

FRESH GRADS!
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SPARK your career with our Career Starter Pack!

YOUR CAREER JOURNEY STARTS NOW

Congratulations, Graduate! Ready to ditch the student life and kick-start your career? Our Career Starter Pack is the ultimate career guide.

READY TO **SPARK** YOUR CAREER?
WE'LL WALK YOU THROUGH IT:



SHAPE AND PLAN YOUR CAREER



PURSUE THE JOB



AMPLIFY YOUR RESUME



ROCK YOUR INTERVIEW



KICK-START AND THRIVE IN YOUR CAREER



Time to get started on your professional journey. Get familiar with this career guide, and don't be afraid to reach out to us if you need extra help. Let's dive in!

STEP 1: SHAPE AND PLAN YOUR CAREER



UNCOVER YOUR SUPERPOWER

First things first – let's get to know you more and what makes you unique!

Employers don't just look at technical skills; they want to know the person underneath too. That's where your superpower, or your VIPS, comes in:

V ALUES	What's at your core
I NTERESTS	What gets you hyped up
P ERSONALITY	What's your vibe
S KILLS	What are you good at

Think Back to Your School Experiences

Reflect on highlights that made your school life exciting – we're talking extracurricular activities, internships, even that random volunteering event... they all count towards your experiences!

Ask yourself:

V ALUES	What are you passionate about and believe strongly in?
I NTERESTS	What topics dominate your algorithm?
P ERSONALITY	Who is the person beneath?
S KILLS	What's your area of expertise or hidden talent? What do your friends turn to you for?
A CHIEVEMENTS	Remember that time when you crushed a challenge? How did you do it and what was your strategy?

Take your time with these questions. Your answers will make up the building blocks of your future career!



PRO TIP:

Nailing your VIPS is like having Google Maps for your career. It'll help you land a job that's not just about the paycheck, but one where you can truly flex your skills.

Still feeling lost
in your career
journey?
Get your VIPS
sorted with a
career profiling
session.

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Skillsfuture Career
Profiling Assessment

EXPLORING YOUR CAREER OPTIONS

Now that you have your VIPS, it's time to explore what's out there. Here's how:

1 Utilise Career Tools for Research



Skills Framework

Your ultimate industry guide. It breaks down job roles and the skills you need to master.

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[Skills Framework](#)



CareersFinder

Take a quick quiz to unlock jobs that match your skills and interests.

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[CareersFinder](#)



CareersCompass by MyCareersFuture

From industry trends to building career resilience, you'll find all the career pro-tips here.

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[CareersCompass by MyCareersFuture](#)

2 Do Some Digging

Time to analyse your options:



Compare and Contrast: List potential careers side by side. How do they stack up against your VIPS?



Pros and Cons: For each career option, list down the good parts and the not-so-great parts.



Future-Proof Check: Research industry trends. Is this career path likely to grow or slow down in the future?



Skill Issue: Compare your current skills with the industry needs. What skills do you need to level up on?

3 Get Some Insider Information



by Workforce Singapore's Volunteer Career Advisors

Polaris by VCA

Chat with Volunteer Career Advisors (VCAs) who are professionals in their respective fields for complimentary first-hand industry-related advice.



Alumni Networks

Connect with your seniors who have graduated from school. They've been in your shoes!

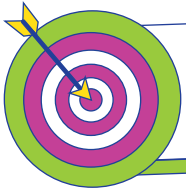


LinkedIn

Follow companies and join industry groups on LinkedIn. Put your social media skills to good use in the professional world!

CRAFT YOUR CAREER DEVELOPMENT PLAN

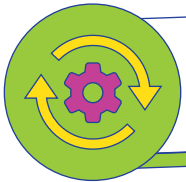
Now that you've got your VIPs, scouted the employment landscape, and identified the skills you need to level up, it's time to connect the dots and create your career development plan. You'll need it to help you:



Stay focused on your goals (the career journey can get overwhelming sometimes)



Track your progress (count your wins and stay motivated)



Adapt to changes (be ready for plot twists)

Break down your big career dreams into bite-sized, actionable chunks. Then set clear timelines for each goal. And don't forget to celebrate your wins along the way!



Make your goals **SMART** (Specific, Measurable, Achievable, Relevant, Time-bound).



Remember, your career plan isn't set in stone. It's more like a GPS that recalculates when you take a detour. Be ready to adapt and update your plans as you grow in your journey and discover new opportunities.

Feeling overwhelmed? We've got you. Speak to experienced pros about your career with Polaris by VCA. They have valuable industry knowledge and experience that can give you a boost in the right direction.

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[Polaris by VCA sign-up form](#)

STEP 2: PURSUE THE JOB

Now that you've got your career development plan, it's time to hit the ground running and chase those dream jobs!



Don't just spam your resume everywhere, be strategic about it. Zero in on opportunities that match your career goals and skills. Use these platforms to help you with your job search:

1 Job Portals: Online shopping, but for jobs

MyCareersFuture: Singapore's national jobs portal – your destination for career exploration and development. Discover opportunities that match your skills and aspirations.

