

THE SMU CAREER GUIDE 2023



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MESSAGE FROM THE CAREER SERVICES TEAM

As our global economy evolves and nascent sectors emerge, individuals pivoting to new careers throughout their lifetime is increasingly commonplace. While this transition can be an exciting season for growth and development, it can also be a source of stress and uncertainty. In this issue, our alumni and partnered employers recount their encounters.

So, what should you mull over when contemplating and preparing for a career switch? First and foremost, understanding yourself and the preferred roles and industries may well be an astute first step to a less bumpy ride.

An in-depth appreciation of your personal values, interests and skills would help in identifying career pathways that align squarely with your passions and strengths. Thoroughly researching your shortlisted roles and sectors of choice may include surveying job duties, requisite qualifications, and career advancement prospects in addition to networking with professionals in your desired field and gaining relevant on-the-job insights through internships or volunteer work.

Equally fundamental in this journey is to stay informed of industry trends and corporate developments with business news and research. Continuously upskilling and gaining new experiences can also enhance your value as a viable mid-career candidate. A more pragmatic consideration is how a career change could impact your overall wellbeing and lifestyle.

For example, if work-life balance is a priority, seek out careers that promote flexible schedules or remote work options. For a career motivated by altruism or social impact, the non-profit or public sector may just be your next calling.

Ultimately, the key to successfully navigating the career terrain is to be proactive and intentional in your career decision-making by understanding your personal values, interests and skills, conducting thorough research and being apprised of the marketplace. A well-conceived plan would certainly enhance your chances of finding a sustainable and fulfilling career that is in tune with your passions and goals.



Sim Cher Young

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



Henry Yeo

**Associate Director, Postgraduate Career Services
Dato' Kho Hui Meng Career Centre
Academic Services and Operations**

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, we are proud that 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 the four-year 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 practice 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 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 Career Champions via OnTRAC II.

OnTRAC II

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

Students only need a single login account to update and view their LinkedIn profile from OnTRAC II. Students may integrate their LinkedIn profile to their resumes on OnTRAC II by using its Resume Builder function to import their LinkedIn details into their resume in an instant.

Networking events

The career centre hosts several networking events 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 graduating students who are pursuing either a single or double degree in Accountancy, Business Management, Economics, Information Systems, Law, or the Social Sciences.

Students should bring along fine-tuned copies of their resumes (to which they can also add a QR code using their OnTRAC II > Documents > Portfolio) to these networking events

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 the 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 > Career Devt & Comm Svcs > 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's perspective for students when deciding on majors.

As students go through their educational and career journeys at SMU, they can also share their success 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 senior-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.



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. ■

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.





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MEET YOUR CAREER SERVICES TEAM




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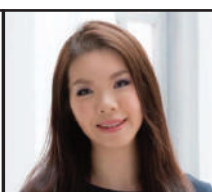


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GETTING A FIRST JOB THAT IS UNRELATED TO YOUR STUDIES

Good news, you have just figured out your dream career. Bad news, you have also just spent at least four years studying a totally different course. Does this mean your degree is totally worthless now?

Let us face it, playtime was over the moment you were done with secondary school. Barely out of your teens, you were forced to make a decision that would impact your whole life. You had to make a choice out of the hundreds of options offered by the universities. After much deliberation, you picked one, perhaps due to parental pressure or peer influence, and hoped for the best.

Fast forward a few years later to your graduation, and you realised you would rather not join the industry most related to your academic discipline. Instead, you have your eye on a completely different field. Does this mean you need to start your career planning over from scratch?

The correct answer: not necessarily. A 2019 YouGov Omnibus survey revealed that over half of Singaporean graduates work in jobs unrelated to their degrees. So, it is absolutely possible to get a first job that is not related to your studies. But before jumping the gun, contemplate the steps you should take before sending out your resume for full-time jobs.

Take a deep breath, you are not alone in this

Before moving forward, it is worthwhile to take a step back for yourself. Even if you are determined to move forward, having feelings of guilt about the degree you just completed is normal, especially after all the effort and time to get it. But know that getting it has not been a waste of time.

Most employers agree that having a degree, regardless of the field of study, is better than not having one at all. Understanding this fact is important, and goes a long way in building up your self-confidence: you still have plenty to offer employers, even if you currently lack the technical skills.

Introspect

- Understand that it is common to work in jobs unrelated to your degree
- Be confident and reassure yourself that you still have plenty to offer employers
- Talk it out with people who support you, and do not let your doubts hold you back
- Remind yourself that this is your decision, and you will make it happen

Research the job and industry

It is easy to think you want to be a game developer just because you love playing video games, but do you have what it takes? Are you good enough in math to learn how to code? Can you handle working up to 70 hours a week during crunch time? How about the possibility of earning lower salaries than your peers with similar skill sets working in banking or IT firms?

This may sound like discouragement, but the truth is that every industry has its own set of challenges and unpleasantness. The key is to do enough research to understand that you are passionate enough about the industry to deal with the difficulties that come with it.

Take the time to understand these factors

- Understand what the industry is all about
- Know what it means to work at your dream job
- Prepare yourself for the skills you need to learn

Internships are your best friend

If the amount of research has not put you off, the next step is to apply for the relevant internships. After all, they are one of the best opportunities to learn on-the-job and pick up some much-needed skills.

While landing an internship can be competitive, you will not be dismissed just because you lack the technical skills. Your level of motivation and enthusiasm very much plays a part, and this is where creating a compelling cover letter can pay off.

Why you should complete an internship

- Helps you determine if the job and industry are right for you
- Learn industry-focused skills while getting relevant work experience
- Allows you to build your resume
- Helps you build your network

Learn what you are lacking in

Invest in yourself and take up the relevant courses that cover what you are lacking in. If you think some courses are too expensive, there will always be free talks or subsidised sessions if you dig deep enough.

There are even affordable programmes offered by community centres, and you will get further discounts if you are a PAssion Card member. Focus on building your technical skills first since this is where you need to work on immediately.

CONCLUSION

Once you have beefed up your resume with the relevant work experience and skill sets, then you will likely receive more favourable responses when you start applying for jobs. Remember, most employers do not only look at what you have studied. Instead, what they look for, and value more, would be the experiences and skills you have acquired. ■



THOUGHT LEADERSHIP: PIVOTING TO A NEW CAREER



Eliada Hng
Social Worker

REACH Community Services Society

2006 – 2007

Appointment: Attractions Host/Sales Coordinator (Membership, Sales)

Employer: Sentosa Leisure Group

2007 – 2008

Appointment: Receptionist

Employer: Datacraft Asis Ltd

2008 – 2009

Appointment: Befrienders Executive

Employer: Lions Befrienders Service Association (Singapore)

2009 – 2012

Appointment: Youth Worker

Employer: Alive Community Church/ Network

2013 – 2016

Appointment: Community Relations Executive

Employer: Epworth Community Services

2016 – 2018

Appointment: Social Work Assistant

Employer: National Heart Centre Singapore

2018 – 2019

Appointment: Programme Executive

Employer: St Andrew's Senior Care (Queenstown)

2019 – 2022

Appointment: Social Work Associate

Employer: AMKFSC Community Services Ltd

2022 onwards

Appointment: Social Worker

Employer: REACH Community Services Society

“Do not be afraid to step out and try something different and learn!”

Why I decided to make a career switch

Part of my Singapore Hotel and Tourism Education Centre diploma in tourism course included a year-long internship at Sentosa's attractions and events department, which led to a full-time job conversion.

But work life felt mundane after a while, and when a former boss offered me a position in her new company, I decided to leave for better pay and to try something different.

After working as a receptionist for about a year, I decided to pursue a career that would impact individual lives in a direct, fulfilling and meaningful way.

Inspired by my enjoyable volunteering experience with Lions Befrienders in secondary school, I decided to join a helping profession. I sent my resume to various social service agencies, but only received a reply from Lions Befrienders for an interview, due in part to my prior stint.

The ambivalence of not knowing how I would fare in my new career, in particular due to a lack of experience, and whether I should return to the security and familiarity of a tourism-related job, was a key concern.

I was, however, convinced that without a leap of faith and gumption to try, I would have certainly lived to regret my inaction in exploring alternative career pathways.

How I made the career pivot

One way of navigating the challenges of a career pivot is to adapt to the work environment. Given the unique demands and processes of different sectors, we need to be flexible and open to learning new things.

Knowledge and skills acquisition played a big part in my preparation. Other than receiving on-the-job training and attending short ad-hoc courses, my eventual reskilling and accreditation as

a social worker in mid-2022, after more than five arduous years of part-time academic studies, entailed two Social Service Institute diplomas and a bachelor's degree from the Singapore University of Social Sciences.

Effective communication – a skill honed in my previous roles as a sales coordinator and receptionist in the hospitality industry – were critical when I transitioned as a professional to the social service sector.

In a client-facing role, I have to frequently interact with, and be understood by, our underprivileged clients and their families in Mandarin and local dialects as well as various stakeholders like ministry administrators and volunteers in English.

Proficiency in written communication is essential, too, given the sheer number of case reports and notes generated in the course of supporting each client.

A wide network could be a valuable asset for a career pivot. Without my community service at Lions Befrienders and rapport with their staff and fellow volunteers, I would have faced more challenges obtaining an enriching role in this sector.

My advice for graduates

Do not be afraid to step out and try something different and learn! Even if you end up not liking that career, you will gain knowledge and skills which will be useful no matter where you choose to go next.

As Ben Carson said, “No knowledge is ever wasted.”



Manu Khetan

Founder and CEO

Rolling Arrays Consulting

2004 – 2005

Appointment: Software Engineer
Employer: Infosys

2005 – 2008

Appointment: Senior Software Engineer
Employer: SAP Labs

2008 – 2009

Appointment: Senior SAP Consultant
Employer: Accenture

2009 onwards

Appointment: Founder and CEO
Employer: Rolling Arrays Consulting

“Entrepreneurship is not everybody’s cup of tea. But if it is yours, you will permanently settle for nothing less than complete contentment.”

Why I decided to make a career switch

My journey began with my arrival in Singapore in 2008. The first four years after graduating from college were devoted primarily to SAP consulting, and working as a consultant made me realise that many clients desired rapid solutions and agile teams.

At that time, I learnt I could lead a small team and resolve customer issues. The thought came knocking in with: “I can strike out on my own and start a consulting services company, and then solve these problems that the customers are currently struggling with.”

By 2009, I had started my own company.

As an SAP consultant, the number of clients seeking services was substantial. More importantly, they were used to working with big companies. Dealing with big companies means extensive processes, standard protocols, project management, methodologies, product positioning as well as submission sales and presales.

So, the initial idea was that a small team could solve a customer’s problem without resorting to complex procedures. In brief, this marked the beginning of my entrepreneurial journey.

However, the idea initially came when I was working as a consultant on the Singapore Airlines HR Tech project. Over the next couple of years, my team and I completed the first project, a small one with only four team members. Working on it was the right opportunity for me to start. Now, it has been a 12-year journey from one project to two, with the size of the team expanding from one person to 200.

Trying to gain customers’ trust proved challenging, so we strove to deliver great work. However, the challenge was made more accessible by conceding that you genuinely and precisely aim to understand what customers are experiencing. With outstanding comprehension comes the opportunity to learn and improve.

Three must-have attributes of an entrepreneur

Entrepreneurial success calls for a rare individual with plenty of grit and determination. You must muster your

courage and be patient. Again, all of these can be combined in one attribute: bravery. This is because you will see many failures, yet you have to keep doing it. Then success will come.

The second one is that you would never have a boss, because of the nature of entrepreneurship. So you need to maintain self-awareness. Without self-awareness, you do not know what mistakes you are making, which will not contribute anything good to your career. You need to check whether what you are doing is correct. Get feedback, and digest it with positivity.

And the last thing is, of course, the large amount of hunger you should have. Hunger becomes your fuel to help you succeed in this career. The fuel must exist.

These three things are required to maintain your position in entrepreneurship: bravery, self-awareness and hunger. Acquiring these three attributes will help you become a better entrepreneur, just as they did for me.

Indeed, it will not be as easy as it sounds. You are still learning.

My advice for graduates

First, you need to ask yourself, “Why do I want to become an entrepreneur?” If you find a genuine answer, that is the path you should take. For example, if you are engaged in entrepreneurship to earn more money, there are multiple ways. Why entrepreneurship in particular?

If you find the answer lies in wanting to work independently and try out something that nobody has done before, that could be one of the reasons.

Entrepreneurship is not everybody’s cup of tea. But if it is yours, you will permanently settle for nothing less than complete contentment. The second you are confident that you are the right person to carry it out, you should.

Once you take the entrepreneurship route, you need to be ready to face the world. You need to be on your own; responsible for your choices.

Remember to enjoy the journey.



Robert Gunawan

Financial Services Consultant

Eminence Group, Prudential Assurance Company Singapore

2012 – 2014

Appointment: Management Associate (Human Resources)

Employer: National Healthcare Group

2015 – 2018

Appointment: Programme Senior Executive (Graduate Medical Education)

Employer: National Healthcare Group

2019 – 2020

Appointment: Deputy Employer Relations Manager

Employer: Singapore University of Technology and Design

2021 onwards

Appointment: Financial Services Consultant

Employer: Eminence Group, Prudential Assurance Company Singapore

“The challenges that graduates and professionals may face over a career switch are a function of our mindset and cultural norms. Fear of failure, short-term income loss and opportunity cost deter many from venturing into an area of interest and passion and hence, a preference to choose a structured linear path.”

