

The Fresh Graduate's Guide to

KICKSTARTING YOUR JOB SEARCH

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CARE360

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TRAINEESHIPS



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YOUR FULFILLING CAREER IS JUST AHEAD

Congratulations on your graduation!

Some of you may be wondering what's next, asking questions like, "Should I further my studies or start my career?" If your top priority is embarking on a career, you could be feeling uncertain about how and where you should start looking for your first job.

No matter what stage you are at, taking that first step towards a lifelong career can feel intimidating. That's why we're here to lend a helping hand.

This guide – and the resources within – can get your career search off the starting block, and help you accelerate into your first job.



THE ABCs OF JOB HUNTING

YOUR ROADMAP FOR SECURING YOUR FIRST JOB

Follow this step-by-step process, tick off completed steps in the checklist until you reach your destination.

1 Know Yourself

Employers look for candidates who are confident and know what they want in a job.

- Do a career profiling at www.myskillsfuture.sg to find out your VIPS (Values, Interests, Personality, Skills)
- Need additional help? Connect with a Career Coach

Career Coaching @ WSG

Feeling lost? Get professional career guidance with WSG's Careers Connect and CARE360.



2 Know the Job

When choosing a job, see if the role matches what you want in a career.

- Research the job you're applying or interviewing for
- Learn about the nature of the job, corporate culture, and progression



3 Brand Yourself

Be sure that your public persona suits the roles you're applying for.

- Update your social media profiles to create a good first impression
- Attend a personal branding workshop



4 Create Amazing Resumes and Cover Letters

Get selected for more interviews by making your resumes and cover letters stand out.

- Attend a resume writing workshop
- Spice up your resume with keywords that employers look for

Events and Workshops @ WSG

Find upcoming career fairs, job preparation workshops and other activities at wsg.gov.sg/events.



5 Expand Your Job Opportunities

Expand your options and improve your chances of finding a fantastic first job!

- Attend a career fair
- Consider taking up a traineeship

SGUnited Traineeships Programme

Gain valuable experience and expertise by embarking on a traineeship programme.



6 Prepare for the Interview

After completing the items on this checklist, you are on your way to acing interviews!

- Participate in an interview skills workshop
- Practise popular interview questions

7 Congratulations on Your First Job!

Keep improving your professional skills and increasing your value in the industry. The best has yet to come!



JOB SEARCHES MADE SIMPLE

STRATEGIES FOR SUCCESSFUL JOB SEARCHES, APPLICATIONS AND INTERVIEWS



Tips for attention-grabbing resumes

- Tailor your resume to match each specific job that you're applying for
- Look for keywords in job postings, then tweak your resumes to meet what hiring managers are looking for
- Use an attractive professional template and font

The essentials inside every resume

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Profile
Your name, contact number and email address. <input type="checkbox"/> Skills
Include soft skills and technical skills that are relevant to the job role. <input type="checkbox"/> Work Experience
List your internship and part-time employment experience (if any), beginning with the most recent. | <ul style="list-style-type: none"> <input type="checkbox"/> Career Summary
Show how you can add value to the organisation. <input type="checkbox"/> Accomplishments
Quantify your achievements in both formal and informal (i.e. voluntary or project) work. <input type="checkbox"/> Education & Training
List relevant educational qualifications and training courses. |
|--|---|

Acing Your Interviews

Plan for your interviews

- **Physical interview:**
Arrive at least 15 minutes before the interview
- **Virtual interview:**
Find a conducive location for your interview and test your equipment at least 30 minutes beforehand.



Prepare for these common interview questions

- Tell me more about yourself
- Why did you apply for this job?
- What is your weakness?
- Why do you want to work in this company/organisation?

Engage with your interviewers by asking them these questions

- What does a typical day here look like?
- What are the most important skills and attributes that someone in this role should possess?
- What are the long-term prospects for the person who fills this role?

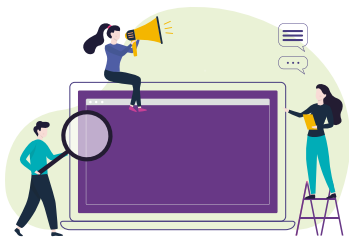
Avoid doing these things

- Speaking negatively about ex-colleagues or bosses
- Answering questions with a simple “Yes” or “No”
- Bringing up or discussing personal issues or family problems

Grab the interviewer’s attention with **C.A.R!**

For example, if an interviewer asks,

“Tell me about a time when you faced challenges when doing your project”



- 1 Context**
Provide a summary of the situation or task
- 2 Action**
Elaborate on how you solved the challenge
- 3 Result**
Share the outcome, relate what you learnt to the job you’re interviewing for

Essential online resources

- Career portal | mycareersfuture.gov.sg
- Career coaching | content.mycareersfuture.gov.sg/career-coaching
- Career fairs, events and workshops | sfg-wsg.gov.sg/events.html
- Career resources for fresh graduates | gradgowhere.sg

YOUR ALL-IN-ONE CAREER PORTAL

MYCAREERSFUTURE.GOV.SG

Make **MyCareersFuture.gov.sg** your first step in your job search process.

