeful personal brand

https://www.youtube.com/watch?v=Alqt7plbp_o

- Research: It Pays to be Yourself

<https://hbr.org/2020/02/research-it-pays-to-be-yourself>

- The power of introverts | Susan Cain

<https://www.youtube.com/watch?v=c0KYU2j0TM4>

Resume

- CAO-recommended Resume Template and Checklist

<https://careeraxis.ntu.edu.sg/docs/4/ResumeTemplate.pdf>

- Create a Stellar Resume

https://careeraxis.ntu.edu.sg/students/login?ReturnUrl=%2fdocs%2f11%2fJobSearch_CreateAStellarResume.pdf

- Craft a Stellar Resume and Cover Letter

https://www3.ntu.edu.sg/careertracks/be_savvy_craft_a_stellar_resume_and_cover_letter.html

- Your Step-by-Step Guide to Making the Perfect Resume (With Examples!)

<https://www.themuse.com/advice/how-to-make-a-resume-examples>

- What It Really Means to "Tailor Your Resume"

<https://www.themuse.com/advice/what-it-really-means-to-tailor-your-resume>

- The Only Resume Advice You'll Ever Need

<https://www.forbes.com/sites/trudysteinfeld/2012/06/06/the-only-resume-advice-youll-ever-need/#308456f55d27>

Cover Letter

- CAO-recommended Cover Letter Template and Checklist

<https://careeraxis.ntu.edu.sg/docs/39/CoverLetterTemplate.pdf>

- The only 3 things you should include in a cover letter

<https://www.cnbc.com/2020/02/26/the-3-only-things-you-should-include-in-a-cover-letter.html>

- Cover Letters Are Hard to Write—But This Template Makes it a Breeze

<https://www.themuse.com/advice/cover-letters-are-hard-to-writebut-this-template-makes-it-a-breeze>

- The Perfect Cover Letter Template to Show Off Your Skills

<https://www.themuse.com/advice/the-perfect-cover-letter-template-to-show-off-your-skills>

- How to Write a Cover Letter: The All-Time Best Tips

<https://www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know>

- The Best Cover Letter Examples for Every Type of Job Seeker

<https://www.themuse.com/advice/cover-letter-examples-every-type-job-seeker>

Harnessing LinkedIn

- Leverage LinkedIn for Your Personal Brand

https://www3.ntu.edu.sg/careertracks/be_savvy_leverage_linkedin_for_your_personal_brand.html

- LinkedIn 101: How to Optimise Your Profile

<https://gradsingapore.com/graduate-careers-advice/planning-your-job-search/linkedin-101-how-to-optimise-your-profile>

Recruitment Events & Networking

- Build Your Career Network

https://www3.ntu.edu.sg/careertracks/be_savvy_build_your_career_network.html

- Master Recruitment Events

https://www3.ntu.edu.sg/careertracks/be_savvy_master_recruitment_events.html

Interview Skills

- The Top Nine Tricky Interview Questions and How to Answer Them

<https://targetjobs.co.uk/careers-advice/interview-questions/325225-the-top-nine-tricky-interview-questions-and-how-to-answer-them>

- Excel in Online Interviews

https://www3.ntu.edu.sg/careertracks/be_savvy_excel_in_online_interviews.html

- Competence-Based Interviews: How Good Are You?

<https://gradsingapore.com/graduate-careers-advice/interview-tips-and-techniques/competence-based-interviews-how-good-are-you>

- 4 Common Interview Questions (and 4 Perfect Answers)

<https://www.themuse.com/advice/4-common-interview-questions-and-4-perfect-answers>

- Be Assertive During Job Interviews

<https://gradsingapore.com/graduate-careers-advice/interview-tips-and-techniques/be-assertive-during-job-interviews>

- Grilling Your Interviewer

<https://gradsingapore.com/graduate-careers-advice/interview-tips-and-techniques/grilling-your-interviewer>

Assessment Centres

- Top Tips for Assessment Centres

https://www3.ntu.edu.sg/careertracks/be_savvy_top_tips_for_assessment_centres.html

- Trial By Simulation

<https://gradsingapore.com/graduate-careers-advice/assessment-centres/trial-by-simulation>