Why I decided to make a career switch

As a fresh SMU graduate, my professional life started with a management associate role in the public healthcare sector. The idea was to gain breath in human resources (HR) through job rotations.

Fast-forward two years in HR, and a burning desire to be closer to the “action”, landed me an internal role in medical education. This four-and-a-half-year stint was a very meaningful supporting role in future-proofing the specialist training pipeline.

However, I was struggling with a “seven-year relationship itch” with my first and only organisation. Back then, it felt like a crossroad whether to capitalise further or pivot.

In hindsight, this was the turning point. I began to ask myself these questions, “Do I envision myself in this industry or job function 10 years down the road?”, “Where do I see myself taking on leadership and strategic roles?” and “What would make me happy and fulfilled in life?”

Answering these questions gave me clarity about myself. I began to see other possibilities, such as seeking success with purpose to impact more lives directly.

How I made the career pivot

Our career and life are not necessarily defined by a specific job or role. They are also not a linear progression.

Having spent seven years in healthcare, transitioning to tertiary education was critical and the most challenging. Learning agility was the theme of the day. I had to master the essence of my role quickly to be effective in engaging and influencing campus recruiters, hiring managers and C-suite executives.

I also had to be proactive in internalising extensive knowledge about “the product” that encompassed the university’s philosophy, curriculum and students, and mapping them against the needs of the various industries.

Beyond technical knowledge, soft skills such as creativity, sense making and communication were key for performance. Specifically, understanding the needs, concerns and goals of both employers and

undergraduates was critical to add value and nurture relationships with stakeholders. I acquired these competencies on-the-job, where I learnt most effectively.

Meanwhile, I undertook a certification in neuro-linguistic programming (NLP), as I wanted to hone my mindset and skills in self-management, communication and coaching. Networking during the NLP course also presented an opportunity to move into financial services.

Financial advisory presented me with the platform for personal and income growth, impacting lives of individuals and families and building a team.

This required an adjustment from employee to an entrepreneur mindset. I always remember a dear friend reminding me to stay humble, eager to learn and never ever think that you know it all.

Lastly, I cannot emphasise enough how important culture fit is to success. I attribute my success in financial services to choosing the right ecosystem. So, be mindful to choose an environment that will nurture your personality.

My advice for graduates

The challenges that graduates and professionals may face over a career switch are a function of our mindset and cultural norms. Fear of failure, short-term income loss and opportunity cost deter many from venturing into an area of interest and passion and hence, a preference to choose a structured linear path.

Commonly, people might say they do not know, or are not sure about what they exactly want. Know your resources by speaking to people you trust that could facilitate reflection and gain clarity about yourself. Talk to your career coaches, identify mentors in your life and read widely.

Finally, take action. The gap between planning and execution is the roadblock for most. You might take the leap of faith immediately, or you can take intermediary steps. Leverage internship and part-time work to explore if reality meets your expectation.

Last but not least, trust yourself and the process.



Qiu Minghui
Youth Work Associate

CARE Singapore

2010 – 2011

Appointment: Accounts Executive
Employer: Hyundai Engineering and Construction

2011 – 2013

Appointment: Financial Planner
Employer: AIA Singapore

2013 – 2016

Appointment: Accounts Assistant/
Student Care Officer
Employer: Epworth Community Services

2017 – 2020

Appointment: Student Care Officer
Employer: Self Help Groups Student Care Limited

2021 onwards

Appointment: Youth Work Associate
Employer: CARE Singapore

“Identifying and owning my core values was also critical in steering the course towards thriving at work, especially in the face of challenges, and deriving job-related meaning and affirmation.”

Why I decided to make a career switch

My career crossroad presented itself six years after my graduation with an accountancy diploma and a number of related positions in the manufacturing, financial and social service sectors.

Despite an initial aspiration to progress in this line of work, mundanity and a lack of job satisfaction began to encroach with startling speed. Aside from a sense of aimlessness, finding joy in this role was increasingly elusive, too.

Yet, having by then become accustomed to a comfortable routine of familiar tasks, the slightest notion of a career switch was daunting. Thus, I started to review the alignment between my strengths, core values, passion and the career of choice.

Some of the biggest challenges were having to stay focused and committed to my goal amidst the growing demands from the workplace, familial obligations and school when I began pursuing a psychology degree as a means of reskilling.

The resulting drastic change in my lifestyle, juxtaposed with an unsettling career switch, did at times cast some doubts upon my decision on a mid-career switch.

How I made the career pivot

Some practical steps included researching extensively on the range of requirements necessary for a new career, approaching my peers who were in the industry for insights and evaluating my core values, strengths and weaknesses in relation to my preferred career choice.

Being convinced that youth work was that choice kept me grounded and focused during any ensuing trials while preparing and searching for a suitable role. Identifying and owning my core values was also critical in steering the course towards thriving at work, especially in the face of challenges, and deriving job-related meaning and affirmation.

Even as responsibilities abounded at the workplace, I had to learn to regulate my emotions by practising self-care and mindfulness techniques, such as engaging in positive self-talk especially when I felt that I was not doing enough for at-risk youths.

Professionally, staying abreast of the latest trends and happenings was an empowering way to better appreciate and support the youth through varying creative methodologies. I would also keep myself updated on current policies, guidelines and new courses in order to continually enhance any technical and transferable skill sets expected in this vocation.

My advice for graduates

Start observing your emotions. In regards to your work, start asking questions like, “Where do I foresee myself in the next five years?” and “What do I find meaningful about my work?”.

Also, experiment with new things and keep an open mind. Discover and learn how best to leverage your strengths and talents. By investing in them, you may actually find more joy, purpose and a better fit in your desired profession.



Angela Kuek
Director and Founder

The Meyer Consulting Group Pte Ltd

1995 – 1998

Appointment: Assistant Manager
Employer: United Overseas Bank

1999 – 2000

Appointment: Branch Manager
Employer: The Hongkong and Shanghai Banking Corporation Limited

2000 – 2004

Appointment: Senior Consultant
Employer: Accenture

2004 – 2012

Appointment: Head of Banking and Financial Services
Employer: Hudson Global Resources

2012 onwards

Appointment: Director and Founder
Employer: The Meyer Consulting Group Pte Ltd

“It is one thing to do online research, but I find we tend to underestimate the importance of speaking to contacts in the industry to get a first-hand, realistic account of what a career switch really entails.”

What advice would you give someone who is contemplating a career switch?

In addition to my main role as a recruiter, I am also a certified career coach, so when I coach someone contemplating a career switch, I would first ascertain the reasons for it.

My initial advice would be to ask yourself several “test” questions, such as “Are you enjoying the industry and the role, but not your current boss?”, “If you are in the same role but in another environment, would you stay?” and “Would there be competitor firms you are interested in?”

So, before switching out of a particular career completely, I would get the person to think through the reasons.

I would also suggest that they speak to people in the industry they plan to switch to. It is one thing to do online research, but I find we tend to underestimate the importance of speaking to contacts in the industry to get a first-hand, realistic account of what a career switch really entails.

Instead of reading off the internet, do find common connections or referrals, ask them out for coffee – you pay for it – and gather information from a direct source. Anecdotal information could be more useful than those presented online, which most times have been edited to convey a certain view.

Lastly, run through your thoughts and plans with a trusted circle of family and close friends. These would be people who know you and are for you – they could be your spouse, long-time friends, or an ex-colleague or boss.

They would know what makes you tick or annoys you. Gather their feedback as part of your research, but the ultimate decision lies with you, of course.

What tips would you give to a career switcher to stand out in an interview?

Be specific and share past examples to back up whatever you say during the interview. I cannot reiterate enough how important that is.

For example, you can share your resilient nature as a competency trait by saying “Half my team was down with Covid-19 at one time, so I had to reorganise the workload and work till midnight for a week, but we managed to deliver the project on time and within budget. Our clients were pleased, and the team got commended by management.”

A response like that would make you stand out more than generic phrases about your strengths.

If you are not someone who is naturally articulate and can respond comfortably to ad-hoc questions, you could spend more time scripting your responses, especially your resume, and practising your answers out loud.

Interviewers usually focus on motivations, your job moves, how you think, resolve issues and make decisions. There are no “gold standard” answers, so just be yourself. I have found that certain traits at interviews never go out of style, namely being genuine, intellectually humble and energetic.

My advice for graduates to succeed in a new job

Do pace yourself in the initial months. Even CEOs get 100 days to settle in, so give yourself a couple of months to learn the ropes, get to know people and assimilate into the culture of the company. Do not over-stress and over-worry.

Most bosses and colleagues will also cut you some slack when you are new. Remember, your new career is a marathon, not a sprint.

Do not underestimate relationships – get to know people and your interfaces – they will be useful when you need a nudge in the right direction.

For example, even if you are in IT planning, getting to know your Finance colleague if you are tasked with planning a department budget would be useful. So, do make an extra effort to cultivate relationships in the initial months.



Chew Kwan Eng
Partner, Quantitative Analytics
and Treasury Services

EY

2005 – 2010

Appointment: Member of Technical Staff

Employer: DSO National Laboratories

2010 – 2012

Appointment: Senior Associate

Employer: EY

2012 – 2015

Appointment: Manager

Employer: EY

2015 – 2020

Appointment: Senior Manager

Employer: EY

2020 onwards

Appointment: Partner

Employer: EY

“My philosophy is to learn the ropes on your first attempt, be efficient on the second and value-add by the third.”

What advice would you give someone who is contemplating a career switch?

The one question I commonly ask a career switcher is what their reason behind the change is.

Self-reflection would help identify the motivation. The motivation can be either push or pull factors, but a balanced list would contain both.

As a word of advice for those with many years of work experience – if you excel in your current career but lack critical transferable skills, and are attracted to a career switch for monetary reasons, you should rethink the proposition for change.

A career switch may impact your time with your family and, occasionally, comes with financial sacrifice. Speak with your spouse or family, and ask for their support. Having strong family support would ensure a smoother transition.

What tips would you give to a career switcher to stand out in an interview?

First, understand the role. A career switcher is different from a fresh graduate, in that they bring different skills and knowledge acquired through prior work experience to their new role.

When speaking with your hiring manager, understand what the role entails and emphasise – without necessarily being too direct – relevant transferable skills to the role.

The one with the ability to do so early would stand out among the candidates.

Secondly, be yourself. It can be nerve-racking to attend an interview, especially if your last one was years ago. My view of an interview is that it is not a one-sided interrogation, but a two-way conversation.

Treat the interview as an opportunity for both parties to understand each other’s working style and culture fit as well as to clarify expectations of the role.

Only by being yourself would you be able to bring down the “mask” and showcase your strength in an open and honest way.

My advice for graduates to succeed in a new job

First of all, show your commitment.

Some career switchers who were successful in their previous careers are not able to fully transit into their new roles, because they transit with a mindset like, “I can return to my previous career if this does not work out”.

But as a career switcher myself, a “no return” mindset helped me stay the course during the change.

Second, be hungry to learn and focus on value-adding.

My philosophy is to learn the ropes on your first attempt, be efficient on the second and value-add by the third. In my parents’ generation, one academic degree could last them a lifetime. But in this era, continuously developing yourself professionally is the only way to stay relevant.

After learning, focus on how you can contribute – value-add – to the company, your clients and society. To bring value to the table, you need to understand how your work impacts other stakeholders and vice versa.

You can achieve this through regular interaction in either a formal setting, or coffee with co-workers and stakeholders.

The benefit of focusing on value will require you to step out of your comfort zone. This is a powerful process, as you are preoccupied with contributing, and inadvertently becoming creative in problem solving, building relationships as well as gaining knowledge and self-confidence.



Eugene Goh

Co-founder

HireQuotient Technologies Pte Ltd

2002 – 2005

Appointment: Various roles

Employer: Singapore Civil Service

2005 – 2014

Appointment: Principal

Employer: Boston Consulting Group

2014 – 2018

Appointment: Freelance consultant and advisor

Employer: Self-employed

2018 – 2021

Appointment: Co-founder

Employer: TalentKraft Pte Ltd

2021 onwards

Appointment: Co-founder

Employer: HireQuotient Technologies Pte Ltd

“Things will be different, so you might as well embrace it and enjoy learning new things, and working in new ways with different people.”

What advice would you give someone who is contemplating a career switch?

Do not underestimate how the skills and competencies you have developed in your career to date can be valuable in your new role!

If you focus on what you do not know, you will never be good enough. Instead, try to identify what you bring to the table, and why your experiences will make you more effective in your new role. It could be a different perspective, a complementary skillset, or even the range of situations you have dealt with.

If you start by thinking, “I am not going to be good enough for my new role”, you will not be.

What tips would you give to a career switcher to stand out in an interview?

First, prepare, prepare, prepare.

If you fumble with the obvious questions, you are not going to be successful. Think through the points mentioned previously as well as about how your career to date has uniquely prepared you for the new role.

