

CAREER STARTER PACK



PAGE 2 ***JOB SEARCH***
WHERE DO I START?



PAGE 4 ***JOBBS AVAILABLE***
WHERE ARE THE OPPORTUNITIES?

PAGE 6 ***JOB INTERVIEW***
HOW CAN I ACE MY INTERVIEW?

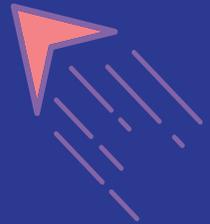


PAGE 7 ***JOB SEARCH TIPS***
**WHERE CAN I GET MORE HELP
IN MY JOB SEARCH?**

PAGE 8 ***CAREER GUIDANCE***
**HOW CAN CAREER COACHING
HELP YOU?**



PAGE 9 ***FINANCIAL PLANNING***
HOW CAN I GROW MY SAVINGS?





CONGRATULATIONS

on reaching this important milestone in your life as you get ready to enter the workforce!

Start your journey now with the Career Starter Pack, your one-stop resource guide! It will help get you equipped with the necessary tools for a successful job search.

JOB SEARCH WHERE DO I START?

Q I have never applied for a job before! What should I do?

✓ Ask yourself these questions to get an idea of the jobs you can consider applying for.

1  What are my interests and aspirations?

2  What kind of job am I looking for?

3  What are my relevant skills and qualifications?



my
careers
future.sg

Match Your Skills. Find More Jobs.

With the click of a button, discover customised career choices with MyCareersFuture.sg, a new online job portal created exclusively for Singaporeans.

To determine which jobs suit you, find out your Career Values, Interests, Personality Traits and Skills (VIPs). What do your VIPs say about you? Match your VIPs to the jobs you are applying for!

- ✓ Job requirements
- ✓ Skills needed
- ✓ Educational qualifications
- ✓ Salary range
- ✓ Working environment
- ✓ Working hours
- ✓ Companies hiring
- ✓ Company culture
- ✓ Career pathways



1 in 2

employers dismiss resumes with insufficient information

Source: Jobscentral



How can I make my resume stand out?



Here are **four tips** to get you noticed by employers:

1

Ensure that your Knowledge, Skills and Attributes are customised to the job description.

2

Have a summary statement that showcases your strengths and how you can value add to the organisation.

3

Highlight achievements and significant contributions to your school projects, co-curricular activities or internships. They may be relevant to the job you are looking for!

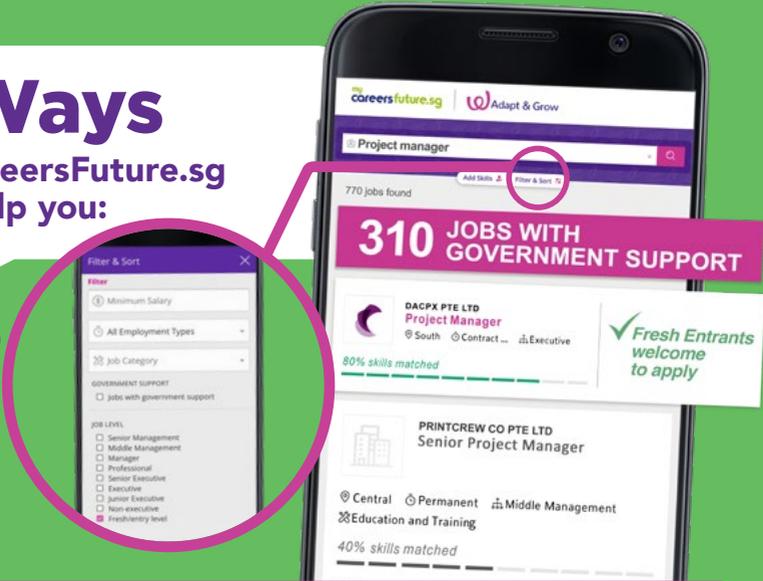
4

Run your checks. Do not let silly mistakes rob you of potential job opportunities! Spelling mistakes or errors in your resume can cost you your dream job!

JOBS AVAILABLE WHERE ARE THE OPPORTUNITIES ?

Q Where do I start to look for a job?
Most openings seem to ask for applicants with experience, but I am fresh out of school.

3 Ways MyCareersFuture.sg can help you:



Q I am interested in this job but am unsure if it suits me.

✓ Career Trial

Consider a short trial in similar or adjacent job to gain some work experience and confirm if the role you want to take up eventually is suitable for you. Learn more at adaptandgrow.sg/careertrial



1

Connect with employers via career events

UPCOMING EVENTS

Virtual Career Fair for Entry Level Jobs

MARCH

5

Some of the features include insights about job opportunities in key industries, and a chance to chat or video call potential employers to find out more about the job role, or to speak with a career coach to get some advice.

2

Recommend jobs based on your skill sets

Using artificial intelligence and analytics, MyCareersFuture.sg can recommend jobs it thinks are right for you based on your skills sets.

