

THE SMU CAREER GUIDE 2025





You are not just
developing tech
and solutions

You are **solving**
difficult problems
for the nation

Join us and make a difference
www.dso.org.sg

WE'VE COME A LONG WAY SINCE 1965.



HOW WILL YOU TAKE US FORWARD?

Around the world, our Foreign Service Officers have been the eyes, ears and voices of our nation. Their actions and insights have not only guided our foreign policy, but shaped how the world sees us. And now, Singapore seeks a new generation of talented, capable individuals to serve our global mission.

Be the face of Singapore's diplomacy.
Join us as a Foreign Service Officer.




MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

TAKE
SINGAPORE
FURTHER

INSIDE THIS GUIDE

Kickstart Your Job Search on Campus

- 3 Message from the Career Services Team
- 4 Career Services at SMU
- 8 Meet Your Career Services Team

Adapting to a Changing World

- 10 AI: Disruptor, Trailblazer, Friend
- 11 Starting from Scratch: AI
- 12 Thought Leadership: Preparing for Your Career
- 22 Exploring Industries
- 27 Joining an MNC vs SME vs Start-Up
- 30 Job Hunting Amid Uncertainty
- 32 Dealing with Job Hunting Burnout
- 34 What Else to Do While Job Hunting

Your First Job and You

- 35 Your Career and You
- 36 Top 3 Things to Look Out For in a First Job
- 37 What Else Can I Do After Graduation
- 38 How to Manage Your Mental Health at Work
- 40 Understanding Dress Codes

Winning at Applications

- 42 Crafting the Perfect Resume
- 44 Tips for Cover Letter Writing
- 46 Personal Branding and Networking

Excelling at Interviews

- 48 4 Types of Interviews
- 50 Mastering the Job Interview
- 52 Dealing with Live Video Interviews
- 54 Tackling Case Studies
- 56 Acing Assessment Centres
- 58 Grilling Your Interviewer
- 60 Preparing for the Big Day
- 63 Managing Job Offers

Tap on the SMU Alumni Network

- 65 Hear from SMU Alumni

Jobs and Internships

74

Produced by



GTI Asia Pte Ltd
 [Company number: 200301978M]
 3023 Ubi Road 3
 #02-08/9
 UbiPlex1
 Singapore 408663
 T+{65} 6294 6505
 F+{65} 6294 1043
 www.gtimedia.asia

Chief Editor

Elliyani Mohamad Ali

Editor & Editorial

Dawn Yip, Brendan Yee

Design & Production

A'liah Abdul Rahim, Sahirah Zayyanah

Advertising

Ron Ong, Shenna Mae Ng, The GTI Media sales team

Client Relations

Eileen Ang

Marketing & Distribution

Kelly Chin, Jenna Lau

Publisher

Isaac Hee

Printer

Times Printer Pte Ltd
 16 Tuas Ave 5
 Singapore 639340

GTI Asia Pte Ltd, February 2025

All rights reserved. No part of this publication may be reproduced by any means including, but not limited to, photocopying or storage in a retrieval system in any form without prior written consent of GTI. The views expressed in the articles are those of authors and their publication does not necessarily imply that such views are shared by GTI. Whilst every care has been taken in the compilation of this publication, the publishers cannot accept responsibility for any inaccuracies, or for consequential loss arising from such inaccuracies, or for any loss, direct or consequential, arising in connection with information in this publication.

MESSAGE FROM THE CAREER SERVICES TEAM



Corrine Ong

**Director
Career and Employability Services
Dato' Kho Hui Meng Career Centre
Academic Services and Operations**

We at the Dato' Kho Hui Meng Career Centre (DKHMCC) are committed to helping you navigate and successfully transition into working life. In today's super-charged, fast-changing global environment, a constantly curious learner who is passionate about learning and creation, able to traverse multi-disciplinaries with fluency in AI, coupled with a global and resilient mindset, will be the X-factor to stand out.

Embracing AI and Technology

Based on our engagements with employers, the workplace has seen the prevalent adoption of AI and automation tools. Start mastering them in school to boost your efficiency and marketability, while understanding its ethical implications to make an impact and help guide less tech-savvy colleagues during your internship. This will position you as a forward-thinking professional. Check out the online courses on LinkedIn Learning or Udemy Business, specially curated by SMU to get certified in these in-demand skills.

Gaining Global Exposure

Moreover, with Singapore being a Southeast Asia hub to over 4,200 multinationals, employers are always hungry for global talent, who have the mindset and experience to spearhead their business in the region. Besides going on overseas exchange programmes, you can develop your overseas business experience via the DKHMCC-organised ASEAN Internship Programme (AIP), which demonstrates your tenacity and willingness to venture out of your comfort zone. AIP is available for all students who complete the mandatory Internship Readiness Modules. Approach your career coach or DKHMCC if you need more information.

Developing Self-Awareness and Resilience

Finally, self-awareness and resilience are key to navigating your career. If you are unsure of which career options or majors are suitable for you and your goals, speak with your career coach and get help to develop your career plan and portfolio. SMU is pioneering the move in launching the Co-Curricular Transcript for undergraduates to help showcase your talents and skillsets to employers outside the classroom. Do engage your coach early to find out more about how you can maximise its value.

DKHMCC is here to support you in shaping a path that aligns with your aspirations and goals. As the university turns 25 this year, let us create our impactful future together.

CAREER SERVICES AT SMU



The SMU Dato' Kho Hui Meng Career Centre (DKHMCC) has been serving the student community and partnering with leading business organisations for hiring success since SMU's inception in 2000. As part of the Academic Services and Operations Group since 2022, our programmes and activities play a significant role in paving our students' seamless transition to the working world.

The group, which also comprises the Office of Admissions and Financial Assistance, Office of the Registrar and Centre for Global Education and Opportunities, seeks to integrate key services and facilitate milestones of the student life cycle.

Our services

The centre is an ideal place where both corporate partners and students can exchange valuable ideas and first-hand experience in pursuit of a professional life with each other.

Career coaching

All students are assigned to a career coach upon matriculation to support them in their career planning through their journey at SMU. Our career coaches come from diverse backgrounds with rich industry experience and maintain strong ties with corporate partners to stay informed of the industry and the hiring landscape.

Keeping a watch on industry developments and changes in the recruitment landscape helps career coaches provide insights into current industry trends and organisations' hiring practices during career coaching. Career coaches are available to critique cover letters and resumes, facilitate job search strategies, and hone interview skills through one-to-one mock interview sessions. All information exchanged between a student and a career coach is confidential.

Career coaching is also provided by student-peer advisors who are enriched with valuable internship experience. Career Champions are trained and equipped with essential skills to work alongside DKHMCC as paraprofessionals to serve the undergraduate community.

Students can make individual appointments with their career coach or Champions via OnTRAC II.

OnTRAC II

OnTRAC II is SMU's one-stop portal for career services, where students book career coaching appointments, register for events, view job postings, submit applications, monitor their progress and accept job offers.

Career fairs

The career centre hosts several career fairs annually, bringing prospective recruiters and graduating students together under one roof.

On average, about 120 companies participate in each networking event. Recruiters will gain direct exposure to undergraduates and postgraduates who are pursuing degrees in Accountancy, Business Management, Computing and Information Systems, Economics, Integrative Studies, Law and the Social Sciences.

On-campus recruitment talks, industry talks and company visits

DKHMCC organises recruitment/industry talks and company visits every year. These include on-campus recruitment and industry talks by recruitment teams from global and regional banks, multinational corporations, government ministries, agencies, statutory boards and small and medium enterprises from a variety of industries and geographic regions.

Through these sessions, graduating students will have the opportunity for direct interaction with top echelon, middle management and line managers.

UNDERGRADUATE CAREER SERVICES

Finishing Touch programme and career readiness workshops

As students progress to their junior and senior years, optional workshops will be offered at the crucial job application stage in their final years. These workshops are topic-specific to help penultimate-year and graduating students gain experience and understanding of the selection process in job applications.

Additionally, DKHMCC holds a series of complementary career readiness workshops to equip students with the critical skills and competencies needed to gain an edge in areas of career development and employability.

The Finishing Touch programme is one of SMU's distinguishing factors and is well recognised by employers and students in preparing our graduates for a seamless transition to the working world.

For more information, please log in to: OASIS > Careers & Comm Service > The Finishing Touch.

Internships

All SMU students are required to complete an internship before they graduate, and DKHMCC oversees the administrative work for this programme. Internships allow students to apply their classroom knowledge to a real-world setting, hone their soft skills and cooperative abilities, and build their credentials before starting their journey into the working world.

Students can find a plethora of internship opportunities by accessing OnTRAC II.

Career profiling tools

All career coaches at DKHMCC are certified in career development facilitation and able to administer at least one personality or career profiling tool. These tools help students better understand their own personalities, career profiles, core business competencies and motivating factors of career success.

Personality and career profiling tools include:

- Myers-Briggs Type Indicator (MBTI®)
- DiSC Personality System
- Strong Interest Inventory
- CliftonStrengths

Career publications

DKHMCC produces a range of publications to cater to each phase of the students' time at SMU. One such publication is the Majors and Careers Pathway Guide available for download via OASIS. The guide serves to provide a career perspective for students when deciding on majors.

As students go through their educational and career journeys at SMU, they can also share their success stories by submitting stories and photos to placement@smu.edu.sg.

Graduate Employment Survey

The Graduate Employment Survey is an important survey that SMU alumni are encouraged to take. The survey is conducted annually among autonomous universities to ascertain the employment outcomes of their graduates.

The survey typically takes place about six months after final-year students' final examinations.

The results of this survey are an important indicator of the performance of SMU graduates in the job market. More importantly, the survey results affirm the value of SMU as an educational institution and the worth of an SMU degree. The information provided will also inform policy-making at the national level for Institutes of Higher Learning.



POSTGRADUATE CAREER SERVICES



Postgraduate networking event

The annual postgraduate networking event features a large number of employers across different industries, offering various roles and opportunities for the postgraduates. This is the perfect platform for postgraduates to connect face-to-face with hiring managers and HR representatives from employer partners.

The Pathways series

The Pathways series is an initiative launched by the Postgraduate Career Services team where experienced industry practitioners meet up with and give SMU postgraduates insights into their respective job functions. These include technology and operations, wealth management, treasury, risk management, asset management and corporate finance.

This series aims to enable students to make a more informed decision about their career pathways, thereby leading to a sustainable and rewarding career.

Anecdotal feedback on the series has been positive, with many students having gained a deeper understanding of the roles and attributes necessary to do well in their respective line of expertise.

The “In Conversation” series

Launched by the Postgraduate Career Services team in June 2014, the “In Conversation” series is a lunchtime event held for postgraduates to interact with and learn from successful professionals at different stages of their careers.

Guests come from diverse industries, such as information technology, consulting, logistics, wealth management, finance and fast-moving consumer goods (FMCG).

Career workshops

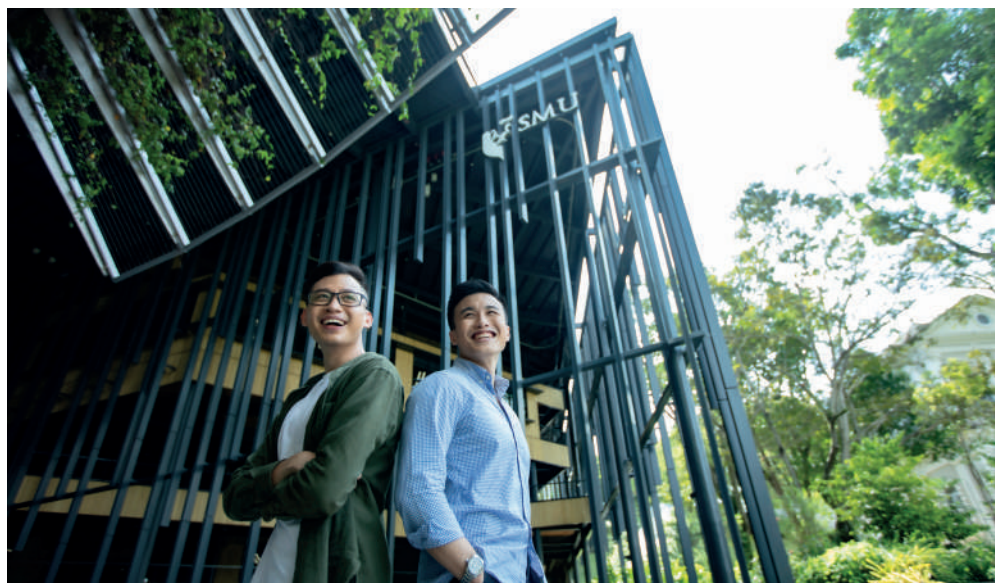
The Career Development Series is an integral part of the Postgraduate Professional Development programme, designed to equip students with essential career planning and job search skills. The series includes mandatory workshops such as Career Planning Strategies and Interview Skills, which are graduation requirements. These workshops help students make well-informed career decisions, present themselves effectively to potential employers, and maximize their opportunities for securing employment.

In addition, SMU offers a variety of specialised career workshops throughout the year, covering topics like Management Consulting, Break Into Tech, LinkedIn Success for Professionals, Networking for Professional Growth, Cracking Case/ Problem-Solving Interviews, and others. These workshops are tailored to meet the needs of students undergoing career transitions and are aimed at enhancing their employability and job prospects.

Internships

Internships are a key component of the SMU curriculum and a graduation requirement for most postgraduate programmes. They provide students with a deeper cross-cultural understanding of business practices and strategies, while also offering employers access to highly motivated, career-minded individuals.

The SMU Career Centre plays a vital role in facilitating both local and overseas internship opportunities. It offers resources such as internship postings, resume workshops, and mock interview sessions, ensuring that students are well-prepared to secure meaningful internships that align with their career goals. ■





Be a Champion for Every Student

Join MOE as a teacher to transform our education system and inspire generations. Innovate boldly, create experiences that connect knowledge to the real world, use technology to customise learning, and support students to discover their talents and become their best selves.






moe.gov.sg/teach






MEET YOUR CAREER SERVICES TEAM

Career Coaches for Undergraduates

	<p>CORRINE ONG Director, Career and Employability Services Dato' Kho Hui Meng Career Centre corrineong@smu.edu.sg [+65] 6808 5290 linkedin.com/in/corrine-ong-63069818</p>		<p>PRASANTHI GUDA Senior Deputy Director prasanthig@smu.edu.sg [+65] 6808 5272 linkedin.com/in/prasanthiguda</p>
---	---	--	--

	<p>AARON CHONG Senior Associate Director aaronchong@smu.edu.sg [+65] 6828 0149 linkedin.com/in/aarontcchong</p>		<p>TAN POON KIAN Senior Manager pktan@smu.edu.sg [+65] 6828 0084 linkedin.com/in/poonkian</p>		<p>SHIRLEY THAM Senior Manager shirleytham@smu.edu.sg [+65] 6828 0695 linkedin.com/in/shirleytham</p>
---	--	---	---	---	--

	<p>MARGARET KOH Senior Assistant Director margaretkoh@smu.edu.sg [+65] 6828 0332 linkedin.com/in/margaretkoh</p>		<p>JASIMA AMINSAH Senior Manager jasimaa@smu.edu.sg [+65] 6828 1954 linkedin.com/in/jasimaaminsah</p>
--	---	---	--

	<p>JOANNE TEO Associate Director joanneteo@smu.edu.sg [+65] 6828 0679 linkedin.com/in/teojjoanne</p>		<p>SAM YEO Assistant Director samyeo@smu.edu.sg [+65] 6808 5385 linkedin.com/in/samyeo</p>		<p>WENDY HOW Senior Manager wendyhow@smu.edu.sg [+65] 6808 5410 linkedin.com/in/wendyhow</p>
---	--	---	---	---	---




	<p>VICTOR GO Senior Assistant Director victorgo@smu.edu.sg [+65] 6828 0316 linkedin.com/in/govictor</p>		<p>WONG SOO MEI Assistant Director ASEAN Programme Development smwong@smu.edu.sg [+65] 6808 5136 linkedin.com/in/soomeiwong</p>		<p>CATHERINE TAN Senior Manager ASEAN Programme Operations catherinetan@smu.edu.sg [+65] 6828 0056 linkedin.com/in/t-catherine</p>
---	--	---	--	---	--

Administration




	<p>JACELYN TAY Assistant Director Systems Administrator chtay@smu.edu.sg [+65] 6828 9553</p>		<p>CHAI CHIEW HAR Senior Manager chchai@smu.edu.sg [+65] 6826 4867</p>		<p>JOLENE KAM Manager jolenekam@smu.edu.sg [+65] 6828 0256</p>
---	---	---	--	---	---

	<p>NEO SHI LING Manager Employability Skills Training Programme sneo@smu.edu.sg [+65] 6828 0322</p>		<p>ANGELA HOO Senior Assistant Manager Internship Administrator angelahoo@smu.edu.sg [+65] 6808 5218</p>		<p>RUPERT CHAN Senior Assistant Manager Events and Third-Party Relations rupertchan@smu.edu.sg [+65] 6828 0940</p>
---	---	---	---	---	--



Career Coaches for Postgraduates

 <p>HENRY K C YEO Associate Director, Postgraduate Career Services henryyeo@smu.edu.sg [+65] 6828 0693 linkedin.com/in/henryyeo</p>	 <p>SOO CHAI CHEW Senior Assistant Director ccs00@smu.edu.sg [+65] 6808 7989 linkedin.com/in/chaichewsoo</p>	 <p>VERONICA YEOW Senior Assistant Director veronicayeow@smu.edu.sg [+65] 6828 1978 linkedin.com/in/veronicayeow</p>
 <p>EUNICE LOKE Assistant Director euniceloke@smu.edu.sg [+65] 6808 5249 linkedin.com/in/euniceloke</p>	 <p>DAWN TAN Assistant Director dawntan@smu.edu.sg [+65] 6828 0779 linkedin.com/in/tandawn</p>	 <p>PATRICK HAN Senior Manager patrickhan@smu.edu.sg [+65] 6808 5166 linkedin.com/in/patrickhan88</p>
 <p>ALVIN CHAN Senior Manager alvinchan@smu.edu.sg [+65] 6808 5359 linkedin.com/in/alvinchanyh</p>	 <p>MAGDALENE LEE Senior Manager magdalenelee@smu.edu.sg [+65] 6808 7973 linkedin.com/in/lee-magdalene</p>	 <p>ANGELINA HANSEN Senior Manager angelinah@smu.edu.sg [+65] 6828 0334 linkedin.com/in/Angelina-hansen</p>
 <p>ATINA FONG Senior Manager atinafong@smu.edu.sg [+65] 6808 5165 linkedin.com/in/atinafong</p>	 <p>JACLYN CHANG Senior Manager jaclynchang@smu.edu.sg [+65] 6828 0588 linkedin.com/in/changjaclyn</p>	

Administration

 <p>ROOPA SANKARAMAN Senior Manager roopas@smu.edu.sg [+65] 6808 7909</p>	 <p>TAN YOCK LAN Manager yltan@smu.edu.sg [+65] 6828 1927</p>	 <p>BRENDA LIN Senior Executive brendalin@smu.edu.sg [+65] 6808 5283</p>
--	---	--

Global Employer Relations

 <p>LYNETTE GOH Senior Assistant Director lynettegoh@smu.edu.sg [+65] 68282696 linkedin.com/in/lynette-goh</p>	 <p>WENDY GUAN Senior Manager wendyguan@smu.edu.sg [+65] 6828 0647 linkedin.com/in/wendygk</p>
---	---

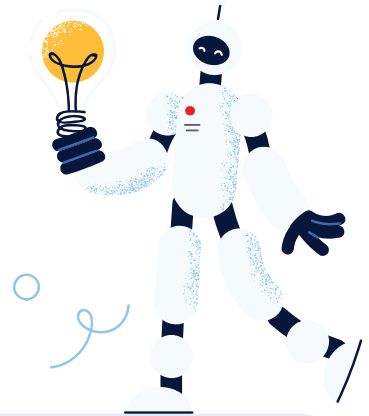
AI: DISRUPTOR, TRAILBLAZER, FRIEND

Whether you are for or against it, there is no denying the impact AI has made on the working world.

Artificial intelligence (AI) refers to technological platforms that are designed to simulate human intelligence. With its capacity for learning and potential to create, its impact on society is undeniable since its widespread introduction in the 2020s.

Since then, many industries have adopted AI tools over human manpower in a bid to maximise cost-efficiency, resulting in many workers being forced to expand their repertoire of skills to adapt. Singapore is no exception to this phenomenon. According to LinkedIn's 2023 Future of Work report, its workers are the world's fastest in adopting AI skills.

But what can it do for you? Here are a few pointers to help you navigate AI in a corporate environment.



Capitalise on new opportunities

One pressing concern many have about AI is its potential to obsolete a wide array of roles very quickly. From its ability to crunch high amounts of data to being able to make quick, intelligent decisions, a well-developed AI has the power to replace humans in jobs like book-keeping and data entry.

On the flipside, with so many varieties of systems in development, the demand for employees with technical skills, such as programmers and engineers, has substantially gone up and will likely remain so in the coming years. Plus, it has the potential to spawn new sub-sectors for employees to specialise in, such as AI cybersecurity.

Use it to increase productivity

Despite its disruptive prowess, AI has already begun to redefine the way we operate, thanks to the development of cloud computing, predictive models and more. For example, the logistics industry allows responsibilities such as manual inventory management and resource planning to be automated. This allows human employees to use their time to focus on more meaningful and higher-valued projects.

Did you know that among business owners...

- 97% believe ChatGPT will help their business
- 64% believe AI can help to improve their business' productivity
- 42% believe it will help to streamline job processes

Source: Forbes Advisor

Things to keep in mind

AI, just like any other tool, comes with its own strengths and weaknesses. Notably, such tools can be limited to the confines of its coding, and lack the ability to think abstractly. This means that while AI excels at performing technical jobs, it will not be able to replicate or replace the human element in scenarios such as creative problem-solving.

So instead of treating it like a panacea, AI tools should be used to compliment or enhance your own existing abilities and skill sets. For example, you can utilise Polymer Search or Tableau to analyse data before formulating a solution based on the results using your own knowledge and capabilities. This way, you can enjoy the best of both worlds; not only by taking advantage of the power of AI, but also showcase your willingness to adapt.

A friend in AI?

With each groundbreaking development comes its potential to alter the way society operates. AI is no exception; even as it continues to grow and mature, its impact can be felt across many industries the world over.

But while its impact might seem intimidating, there is nothing stopping you from using these new opportunities to your advantage. Rather than viewing it as a potential adversary, think of AI as a helpful tool that, with the right mindset and strategies, can help you go even further in your career journey. ■



STARTING FROM SCRATCH: AI

With the prevalence of AI, there is no better time than now to learn more about it.

With the world transitioning to digitalisation and technology advancing swiftly, there is no better time to get into it yourself. After all, AI and machine specialists are now topping the list of fast-growing jobs over the next five years. This is reflective of the demand for AI skills that will only continue to grow alongside the number of related jobs. Moreover, this field promises a dynamic and fast-changing environment that is ideal for those looking for a challenge.

But where should you start?

1. Make some plans

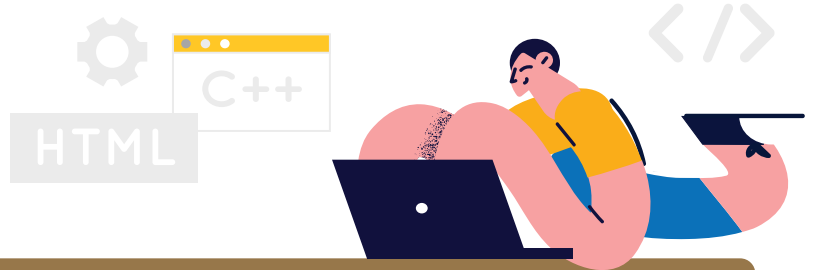
First, it is best to establish a learning plan for yourself. This should include a tentative but flexible timeline with objectives to be met, as well as the courses, activities and resources you will need to achieve them.

Do not feel like you need to have everything planned out, however. Instead, try breaking the learning process down into more manageable chunks. For example, you can start by mastering the basics of AI before moving on to more advanced topics.

2. Understand the basics

Foundations matter when it comes to skill-building; attempts to go in blind often result in uphill battles. On the contrary, having the essentials mastered will make learning advanced concepts much easier, boosting your confidence as you go.

However, the knowledge base you will be working with can vary depending on the skill or job role you want. For example, a data scientist does not need to know every mathematical concept in AI, unlike a research scientist who does.



3. Pick up on some programming skills and principles

The next step is to take on tangible skills needed for AI. Just like the previous step, the level of studying required will vary depending on what role you are pursuing. Here are a few for example:

Programming

While Python is a common (and the most popular) choice due to its simplicity and adaptability, there are also other coding languages you can pick up, such as Java and C#, that operate with more specific purposes and platforms in mind.

Data structures and manipulation

Specialised formats to store, retrieve and manipulate data, data structures are vital for writing efficient code and in turn, developing complex AI algorithms.

Data science

The study of data to extract useful insights, it utilises a variety of principles and practices from a variety of disciplines, such as mathematics, statistics and computer engineering.

Machine and Deep Learning

Machine learning (ML) draws from data to make predictions and improve a product's performance, while deep learning is a subset of ML that utilises layers of neural networks to understand patterns in data, allowing the building of more advanced models.

These skills generally interconnect with one another, and will play a big role in strengthening your base of AI concepts. Once your foundations are established, you will be better prepared to dive into more complex topics or even start the path to specialisation.

4. Keep yourself updated

Once you start the ball rolling, the next steps are up to you. But regardless of the path you choose, keep learning and improving your skills. AI is always evolving, with new developments capable of shaking up the field. Not only does this make the industry exciting and filled with potential opportunities, but you are also unlikely to run out of new, unique things to learn about.

So commit to your goals and stay updated; follow AI blogs, take up more advanced classes and keep challenging yourself. It may be tough, but with time, effort and perseverance, you will gradually be able to graduate from a novice to an expert. ■

THOUGHT LEADERSHIP: PREPARING FOR YOUR CAREER



BERNARD ONG
Partner and Wealth Manager
Azimut Investment Management

2004 - 2008

Appointment: Relationship Management and Team Management Roles
Employer: OCBC, HSBC, Citibank, UOB

2008 - 2011

Appointment: Team Head and Senior Relationship Manager
Employer: ABN AMRO Bank

2012 - 2019

Appointment: Client Advisor
Employer: UBS AG, Singapore

2019 onwards

Appointment: Partner / Senior Director
Employer: Azimut Investment Management

2023 onwards

Appointment: Vice President, Lead for Philanthropy
Lead for Compliance & Regulatory (2023-2024)
Employer: Association of Independent Wealth Managers (Singapore)

“Establishing good habits early on will pave the way for long-term success.”