I would also consider acknowledging the “elephant in the room”, which is that your profile will be different from most candidates. Use this to pivot to why this is an advantage for you.

Handle these issues from a position of strength, rather than being on the defensive and having to justify why you should be considered.

My advice for graduates to succeed in a new job

It may sound obvious, but keep an open mind. Things will be different, so you might as well embrace it and enjoy learning new things, and working in new ways with different people.

For instance, I have seen people switch to consulting from all kinds of backgrounds – scientific research, arts, civil service as well as the usual corporate career paths.

But the ones who succeed are those who manage to combine an eagerness to learn with the ability to apply lessons and insights from their past careers to the matter at hand. It will likely be a bumpy start, so be prepared to grit your teeth through the initial phase!



Ksther Lim
Chief People Officer

Affyn Pte Ltd

1999 – 2013

Appointment: Various roles
Employer: Various employers

2013 – 2021

Appointment: Head of Young Talent Programme Office and Head of Talent Management
Employer: Government Technology Agency

2021 – 2022

Appointment: Vice President – Group HR
Employer: ComfortDelgro Group

2022 onwards

Appointment: Volunteer Career Advisor
Employer: Workforce Singapore
Appointment: Chief People Officer
Employer: Affyn Pte Ltd

“Use the switch as motivation to learn and to perform, and never an excuse.”

What advice would you give someone who is contemplating a career switch?

I will advise the person to think through and write down the reasons for desiring a career switch. However, do not do this in one sitting, but rather over two or three sessions.

It is important to do this. Sometimes, leaving the thoughts and reasons in our head, and not jotting them down, may cloud our judgement and rationality. A career switch can be a big thing, and one should not jump into it because it is triggered by some irrational or temporary considerations. Thus, writing it down makes us more objective.

Read through what you have written and do more research. Then, proceed to write down the questions and doubts you have, and speak to a handful of people – not just one or two – to get their views.

Ideally, they should be those who have made a successful career switch, familiar with the industry or function you are planning to switch to, as well as someone senior who can objectively share the pros, cons and offer different perspectives.

Take note that information is powerful, but actions complete the job. Compile a list of gaps and strengths identified, and start putting down the actions required to bridge these gaps. After all these, you will have a better sensing of whether you are ready for a career switch and, if you are, what to do to get yourself ready.

What tips would you give to a career switcher to stand out in an interview?

If you are shortlisted for an interview, it means the hiring manager sees something relevant or transferable from your resume. So, do not go into an interview saying, “I know I do not have the experience” and stopping there.

This will only emphasise what you lack without providing a positive perspective or solution. Instead, try these:

- Research the company. Understand its mission, what keeps the company and people busy as well as the role you are considering. Think about how you can be part of it, and relate it accordingly during the interview;
- Highlight skills and competencies that can be applied to your new role or career, and illustrate how they work;
- If you can think through, and do up a mini proposal, to showcase the above points, do one. However, do this only if you are confident. Candidates never fail to impress when they do this right; and
- Prepare and be ready to share why you are looking to switch your career. Pick what really matters to you, but avoid rambling.

My advice for graduates to succeed in a new job

Give yourself permission to have a shock when you start the new job. Do not be too hard on yourself. Initiate a discussion with your supervisor. Know what is expected of you, where your resources are and who they could be.

Lastly, use the switch as motivation to learn and to perform, and never an excuse.



Lily Low

Vice President, Business Advisory and Projects

United Overseas Bank

2010 – 2013

Appointment: Assistant Relationship Manager, Large and Multinational Corporates

Employer: The Hongkong and Shanghai Banking Corporation Limited

2013 – 2014

Appointment: Relationship Manager, Large Corporates

Employer: Oversea-Chinese Banking Corporation Limited

2014 – 2018

Appointment: Vice President, Learning and Development

Employer: Sumitomo Mitsui Banking Corporation

2018 onwards

Appointment: Vice President, Business Advisory and Projects

Employer: United Overseas Bank

“Never disregard your previous experience, as you can bring in a wealth of knowledge and know-how, and a different perspective to your new role!”

What advice would you give someone who is contemplating a career switch?

Whether a career switch is triggered by something external or internal, change is imminent, and you need to adapt to something new that is outside of your comfort zone.

A career switch, depending on your current life priorities, can be risky. But if you can reduce the risk by preparing yourself, whether it is your skill set, or your mindset. Skills can be learned and acquired, whether through learning, informal social networks, or taking on part-time roles.

Mindset change however, is harder. How well prepared are you to be “temporarily incompetent” at something new? For some, the fear of being incompetent, or even failing, is what holds them back, even though they have a lot of potential talent that can be tapped on if they pivot to a different career.

What tips would you give to a career switcher to stand out in an interview?

It is natural for the interviewer to be curious about your reasons for a career switch, so it is best to prepare your answer.

Review the skills and experience needed for the role you are applying for, and look to see how your prior work and experience can translate into the new role. Never disregard your previous experience, as you can bring in a wealth of knowledge and know-how, and a different perspective to your new role!

On that note, you should have made some inroads in regards to acquiring new knowledge and skills in the role you are applying for.

For instance, if I were to interview someone who is switching careers, I would review what steps the interviewee has taken to upskill themselves in that area, as it gives evidence that the interviewee is serious about a career switch.

My advice for graduates to succeed in a new job

Maintain a growth mindset; that is to be ready to embark on a steep learning trajectory. Moreover, make sure that you and your supervisor agree on what is expected of you in your new role.

For example, you may not be competent now as you lack some specific skills or experience, but when can they expect you to become competent?

Also, be clear on what sort of support you may need during this period. This way, you will be given some leeway on being “temporarily incompetent” in your new role.

Clear communication and understanding by both parties will be critical for the career transition to be successful as well. ■



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Accountancy and Financial Management

Accountancy and financial management qualifications open doors to career opportunities in various organisations, from the “Big Four” to smaller accountancy firms, as well as corporations and the public sector.

In recent years, businesses have embraced cloud accounting software and applications to increase efficiency for accounting and financial management. As a result, accounting professionals are often encouraged to upskill constantly to pick up data analysis and be well-versed in digital accounting.

Accounting firms offer a diversity of services, such as consulting, assurance, risk assessment, corporate recovery, tax and forensic accounting, aside from the customary accounting and auditing services. Because of this, employers are constantly on the lookout for candidates with good analytical skills, are meticulous and have an ability to convey financial data clearly.

Graduate accountants often join firms as trainees and will be required to take professional qualifications to enhance themselves. It is mandatory to go through the Singapore Chartered Accountant Qualification in order to practise as a chartered accountant here.

Potential job options

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





Analytics

Data analytics, the sector dealing with the collection and analysis of huge amounts of data, is very much an engine of growth for the future economy. As Singapore continues to prioritise digital transformation in its Smart Nation initiative, delivering high-value information technology services is of top-notch importance.

Analytics is significant for rising industry trends such as e-commerce, artificial intelligence and the Internet of Things. The Infocomm Media 2025 masterplan, the government's road map for the information communications and technology sector for the next decade, also considers big data a key strategic thrust of growth.

The demand for data analytics roles is ever growing as it is not only widely used commercially, as well as 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 is mainly of inference, experiments and visualisation are used to achieve goals for stakeholders, with data that has already been mined. Career pathways can be grouped according to management and specialisation, depending on the skill sets possessed.

Potential job options

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



Banking and Finance

Some possible areas of work in banking and finance include asset management, hedge funds, private banking and equity, risk management, venture capital and corporate restructuring.

While the banking and finance field may be a volatile one affected by fluctuations in the economy, the vibrant financial hub in Singapore ensures it continues to be a popular career choice, causing stiff competition for graduate hires.

A good way to increase your value as a jobseeker is by seeking out internships during your university days to gain relevant work experience. It is also a good idea to actively participate in co-curricular activities and to join the relevant societies to develop the necessary skills required in the sector, much like problem-solving ability and excellent communication, organisational and teamwork skills.

You should also read financial business news regularly to update yourself on any changes in the sector. Additionally, while numerical and business degrees are preferred by employers, they are not a necessary requirement.

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

Teaching is a noble profession given its long hours and multifaceted demands, entailing the heavy responsibility of nurturing the future generation. A career in education is highly rewarding for the satisfaction of helping others to achieve their aspirations. Major employers include the Ministry of Education, public and private institutions and tuition centres. Besides becoming a teacher, you may also consider roles such as a career counsellor, an educational psychologist, or even corporate and administrative roles in the ministry.

Upon graduating with at least a bachelor's degree, aspiring teachers will need to obtain a postgraduate diploma in education at the National Institute of Education. Graduates from all disciplines are welcome to apply.

Good organisational, time management, interpersonal and effective skills are crucial for this sector.

Potential job options

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



Healthcare

Although most medical careers require specialist knowledge and training, non-medical graduates can join the healthcare industry as well. There are a number of options for applicants from other degree backgrounds, such as operations/management, medical and pharmaceutical sales/marketing, medical product management and healthcare informatics.

Long hours and heavy workloads are commonplace in this field. However, those working in administrative or research roles typically have regular and stable hours. A passion for serving and helping those in need is imperative as well as being meticulous and patient, especially if you are in a services role in the healthcare sector.

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 such as the Singapore Flyer and the Singapore Zoo, the hospitality and tourism industry in the Lion City usually experiences steady growth.

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

Work in this industry can be trying, demanding a lot of patience, energy, diplomacy and EQ control. You should also expect work hours to go beyond the usual 9-to-5 during seasonal peak periods.

Traits that employers look out for in their candidates include excellent communication and interpersonal skills as many roles are client-facing in nature.

On top of that, most graduate employees start out from the bottom or through graduate programmes, obtaining training and professional qualifications on-the-job.

Potential job options

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



Innovation and Technology

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

Among some of the more popular roles that graduate candidates can consider include technology consulting, systems analysis, network engineering, software testing and technical sales.

While numerate and IT-related degrees are preferred by employers in this sector, they are not mandatory – graduates seeking to enter this industry can take up technical modules in school or go for professional technical qualifications part-time as they work.

A common way in is through graduate programmes, especially if you are applying to major organisations. Many smaller employers prefer to hire directly, though.

Employers greatly appreciate candidates with good problem-solving and time management abilities in helping them meet project deadlines, as well as good interpersonal and communication skills due to the team-based nature of the work.

Potential job options

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



Legal

Upon obtaining your law degree, you will have to first undergo a training period of up to 12 months after passing the bar examinations to practise as a lawyer.

Joining a bigger law firm entails more structured graduate training and eventual specialisation, whereas working in a small law practice has its perks, such as exposure to business development.

Alternatively, graduates can also consider roles such as that of in-house legal advisors for commercial organisations. It is also important to remember that employers in the legal sector are also in need of support staff for departments such as finance, HR and IT.

As a graduate lawyer, you will face long and intensive hours at work, but job flexibility may increase with career progression.

Working as legal advisors to commercial organisations, on the other hand, typically affords you a less hectic schedule. An SMU law degree with a minimum GPA of 3 is required to find work in local law firms, and employers also prefer candidates with attention to detail and excellent problem-solving abilities.

Potential job options

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



Manufacturing, Logistics and Supply Chain

Manufacturing, logistics and supply chain are an essential part of many industries, especially in the fast-moving consumer goods (FMCG) and retail sectors. Manufacturing involves value to raw materials by turning them into products. Engineering graduates will then be responsible for the safe and efficient planning, management and maintenance of production methods and processes.

The logistics sector, on the other hand, includes tasks ranging from finding raw materials to delivering the finished product. Supply chain professionals work to help make the process more organised and effective, and ensure that there are no major disruptions.

The logistics and supply chain area of work typically welcomes applicants from all disciplines, and major organisations may even provide management training schemes to prepare their graduate employees for the job. These often include a series of job rotations to better appreciate the processes that affect an organisation.

However, those who are interested in manufacturing may need a relevant engineering degree as well as the technical skills required for the role.

Potential job options

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



Media and Communications (Advertising and PR)

The media 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. As a result, getting these roles can be a very competitive process. While large organisations do run graduate schemes, most graduate applicants will likely have to apply directly for entry level jobs.

Having a solid portfolio can greatly increase your chances of a successful application. Networking is immensely important and may help you find a way into the industry. For this reason, it is a good idea to start working in temporary roles or taking up internships early on in your career in order to build your connections and portfolio.

While employers in this field may prioritise creativity over other traits, they are also on the lookout 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



Social Service Agencies, NGOs and Charities

Graduates keen on helping the community can find their calling in social service agencies, non-governmental organisations (NGOs) and charities. With around 140 international not-for-profit organisations in Singapore, catering to a variety of social, humanitarian and environmental issues, there are plenty of options for graduate employees.

Depending on the area of expertise and the role that you are considering, there may be a need for specialist knowledge, skill sets and certification.

Whatever your role is, 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



Public Sector

The public sector is Singapore's largest employer, consisting of different ministries, statutory boards, and a variety of 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.

Depending on the role and ministry that you are hired into, your job scope and the skill sets required may vary. In general, though, all public sector employees must possess a passion to serve the community, good teamwork and communication skills, as well as the maturity to draw up and execute national policies.

