RESUME & INTERVIEW STARTER PACK



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RESUME CHECKLIST

Do you have these sections covered in your resume?

PROFILE ☑

Include the following:

- ***Name***
- ***Contact number***
- ***Email***

CAREER SUMMARY ☐

Stand out** from other applicants by showing how you can **value add to the organisation.

SKILLS ☐

*Include **soft skills** & **technical skills** that are relevant to the job role.*

ACCOMPLISHMENTS ☐

Quantify your achievements** that significantly **impacted your organisation.

WORK EXPERIENCE ☐

*List your **employment history chronologically**, beginning with the most recent.*

EDUCATION & TRAINING ☐

*Record **your educational qualifications** & **training courses** that are related to the job role.*



Want more tips?
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RESUME ACTION VERBS

Need some action verbs to enhance your resume?

Team player

- ❑ Acknowledged
- ❑ Collaborated
- ❑ Contributed
- ❑ Diversified
- ❑ Embraced
- ❑ Encouraged
- ❑ Harmonised
- ❑ Joined
- ❑ Merged
- ❑ Participated

Leadership

- ❑ Authorised
- ❑ Cultivated
- ❑ Directed
- ❑ Executed
- ❑ Facilitated
- ❑ Guided
- ❑ Headed
- ❑ Mentored
- ❑ Mobilised
- ❑ Spearheaded

Achiever

- ❑ Accomplished
- ❑ Completed
- ❑ Created
- ❑ Delivered
- ❑ Enhanced
- ❑ Generated
- ❑ Improved
- ❑ Managed
- ❑ Maximised
- ❑ Produced

Responsible

- ❑ Accomplished
- ❑ Acquired
- ❑ Achieved
- ❑ Acted As
- ❑ Completed
- ❑ Created
- ❑ Executed
- ❑ Finished
- ❑ Forged

Communication

- ❑ Advocated
- ❑ Authored
- ❑ Clarified
- ❑ Composed
- ❑ Consulted
- ❑ Conveyed
- ❑ Convinced
- ❑ Corresponded
- ❑ Defined

Worked on

- ❑ Arranged
- ❑ Compiled
- ❑ Composed
- ❑ Constructed
- ❑ Created
- ❑ Developed
- ❑ Engaged In
- ❑ Formulated
- ❑ Put together



RESUME TEMPLATE

Use this sample resume to craft your very own!

Mr/Ms/Mdm/Miss ABC
Email: 123@gmail.com
Contact No: 65 12345678 (Mobile) 65-12345678 (Residential)

Career Summary

Highly accomplished 6 sigma certified Project Manager with more than 10 years of experience, and a proven track record in maximising business profitability.

Skills & Competencies

- *Cost & Capacity planning*
- *Risk Management*
- *SAP (ERP system)*

Accomplishments

Successfully led a team of 70 subcontractors to manage twenty $1m to $10m projects.

- *Increased profit margin by 20% (from 10%) through implementing cost control projects*

Work Experience

Company XX, 1989-2017
Project Manager,

- Managed project budget of $300+ million and minimised risk in buyout processes, reducing costs by 15% annually.

Education and Credentials

ABC University, 1985
Bachelor in Business Management

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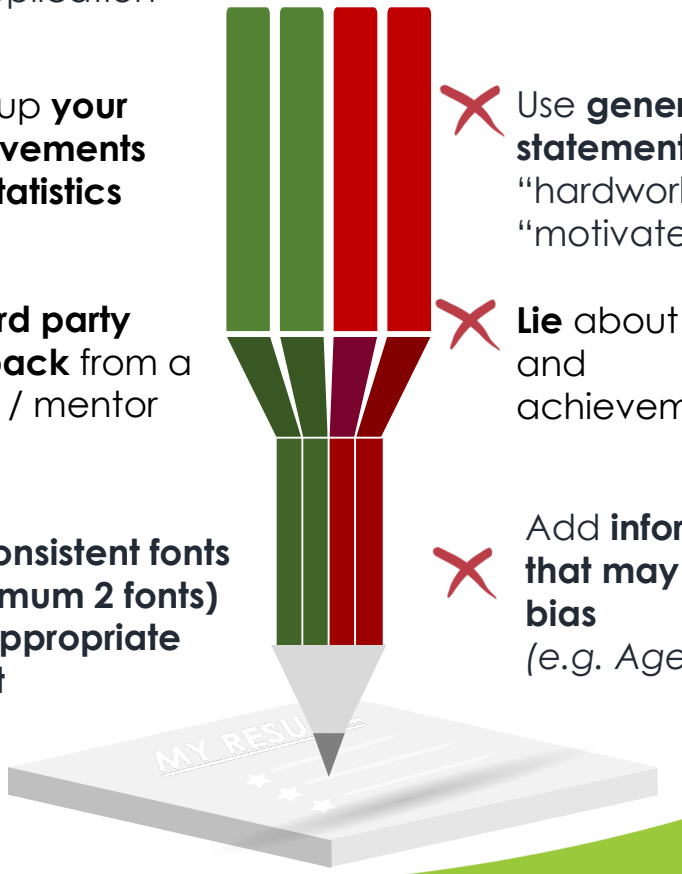
RESUME DOs & DON'Ts