Essentials for success

Entering the wealth management or independent wealth management (IWM) industry can be highly rewarding for those passionate about finance and building lasting client relationships.

It is advisable to develop both hard and soft skills. Hard skills like financial analysis, portfolio management, regulatory knowledge (especially know-your-customer and anti-money laundering compliance), and understanding investment products are essential. Additionally, soft skills such as strong communication, emotional intelligence, empathy, and understanding clients' unique financial needs and goals are crucial.

The industry is evolving with trends like digitalisation, fintech integration, and a growing demand for personalised financial advice. Independent wealth managers are gaining prominence due to their personalised asset management, stable and long-term portfolio management, and client service.

Acing the interview

When preparing for a wealth management interview, thorough research is crucial. Start by learning about the company—its history, values, clientele, and services. Understanding what makes the firm unique will help you align your skills and experiences with its mission. Additionally, delve into the role, including required skills and responsibilities, so you can explain why you are a good fit.

Networking with someone from the company can make you stand out. Use LinkedIn or alumni networks to connect with an insider for better insights into the culture and interview tips. Finally, if possible, research your interviewer—their career path, achievements, and what they value in a candidate. This approach breaks the ice and demonstrates you have done your homework.

My advice for graduates

The first 100 days are crucial for building a foundation in your new role. Begin by observing and learning, understanding team dynamics, company culture, and expectations. Listen more than you speak initially to grasp important nuances and how best to contribute.

Be proactive by asking pertinent questions to clarify processes and expectations. Seek feedback from your manager to stay aligned and demonstrate your commitment to learning and improvement.

Build relationships with colleagues by networking internally and understanding how different departments collaborate.

Focus on time management by setting short-term goals and prioritising tasks that will have the most significant impact. Establishing good habits early on will pave the way for long-term success.



ISSAC TAN
Head of Commercial,
Outsourcing - APAC
 Robert Walters

2018 - 2020

Appointment: Business Development Manager - SEA
Employer: BC Invest

2020 - 2022

Appointment: Lead Commercial Analyst, Outsourcing - APAC
Employer: Robert Walters

2022 - 2024

Appointment: Commercial Manager, Outsourcing - APAC
Employer: Robert Walters

2024 onwards

Appointment: Head of Commercial, Outsourcing - APAC
Employer: Robert Walters

“Be open to constructive criticism and use it as an opportunity for growth. Continuous learning and improvement are essential in the early stages of your career.”

Essentials for success

If you are considering a career in regional commercial finance role, here is my advice on the skills required for success:

- **Relationship building:** In a matrix organisation working with diverse stakeholders across different locations, cultivating strong relationships is essential as it can help you get things done quicker and especially useful when you need to call in a favour.
- **Communication skills:** The role often requires communication with senior stakeholders who are busy and do not have time to waste, therefore it is essential to be able to convey complex information clearly and succinctly.
- **Financial analysis:** Having strong financial analysis skills is a fundamental requirement to the role as you will need to assess profitability, evaluate pricing strategies, and identify areas for improvement in the profit-and-loss performance.

Being adaptable, proactive, and continuously seeking opportunities for professional growth will contribute to your success in this role.

Acing the interview

When preparing for an interview, I would advise the following tips:

- **Research the company:** Familiarise yourself with the company's mission, values, products/services, and recent news or developments. I have interviewed candidates who have not done any research on the company, and it just shows that they are not interested.
- **Understand the role:** Study the job description thoroughly, identify the key skills required and relate that to your skillset with past work examples.
- **Prepare thoughtful questions:** Prepare a list of thoughtful questions to ask the interviewer. This shows that you have genuinely thought about the role and will leave a good impression on the interviewer.

- **Dress professionally and be punctual:** Dress appropriately for the interview and ensure you have ample time to find the place (if it is a physical location). You may arrive slightly earlier but not by too much.

Preparation is key. By researching the company, understanding the job requirements, practising your responses, and showcasing your skills, you can increase your chances of impressing the interviewer and landing the job.

My advice for graduates

To help you succeed in the first 100 days:

- **Set clear goals:** Understand your role and responsibilities and establish clear goals with your supervisor for the first 100 days. This will help you stay focused and motivated, understand what is going well and not, it will also show your commitment to do well and contribute.
- **Seek and learn from feedback:** Actively seek feedback from your manager and colleagues on a regular basis. Be open to constructive criticism and use it as an opportunity for growth. Continuous learning and improvement are essential in the early stages of your career.
- **Manage your time and prioritise:** Develop strong time management skills and prioritize tasks effectively. Focus on high-impact activities that align with your goals and deliver value to the organisation.

The first 100 days are crucial for building a strong foundation. By setting clear goals, building relationships, seeking feedback, and continuously learning and improving, you can position yourself for long-term success in your new role.



JOSHUA LAM
Head of Medical and Data Science
 EYVD Technology

2010 - 2017

Appointment: Medical Doctor
Employer: MOH Holdings Pte Ltd, Singapore

2017 - 2020

Appointment: Lead Informatics Specialist
Employer: Integrated Health Information Systems (now Synapse Pte Ltd)

2021 - 2022

Appointment: Data Architect
Employer: Health Promotion Board, Singapore

2023 onwards

Appointment: Head of Medical and Data Science
Employer: EYVD Technology

“Find a mentor or advisor who can offer a fresh perspective as you navigate the challenges of the workplace, balancing your career and personal commitments while growing in your role.”

Essentials for success

Those entering the healthcare technology industry should have an understanding of broad healthcare business verticals (e.g. healthcare providers, health insurance, biotechnology, medical devices, supply chain). If you have a background in IT or technology, do not shy away from collaborating with healthcare professionals or business analysts. Gaining insight into healthcare workflows and real-world experiences will help build trust with future stakeholders.

Familiarise yourself with healthcare terminologies and medical jargon to improve your communications skills within the industry. It is also crucial to understand the regulatory frameworks surrounding AI in healthcare, as this knowledge will help you navigate both the potential benefits and the challenges of AI implementation.

Finally, consider seeking practical experience through volunteering at healthcare institutions where you can apply your skills.

Acing the interview

Start by researching the organisation's vision, mission and values. Connect with current employees or seniors to understand what to expect in terms of workplace environment. This helps you assess if the company is a good fit for you.

I see a trend that younger graduates make work-life balance a priority. It is important to ask questions surrounding the organisation's working culture and make sure to clearly communicate your needs during the interview to ensure better alignment with potential employers.

Ask yourself what skills or knowledge you might need to develop to succeed in the position, and take the initiative to learn on your own through additional reading or research.

My advice for graduates

Be curious about how your organisation operates. Take the time to review available resources—such as policies, forums—to understand the company's working mechanics. Being physically present in office allows you to engage with colleagues face-to-face and better understand the company culture. Reflect on your interactions with others to identify what works well and where you can improve as you develop your professional skills.

Find a mentor or advisor who can offer a fresh perspective as you navigate the challenges of the workplace, balancing your career and personal commitments while growing in your role. Given the rapid technological disruptions in many industries, staying updated on emerging trends and continuous learning is key to adapting to changes in the workplace.

Last of all, take time to reflect on your own strengths and motivations. Understanding what empowers you will help you thrive in your new role.



KELVIN HO
Chief Executive Officer
Nomura Singapore Limited

1995 - 2008

Appointment: Analyst to Managing Director, Investment Banking
Employer: Lehman Brothers

2008 - 2012

Appointment: Managing Director, Investment Banking
Employer: Nomura Singapore Limited

2012 - 2020

Appointment: Head of Investment Banking, Southeast Asia
Employer: Nomura Singapore Limited

2020 onwards

Appointment: Chief Executive Officer
Employer: Nomura Singapore Limited

“Ask thoughtful questions that show genuine interest and strategic thinking.”

Essentials for success

- **Understand the demands:** Investment banking is a fast-paced, high-pressure industry with long hours, high expectations, and steep learning curve. If you thrive in competitive environments, enjoy problem-solving, and can handle stress, it may be the right fit.
- **Be curious and adaptable:** The financial world is constantly changing, and those who succeed in investment banking are always eager to learn. It's important to stay informed on market trends, new technologies and products, and evolving regulations.
- **Build strong networks:** Relationships are key in investment banking, not just with clients but also internally. Focus on developing strong, long-lasting relationships as a cornerstone of success.
- **Have a long-term vision:** The rewards in investment banking often come over time. So I would advise patience and long-term thinking, focusing on continuous development and looking for leadership opportunities as you grow.

Required hard skills include financial modelling and valuation, while important soft skills include communication and presentation, negotiation and being a team player.

In addition, here are some trends and changes in investment banking:

- **Digital transformation:** Investment banks are embracing digital technologies like artificial intelligence (AI), machine learning (ML), and automation to streamline processes, improve data analysis, and enhance customer experience. This shift means that future bankers will need tech-savviness along with financial expertise.
- **Sustainability and ESG:** There's a growing emphasis on environmental, social, and governance (ESG) criteria.
- **Regulatory changes:** The financial sector continues to face evolving regulatory landscapes. It's important to stay ahead of these changes and understand compliance, which is crucial for long-term success.

Acing the interview

Thoroughly research the company and the role, aligning your skills with the organisation's goals. Be authentic, confident, and prepared to demonstrate problem-solving abilities through real examples. Showcase strong communication and emotional intelligence while highlighting your adaptability. Ask thoughtful questions that show genuine interest and strategic thinking. Focus on cultural fit and teamwork. Dress professionally, arrive on time, and handle unexpected questions calmly. Finally, follow up with a personalised thank-you note to leave a lasting impression.

My advice for graduates

- **Listen and learn:** Absorb everything about the company's culture, processes, and key players. Ask questions and seek feedback to understand expectations.
- **Build relationships:** Form connections across teams and find mentors. A strong network will support your growth and help you navigate challenges.
- **Clarify priorities:** Meet with your manager to define key goals. Align your efforts with team objectives to ensure you are contributing meaningfully.
- **Show initiative:** Be proactive and volunteer for projects. Leaders appreciate employees who take ownership early and offer solutions.
- **Focus on quick wins:** Identify areas where you can make immediate impact to build confidence and show your value.
- **Embrace feedback:** Actively seek feedback and demonstrate that you are open to learning and improving.



MELVYN YEO
Founder & Managing Partner
 TRIREC

2000 - 2011

Appointment: Equity Derivatives,
 Executive Director
Employer: Goldman Sachs (Hong Kong)

2011 - 2019

Appointment: Co-Founder and
 Chairman of Investment Committee
Employer: Thirdrock Group

2015 onwards

Appointment: Founder and Managing
 Partner
Employer: TRIREC

2019 - 2021

Appointment: Deputy CEO and Chairman
 of Investment Committee Asia
Employer: Schroders & Co (Asia) Ltd

**“Only by having a thorough
 thought process will you be
 able to assess if an investment
 opportunity is worth pursuing.”**

Essentials for success

As an early-stage venture capital investor, I will urge individuals considering a career in the field to think like an entrepreneur. Put yourself into the shoes of a founder of a startup. What are the foundational blocks of a good business? Consider product-market fit, go-to-market strategies, technological competitive advantage, cash flow and financial budgeting, intellectual property rights, size of target addressable markets, hiring and retention of talent, etc. Only by having a thorough thought process will you be able to assess if an investment opportunity is worth pursuing.

It also takes a village to support the growth of a startup that has many needs. Hence, it is necessary for a venture capitalist to have a large and broad enough network to occasionally lean on for help and support, whether for technology due diligence, fundraising, talent hiring, legal opinions, regulatory understanding, etc.

A successful investor needs both hard and soft skills to bring to the table, and the ability to connect what might seem to be disparate information to ultimately make an informed investment decision.

Acing the interview

Be comfortable saying the words: “I do not know, but I will find out and come back to you.” It is impossible for a graduate to know more than the interviewer on the subject matter. One personality trait that I was taught to pick up on candidates is the willingness to be challenged intellectually and yet be humble enough to seek further knowledge. The worst outcome that will get you eliminated in an interview is to pretend you know it all, because no one knows it all.

On the flip side, if that is the only phrase you use throughout the interview, that is a different problem that will also not get you the next interview!

So do thorough research on the role you are interviewing for, understanding the key attributes and expectations of the job and the culture of the firm. For example, if you are interviewing for an equities portfolio management position, be prepared to share your investment views of the market and a trade idea or two with some depth.

My advice for graduates

Take a deep breath each morning before taking the first step into the office building. Create a positive and open-minded attitude before you start each workday. I find that once you have formed this good habit, your positive mental state will help you face different challenges with enthusiasm and will also endear you to your colleagues.

This positivity also helps to drive a can-do attitude and willingness to learn. It also helps you come across as more approachable to your colleagues, allowing you to form deeper bonds at the workplace. People will also be more willing to give you advice and mentorship.



ZECHARIAH SEE

Senior Financial Advisory Manager

Financial Alliance Pte Ltd

2005 - 2010

Appointment: Event Project Manager
Employer: Siew Heng Engineering Construction Pte Ltd

2010 - 2011

Appointment: Event Relationship Manager
Employer: Philip Securities Pte Ltd

2011 - 2013

Appointment: General Manager
Employer: Siew Heng Engineering Construction Pte Ltd

2010 - 2015

Appointment: Founder and Managing Director
Employer: JNZ Project Solutions Pte Ltd

2016 - 2020

Appointment: Instructor
Employer: Outward Bound Singapore

2020

Appointment: Financial Advisory Consultant
Employer: Financial Alliance Pte Ltd

2021 - 2023

Appointment: Senior Financial Advisory Consultant
Employer: Financial Alliance Pte Ltd

2023 onwards

Appointment: Senior Financial Advisory Manager
Employer: Financial Alliance Pte Ltd

“At Financial Alliance, we focus on building genuine, client-centred relationships that adapt to each client’s unique journey, so being a good communicator and caring about their goals is key.”

Essentials for success

If you are considering a career in the independent financial advisory (IFA) field, you are in for a journey that is both impactful and rewarding. Success here combines technical skills with understanding and connecting with clients.

On the technical side, you will need a solid grasp of financial planning, investment strategies, and regulatory insights, while soft skills like active listening and adaptability will help you thrive. At Financial Alliance, we focus on building genuine, client-centred relationships that adapt to each client’s journey, so being a good communicator and caring about their goals is key.

Our industry has been evolving quickly, with a focus on personalised and unbiased advisory services. Staying updated on financial products, market shifts, and compliance changes is vital. The ability to work with digital tools is also a plus, as it increasingly enhances our efficiency and service customisation. Embrace these trends with a mindset that is ready to adapt and grow.

Acing the interview

Take the time to research both the company and the wider financial advisory landscape. In the context of an IFA, understanding the importance of independent advisory services will help you align with the firm’s mission. Relevant certification(s) and knowledge of financial products are valuable assets, but so is demonstrating your eagerness to learn.

To set yourself apart, consider connecting with someone from the target company. LinkedIn is a great way to learn about its culture and approach, and it shows initiative. Ask thoughtful questions during your interview about the work style, client relationship-building process, or how the firm supports new advisors. A genuine interest and alignment with its mission will make you memorable and improve your chances of getting another interview, and potentially the job.

My advice for graduates

- Set small, clear goals: Break down your learning goals weekly, such as by learning one new product each week. These small wins can build confidence and help you feel accomplished.
- Build connections across teams: Strong connections can give you a broader perspective and make you feel part of the team faster. Attend team meetings, ask questions, and learn about the work of others. You will quickly see how we collaborate to serve clients better.
- Understand client needs: Observe how experienced advisors interact with clients, and notice how they listen, respond and tailor solutions. Here, we focus on understanding our clients, so engaging with them effectively is key.
- Stay organised and prioritise: Use task lists or digital planners to manage your assignments, meetings, and follow-ups. Good organisation keeps you focused and able to handle a busy workload.
- In addition, seek feedback often: Do not wait for formal reviews; ask your supervisor regularly for feedback to improve and show your commitment to growth.
- Bring a positive, growth-oriented attitude: Approach each day with curiosity and be willing try new things. Every challenge is an opportunity to learn and grow.

These tips will help you build a strong, lasting career with companies like an IFA, positioning you as a proactive and valued team member ready to make a real impact to your clients.



CEDRIC CHEW
Independent Consultant

Solideo

2010 - 2011

Appointment: Director (Senior), Education

Employer: Singapore Discovery Centre

2011 - 2012

Appointment: CEO, Director and Consultant

Employer: International Graded Qualifications Ltd

2013 - 2017

Appointment: Centre Manager (Principal), Idea and Woodlands Employment Development Centres

Employer: MINDS

2017 - 2020

Appointment: Head (Executive Director), Sojourn Programme and Gracehaven Children's Home

Employer: The Salvation Army

2021 - 2021

Appointment: Chief Executive Officer

Employer: Equal-Ark Singapore Ltd

2022 - 2023

Appointment: Deputy Executive Director (Consultant)

Employer: Singapore Human Resources Institute (SHRI)

2023 - 2024

Appointment: Deputy Executive Director / Acting Executive Director (Consultant)

Employer: Foreign Domestic Worker Association for Social Support and Training (FAST)

"The aspirational professional must increasingly be a kind of jack-of-all-trades and yet also master of some or even many – regardless of sector, industry or discipline."

Essentials for success

Critical qualities and skills needed to navigate the shifting sands of today's career minefield must broadly include "hard" strategic, data-informed, long-term perspective and planning, coupled with tactically agile, resilient and innovative adaptability – and complemented with "soft" connective empathy, rallying positivity and inspiring influence to lead or teamwork with persons and teams towards aligned visions and goals. The aspirational professional must increasingly be a kind of jack-of-all-trades and yet also master of some or even many – regardless of sector, industry or discipline.

The human development professional-practitioner (HDP) is typically resilient, adaptable and mobile across disciplines, departments, industries and sectors. He might initially be educated or trained in IT, banking, law or business management – just about anything – but over time morph into much more. The human development career is typically non-industry-specific and often pan-industry, pan-sector and/or pan-geography-culture. There are four types of these:

1. Boundaryless:
 - Moves from employer to employer rather than remaining with a single organisation
 - Career development and marketability measured by employability, professional credentials and record of achievement
 - Grounded on external networks such as professional associations and communities of practice
 - Individual within organisation has unique and personalised career trajectory
 - Often pursues personal development and lifestyle priorities
 - Has multiple stages, short learning cycles and requires continuing exploration of new career opportunities
2. Entrepreneurial:
 - Individual's career choices influenced by aspirations and dreams of fulfilment
 - Career periodically reinvented through professional identity changes and continuous learning
 - Success includes personal values and lifestyle as well as external rewards and recognition

- Lack of organisational empowerment by employer seen as obstacle to developing one's career
- Career coaching and mentoring help define long-term career success and strategies to position oneself to match one's aspirations with organisational needs

3. Slash:

- Career not defined as one job or title in one organisation – unlimited to one purpose or calling
- Does not force oneself to exclude opportunities for professional development; simply adds another slash activity
- Agile, with parallel learning and evolving professional identities
- Success not defined according to only one set of career achievements
- Employability enhanced when one manages several jobs, and security augmented when one has portfolio of revenue streams

4. Purposeful:

- Strong focus on goals and willingly invests effort needed to succeed in reaching them
- More resilient in managing setbacks and burnout because of confidence of ultimate success
- Defines career success subjectively in terms of identity and meaning which, in turn, reinforces sense of calling
- Develops career in ongoing spiral of exploration, learning and achievement

My advice for graduates

The aspiring HDP "sells" himself as a person of character and potential, beyond mere technical credentials. While preparations for an interview may include connecting with someone from a target company, researching on the role and getting to know the interviewer, etc, the most critical success factor is that his assuring maturity, confidence, purposefulness and obvious potential persuades. It's the person, not the packaging. To succeed in the first 100 days of employment, the two most critical success factors are committed, teachable performance and relationship building.



JOYCE LEE

En-Compassing Coaching & Consulting

Founder / Life Purpose Coach

2004 - 2010

Appointment: Public Relations Associate - Senior Account Manager
Employer: Golin, Grayling

2010 - 2012

Appointment: Senior Consultant
Employer: Xpand Group

2012 - 2014

Appointment: Marketing Manager, APAC
Employer: Univesum

2014 - 2017

Appointment: Manager, Talent Network
Employer: Infineon Technologies

2017 - 2020

Appointment: APAC Employer Brand Consultant
Employer: LinkedIn

2020 - 2022

Appointment: Team Lead, Employer Branding and Communications
Employer: GovTech Singapore

2022 - 2024

Appointment: Director, Culture & Engagement
Employer: Klook

“Be proactive in asking for feedback, even if you think you are delivering on or are exceeding expectations.”

Essentials for success

As someone who has spent most of my career in HR-related functions, it is easy to gain knowledge and hard skills for roles in the people industry. Given the lower barrier to entry, my advice to anyone – whether you are mulling over your course of study, a fresh graduate or a mid-career professional – keen on a career in this industry should consider the following:

- What is your “why”: “I like working with people” is a common reason I hear when interviewing candidates for HR roles. However, this is not a sustainable reason to stay, and certainly not a compelling one to drive excellence. Be honest with yourself; if your response is made up only of extrinsic factors, take note and revisit this question again.
- What do I bring to the table: While we might focus on harnessing what is available in terms of attitude, experience and skills, we also want to demonstrate the desire and potential to keep growing. Successful individuals are able to continue growing in breadth – across the range of the HR profession as well as the business they serve – and in depth, where they are sought after for thought leadership in areas they are passionate about.

Acing the interview

It sounds counterintuitive, but prepare adequately – not too little, nor excessively. In my experience, I am most impressed when a candidate comes across as confident and interested, while demonstrating curiosity and humility.

A related tip is to check out employee posts and reviews, in addition to official information sources. It is important that we learn about what it is like to work for an organisation from diverse sources.

Finally, connect with alumni who are currently or previously worked in the organisation. In fact, rather than recently-graduated seniors, consider connecting with those in senior positions. You are likely to receive helpful advice and guidance, and sometimes be told unpublished realities about working there.

My advice for graduates

Even if you have internship experience prior to starting a new job, the expectations of an employee usually differ from an intern.

For those working in organisations with established onboarding practices, the proper structure and ample support provided should mean that the likelihood of failing is minimal. In such cases, ensure that there is open and regular communication between you, your manager, and other important stakeholders. Be proactive in asking for feedback, even if you think you are delivering on or are exceeding expectations.

For less established organisations, take initiative by requesting an onboarding plan that charts out your action plan and indicators of success over 30, 60 and 90 days. Besides your hiring manager and direct team members, you should also start networking in the organisation to learn more about it.

Lastly, even if you are entitled to work-from-home arrangements, optimise – even maximise – in-office time during your early days. Believe it or not, there are positive and impactful differences to working relationships built with time spent in-person, versus those built remotely.



FABIAN HO

Senior Marketing Communications
and Graphic Executive

Paradox Singapore Merchant Court

1998 - 2002

Appointment: Graphic Designer
Employer: Holiday Inn Park View
Singapore

2004 - 2006

Appointment: Graphic Designer
Employer: The Pines & Laguna Golf &
Country Club

2006 - 2009

Appointment: Senior Graphic Designer
Employer: Jurong Country Club

2010 - 2015

Appointment: Entrepreneur, Café Owner

2013 - 2014

Appointment: Senior Executive /
Graphic Designer
Employer: Amara Hotel Singapore

2015 - 2017

Appointment: Senior Executive /
Graphic Designer
Employer: Toppan LeeFung Security
Printing

2017 - 2022

Appointment: Senior Executive /
Creative Designer
Employer: The Keppel Club

2022 - 2024

Appointment: Senior Marketing
Communications and Graphic Executive
Employer: Paradox Singapore
Merchant Court

**“The ability to think critically
and solve problems through
design, beyond the aesthetics,
would stand you in good stead.”**

Essentials for success

Know your talent as I did and cultivate your artistic flair as early as possible. My formal education in graphic design at the LASALLE College of the Arts was followed by honing my craft in the creative and hospitality sectors since 1998. The design industry is constantly evolving, and having the technical skills to use design software like Adobe Creative Suite is a given. Soft skills like communication and collaboration are just as important, especially when working in teams. Design is often about conveying a message to achieve a shared vision; being able to listen, give feedback and articulate your ideas are equally key.

With a heightened focus on sustainability with more clients preferring eco-friendly design solutions and packaging, artificial intelligence and machine learning are also starting to impact design workflows. The ability to think critically and solve problems through design, beyond the aesthetics, would stand you in good stead. Constantly upskilling to harness new technologies in achieving these ends is even more crucial now.

Acing the interview

Doing your homework is paramount. Research your prospective employers thoroughly, know their mission, values and recent achievements. Try to connect with a current or former employee through your own network or a casual LinkedIn message. Attending industry events would glean insights into the company's culture and expectations, which will allow you to tailor your responses and show genuine interest.

Also, understand the skills and experiences hirers desire by scrutinising the specific job descriptions and other prerequisites. Then think about how your portfolio matches these needs and be ready to discuss your work, both conceptually and technically, for employers to appreciate your problem-solving acumen.

Lastly, familiarise yourself with your interviewer's profile, too. If the interviewer is in a creative leadership role, the scope of interest could be related to your creative process and vision. Personnel from human resource

or an operational role may focus more on cultural fit and your ability to collaborate. Being in the know of such minutiae can help to refine your responses.

My advice for graduates

Any new job can be daunting, if not intimidating, for most of us. My suggestions to thrive during these crucial first days are:

- Talk less, listen more: Observe how teams interact and collaborate, their expectations around communication and how creative workflows happen, and adapt your stance accordingly.
- Ask thoughtful questions and seek feedback regularly: When in doubt, clarify with the relevant parties. Pose questions that demonstrate your curiosity about the bigger picture. For example, “How is the project's success measured?” or “What are some challenges that your team is facing right now?” Request your supervisor or colleagues for constructive criticism aimed at improvement, adjustment and avoiding missteps.
- Nurture relationships: Establish congenial connections with team members and other departments to enhance work-life, navigate internal dynamics and open doors for future collaboration.
- Be proactive, yet patient: Take the initiative to support ongoing tasks while being mindful that learning the ropes before diving into big projects is a more sensible path.
- Above all, be humble, proactive and learn as much as you can in these first few months.