As a public sector employee, you will 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 graduate employees enter the public sector through graduate programmes organised by the individual agencies, but departments and organisations also hire graduates directly. Do regularly check in with the ministries that you are interested in or 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 look to research institutes, academic institutions, or hospitals as some of the primary employers in this industry, but do not forgo the opportunities offered by the corporate sector either. For instance, the cosmetics, F&B and FMCG industries are also major employers of science graduates.

To join this industry as a graduate researcher, in-depth technical knowledge of your field is extremely important, and having a postgraduate degree under your belt may increase your employability.

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. As you will often be working in a team, good communication and interpersonal skills as well as efficient organisational skills, need to be prioritised as well.

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

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

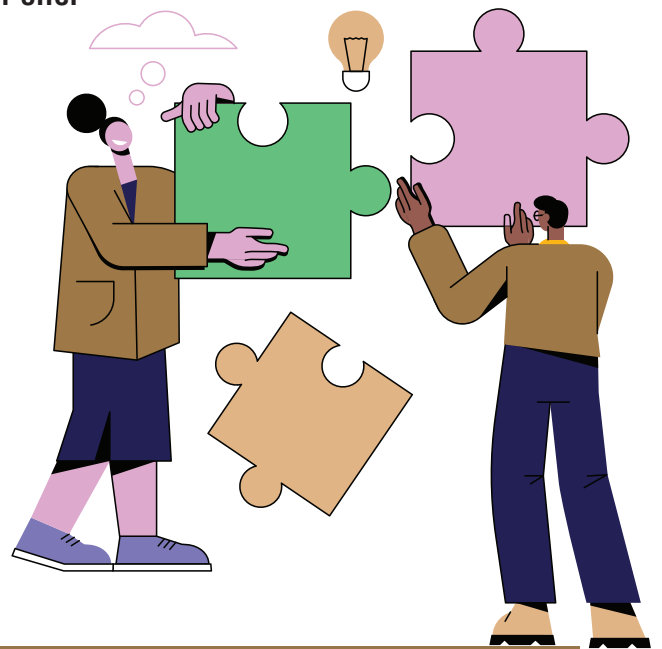
JOINING AN MNC VS SME VS START-UP

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

Whether you join a multinational corporation (MNC), 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 greater market share.



Pros of working in MNCs

Prestige and reputation

MNCs 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 an insight 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.

Factors to consider

Bureaucracy

Organisational structures and workflows, such as standard operating procedures (SOPs), can be quite rigid in large companies. There is less flexibility in work processes, 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 by 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, SMEs employ two-thirds of Singapore's workforce and contribute to about half of the country's GDP.

Pros of working in SMEs	Factors to consider
<p>Exposure</p> <p>A lower headcount means employees of 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 may 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 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 with 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 do not always offer formal training or graduate schemes. Instead, you will be expected to learn on-the-job and take responsibility for your 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 or not 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	Factors to consider
<p>Exposure</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 entrusted 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 in the market. 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. Employees often work odd hours for this to happen, so be prepared! ■</p>

JOB HUNTING DURING A RECESSION

Does the recession have you down about your job prospects? Take it as a chance to get your head in the game and get ahead once you graduate.

The global pandemic hit Singapore's economy really hard in 2020, and while 2021 could only be described as "shaky" at best, the economy through 2022 was showing positive, and solid, signs of recovery. However, the threat of recession is now looming this year, with low growth numbers and rising inflation.

With the potential for the economy to slowly slide back into recession, landing a job may be more challenging. Although safe distancing measures are lifting, a less dynamic job market may not bring about as many opportunities, especially with other graduates and industry veterans moving around as well.

So, although things may be looking bleak, figuratively and literally, it still remains important that you keep things in perspective in regard to your job search process and management of expectations.



Research and clarify

Before you start making plans about your career, research the hardest industries in tough times and find relevant jobs accordingly. Keep in mind that job satisfaction should still be a priority though!

Liking what you do matters more in the long run than a short-term recession, so do not switch industries just because it offers more prospects.

If you still have some doubts to clear up, ask. Speak to a career coach or simply strike up a conversation with someone wiser and more experienced – 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 if there is no recession, the job market in Singapore is generally pretty competitive for fresh graduates. As such, the best course of action is to prepare ahead: start working on your network, call up possible leads and expand your resume with relevant work experience.



Do not stop (applying)

Even if you do not hear back from firms you have applied to, keep your momentum going and continue to send out applications. These companies may be reviewing a large number of applicants and shortlisting a select few for their rigorous assessment centres.

Set a daily goal and reward yourself whenever you reach it, whether with a delicious mug of coffee, or sitting down to play your favourite video game. But one of the most important things to remember when you are applying for jobs is to manage your expectations of what you will actually land straight out of school. Try and keep an open mind throughout the job search process as you never know where an uncharted path will bring you further in your career.



Be patient

Interview processes are long and tedious enough as they are, but add in prevalent virtual modalities, and you have a whole different ball game. Keep in mind that most company hiring processes are not designed to be remote and there are new logistics to be addressed.



Polish your resume and cover letter

This is something we have all heard before: Make your resume and cover letter look professional. Tailor them to every employer you apply to.

Matching your skills to job descriptions in order to impress recruiters is especially crucial right now, so make sure you send the best version of your resume to the employer you are applying to.



Prepare for video interviews

There is no better time to get familiar with video interviews than the present, especially with some ongoing safe management measures. Practise by dressing like you are going for a face-to-face interview to get yourself in the mindset, and keep your tone cheery to get your enthusiasm across.



Try temp-ing

If you are looking to earn a little more while gaining some work experience, 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 profession of choice – 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 for future interviews.



Get creative

Take stock of all your skills and then look for opportunities wherever they may be, even outside your industry of choice. While this may not be ideal for you, when the job market has recovered and you can move into your preferred sector, employers will be impressed by your experience, resilience and ability to leverage your top skills in a different environment.

Keeping your mind open to all the possibilities in front of you 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 turned into a short-term business, you can consider this option, too. Do you like to paint little pebbles? Sell them on the internet. Have a good grasp of English? Tutor children online or create online English papers.



Stay commercially aware

Above all, tough times are exactly when you should keep abreast of the latest news with regard to the economy, and especially the industry you are intending to enter. This will not only help you plan your job hunt better, but could also be the critical differentiating point to push recruiters to hire you instead of another equally qualified candidate.

CONCLUSION

Last but not least, trust that this pandemic and possible recession will not go on forever. There is light at the end of the tunnel; we just have to find it! ■

TAKING CARE OF YOUR MENTAL HEALTH: 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 pays to be persistent, but recognising your limits is important too. 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
- Take the time to read the job description 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 mean that you are unqualified – it could be that you need help beating the application tracking system or to write a more effective email job application. There are plenty of other factors that not only affect a company's hiring process, but the job market as a whole, especially with the aftereffects of the coronavirus pandemic still going on.

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 fantasy in your head probably is not as awful as you think it is
- 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.

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 going to movies 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.

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. ■

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 them on how things have been • Read a good book or watch some Netflix • Take a break from sitting at your desk and go out for a walk or do some light exercises

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 and get to know new opportunities, too • 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

RIDING OUT THE PANDEMIC AND RECESSION

Read on for some tips on how you can buckle down and ride out the storm.

The world has been disrupted in ways never seen before. Entire industries and businesses that ground to a halt over the past few years are only starting to slowly recover, some countries are still tentatively reopening their borders and while employees have returned to the office, remote or hybrid working systems are still a vital part of working life.

As a graduate jobseeker, this may all seem incredibly overwhelming – especially when the prospect of finding your first job is already pretty nerve-racking in itself!

While we unfortunately cannot tell you when life will go back to normal, what we can do is offer you a few tips to help you ride out what else might be coming ahead.



Be flexible with your long-term plans

Even though you may be set to graduate in the middle of this pandemic and possible upcoming recession, remember: keep holding on to your long-term plans to find a job, but remain flexible at the same time. No one knows how long the present situation and uncertainty is going to last, so be prepared to make short-term adjustments if necessary.

For example, even as you keep an eye peeled for a company and job that appeal to you, you can still look out for internships, short-term contracts, or consider going freelance. These may not seem like stable employment prospects, but 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.

But also remember, even in the midst of a recession, there will still be organisations hiring. Every recession brings with it winners and losers. Tech and logistics companies, for example, are doing great. You just have to keep your ear to the ground and find out who is still hiring.



Manage your finances and save up

It may take longer than usual to find a steady-paying graduate job this year, so you will want to watch your personal finances! Begin by trimming whatever expenses you do not need. Look through your expenses to find hidden ones you can do away with or start finding creative ways to encourage yourself to save.

You can also turn to a number of free apps to help you plan your finances. Some suggestions include Pocket Expense, Household Account Book and Spendee.

As a rule, try to plan for blocks of three months at any one point in time. Forecast your essential expenses for the next three months to the best of your ability, and do your best to ensure you have enough savings on hand to cover those.



Make use of events and classes

Our bodies may be stuck at home most of the time, but that does not mean our minds have to be! Make use of your school's virtual and physical events, or take offered upskilling programmes, such as those subsidised under SkillsFuture Singapore, to build 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 what is going in the industries of your choice – all from the comfort of your own couch.

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 to see if they know of any upcoming ones.



Take care of yourself

Last but not least, remember to take care of yourself. With looming graduation dates, a possible recession and everything else in between clogging up our to-do lists and newsfeeds, it can really be a lot to handle all at once.

Look out for signs that you are developing anxiety. These include: fatigue, difficulty sleeping, feeling helpless and having trouble just managing what is presently on your plate because worries about your future keep distracting you.

Remember that anxiety is a normal response to the uncertainties we are all facing during this time. Everyone is in the same boat, after all. The key is not to let it overwhelm you by overthinking what may lie ahead, but to focus on what you can do each day – one step at a time. Focus your energy on what you can accomplish today and now, and let tomorrow's worries be for tomorrow. Rinse and repeat from there.

Still, if the anxiety feels too much for you to handle alone, there is nothing wrong with seeking advice. Talk to your university counsellor and your career coach. A fresh perspective may be just what you need to keep yourself on track mentally and emotionally.

At the same time, try taking up new hobbies or make time each day to do the things you enjoy, like playing online games with friends. You are more than just your job search. When all is said and done, this pandemic and its turmoil will pass. But you will remain – 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, especially now. However, adapting to the workplace can be an exciting and meaningful experience. Here is how you can prepare yourself best.

1 Dress the part

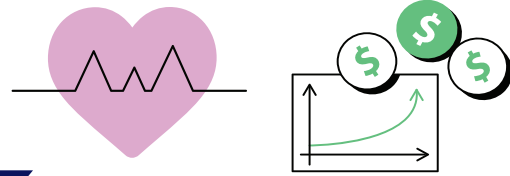
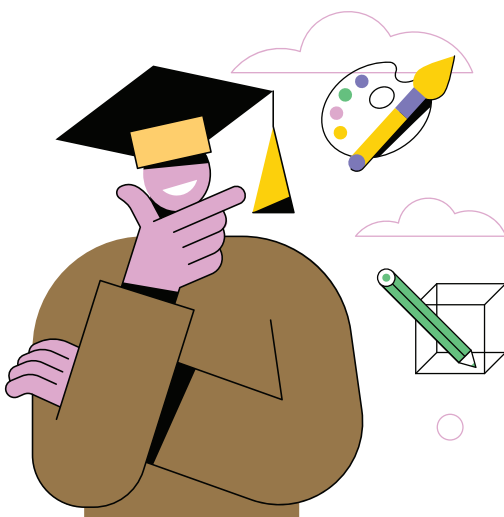
Every professional needs a wardrobe of work essentials – so here is your excuse for some guilt-free shopping! Think about what the recruiters or your future colleagues were wearing when you went for your job interview, and try to plan your outfits accordingly.

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. He or she can be someone you turn to for any worries or concern 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! ■

GO FORTH AND PROSPER!

TOP 3 THINGS TO LOOK FOR IN A FIRST JOB

The right first job can kickstart 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

Future opportunities

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

Your first job is a stepping stone and how it pans out may pave the way for your career ahead. It is crucial that your first job can lead you to more opportunities in the future and help you achieve your long-term career goals.

This usually translates to career advancement opportunities and higher-level responsibilities offered as you progress on the job with your employer. You can start by conducting some research on the 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 that 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 you might want to 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 spending 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 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 while it is beneficial for you to expand on your existing skills on the job, it is also crucial to think about building other transferable skills.

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. ■

ALTERNATIVE CAREER PATHS

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 out

Taking "time out" (or a "gap year") after your studies is a common route for many graduates in the West, and it is becoming increasingly popular here in Asia.

Although travelling may be challenging at this time with soaring air ticket prices, you can still aim for voluntary or paid work experience. Make arrangements with specialist organisations, NGOs, or even a company you are willing to complete a graduate internship in.

Taking these opportunities can also help you to make contacts which you can harness for professional networking.



Tips for taking a gap year

Your gap year should help you work out what you want to do next, and provide the experience needed to find a job. Along the way, make sure you develop useful career readiness skills such as adaptability, flexibility and problem solving.