An initiative of WSG's Adapt and Grow, this is the go-to job portal and resource centre for Singaporean jobseekers from all walks of life – especially fresh graduates.



What's inside:



- **Skills match score**

Better identify your job suitability based on your skills match score



- **Job Recommendation**

Recommend jobs based on your skills



- **Jobs with Government Support**

Find jobs where no relevant experience is required, as well as better meet your salary expectations



To discover everything the MyCareersFuture Singapore portal has to offer, scan the QR code now.

Expand your job search with these other platforms*

- **LinkedIn.com**
 - Professional networking site
 - Search for jobs, connect with working professionals, build your network
 - Filters: Recency, company, location, job type, experience level
- **Jobstreet.com.sg**
 - Filters: Recency, job type, location, salary, industry, location
- **Glassdoor.sg**
 - Company reviews, salary information, interview questions
 - Filters: Recency, job type, industry, company, company size
- **Sg.indeed.com**
 - Company reviews
 - Filters: Salary, job type, location, company
- **Jobscentral.com.sg**
 - Filters: Industry, job title, job type, qualification, position recency



*These websites are not in any way endorsed by WSG

A TRAINEE TODAY. A LEADER TOMORROW.

SGUNITED TRAINEESHIPS PROGRAMME

A great place to begin your career journey, especially in this economic climate, could be a traineeship.

Benefits of starting as a trainee

- Expand your employment opportunities by opening up your job search to include traineeship positions
- Increase your chances of landing a first job in your preferred industry
- Develop valuable skills and expertise, while receiving a training allowance
- Gain experience in a role that's relevant to your desired career
- Raise your market value

Keen on getting started? We have just the programme for you.

SGUnited Traineeships Programme

The SGUnited Traineeships Programme supports individuals who have recently graduated – or will soon be graduating from – the Institute of Technical Education (ITE), Polytechnics, Universities and other private educational institutions in 2019 or 2020.

This includes individuals who graduated from the abovementioned institutions and completed their National Service in 2019/2020.



Learn more about the SGUnited Traineeships Programme by scanning the QR code.

BE AT THE HEART OF THE ACTION

EVENTS AND WORKSHOPS

Improve every aspect of your job search, application and interviewing skills by attending events and workshops that are conducted by industry professionals. The best way to find these (virtual and in-person) activities is on the wsg.gov.sg/events portal.

Register for these activities

- Job search seminars
- Recruitment talks
- Career fairs
- Walk-in interviews
- Resume writing seminars
- Interview skills workshops
- Professional branding workshops
- ...and much more!



Build your skills and make yourself more valuable to potential employers. Scan the QR code to visit the portal.

1-ON-1 CAREER COACHING AND GUIDANCE

CARE360

Looking for personalised guidance? Embark on CARE360, a series of career discovery activities, workshops and networking sessions to help kickstart your career. Our Career Coaches will work with you to create a customised action plan based on CARE360 programmes.

CARE360 Programmes

- 1 Career Catalyst**
Discover yourself and develop a structured plan of action
- 2 Career Activator**
Gain insights into the work environment and culture
- 3 Career Recharger**
Understand your stressors and get effective coping strategies
- 4 Career Energiser**
Attend preparatory workshops and differentiate yourself from other candidates
- 5 Career360**
Connect with employers and industry experts



Connect with Careers
Connect now! Scan the
QR code to get started.

MANAGING YOUR FINANCES

BUILD YOUR WEALTH WITH THESE FINANCIAL TIPS

1 Budget, budget, budget

You're transitioning from allowances and part-time jobs to a full-time income, and that's a big deal. Learn how to manage your budget from day one, and you'll be financially prepared for every stage of life.

Write Down

- How much do I want to save every month? \$ _____
- What's my spending limit on entertainment? \$ _____
- What's my spending limit on clothes? \$ _____

[Think of more expense categories and write them down]

2 Automate your savings

Now that you've decided on your spending limits and monthly savings, let's automate this process so it'll always happen – even if you're busy and overlook it.

Grow your savings

- Open a salary and spending account
- Open a dedicated savings account
- Set up a recurring fund transfer, so the amount you want to save, automatically gets sent to your savings account every month



MANAGING YOUR FINANCES

BUILD YOUR WEALTH WITH THESE FINANCIAL TIPS

3 Start investing early

The best time to start investing is when you draw your first paycheque. By investing a small amount of your salary every month, you can leverage the principle of compounding to accumulate funds for the important things in your life.

Write Down

- What are the big things in life that I'm saving for? _____
(i.e. A home, marriage, car, retirement, etc.) _____
- What investments am I comfortable with? _____
(i.e. Insurance, banking products, investment platforms, etc.) _____
- How much do I want to invest every month? \$ _____

Decide on your investment platform (or product) of choice, then set it up as an automatic recurring investment.



NOTES

Lined area for notes.

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SUPPORTING YOUR CAREER JOURNEY

EVERY STEP OF THE WAY

Subscribe to our mailing list at <https://go.gov.sg/fgcareernews> to receive tips and strategies for:

- Securing your first job
- Growing your professional capabilities
- Enjoying a fulfilling career



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**WE CAN
DO IT**



Brought to you by:



This programme is for Singaporeans and Singapore Permanent Residents.