SERENE DANIELLE TAN

Senior Financial Services
Consultant

AIA Singapore

2001 - 2003

Appointment: Advertising Sales
Representative
Employer: Yellow Pages Singapore

2003 - 2006

Appointment: Business Development
Executive
Employer: Antasis Pte Ltd and ST
Engineering

2006 onwards

Appointment: Senior Financial Services
Consultant
Employer: AIA Singapore

2024 onwards

Appointment: Certified Estate Planner
Employer: Precepts Group International

“While AI offers remarkable capabilities at transforming workplace, it can never replicate the nuances of personal interactions that involve genuine emotion.”

AI and the industry

Artificial intelligence (AI) is an amazing tool that has significantly enhanced my work efficiency, content creation and translation abilities, allowing me to sharpen these skills and apply them more effectively as a financial consultant.

Financial planning can seem complex and daunting. To make it engaging, I use creative concepts, ideas, and analogies that resonate with my clients' personal goals. AI enhances this process by expanding these concepts and organising my content in a structured, reader-friendly format, improving clarity and client engagement.

At the company level, AI-powered chatbots have streamlined after-sales policy servicing, making it more efficient and user-friendly. Retrieving policy information and assisting clients with complex queries has become easier, reducing time spent in physical queues and allowing me to accomplish more each day.

One of the best features of AI is its ability to provide translations across various languages. Some of my clients are Chinese speaking and I used to struggle with writing messages in Mandarin using correct characters to convey my message accurately. Over time, I have improved in communicating and presenting financial concepts in Mandarin.

While AI offers many advantages, it also comes with drawbacks. With the rise of AI tools, individuals now have easy access to vast amounts of insurance and financial information. Some may feel that they can handle their financial planning independently without needing expert advice, making the role of financial consultants less essential.

AI platforms often simplify complex financial products, making them seem more straightforward than they actually are. This could lead to critical misinterpretation leading to poor financial decisions.

Navigating AI

After being a financial planner for 18 years, I have embarked on this journey to expand my expertise into estate planning. I had to learn an entirely new set of concepts and terminology which was initially overwhelming.

Estate planning offers a range of tools tailored to different life situations, each with its own unique features, some with overlapping traits. It was challenging to digest all the information in a short span of time, and I did not feel confident sharing ideas with my clients.

It was not until I started asking AI different questions that I gained clarity. AI's clear explanations have greatly improved my understanding of the distinctive characteristics of each estate planning tool, and my learning curve has shortened through ongoing interactions.

With my newfound confidence and greater comprehension, my clients benefit from tailored solutions that address their distribution needs. They appreciate my clarity in explaining their options and identifying blind spots in their estate planning.

Being able to integrate estate planning services into their overall financial strategy has helped them achieve peace of mind knowing every aspect of their financial future is covered.

My advice for graduates

Leverage AI as a powerful tool to optimise productivity. While AI offers remarkable capabilities at transforming workplace, it can never replicate the nuances of personal interactions that involve genuine emotion.

Commit to continuous education for self-improvement, embrace change boldly and nurture authentic relationships. The richness of human connection is fundamental to fostering meaningful engagement in any professional setting.

EXPLORING INDUSTRIES

Discover the different career sectors available in the job market and the various opportunities out there.



Accountancy and Financial Management

Accounting and financial management qualifications can open doors to a vast number of career options in a variety of organisations, ranging from the “Big Four” to smaller accountancy firms, corporations and the public sector.

With the advancement of technology, businesses have embraced both cloud accounting software and artificial intelligence (AI) to increase efficiency in accounting and financial management tasks. As a result, professionals in this field are encouraged to upskill in areas such as data analysis and digital accounting.

Accounting firms also offer a variety of services apart from the usual accounting and auditing services, such as consulting, assurance, risk assessment, corporate recovery, tax and forensic accounting. As such, employers are constantly on the lookout for candidates who are meticulous, have strong analytical skills, and can convey financial data clearly.

Graduate accountants often join firms as trainees and are required to take on professional qualifications to advance their careers. It is also mandatory for them to undertake the Singapore Qualification Programme (Singapore QP) in order to practise as a chartered accountant.

Potential job options

- Assurance management
- Auditing
- Financial consulting
- Risk assessment
- Tax consulting



Analytics

Data analytics focuses on the collection and analysis of large data sets and is a key driver for future economic growth. As Singapore continues to prioritise digital transformation under its Smart Nation initiative, delivering high-value information technology services is crucial.

Several emerging industry trends—such as e-commerce, AI, and the Internet of Things (IoT)—rely significantly on analytics. The Infocomm Media 2025 masterplan, which serves as the government’s road map for the information communications and technology (ICT) sector for the next decade, also considers big data a key strategic thrust of growth.

Additionally, the demand for roles in data analysis has been growing, not only due to its wide commercial use, its utility in public policy and non-profit organisations, but also for safeguarding cybersecurity, tracking user behaviour to maximise earnings, or using data to further social causes.

As work in data analytics mainly involves inference, experiments and visualisation are used to achieve goals for stakeholders, with data that have already been mined. Career pathways can be grouped according to management and specialisation, depending on the skill sets possessed.

Potential job options

- | | |
|---------------------------------|----------------------|
| • Business analysis | • Data engineering |
| • Cybersecurity | • Data science |
| • Data and analytics management | • Product management |
| • Data analysis | • Statistics |
| • Data architecture | • User experience |



Banking and Finance

Although this sector can be volatile due to economic fluctuations, Singapore's robust financial hub ensures jobs in this sector remain popular choices among graduate hires and seasoned professionals alike, resulting in stiff competition. Possible areas of work include asset management, hedge funds, private banking and equity, risk management, venture capital and corporate restructuring.

Start by seeking out relevant internships and participating in relevant societies and co-curricular activities while in university. These experiences will help to develop the necessary skills required in the sector, such as problem-solving, excellent communication, as well as organisational and teamwork skills.

Staying informed with financial business news can also provide valuable insights into the sector. Additionally, while numerical and business degrees are preferred by employers, they are not strictly necessary.

Potential job options

- Business/Commercial banking
- Consumer/Personal banking
- Corporate finance
- Foreign exchange trading
- Investment banking
- Operations and technology
- Private banking
- Private equity
- Risk management
- Treasury
- Wealth management



Education

Despite its long hours and multifaceted demands, the education sector is often considered a noble profession that entails the heavy responsibility of nurturing future generations. It is also a fulfilling career for those who seek to guide others to not only achieve their aspirations but also grow into better people. Besides teaching, the sector offers a variety of roles including career counsellors, educational psychologists, or even corporate and administrative roles at the Ministry of Education.

Upon graduating with at least a bachelor's degree, aspiring teachers will require a postgraduate diploma in education from the National Institute of Education (NIE). Graduates from all disciplines are welcome to apply, though having skills like time management and interpersonal communication will be crucial here.

Potential job options

- Administration
- Coaching and counselling
- Curriculum and content management
- Teaching



Healthcare

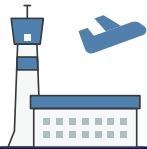
While most medical careers require specialised knowledge and training, opportunities also exist for non-medical graduates in the healthcare industry. These include jobs in operations, management, medical and pharmaceutical sales, marketing, medical product management and healthcare informatics.

Long hours and heavy workloads are commonplace in this field, though those working in administrative or research roles may experience more stable, regular hours. A passion for serving and helping those in need is essential, along with being meticulous and patient, especially for individuals working in a service-oriented role.

Graduates keen on a career in this industry can consider applying to public/private healthcare providers, biomedical firms, research consortia, or local healthcare start-ups that focus on specialised products (e.g. hospital management software and medical robotics).

Potential job options

- Healthcare regulations
- Manufacturing and supply
- Quality management
- Research and development
- Sales and marketing



Hospitality and Tourism

Home to two integrated resorts – Marina Bay Sands and Resorts World Sentosa – as well as world-renowned attractions like the Singapore Flyer and the Singapore Zoo, the hospitality and tourism industry in Singapore usually experiences steady periods of growth.

Career opportunities are ample in the sector, ranging from hotel management, catering, leisure and events management. Support roles in this field, such as IT, marketing and HR, need to be filled as well.

Desired traits in this sector include excellent communication and interpersonal skills, as many roles are client-facing. Once hired, graduate employees typically start at entry-level positions or through graduate programmes, gaining on-the-job training and professional qualifications as they progress.

Work in this industry demands a lot of patience, energy, diplomacy and emotional intelligence. Employees should also expect work hours to go beyond the usual 9-to-5 during seasonal peak periods.

Potential job options

- Food and beverage
- Hotels and resorts
- Leisure and recreation management
- Meetings, incentives, conferences and events (MICE)
- Spa and wellness management
- Tourism and attraction



Innovation and Technology

Singapore, home to some of the best IT infrastructure in the world, serves as an IT hub in the Asia-Pacific region. Given the ubiquity of technology today, the expertise of IT professionals is not needed only in the tech sector, but in non-IT industries as well, such as in finance, health, media and legal services.

Popular roles that graduate candidates can consider include technology consulting, systems analysis, network engineering, software testing and technical sales.

While employers in this sector often prefer candidates with degrees in numerical or IT-related fields, such qualifications are not mandatory. Graduates looking to enter this industry can take technical modules during their education or pursue professional technical qualifications part-time while working.

A common entry point is through graduate programmes, especially when applying for major organisations. Many smaller employers, however, prefer to hire directly.

Employers in this sector highly value candidates with good problem-solving and time management abilities in helping them meet project deadlines. Due to the team-based nature of the work, good interpersonal and communication skills are also sought after.

Potential job options

- Application development
- Cloud innovation
- Data analytics
- E-commerce
- Information security
- Infrastructure
- Project management
- Systems administration



Legal

Individuals with a law degree must complete a training period of up to 12 months after passing the bar examination to practise as a lawyer. Employment options here vary: joining a bigger law firm entails more structured training and eventual specialisation, whereas a small law practice can expose individuals to other avenues of work like business development.

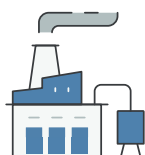
Alternatively, graduates can also consider roles such as in-house legal advisors for commercial organisations. It is worth noting that the legal sector also requires support staff for departments such as in finance, HR and IT.

As a new lawyer, expect to face long, intensive hours at work, though job flexibility may increase along with career progression. On the other hand, being a legal advisor to commercial organisations typically offers a less demanding schedule.

Having good academics is a requirement in this sector, with a minimum GPA of 3.0 being required for SMU law degrees to work in local law firms. In addition, employers also prefer candidates who have a sharp eye for detail and a knack for problem-solving.

Potential job options

- Arbitration and dispute resolution
- Civil litigation
- Conveyancing
- Corporate and commercial
- Criminal
- Intellectual property



Manufacturing, Logistics and Supply Chain

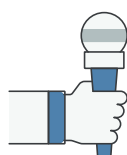
In many industries, manufacturing, logistics and supply chains are critical to operations, particularly in the retail and fast-moving consumer goods (FMCG) sectors. Manufacturing involves converting raw materials into finished goods, often through machinery. Graduates in this sector typically focus on the planning, management, and maintenance of production methods and processes.

On the other hand, the logistics sector encompasses a variety of responsibilities, from sourcing raw materials to delivering finished products. Supply chain professionals work to help streamline this process and mitigate any major disruptions.

While the manufacturing sector may require candidates to have a relevant engineering degree and technical skills, the logistics and supply chain industry is more open to applicants from all disciplines. Major employers may even provide management training schemes to prepare their new hires, often including a series of job rotations to help them better understand the processes affecting the organisation.

Potential job options

- Assembly engineer
- Customs management
- E-commerce
- Freight/Global forwarding
- Logistics
- Operations manager
- Supply chain management and service
- Supply optimisation
- Transport management
- Warehousing



Media and Communications (Advertising and PR)

The media and communications sector is vibrant and dynamic, encompassing areas of work in media and marketing (e.g. advertising, copywriting, digital/web marketing, media purchasing, social media management and journalism), as well as communications and events (e.g. public relations and events management).

However, despite the breadth of the industry, vacancies can be limited, making the hiring process highly competitive. While large organisations offer graduate schemes, most entry-level positions require direct applications from graduate applicants.

Having a robust portfolio can greatly increase the chances of a successful application, while a strong professional network can help provide a gateway into the industry. Therefore, it is advisable to start working in temporary roles or taking up internships early in order to build on connections and portfolio.

While employers in this field have a strong preference for those with a creative streak, they also look out for applicants who demonstrate strong analytical skills, tenacity, resourcefulness and good data management skills.

Potential job options

- Advertising
- Copywriting
- Digital/Web marketing
- Events management
- Film/Stage production
- Graphic design
- Journalism
- Media purchasing
- Public relations
- Social media management



Public Sector

The public sector in Singapore is the nation's largest employer, consisting of various ministries, statutory boards, and organisations such as the Public Service Division, the Singapore Armed Forces and the Home Team. Employees in this sector often find their roles to be a satisfying and fulfilling one.

The job scope and required skill sets can vary depending on the role and ministry. However, all public sector employees must possess a passion to serve the community, have good teamwork and communication skills, as well as the maturity to draw up and implement national policies.

Public sector employees typically benefit from frequent training for upskilling and job security, and may be offered flexible working hours should the need arise. However, do be prepared for longer working hours during peak periods, such as before project deadlines and launches of new initiatives.

Many individuals enter the public sector through graduate programmes organised by the different agencies, but departments and organisations also hire graduates directly. Do regularly check in with the respective ministries or through the job portal, Careers@Gov, for new positions available.

Potential job options

- Government agencies
- Ministries
- Statutory boards
- Uniformed services



Scientific Research and Development

Due to Singapore's vibrant biomedical sciences research ecosystem, there are plenty of job opportunities in areas such as clinical sciences, bioengineering, pharmaceutical, as well as molecular and cell biology.

Most candidates consider research institutes, academic institutions, or hospitals as some of the primary employers in this industry, but there are also opportunities offered by the corporate sector. Notably, the cosmetics, food and beverage and FMCG industry are also major employers of science graduates.

To join this industry as a graduate researcher, having in-depth technical knowledge of a specific field, and a postgraduate degree will likely increase employability as well.

Transferable skills are equally valuable to recruiters in this field, so take the time to develop soft skills such as logical thinking, problem-solving and numerical abilities. Being efficient and having good communication and organisational skills are also important due to the often collaborative nature of the work.

Most major employers in this sector typically hire through online applications, but smaller research houses depend on word-of-mouth advertisements and speculative applications instead, so be sure to network regularly.

Potential job options

- Quality assurance
- Environmental control
- Laboratory technician
- Health and safety officer
- Business and management
- Product development
- Production and operation
- Research and development



Social Service Agencies, NGOs and Charities

Graduates keen on community service can find fulfilling careers in social services, non-governmental organisations (NGOs), and non-profit organisations. With around 140 international not-for-profit organisations in Singapore, catering to a variety of social, humanitarian and environmental issues, the options for graduate employment are extensive.

Depending on the area of expertise and the role, there may be a need for specialised knowledge, niche skill sets and professional certifications.

Employers in this sector look for a few definite traits: passion and commitment to the cause. While salaried positions in this sector tend to be on the lower scale compared to the corporate sector, employees working with NGOs and non-profits derive their motivation from the intrinsic satisfaction gained from serving and helping others.

Potential job options

- Community relations
- Environmental activism
- Services (e.g. children, youth, family, elderly, special needs and healthcare)
- Social work
- Volunteer development



Sustainability

Since the launch of the Sustainable Singapore Blueprint in 2009, Singapore has since established itself as a hub for sustainable development in the Asia-Pacific region. Amid rising concerns towards global issues such as the looming climate crisis, this sector is ideal for those looking to make a difference in protecting not only the environment, but also to create a more sustainable and equitable future for both current and future generations.

Jobs here tend to be multidisciplinary, and cover a wide range of industries including energy, transportation, finance and even fashion. However, interested graduates will want to prioritise cultivating green skills, which can range from technical skills, such as clean energy engineering, to soft skills, like scientific understanding and diverse thinking, depending on the exact job role. ■

Potential job options

- Corporate social responsibility
- Ecology
- Environmental science
- Sustainability consulting
- Urban planning

JOINING AN MNC VS SME VS START-UP

Understand how the size of the company you join can offer different possibilities for your graduate career.

Whether you join a multinational corporation (MNC), a small and medium-sized enterprise (SME) or a start-up right upon graduation, you will have to adapt to the unique culture in each company. However, there are some general characteristics for each type of organisation which you can consider, in order to determine the exposure you would like as a fresh graduate.

Multinational corporations

Multinational corporations are large corporations with facilities and offices in several countries across continents or the globe. With operations spread out geographically, MNCs enjoy higher revenue with a greater market share.



Pros of working in MNCs

Prestige and reputation

They usually have strong brand recognition, and many graduates compete for coveted job opportunities in these reputable companies.

Global opportunities

Joining an MNC gives you the opportunity to work around the world. Your employer may require you to go for a business visit or even relocate to another country where the organisation has a presence.

This can give you insights into diverse working cultures and the experience of working with people of different backgrounds and nationalities.

Mastering your own trade

You are more likely to get the chance to specialise in your area of work in a bigger company; job scopes tend to be quite fixed in comparison to those in smaller companies where employees are often expected to perform cross-functional tasks.

In short, a bigger company can offer specialised job scopes with more resources for training and upskilling opportunities.

Things to consider

Bureaucracy

Organisational structures and workflows, such as standard operating procedures, can be quite rigid in large companies, coupled with multiple levels of management which you will need to deal with.

For instance, you may have to wait for several rounds of approval from different managers before implementing a business proposal or settling a financial claim.

Competition to get the job

Jobs in MNCs are not only sought-after by fresh graduates, but also jobseekers with years of work experience.

The recruitment process can be quite competitive, so make sure you present a strong unique selling proposition to prospective employers for a successful application.

Small and medium-sized enterprises

Small and medium-sized enterprises are companies with no more than 200 employees or an annual sales turnover that falls below S\$100 million. In spite of their smaller size, SME employees make up about 70 per cent of Singapore's workforce and contributes to roughly half of the country's gross domestic product.

Pros of working in SMEs	Things to consider
<p>Exposure</p> <p>A lower headcount means employees in SMEs get to wear many hats and take on cross-departmental tasks and responsibilities. This promises wider exposure to different fields, which graduates appreciate as a training ground to cultivate different skills.</p> <p>Career progression</p> <p>In a smaller company, your competency and achievements are more readily noticed. For this reason, employees tend to rise through the ranks faster in SMEs.</p> <p>Graduate hires are also likely to receive early responsibilities at the start of their career, with more opportunities to learn on the job and be more exposed to more challenging tasks.</p> <p>Team spirit</p> <p>Graduates looking to join a smaller company can expect to be a part of a close-knit team. Due to the smaller teams and cross-departmental distribution of work, employees are expected to be adept at interdepartmental tasks and work in close collaboration with each other.</p> <p>Such a culture means more opportunities for co-workers to get to know one another better and bring the company to greater heights.</p>	<p>Formal training</p> <p>Graduates joining SMEs should be prepared to be independent and proactive in order to progress in their career as smaller firms may not always offer formal training or graduate schemes. Instead, you will be expected to learn on-the-job and take responsibility for your own development.</p> <p>Work benefits</p> <p>Smaller businesses tend to have less to offer in terms of employee benefits in comparison to large corporations. However, SMEs can sometimes offer competitive salaries to their employees, depending on the candidate's skills and qualifications.</p> <p>Make sure to do your research, or get an insider's insight on whether the remuneration and benefits offered are reasonable for the role and industry you are applying for.</p>

Start-ups

Start-ups are newly established businesses that have been incorporated for less than five years. They are also known to offer products or services not provided elsewhere in the market.

Pros of working in start-ups	Things to consider
<p>Innovation</p> <p>Start-ups need to grow fast in order to keep up with bigger and more established businesses in the market. As such, the challenge for employees to break new ground and innovate can be exciting for graduates who appreciate a dynamic workplace.</p> <p>Flexibility</p> <p>Start-up employees enjoy the perks of a less rigid company structure, which may include flexible working hours and a casual working atmosphere.</p> <p>However, this does not mean that you can slack off! While you may be allowed to clock in late, your workdays may also entail long or odd hours as employees have to be on the ball at all times.</p> <p>Independence</p> <p>You will likely work with minimal supervision, and be trusted with a myriad of responsibilities – while the onus also remains on you to take charge of steering your own progress.</p>	<p>Job security</p> <p>As newly established businesses, start-ups do not have a proven track record on the market. As such, there is a risk in signing on to work with a start-up as the business may underperform, affecting your job security.</p> <p>The workload</p> <p>Graduates who want to join start-ups can expect to work long hours and take on multiple responsibilities.</p> <p>This is because start-up companies must keep up with trends quickly in order to grow and remain relevant in the market. This can mean working odd hours at times, so do be prepared for that! ■</p>

JOB HUNTING AMID UNCERTAINTY

Searching for a job can already be tough, let alone doing so in an uncertain job market. But rather than lamenting your fate, take this as a chance to get your head in the game and get ahead once you graduate.

Singapore's economy faced a significant setback due to the global pandemic, but there have been solid signs of recovery in recent years. Notably, 2022 ended on a high note for Singapore's employment rate, with the job market beginning to stabilise and the number of employed workers reaching pre-pandemic levels by the end of the year.

However, that does not mean that things are guaranteed to be smooth-sailing by the time you graduate. After all, anything can happen in the next few years, be it another looming recession, market downturns or a rapid change within industries, which can create challenging conditions and make job-hunting harder for those looking for employment.

Still, while things might look uncertain now, that does not mean you are powerless. Rather, it remains important that you keep things in perspective in regard to your job search process and management of expectations.



Research, research, research

Before making career plans, research industries that are relatively recession-proof or are likely to remain stable during tough times. From there, try to seek out any relevant jobs in that sector.

Throughout this process, remember that your job satisfaction should still be a high priority. Ultimately, liking what you do will matter more in the long run than a short-term recession, so avoid switching industries just because it offers more prospects.

If you have any doubts to clear up, ask. Speak to a career coach or strike up a conversation with someone with more professional experience – they might be able to give better insight into what you should expect from the job market or specific industry once you graduate.



Start early

Even without a recession, the job market in Singapore is generally competitive for fresh graduates. Thus, the best course of action is to get a professional head-start: start working on your network, call up possible leads and expand your resume with relevant work experience.



Do not stop (applying)

As you send out your applications, it is important to remember that an immediate response is generally unlikely for most companies. This is often due to them having to review voluminous applications or needing to shortlist candidates, which can take a while, especially for larger companies.

Still, keep your momentum going and continue sending out applications. Even if you came out of a great job interview, it is generally wise to keep looking out for jobs until you receive a firm offer that suits your needs. This way, if one option falls through, you still have other possibilities to choose from.



Polish your resume and cover letter

Your resume will likely give hiring managers their first impression of you, so ensure that it looks professional. Tailor it to every employer you apply to, emphasising how your skills match the job description. This will show the recruiter that you are not only a professional candidate, but that you have the right skill sets for the position they are hiring for.





Prepare (and practise) your interview skills

Looking for a job means that you will be dealing with lots of interviews, whether in-person or virtually. Prepare for them in advance, whether that means choosing a professional outfit, practising answers to common questions, or familiarising yourself with video interview technology.



Try temp-ing

If you are looking to earn some money while also gaining some work experience, you can apply for temp or part-time positions at companies you are hoping to join. Alternatively, you can simply apply for relevant jobs that will give you some insight into your chosen profession – for example, a part-time role as an accounts executive.

However, do not sweat it if your part-time gig has little to no links to your chosen field of study; you will still be able to build on all the invaluable soft skills you have gained.



Get creative

Evaluate your skills and seek opportunities in various industries. Showing resilience and adaptability by leveraging your skills in diverse environments can impress future employers once the job market improves. Keeping your mind open to all possibilities may even lead to great job satisfaction as well.

Do not disregard graduate internship opportunities either; work hard and see if you can approach your manager to convert you to a full-time employee when things begin to look up again.

If you have a hobby that could be utilised as a short-term business, you can consider doing so as well. This can include offering art commissions, offering tutoring services or freelancing as a video editor.



Stay commercially aware

If you have not been keeping up with the news, now is the time to do so, especially regarding the economy and the industry you intend to enter. This will not only help you plan your job hunt better, but could also be the critical differentiating point that gives you an edge over other candidates with similar qualifications.

CONCLUSION

Job hunting can be a daunting, lengthy process, and in an uncertain job market, it can feel like the end is nowhere in sight. But so long as you persevere and stay proactive, believe that it will only be a matter of time before you cinch the job you are looking for. ■

DEALING WITH JOB HUNTING BURNOUT

Dealing with a seemingly endless job search can be draining in more ways than one. Here is how to take care of yourself during this trying period.



How long has it been since your last application response? You are slumped over your desk at home, body heavy and mind unmotivated, wondering if all this effort is even worth it. The thought of touching up your resume or even looking at another job listing makes you want to scream.

Does this sound familiar? If so, you might be slipping into job hunting burnout. Left unchecked, it can not only derail your job search, but your lifestyle as well. So, what can you do to keep this from happening?

Signs of burnout

It is important to be persistent, but recognising your limits is equally important. Apart from the already high anxiety building up due to interviews and assessments, with every rejection or lack of response comes frustration and hurt, which can build up over time. All of that can accumulate to you feeling absolutely burnt out, which can hurt your drive towards job hunting.

Some signs of burnout to look out for

- Mental and/or physical fatigue
- Higher irritability
- Increased cynicism
- An unwillingness to talk about your job hunt
- Decreased social interaction

Pace yourself

Do maintain a disciplined routine by allocating some time of the day – about two to three hours – when you are most productive to focus on just job hunting. Once your time is up, just wrap it up for the day.

Treat the search like a job in itself. After all, overworking will only worsen your mood over time, which can in turn affect your productivity. Your applications will not be as sharp and you will be more prone to making mistakes, like forgetting to attach a cover letter with your application.

Some strategies you can use

- Customise your resume and portfolio
- Read the job descriptions thoroughly and understand the requirements
- Work on, and send out, a few quality applications. Aim to send out a specific number a day
- Network and chat with professionals on LinkedIn

Be patient, and do not lose heart

Not hearing from a hiring manager regarding your application progress or outcome can be discouraging. But as you keep going, it is absolutely crucial that you shake off this mindset as soon as you can.

Do not take these setbacks personally. It does not necessarily mean that you are unqualified. Perhaps, additional guidance in writing a more effective job application or re-looking at your job search strategy would in time, produce some measure of success.