In the same vein, be prepared to find ways to sync up with the recruitment cycle upon completion of your gap year. Do also keep in mind that you will have to compete with new graduates in the job market when you start your job hunt.

2. 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 a role you are interested in.

3. Take up postgraduate studies

A postgraduate qualification could improve your career prospects, but you will still need to consider your options carefully, as this choice is both time-consuming and costly. Make sure you are clear about what you are heading into and seek out good advice before making your final decision.

Shortlist the courses and institutions which you are considering, and consult your academic advisor, professor, or career coach if you need tips on how to prepare a strong application.



Tips for pursuing further studies

When choosing a course, you will need to consider its content as well as mode of study. The content should align with your motivation for pursuing a postgraduate qualification. If you are looking to add value to your undergraduate qualification for a specific career field, consider the relevance of the course's content to the industry you aim to work in.

The mode of studying, whether on-campus or distance learning, full-time or part-time, also plays an important role in your eventual decision. Funding the cost of your further studies is another crucial factor.

If you are studying on a part-time basis and working a full-time job to service the tuition fees, make sure you are not overstretched. You would not want to take on additional debt for a course which does not advance your career pursuits.

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

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 Health Matters Survey 2021 finding that nine out of 10 Singaporean working adults are struggling with their mental health.

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. In fact, good mental health refers to “the presence of positive characteristics”. For instance, in professional life, a positive characteristic for good mental health is a work-life balance.

Fortunately, there is rising mental health awareness today, from more graduates wanting to work for employers that offer a good work-life balance, to more companies offering mental health support.

Try subscribing to these methods to keep your mental health game up.

» Make “to-do” lists

Feeling the need to get up to speed in your new job can be overwhelming. You are dealing with being the new boy or girl on the block (or office), you do not have as much experience as your peers around you and you have been given a list of tasks to complete by a certain deadline.

And although the offer of help is typically extended to new hires, you will likely still feel like you are buried under a mountain of work.

This feeling of being overwhelmed will likely be accompanied by constant flitting from task to task as you finish one and try to decide on what to focus on next.

So, instead of contributing to what might become a mental health issue, start making “to-do” lists. They can range from decorated corkboards to even just basic pen and paper. You will be able to get your thoughts in order, and get a good feeling every time you check something off the list.

Consider

Keep your “to-do” 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 does offer good entertainment fodder, or even provides an opportunity for you to know your new co-workers better, 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 slice of cheese or chips constitutes a break as well.

A few minutes taken here and there will 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 keep yourself mentally buoyed and healthy, though, you can schedule 30-minute work blocks, with five-minute breaks in between.

Consider

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

» Decorate your workstation

Looking at little personal touches at your work desk can help you de-stress when office life threatens to overtake you. These little decorations can help you re-centre yourself and recall positive memories that will keep your mental health up. But before you start bringing in fairy lights, check with your company if there are any guidelines.

If decorations are allowed, take note to not clutter your desk with too many pictures or reminders of your hobbies. At the end of the day, you are still a working professional in a corporate space.

Consider

Decorate your desk with a pillow for comfort, or a shawl or jacket for warmth. Other options include framed inspirational quotes to motivate you, or even pictures of your pets and family.

» Get to know signs of a problem

When mental health starts to slip, there will be some changes to behaviour, whether it is a lower concentration level, frequent tiredness, or taking longer to complete what are deemed simple tasks. Unfortunately, most tend to write it off or just work harder to get more done – which actually makes the issue worse.

It is possible some of these signs may just be you taking a bit more time to adapt to your new schedule. But in any case, counter them with exercising, picking up a new hobby outside of work, or talking to someone about how you feel.

» 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 – although not exhaustive – can help you manage your mental health at your first job. But it needs constant work. Mental health is a fluid thing, affected by your circumstances of the day and what you need at any given time. No one formula works for everyone, as everyone has different needs and personalities.

Instead, figure out what works best for you. Then use it to manage your mental health in the best way possible, so you can always put your best foot forward. ■

CRAFTING THE PERFECT RESUME

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

As hiring managers only have enough time to take a quick glance at your resume, you need to quickly hook their attention and reel them in for a second look. Most importantly, you have to strategically customise every resume sent to employers.

Here are some tips on how you can do so.

1 Understand each role you are applying for

Recruiters are looking for candidates with the best fit for the advertised role from the deluge of applications received. Your resume needs to be highly relevant and targeted to the role you are looking at.

One easy way to ensure this is by indicating your career objective or a key summary of your skill sets, or both, right at the top of your resume. After that, customise your career objective and summary of skill sets accordingly for each role you are applying for.

2 Highlight your skill sets and expertise

When hiring managers sift through the huge stack of resumes received, they look for keywords shown in the job description. These keywords are often specific skill sets, which you can show as one-liner summaries with each work experience listed.

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, market sizing, interviewing, public relations and business development.

On the other hand, for a business management position, state the relevant areas of expertise such as executive-level communication, strategic planning, business analysis and client management.

3 Show relevant experiences

Include short-term gigs, internships or CCAs related to the role you are applying for.

Spent a summer taking care of elephants in Thailand before (or during) the pandemic? Put that in – you can talk about emerging skills employers appreciate during your job interview, such as corporate social responsibility and cross-cultural fluency.

Similarly, part-time work in a services or teaching role indicates your ability to serve and cater to the needs of clients, including managing others' expectations – a key skill needed for any young professional.

4 Reveal numbers and details about your accomplishments

Impact is often measured in numbers and details. If you helped to grow the client pool in your previous role, state the number of new clients you brought on board within a specific time period.

Similarly, if you gave tuition, state how you have helped your students grow, in terms of tangible results as well as the areas which you have focused on, be it targeting on improving their weaknesses or encouraging them to read more. This will let employers know that you are not just a doer but a thinker, for you can be a self-starter, coming up with your own strategy.

If you have led project teams in school or at work, show their sizes and include details of growth within the time period for the hiring managers to appreciate your capabilities through proven examples.

5 Highlight your strengths

Employers gauge your unique selling propositions and potential contributions to the firm by scrutinising your skills and interests.

For example, fluency in a second or third language could indicate your specialised knowledge of a certain geographic market. Your prospective employer would be keen to tap on your strengths for future plans such as expanding to new, or in existing, markets.

IT and technology skills are another valued asset these days. If you have a budding interest in coding or have taken up online courses to further your interest in this area, include the certificates which you have attained.

Besides stating your educational and co-curricular awards, achievements and leadership positions which you have attained, it is a nice touch to share your personal interests at the end of your resume.

While keen interest and participation in team sports indicate a high potential for success in a corporate environment, playing a musical instrument often illustrates an ability to focus with strong self-discipline.

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. For every vacancy filled 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. ■

Sample resume

ALVIN LIM

alvin.lim@mba.smu.edu.sg • +65 1234 5678 • [linkedin.com/in/alvinlim](https://www.linkedin.com/in/alvinlim)

EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY (SMU)

Master of Business Administration

Jan 2023 - Jan 2024

GPA: 3.6/4.0

Bachelor of Science (Information Systems)

Aug 2013 - May 2017

GPA: 3.4/4.0

EXPERIENCE

PS INVESTMENT MANAGEMENT

Apr 2021 - Dec 2022

Product Specialist

- Spearheaded projects in growth initiatives, keeping abreast of regulatory requirements and changes in policies and procedures
- Performed investment research and due diligence on global equities (with a focus on US, Europe, Hong Kong, and Singapore) to identify new suitable equity and exchange traded funds for clients
- Provided stock recommendations and advisory to wealth managers on portfolio allocation and executive of investment themes
- Tracked clients' investments across different product classes to ascertain mark-to-market values and profit and loss (P&L) performance
- Attended client meetings with wealth managers to market and pitch equity ideas to clients; yielded conversion rate of 80% that led to execution trades of US\$15 million
- Prepared monthly statistical reports for senior management review, also customised account statements and valuation reports on an ad-hoc basis at clients' request

FREESCALE INC

Aug 2017 - Mar 2021

Project Manager (Jan 2019 - Mar 2021)

- Led a team of 12 in the migration from Unix to NT platform for five servers that serviced more than 50 offices in 10 cities in ASEAN
- Developed user requirements for pro forma profit and loss statement, return on investment and operating models for project savings; presented justifications and quarterly updates to Chief Finance Officer
- Performed operational risk analysis management and business continuity plan in the event of system breakdown

System Analyst (Aug 2017 - Dec 2018)

- Oversaw and coordinated software updates to computer network headquarters; conducted User Acceptance Test for all end users in 10 offices in Singapore, Indonesia, and the Philippines
- Implemented online tracking tool to monitor billing and invoice which led to 20% improvement in on-time billing
- Generated monthly KPI performance reports on operating cash flow, receivable turn, and current ratio

CO-CURRICULAR ACTIVITIES

Secretariat, SMU Students' Association

Jan 2015 - Dec 2016

- Produced quarterly association publications; vetted and disseminated information released by the Council, the Executive Committee and convened annual general meetings

SKILLS & INTERESTS

- Passed CFA level III
- Working knowledge of R, SPSS, SAS, EIU database
- Effectively bilingual in English and Mandarin; completed Japanese Language Proficiency Test N4 examination

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:

Introductory paragraph

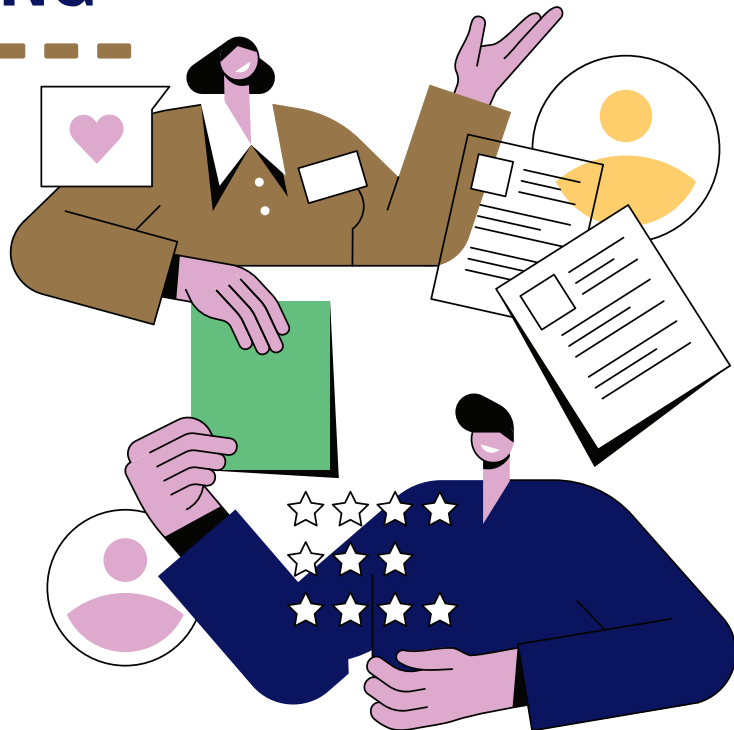
- 1 What position are you applying for? Where did you find the job opportunity?

Your motivations

- 2 Why are you interested in this field and company?

Your skills and strengths

- 3 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/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.

Tip: Internet-proof your cover letter

- Always export your cover letter as a PDF file to recruiters unless otherwise instructed. The PDF format lets you avoid any minor corruptions that word processor documents may experience during an online transfer (e.g. formatting errors).
- When submitting your cover letter and resume through email, write a short email message to introduce your attachments. Alternatively, compose your cover letter as the email message with your resume as an attachment.
- You can also run an email test by attaching and sending the right documents to yourself.

Sample cover letter

123 Low Ridge Close
#12-300
Singapore (210123)

11 November 2023

Human Resource Manager
DRZ Capital
101 Smart Street
#11-00 Smart Building
Singapore 456101

Dear Sir or Madam

Application for Research Associate Position

I would like to be considered for the above position with your organisation, as advertised on the Singapore Management University job portal. I am currently pursuing a Master of Business Administration and will be graduating in January 2024.

DRZ Capital is a well-established organisation in the region and has been flourishing over the past five years. Your recent expansion plans into China has further expedited your growth. I am very excited by this role's potential exposure to a wide spectrum of activities from research, modelling and analysis to client exposure. This role also provides an opportunity to contribute to the team by thinking out of the box and generating contrarian ideas.

This role is complementary to my prior stint with PS Investment Management where I was involved in the investment research and analysis of the China Real Estate Investment Trust. I worked on the detailed modelling and valuation using an in-house model, as well as conducted sensitivity and scenario analysis for the investment projections. Essentially, my key strengths include:

- Good knowledge on various financial instruments like credit derivatives, variance swaps, ETFs, and commodities
- Competent analytical skills on investment and risk analysis for trading desk
- Proficient in modelling and equity research

With these skill sets, I am confident that I will make a valuable contribution to the team. Thank you for reviewing my attached resume. I look forward to an opportunity to meet you for a further discussion.

Yours faithfully

Alvin Lim
+65 1234 5678
alvin.lim@mba.smu.edu.sg

Your address

1. Hiring manager's name (if unknown, use designation)
2. Company name
3. Company address

Dear Mr or Ms XXX
(if you know the name).
Otherwise, "Dear Sir or Madam" or "Dear" followed by designation.