Job Offers

- Manage Job Offers with Professionalism

https://www3.ntu.edu.sg/careertracks/be_savvy_manage_job_offers_with_professionalism.html

CAREER PUBLICATIONS

NTU CareerTracks	www3.ntu.edu.sg/careertracks	Exclusive annual career guide for NTU students. Featuring career search skills, industry overviews and the top industries which NTU graduates enter, as well as interviews with alumni on career pivoting, entrepreneurship and more.
My Careers Future	https://content.mycareersfuture.sg/	Job-hunting tips and advice for Singaporeans.
MySkillsFuture	https://www.myskillsfuture.gov.sg/content/portal/en/index.html	A one-stop portal that enables Singaporeans of all ages to make informed learning and career choices, so that they can pursue their skills and career development throughout their lives.
SkillsFuture Industry Frameworks	https://www.skillsfuture.gov.sg/skills-framework	Key information on sector, career pathways, occupations/job roles, as well as existing and emerging skills, the frameworks also provide a list of training programmes for skills upgrading and mastery.
gradsingapore	https://gradsingapore.com/general-careers-advice	Get all the advice you need to launch your career in Singapore or beyond!
The Muse	https://www.themuse.com/advice	Up-to-date job search advice and HR insights.
Singapore's 100 Leading Employers	https://www.singapores100.com	Discover Singapore's most desired employers.
Vault	https://libguides.ntu.edu.sg/vault	Large database on employers and industries. More than 50 career guides, covering topics such as Resumes and Cover Letters, and industries such as Banking, Consulting, Human Resource, Marketing and Technology.
O*NET Online	https://www.onetonline.org/	O*NET offers information on skills, abilities, knowledges, work activities, and interests associated with occupations.
CandidCareer	https://www.candidcareer.com/	Watch videos on different career choices and how to get hired. US-based.

FREE ONLINE PERSONALITY TESTS

16 Personalities	https://www.16personalities.com/	Understand what drives you, and what are your strengths and weaknesses, and career paths for your personality type.
My Next Move	https://www.mynextmove.org/explore/ip	This O*NET Interest Profiler reveals your career interests based on the RIASEC Types (Realistic, Investigative, Artistic, Social, Enterprising and Conventional).

Online personality tests available via CAO for NTU students:

1. Harrison Career Suitability Assessment – at a small fee

<https://ts.ntu.edu.sg/sites/intranet/dept/sasd/cao/careercoachingexploration/Pages/selfassessmenttools.aspx>

2. Personality Style Indicator (PSI) – complimentary, via Career Coach appointment booking

<https://ts.ntu.edu.sg/sites/intranet/dept/sasd/cao/careercoachingexploration/Pages/selfassessmenttools.aspx>

FREE ASSESSMENT PRACTICE TOOLS

GraduatesFirst	https://www.graduatesfirst.com/university-career-services/NTUSG/	Use your official NTU email address to register for free aptitude tests offered by Graduates First.
SHL Practice Tests	http://shldirect.com/	Check out tips and advice for assessments and do practice tests for a range of areas such as Verbal Reasoning, Numerical Reasoning and Reading Comprehension.
JobTestPrep	https://www.jobtestprep.co.uk/	Take free aptitude and psychometric tests from this leading source for tailored and verified practice tests.
AssessmentDay	https://www.assessmentday.co.uk/	Try out different assessment exercises such as inductive reasoning and in-tray exercises which employers use.
Test Partnership	https://www.testpartnership.com/psychometric-test.html	Complimentary psychometric tests such as Critical Thinking and Situational Judgement.

ONLINE LEARNING PLATFORMS

LinkedIn Learning	https://libguides.ntu.edu.sg/lyndadotcom	An online learning platform that provides video courses taught by industry experts in software, creative and business skills.
Coursera	https://www.coursera.org/	Streaming video lectures in subjects like business, computer science, data science and language learning.
Freecodecamp Ivy League Courses	https://www.freecodecamp.org/news/ivy-league-free-online-courses-a0d7ae675869/	Choose from a wide range of open courses from Data Science to Humanities.