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[MyCareersFuture](#)

LinkedIn Jobs: Network and job hunt in one place

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[LinkedIn Jobs](#)

Industry-specific job boards: Explore niche sites in your field of interest such as:

efinancialcareersSG:

For jobs in banking and finance, accounting, and insurance

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[eFinancialCareers](#)

Health Promotion

Board Careers: For jobs in the healthcare sector

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[Health Promotion Board Careers](#)

Social Service Careers:

For jobs and information on the social services sector

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[Social Service Careers](#)

Cultjobs: For creative, design, marketing, advertising and media jobs

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[Cultjobs](#)

Careers@Gov: A job portal for jobs in the civil service and statutory boards

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[Careers@Gov](#)

2 Company Websites: Go straight to the source

Check the 'Careers' pages of companies you're interested in and follow them on social media for real-time job alerts.

3 Career Fairs: Your chance to shine in person

Check out your school's career fairs for entry-level positions. If you're interested in a specific industry, try looking out for industry-specific job fairs to grow your network and discover opportunities in that area.

**Ready to check out the next career event?
Visit Career GRIT for more details!**

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[Career GRIT](#)

4 Networking: Your secret weapon

Reach out to professionals in your target roles or companies. They can provide valuable insights and even open up opportunities.

Connect with your school's alumni in your target industries through networking events and your school's career services.

Join professional associations to stay relevant on the latest job openings, industry trends, and even expand your network through their events.

Remember, networking is a two-way street. Always think about what you can bring to the table, even as a fresh graduate!



Don't just wait for job postings. Reach out proactively to your dream companies – sometimes the best opportunities are the ones you create!

STEP 3: AMPLIFY YOUR RESUME

Now that you've identified all these promising job opportunities, it's time to elevate your resume! But before we work on your resume, let's get a better understanding of the job description first.



DECODE THE JOB DESCRIPTION

By carefully analysing the job posting, you'll get a better understanding of what the employer is looking out for:

- Pick out the must-haves versus the nice-to-have criteria. The must-have requirements are non-negotiable, and you can't dodge those. But don't forget the nice-to-haves either! That's where you can flex your transferable skills and show how you are perfect for the job. Speaking of transferable skills, we've created a helpful video on it. Watch it here.
- Look for repeated skills or qualities mentioned throughout the description. These qualities are likely top priorities for the employer.
- Certain phrases can reveal more about a company's culture and work environment. For instance, "fast-paced environment" might translate to high pressure, while "self-starter" suggests they value an independent working style.

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[Watch the video on Transferable Skills](#)

By mastering the art of decoding job descriptions, you'll be able to craft a more effective resume. One step closer to securing your dream job!

SUPERCARGE YOUR RESUME

Now that we have a better understanding of the job requirements, let's craft your resume in response:



Tailor Your Resume: Each job and job description is different. Tweak your resume for each application and sprinkle in keywords and skills that you've identified in the job description.



Celebrate Your Wins: Apart from your day-to-day tasks, don't forget to share your accomplishments too. Use strong action verbs and quantify your accomplishments with stats where possible.



Use Your Education to Your Advantage: As a fresh grad, your education is a key asset. Highlight relevant coursework, projects, and academic achievements.



Internships and Part-Time Jobs Count: Don't underestimate your work experience, even if it's not directly related to your target job or position. Focus on your transferable skills.



Highlight Your Extracurricular Activities: Leadership roles in clubs, volunteer work, or involvement in sports teams can demonstrate valuable soft skills.



Keep it Concise: Aim for a resume that's 1 to 2 pages long. Every word should earn its place.



Design Matters: Use a clean, professional layout while ensuring that your resume is clear and readable at a glance.



Proofread, Then Proofread Again: Typos and grammatical errors will immediately create a negative first impression. Ask a friend to review your resume, a fresh pair of eyes help!



Track Your Applications: Stay organised in your job search. Create a spreadsheet to track where you've applied to, when, and any follow-ups. Include details like company name and position, date of application, application statuses (e.g., submitted, interview scheduled, rejected), and follow-up dates and notes.



Need a starting point? We've got you covered. Download a resume template for fresh graduates or sign up for a resume writing workshop at Career GRIT! Once you're familiar with the resume basics, create a master resume with all your experiences. Then, customise it for each application.

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[Download the fresh graduate resume template](#)



Remember, your resume is your personal marketing tool. Make it work hard for you, and you'll be one step closer to landing your dream job!

STEP 4: ROCK YOUR INTERVIEW



You've got an interview invite – congrats! This is your shot to turn that job application into a job offer. But before you start practising your handshake, let's break down how to prepare.

PRE-INTERVIEW HOMEWORK

Before you get into preparing your answers for interview questions, start on some research first:

1 Stalk the Company (Professionally):

- Deep dive into their website
- Scroll through their social media pages
- Google recent news about them

Why? Because understanding their culture and latest news helps you connect better with them.