First paragraph

Open with a brief self-introduction stating your degree programme and the year of expected graduation. Be clear to indicate the purpose for writing, specifying the position you are seeking (e.g. summer internship, or full-time position) and your availability to start.

Second paragraph

Research and understand what the job entails. Demonstrate genuine enthusiasm by articulating your interest in joining the company and motivation for the role. This paragraph should always be customised.

Third paragraph

Showcase and substantiate how your qualifications and career plan match the job, and align your value-add proposition with the employer's needs. Highlight relevant skills, experience and knowledge that would meet the requirements of the role. Give examples from your resume.

Final paragraph

Close by reiterating your interest in the role and your availability for an interview. Finish on a positive note, and thank the employer for their time. Use "Yours faithfully" with "Dear Sir or Madam" and "Yours sincerely" with a personal form of salutation (e.g. "Dear Mrs Cheong"). ■

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 as well, and there are certain strategies to follow to make connections with industry contacts successfully.



Personal branding tips

1. Determine your unique selling proposition

Know what sets you apart from the other candidates gunning for similar roles. When speaking to recruiters, or sending in your resume and cover letter to apply for coveted positions, you need to show that you have the requisite competencies and are able to contribute to the industry.

Although you are fresh from school, let recruiters know the specialised knowledge or relevant experience you have under your belt.

2. Tell your personal brand story

Include a career objective statement or summary of skill sets at the very top of your resume and state why you are meant for the role you applied for very early on in your cover letter.

Having a portfolio which contains your best works helps; when attending job interviews and networking sessions, whether in-person or virtually, you can show your portfolio to interested recruiters.

If you are applying for jobs online, craft your personal bio to show your specialisations and abilities.

Similarly, make sure your LinkedIn profile and social media presence are kept professional, revealing your areas of interest and expertise

A word of advice: *Be yourself*

Do not make up selling points at all costs or try too hard to be someone you are not! Concentrate on showcasing your existing skills and experience as a young professional.

Networking strategies

1. Dress well for success

At a networking event, no matter whether it is in-person or virtual, you should be dressed in formal attire, unless the dress code stated is smart casual.

For the gentlemen, prepare your suit and tie for the event as you can always shed layers when the occasion is less formal than expected. Being underdressed is a poor reflection of your professionalism.

As for the ladies, you can remove your formal jacket if the event is not so official. Exercise restraint on accessorising to maintain a professional image.

2. Strategise and be selective

Trying to speak to everyone at a networking event is unrealistic and counterproductive, even if it is virtual. Before attending the event, you should find out about the participating companies, and plan who you want to make an impression on.

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 the 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 do send them any documents as promised, be it 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 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 when 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*

Even if the networking event is virtual, put your mobile phone on silent mode and keep it away. If you want to take down notes on a device, make sure the other party knows what you are up to, so that you do not come across as rude or uninterested. ■

4 TYPES OF INTERVIEWS



One-on-one Interviews

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 are now physical again, some do still take place virtually.

Some companies prefer using several rounds of one-on-one interviews for different department heads to meet with the potential candidate before deciding on his or her fate with the company.

Interview tips

- Show your interviewer that you are interested in the job by asking relevant questions. Some simple ones include asking about the role's day-to-day tasks, the work culture, or the role's career path.
- You should also 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.
- Also 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 Interviews

Although most employers have reverted to physical interviews, video interviews are still conducted in this new normal. Due to the potential technical pitfalls and how different they may be depending on the platform used by each employer, they tend to intimidate graduate job seekers.

Video interviews may take place "live" (e.g. through Zoom) or pre-recorded (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.
- Set the scene by dressing smartly and making sure the area where you will be carrying out the interview looks like a professional workplace.
- If you are using a Wi-Fi connection, make sure you have good signal strength so that the video conference does not drop midway through your interview. A good way to check this is to stream a video over YouTube.
- Lastly, if you are taking the call on a laptop, remember to plug it in to a power source – you may be online longer than you think.



Panel Interviews

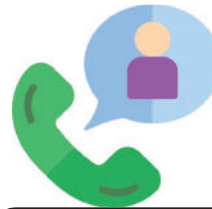
Panel interviews typically involve anywhere from three to eight interviewers – usually three for graduate interviews. They may consist of a mix of HR personnel, business managers and some departmental specialists.

Do not be lulled into a false sense of security if these interviews are held over video. They tend to be 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 little 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 response to a question asked.
- You will sometimes be asked the same question twice by mistake. Do not second-guess yourself, and always keep to the same version of your story.



Phone Interviews

A phone interview is often used as a screening exercise where employers check some basic information prior to a face-to-face or virtual interview. It is also used 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

- Much of the impact you make will come through your voice, so sounding attentive and enthusiastic is important.
- Reference the key words 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 completed application form next to you in case you need to refer to them during the phone interview.
- Choose a conducive, quiet environment for the phone appointment to prevent background noise from ruining 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, so you may find yourself sitting in a one-on-one interview or even a panel interview. 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 dos and do nots to help you prepare for the interview.



...your homework

Make sure to do your research and visit the employer's website for information of recent work or news that interests you as well as how you can contribute to the organisation's business.

When researching, 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.
- What it offers that is unique compared to its competitors.
- The company's core values and aims.



...practise

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



...be in control of yourself during the interview

While being nervous during the interview session is completely natural, do not let your nerves overwhelm you.

When you are in the interview, remember that it is fine to pause and gather your thoughts before responding to a question. Also, if you are unsure about a question, you can always seek clarification.



...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, work for university societies, internships or 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.

DO NOT...

...fail to communicate

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

In case of any mitigating circumstances, make sure to call the interviewer 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 have excessively rehearsed your answers for the interview.

For instance, cliché answers such as, “My biggest weakness is being a perfectionist”, will not impress recruiters.

Find the right balance between prepping ahead of the interview and holding a professional and authentic two-way conversation with the employer to increase your chances of having a successful job interview.

...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. 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 to the organisation may decrease your chances of being considered for the position. Remember to emphasise your relevant skills and qualities to show their alignment with the job description.

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 job on offer?” Talk about these during your interview. ■

DEALING WITH LIVE VIDEO INTERVIEWS

Live video interviews over Zoom or other conferencing apps have become the new normal. Learn how to handle them with ease!

It goes without saying that the coronavirus outbreak has changed many of the ways we interact with other people. And one of the major changes is an increase in interviews over live video conferencing as some recruiters and companies continue to practise social distancing or hybrid work arrangements.

A regular interview is already nerve-wrecking enough to a graduate jobseeker, doing it over video call is a whole other level. Do not fret for here are some handy tips on how to tackle these “new normal” interviews with ease.

Preparing for your live video interview

Going into a live video interview is not just as easy as signing in, turning on your webcam and talking. You will want to do a bit of prep work beforehand to ensure you set the right tone. Our pointers are:

- Spend some time before the interview familiarising 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.
- Conduct research on the company you are interviewing with. 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 comfortable talking formally in front of the camera. Turn your webcam on and try rehearsing some of your possible responses to interview questions. Do not forget to pay attention to how you come across on camera, too. If you can, run through some practice video interviews with friends or career coaches.
- Dress like how you would for an in-person interview, and that includes the parts of you that are off-camera. Dressing right will help get you into the right headspace, and you also will not be left embarrassed if you have to move around for an unexpected reason.
- Your interviewer would 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

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

- Before you even get down to your interview, check your Wi-Fi, webcam and microphone. An easy way to check how strong or spotty your Wi-Fi connection is for a video call is to stream a HD YouTube video. Observe how the video loads – does it play smoothly, or does it keep buffering?
- Start off by greeting 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, or ask them a bit about themselves and how they have been doing. Video conference calls are always slightly awkward for everyone, so your interviewer may appreciate you trying to break the ice.
- 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 in a live video interview and a real-life one is that non-verbal communication does not translate as easily. So remember that your words are all you have to rely on.
- If the call glitches, freezes, or lags, 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 like 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.

Some tough questions to look out for

Just because your interview is not physical does not mean that you are excused from tricky questions. In fact, you will be getting the exact same questions you would get in-person. Some more timely examples of these questions may include:

- How do you think our business has been affected by the coronavirus pandemic and subsequent economic recovery?
- Which of your achievements or experiences best demonstrate your key strengths?
- What have this pandemic and ensuing recession taught you about yourself?
- What steps have you been taking to stay informed and relevant amidst all the uncertainties this year and possibly next year?
- How do you see your career developing over the next few years in a post-coronavirus world?

Some of these questions may seem like real head-scratchers, but it is not about getting the “right” answer. Remember that recruiters just want to get a better sense of who you are and how you approach difficult situations that you may not fully understand.

Take time to do your research beforehand on how the recruiter’s industry may have been affected. Make sure you put in the extra effort during the interview to talk through your thought process to explain how you might have derived your conclusions.

And last but not least, remember to come prepared with questions of your own. This is the perfect time to hear recruiters’ insights into where they see things going during this time, and how their companies have responded to the pandemic. It might also give you some fresh talking points if you have other interviews lined up. ■

TACKLING CASE STUDIES

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

What?

No matter whether it is in-person or over video, case study exercises can be for individuals or groups. You will usually be given some information about a work-related scenario and asked to imagine being part of a group of experts giving advice to a client or superior on the basis of the evidence.

The series of activities will probably be carried out over a period of a few hours and is likely to culminate in a presentation to the assessors. You may also be given additional information to assess at specific intervals throughout the allocated time.

It is also important to note that they are typically based on real-life business developments.

How to approach them

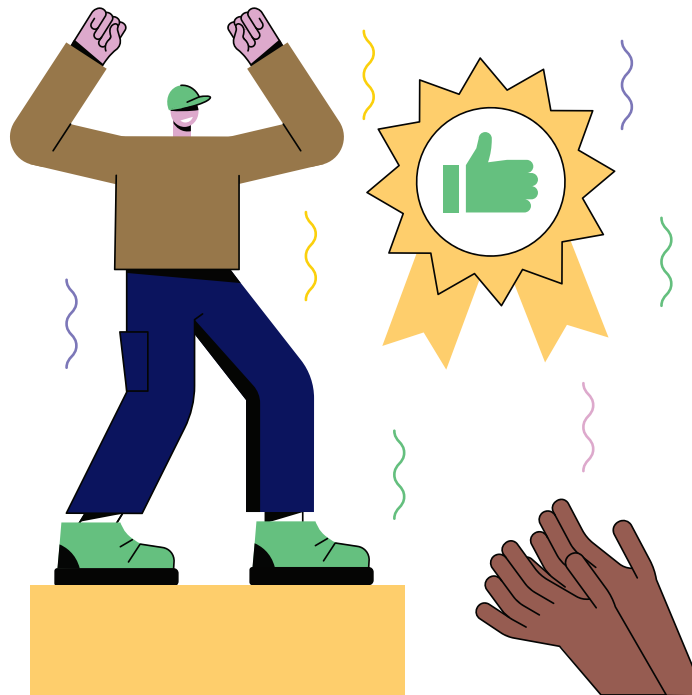
1. You need to be clear about what you are being asked to do. Start by reading through the information pack and assessing the relevant parts.
2. Thoroughly understand the problem, your role and your objectives. If you are unsure, ask for more information or clarification about something from your assessors.
3. If you are working in a group, you could divide up the tasks. For instance, nominate someone to assess any new information passed to the group during the course of the exercise. You will also need someone to manage the time taken for each task, so ensure that your group has a timekeeper.
4. Do not dominate discussions, but contribute to them – you should articulate your thought process so your assessors can see how you approach problems.
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.

When?

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

What assessors look out for in case studies

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



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 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 activity.
3. Practise your mental arithmetic, 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 bounce various scenarios off 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 LinkedIn Learning's online courses on case studies. Join any practice sessions they host until you become familiar with the format.

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 into a workable action plan that you can present to your assessors. ■

ACING ASSESSMENT CENTRES

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

Assessment centres are a common feature of the recruitment process, where employers convene a group of candidates to complete a series of exercises, tests and interviews. These are designed to evaluate a candidate's suitability for a certain role in the organisation.

This format also allows you to showcase a broader range of skills and competencies than most other applicant evaluation methods. For this reason, they are a more holistic and effective way to select candidates than interviews alone.

Typical assessment centre activities

Employers design their own assessment centres to test for skills and aptitudes that are required for their own organisations, but they typically contain 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** – You may have already taken these tests online, but 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, but some may decide to surprise you with an impromptu presentation. For the latter, you would typically be allowed to choose your presentation topic from a list of pre-selected ones.
- **Interviews** – You could have one or more of these, and they could be either one-on-one or panel interviews. Your interviewers could be from the HR department or senior employees from the line business 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.
- The group setting makes it easier to assess your interpersonal and negotiation skills.
- **REMEMBER:** This is not a competition! Recruiters are assessing your ability to work with others, not your performance level.

Preparing for an assessment centre



Turn up 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 practise psychometric tests or book sessions to prepare for the individual assessment centre activities, such as group exercises.
- **Read ALL materials sent by the employer carefully.** These include practical information such as the location and time of the assessment centre. Details about how the day will be structured may also be provided.
- **Check whether 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 shine for the bits where you have to go solo.