Things you SHOULD do

- ✓ **Customise your resume** to each job application
- ✓ Back up **your achievements with statistics**
- ✓ Get **3rd party feedback** from a friend / mentor
- ✓ Use **consistent fonts (maximum 2 fonts) and appropriate layout**

Things you SHOULD NOT do

- ✗ Have **huge chunks of text**
- ✗ Use **generic statements** like "hardworking" or "motivated"
- ✗ **Lie** about your skills and achievements
- ✗ Add **information that may create bias** *(e.g. Age, NRIC)*



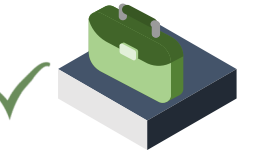
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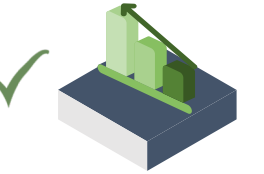
INTERVIEW DOs & DON'Ts

Things you SHOULD do

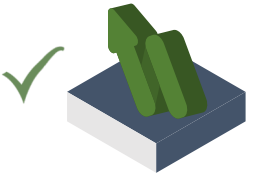
Arrive **15 minutes before** your interview slot



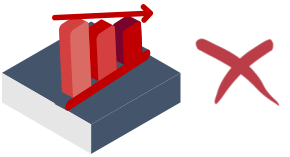
Write a personalised **"Thank You" email** to the interviewers within 24 hours



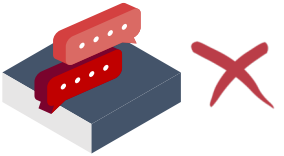
Be prepared to ask at least **1 question** to the interviewer



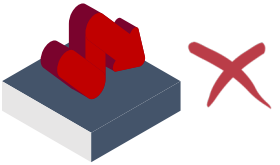
Things you SHOULD NOT do



Speak negatively about ex-colleagues or bosses



Answer questions with a simple **"yes" or "no"**



Bring up or discuss **personal issues** or **family problems**

Want more interview tips?
Visit **mycareersfuture.sg/careercoaching**

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ACE YOUR INTERVIEW

Ever found yourself rambling during interviews? Well, with C.A.R, you will grab the interviewer's attention! Say the interviewer asks "Tell me about a time when you disagreed with your boss"…

1. Context

First, **provide a summary** of the situation or task



2. Action

Second, **elaborate on how you solved** the challenge and share the **actions taken**



3. Result

Finally, **share the outcome** and relate the **learnings** back to the job you are applying for



Want to tackle interview questions using C.A.R?
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DRESS TO IMPRESS

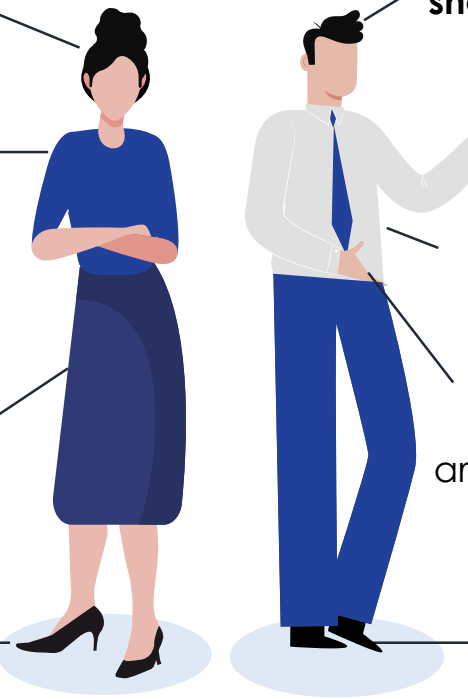
Did you know? A professional outfit is key to creating a good first impression!

Neat hairstyle

Light make-up with minimal jewellery

Conservative dress or skirt (just above the knees)

Pumps or heels



Get a haircut, short hair works best!

Collared, pressed shirt

Ensure **nails** are **trimmed & clean**

Dark, covered Shoes

The common business colour scheme:



Want more tips?
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10 MINUTES to LEVEL UP

Stay relevant with these online resources!

my careers future.sg

Future-ready cape

Apply for jobs and get relevant job search tips at **mycareersfuture.sg**



Professional Tie

Create an online presence with **LinkedIn**

Mobile job opportunities

Download the Telegram app and check out:
@Singaporeparttimejobs
@Sgcareers
@Sgparttimers
@Sginternships

Superhero Booster shoes

Boost your job search with workshops and networking sessions at **wsg.gov.sg/events**

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