Your skills are suitable for Educarer



Pre-school Teacher

📍 Central Permanent Professional
Educarer

40% SKILLS MATCHED



5 applications

Posted yesterday

✓ Government support available

\$2,200
to **\$3,000**
Monthly

Your skills are suitable for Merchandiser



Merchandiser

📍 Central Permanent Professional
Merchandiser

60% SKILLS MATCHED



12 applications

Posted yesterday

✓ Government support available

\$3,500
to **\$4,500**
Monthly

3

Filter jobs by job level

Find jobs where no prior experience is needed, and that match your salary expectations.



Business Development Executive

📍 Central Permanent Fresh/entry level
Customer Service Officer

70% SKILLS MATCHED



10 applications

Posted 3 days ago

✓ Government support available

\$1,800
to **\$2,200**
Monthly

JOB INTERVIEW

HOW CAN I ACE MY INTERVIEW?

Prepare yourself for commonly asked interview questions, such as the ones below. Test yourself - how would you answer them?

1 Tell me about yourself.

You should be ready to present your strength and achievements.

2 Why should I hire you?

You should present your VIPS and make it relevant to the targeted job that you are interviewing for.

3 Describe a difficult situation and what you did to overcome it.

You should share a strategy which you took to overcome a problem or situation. Use the Context, Action, Result (CAR) approach in answering this question.

Every job vacancy exists because of a potential area of growth in the organisation. How can you contribute?



JOB SEARCH TIPS

WHERE CAN I GET MORE HELP IN MY JOB SEARCH?

Attend the Career Booster Workshop and learn effective job search strategies.

Did you know?

33% of employers make a hiring decision in the first 90 seconds.

Source: Forbes

Career Booster Workshop

If you're having trouble getting started on your job search, the Career Booster Workshop may be for you. The workshop can help you find out more about yourself, which will in turn help you decide which path to take to get to the career you want.

You will also be guided by experienced Career Coaches, who will help you prepare for job interviews - by giving you insights into the dos and don'ts of interviews, grooming tips, and even conducting mock interviews with you.

You can also pick up advice on networking to expand your job search options, plus business etiquette to get you ready to step into the corporate world.



Sign up for the workshop today at <http://bit.ly/CareerBoosterWorkshop>

CAREER GUIDANCE

HOW CAN CAREER COACHING HELP YOU



Let our WSG Career Coaches guide you in your job search with Career Care360.

C CAREER CATALYST

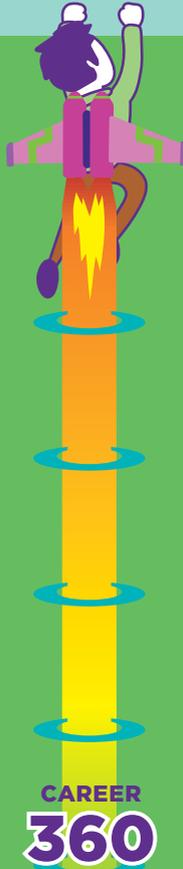
Assess your strengths and skills

Get on the right career track with professional, one-on-one advice from a Career Coach. Our Career Coaches are trained to provide you with in-depth analyses of your career needs to steer you in the right direction.

R CAREER RECHARGER

Stay motivated during your job search

The job search process can be a stressful one. Learn to manage it and avoid burn out with our personalised one-on-one career counselling. Our certified professionals can guide you to understand your stressors and equip you with effective coping strategies to become more resilient.



A CAREER ACTIVATOR

Gain insights into the work environment

Interested in a company but not sure how working there is like? Take the opportunity to tour your prospective company's work environment before deciding to take up the position. Evaluate your career decision by familiarising yourself with the company's culture, job requirements, and progression opportunities.

E CAREER ENERGISER

Improve Your Job Search

Upgrade your job search capabilities with our career workshops. Craft a unique resume, leverage on social networking platforms, and role-play the interview process to give you the skills and confidence to land a job.

Expand Your Networks

Match your talents to the right company through curated networking events. Our events bring in leading experts to share on the industry outlook and hiring trends, making the job search process better for you.