How to reduce negative self-talk

- Listen to what you are saying about yourself and challenge it
- Stay grounded. While your feelings are valid, the negative scenarios in your head probably are not as awful as the reality
- Reframe your thoughts. Positive thoughts are not always easy, but rewording your thoughts might help



Be sure to take breaks

Playing the waiting game for your applications may be agonising, but dwelling on it is not going to help either. Treat these brief downtimes as short breaks instead.

Tips	
What you can do	Suggestions
<ul style="list-style-type: none"> Learn something new and interesting Spend time with friends and family Indulge in your own personal hobbies Keep yourself fit and healthy 	<ul style="list-style-type: none"> Upskilling is always a good thing Catch up with your loved ones, whether over some drinks or by doing activities together Read a good book or watch a good movie Take a break from sitting at your desk and go out for a walk or do some light exercises



Do not just keep it to yourself

A burden shared is a burden halved. Talk to someone who cares about you – it can be a close friend or family member (or several, if you want), so you know that there is at least someone in your corner in this predicament. They can lend you their ears if you need to vent or accompany you on your downtime, be it visiting an art gallery or having a fun game of badminton.

Additionally, you can turn to your social or professional networks for help during the job search process, from being a second pair of eyes when reviewing your resume and applications, to even being a fresh source of job opportunities and connections.

Stay connected	
Suggestions	Benefits
<ul style="list-style-type: none"> Join social groups geared towards job hunting Seek out mentors Chat with your seniors and teachers Do not ignore your social life 	<ul style="list-style-type: none"> You can meet new friends in the know of new opportunities Network with those who can help you out with their past experiences Feel free to approach them if you are feeling lost – they will be happy to advise you Remember to spend some quality time with your loved ones, too

CONCLUSION

Searching for a job is like running a marathon – knowing when to sprint and when to pace yourself is critical, lest you find your efforts turning counter-productive. Remind yourself that finding a job and employer that best fits you will take time and effort. All the resources you need are within reach; you just need to keep going and not give up.

But remember, while you may be busy job hunting, it is also just as important to take a step back every once in a while and take care of yourself, too. ■



WHAT ELSE TO DO WHILE JOB-HUNTING

Looking for your first job can be both exciting and stressful. Besides browsing through and applying for jobs, what else can you do with the rest of your day?

Job-hunting is a time-consuming process, especially now that the job market has become more competitive as ever, requiring you to do what you can to stand out as a potential hire. But in between sending out resumes and attending job interviews, what else can you do for yourself in the meantime? Here are some things you can do to help yourself and better manage your job search.

Stay flexible with your long-term plans

Ideally, you should be set up with a job position shortly after graduation, but maintaining flexibility in your plans is also beneficial. After all, the world is always changing, and the job market is no exception, so be prepared to make short-term adjustments if necessary.

For example, while keeping an eye out for positions from your dream companies, look out for internships, short-term contracts, or even consider going freelance. While these might not sound like stable prospects, think of them as short-term stopgaps until a longer-term opportunity avails itself. Plus, they are a great way to ensure you continue building and exercising employable skills.

Manage your finances and save up

Given the unpredictability of securing a steady-paying graduate job, managing personal finances becomes crucial. You can start by looking through your current expenses and trimming away what you do not need, or start finding creative ways to encourage yourself to save more effectively. You can also consider utilising a number of free apps to help with your financial planning and budgeting, such as Pocket Expense and Spendee.

Plan for the next three months, forecasting essential expenses and ensuring that you have enough savings to cover them.

Make use of events and classes

Attend your school's virtual and physical events, or take up upskilling programmes, such as those subsidised under SkillsFuture Singapore (SSG), to develop new critical core skills. These skills include collaboration and communication, sense making, transdisciplinary thinking and global perspective, among others.

You can also attend virtual and physical events organised by your university to engage with employers during this time. These are fantastic ways to grow your professional network and stay in touch with key developments in the industries of your choice – some even from the comfort of your own home!

Subscribe to your dream employers' graduate mailing lists or social media feeds so that you will be alerted of any online events they will be having, or check in with the SMU Career Centre for upcoming events.

Take care of yourself

Last but not least, remember to take care of yourself. With impending graduation dates, the stress of your job hunt and everything else in between clogging up your to-do lists and newsfeeds, it can really be a lot to handle all at once.

Remember that feeling anxious is a normal response to the uncertainties we are all facing during this time, but try not to let it overwhelm you. Instead, focus on making small, daily progress, one step at a time. Concentrate your efforts on what you can accomplish today and now, and leave tomorrow's worries for tomorrow.

If your anxiety becomes unmanageable, it is crucial to seek advice and reach out for help. Approach your university counsellor and career coaches; a fresh perspective from them might be what you need to get yourself back on track, both mentally and emotionally.

At the same time, practise self-care and engage in enjoyable activities on the side as well, whether that means picking up a new hobby or spending time with your loved ones. Remember, there is more to you than just your job search. While it may take time and effort, you will come out of this stronger, more resilient, and better-equipped than ever for your dream career. ■



YOUR CAREER AND YOU

Starting your first job and beginning a new chapter after graduation can be a daunting transition. However, adapting to the workplace can be an exciting and meaningful experience. Here is how you can prepare yourself best.

1 Dress the part

Every professional needs a wardrobe of work essentials – so here is your excuse for some guilt-free shopping! Think about what the recruiters or your future colleagues were wearing when you went for your job interview, and try to plan your outfits accordingly.

As a general rule, it is safer to overdress on the formal side for your first day at work. That said, put together a power suit which you are comfortable in and that will be your battledress in the workplace.

If you will be experiencing your first day working from home, dress up as well. Nothing will get you in the mindset to start work faster than dressing as if you will be going into the office physically.

2 Conquer your first day

Plan your commute to arrive on time. If your first day of work is at home, log onto the platform your employer uses early. Be friendly and approachable. And most importantly, build the foundations for good working relationships in your new environment by getting to know your colleagues.

3 Settle in well

Most employers usually facilitate an induction programme for new recruits to help them settle in and to learn about the job and the company, both virtually and in-person. This is usually a series of meetings ranging from orientation sessions to practical training, as well as social activities and perhaps even the assignment of a mentor.

But even if you are not assigned a mentor, you can find a role model in your organisation or through your network of contacts. They can be someone you turn to for any worries or concerns about working life.

While all that is going on, get a feel of your organisation's culture. Take your lead from established colleagues, such as your immediate supervisor or line manager, when gauging how things are done. Ask if you are unclear, be accepting of your own mistakes and learn from them.



4 Make a good first impression

Take pride in your work, no matter how small or insignificant the task may seem. Show enthusiasm, commitment and a hunger to learn with every opportunity that is given.

5 Never stop learning

Learning does not end with your formal education. In fact, stepping into the workforce signifies the beginning of real-world learning for the rest of your professional life. Because of this, employers usually fit in some form of training and development for their staff.

Continuing professional development helps you to do your job better and expose you to new areas of knowledge and technology, for instance. On the other hand, professional qualifications or postgraduate studies, as well as short-term training courses, are more formal avenues of professional development which you can consider.

Tap on the resources you have on hand to build new skills and capabilities to remain employable and passionate about what you do.

6 Do your job

Focusing on your responsibilities and deliverables is crucial for assessing your performance at work. Thus, if you have any obstacles and doubts, do raise them with your supervisor. Understand the business and find your way to contribute to its goals! ■

TOP 3 THINGS TO LOOK FOR IN A FIRST JOB

The right first job can play a big part in kickstarting a successful career journey.

You are just about to finish your final semester, your parents have been pressuring you to start job hunting and your friends are already knee-deep in churning out multiple job applications.

But where should you even start? What do you even look for in a first job? To start off, begin your job search with a clear mind – otherwise, you might find yourself approaching your job search process the wrong way. Do not panic and take your time to really think about what you want.

To help you get started, here are three considerations you should make when taking your first step into the professional world.



1

Your future opportunities

“Where will this career path or job lead me?” is a question that you should always ask yourself before deciding to apply for any position.

Consider your first job as a stepping stone, and how it pans out may pave the way for your career ahead. Hence, it is crucial to ensure that it can lead you to more opportunities in the future, which in turn helps you achieve your long-term career goals.

You can start by conducting some research on typical career progression pathways for the position you want to pursue and in the specific field you want to work in. If you already have a specific employer in mind, you can do some background research of the employees who currently work, or have worked, in the company.

2

Professional training and growth

Another thing to consider is how the job or your prospective employer can help you grow professionally.

Your first job should be a chance for you to learn as much as you can, so look for a company that provides training or mentorships to graduates and newcomers. You can ask about training opportunities during the job interview with your prospective employer.

Does your employer believe in investing the time and effort to show and teach newcomers how to succeed at what they do? Or do they think that it is more effective for fresh recruits to learn on the job by throwing them in the deep end and letting them learn to swim on their own?

Figure out which method you prefer and understand the initiatives the employer practises to ensure that their employees continue to learn and grow.

3

Adopt other skill sets

Your course of study may have equipped you with a specific skill set, but it is also crucial to think about building other transferable skills on the job.

Your first job is your golden opportunity to take in as much knowledge and skills as you can. You need to think about diversifying your skills, especially transferable ones, so that you become a more well-rounded and marketable individual.

One way for you to find out if your prospective employer or role will allow you to pick up other competencies outside your current skill set is to ask about how teams work in the company. Do departments work independently or together as a collaborative effort? Will your role involve interacting and working with other departments? How does working remotely affect your role?

Exposure to cross-departmental tasks will also allow you to pick up different skills, while repetitive, routine tasks may limit you to only one specific skill set. Hence, it is essential to have a good understanding of the role on offer. ■

WHAT ELSE CAN I DO AFTER GRADUATION?

Besides entering the working world, today's graduates are making new waves through positive change in other ways. Taking the path less travelled often leads to fulfilling adventures.

1. Take some time off

Also known as a sabbatical break, taking a gap year gives you time to figure things out and decide what comes next for your career journey. Plus, it is a good opportunity to not only pick up new skills and experiences along the way, which can help to bolster your resume.

If you intend to travel abroad, you can consider work and travel programmes offered by some organisations, which allow you to gain international exposure and valuable skills, while also earning money to fund your travels.

Tips for taking a gap year

While exciting, a gap year will require not just thorough planning on what to do, but also the willpower to see it through. After all, when you return to job hunting, you may be asked to account for the year of experience and learning to future employers.

In the same vein, be prepared to find ways to sync up with the recruitment cycle upon completing your gap year. Bear in mind that you will have to compete with new graduates in the job market when resuming your job search.

2. Take up postgraduate studies

Returning to school so soon after graduating may seem surreal, but undertaking postgraduate studies is a great way to boost your career prospects, especially if you intend on joining a competitive industry. However, they also take up considerable investment of time and money, so consider your options carefully, and be clear about what you want to pursue.

With this in mind, list the courses and institutions of interest and speak to your academic advisor, professor, or career coach if you need guidance.

Tips for pursuing graduate courses

When choosing a course, make sure it aligns to the industry you intend to work in, and meet your goals for pursuing a postgraduate qualification.

The course's mode of study matters too; whether they take place on-campus or online, or opting for full-time or part-time courses will influence your decision. Additionally, consider how you will fund your studies.

You can choose to study on a part-time basis while working full-time to help with the tuition fees, but it is crucial to manage your commitments effectively. You would not want to take on additional debt for a course which does not advance your career pursuits.

Alternatively, if pursuing a postgraduate degree seems like overkill, consider a postgraduate conversion course for a career transition programme instead.

3. Take up short courses

Short courses allow you to gain new skills or brush up on existing ones, be it picking up a new language or a new technology-centred skill.

Adding a new skill to your toolbox will not only impress employers, but can also help you meet the technical requirements for roles you are interested in. ■

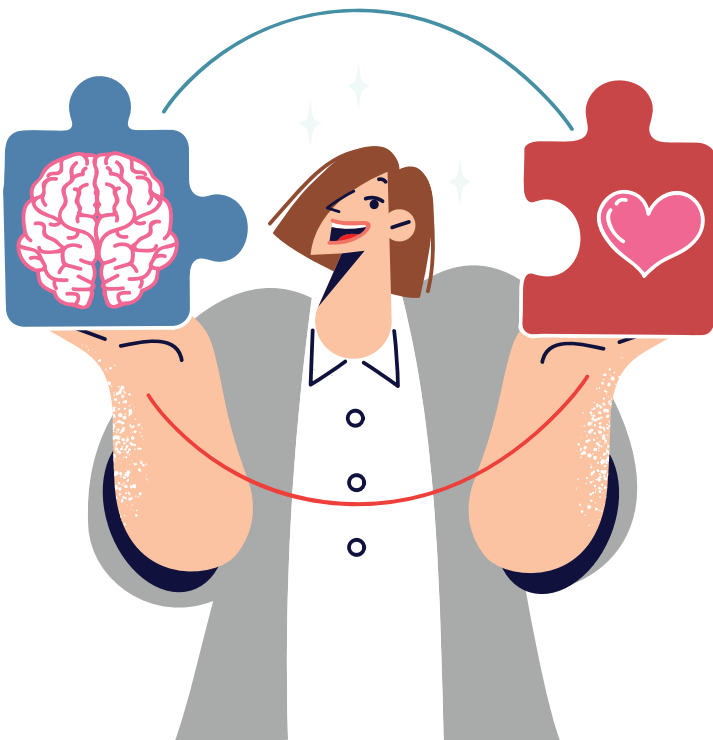
HOW TO MANAGE YOUR MENTAL HEALTH AT WORK

Learn how to maintain your mental health and power through to success.

Mental health is about how you act, feel, think and cope with stress. It is an integral part of every aspect of your life, yet it is something that is not often discussed in the workplace. In reality, mental health is a growing concern, with the AIA Live Better Study 2023 finding that more than three in five Singaporean consumers have expressed concern over such issues.

Mental health (or lack thereof) is not just limited to mental health issues – like depression or anxiety. According to Singapore's Institute of Mental Health, not having mental health issues does not equate to good mental health. Rather, it means that you are in a state of well-being where you manage normal stressors of life effectively. Thankfully, the importance of mental health has become more emphasised, with more graduates wanting to work for employers that offer work-life balance as well as companies offering mental health support. Still, there is more to good mental health than just that.

Here are a few other ways to manage it at work.



Make to-do lists

As you start out on your new job, you might feel pressured to get yourself up to speed as soon as possible, especially as the new kid on the block. But even with offers of help by more experienced colleagues, you may still feel overwhelmed by your assigned mountain of tasks and their tight deadlines.

In cases like these, try making to-do lists. These can be as simple as written post-it notes to a dedicated, decorated corkboard. Regardless of their design, by writing down your tasks, you will not only be better able to get your thoughts in order, but the feeling of checking something off your to-do list can be a real source of motivation.

Consider

Keep your list simple and specific. Include a time frame for every task (and reward yourself every time you meet it), and do not forget to tick them off when completed.

Avoid gossip at work

Although gossip at work might be good entertainment fodder, and might seem like an opening to bond with your co-workers, it can cause conflicts and disrupt team harmony if you are not careful.

If you have any problems with a colleague at work, speak directly to the person. This will reduce miscommunication – which often results in frustration and poorer mental health – and may lead to a quick resolution with minimal stress.

Consider getting your supervisor or manager involved as a mediator if required.

Consider

Some ways to diplomatically avoid these situations are to smoothly change the subject by focusing on “non-gossipy” bits of the conversation, or simply steering away from the topic by revisiting a previous talking point. If that fails, simply walk away and concentrate on your work.

Take breaks

Exploring a new place over the weekend and letting a part of your mind rest is a break. But a five-minute jaunt to the kitchen or pantry for a quick snack can count as a break as well.

A few minutes taken here and there can be enough to let you unwind and de-stress a little before you jump back to the demands of your to-do list. To ensure you are getting enough “me time” to maintain your mental well-being, you can schedule 30-minute work blocks, with five-minute breaks in between.

Consider

Scrolling through the news feed and reading something unrelated to work. Alternatively, you can simply sit still for a few minutes and sort your thoughts out.

Decorate your workstation

If you are allowed to, consider decorating your workstation. Little things like a potted plant, photos of your loved ones or even using brightly-coloured folders can not only help lift your mood at work, but can also play a part in fending off burnout and emotional exhaustion. You can also bring practical items such as a jacket for warmth and a small cushion for comfort.

That being said, do check your company guidelines, and make sure any decorations you bring are neither obstructive nor offensive. After all, at the end of the day, you are still a working professional in a corporate space.

Consider

Keep your desk neat and tidy. Studies have found that excessive mess and clutter can not only impede productivity (having to waste time looking for misplaced documents, for example), but can have a negative effect on your anxiety and stress levels.

Identify the warning signs

When your mental health starts to slip, symptoms such as difficulty concentrating, frequent tiredness or taking more time to complete simple tasks may surface. Unfortunately, it is common for people to write them off and keep working, which can worsen these issues.

Instead, if you find yourself feeling off, do not just ignore it. Instead, acknowledge it and take steps to alleviate your symptoms. Simple things like talking out your feelings with someone, picking up a new hobby or making time for yourself can go a long way in helping you feel better.

Do not be afraid to ask for help

There is absolutely no shame in asking for help. Recognise that needing help is not a failing on your part, and give yourself permission to ask for help. You do not even need to jump straight into counselling sessions if you do not feel ready for that; you can turn to family or close friends for a listening ear.

Consider

Support groups can connect you with other people with similar issues. Anonymous hotlines, on the other hand, offer safe zones as they allow you to talk to strangers. You can also seek professional help if you want to guarantee confidentiality.

CONCLUSION

This list, while not exhaustive, can help you manage your mental health at your first job. However, it will need constant work. Your mental health can be affected by your circumstances of the day and what you need at any given time. No one formula will work for everyone, due to differing needs, personalities and goals.

So instead, figure out what works best for you. Then use it to manage your mental health effectively, so you can always put your best foot forward. ■

UNDERSTANDING DRESS CODES

Your application and resume are important, but so are first impressions. Knowing how to dress professionally will go a long way in showing how well-prepared you are for the role.

Whether you are walking into an interview or attending a networking event, it is important to dress appropriately for the occasion. After all, first impressions matter, and that includes the clothes you are wearing. Here are a few details to take note of when planning out your outfit.



For Her

For Him

Outfit

- | | |
|--|---|
| <ul style="list-style-type: none"> • While there are more options for women in terms of office wear, sticking to appropriate and professional choices is best • You can consider wearing a jacket or blazer to complete the look by choosing professional colours, like black, grey and navy | <ul style="list-style-type: none"> • Keep it classy with a fitted shirt, along with a suit and tie. Make sure that everything fits well; a loose or tight-fitting suit will not reflect well on you • Match your ensemble with plain dark socks and dress shoes |
|--|---|

Hair and Makeup

- | | |
|--|--|
| <ul style="list-style-type: none"> • When styling your hair, keep it tied up or neatly combed and in place • Keep your makeup palette to simple or natural tones | <ul style="list-style-type: none"> • Stick to a clean, natural cut, with your fringe out of your eyes • Keep your facial hair neat. Otherwise, go with a clean-shaven look |
|--|--|

Accessories

- | | |
|---|---|
| <ul style="list-style-type: none"> • Avoid putting on any gaudy or glaring accessories • Keep your nails trimmed, and choose neutral colours for your choice of nail polish | <ul style="list-style-type: none"> • Ensure that the colour of your shoes matches your belt as best you can • Choose simple designs for your cufflinks • Avoid wearing studs or earrings |
|---|---|



Understanding Dress Codes

While dressing formally is generally accepted for interviews, different companies adhere to varying dress codes in the office. Here are the most common ones to keep in mind.

Smart Casual

As the name suggests, this dress code keeps you looking presentable without looking too overdressed or sloppy. This style is commonly found in engineering and IT industries, as well as those working in start-ups and some SMEs.

For Her	For Him
<ul style="list-style-type: none"> • Dresses • Shirts or blouses • Skirts or jeans • Wedges, flats or low-to-medium heels 	<ul style="list-style-type: none"> • Polo tees or shirts • Pants, jeans or chinos • Dress shoes or loafers

Business Casual

This is a step up from smart casual, but still avoids being too formal. While employers with this dress code tend to be from the public sector, media and FMCG industries, you will generally find that client-facing roles will call for this dress code.

For Her	For Him
<ul style="list-style-type: none"> • Dresses • Tops or shirts with long or three-quarter sleeves • Dress pants • Wedges, flats or low-to-medium heels 	<ul style="list-style-type: none"> • Long-sleeved shirts • Pants • Dress shoes • Cufflinks, ties and jackets (optional)

Business Formal

Typically found in industries like the banking and finance sector, this dress code exhibits a strong professional image when facing clients. This style of dress is also ideal for networking sessions and interview sessions with employers, too.

For Her	For Him
<ul style="list-style-type: none"> • Work dresses • Tops or shirts with long or three-quarter sleeves • Pencil skirts • Dress pants • Flats or low-to-medium heels • Business suits or blazers 	<ul style="list-style-type: none"> • Long-sleeved shirts • Pants • Dress shoes • Cufflinks • Plain ties • Dark-coloured suits ■

CRAFTING THE PERFECT RESUME

**Your resume is your golden ticket to a job interview for the position of your dreams.
Here is a guide to presenting a resume that stands out.**

With the number of applications they likely look through each day, most hiring managers only have enough time to glance through each one. As such, it is important that your resume is able to pique their attention and reel them in for a second look.

Here are some tips on how to improve your resume game.

1 Understand the role you are applying for

Recruiters are always looking out for candidates that best fit the advertised roles. As such, if you want to stand any chance of being picked out from the crowd, your resume needs to be both relevant and targeted towards the role you are applying for.

One simple way to do this is to state your career objectives, a key summary of your skill sets, or both, right at the top of your resume. From there, customise them according to the role's requirements and job description, which you can also do with the help of AI tools such as VMock.

2 Highlight your skill sets and expertise

When sifting through resumes, employers are likely checking for certain skills when screening candidates. These are considered key words, and as a potential candidate, you should highlight them in your resume.

For instance, if you are listing marketing experience, use a line or two to highlight the key areas of expertise that you have gained, such as market research, interviewing, public relations and business development. Alternatively, if you are applying for a role in business management, state relevant areas of expertise such as executive-level communication, strategic planning, and client management.

3 Show relevant experiences

These can include internships, part-time jobs or co-curricular activities that are related to the role you are applying for. For example, a past gig as a retail assistant allows you to demonstrate your ability to communicate with customers, and develop experience in inventory management.

Similarly, if you have undertaken freelancing work in your spare time, it can indicate your ability to not only manage customer expectations, but also time and project management.

4 Reveal numbers and details about your accomplishments

Including numbers and metrics in your resume is a great way to quantify your achievements and show recruiters the extent of your skills. For example, if you helped to increase the number of clients in your last job, state the number you on-boarded within a set time period.

This can be applied to a variety of achievements. If you did tutoring, you can talk about what areas you helped them improve in, as well as their growth via their grades. Have you led projects in school? Talk about their objectives and how you managed to achieve them. This tells employers that you are not just a doer, but a thinker, too.

5 Showcase your uniqueness

Why should they hire you? What can you offer that other candidates cannot?

Apart from the skills they want, some of your unique talents could be the deciding factor for employers to consider you as a candidate.

For example, being fluent in multiple languages could be appealing for employers looking to collaborate in new global markets, while a strong affinity for graphic design is welcome for a variety of job positions. If you have taken up courses to further your interest in coding, do include the certifications you have earned.

6 Time your submissions

Last but not least, submit your applications as early as possible so that you do not miss out on popular roles. After all, every vacancy that is filled means that there is one less for you, no matter how impressive your credentials are. Your resume is the hiring manager's first impression of you, so make sure you give it your best shot.



Things to note

Here are some tips to note before sending your resume to your dream employer.

Keep it professional

Your resume will serve as an employer's first impression of you, so make it a good one.

Apart from using appropriate fonts like Times New Roman or Arial, do remember to also add links to both your SMU email and your LinkedIn profile.

Be mindful of the details

Once done, read through your resume and check for any formatting errors such as:

- Grammatical errors
- Spelling mistakes
- Inconsistencies (e.g. date formatting and paragraphing)
- Poor sequencing (e.g. not listing experiences in reverse-chronological or order)

Focus on your achievements

Instead of just listing your responsibilities, put more emphasis on your achievements.

You can do this by providing more context on your contributions and using action verbs.

KENT TAY

+65 1234 5678 | abc@business.smu.edu.sg | LinkedIn

EDUCATION

Singapore Management University (SMU)

Aug 20XX – May 20YY

Bachelor of Business Management

- GPA: 3.4/4
- List awards e.g. Dean's List

Pre-university institution

Mth 20XX – Mth 20YY

Qualifications e.g. GCE 'A' Levels / Diploma in Business Studies

EXPERIENCE

Organisation 1

Mth 20XX – Mth 20YY

Designation

- Example: Sold (**action verb**) 25 new appliances per month (**task** | **result**), valued at over S\$100,000 across five Southeast Asian markets (**result**)
- Job statement 2
- Job statement 3

Organisation 2

Mth 20XX – Mth 20YY

Designation

- Job statement 1
- Job statement 2
- Job statement 3

CO-CURRICULAR ACTIVITIES

Organisation

Mth 20XX – Mth 20YY

Designation

- Example: Organised (**action verb**) six company visits per quarter (**task** | **result**) for members to glean insights into the manufacturing sector (**task**)
- Job statement 2
- Job statement 3

COMMUNITY SERVICE

Organisation

Mth 20XX – Mth 20YY

Designation

- Example: Raised (**action verb**) S\$25,000 at a charity bazaar (**task** | **result**) for 250 underprivileged children (**result**)
- Job statement 2
- Job statement 3

SKILLS & INTERESTS

- Fluent in languages
- Proficient in Microsoft Office applications and/or other proprietary software (list in subsequent bullets)
- List interests

TIPS FOR COVER LETTER WRITING

An effective cover letter can bring you a step closer to that coveted job interview. Be sure to customise each cover letter to improve your chances.

What should a cover letter include?

An effective one-page cover letter needs to, minimally, contain the following:

- | | |
|----------|--|
| 1 | <u>Introductory paragraph</u>

What position are you applying for? Where did you find the job opportunity? |
| 2 | <u>Your motivations</u>

Why are you interested in this field and company? |
| 3 | <u>Your skills and strengths</u>

How can you contribute to the company? |

5 reasons to write that cover letter

1. They are a good avenue for you to demonstrate your writing skills – unlike resumes, where you write in bullet points and short phrases.
2. It is an opportunity for you to highlight your skills and motivations for your application in greater detail.
3. Recruiters may use cover letters to gauge your level of interest in the position. Applicants who do not submit one may be seen as indifferent to the job.
4. Some recruiters use cover letters to infer a candidate's personality, which can determine their fit for the role or organisation.
5. The cover letter is especially important for a speculative application. The letter gives you the opportunity to introduce yourself to the employer, as well as to set up follow-up steps.



