

# RESUME & INTERVIEW STARTER PACK



# 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?

Visit [mycareersfuture.sg/careercoaching](https://mycareersfuture.sg/careercoaching)

# 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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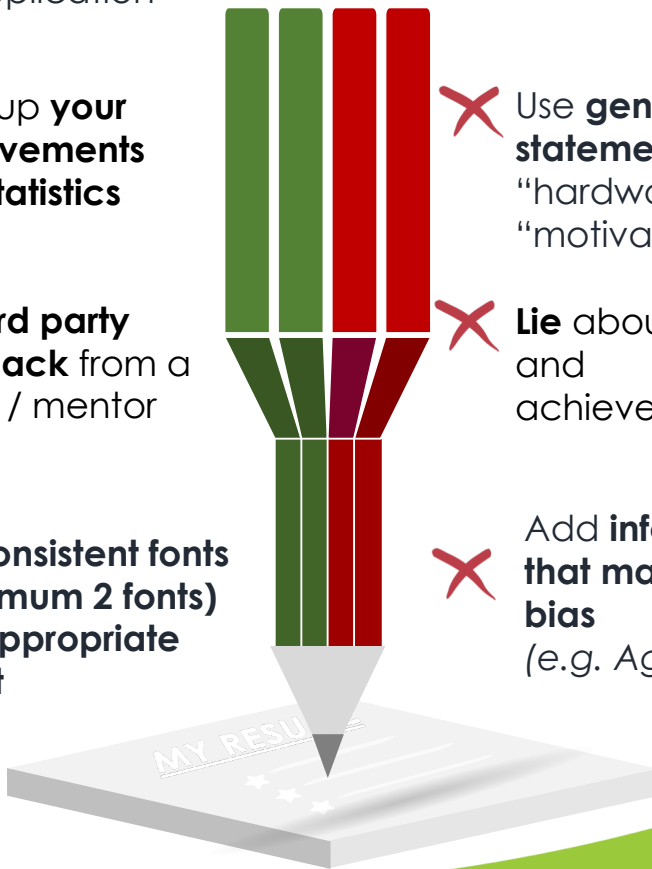
# RESUME DOs & DON'Ts

## 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)



Want more resume tips?

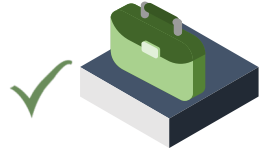
Check out [mycareersfuture.sg/careercoaching](https://mycareersfuture.sg/careercoaching)



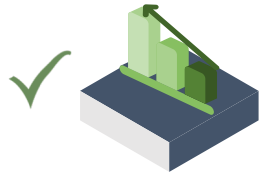
# INTERVIEW DOs & DON'Ts

## Things you **SHOULD** do

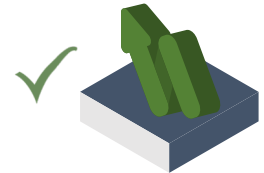
Arrive **15 minutes before** your interview slot



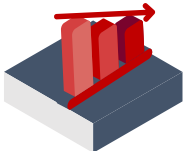
Write a personalised **“Thank You” email** to the interviewers within 24 hours



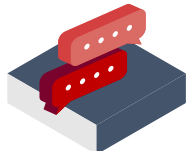
Be prepared to ask at least **1 question** to the interviewer



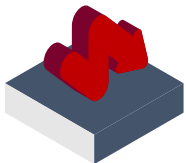
## Things you **SHOULD NOT** do



**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](https://mycareersfuture.sg/careercoaching)

# 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" ...



C

A

R

## 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?  
Visit [mycareersfuture.sg/careercoaching](https://mycareersfuture.sg/careercoaching)

# DRESS TO IMPRESS

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

**Neat hairstyle**

**Get a haircut, short hair works best!**

**Light make-up with minimal jewellery**

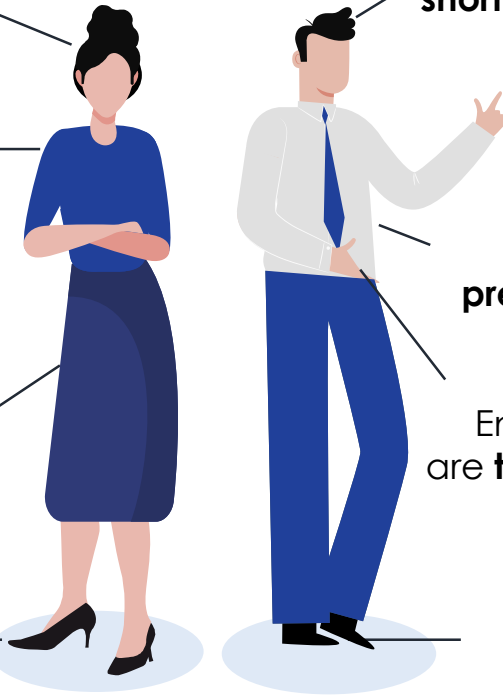
**Conservative dress or skirt**  
(just above the knees)

**Collared, pressed shirt**

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

**Pumps or heels**

**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!*

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careers  
future.sg**

## Future-ready cape

Apply for jobs and get relevant job search tips at [mycareersfuture.sg](http://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](http://wsg.gov.sg/events)

Want more tips?  
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 **careers  
connect**