Tips on how to shine at assessment centres

1. Be professional
Arrive on time and look the part. Be friendly but also polite. You should also aim to initiate conversations with other candidates.
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 take part.
3. Do not lose concentration
The day is likely to be long and tiring, so have a good night's rest beforehand as you will need to stay alert and engaged throughout the day.
4. Be the best version of you
Just be yourself! But be the most positive version of yourself. If you tend not to speak up, make an effort to articulate your thoughts. If you know you can sometimes be overbearing, let others have their say, and be careful not to interrupt. ■

GRILLING YOUR INTERVIEWER

Not asking any questions or asking bad questions at a job interview will make you seem unprepared or disinterested. Here is a guide on asking your interviewer the right questions in order to come across as a candidate worthy of being hired.

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, it is during the job interview that they can pick out your strengths and expertise, have a clearer idea of how to groom you as a potential hire in the company and possibly even offer you room for growth beyond the job description.

Hence, when your turn comes to ask your interviewer questions, do sound them out on what they would like you to focus on, to meet and exceed expectations for the role they are hiring for!

2 Ask about training and growth opportunities

Employers want graduate hires who are hungry for personal and professional growth, and who will, in turn, contribute resources and expertise 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.

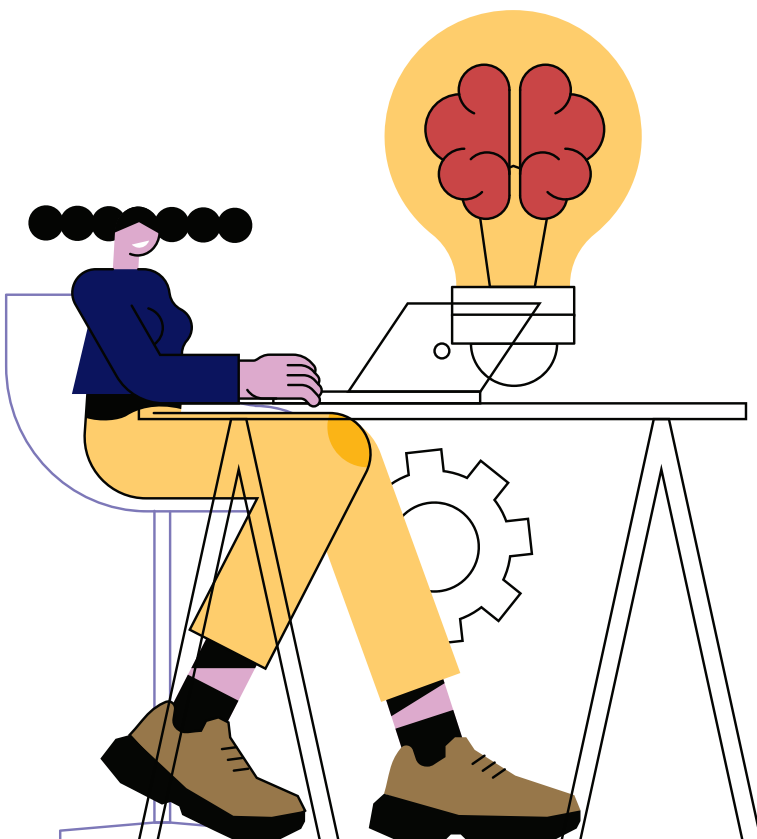
Ask about training opportunities and future growth plans to show keen interest and that the role is in line with your personal career objectives.

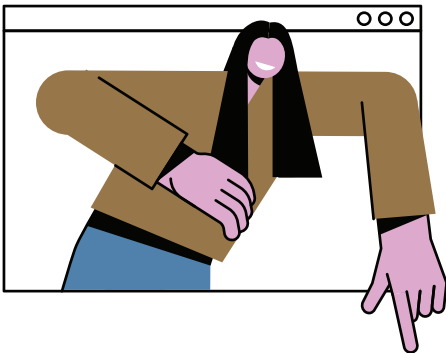
3 Ask about the company's challenges and key plans

Fresh graduates are expected to understand the bigger picture of how their skills fit into the larger goals of the company which they are interviewing for, and possibly becoming a part of.

Ask about key projects in your prospective department and show interest in understanding the company's business and outlook, especially in this uncertain period.

Doing so demonstrates that you are keen to help solve problems for your prospective employer, and shows that you have a strong understanding of your own skills as well as knowledge of the industry.





4 Ask about any expectations for the role

Interviewers can give you a better idea of what they are looking for during the job interview itself. Read between the lines and sense the body language of your interviewers as well – even if it is far harder to do so over a live video interview.

You can also ask your interviewers for their honest opinion on your suitability for the role and the company, and listen to their feedback with an open mind.

This can be helpful information when you eventually join the company or when you are pursuing job applications elsewhere. As insiders of the industry, the hiring managers will be able to tell you if you are lacking in certain qualities or qualifications needed for your dream job.

5 Ask about how to follow up with the application

Before leaving a job interview, be sure to thank the interviewers and end it on a good note. Highlight your qualities and skills, as well as any relevant experiences, as a conclusion on why you are suited for the role applied for. Send them a thank-you email as a follow-up courtesy.

At the very end of the interview, whether face-to-face or video, make sure you ask about the next steps which are expected of you and the company as well as more information about their hiring timeline. A curious candidate is one step to being a successful one! ■



PREPARING FOR THE BIG DAY

Your first interview for your first proper job is here! Breaking down the runup to the interview into a series of manageable chunks and actions can really help a lot.

Quick grooming tips

For gentlemen

- The clean-shaven look is always a safe bet. Get rid of stubble or wispy facial hair.
- Keep your hair neat and make sure that your fringe does not spill past your eyebrows.
- Do not be afraid to accessorise! Go for a solid watch or a simple pair of cufflinks to complement your outfit.
- Do not overdo the cologne and aftershave.

For ladies

- Keep your nails in neutral or natural colours – glaring colours or designs may unnecessarily distract interviewers.
- Make sure to style your hair so that it stays in place and out of your face.
- If you plan on wearing jewellery and make-up, keep things subtle and simple. You want your personality – not your accessories – to shine through!

Start by getting 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 otherwise advised by your interviewers – 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.



- Whether your interview is in-person or over video call, hang your interview outfit out in the open so you will not have to stress out about what to wear.
- If you are attending a face-to-face interview, do not forget to pick a handy, compartmentalised document bag or folder to store your stuff in as well! Be sure to organise everything for easy access. Prepare two additional printed copies of your resume on good, solid paper for additional interviewers who might show up unannounced, too.
- When you have completed all that, get a good night's sleep. 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.

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 the platform to be used

Objective: Decrease your initial stress and get into a positive frame of mind.

For a face-to-face interview, arriving a good 30 minutes before your appointment will afford enough time and space to draw breath and get to where you are supposed to be with the least amount of aggravation.

If your interview is set to take place virtually, get onto the chosen platform and familiarise yourself with it beforehand. After you have had a look at its features, practise how you would connect with your interviewer over the camera, such as making eye contact with the camera and speaking instead of only focusing on the video feed.

Now is not the time to fret about what you have remembered and how you will come across at the interview! Create a mental list of things you like so far about the company – it could be the colour of the carpet in the reception area (if it is a face-to-face interview), or what you have gathered about the company’s culture through its website (if your interview is virtual). Focus your mind on that – it will help calm you down.



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. Commonly, the interviewers will begin with an overview of the company and the role you are being interviewed for.

This preamble is the most “non-judgemental” part of the interview, so enjoy it and take the 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 magazine 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, just as importantly, whether you would have the motivation to do a good job. Finally, you will get the chance to ask your own questions.

You may also be given a short test to complete before or after the interview. This could be to establish the level of your skills pertinent to the job, or a more general evaluation of your preferred working style. Follow any instructions carefully, work out how much time to allot to each part of the test and focus your whole attention on the task.

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). ■



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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?

Give yourself ample time to weigh all the factors before confirming your decision.

Honesty is the best policy

Be open and honest with the employer(s) when 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 play employers against each other to offer 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 informing the HR officer that you wish to take on the offer.

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. Types of leave entitlement and medical insurance
9. Starting date

How do you reject a job offer?

Turning down a job offer can present a rather awkward situation. The bottom line is not to burn any bridges.

Maintaining cordial relationships with your contacts in the industry is important – in this case, the prospective employer who you turned down can one day become your client, a networking contact, and definitely, still a prospective employer in the future.

Inform the employer as soon as you have decided

If you are turning down an offer, let the hiring manager and HR personnel know as soon as possible, so that they can make arrangements to fill the post.

Be sincere

Call the employer to decline the offer and do so politely. 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

The world is small. 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 up your mind.
2. Make sure that the employer sends you a revised offer in writing, if you are successful in negotiating the terms and conditions of the offer. Alternatively, promptly email the revised terms and conditions to the employer for confirmation and subsequently, a new offer.
3. Do not hesitate to seek the advice of your mentors and career coaches if you have difficulty deciding on the job offer(s). ■





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HEAR FROM SMU ALUMNI

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



Name: Brendan Lai
Qualifications: Bachelor of Laws, 2021
Designation: Associate
Company: K&L Gates Straits Law

My job

I am an associate of my firm's Energy, Infrastructure and Resources practice group and my job revolves around advising on oil and gas, renewables, energy and project-related contracts. My day-to-day responsibilities are to ensure that my clients are adequately advised about their legal interests, and ensure that they are protected through precise and carefully drafted contracts and negotiation of terms.

Occasionally, I undertake pro bono work to serve the community. Such cases require me to thoroughly understand the clients' circumstances and the law to put forth a most compelling defence or mitigation plea on their behalf.

"When serving my clients in the energy sector, I feel fulfilled when assisting with a deal to promote the use of clean energy, especially those within Singapore."

How I got my job

I first joined K&L Gates Straits Law as a practice trainee, after which I was fortunate enough to have been converted to a full-time associate. As my bosses were already familiar with my work, I was not required to undergo an interview for my position.

The trickiest part would be keeping a positive mindset amidst uncertainty and unfamiliarity. I had to constantly juggle between being realistic in managing my own expectations of being offered a full-time position, yet continue to strive to deliver good work while building a close relationship with my colleagues. Thankfully, I was blessed with friendly and supportive colleagues who provided me with opportunities to excel.

The highs and lows

I enjoy solving my clients' legal problems and it motivates me to see my clients feeling relieved from their legal worries. However, the work is always challenging. Being in an international firm, I frequently work round-the-clock with other lawyers across the global platform and must always be on standby given the time sensitivity of the work.

Further, many hours of diligent work are required to produce a work product that meets my clients' demands. However, the gratitude that my clients express at the end of a job gives me an added satisfaction in doing what I am doing.

My happiest moment at work

When serving my clients in the energy sector, I feel fulfilled when assisting with a deal to promote the use of clean energy, especially those within Singapore. It is my way of doing my part for the environment while ensuring energy security for millions of people.

Pro bono work gives me lots of satisfaction as well. It is an opportunity to give back to society what I have been given in my legal journey, and to use it for the benefit of the underprivileged counts among the happiest moments of my work.

Some advice

Being resilient and having good interpersonal skills are important. Much learning takes place beyond school and having the perseverance to learn from scratch, educate yourself and ask questions is important. To pick yourself up after mistakes are made is an equally critical quality of resilience.

Having good interpersonal skills helps with building strong relationships with your colleagues, friends, or a potential employer. These relationships are important to function effectively in teams. It is also useful in expanding your network, getting someone to know you better and increasing your chances of learning opportunities.



Name: Heng Zheng Jie
Qualifications: Bachelor of Science (Economics), 2021
Designation: Strategy Analyst
Company: Accenture Strategy

My job

As part of the strategy team, my work revolves around topics, such as helping clients decide whether they should enter a new market, identifying the potential value to be unlocked and the high-level strategic roadmap that can help them realise this value.

Having been with the firm for slightly more than a year, every day has been very exciting and no two days are the same. For example, one day you could be working on a sustainability-related topic and the next day, you could be working on token design. This keeps the work very interesting, with lots of learning opportunities.

Personally, I have worked on five projects thus far, ranging from one to four months in duration, on a wide variety of topics and industries such as metaverse, digital assets and subscription strategy. My role as an analyst is to help support and deliver client projects, which include conducting analysis, interviews, workshops and even presenting to C-suite executives.

“Whenever I look back at my past projects, I am amazed at the amount of knowledge and industry experience that I was able to pick up within a relatively short timeframe.”

How I got my job

I applied for the full-time Strategy Analyst position during my final year, and underwent three rounds of interviews before receiving an offer. The interview format was one-to-one, consisting of a case and fit interview for each.

In essence, I would say “practise, practise and practise” really made the difference for me. Additionally, I would recommend focusing on two key areas.

Firstly, practise your pitch. Reflect on your experience thus far, think about your own personal “story” and how you can leverage that to deliver a unique impact for the firm.

Secondly, practise your case interviews and find a group of friends with similar interest in consulting and do case interviews together to learn from one another. It always pays to do your homework before interviews.

The highs and lows

The most challenging aspect of my role would be the fast-paced nature of the work. As our projects cut across industries and topics, we are expected to get up to speed quickly when we join new projects. Furthermore, even within a project, client conversations can evolve very fast, and we always need to be able to absorb new information and develop insights quickly for our clients.