Quick tip

Internet-proof your cover letter

- Always export your cover letter to a PDF before sending it to recruiters unless the recruiter requests a particular file type. The PDF format lets you avoid any minor corruptions that word processor documents may experience during an online transfer (such as formatting errors).
- If you are submitting your cover letter and resume through email, write a short email message to introduce your attachments.
- You can also run an email test and send it to yourself first to check that the right documents have been attached.

Structure and content of cover letter

Date

Name of hirer
Designation of hirer
Company's name
Company's address

Dear Sir or Madam [or state name of hirer (if known)]

Application for [state position]

First paragraph

- Open with a brief self-introduction, followed by stating the purpose for writing, specifying the position you are seeking (e.g. summer internship, or full-time position) and your availability to start work.

Second paragraph

- Research and understand what the job entails.
- Demonstrate genuine enthusiasm by articulating your motivation for the role and interest in joining the company (e.g. "Why am I applying for this role?", "Why am I applying for this role at this company?")
- This paragraph should always be customised.

Third paragraph

- Showcase and substantiate how your qualifications and career plan match the job, and align your unique selling proposition with the company's needs.
- Highlight relevant knowledge, skills and experience (from your resume) that would meet the requirements of the role.

Closing paragraph

- Close by reiterating your interest in the role and your availability for an interview. Finish on a positive note, and thank your prospective employer for their time.
- Mention any accompanying documents (e.g. resume, academic transcripts).

Sign off

- Use "Yours faithfully" with "Dear Sir or Madam" and "Yours sincerely" with a personal form of salutation (e.g. "Dear Mrs Cheong").
- Display your mobile number and email address below your name.

PERSONAL BRANDING AND NETWORKING

Establishing your own brand and image, along with making new connections in the industry, is important for a fresh graduate's career success. Here are some tips on how you can enhance your personal brand and network with ease.

Your personal brand is what people remember of you. In the early stages of your career, managing first impressions and your professional image is crucial in clinching the role you want.

Networking helps you to get to where you want to be, and there are certain strategies to follow to make successful connections with industry contacts.

Personal branding tips

1. Determine your unique selling points

What sets you apart from the rest? Whether you are speaking to recruiters, sending in applications or sitting in an interview, you need to show that you not only possess the skills they want, but also what you can bring to the table as a potential hire.

You may be fresh out of school, but you also have your own brand of specialised knowledge, skills and experiences under your belt. Use them to your advantage.

2. Tell your personal brand story

At the very top of your resume, include a statement about your career objectives or a summary about your skill sets. If you are submitting a cover letter, be clear about why you are interested in the role you are applying for.

Having a portfolio with your best works helps too; you can show it off to interested recruiters or during interviews and networking sessions.

You should also keep your online presence in mind as well – keep your LinkedIn profile and public social media accounts professional, while also giving them your own personalised touch, such as listing down your areas of interest and expertise.

A word of advice: Be yourself

Above all else, do not lie. Avoid making up selling points about yourself or pretending to be someone you are not. Instead, focus on your existing skills and experience as a professional.



Networking strategies

1. Dress well for success

Regardless of whether it is in-person or online, networking events are where you should be, unless stated otherwise, in formal attire. However, it is usually better to err on the side of caution and dress up; showing up underdressed is a poor reflection of your professionalism, and is the last sort of impression you want to make on recruiters and potential connections alike!

2. Strategise and be selective

While you should try to speak to as many people as possible, attempting to talk to everyone at a networking event is both unrealistic and often counterproductive.

Instead, be strategic: find out ahead of time about which companies are participating, and shortlist which employers you want to speak to. Strategise how much time you need to do so, and maximise your time and energy for the single event.

3. Follow up, follow through

After meeting someone new at a networking event, you should establish a point of contact via a business card (if the event is physical), a LinkedIn message, or an email, introducing yourself and thanking them for taking the time to speak to you at the event.

You can make a reference to any memorable point during the conversation in person, and send them any documents as promised, such as your resume or a link to your portfolio.

4. Keep the conversation going

Prepare an elevator pitch for yourself, focusing on your career background and interests in less than half a minute. It should also be in an interesting and succinct manner.

Avoid sensitive topics such as politics and religion at networking events, and focus on the value you can bring to others with your skills and knowledge.

5. Listen and show interest

Be engaged in the conversation, whether you are speaking to someone new or listening to another party.

Ask genuine questions when appropriate and be interested in what the other party is saying. Provide input only when it is necessary.

A word of advice: Put your phone away

Whether the event is in-person or virtual, you should either set your phone on silent mode or keep it away. If you need to take down notes, do inform the other party of what you are doing so that you do not come across as rude or uninterested. ■

4 TYPES OF INTERVIEWS



One-on-one Interview

Otherwise known as personal or face-to-face interviews, this involves your interviewer asking a series of questions to evaluate your suitability for the job. Although most one-on-one interview sessions take place in-person, some employers opt to conduct them virtually.

Some companies prefer using several rounds of one-on-one interviews for different department heads to meet with potential candidates before making the hiring decision.

Interview tips

- Show your interviewer your interest in the job by asking relevant questions. These can include asking about the role's day-to-day tasks, the work culture, or career progression.
- Talk about how the job role matches your aspirations, career plans and relevant interests. Enthusiasm is key.
- Demonstrate specific examples of the skills required for the role you are applying for and discuss relevant transferable skills you obtained from any school or work experience.
- Note that body language is just as important as verbal communication. Maintain a decent level of eye contact throughout the interview, sit upright to exude confidence and remember to smile.



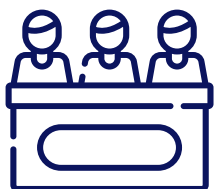
Video Interview

While some employers have reverted to in-person interviews, video interviews remain a viable option, offering more flexibility and convenience for both parties. Due to the potential technical pitfalls and how different they may be depending on the platform used by each employer, they can be intimidating.

Video interviews may take place "live" (e.g. through Zoom) or may have candidates submit pre-recorded interviews (e.g. video submissions).

Interview tips

- Practice makes perfect. Start by getting used to appearing on-screen. Switch on your computer's webcam and record yourself as though you are running through a practice interview.
- First impressions are still important, so dress appropriately. Make sure your background looks professional and tidy.
- Make sure that your signal strength is strong to prevent any risk of the video conference dropping midway through your interview. A good way to test this is to stream a high-definition video over YouTube and see if it buffers or stutters.
- If you are taking the call on a laptop or any mobile device, make sure it is plugged to a power source. The last thing you want is for the session to shut down abruptly due to a low battery warning.



Panel Interview

Panel interviews typically involve anywhere from three to eight interviewers. They usually consist of a mix of HR personnel, business managers and some departmental specialists.

Do not be lulled into a false sense of security even if these interviews are held over video. They are often more rigorous and meticulous than individual interviews as you will be juggling questions from multiple sources. Although this may sound intimidating, there is no need to fret. The interviewers are out to find out the same thing as at any other interview: whether you are a good fit for the company.

Interview tips

- Maintain direct eye contact with the interviewers. If your interview is taking place in-person, answer them while making eye contact. If it is over video, talk to the camera instead of the video feed on-screen.
- Address the interviewers by name when speaking to them. If your interview is taking place face-to-face, one trick is to get their name cards at the beginning of the session, and then arrange them in front of you according to the interviewers' sitting arrangement.
- Stay calm if one of the interviewers looks bored. Given their different backgrounds, not every member on the panel may be interested in your answer to a specific question.
- Sometimes, you may be asked the same question twice, albeit unintentionally. Do not second-guess yourself, and always keep to the same version of your story.



Phone Interview

Phone interviews are often used as a screening exercise where employers check some basic information about the interviewee prior to a face-to-face or virtual interview. It is also employed to sieve through suitable candidates early in the recruitment process.

The relative anonymity of a phone interview may allow you to speak to your interviewer without the stress of travelling to an unfamiliar place in professional attire, but avoid letting your guard down. ■

Interview tips

- Because this type of interview is audio-only, their first impression of you will come from your voice. Hence, be sure to sound attentive, polite and enthusiastic.
- Take note of the keywords of the questions asked when responding to your interviewer.
- Do not be distracted by your surroundings or lose track of what you want to say next. Avoid filler words such as “umm” and “uh-huh” or constant requests to repeat the questions.
- Have your resume and application form next to you in case you need to refer to them during the interview.
- Choose a conducive, quiet environment for the phone appointment to prevent any background noises from disrupting your session.

MASTERING THE JOB INTERVIEW

Securing a job interview is the next step to getting the role you have applied for. It is now up to you to convince the employer about your fit for the role and the company.

Formats of the job interview tend to differ from company to company. However, the ways to present the best of your professional self and excel in a job interview are the

same for any setting.

Here are some tips to help you prepare for the interview.

DO...



...your homework

Make sure to do your research about the employer ahead of time. Visit the company's website and social media platforms and learn all you can about them. Having this information on hand will not only make it easier for you to connect with the interviewer, but also shows your initiative and enthusiasm about the company.

Make sure your employer research covers the following information:

- What the company does (products made and/or services provided).
- The company's history and defining moments.
- Where it operates and in which markets.
- Its unique selling points
- The company's core values and goals.



...practise

Approach your career coach for a practice session. They can help you improve your interview skills and may even be able to share crucial insights into the particular employer you are interested in, as well as what they usually look for in potential candidates.



...be in control of yourself during the interview

While feeling nervous during an interview is normal, do not let your nerves get the better of you.

During the interview, remember that it is okay to take a moment to pause and gather your thoughts. There is also nothing wrong with asking for clarification if you are stumped by a challenging question. Just make sure to make your responses clear so that you can be easily understood.



...plan your day

Remember – first impressions can go a long way. Make sure you know what to wear on the day and how to get to your interview venue. Charge your phone and read through your application again in detail.

You should also bring along a fresh copy of your resume and job application form. Also, organise any supporting documents you need to take with you in advance.



...reflect about yourself

Recruiters are interested in the unique skills you can bring to the table. Reflect on your work experience, skills, strengths and interests and how these relate to the job and area of work.

Think about your achievements and activities, which can include hobbies, contributions to university societies, internships, work placements and voluntary work. Make notes on the skills learned from these experiences and how you have applied them.

More importantly, you should also note your contributions to different situations.



Quick tip

Before going to your interview, review your resume or job application form. Think of how you can expand any examples and skills, or if there is any noteworthy information that you left out when writing your application.

Ask yourself questions like: “Which examples would be the best ones to highlight for the available job?” Talk about these during your interview.

DO NOT...

✗ ...fail to communicate

Be polite at all times and avoid any chance of miscommunication by confirming the details of the appointment beforehand. Be certain to state your preferred date and time slot.

In case of any unforeseen circumstances, make sure to call the interviewer ahead of time to reschedule. This shows your sincerity about the job offer and consideration for their time.

✗ ...give overly-practised answers

Seasoned recruiters can tell when you are using overtly cliché or overly prepared answers. For example, stating your greatest weakness as “being a perfectionist” is unlikely to impress them, and will hurt your chances of being considered as a potential hire.

Instead, keep a balance between preparation and being authentic. Stay professional, but do not stray away from making your responses your own by adding in your own personality.

✗ ...be afraid to ask questions

Job interviews are not just for employers to assess your suitability for the role, but also an opportunity for you to determine if the job and company match your needs as well. Asking questions will also show the interviewer your level of interest in the position, and will improve your chances of landing the job.

Ask thoughtful questions about the job's specific responsibilities beyond the advertised day-to-day scope, professional development and career progression opportunities, the team you will be working with, or even workplace culture to get a clearer idea of the role on offer.

✗ ...forget to showcase your strengths

Recruiters have an idea of the kind of competencies and personality needed to fill the role, and are looking for individuals who are able to add value to the team.

Failing to explain what you can offer the organisation may hurt your chances of being considered for the position. Remember to emphasise your relevant skills and qualities to show their alignment with the job description. ■

DEALING WITH LIVE VIDEO INTERVIEWS

Video interviews are still a popular option for all kinds of employers, so it pays to be prepared on how to deal with them.

Video interviews saw a boost in popularity during the Covid-19 pandemic as both recruiters and companies continued to practise social distancing. Fast-forward to today, while in-person interviews have made a comeback, video interviews are still popular choices due to their increased accessibility and flexibility for both parties.

As such, knowing how to navigate video interviews is a must these days. Here are a few tips on how you tackle these virtual conversations with ease.

Preparing for your live video interview

While the process sounds simple enough, there is more to the interview than just signing into Zoom, switching on your webcam and talking to your screen. Rather, you will want to do a bit of prep work beforehand to ensure you set the right tone. Here are a few pointers:

- Take some time to familiarise yourself with the platform your interview will be conducted on – whether it is Zoom, Google Hangouts, Microsoft Teams, or any other video conferencing platform the recruiter prefers.
- Research the company you are interviewing with beforehand. Interviewers will know if you have not done your homework and are reading stuff online even over the call – it is very obvious. They can even hear you Googling questions!
- Get used to talking formally in front of the camera. Turn on your webcam and rehearse your responses to interview questions, paying attention to how you come across on camera. If you can, run through some practice interviews with friends or career coaches.
- Dress as you would for an in-person interview, and that includes the parts off-camera. Dressing right will help get you into the right headspace, and should you need to move around during the meeting, it will save you from a potentially mortifying situation!
- Your interviewer will have agreed on a time slot with you for the interview. So block out a quiet spot in your house or room for that time in advance. You do not want roommates or family members walking in or messing around in the background while you are on the call.
- When picking a spot for your interview, try and find somewhere reasonably quiet and well-lit, with a tidy background free of clutter. You will want to project a professional image, so make sure you do not have anything too personal or inappropriate lurking around behind you.



Nailing your live video interview

When the big day arrives, it is time for you to shine. Here are some tips on how to present yourself effectively over that live video call:

- Before anything else, check your Wi-Fi, webcam, and microphone. A simple way to check your internet strength is by streaming an HD video on YouTube to see if it plays smoothly or keeps buffering.
- At the start of the interview, greet your interviewer as you would in real life. Just because you are talking online does not mean that you can drop social niceties.
- Try and get to know your interviewer before jumping into the interview proper. Make some small talk, ask them a bit about themselves or inquire about their well-being.

Video conference calls can be a little awkward for everyone, so attempts to break the ice may be appreciated.

- When talking, try to speak slightly slower than usual and put extra effort into choosing the right words to get your points across. The biggest difference between a live video interview and an in-person one is that non-verbal communication does not translate as easily. So remember that your words are all you have to rely on.
- Should the call glitch out, freeze, or lag, do not panic. Keep calm, wait for the call quality to be restored, explain that the call glitched up for a bit and

check with your interviewer if they heard everything you said before.

- Try your best to look at the camera rather than the video feed on screen. Even though this feels rather awkward, one of the best things you can do in a video interview is to maintain eye contact.
- Most importantly, just as you would do with an in-person interview, do not forget to follow up with your interviewer afterwards, whether with a thank-you email or by connecting over LinkedIn. ■

TACKLING CASE STUDIES

Here are some tips on how to make your case by impressing recruiters during a case study session.



How to approach them

1. You need to be clear about what you are being asked to do. Start by reading through the information pack and assessing the assigned tasks.
2. Make sure you fully understand the problem, your role and your objectives. If you are unsure, ask for more information or clarification from your assessors.
3. If you are working in a group, consider dividing up tasks. For example, you can nominate someone to parse through any new information passed to the group over the course of the exercise. Time management will also be key during the exercise, so ensure that your group has an assigned timekeeper.
4. While you should not dominate any discussion, do not be afraid to speak up, too. Remember, the assessors are not only evaluating your team performance, but your individual performance too.
5. Remember to allocate time to prepare for your final presentation, and be realistic about how much you can fit into it.
6. Stay focused on your objectives! Your final presentation should be relevant, clear and concise, and should include a summary of your conclusions and recommendations.

What?

Case study exercises are practical evaluations involving a hypothetical, work-related problem (often based on real-life cases) that requires a solution. Based on the information provided, candidates, either individually or as a group, are tasked to analyse the scenario and present their findings, commonly through a written report, a presentation, or group discussion.

When?

Case studies are particularly popular in assessment centres for graduate jobs in banking, financial services, accountancy, and management consulting. However, they can also be part of assessments for other sectors and industries as well.

What assessors look out for in case studies

- Analysis
- Problem-solving skills
- Time management
- Teamwork
- Commercial awareness
- Presentation abilities



Can I practise for these?

Yes, you can!

Here are some ways you can prepare for case studies:

1. Find out about the kind of business decisions the company you are applying for has had to make, or has made recently.
2. You will need a bird's-eye view of the current economic environment. Read the business pages of newspapers or magazines to get a better idea of current business activities.
3. Practise your mental arithmetics, as you may have to demonstrate your quantitative abilities without a calculator.
4. Talk to your relevant industry contacts/mentors to learn more about new developments. You can also discuss various scenarios with them to see if your recommendations are sound.
5. There is often more than one way to solve a problem. Get in the habit of brainstorming multiple approaches to a single case, instead of sticking to a single textbook solution.
6. Check in with the Dato' Kho Hui Meng Career Centre for its suite of workshops or relevant presentations on case studies. Join any practice sessions until you become familiar with the format.

Though part of the aim of case studies is to help assessors see how you cope with the unfamiliar, research will still boost your confidence and help you tackle issues in a more informed way.

Case study example

The following example, based on a genuine case study used by a multinational investment bank, should give you an idea of what to expect:

The scenario:

A large publisher of magazines and books is looking to make a significant acquisition. It has identified a target company and approached a number of investment banks for their views on the merits of a potential deal and a target price.

Based on these presentations, the publisher will decide whether to proceed with a bid and, if so, select one bank to act as its advisor.

The task:

Your team is one of the investment banks bidding to win the mandate. You need to analyse the figures provided, to review the marketplace, your potential client (the publisher), and the target company.

You must also prepare a five-minute presentation giving your recommendations.

Note:

You may either be provided with a wealth of raw data alongside the scenario, or you and your group may have to dig up all the necessary information by yourselves somehow.

Either way, you will need to crystallise all this information before you can develop a workable action plan that you can present to your assessors. ■

ACING ASSESSMENT CENTRES

Find out why graduate employers design assessment centres, what to expect, and how to show you are the right candidate for the job.

Assessment centres are a common method used by many employers as part of their recruitment process. Here, candidates complete a series of exercises, tests and interviews designed to evaluate their suitability for a given job.

Because these focus more on measuring job-related skills and behaviour, they are often considered a more holistic and effective way to select candidates rather than just traditional tests and interviews

Typical assessment centre activities

Employers typically design their own assessment centres that test for skills and aptitudes required for the company. That being said, they do contain some similar elements and exercises.

As such, you can expect a combination of the following:

- **Information session** – You may be given a presentation about the organisation's business.
- **Group ice-breaker exercise** – This exercise is for you to get to know fellow candidates and also your employers..
- **Aptitude and psychometric tests** – In some cases, you may have had to take them prior to the day itself, though you may be asked to repeat them to confirm your results.
- **In-tray or e-tray exercise** – This allows employers to evaluate your ability to absorb information, prioritise, make decisions and communicate.
- **Group exercise** – This could be a case study discussion, probably involving an issue or project relevant to the business. Alternatively, it could be a group problem-solving exercise. For example, you might be put into teams and asked to construct something.
- **Individual or group presentations** – Some employers may give you a topic prior to the assessment day so you can prepare in advance, while others may call for an impromptu presentation. In the latter case, you are typically allowed to choose your topic from a predetermined list.
- **Interviews** – These can range from one-on-one interviews to panel interviews. Potential interviewers could include staff from HR, or senior employees from the department you are applying to.
- **Social breaks** – Although mealtimes are usually not formally assessed, they are still an opportunity to demonstrate your interpersonal skills and to find out a little more about your prospective colleagues, the business and your fellow candidates in a less formal setting.



What recruiters are looking for

- Evidence of soft skills, such as communication, teamwork and problem-solving.
- Group settings make it easier to assess your interpersonal and negotiation skills.
- **REMEMBER:** This is not a competition! While the recruiters are reviewing your performance levels, your ability to work with others is also being assessed as well.



Preparing for an assessment centre

Arrive with an open mind and be ready to get involved, but remember that some practical preparation before the day will be your biggest help and confidence booster.

- **Reach out to your career centre.** Most career centres run practice sessions for assessment centres. At the very least, you may be able to prepare for the psychometric tests or book sessions to prepare for the individual assessment centre activities, such as group exercises.
- **Thoroughly read all materials sent by the employer carefully.** This includes practical information such as the location of the assessment centre and the starting time. Details about how the day will be structured may also be provided.
- **Check whether or not you need to complete any tasks before the day.** You may need to work on parts of a case study or put together a presentation. Plan time for this and do not leave it until the last minute.
- **Brush up on your interview skills.** Interviews will be included in the format so be ready to excel in individual tasks.

How to shine at assessment centres

1. Be professional

Arrive on time and present yourself professionally. Engage with other candidates in a polite and friendly manner.

2. Participate

Do not just stand by the sidelines. Show enthusiasm in every task. Group exercises are designed to see how well you work with others, so make sure you contribute effectively.

3. Stay focused

Ensure you are well-rested as the day is likely to be long and demanding, requiring continuous alertness and engagement.

4. Be the best version of you

Present the best version of yourself authentically. If you tend to be reserved, make an effort to articulate your thoughts. Conversely, if you are assertive by nature, pull back slightly to allow others a chance to express their opinions. ■

GRILLING YOUR INTERVIEWER

A job interview is not just about answering questions – not asking any of your own will make you seem unprepared or disinterested. Here are a few guidelines on what you should ask your interviewer at the end of your interview.

1

Ask more about the tasks you will be involved in

Interviewers usually develop a better idea of your capabilities and background as you answer their questions in a job interview. After all, this is when they can identify best your strengths and expertise as a potential hire.

Consequently, you should leave the interview with a clearer understanding of your potential responsibility, required skills and experiences. This information will help you make an informed decision should you receive an offer

2

Ask about training and growth opportunities

Employers want graduate hires who are eager for personal and professional growth, and will reciprocally contribute their skills and knowledge to the company.

Beyond the short term, employers will want you to be able to help tackle challenges and key problems the company is facing as well. Inquire about training opportunities and future growth plans to demonstrate your enthusiasm and alignment with your career objectives.

3

Ask about their thoughts on working at the company

When looking into a company, apart from the job's pay and benefits, you should also learn about what it is like working there. And what better way to find out than to ask someone who already does?

Instead of directly asking about the company's culture, consider asking the interviewer what they enjoy about working there. Not only will this help you build rapport with your interviewer, but also offers insights of the company's culture and reveals what your experience might entail as a potential employee.

**4****Ask about the expectations for the role**

With every job comes its own metrics for success as well as challenges, and as someone looking to fill that role, it is in your best interest to know what they are, especially since this type of information is rarely provided in most job descriptions.

This inquiry not only demonstrates your proactive approach but also provides an opportunity to discuss how you have overcome similar challenges, potentially enhancing your standing with the interviewer.

5**Ask about how to follow up with the application**

Before concluding the interview, be sure to thank the interviewers and end it on a good note. Reiterate your qualities and skills pertinent to the role. Afterwards, be sure to ask about what comes next in the recruitment process, and the expected timeline for hiring decisions.

If you have any other questions post-interview, you can still ask them by mentioning them in your thank-you email afterwards, maintaining conciseness and relevance. While curiosity is a step towards success, moderation is key! ■

PREPARING FOR THE BIG DAY

Your first job interview is here! Breaking down the run-up to the interview into a series of manageable chunks and actions can really help a lot.

Get the dress code right

Objective: Figure out how to look the part of an impressive candidate.



Your interview is a chance to show how you would fit in, and this includes your appearance.

Look on the recruiter's website for clues about what the staff at the organisation consider to be appropriate business wear and copy them. Err on the side of formality unless stated otherwise – it is always better to come overdressed instead of underdressed!

Your clothes should be clean, fitted and pressed. Be sure to cover up any tattoos. If you drink a lot of coffee or smoke, make sure your teeth are stain-free.



One week before

The night before



Prepare everything needed in advance

Objective: Have everything you need ready to go so you will not panic the next day.



- Prepare your interview outfit in advance, and place it where it is visible. This will eliminate the stress of choosing what to wear on the day of the interview.
- If your interview is in person, bring a suitable, professional-looking bag to store your stuff in. Prepare two additional printed copies of your resume on good, solid paper for any additional interviewers who might attend unannounced.
- Give yourself an early night's rest. After all, you will want to be as sharp and alert as possible!



Depart for your destination

Objective: Arrive at the interview venue with plenty of time to spare.

Traffic generally has a strange way of going against you when you need to get somewhere in a hurry.

With this in mind, leave early to arrive at the location before your appointed time. Remember that when it comes to job interviews, arriving “on time” is tantamount to arriving late.



Introduce yourself to a stranger and break the ice

Objective: Get used to talking in your new surroundings by striking up a conversation with someone who works in the same company, but will not be interviewing you.

The first person you will encounter is likely to be the receptionist expecting your arrival. You may be asked to sign in before entering the visitors’ area.

Be friendly and appreciative of anyone you come into contact with, be it the cleaner or the CEO.



2 hours before



30 minutes before



20 minutes before



Arrive at the premises and get comfortable with your surroundings/Log onto the interview platform and get comfortable with it

Objective: Stay calm and get into a positive frame of mind.

For an in-person interview, arriving 30 minutes early should give you enough time to get to where you need to be.

If your interview is virtual, log onto the chosen platform early to familiarise yourself with its features. Make sure that your connection is strong, and both the camera and microphone are working properly.

At this point, you might be feeling nervous and worried about how the interview will go. While it is valid to feel this way, the best thing you can do for yourself is to calm your nerves. Take as much time as you can to gather your thoughts and if the situation allows it, take a short stroll around.



Meet and greet the interviewers

Objective: From the very start, treat the interview as a meeting between two parties, not a one-way interrogation.

There is usually a short explanation of how the interview will be structured. Typically, the interviewers will begin with an overview of the company and the role you are being interviewed for.

This preamble is a relatively relaxed part of the interview, so use this opportunity to ask some smart questions.



10 minutes before

Crunch time



Demonstrate your skills

Objective: Use your innate skills and experience and put the know-how gained through this guide and other sources to good effect.



