

BEGINNER'S GUIDE TO RESUMES & INTERVIEWS



RESUME CHECKLIST

Make sure your resume covers these key pillars.

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 previous or current organisation.

WORK EXPERIENCE

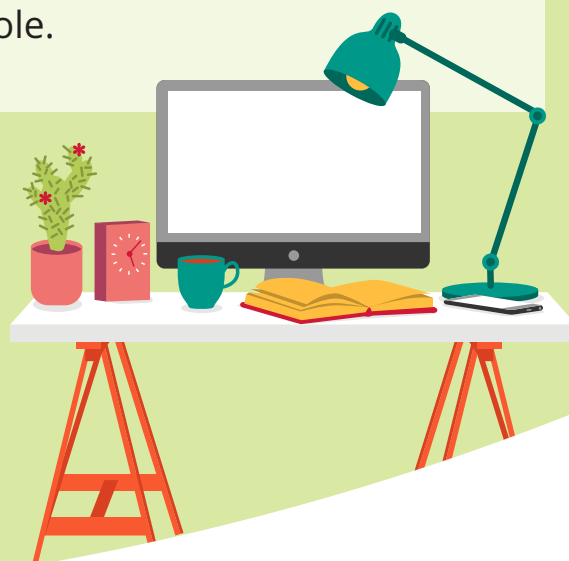


List your employment history chronologically, beginning with the most recent.

EDUCATION & TRAINING



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



Brought to you by:

RESUME ACTION VERBS

Enhance your resume by adding these buzzwords.

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

*Craft your own resume
with this sample!*

Mr/Ms/Mdm/Miss ABC

Email: 123@gmail.com

Contact No: 65-12345678 (Mobile) 65-12345678 (Residential)



Career Summary

6 Sigma-certified Project Manager with more than ten 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,
Project Manager

1989-2017

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



Education and Credentials

ABC University,
Bachelor in Business Management

1985

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)



Brought to you by:

NOW, ACE YOUR INTERVIEW

*Worried about rambling during an interview and losing the hiring manager's attention?
Use the C.A.R approach to make the best impression.*



C ONTEXT

First, provide a summary of the situation or task



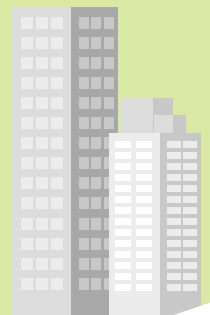
A CTION

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



R ESULT

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



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



Brought to you by:

DRESS TO IMPRESS

Don't forget how important a professional outfit is to create a great 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

You can't go wrong with these business-friendly colours!



10 MINUTES TO LEVEL UP

Level up your career search/career resources.

Future-ready Target

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

Job Opportunities Go Mobile

Download the Telegram app and check out:

@WSGJobs_CareerAdvice

Get Online To Get That Gig!

Create an online presence with LinkedIn

Listen and learn

Build your career with job search strategies and career advice with CareersCompass by MyCareersFuture's latest podcast and articles at <https://go.gov.sg/careerscompassbymcf-podcast>

Get A Leg Up

Boost your job search with workshops and networking sessions at careergrit.sg

For more career tips and advice, visit
CareersCompass by MyCareersFuture