INDUSTRY INSIGHTS (10 Industries)

- A Career in Banking and Finance

<https://www.youtube.com/watch?v=ZA5pEXG6YBg>

- A Career in Biomed Healthcare

<https://www.youtube.com/watch?v=sT8JZrMUp04&t=84s>

- A Career in Commodities and Natural Resources

<https://www.youtube.com/watch?v=ljjYSsCHHUU>

- A Career in Management Consulting & Professional Services

<https://www.youtube.com/watch?v=7ZRBfyYcYiU>

- A Career in Energy

<https://www.youtube.com/watch?v=VaeZbgUkk84>

- A Career In Engineering And Manufacturing

<https://www.youtube.com/watch?v=sLNFm9VMQ70>

- A Career in Infocomm

<https://www.youtube.com/watch?v=S5j3giu52dQ>

- A Career in Media and Entertainment

https://www.youtube.com/watch?v=zSDsP1_KAHU

- A Career in Public Service

<https://www.youtube.com/watch?v=Qa53zESLTYw>

- A Career in Consumer Business

<https://www.youtube.com/watch?v=sLsBG8-rLnQ>

Future of Work

- Are You Developing Skills That Won't Be Automated?

<https://hbr.org/2019/09/are-you-developing-skills-that-wont-be-automated>

- 9 Ways to Future Proof Your Career: Staying Relevant for Tomorrow's World

https://www.mindtools.com/pages/article/newCDV_81.htm

JOB PORTALS

CareerAxis	https://careeraxis.ntu.edu.sg/students	Job opportunities for NTU students on the CareerAxis portal.
Careers@Gov	www.careers.gov.sg	Public Service careers to shape Singapore's future.
Cultjobs	https://www.cultjobs.com/	Creative and marketing jobs and internships in Singapore.
e27 jobs	https://e27.co/jobs/	Find jobs on Asia's largest Tech media platform.
gradsingapore	https://gradsingapore.com/jobs-internships	Graduate jobs, internships and graduate trainee programmes in Singapore.
Indeed Jobs	https://sg.indeed.com/Vacancy-jobs	Connecting job seekers to employers.
JobsDB	sg.jobsondb.com/	Browse the latest jobs available in Singapore.
JobStreet	www.jobstreet.com.sg	Job site for career-minded professionals in Singapore.
JobsCentral NTU	ntu.jobsoncentral.com.sg	Graduate jobs, internships and management trainee programmes for NTU students.
LinkedIn Jobs	sg.linkedin.com/jobs	Leverage on your LinkedIn profile in your career search.
Monster	www.monster.com.sg	Jobs and careers in Singapore.
MyCareersFuture	mycareersfuture.sg	Job search portal for Singapore Citizens and PRs, for jobs based on skills and competencies.
StartUpJobs Asia	https://www.startupjobs.asia	Startup and tech jobs in Asia.
sgCareers Telegram Channel	https://t.me/sgCareers	Connecting career seekers to employers in Singapore instantly!
Tech In Asia	https://www.techinasia.com/jobs/search	Opportunities in tech startups across Asia, mainly Singapore, Malaysia and Indonesia.
Wantedly	https://sg.wantedly.com/projects	Discover and connected with exciting jobs and companies.

EMPLOYMENT IN SINGAPORE

Work Passes and Permits	https://www.mom.gov.sg/passes-and-permits	Guidelines for the various types of work visas in Singapore.
Employment Practices	https://www.mom.gov.sg/employment-practices	Employment rights and conditions under the Employment Act, and schemes for employers and employees.
WorkRight	https://www.mom.gov.sg/employment-practices/employment-act/workright	The Workright initiative helps employees and employers understand their rights and obligations respectively in accordance with the Employment Act and CPF Act.
Glassdoor	https://www.glassdoor.sg/index.htm	Company reviews, interview questions and salary information shared by anonymous employees and job seekers.
Robert Half Salary Guide	https://www.roberthalf.com/salary-guide	Starting salary ranges and the latest hiring trends.
Ministry of Manpower (MOM)	https://www.mom.gov.sg/	Manpower-related information and services in Singapore.
Central Provident Fund (CPF) Board	https://www.cpf.gov.sg/members	Information about CPF for retirement, housing and healthcare needs for employees and self-employed persons.
Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP)	https://www.tal.sg/tafep/Employment-Practices	TAFEP encourages the adoption of fair and progressive HR practices. Find out about the guidelines for pre-employment and in-employment, and for self-employed persons and freelancers.
Inland Revenue Authority of Singapore (IRAS)	https://www.iras.gov.sg/irashome/default.aspx	Learn about the amount of tax and tax rates for employment income sourced in Singapore, based on your tax residency status.