Introductions are usually followed by the most time-consuming part of the interview: Questions to find out whether you can do the job and if you can do it well. At the end of the interview, you will also get the chance to ask your own questions.

Depending on the role, you may undergo a test to evaluate your relevant skills or working style. Carefully follow any instructions, manage your time efficiently for each test section, and concentrate fully.

If you are applying to a graduate scheme, the testing process might be more extensive and carried out separately, such as in an assessment centre, either in-person or virtually. ■

MANAGING JOB OFFERS

What happens after you have been offered a job? How should you deal with more than one offer? Here is a guide to the proper etiquette of how you should handle your job offers, as well as how to accept or reject them professionally.

Do not get carried away with the excitement of a job offer. Instead, take the time to consider if the offer is right for you. Other than mulling over the terms and conditions presented, make sure that you raise any concerns to the employer and have realistic expectations.

★ How do you handle more than one job offer?

Allow ample time to consider all factors before confirming your decision.

Honesty is the best policy

Be open and honest with the employer(s) if you are considering more than one option. Acknowledge the offer and ask how long they are prepared to wait for your response. Do not accept a job verbally or in writing and then renege on the offer, as this is a breach of contract.

Inform the employers concerned only after you have made up your mind.

Be professional

Do not use the situation to pit one offer against another to negotiate a higher starting salary or more benefits. This can backfire if an employer decides to blacklist you as an applicant entirely.

★ How do you accept a job offer?

You will be expected to sign an employment contract after formally accepting a job offer from the recruiter.

Terms to consider in detail

1. Job title
2. Salary and benefits (including travelling, phone and entertainment allowances)
3. Additional incentive compensation
4. Employee education
5. Probation period
6. Notice period (the length of time between resigning and your last day of work)
7. Hours of work per day or week
8. Holiday, sick pay entitlements and insurance
9. Starting date

★ How can you negotiate your salary?

Salary negotiation is an art that may be difficult to grasp. Always state a range for your salary expectations. This gives you more room for negotiation instead of nailing on a single number. By stating a range, you are giving the employer room for adjustments, and yourself wiggle room.

However, be prepared to accept the lower range which you stated as a baseline.

Research market rates and industry standards

If you are unsure about how much you should ask for, or about what benefits you should expect, make sure you do your research. Look into market reports and graduate surveys in the sectors you are interested in.

Consider the package as a whole

Apart from your salary, you should review the entire remuneration package, including benefits such as bonuses, commissions and leave entitlements.

★ How do you reject a job offer?

Turning down a job offer, whether it is your first or fifth one, can be an awkward situation. Still, the important thing here is to do so gracefully and avoid burning any bridges.

Maintaining cordial relationships with your contacts in the industry is important – in this case, the prospective employer who you turned down might become your client, a networking contact, or a prospective employer in the future.

Inform the employer as soon as you have decided

If you intend to turn down an offer, promptly inform the hiring manager and HR personnel as soon as possible so that they can make arrangements to fill the post.

Be sincere

Politely contact the employer to decline the offer. Follow up with the same in writing, stating your reasons upfront. Being authentic and straightforward helps the employer understand your expectations and circumstances.

Keep in touch

Sign off with some pleasantries and offer to keep in touch.

Words of advice

1. Do ask the employer(s) for more time to make your decision.
2. If you are successful in negotiating the terms and conditions of your offer, ensure that the employer sends you a revised offer in writing. Alternatively, promptly email the revised terms and conditions to the employer for confirmation and subsequently, a new offer.
3. Readily seek the advice of your mentors and career coaches if you have difficulty deciding on the job offer(s). ■



HEAR FROM SMU ALUMNI

Find out what SMU graduates are up to in their
career journeys.



OSCAR SIM

Company: Copenhagen Infrastructure Partners

Designation: Investment Associate

Qualifications: Bachelor of Business Management, 2023

*Undergraduate
Alumni*

MY JOB

I am part of a team who originates and evaluates potential investments into renewable energy assets across emerging economies in Asia and invests into them if we deem that the assets are attractive.

A good amount of time each day is spent on calls with advisors on all transaction matters including engineering, ESG, tax and legal, whose inputs will be synthesised by our team to form a more holistic view of an investment opportunity.

The rest of the day mainly involves preparing the respective opportunities' financial models and investment papers, which are intended to be submitted internally for investment approval.

HOW I GOT MY JOB

I was offered a full-time return offer after my three-month internship during the summer vacation. The interview process for the internship began with a six-hour test with a PowerPoint deck and a project finance model as deliverables, followed by two interviews with the team.

THE HIGHS AND LOWS

I like that my job is deal-based because things hardly get boring since each deal is almost always different, and that also means that I get to learn many new things every time. On the flip side, deals and transactions are also almost always time-sensitive, which will come at some expense of your personal time.

GOING GLOBAL

Although my overseas exchange and internship offers were withdrawn due to COVID, I still gained very meaningful global experiences and forged international friendships at SMU by working on several group projects with visiting exchange students.

The cultural awareness and knowledge gained have helped me to better understand and connect with colleagues from different countries and backgrounds.

SOME ADVICE

Try to develop the habit of always having a well-reasoned opinion on all matters, but with sufficient humility to know and accept that you could be wrong.



TOSHIN SEQUEIRA

Company: Tony Blair Institute for Global Change

Designation: Associate, Asia Pacific Advisory

Qualifications: Bachelor of Science (Economics), 2019; Masters of Management Science Global Affairs, Tsinghua University, 2020

MY JOB

At the Tony Blair Institute for Global Change (TBI), we advise governments on strategies, policies, and their effective implementation to advance socioeconomic development. As part of my role, I contribute to expanding TBI's presence across the Asia-Pacific region. Presently, I am serving as an embedded advisor to Nobel laureate President José Ramos-Horta of Timor-Leste.

HOW I GOT MY JOB

When I first applied for this role, I was unfortunately rejected in the second round, so I would like to share that failure is often part of the journey—do not be discouraged by setbacks. The selection process was rigorous, consisting of six interview rounds, including challenging case interviews. The most difficult part was a real-world case analysis, which required me to deliver a comprehensive solution within a tight timeframe.

What I believe set me apart from other candidates was my diverse international experience—having lived and worked across Singapore, India, and China—and my active involvement in community-building initiatives that honed my leadership and relationship management skills, both of which I believe have been key to my success in this role.

THE HIGHS AND LOWS

I find immense satisfaction in being part of an organisation that is directly

involved in implementation—helping to create tangible impact in countries that need it the most. However, the most challenging aspect of my job is undoubtedly the time away from home. I travel 80-90% of the time, and there have been months when I spend just three days in Singapore. This frequent travel can strain relationships and disrupt daily routines. It is a challenge that requires constant balance, and I advise anyone considering a similar path to be mindful of their personal limits and to communicate their boundaries clearly.

GOING GLOBAL

One key lesson I have learned is that success often hinges on building genuine relationships—whether it is with colleagues, clients, or stakeholders. In many cultures, trust and rapport are foundational before any formal business can take place. I have also come to appreciate the value of active listening; what may seem like a simple conversation can reveal layers of cultural context and unspoken expectations that, when understood, lead to more effective collaboration.

SOME ADVICE

No job, (relationship, or single aspect of life) can provide complete fulfilment on its own. Instead, seek a role that enables you to curate and balance the rest of your life in a way that, collectively, brings you a sense of purpose and contentment. The key is to create harmony between your professional and personal life, so that each complements and enriches the other.



ZINIA ANG

Company: The LEGO Group

Designation: Corporate Counsel

Qualifications: Bachelor of Laws, 2018

MY JOB

My day-to-day responsibilities include advising on legal matters and contractual clauses pertaining to intellectual property (IP). Apart from advisory work, I also carry out enforcement actions against infringements of my organisation's IP. Additionally, I handle legal matters pertaining to the business's marketing campaigns. This involves ensuring that all aspects of the campaigns comply with the local laws of the activation markets, and reviewing related contracts.

HOW I GOT MY JOB

The interview process consisted of three stages. First with a representative from the recruitment team, followed by a teammate, and lastly the hiring manager. In my opinion, the most crucial part was ensuring to demonstrate to each interviewer, within the limited interview duration, both technical expertise and team/culture fit.

THE HIGHS AND LOWS

My favourite part of the job is being able to handle a diverse range of both advisory and enforcement work, across several jurisdictions. This is both rewarding and challenging, as one needs to be sensitive to the different laws and risks in each jurisdiction, and tailor one's strategy accordingly. I also enjoy that the multi-jurisdictional nature of my work enables me to interact and connect with colleagues and stakeholders all over the world.

GOING GLOBAL

My experiences have cultivated an appreciation for diversity and sensitivity for cultural nuances. These insights have proven invaluable in my career as an in-house legal counsel working with global stakeholders. Embracing different perspectives and being adaptable to different communication styles enable me to foster stronger collaborations with colleagues from diverse backgrounds.

SOME ADVICE

The nature of a practising lawyer's job is quite different from that of an in-house legal counsel. I would therefore encourage students interested in such a career to explore in-house internships and observe how legal teams operate within a larger organisation to enable business goals. Focus on building business sense and a solution-focused approach to legal work. Always strive to present risks or problems together with a proposed solution.



FELIX FUNG

Company: Bank of China (Hong Kong)
Designation: Regional Project Manager - Southeast Asia
Qualifications: Master of IT in Business, 2022

*Postgraduate
Alumni*

MY JOB

I joined the Bank of China in 2022 as a Regional Project Manager, based at the Hong Kong headquarters, where I manage Southeast Asia regional operations. My daily responsibilities include centralising middle- and back-office operations, optimising operational processes and quality management, as well as enhancing compliance and operational risk management across the region. I also oversee projects such as regulatory reporting automation and system upgrade initiatives.

WHY I DECIDED TO EMBARK ON THIS CAREER PATH

I worked in risk management at a local bank in Singapore as part of the MAS Basel III reform project team. This was my first exposure to regulatory reporting automation projects, and I came to understand their significance for banks.

In Singapore, I also witnessed the rapid development across ASEAN countries. Through interviews, I learned that the company planned to prioritise growth in Southeast Asia, with the position being responsible for executing that initiative. I knew the market held potential, and having always been interested in regional management, I accepted the job offer.

HOW I PREPARED FOR THIS ENDEAVOUR

SMU strongly emphasises student employment, not only by providing career coaches, but also a mentor programme where I learned how to highlight my

strengths during interviews. I gave examples demonstrating my experience in cross-departmental communication and project management from previous roles.

The trickiest part was while I lacked direct operations experience, I emphasised on my fintech knowledge from the MITB programme and how I used digital tools to improve operational efficiency. I also interned in Singapore, where I was exposed to Southeast Asian business. I believe this ultimately led to my offer.

CHALLENGES IN MY FIRST 100 DAYS AT WORK

Since I lacked experience in banking operations, I dedicated time to review relevant standard operating procedures, such as for settlements and trade finance. Familiarising myself with them was essential to identify how we can enhance local efficiency.

Moreover, each country has unique conditions, so I reviewed research reports to deepen my understanding of local development and economic needs. This allowed me to tailor strategies for each market and support the creation of development plans that suit each region's requirements.

SOME ADVICE

Make the most of project work by working with classmates from diverse backgrounds. That is one of SMU's strengths; our classmates come from different countries. Working together provides opportunities to learn how to communicate across cultures, which is invaluable for a future role in regional management.



JODIE HARTANTO

Company: Arthur D. Little Asia Pte. Ltd.
Designation: Consultant
Qualifications: Master of Business Administration, 2021

MY JOB

As a Consultant at Arthur D. Little Asia Pte. Ltd., I deliver strategic insights and innovative solutions across various industries, including travel and automotive. My role involves engaging with clients to understand their business objectives and foster strong relationships via effective communication. I conduct comprehensive analyses using quantitative and qualitative methods, stay informed about market trends and conduct research to provide recommendations. This blend of client interaction and detailed analysis is central to my day-to-day responsibilities.

WHY I DECIDED TO EMBARK ON THIS CAREER PATH

I transitioned from a Senior Business Development Executive at a Singapore-based Japanese conglomerate to a management consultant to escape the routine of my previous role. After three years in the automotive sector, I sought a more dynamic career path. In my current position, I engage in diverse projects, allowing me to immerse myself in various industries. This shift offers an ever-evolving landscape that keeps work challenging and fulfilling, aligning with my desire for professional growth and varied experiences.

HOW I PREPARED FOR THIS ENDEAVOUR

To prepare myself, I sought guidance from the SMU Postgraduate Career Services advisors to tailor my resume for the industry. The most challenging part was preparing for the case interview, which felt daunting at first. To tackle this, I utilised various resources, including Preplounge and CaseCoach,

to immerse myself in the complexities of case interviews. This extensive preparation not only boosted my confidence but also helped me stand out during the interview. Ultimately, my dedication and thorough preparation set me apart from other candidates.

CHALLENGES IN MY FIRST 100 DAYS AT WORK

I initially faced several challenges, including mastering desktop research, creating impactful slides, and delivering persuasive presentations. To navigate these hurdles, I sought advice from experienced colleagues in the consulting industry. I also persisted and embraced the learning process, which helped me to improve my skills. This proactive approach allowed me to effectively adapt to my new role.

SOME ADVICE

For those aspiring to switch careers, here is my advice. First, understand the essence of your dream job. Next, identify the necessary skills and prerequisites for that role. Seek guidance from various sources, including the SMU Career Centre and alumni. Lastly, cultivate a strong work ethic; view your preparation as a journey rather than a checklist. Embrace this process as an integral part of your career evolution, transforming the grind into a fulfilling experience.



KHOR SHUO EN

Company: TSGS Pte Ltd

Designation: Machine Learning Quant and Trading Analyst

Qualifications: Master of Science in Quantitative Finance, 2024

MY JOB

My job consists of two parts: Machine Learning (ML) Quant Analyst and Trading Analyst. Initially, I was a Trading Analyst where I validated and back-tested our large language model (LLM) for stock and options trading recommendations. I provided guidance on optimising strategies to boost returns and the Sharpe ratio while managing risk, which required strong financial knowledge and programming skills.

Upon confirmation, I transitioned to generating alpha signals using various ML techniques or their combinations, with my daily tasks now being research and programming.

WHY I DECIDED TO EMBARK ON THIS CAREER PATH

In my past job as a senior investment analyst, I built financial models to estimate stock values. My boss often asked when they would realise their potential gain, but my models lacked a time variable to answer reliably. I later learned that stochastic calculus could solve this issue, leading me to join the SMU Master of Science in Quantitative Finance (MQF) to acquire relevant skills.

HOW I PREPARED FOR THIS ENDEAVOUR

I dedicated two years to studying math and programming. While working full-time, I spent five days a week, from 10pm to 2am, studying using YouTube

tutorials and books while balancing work and family life. Afterwards, I applied for the MQF programme. Looking back, all the sacrifice was worth it.

CHALLENGES IN MY FIRST 100 DAYS AT WORK

Initially, I struggled with the frequent use of abbreviations and technical jargon in discussions with developers, which I had to familiarise myself with. With no prior experience with structured query language (SQL), I had to learn quickly to work with SQL databases. Additionally, I had to shift my programming style from academic to professional, focusing on coding cleanly and efficiently. Working with ML required significant self-study. Fortunately, my colleagues helped me overcome these challenges, enabling me to adapt and succeed.

SOME ADVICE

Many studies suggest that AI or ML cannot yet replace humans in trading or investing, and I concur. However, this means the potential in this field remains largely untapped, offering numerous opportunities for innovation.

I once heard the following advice: your skills do not always guarantee success. A talented fisherman in a fishless lake will still come up empty, while an ordinary one in a fish-rich lake is likely to succeed. The key is choosing the right "lake". Since ML in trading is still evolving, why not focus on this area, which holds significant future potential and such knowledge?



PENG WEN (PENNY)

Company: United Overseas Bank Limited

Designation: Client Acquisition Manager, Privilege Banking

Qualifications: Master of Science in Wealth Management, 2024

MY JOB

As my first role within the banking industry, I focus on acquiring high-net-worth clients for UOB Privilege Banking. I collaborate with client advisors, business development, and foreign direct investment teams to provide a comprehensive wealth management experience. My role involves acquiring clients with assets under management of S\$350,000 and above through teleprospecting, networking, and Privilege events across Singapore and the region. Additionally, I manage account openings and promote tailored depository products and services to meet the unique wealth management needs of these affluent clients.

WHY I DECIDED TO EMBARK ON THIS CAREER PATH

With six years of experience in aviation training as a Marketing Executive and Operations Scheduler in Singapore, I worked closely with international airlines and clients. While this role offered valuable experience, I realised the industry limited my long-term career prospects. Seeking growth, I transitioned into banking. As a foreign student from China, my time in Singapore has strengthened my cross-cultural communication and business skills. I am now eager to leverage these skills in the banking sector, focusing on building strong relationships with local and Chinese clients while deepening my expertise in wealth management.

HOW I PREPARED FOR THIS ENDEAVOUR

Starting an internship during my studies was key to my preparation. I began

mine in January 2024 and completed it in June, gaining hands-on experience in wealth management. From March, I applied for full-time jobs, refining my applications with feedback from classmates, alumni, and my career coach. Initially, I received no responses, but by late April, opportunities started coming in. I prepared thoroughly for interviews, seeking advice from peers and practising with my career coach. What set me apart was my punctuality, confidence, and ability to build leads. I always researched the companies and ensured my values aligned with their culture.

CHALLENGES IN MY FIRST 100 DAYS AT WORK

When I started in my new role, I had access to various e-learning modules, training sessions, and opportunities to connect with new colleagues. Spending quality time with my team leader was essential for understanding the specific systems and processes related to my position. I felt nervous during my first client onboarding, and meeting early sales targets proved challenging. As I navigated this process, I had many questions and needed time to find my rhythm and identify valuable resources. Mistakes were part of my learning, so reviewing them to extract lessons was crucial. Building relationships with colleagues over lunch and informal gatherings significantly contributed to our teamwork and long-term success.

SOME ADVICE

Both hard work and rest are essential! Plan your time well, allowing yourself to grow and improve at a balanced, steady pace.



VICTORIA NEO

Company: ESGpedia Pte Ltd

Designation: Data Analyst

Qualifications: Master of IT in Business, 2024

MY JOB

I integrate environmental, social and governance (ESG) data into our platform to support key business objectives. This involves developing and maintaining scheduled pipelines using data warehouse technologies to extract, engineer, and transform data for ingestion, while automating the entire process. My responsibilities include data extraction, exploratory data analysis (EDA), and ensuring efficient data flow. I enjoy collaborating with stakeholders to deliver data and AI-driven solutions, and it is rewarding to witness the entire data journey—from extraction to delivering actionable insights—and see how our work helps make sustainability data more accessible.

WHY I DECIDED TO EMBARK ON THIS CAREER PATH

I transitioned to data analytics after working as a General Paper teacher. With a Sociology background, I have always worked with data, but my job as a content developer was what ignited my passion for big data. I developed an interest in using it to identify and solve real-world problems, and enjoy the process of collecting, cleaning and analysing data to uncover what people need. These experiences allowed me to explore the intersection of data analytics and ESG, leading to a career where I can contribute to ESG's growth and development.

HOW I PREPARED FOR THIS ENDEAVOUR

The transition into the industry was tough. However, the support from the SMU Career Centre, along with the Master of IT in Business (MITB) programme,

gave me a competitive edge. My coursework, plus my internship at Prudential Assurance Company, helped with the technical interview and case study presentation. Additionally, my CFA Institute Certificate in ESG Investing and contract role as an ESG Specialist provided me with the required expertise.

CHALLENGES IN MY FIRST 100 DAYS AT WORK

Early on, I encountered challenges like those I faced during my internship. While tempting to jump straight into coding, I realised that success depended on understanding the company's variables, how the data tables were structured, and the relationships between them. With my prior experience, I felt more prepared and took initiative to review documentation and seek help from my manager about the data structure's logic. This allowed me to overcome the initial challenges and improve my task turnaround time.

SOME ADVICE

If you want to join the data industry, an internship provides practical experience to complement the MITB coursework. Hands-on experiences, such as Scrum sprint systems, managing JIRA tickets, or working with data warehouse technologies and pipelines, are invaluable additions that will enhance the skills MITB provides. Stay open-minded, versatile, and always eager to learn — good luck!



YUNSI ZHENG CHARLENE

Company: Accenture

Designation: Strategy Manager (Southeast Asia)

Qualifications: Master of Human Capital Leadership, 2024; Master of Business Administration, University of Oxford, 2017

MY JOB

I started as Business Strategy Consultant with Accenture in 2021, and have served as Manager since 2022. I focus on designing and delivering business strategy and organisation transformation for financial services (FS) clients across Southeast Asia, leveraging my seven years' experience in the FS industry prior to Accenture. I work closely with C-suite leaders to understand their business goals and challenges, and provide solutions mainly from the "people side of the business", e.g., operating model and organisation design, talent strategy, and talent practices. Internally, I manage and mentor my project teams, and support recruitment efforts for Strategy practice.

WHY I DECIDED TO EMBARK ON THIS CAREER PATH

My experience in the FS industry, especially in venture capital, made me realise that besides financial capital, human capital is crucial for a company's success. This motivated me to explore how to add value to my clients, company, and community by integrating financial and human capitals. After pursuing a Master of Human Capital Leadership at SMU, I joined my current role to realise this aspiration in providing human capital solutions in the financial industry.

HOW I PREPARED FOR THIS ENDEAVOUR

To pivot my career, I proactively sought advice from the SMU Career Centre, accessing helpful resources, e.g., industry networking and case interview workshops. I also leveraged my professional and personal networks, which led to a referral to my current company. I underwent three rounds of

interviews, each including case and fit questions. The most challenging part was developing structured thinking and articulating thought processes under pressure. Nevertheless, my industry experience and transferable skills in communication, business acumen, problem-solving, and stress management helped me stand out.

CHALLENGES IN MY FIRST 100 DAYS AT WORK

In my first 100 days at work, I encountered several challenges: adapting to different ways of working in consulting e.g., the concept of chargeable hours, navigating a large and complex organisation with various businesses and practices (and acronyms), and adjusting to a fast-paced environment that required people to learn and be able to deliver quickly. To overcome these challenges, I actively sought guidance from my career mentor and supportive colleagues. Additionally, I also kept reflecting on my experiences, learn from them, and regularly ask for feedback to improve my performance and integration into the team. This proactive approach helped me adapt effectively in my new role.

SOME ADVICE

To graduates aspiring for a similar career, I encourage you to make your aspiration known to others. There are always people willing and able to help. Stay connected with your existing network, and do not hesitate to explore broader connections, e.g., SMU alumni in consulting industry (including me). Reaching out can help open doors beyond your expectation.



ZHOU MENGJIAO

Company: Colormond Technology Pte. Ltd.

Designation: Growth Marketing Manager

Qualifications: Master of Science in Management, 2024

MY JOB

At Colormond, a jewellery brand with multinational and cross-cultural roots, I contribute to its Asian market debut in Singapore. My role involves helping the brand adapt to local culture, develop a strong image for Southeast Asian expansion, and create online marketing content and offline partnerships. These efforts continually inject vitality into its growth in this diverse market.

WHY I DECIDED TO EMBARK ON THIS CAREER PATH

My career shift to Colormond marks an exciting new chapter. Previously, I worked in B2B technology transfer, focusing on China's air purification industry. During my studies, I developed a keen interest in international brand expansion, immersing myself in local cultures and brand trends. Colormond's commitment to sustainability and amplifying Asian voices in global jewellery resonated with my aspirations for broader career growth. This role allows me to apply my diverse experience while pursuing deeper, more expansive professional development in a new field.

HOW I PREPARED FOR THIS ENDEAVOUR

Embarking on a new career in a foreign country demands both an open mind and the courage to start anew. My career advisor provided invaluable support throughout this journey. Her one-on-one career planning sessions offered consistent affirmation and encouragement, while her insights and job leads opened new perspectives. This guidance proved crucial during my

interviews with Colormond, helping me present a composed demeanour and precise solutions to the founding team. Ultimately, this approach allayed their concerns about my cross-industry background, paving the way for my new role.

CHALLENGES IN MY FIRST 100 DAYS AT WORK

Transitioning to a cross-industry role demands rapid assimilation of new information, encompassing not just the industry itself, but also local market and consumer insights. In Singapore's consumer goods sector, the path from strategy to execution is often fraught with uncertainties. My approach involves swiftly identifying crucial information and utilising effective tools to pinpoint key factors with the most significant impact on outcomes. I then tackle these elements systematically. By consistently feeding execution results back into future work plans is to continuously refine and distil effective strategies, ensuring ongoing improvement and adaptation in this dynamic environment.

SOME ADVICE

Maintain an open and proactive mindset; every new experience will become a cornerstone for future growth.

Follow us for career advice
and industry insight to land
your dream job.

Follow us on TikTok!



Create your free account now at

gradsingapore.com

Graduate jobs, internships & careers advice



CREATING EFFICIENT AND MEANINGFUL SOLUTIONS

Name: Alisha Tham

Company: Changi Airport Group (CAG)

Designation: Manager

Qualifications: Bachelor of Business Management, 2017

*Client
Profile*

MY JOB

As part of the Airside Operations Planning team, we are constantly pursuing higher standards of safety and efficiency at the airside (areas accessible to aircraft like runways and taxiways). This entails having a thorough understanding of operations by observing the processes and participating in discussions with the ground crew to better grasp their current situation. I then explore potential solutions and see them through, from their conceptualisation to implementation. This can involve changing SOPs, conducting technology trials and re-designing the operational change, which all involve working closely with stakeholders.

HOW I GOT MY JOB

I interned with CAG via its Talent Internship Programme. During my assigned individual project, I conducted research, devised potential solutions, and presented my recommendations to the management committee. I was offered early employment with CAG, and it was great being able to secure a full-time job before graduation. Through the interview process, I met my reporting officer and gained a clearer understanding of the job's responsibilities, leading me to find a role that truly excites me!

THE HIGHS AND LOWS

I love interacting with stakeholders and creating solutions that provide value

to the airside ground crew, like new or improved tools and support systems that boost productivity or safety. It is satisfying to hear positive feedback about them and how they have helped the ground crew.

MY HAPPIEST MOMENT AT WORK

My most memorable project is a digital application called Way2Go, which tackles incorrect aircraft 'pushback'. Based on investigation data, we pinpointed key problem statements, and better understood the challenges and pain points users faced. We then worked with a vendor to develop a minimum viable product, undergoing multiple revisions based on user feedback until it was ready for operational trials. With positive feedback from the ground, the team pushed Way2Go for operationalisation, and it is used today as part of live operations. It is heartening to know that the rate of wrong pushback has dropped since its implementation, which motivates the team to improve it further.