Scan this QR code

to sign up for our personalised career **CARE360**

<http://bit.ly/wsgcare360a>

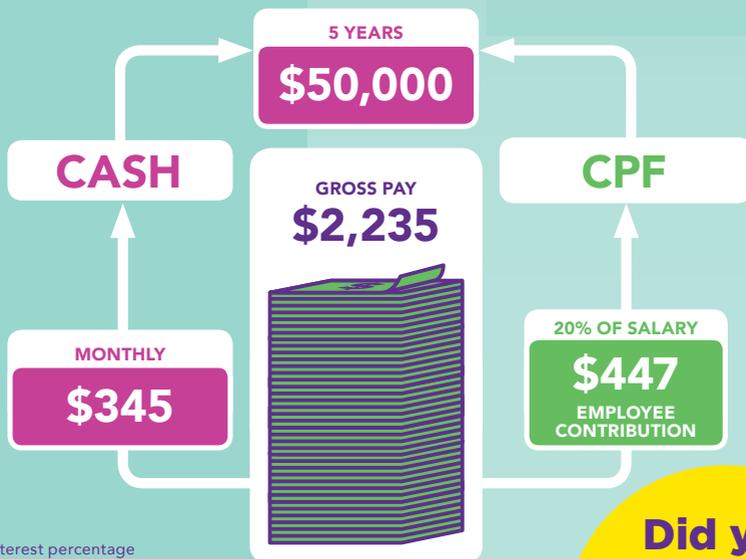
HOW CAN I GROW MY SAVINGS?

Developing a saving habit early allows you to better prepare for your future needs.

To see tangible increases in your savings accounts, set aside 15% - 20% of your salary each month for a start.

To accumulate your first \$50,000 in cash savings and CPF

- You save at least \$345 monthly in cash which earns you an interest of 1% pa from a bank*
- You save through CPF Ordinary Account which earns you an interest of 2.5% pa
- You will reach \$50,000 no later than 5 years



* Bank interest percentage is for illustrative purposes and may vary with each bank.



Scan this QR code
to know more about
CPF Contribution
<http://bit.ly/2QU1bDS>

TIPS

1



Buy what you need and not what you want. Consumer goods do not define who you are.

2



Cut down on watching movies every weekend with your friends.

3



Invest in your financial knowledge. Get more financial tips and ideas from www.moneysense.gov.sg

Did you know?

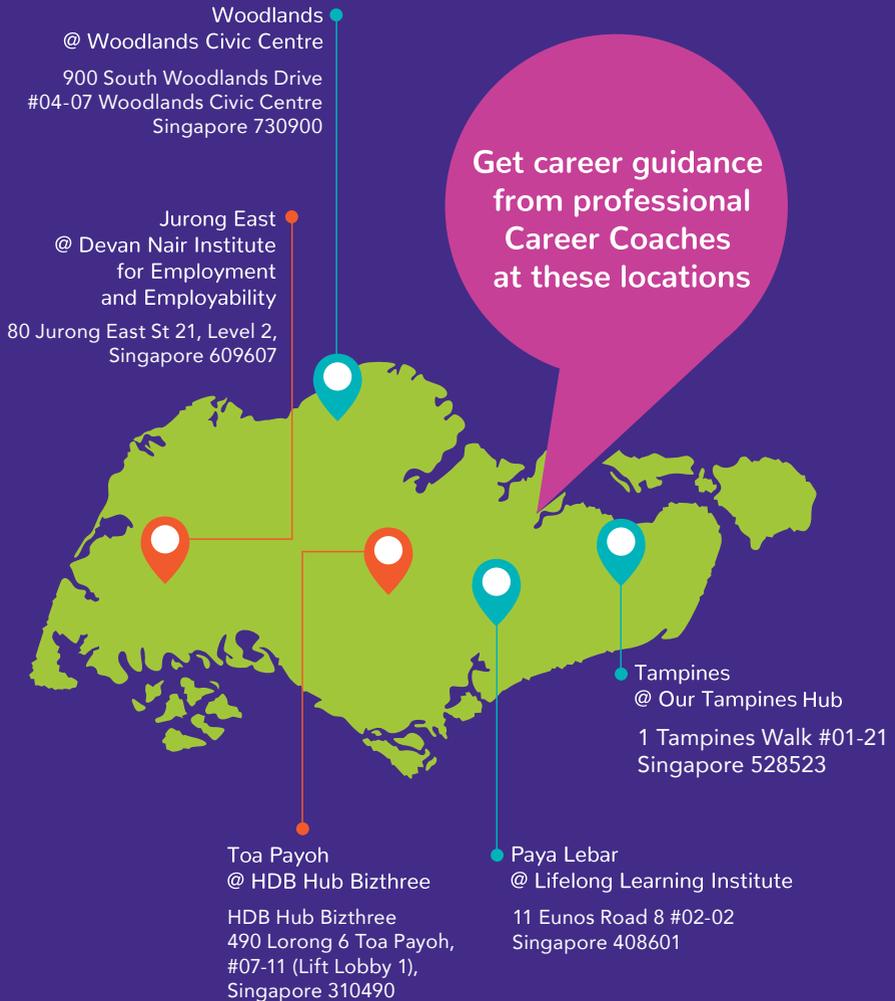
Your employer contributes an additional 17% of your pay to your CPF account.

Make an appointment at **WSG's Careers Connect** or NTUC's e2i. Visit <http://bit.ly/MakeCareerAppointment> or call **6883 5885**

LEGEND

 WSG's Careers Connect

 NTUC's e2i Career Centres



Brought to you by:



The programme is for Singaporeans and PRs.