

# BEGINNER 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.



# 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)



# 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



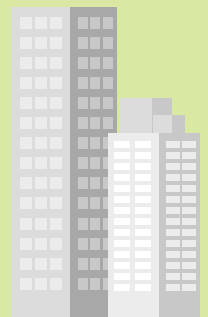
## A CTION

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



# 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](https://mycareersfuture.gov.sg)

## **Job Opportunities Go Mobile**

Download the Telegram app and check out:  
[@WSGJobs\\_CareerAdvice](https://t.me/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 Workipedia by WSG latest podcasts and articles at [https://go.gov.sg/workipediabywsg\\_podcast](https://go.gov.sg/workipediabywsg_podcast)

## **Get A Leg Up**

Boost your job search with workshops and networking sessions at [careergrit.sg](https://careergrit.sg)

For more career tips and advice, visit  
**[Workipedia by MyCareersFuture](https://go.gov.sg/workipediabywsg_podcast)**