SOME ADVICE

Whilst I majored in both Operations and Marketing, the best way to learn about the aviation industry and the quirks of the Changi Airside is to embrace it and get your hands dirty. A good way of gaining exposure is by taking internships at organisations like CAG or other key players in the industry, like ground handling and airline companies. They can also give you network contacts that you can rely on when you join CAG in future!



EXPLORING NEW CHALLENGES

Name: Won Ying Keat

Company: DSO National Laboratories

Designation: Cybersecurity Researcher

Qualifications: Bachelor of Science (Computer Science), 2024

MY JOB

My work as a Cybersecurity Researcher involves two main aspects. Firstly, I perform security analysis to ensure the security of our software and hardware. This is mainly done via performing static analysis to discover potential vulnerabilities by scanning for common bug patterns within the source code. More advanced techniques like Taint and Data Flow Analysis are also used to quickly verify and triage the potential bugs. Secondly, I collaborate with teammates to maintain and develop new tools and techniques to build up our lab's capabilities and devise solutions to tackle challenging problems.

HOW I GOT MY JOB

I am fortunate since I was offered a conversion to a full-time staff after undergoing the DSO Internship Programme. It started with my application for an internship project regarding embedded device security – an unfamiliar domain, as I was from a Computer Science background – because I wanted to explore the unknown and venture outside my comfort zone. I believe that being eager and hungry to learn allowed me to get up to speed quickly and perform well during my internship, leading to an offer.

THE HIGHS AND LOWS

I like that my job challenges me to research and explore many different domains, such as embedded systems and Windows-based software. This provides me with many avenues to upskill and gain a broad spectrum of knowledge. Moreover, working amongst a team of highly knowledgeable

individuals made me aspire to continuously upskill and bridge knowledge gaps. Indeed, there are times which the work might not yield results as per my expectations. However, consistent guidance and feedback from my supervisors allowed me to get even better at what I do. Overall, I believe perseverance would eventually bring results and success.

MY HAPPIEST MOMENT AT WORK

I enjoy collaborating with my colleagues as we can share our research findings and learn from one another. We also celebrate together once our collaborative effort has made significant progress or has generated impactful results. Beyond work, I enjoy the various staff bonding activities – especially the Kart Racing event – that the DSO recreation committee has planned for us throughout the year.

SOME ADVICE

As technology progresses rapidly, I believe that having strong computing fundamentals would provide you with a solid foundation for learning and grasping novel concepts. Additionally, staying curious would augment our ability to gain new knowledge and skills. Finally, participating in Capture-the-Flag competitions would be a good avenue to challenge oneself and have fun, while building up your knowledge in the information security domain.



PLAYING A PART TO BUILD BRIDGES

Name: Felicia Chua

Company: Ministry of Foreign Affairs (MFA)

Designation: Counsellor (Political), Permanent Mission of Singapore to the United Nations (UN)

Qualifications: Bachelor of Laws, 2011

MY JOB

In my current position at the Permanent Mission of Singapore to the UN in New York, I monitor key UN meetings, including those related to international peace and security and political developments. I participate in multilateral negotiations to advance Singapore's priorities on a range of issues at the UN, and work to enhance Singapore's reputation as a bridge-builder and strong supporter of multilateralism. MFA provides rotation opportunities within headquarters to overseas missions. Throughout the course of my career, I have also been posted to Brazil, and covered ASEAN, and maritime and boundary issues.

HOW I GOT MY JOB

The selection process involved three rounds. The most interesting round was a full-day assessment centre during which we were asked to perform a range of MFA-related tasks, from helping a Singaporean in distress to defending a policy in a debate. While challenging, I thoroughly enjoyed the process, and this was what really convinced me that I would enjoy the wide range of work at MFA.

THE HIGHS AND LOWS

Foreign Service Officers on the Political and Economic track cover a broad spectrum of work, from monitoring global developments and making foreign policy recommendations, to representing Singapore in international

negotiations. Often, the work can be unexpected and time-sensitive. While this can create a demanding environment, it is also an excellent opportunity for character-building, honing soft skills, and broadening my perspective of domestic and global affairs. A key motivating factor is ensuring that I have represented my country well.

MY HAPPIEST MOMENT AT WORK

Part of my current work is to oversee negotiations in the Committee of the UN General Assembly responsible for administrative and budgetary matters. Decisions in this Committee are important to the effective functioning of the UN, which cannot run without resources. Given the importance of the Committee's work, decisions are made chiefly by consensus, i.e., they have to be approved by all 193 member states of the UN. Divergent views among countries always make negotiations seem like an insurmountable task, and it brings me great satisfaction to have played a role in building bridges and facilitating consensus within the Committee, to ensure the effective and efficient functioning of the UN.

SOME ADVICE

Work at MFA will be complex and challenging. However, if we keep an open mind and are willing to learn, MFA opens the door to many unique opportunities that will allow us to expand our horizons, see new places, and learn new skills, even as we work to defend our country's interests internationally.



A FAST-PACED, BUT UNIQUE CAREER

Name: Nicholas Wong

Company: Ministry of Foreign Affairs (MFA)

Designation: First Secretary (Administration and Consular) at the Singapore Embassy in Paris

Qualifications: Bachelor of Business Management, Double Major in Organisational Behaviour and Human Resources, and Communication Management, 2017; Bachelor of Social Science, Major in Psychology, 2017

MY JOB

I joined the Ministry of Foreign Affairs in 2017 as a Foreign Service Officer (FSO) on the Functional and Corporate track. I am wrapping up my posting at the Singapore Embassy in Paris, where I oversee daily operations, manage a team of local staff, and handle consular duties. Before this, I had stints in the Technical Cooperation and Corporate Affairs Directorates, where I was involved in a range of duties from international partnerships to internal operations.

HOW I GOT MY JOB

Candidates go through a three-stage selection process: online tests, the assessment centre (AC), and a panel interview. Of the three stages, the AC, which is a full day assessment, is the most challenging. The AC is an accurate portrayal of the fast-paced demands of an FSO's day, and the tasks presented are immersive and provide a good gauge for candidates to assess job fit. Staying calm and focused helped me perform well in the AC.

THE HIGHS AND LOWS

I enjoy successfully navigating complicated situations independently under tight deadlines. While challenging, MFA's work offers high satisfaction for individuals who pride themselves in their problem-solving ability and thinking on their feet. For FSOs, MFA offers a fast-paced career with frequent rotations, which means that no two postings are alike or will be experienced the same way.

MY HAPPIEST MOMENT AT WORK

One memorable achievement was coordinating Singapore's involvement in the 2024 Olympic and Paralympic Games in France. Starting late 2022, I was part of the team at the Singapore Embassy in Paris which led inter-agency efforts to prepare for Singapore's presidential and ministerial visits related to the Games. This meant acting as the key liaison with French counterparts, attending diplomatic briefings, conducting reconnaissance, and handling all aspects of these visits from logistics to on-the-ground facilitation. Over two months, the team delivered seamless, end-to-end programmes, ensuring every detail transitioned smoothly.

SOME ADVICE

Be curious and open to learning but have your own assessment. Knowledge gaps can be narrowed with the right attitude and approach, and once you have mastery over one domain, it is important to understand your own views and position on the subject. The breadth of work in MFA will offer its officers numerous opportunities to discover new knowledge; exercising discernment and knowing what to do with it, is key.



SHAPING FUTURES WITH AN EXCITING AND PURPOSEFUL CAREER

Name: Chen Huangzhi

Company: Ministry of Education (MOE)

Designation: Senior Manager, Data and Analytics

Qualifications: Bachelor of Science (Economics) with a Second Major in Public Policy and Public Management, 2015

MY JOB

I began my career as an Economics teacher in a junior college (JC). Now, I am on a two-year headquarters (HQ) posting with the Higher Education Planning Office (HEPO). I conduct studies and analyse data to drive data-driven conversations for policy development and policy interventions. I also work closely with various stakeholders from different Ministries and economic agencies to support manpower planning.

HOW I GOT MY JOB

After my 'A' Levels, I briefly considered other careers, but my stint as a relief teacher ignited a passion for nurturing students, leading me to pursue the MOE Teaching Scholarship. The interview probed my suitability with challenging questions. Ultimately, my genuine desire to impact society positively won the panel over.

My current posting to HQ was facilitated as part of my professional and leadership development. There were varied HQ postings to choose from, and I decided on HEPO after going through the interview and selection test.

THE HIGHS AND LOWS

As a teacher, nothing brings more joy to me than being able to positively influence my students' lives. Seeing the spark in students' eyes when they finally understand a difficult topic and being able to design learning experiences to support their holistic development are some of the experiences that drive me to continue educating students.

The pace, volume and demands of the work can be very high in my current role, but it has been very enriching and eye-opening to see the breadth, depth and complexity of work done to strengthen the nexus between industry and Institutes of Higher Learning.

MY HAPPIEST MOMENT AT WORK

I was privileged to be given the opportunity to review and spearhead the revised JC Leadership Framework and House system. In my current role, I learnt from scratch data visualisation techniques to develop an internal Tableau dashboard for tracking indicators. The opportunity to tackle such assignments filled me with great satisfaction, as they leveraged my core strengths and resonated with my intrinsic desire to make meaningful contributions and add substantial value to the organisation.

Looking ahead, I am excited to be working on driving coherence and intentionality in how we develop our students holistically in my new role back in school in 2025. This exemplifies MOE's commitment to offering diverse career paths and rotating staff through various positions, ensuring fresh perspectives and continuous learning.

SOME ADVICE

Follow your heart, stand guided by what you think gives your career meaning, and stay authentic, humble and hungry. With its blend of purpose-driven work, professional growth and diverse career paths, MOE presents an exciting opportunity for fresh graduates and mid-career professionals passionate about education and nation-building.

Just graduated? We've got you covered.

The best graduate jobs,
internships & graduate
programmes in Singapore.



Create your free account now at

gradsingapore.com

Graduate jobs, internships & careers advice

JOBS AND INTERNSHIPS

LEADING EMPLOYERS WITH VACANCIES AND INTERNSHIPS WHO WANT TO HEAR FROM YOU.



Employers

BMW Group Asia	74
Changi Airport Group (Singapore) Pte Ltd.....	75 [76]
Dentons Rodyk & Davidson LLP	75
DSO National Laboratories.....	77 [IFC]
Dyson	77
EDP Renewables	78
Genesis Alternative Ventures.....	78
Hyundai Motor Group Innovation Center Singapore.....	79
Income Insurance Limited	79 [IBC]
Infineon Technologies Asia Pacific.....	80
Johnson Controls	80
Lotte Duty Free.....	81
Ministry of Education	81 [7]
Ministry of Foreign Affairs	82 [1, 83]
Mitsui & Co. (Asia Pacific) Pte Ltd	82
Murex Southeast Asia.....	84
National Healthcare Group	84
NCS Group.....	85
Providence Law Asia LLC.....	85
Public Service Division (Prime Minister's Office).....	86
Recruit Express	86
SATS Ltd	87
Shopee Singapore.....	87
TBWA\Group Singapore	88
Tencent	88

[] = advertisements

IFC = Inside Front Cover

IBC = Inside Back Cover

OBC = Outside Back Cover



BMW GROUP ASIA

1 Harbourfront Ave #15-02/07 Keppel Bay Tower, Singapore 098632

TEL (+65) 6838 9600

WEB <https://www.bmwgroup.jobs/apac/en/location/singapore.html>

EMAIL bmwcareersg@bmwasia.com

LOCATION(S)

- Singapore
- International – Over 40 countries

BUSINESS FACTS

Established in 1985 in Singapore, BMW Group Asia oversees 14 importer markets: Bangladesh, Brunei, Cambodia, Guam, Indonesia, Laos, Myanmar, Nepal, New Caledonia, Philippines, Singapore, Sri Lanka, Tahiti, and Vietnam for BMW and MINI.

The regional office has more than 180 employees, representing 18 nationalities, of which nearly 50% are female. It is also a regional hub for strategic corporate functions such as corporate audit, corporate sales, direct sales and special vehicles, government affairs, corporate affairs, BMW Group IT, BMW Asia Treasury Centre, and BMW Group Financial Services. In addition, it is the Asia Pacific regional office for Human Resources, MINI and Rolls-Royce Motor Cars.

BMW Group Asia has two BMW authorised dealer partners in Singapore – Performance Motors Limited and Eurokars Auto Pte Ltd – spanning seven locations from east to west, comprising showrooms and service centres.

Eurokars Habitat Pte Ltd continues to be the official dealer for MINI cars in Singapore offering the brand's entire lineup: MINI Cooper 3-Door, MINI Cooper 5-Door, MINI Convertible, MINI Aceman, MINI Countryman, and MINI John Cooper Works.

CAREER SECTOR(S)

- Aviation, Transport and Supply Chain

APPLICATION PROCEDURE(S)

Apply directly via our LinkedIn job posts or indicate your interest via bmwcareersg@bmwasia.com


CHANGI AIRPORT GROUP (SINGAPORE) PTE LTD

Singapore Changi Airport, PO Box 168, Singapore 918146

WEB careers.changiairport.com

@changiairport
 @changiairport
 @Changi Airport Group
 @changiairport
 @changiairport

LOCATION(S)

- Singapore

BUSINESS FACTS

Changi Airport Group is first and foremost a service company. We operate Singapore Changi Airport, the world's most awarded airport, and help develop and manage airports worldwide. Our people are our most important asset in our mission to be the world's leading airport company, growing a vibrant air hub in Singapore and enhancing the communities we serve worldwide.

We aspire to build a company where ordinary people achieve extraordinary results. Our people have a passion for service and are committed to teamwork, integrity and excellence. Working together with our colleagues and partners to achieve the best outcome, we deliver innovative services and create a world-class experience for our customers.

Changi Airport Group offers a unique work environment in a global, vibrant and exciting airport community. With a set-up of multiple businesses, you will embark on a multi-faceted career of diverse business functions in the dynamic and fast-growing aviation industry - where we make magic happen in every aspect of our business, turning different airport touchpoints into seamless experiences with innovation and technology.

Come make MAGIC with us.

JOB ROLES

- Accounting
- Business Administration
- Economics
- Engineering
- Finance
- Humanities, Art and Social Sciences
- IT and Computer Sciences
- Law
- Property and Built Environment

CAREER SECTOR(S)

- Aviation, Transport and Supply Chain
- Hospitality, Leisure and Tourism

APPLICATION PROCEDURE(S)

Apply online at careers.changiairport.com


DENTONS RODYK & DAVIDSON LLP

80 Raffles Place, #33-00 UOB Plaza 1, Singapore 048624

TEL (+65) 6225 2626

WEB <https://dentons.rodyk.com/en/careers>

EMAIL sg.careers@dentons.com

@dentonsrodyk
 @Dentons Rodyk

LOCATION(S)

- Singapore
- International – Over 160 locations in more than 80 countries

BUSINESS FACTS

Dentons Rodyk is Singapore's global law firm and part of the world's largest, with a team of around 200 lawyers offering clients a full suite of legal services necessary to do business locally and globally. With over 160 years of establishment, consistently ranked highly in leading publications, we pride ourselves on providing the highest quality advice to our clients while maintaining strong working relationships with key public sector agencies and leading organisations in the private sector. Our combination with global law firm Dentons, makes us part of the world's largest law firm with more than 12,500 professionals in over 160 locations in more than 80 countries.

The first global pan-ASEAN law firm, Dentons ASEAN has an established history in Indonesia, Malaysia, Myanmar, the Philippines, Vietnam, and Singapore and will continue to grow our presence through combinations with exceptional local firms across the ASEAN region and help clients navigate change wherever they are located.

JOB ROLES

- Legal Professionals
- Legal Support
- Business Services Professionals
- Practice Trainees
- Interns

CAREER SECTOR(S)

- Legal Services

APPLICATION PROCEDURE(S)

Visit Dentons Rodyk - Careers for more information

APPLICATION PERIOD(S)

Graduate jobs: All year round

Internship and Practice Training Positions: Please refer to the respective websites for more information

Internships: Dentons Rodyk - Internships

Practice Training: Dentons Rodyk - Practice Traineeships



Come make MAGIC with us.

Discover what it's like working at Changi Airport Group, where we make magic happen in every aspect of our business – turning different airport touchpoints into seamless experiences with innovation and technology.

@ChangiAirport



HR Excellence
Awards 2024

Excellence in Recovery and
Rebound Strategy (Gold)

Randstad Employer
Brand Awards 2024

Most Attractive Employer
in Singapore (2nd Runner-up)

Singapore's 100
Leading Graduate
Employers 2022-2024
Industry Sector Winner

World's most
awarded airport with
over 680 accolades

careers.changiairport.com

#MAGIC #IMCAG



**DSO NATIONAL LABORATORIES**

12 Science Park Drive Singapore 118225

WEB <https://join.dso.org.sg>**EMAIL** campusrelations@dso.org.sg

@DSO National Laboratories

@discoverdso

@DSO National Laboratories

LOCATION(S)

- Singapore

BUSINESS FACTS

DSO National Laboratories is Singapore's largest defence research and development (R&D) organisation with the critical mission of developing technological surprises to sharpen the cutting edge of Singapore's defence capabilities. Established in 1972, DSO has more than 1,600 defence engineers and scientists today pushing the boundaries of science and technology, transforming ideas into reality across the domains of land to space, cyberspace and biological defence. This is where you can make a real impact and shape the future of defence.

MEANINGFUL

You are not just developing tech and solutions. You are making a real difference by solving difficult problems for the nation.

EXCITING

There are endless possibilities for you to push the boundaries of science and technology, and develop cutting-edge solutions that are not available in the market.

FULFILLING

A rewarding career goes beyond pay and benefits. It's about levelling up your mindset and skill set. This is why we have a whole suite of learning opportunities specially curated to support your personal and professional growth.

JOB ROLES

- Information Systems
- Computer Sciences
- Software Engineering
- Sciences

CAREER SECTOR(S)

- Engineering, Design and Manufacturing
- IT and Technology
- Scientific Research and Development

APPLICATION PROCEDURE(S)

You may submit your resume to campusrelations@dso.org.sg. Alternatively, you may apply directly on our DSO LinkedIn Page.

APPLICATION PERIOD(S)**Graduate jobs:** All year round**Internships:** All year round**DYSON**

3 Sentosa Gateway, Singapore 098544

WEB <https://careers.dyson.com/en-gb/what-you-can-do/early-careers/>**EMAIL** SEAGraduates@dyson.com

@Dyson

@Dyson

@Dyson

@Dyson

LOCATION(S)

- Singapore
- International – United Kingdom, America, Malaysia, Philippines, China, India, Japan, Korea, Australia, New Zealand

BUSINESS FACTS

Dyson is a global technology company with engineering, research, development, manufacturing and testing operations in Singapore, the UK, Malaysia, Mexico, China and the Philippines. Having started in a coach house in the UK, Dyson has consistently grown since it was established in 1993. Today, it is globally headquartered in Singapore, with technology campuses in the UK, Singapore, Malaysia and the Philippines.

At Dyson, we are focused on solving the problems that others have ignored; solving them first using our technology and ingenuity. In order to achieve this, we need to pioneer technologies that are different and authentic. This is the core of what we do and who we are. We invest heavily to develop revolutionary products and technologies, and have global teams of engineers, scientists and software developers focused on energy storage, high-speed electric digital motors, sensing and vision systems, robotics, machine learning technologies and AI.

Dyson also works closely with the James Dyson Foundation, James Dyson Award and Dyson Institute to inspire future engineers and pioneer a new approach to engineering education.

JOB ROLES

Engineering, Global Supply Chain, Finance, Human Resource

CAREER SECTOR(S)

- Engineering, Design and Manufacturing
- IT and Technology

APPLICATION PROCEDURE(S)

Candidates interested in early career opportunities with Dyson in Singapore can apply through our official website <https://careers.dyson.com/en-gb/what-you-can-do/early-careers/singapore/>

APPLICATION PERIOD(S)**Graduate jobs:** May – August**Internships:** February – April

**EDP RENEWABLES APAC**

23 Rochester Park #05-00, Singapore 139234

WEB <https://edpr.com/apac>

@EDP Renewables APAC

LOCATION(S)

- Singapore
- International - Asia-Pacific, North America, Latin America, Iberia, Europe

BUSINESS FACTS

EDP Renewables (EDPR) is a global leader in renewable energy development with a presence in Europe, North America, South America and Asia Pacific, and a global portfolio of top-level assets and market-leading operating capacity in renewable energies.

In APAC, EDPR has a pan-regional presence with more than 1.5GWp of committed solar capacity as of May 2024. Headquartered in Singapore, the company has a clear strategy to provide access to clean, reliable and affordable energy for the APAC region. We aim to increase our renewables capacity to at least 5 GW by 2030, and lead the energy transition in APAC.

EDPR is a division of EDP, a global leader in renewables and the energy transition with over 13,000 employees worldwide. The group is committed to becoming carbon free by 2025 and all-green by 2030, a global ambition that scales EDP's role and accelerates its sustainable growth over the longer term. In addition to strong renewable assets, EDP also operates across the globe in electricity networks, client solutions and energy management. The group is acknowledged as the most sustainable electricity company in the Dow Jones Sustainability Index.

JOB ROLES

- Accounting & Finance
- Asset Operations & Management
- Brand, Communications & Sustainability
- Business Performance Acceleration
- Energy & Risk Management
- Engineering
- Human Resources
- Information Technology
- Investment and M&A
- Tax

CAREER SECTOR(S)

- Energy, Oil and Gas, and Utilities

APPLICATION PROCEDURE(S)View and apply to our internship opportunities via <http://jobs.edp.com/>**APPLICATION PERIOD(S)****Graduate jobs:** All year round**Internships:** All year round**GENESIS ALTERNATIVE VENTURES**

211 Henderson Rd. #10-03, Singapore 159552

TEL (+65) 6553 8588**WEB** <https://www.genesisventures.co/join-us/>**EMAIL** contact@genesisventures.co

@Genesis Alternative Ventures

LOCATION(S)

- Singapore

BUSINESS FACTS

Based in Singapore, Genesis Alternative Ventures is Southeast Asia's leading venture debt provider to venture and growth-stage companies that are funded by tier-one VCs. Genesis is founded by a team of venture lending pioneers who have backed some of Southeast Asia's best-loved companies. Armed with a strong reputation among entrepreneurs and investors, Genesis is your trusted partner to empower your company's growth while minimizing shareholders' equity dilution.

JOB ROLES

- Investment Analyst Intern
- Investment Analyst
- Investment Associate

CAREER SECTOR(S)

- Banking and Financial Services
- Investment Banking and Investment Management

APPLICATION PROCEDURE(S)Email your cover letter and resume to contact@genesisventures.co.**APPLICATION PERIOD(S)****Graduate jobs:** January to December**Internships:** January to December


HYUNDAI MOTOR GROUP INNOVATION CENTER SINGAPORE

2 Bulim Link, Singapore 649674

WEB <https://www.hyundai.com/sg/career/join-us>

EMAIL careers@hmgics.com

@hyundai.innovation.sg

@Hyundai Motor Group Innovation Center Singapore (HMGICS)

@HyundaiMotorGroup/@HyundaiInnovationSG

LOCATION(S)

- Singapore

BUSINESS FACTS

Hyundai Motor Group Innovation Center Singapore is Hyundai Motor Group's open innovation lab to support an advanced mobility ecosystem and a smarter way of urban living for the benefit of wider society.

Located in Singapore's Jurong Innovation District, the innovation hub houses a vibrant ecosystem of researchers, technology, training providers and factory of the future.

The center will explore business ideas and technologies to revolutionize the customer experience and future mobility solutions to people and communities in Singapore with the aim of enriching their lives.

JOB ROLES
Internships

- Digital Transformation Intern
- Data Intern
- Finance/Finance Innovation Intern
- IT/IT Automation & Support Intern
- Human Resources/Talent Acquisition Intern

CAREER SECTOR(S)

- Engineering, Design and Manufacturing

APPLICATION PROCEDURE(S)

Full-Time Roles: Career Website

Internships: School Portal (OnTRAC)

*For internships, we review applications on a rolling basis and encourage you to apply as soon as you are ready.

APPLICATION PERIOD(S)

Graduate jobs: Roughly 3 months before graduation

Internships: January intake: August - November

July intake: February - June


INCOME INSURANCE LIMITED

WEB <https://www.income.com.sg/careers>

@incomeinsurance

@incomeinsurance

@incomeinsurance

LOCATION(S)

- Singapore

BUSINESS FACTS

Income Insurance Limited (Income Insurance) is one of the leading composite insurers in Singapore, offering life, health and general insurance. Established in Singapore to plug a social need for insurance in 1970, Income Insurance continues to put people first by serving the protection, savings and investment needs of individuals, families and businesses today. Its lifestyle-centric and data-driven approach to insurance and financial planning puts the company at the forefront of innovative solutions that empowers the people it serves with better financial well-being.

Additionally, Income Insurance is committed to being a responsible business that champions the environment and builds stronger communities by supporting financial inclusion, education for youth-in-need and seniors' well-being.

For more information, please visit www.income.com.sg.

CAREER SECTOR(S)

- Insurance and Risk Management

**INFINEON TECHNOLOGIES ASIA PACIFIC**

8 Kallang Sector, Singapore 349282

TEL (+65) 6840 0888**WEB** <https://www.infineon.com/singapore-emergingtalents>

@Infineon Technologies AG

@infineon_technologies

@Infineon Technologies

@Infineon

@InfineonTechnologiesAG

LOCATION(S)

- Singapore

BUSINESS FACTS

Semiconductors are crucial to solve the energy challenges of our time and shape the digital transformation.

This is why Infineon is committed to actively driving decarbonization and digitalization.

As a global semiconductor leader in power systems and IoT, we enable game-changing solutions for green and efficient energy, clean and safe mobility, as well as smart and secure IoT.

We make life easier, safer, and greener. Together with our customers and partners.

For a better tomorrow.

JOB ROLES

- Engineering, Design and Manufacturing
- Computing
- Information Technology
- Research and Development

CAREER SECTOR(S)

- Engineering, Design and Manufacturing

APPLICATION PROCEDURE(S)

Apply directly to <https://www.infineon.com/singapore-emergingtalents>

APPLICATION PERIOD(S)

Graduate jobs: January - May

Internships: All year round

**JOHNSON CONTROLS**

1 Fusionopolis Place, #07-17/18 Galaxis, Singapore 138522

TEL (+65) 6389 8888**WEB** <https://jobs.johnsoncontrols.com/>

@Johnson Controls Asia Pacific

@johnsoncontrols

LOCATION(S)

- Singapore – Central
- International – Johnson Controls International Headquarters; Cork, Ireland

BUSINESS FACTS

At Johnson Controls (NYSE:JCI), we transform the environments where people live, work, learn and play. As the global leader in smart, healthy and sustainable buildings, our mission is to reimagine the performance of buildings to serve people, places and the planet.