2 Decode the Job Description again:

- Highlight key skills they're after
- Spot any industry buzzwords

This will show them that you understood the assignment!

3 Mirror Check:

- Review your application materials
- Remind yourself why you're a perfect fit – hype yourself up!

4 Dress Rehearsal:

- Plan your outfit (yes, even for online interviews!)
- Test your tech if it's virtual
- Time your journey for in-person interviews

Avoid any reason to be late or unprepared. No wardrobe malfunctions or "sorry, I'm late" on interview day!

THE CAR MODEL FOR INTERVIEW SUCCESS

You've done your research. Now it's time to craft your interview answers. Enter the CAR model – your secret weapon for interview success!

C ONTEXT Set the scene. What was the challenge?	A CTION Be the main character of the story. What did you do?	R ESULT Brag a little. How did you turn the situation around?
Let's say the interviewer hits you with this classic: "Tell me about a time you worked in a team to solve a problem." Don't panic! We'll use the CAR model to walk this through. Let's go!		
"During my final year project, we had to develop a mobile app for small local businesses. Our team of four was struggling to meet deadlines because we had conflicting schedules and different working styles."	"I gathered the team to discuss how we could better work together. Eventually, we agreed to tap onto a project management tool to organise our tasks. We also agreed to assign tasks based on each person's strengths. To ensure we could meet our deadline, I took the initiative to set up weekly video check-ins and created a shared Google Docs for real-time collaboration."	"Thanks to these changes, we completed the project a week early. Our app received the highest grade in the class and is now being used by three local businesses. From this, I learnt the importance of teamwork, clear communication, and leveraging on technology in team projects."

WHY THIS WORKS?

It's specific: You're not just saying "I'm a team player". You're providing specific examples.

It's relevant: It shows problem-solving, leadership, and tech skills – all valuable in most jobs.

It's results-oriented: You didn't just do stuff; you made a real impact.



Have a handful of CAR stories ready to go. Practise telling them so they flow naturally. You can even adapt these stories to answer different types of questions!



Remember, interviewers are looking for more than just answers – they want to see your problem-solving skills in action.

Still nervous about other curveball interview questions? We've compiled a list of frequently-asked interview questions, along with expert tips on finetuning your responses. Check it out here!



[Frequently-asked interview questions](#)

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[Career centres](#)

If you need more help, consider working with a professional career coach at WSG Careers Connect or NTUC's e2i Career Centre. Share your career vision board with them, and the career coaches will guide you every step of the way to overcome your job search challenges. Reach out to WSG's Career Connect or NTUC's e2i now!

STEP 5: KICK-START AND THRIVE IN YOUR CAREER

Congratulations on landing your first job!
Here's how to stay at the top of your game.



1 Ace Your Probation

Speak with your manager about what's expected of you. Set achievable goals for yourself and don't be shy about asking for feedback! Take initiative and volunteer for tasks and projects to show that you're eager to learn and contribute.

2 Prioritise Your Mental Health for Long-Term Success

It can be rough out there but remember to prioritise your mental health. Keeping your mind sharp and focused will help you perform your best and go far. Here's our advice:

- Build your support network: Surround yourself with supportive people.
- Set boundaries: Use your leave days – they're yours!
- Learn to unwind: Discover activities that help you relax and find your happy place.
- Practise mindfulness: Take time to clear your mind and be in the present.

Remember, a healthy mind is key to avoiding burnout and going far in your career.

3 Let's Talk Money

Excited about your first paycheck? Before you splurge, let's talk smart money moves:

- Budget wisely: Track your spending and income.
- Save strategically: Set aside cash for the future.
- Invest in growth: Consider upskilling or starting investments.
- Use credit carefully: Avoid unnecessary debt.

Smart financial habits now = financial freedom later. Make your money work for you!



PRO TIP:

Check out Institute for Financial Literacy for expert financial advice. It's your go-to resource for money management skills. They're legit!

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Institute for
Financial Literacy

4 Keep Your Career on Track

Your first job is just the starting point. Thinking long-term:

- Check on your career development plan every six months. Are you still on course?
- Keep your skills fresh. Stay informed about new trends in your industry with publications, webinars, and workshops.
- Be open about trying different projects or new roles in your company.
- Keep your resume current by updating it with new skills and achievements along the way.
- Expand your network by joining professional associations and attending industry meetups.

Take it from us – your career is a marathon, not a sprint. It's okay if things aren't perfect when you're first starting out. Your ability to learn, adapt, and grow is what matters.



Find role models in your industry who inspire you. What skills do they have? What path did they take? Use their journey to help guide your own career path.

We're excited for you to join us in the corporate ranks! Reach out if you ever need any help – we've got career guidance resources and loads of advice. Sign up for our mailing list for regular career advice and event updates. See you in the working world!

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