GETTING HIRED IN CHALLENGING TIMES

- What Does the Coronavirus Pandemic Mean for Your Job Search?

<https://www.themuse.com/advice/job-search-coronavirus>

- The Pandemic Has Permanently Changed The Job Market — Here's How To Stand Out In 2021

<https://www.forbes.com/sites/forbescoachescouncil/2020/11/16/the-pandemic-has-permanently-changed-the-job-market---heres-how-to-stand-out-in-2021/?sh=258a1fc7610b>

- 6 Tactics For Succeeding In A Pandemic-Era Job Search

<https://www.forbes.com/sites/williamarruda/2020/12/03/6-tactics-for-succeeding-in-a-pandemic-era-job-search/?sh=2b550a273640>

- Commentary: Having trouble finding that first job? Try an internship after graduation

<https://www.channelnewsasia.com/news/commentary/trouble-finding-first-job-post-graduation-internship-employment-11720400>

PERSONAL DEVELOPMENT

Personal Effectiveness

- The Six Morning Habits of High Performers

<https://www.linkedin.com/learning/the-six-morning-habits-of-high-performers/practice-silence-for-greater-clarity?u=43752620>

- Grit: the power of passion and perseverance | Angela Lee Duckworth

https://www.youtube.com/watch?v=H14bBuluwB8&feature=emb_title

- Amy Cuddy: Power Poses

https://www.youtube.com/watch?v=phcDQOH_LnY

Working in Teams

- Building Trust

<https://www.linkedin.com/learning/building-trust-6/building-trust?u=43752620>

- Working on a Cross-Functional Team

<https://www.linkedin.com/learning/working-on-a-cross-functional-team/welcome?u=43752620>

- Teamwork Foundations

<https://www.linkedin.com/learning/teamwork-foundations/welcome?u=43752620>

Time Management, Productivity and Focus

- 3 Time Management Tips for New College Graduates

<https://medium.com/calendar/3-time-management-tips-for-new-college-grads-eaddea153cf0>

- Improving Your Focus

<https://www.linkedin.com/learning/improving-your-focus/welcome?u=43752620>

PERSONAL WELL-BEING & STRESS MANAGEMENT

- Managing the Stress and Uncertainty of Coronavirus (Podcast)

<https://hbr.org/podcast/2020/03/managing-the-stress-and-uncertainty-of-coronavirus>

- How to Manage Feeling Overwhelmed

<https://www.linkedin.com/learning/how-to-manage-feeling-overwhelmed/an-overview-of-overwhelm?u=43752620>

- Managing Stress for Positive Change

<https://www.linkedin.com/learning/managing-stress-for-positive-change/welcome?u=43752620>

- Kelly McGonigal: "How To Make Stress Your Friend"

https://www.youtube.com/watch?v=RcGyVTAoXEU&feature=emb_title

- The Fringe Benefits of Failure

https://www.ted.com/talks/jk_rowling_the_fringe_benefits_of_failure

- Thriving @ Work: Leveraging the Connection between Well-Being and Productivity

<https://www.linkedin.com/learning/thriving-work-leveraging-the-connection-between-well-being-and-productivity/welcome?u=43752620>

- Developing Your Emotional Intelligence

<https://www.linkedin.com/learning/developing-your-emotional-intelligence/benefits-of-building-emotional-intelligence?u=43752620>

- Please Don't Be Guilted Into Being More Productive During The Coronavirus

https://www.huffpost.com/entry/coronavirus-productivity_1_5e712a89c5b6eab7793de6c7

Resilience and Resourcefulness

- Building Resilience

<https://www.linkedin.com/learning/building-resilience/what-why-and-how-to-become-resilient?u=43752620>

- Developing Resourcefulness

<https://www.linkedin.com/learning/developing-resourcefulness/be-resourceful?u=43752620>