Building on a proud history of nearly 140 years of innovation, we deliver the blueprint of the future for industries such as healthcare, schools, data centers, airports, stadiums, manufacturing and beyond through OpenBlue, our comprehensive digital offering.

Today, with a global team of 100,000 experts in more than 150 countries, Johnson Controls offers the world's largest portfolio of building technology and software as well as service solutions from some of the most trusted names in the industry.

With our tailored advisory, design and financing, and our installation, retrofit and intelligent, proactive maintenance services, customers are supported as they accelerate their journey toward a smart, healthy and sustainable future.

JOB ROLES

Passionate about innovation and sustainability? Join Johnson Controls and help us create smart, healthy, and sustainable buildings for the future. Explore more about our vision on our website: <https://www.johnsoncontrols.com/>

CAREER SECTOR(S)

- Engineering, Design and Manufacturing
- IT and Technology

APPLICATION PROCEDURE(S)

Are you ready to revolutionise the future? Join Johnson Controls and be a pioneer in creating smarter, greener, and more sustainable buildings. Your journey starts today: <https://jobs.johnsoncontrols.com/>

APPLICATION PERIOD(S)

Graduate jobs: All year round

Internships: January – March; August – October

**LOTTE DUTY FREE**

9 Tampines Grande, Asia Green #03-111, Singapore 528735

TEL (+65) 87255029

WEB <https://lotte-travel-retail-singapore.workable.com/>

EMAIL serenelin@lotte.net

@Lotte Duty Free Singapore

LOCATION(S)

- Singapore

BUSINESS FACTS

LOTTE DUTY FREE is taking the leap to lead travel trends by operating global travel retail stores in Guam, Japan, Vietnam, Australia, New Zealand, Singapore, and other countries. We are growing our unrivaled brand power as a global brand. In June 2020, Lotte Travel Retail took over DFS to operate in Singapore Changi Airport, with 19 stores across four terminals.

JOB ROLES

- Customer Experience Executive
- Merchandising Executive
- Merchandising Associate
- Retail Supervisor Trainees
- Cashier Supervisor Trainees

CAREER SECTOR(S)

- Fast-Moving Consumer Goods (FMCG)

APPLICATION PROCEDURE(S)

Apply via link <https://lotte-travel-retail-singapore.workable.com/>

APPLICATION PERIOD(S)

Graduate jobs: All year round



Ministry of Education
SINGAPORE

MINISTRY OF EDUCATION

1 North Buona Vista Drive, Singapore 138675

TEI (+65) 6872 2220

WEB moe.gov.sg/careers

EMAIL contact@moe.gov.sg

@Ministry of Education, Singapore

@moesingapore

@Ministry of Education, Singapore

@MOEsg

@MOE Singapore

LOCATION(S)

- Singapore

BUSINESS FACTS**Ministry of Education (MOE)**

Shaping Singapore's future through education. Join our diverse team to:

- Influence the nation's educational landscape
- Contribute to a world-class education system
- Develop professionally and personally

Be part of moulding the people who will determine our future. Excellent career opportunities in schools and headquarters (HQ) await you.

The following job roles are open for application:

Education Officer / Teacher

Be the one who inspires and nurtures young lives. Join MOE as a teacher and embark on a journey of guiding students to reach their fullest potential. Motivate our students and equip them with the skills they need as they grow into lifelong learners and responsible citizens of tomorrow.

Every teacher at MOE is important to us. You will be supported with resources and professional development opportunities to develop and progress in your career. MOE offers the following three career tracks: the Teaching Track, Leadership Track and Senior Specialist Track.

Management Executive

We are seeking versatile, forward-thinking individuals from different disciplines for roles in schools and HQ. You will gain invaluable experience in areas such as:

- Policy formulation and implementation
- Finance management
- Internal audit
- Technology and AI integration
- Research and information management
- Communications and stakeholders engagements
- Organisational excellence, administration and operations and more...

Allied Educator

We also offer Allied Educator positions such as School Counsellor and Special Educational Needs Officer. You will work alongside teachers and other School / HQ officers to support the holistic development of students.

CAREER SECTOR(S)

- Public Sector

APPLICATION PROCEDURE(S)

Please visit moe.gov.sg/teach to find out more about teaching careers and go.gov.sg/moe-application to view available career opportunities and application timelines.

**MINISTRY OF FOREIGN AFFAIRS**

1 Sherwood Road, Singapore 248163

TEI (+65) 6379 8000**WEB** www.mfa.gov.sg/Career**EMAIL** mfa_career@mfa.gov.sg

@SingaporeMFA

@mfa_sg

@Ministry of Foreign Affairs Singapore

@MFAsg

@mfasingapore

LOCATION(S)

- Singapore
- International – Over 50 overseas missions

BUSINESS FACTS

A Foreign Service career is more than just a job. To be effective, Foreign Service Officers (FSOs) need to have a good grasp of world affairs and a firm understanding of Singapore's position. You will be involved in the formulation, review and implementation of policies related to your assigned portfolio. You must be versatile, able to analyse issues critically, strategise and achieve outcomes. You need to be able to persuade and assert and cultivate good interpersonal relations while keeping Singapore's interests at heart.

With over 50 overseas missions around the world, a career with MFA offers unique opportunities and rewards. Throughout your career, your deployments will alternate between Singapore (HQ) and our overseas missions.

Depending on your competencies and inclination, you can develop your career either in the Functional and Corporate track or the Political and Economic track. As you progress within the Ministry, a series of varied enriching assignments and milestone programmes will groom you for your future leadership roles.

An exciting career of unparalleled opportunities on the frontline of global developments awaits. For those of you who are up for the challenge, join us at MFA!

JOB ROLES

- Foreign Service Officer (Functional and Corporate)
- Foreign Service Officer (Political and Economic)
- Open to all disciplines

CAREER SECTOR(S)

- Public Sector

APPLICATION PROCEDURE(S)Apply online via Careers@Gov**APPLICATION PERIOD(S)****Graduate jobs:** Open year round**Internships:** Applications open every third quarter of the year**MITSUMI & CO. (ASIA PACIFIC) PTE. LTD.**

12 Marina View, Asia Square Tower 2 #31-01, Singapore 018961

WEB <https://www.mitsui.com/ap/en/index.html>**EMAIL** hrrcruit@mitsui.com

@Mitsui & Co. (Asia Pacific) Pte. Ltd.

@Mitsui & Co., Ltd. Official

LOCATION(S)

Asia Pacific Business Unit covers Singapore as Regional HQ and 14 other countries in the Asia Pacific region

- Asia Pacific: Australia, Bangladesh, Cambodia, India, Indonesia, Laos, Malaysia, Myanmar, New Zealand, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.

BUSINESS FACTS

Mitsui & Co., Ltd is a global trading and investment company with a presence in more than 60 countries in Asia, Europe, North, Central & South America, The Middle East, Africa.

Mitsui & Co. (Asia Pacific) Pte. Ltd. has responded to challenges and needs all over the Asia Pacific region by building a strong and diverse core business portfolio covering the Mineral and Metal Resources, Energy, Machinery and Infrastructure, and Chemicals industries and creating new value.

We work to build brighter futures, leveraging our business expertise across a broad range of global sectors. Mitsui has further diversified beyond its core profit pillars to create multifaceted value in new areas, including innovative Energy Solutions, Healthcare and Nutrition and through a strategic focus on high-growth Asian markets. This strategy aims to derive growth opportunities across multiple industries and contribute to solving complex issues in society by harnessing some of the world's main mega-trends: sustainability, health and wellness, digitalization, and the growing power of the consumer.

JOB ROLES

- Business Associate (Fresh graduate)
- Summer Interns
- Mid-Career Professionals

CAREER SECTOR(S)

- Aviation, Transport and Supply Chain
- Banking and Financial Services
- Consulting
- Energy, Oil and Gas, and Utilities
- Fast-Moving Consumer Goods (FMCG)
- Healthcare and Pharmaceutical
- Insurance and Risk Management
- Investment Banking and Investment Management
- IT and Technology
- Property and Real Estate

APPLICATION PROCEDURE(S)Please apply via campus recruitment portal or write in to hrrcruit@mitsui.com.

Enclose with cover letter and curriculum vitae.

(Indicate applied position in email subject.)

APPLICATION PERIOD(S)**Graduate jobs and Internships:** January – March**Mid-Career:** Please check My Careers Future for openings

WE'VE COME A LONG WAY SINCE 1965.



HOW WILL YOU TAKE US FORWARD?

Around the world, our Foreign Service Officers have been the eyes, ears and voices of our nation. Their actions and insights have not only guided our foreign policy, but shaped how the world sees us. And now, Singapore seeks a new generation of talented, capable individuals to serve our global mission.

Be the face of Singapore's diplomacy.
Join us as a Foreign Service Officer.




MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

TAKE
SINGAPORE
FURTHER

**MUREX SOUTHEAST ASIA PTE LTD**

Marina Bay Financial Centre Tower 2,
10 Marina Boulevard #19-01, Singapore 018983

WEB <https://www.murex.com/en/careers/overview>

@Murex
 @work_at_murex
 @Murex
 @Work_at_murex, @Murex_Group

LOCATION(S)

- 19 locations worldwide - Paris, Beirut, Dublin, London, Nicosia, Dubai, Luxembourg, Ho Chi Minh, Toronto, New York, Mexico City, Sao Paulo, Santiago, Beijing, Tokyo, Seoul, Singapore, Hong Kong, Sydney

BUSINESS FACTS

At Murex, we have led the way in software development for capital markets since 1986. Our breakthrough MX.3 platform empowers the world's largest financial institutions.

Our 19 offices are supported by more than 3,000 dedicated Murexians around the globe. We learn together, grow and change the game every day.

Supporting over 60,000 users around the world, MX.3 helps our clients be more innovative than ever. Working across trading, risk, collateral, finance, operations and treasury to boost efficiency, reduce costs and help our clients make better investment decisions sooner.

Our integrated technology and suite of support services allow clients to stay on top of financial regulations, manage market volatility, and quickly spot new opportunities. Giving them the power to see the whole financial picture in real-time.

From start-up to market leader to game-changer, our progress has hinged on one word: evolution. Whether you are a graduate just starting out or an experienced professional ready for a new adventure, life at Murex is full of challenge, fun, growth and change. You will learn alongside true experts, take on exciting and innovative projects and be trusted to work with autonomy.

JOB ROLES

Finance, Technology, Consulting

CAREER SECTOR(S)

- Banking and Financial Services
- IT and Technology

APPLICATION PROCEDURE(S)

Apply directly at our career website: <https://www.murex.com/en/careers/overview>

**NATIONAL HEALTHCARE GROUP**

3 Fusionopolis Link, #03-08, Nexus @ one-north Singapore 138543

WEB www.nhg.com.sg

@nationalhealthcaregroup
 @nhgcares
 @National Healthcare Group
 @nhgcares

LOCATION(S)

- Singapore

BUSINESS FACTS

The National Healthcare Group (NHG) is a leader in public healthcare in Singapore recognised for delivering high value patient care. Our clinical services are provided through an integrated system of primary care polyclinics, acute care tertiary hospitals, community hospitals, national specialty centres, and community-based ambulatory care centres. Together, we provide comprehensive, holistic, and innovative healthcare to address the needs of our patients and the population we serve. As a learning organisation, we are establishing ourselves as an academic health system to drive clinical excellence, raise research intensity and grow our academic partnerships to continually improve the way we deliver care to our patients.

As the Regional Health Manager for 1.5 million residents in Central and North Singapore, NHG collaborates with private general practices, public and community health and social care providers to keep residents well and healthy.

With more than 20,000 healthcare professionals in NHG, we are committed towards building healthier and resilient communities, and Adding Years of Healthy Life to the people we serve.

More information is available at www.nhg.com.sg.

CAREER SECTOR(S)

- Healthcare and Pharmaceutical
- Public Sector

APPLICATION PROCEDURE(S)

Visit our careers page at <https://careers.nhg.com.sg/>

APPLICATION PERIOD(S)

Applications for jobs and internships are accepted throughout the year.

**NCS GROUP**

5 Ang Mo Kio Street 62, NCS Hub, Singapore 569141

TEL (+65) 65568000

WEB ncs.co/opportunities

EMAIL reachus@ncs.com.sg

**LOCATION(S)**

- Singapore
- International – NCS has offices in more than 20 cities globally: Australia, China, Brunei, India, Malaysia, Philippines, Sri Lanka

BUSINESS FACTS**Be part of making the extraordinary happen**

NCS's mission is to bring people together and harness technology to advance communities. As a leading technology services firm, our diverse workforce delivers large scale, mission-critical projects for governments and enterprises across the APAC region.

Your role is only the beginning

Join NCS where you can experience a collaborative work environment, work on impactful projects and develop your career through well-defined career tracks in our Global Management Associate Programme or Nucleus Graduate Programme. In our pioneering Global MAP, you will go through rotational assignments within a business unit, benefit from mentorship with established senior leaders and explore overseas opportunities for global exposure. Through certification programmes, professional coaching and purposeful projects in the Nucleus Graduate Programme, you will be on your way to attain a Master of Technology with NUS-ISS or industry recognised certifications.

Graduate opportunities

- Are you excited about tackling complex problems and developing solutions that make a real difference?
- Do you thrive in a fast-paced, dynamic environment where you can think creatively?
- Looking to make an impact and develop innovative solutions?

JOB ROLES

- Software Engineer
- Infrastructure Engineer
- Data & Analytics Consultant
- Cyber Consultant
- Communications Engineer
- Sales Consulting

CAREER SECTOR(S)

- IT and Technology

APPLICATION PROCEDURE(S)

Step 1: Online application

Step 2: Online assessment

Step 3: Interview

Step 4: Offer

The selection process may differ for each role.



**PROVIDENCE
LAW ASIA**

PROVIDENCE LAW ASIA LLC

One Raffles Place, Tower 2, #29-62, Singapore 048616

TEL (+65) 6438 1969

WEB <https://www.providencelawasia.com/join-us/>

EMAIL careers@providencelawasia.com

in @Providence Law Asia LLC

LOCATION(S)

- Singapore

BUSINESS FACTS

Providence Law Asia is a globally recognized boutique law firm specialising in dispute resolution. We combine deep local knowledge with an international perspective to provide high quality representation in complex and high value disputes. We are often Singapore counsel of choice in international disputes, as we offer our clients domain expertise and specialist skills, tempered with practical wisdom and moral conviction.

Our team of experienced lawyers has extensive expertise across sectors such as construction, energy, technology, corporate and commercial disputes. We have been entrusted briefs against foreign states, for state owned companies, large, listed companies and MNCs, and have achieved a track record in international arbitration and Singapore litigation which speaks for itself. Our expertise has been recognised by, among others, Legal 500, Chamber and Partners, and Benchmark Litigation.

Providence was awarded the Employer of Choice 2023 by Asian Legal Business. We prioritize a collaborative work environment, mentorship and innovation, empowering our lawyers to thrive. We answer to a higher calling. It is important to us that we serve the greater public good. This is what drives us every day.

JOB ROLES

- Practice Trainees
- Interns
- Business Support Staff (Legal Secretary, Paralegal)

CAREER SECTOR(S)

- Legal Services

APPLICATION PROCEDURE(S)

Applications can be submitted via our website:
<https://www.providencelawasia.com/join-us/>

APPLICATION PERIOD(S)

Applications for jobs and internships are accepted throughout the year


PUBLIC SERVICE DIVISION (PRIME MINISTER'S OFFICE)

100 High Street The Treasury #07-01, Singapore 179434

WEB www.psd.gov.sg

EMAIL PSD_HC@psd.gov.sg

@PSD Singapore
 @psdsingapore
 @Public Service Division
 @PSD Singapore

LOCATION(S)

- Singapore

BUSINESS FACTS

The Public Service Division (PSD) aims to build a first-class Public Service for a successful and vibrant Singapore.

With the operating environment of the Public Service undergoing fundamental and rapid change, the issues we face are becoming more complex and multi-faceted. PSD plays a stewarding role to coordinate resources and bring people together across the Public Service to tackle Singapore's current and future challenges effectively.

At the heart of the Singapore Public Service, we develop our public sector leaders, build capacity and capability for over 152,000 public officers and promote quality services at all levels of the Public Service.

If you are excited to explore what the future holds for Singapore and have the passion to contribute to our nation's success, we welcome you to join our mission to shape a first-class Public Service!

JOB ROLES

- Data Analytics/ Business Analytics
- Human Resources
- Psychology
- Leadership Development

- Learning & Development
- Public Policy
- Change Management
- Organisational Transformation
- Strategic Workforce Development
- Total Rewards
- Strategic Communications
- Service Delivery
- Information systems

CAREER SECTOR(S)

- Public Sector

APPLICATION PROCEDURE(S)

If you share our passion in shaping Singapore's future with a first-class Public Service, we welcome you to join us!

Explore our career/internship opportunities at PSD LinkedIn's Job Page (<https://www.linkedin.com/company/public-service-division/>)

APPLICATION PERIOD(S)

Graduate jobs: Apply anytime!

Internships: January to June (application starts in August/September)
July to December (application starts in March/April)


RECRUIT EXPRESS

391A Orchard Road Ngee Ann City, Tower A, #12-08, Singapore 238873

TEI (+65) 67326006

WEB <https://recruitexpress.com.sg/>

EMAIL hr.spore@recruitexpress.com.sg

@recruitexpress.sg
 @Recruit Express Group

LOCATION(S)

- Singapore – Seven offices islandwide
- International – Malaysia, Hong Kong, Taiwan

BUSINESS FACTS

Recruit Express Group is part of Singapore Mainboard Listed HRnetGroup (SGX: CHZ), a homegrown Singapore brand that is today the largest Asia-based recruitment agency in Asia Pacific ex-Japan.

We are an award-winning and leading flexible staffing solutions group with an established track record of over 20 years and operations across multiple Asian growth cities including Taipei, Hong Kong and Kuala Lumpur. In the last three consecutive years 2022, 2023 and 2024, we were recognised as Best Managed Companies in Singapore by Deloitte Private – in recognition of organisational growth and achievement for the past year.

With our vast network of resources, extensive databases and defined recruitment processes, we specialise in partnering businesses to best bridge manpower gaps and talents and achieve their business objectives.

JOB ROLES

- HR Executive (Talent & Campus Recruitment)
- Graduate Specialist Recruiter
- HR Ops Executive (Payroll & Admin)

CAREER SECTOR(S)

- Consulting

APPLICATION PROCEDURE(S)

If you are keen to be part of our success, please send your latest resume to sgcareers@recruitexpress.com.sg.

**SATS LTD**

20 Airport Boulevard, Singapore 819659

WEB <https://www.sats.com.sg/>

@SATS Group

@SATS Ltd.

@thesatsgroup

LOCATION(S)

- Singapore

BUSINESS FACTS

Headquartered in Singapore, SATS Ltd. is one of the world's largest providers of air cargo handling services and Asia's leading airline caterer. SATS Gateway Services provides airfreight and ground handling services including passenger services, ramp and baggage handling, aviation security services, aircraft cleaning and aviation laundry. SATS Food Solutions serves airlines and institutions, and operates central kitchens with large-scale food production and distribution capabilities for a wide range of cuisines. SATS is present in the Asia-Pacific, the Americas, Europe, the Middle East and Africa, powering an interconnected world of trade, travel and taste. Following the acquisition of Worldwide Flight Services (WFS) in 2023, the combined SATS and WFS network operates over 215 stations in 27 countries. These cover trade routes responsible for more than 50 per cent of global air cargo volume. SATS has been listed on the Singapore Exchange since May 2000. For more information, please visit www.sats.com.sg

JOB ROLES

- Corporate roles in Data & Analytics, Finance, Human Capital, Legal, Operational Excellence, Strategy & Commercial, Sustainability, and Technology.
- Ground Handling Services roles in Apron Services, Cargo Services, Passenger Services, Security, and Low-Cost Carriers.
- Food Solutions roles in Aviation Catering, Catering, Country Foods, Innovation & Product Development, Non-Aviation Catering, SATS Food Services, and Operations & Engineering.

And many more!

CAREER SECTOR(S)

- Aviation, Transport and Supply Chain
- Hospitality, Leisure and Tourism

APPLICATION PROCEDURE(S)

Interested candidates may apply via SMU school portal or directly to our website at <https://www.sats.com.sg/> under our tabs: Internships, Graduate Assimilation Programme and Career Opportunities. .

APPLICATION PERIOD(S)**Graduate jobs:** All year round**Internships:** All year round**SHOPEE SINGAPORE**

Shopee Building, 5 Science Park Drive, Singapore Science Park 1, Singapore 118265

WEB careers.shopee.com

@shopeecareers

@lifeatshopee

@Shopee

LOCATION(S)

- Singapore – Central
- International – Malaysia, Thailand, Vietnam, Indonesia, Philippines, Brazil, Taiwan

BUSINESS FACTS

Shopee is the leading e-commerce platform in Southeast Asia & Taiwan. Shopee promotes an inclusive and sustainable digital ecosystem by enabling businesses to digitalise and grow their online presence, helping more people access and benefit from digital services, and uplifting local communities.

Shopee offers an easy, secure, and engaging experience that is enjoyed by millions of people daily. Shopee is also a key contributor to the region's digital economy with a firm commitment to helping homegrown brands and entrepreneurs succeed in e-commerce.

Shopee is part of Sea Limited (NYSE:SE), a leading global consumer internet company. Sea's mission is to better the lives of consumers and small businesses with technology through its three core businesses: Shopee, Garena and SeaMoney.

JOB ROLES

- Business Development
- Business Intelligence & Data Analytics
- Engineering
- Marketing
- Operations
- People
- Product Management

CAREER SECTOR(S)

- IT and Technology

APPLICATION PROCEDURE(S)

Please visit careers.shopee.com to view and apply for our latest career opportunities.

APPLICATION PERIOD(S)**Graduate jobs and internships:** All year round

**TBWA GROUP SINGAPORE**

991C Alexandra Rd, Singapore 119971

WEB <https://www.linkedin.com/company/tbwa-group-singapore/jobs/>

@TBWASingapore

@tbwasg

@tbwasg

LOCATION(S)

- Singapore

BUSINESS FACTS

TBWA is a top global advertising network that holds Disruption® at its core, a zeal to create ideas that challenge the rules of the competition. For some, “good enough” will always be enough. But not for us. We specialise in building brand platforms that defy convention, inspire connection, grow businesses, and drive progress.

We are a collective of creative minds made up of passionate, dedicated individuals with expertise across the total brand experience — from retail to social, from B2B to experiential, from innovation to production, from design to content. And Disruption® is the unifying methodology that helps make all that happen. We believe in collaboration, creativity, and innovation. We encourage employees to ask for forgiveness rather than permission, and to do the brave thing rather than the right thing.

TBWA Singapore is the regional HQ for Asia with the most truly integrated agency offering in Asia Pacific. It operates as the creative and strategic lead for a diverse portfolio of brands globally, regionally, and locally, including Apple, Singapore Airlines, Mandai Wildlife Reserve, FairPrice and Health Promotion Board. We have been Marketing Interactive's Creative Agency of the Year since 2019, and our Talent Development Programme has been ranked #1 in SEA by Campaign Asia since 2021.

JOB ROLES

- Brand Management
- Social Media Management
- Strategy
- Data Strategy & Analytics
- Art Direction
- Copy Writing
- Content Creation

CAREER SECTOR(S)

- Media and Advertising

APPLICATION PROCEDURE(S)

Please apply via our LinkedIn page or email hr.sg@tbwa.com with your resume and role of interest.

APPLICATION PERIOD(S)

Graduate jobs: All year round

Internships: September to October (for January to June)

February to April (for June to December)

**TENCENT**

#06-01, CapitaSky, 79 Robinson Rd, Singapore 068897

WEB <https://careers.tencent.com/en-us/jobopportunity.html>**EMAIL** International_campus@tencent.com

@Tencentcareers

@Tencent

@Tencent | @TencentGlobal

@TencentGlobal

LOCATION(S)

- Singapore
- International – Amsterdam, London, Montreal, Palo Alto, Shenzhen, Tokyo and more

BUSINESS FACTS

Tencent Singapore plays a vital role in Tencent Global's international growth and localisation strategy. As a leading internet and technology company, we are committed to creating value for users.

Upholding values of integrity, proactivity, collaboration, and creativity, Tencent Singapore drives digital enablement for local businesses and supports users and stakeholders in response to Southeast Asia's rapid digitisation.

We focus on integrating sustainable social value across our business units, collaborating with local stakeholders, and nurturing digital-ready talent in the region. Our services include digital entertainment, social communication, payments, cloud services, and key internet solutions. From interactive gaming and esports to the Weixin Pay ecosystem and Tencent Cloud solutions, we aim to build a sustainable digital environment that prioritises user experience and enterprise growth.

We seek partnerships with global leaders to generate synergy, enhance user experience, and expand our IP portfolio in games, video, music, and literature. Founded in Shenzhen in 1998 and listed on the Hong Kong Stock Exchange in 2004, Tencent established its regional headquarters in Singapore in 2020.

JOB ROLES

Interns and full-time : Game Designer, Game Developer, Data Scientist, Software Engineer, HR Generalist, Talent Sourcer, BD Associate, PR and Communication Specialist.

CAREER SECTOR(S)

- IT and Technology

APPLICATION PROCEDURE(S)

Discover the latest opportunities and apply via <https://careers.tencent.com/en-us/jobopportunity.html>

APPLICATION PERIOD(S)

Graduate jobs: September- November

Internships: All year round



We support your courage to pull through tough times.

Providing financial
protection to ensure
you can.



income.com.sg/protectingsg



Income Insurance
Protecting Singapore.
Serving Singapore.

This advertisement has not been reviewed by the Monetary Authority of Singapore. This is for general information and does not constitute an offer, recommendation, solicitation, or advice to buy or sell any products. Please seek independent financial advice before making any decision. Protected by copyright and owned by Income Insurance Limited.
Information is correct as at 9 August 2024.

DISCOVER THE HOTTEST EMPLOYERS OF

20 25

s
100

Singapore's 100
Leading Graduate
Employers 2025

Brought to you by



Find out more at singapores100.com