Having said that, this is also what makes the job particularly satisfying. Whenever I look back at my past projects, I am amazed at the amount of knowledge and industry experience that I was able to pick up within a relatively short timeframe.

Furthermore, being able to present my recommendations and analysis to C-suite executives, and create a direct tangible impact for our clients keeps me motivated.

My happiest moment at work

One of the most memorable projects I have worked on would be developing a metaverse strategy for a real estate company. This was by far the most interesting project where I got to dive into a very new industry and explore the fascinating innovations that different firms are trying.

My favourite moment was when its chairwoman exclaimed during one of my presentations that she really liked our recommendations. Being able to deliver value for C-suite executives despite my youth was something that made the moment special.

Some advice

One piece of advice I would give to students is to never stop trying. I was once in your shoes, and have also encountered failures during my time as an SMU student. However, as cliché as it sounds, the key is always to pick yourself up and identify how you can improve and work on those areas. Eventually, you will get there and land the dream job that you have always wanted – trust the process.



Name: Joel Chan
Qualifications: Bachelor of Social Science, 2021
Designation: Estate Analyst
Company: Bequest Pte Ltd

My job

My role is a client-facing, consultation-based job, where I advise clients on estate planning matters. The scope includes legal, financial and medical topics, as well as some government policies and frameworks.

Typically, clients find out about our services through our marketing efforts or referrals, and schedule an appointment with us. With the aid of our in-house advocate and solicitor, estate analysts like myself would take on their case, and through a series of meetings, help them to streamline their wishes in their last will and testament.

“The enjoyable part of the job is to be able to relate to clients from all walks of life, and to find solutions to their unique situations.”

How I got my job

I was converted from an internship to a part-time role when I was a third-year undergraduate. I subsequently assumed a full-time role upon graduating in 2021.

The highs and lows

The enjoyable part of the job is to be able to relate to clients from all walks of life, and to find solutions to their unique circumstances. Most times, estate planning solutions are not so straightforward as there are hardly one-size-fits-all templates that can be applied to all situations.

To be able to help our clients understand the importance of every part of the advisory process, and earning their trust and business, are the most satisfying aspects of the job.

The learning curve is steep. With the constantly-evolving advisory landscape, we have to keep refreshing our knowledge and stay abreast with the latest case studies.

My happiest moment at work

My most memorable project was for a client who was contemplating divorce, but found it hard to broach the matter with her husband due to her fear of the ongoing domestic verbal and physical abuse. She came through our doors to get a will done just in case anything untoward were to befall her at home. She wanted to ensure that her daughter’s material needs are still provided for.

It was outside the job scope of an estate advisor, but through discussion with my seniors and lawyer, I was able to be a source of support and sound advice.

Some advice

If you want to go the distance in this industry, the most important soft skill is that of empathy. Without it, it would be easy to burn out.



Name: Nicholas Astono
Qualifications: Bachelor of Business Management, 2021
Designation: Investment Banking Analyst
Company: The Hongkong and Shanghai Banking Corporation Limited

My job

Investment bankers help their clients – usually CEOs, founders and other senior management – evaluate and execute strategic transactions, such as mergers and acquisitions (M&A) and initial public offerings (IPOs), to name a few. As a sector banker, I look after companies in the technology, media and telecoms space, which encompasses everything from e-commerce platforms to telcos.

To support our recommendations, we conduct rigorous quantitative analysis, gather proprietary intelligence and provide a view on the fair value of a business or asset. Therefore, the day-to-day task of a junior banker could revolve around conducting market research, building financial models, preparing board presentations and coordinating meetings, among other workstreams.

“I think what truly sets candidates apart is their ability to articulate why they are the right fit, and this can be achieved in many ways.”

How I got my job

I spoke with junior and senior members of the team via Zoom over three rounds of interview. While investment banking interviews are notorious for being highly technical, I found that the most challenging – and interesting – questions were the ones on current industry trends rather than the typical accounting or valuation-related questions.

I think what truly sets candidates apart is their ability to articulate why they are the right fit, and this can be achieved in many ways. In my case, it seemed like my being able to speak at length about recent tech IPOs at the time, and sharing my views on the industry helped to convince my interviewers.

The highs and lows

There are many rewarding aspects of the job. For me, being able to work on headline-grabbing transactions within a truly global organisation, with an incredible team and interesting clients rank at the top of my list.

That said, the learning curve was quite steep, even with relevant internship experience. We were expected to become experts of the client's business within a short span of time, deal with complex regulations and manage competitive tension to achieve the transaction objective. However, these challenges were also some of the reasons that made the job interesting, especially at a very early juncture of my career.

My happiest moment at work

My most memorable moments tend to be the ones I least expect. For instance, there was a capital raising project where we had arranged a series of meetings for our client with institutional investors.

At the end of one of the meetings, the CEO came up to me and personally thanked me for the work we had done, even commenting that my presence made a big difference to him. This incident left me smiling all the way back to the office.

Some advice

Investment banking is very much a team sport, and this implies that you must be humble, open-minded and collegial to succeed. Grow and leverage your network early on, and always remember to pay it forward.

Beyond this, it helps to practise with likeminded peers for mock interviews, and exchange intelligence from interviews when recruiting season kicks into full swing. Do not forget to catch up with your career coaches too – they are an incredible resource for everything from career planning to job negotiations.



Name: Alessandro Vecchio
Qualifications: Master of Laws, 2022
Designation: Associate Lawyer
Company: Deloitte Legal

**Postgraduate
Alumni**

My job

My daily tasks and responsibilities involve advising international clients, and conducting legal research on their behalf in commercial cross-jurisdictions contracts, private-equity and mergers and acquisitions (M&A) transactions.

The work includes drafting, due diligence and reviewing legal documents, reports, notices and contracts. I liaise and actively participate in conference calls with the firm's international clients.

At least once a week, I update and brainstorm with the firm's partners. I am also involved in supervising and mentoring paralegals and legal assistants from time to time.

“When you are looking to make a career pivot, you had better thoroughly analyse the skills and profiles recruiters are looking for in the desired industry or practice.”

Why I decided to make a career switch

I used to work in the litigation practice for a boutique law firm. But I had been genuinely feeling that I did not belong to that kind of environment and activities. I had been meaning to switch to a larger and more international law firm, in order to make the most out of my natural skills and inclination.

I considered myself more inclined to commercial and transactional work, and I was firmly willing to further develop my skills.

How I made the career pivot

Work hard, study hard and proficient networking. When you are looking to make a career pivot, you had better thoroughly analyse the skills and profiles recruiters are looking for in the desired industry or practice.

It means you have to spend long hours studying and prepping yourself. The most challenging aspect is to answer the pivotal question, “Why would they grant me the opportunity to make a pivot rather than someone else?”

It is fair to say that there cannot be a unique answer; thus, you need to seek your own answer to click the switch button!

Challenges in the first 100 days of work

I feel the main challenge is to quickly adapt to the new policies, internal procedures and culture in order to be productive and involved as soon as possible.

Based on my experience, the best way to overcome the potential issue is to carefully listen, and establish a friendly and collaborative relationship with new colleagues so that they would gladly help you in the transition. Social intelligence is the key!

Each and every workplace amounts to a group of human beings: interact with them, get to know them and you will feel like part of the team in no time.

Some advice

My humble advice to those looking for a career switch is to work on their personality before working on the hard skills. What makes you unique is not your hard skill set.

It is fair to say that other people are capable of exactly what you can do, at least. The difference is how you can do it.

At the end of the day, in a highly competitive job market, filled with highly qualified individuals, you are showcasing yourself and your personality above your knowledge. It may sound prosaic, yet I am genuinely convinced that you better work on yourself if you are feeling bogged down in your current position.



Name: Andy Lau

Qualifications: Master of Science in Accounting (Data and Analytics), 2022

Designation: Data Scientist

Company: United Overseas Bank (UOB)

My job

I joined UOB as a data scientist after completing the Master of Science in Accounting (MSA) programme.

My day-to-day responsibilities generally involve two aspects. Firstly, through engagement with various stakeholders, I design, build and deploy advanced analytics solutions to solve strategic business problems.

Another aspect of my role involves supporting the implementation of data ethics within the bank to align with the Monetary Authority of Singapore's FEAT Principles to promote responsible use of artificial intelligence and data analytics in Singapore's financial sector.

“Have an open mind to learn new things and step out of your comfort zone. The process is not going to be easy, but with more practice, any skill can be mastered.”

Why I decided to make a career switch

In my previous roles in audit and accounting, I observed that there was increasing demand and emphasis on using data to make informed business decisions, as well as using technologies and tools to automate tasks to improve efficiency and accuracy.

This ignited my interest to learn more about data science and analytics through SMU's MSA programme, which catalysed a smooth transition into my current data scientist role.

How I made the career pivot

The quality of the SMU MSA programme and incredible support by my professors helped me build my foundation in machine learning, data analytics and programming. This, in turn, equipped me with the essential skills to embrace new technologies to drive change, and turn data into actionable insights.

I am very thankful to be awarded the UOB-SMU MSA Scholarship, as well, which provided me with the opportunity to work as a data scientist upon graduation. This skill set gained at SMU, together with my previous experience in audit and domain knowledge of the financial sector, has allowed me to contribute meaningfully to my work at UOB.

Challenges in the first 100 days of work

The MSA course equipped me with a strong foundation in data analytics. However, in real-world circumstances, the application of analytics can be more complex and nuanced, requiring deeper knowledge not only in technicalities, but also in the contexts and dynamics of the business.

To ensure competency, I spent hours further self-learning on advanced programming courses, and explored innovative applications of newly learnt skills in my work.

To gain clarity on the business background, it is essential to perform a preliminary assessment on the requirements, then with effective communication to stakeholders, gain insights and better understanding of the details.

Some advice

Have an open mind to learn new things and step out of your comfort zone. The process is not going to be easy, but with more practice, any skill can be mastered.



Name: Julien Yap Wei Chong
Qualifications: Master of Science in Wealth Management, 2020
Designation: Relationship Manager (DBS Treasures)
Company: DBS Bank

My job

There are no two same days in my job. As each customer's needs are different and unique, I need to be well-versed in a multitude of solutions to provide a strong value proposition.

A successful relationship manager is one who has broad knowledge in areas related to mortgage, credit, investment and able to capture alternative engines of growth. In addition, acquisition of new clients and enhancing of existing ones to deepen wallet share of the bank are also key.

"You can never be totally prepared for a career switch. Celebrate small successes, stay committed throughout the course and stay humble!"

Why I decided to make a career switch

I spent half a decade with the Ministry of Education, teaching Chemistry and Geography at the secondary level. While I enjoyed teaching, I was interested in the learning of new skills and experiencing different roles sometime in my career.

At that time, I wanted to pursue a course that could allow me to fall back on some useful skill sets, such as the know-hows of portfolio management and gaining a foothold in the financial industry. The Master of Science in Wealth Management was able to fulfil both my personal needs, and also extended a hand to my next career.

How I made the career pivot

The most challenging aspect of my career change was resisting the inherent caution against switching from an iron rice bowl to the corporate world.

Through my journey as an SMU student, I was thankful for the support that the Postgraduate Career Services coaches rendered throughout my transition, by breaking down my preferred career path into milestone goals that I could look forward to.

The knowledge learnt from the course also put me in good stead as I am now able to have deeper conversations with my clients based on their different life cycles and needs. This has given me a competitive edge, especially when engaging my increasingly savvy clients.

The alignment of the course with the Institute of Banking and Finance's competency standards, and its short tenure also meant that mid-career switchers like myself can be ready to work within a year.

In my current environment, it is no longer about having a deep skill set in a particular knowledge domain. I see myself as building a broad domain of knowledge across education, pedagogical learning and finance, while deepening and honing my skill sets specifically in wealth management, financial psychology and relationship building.

Challenges in the first 100 days of work

Building trust with my clients is paramount in this industry, as well as understanding client's profiles and the need to have proper risk management safeguards for their portfolios.

Managing new work expectations and being a present father to my young child marked the most challenging days of my new career. Thankfully, I had the full support from my family and guidance from my immediate bosses in my early days in banking.

Some advice

We are living in an era where interdisciplinary thinking is valued over whether you are a science, humanities or business graduate. Look forward to refreshing your skill sets, and most importantly, add value to the organisation you serve. Moving forward, career switches will increasingly be the norm.

You can never be totally prepared for a career switch. Celebrate small successes, stay committed throughout the course and stay humble!



Name: Shannen Lam

Qualifications: Master of IT in Business (Analytics Track), 2021

Designation: Data Scientist

Company: Starhub Pte Ltd

My job

My current job is a blend of analytics work and model building in Starhub Pte Ltd's advertising department. Using Machine Learning, I build predictive models for business needs, in order to fill in missing data gaps in our customer-relations-management system as well as analyse footfall traffic in given locations with geolocation data.

Other aspects of my work involve consumer segmentation based on internet browsing behaviour, commercial analytical work and post-mortem of advertising campaigns.

Have a growth mindset. Knowledge and wisdom do not come in one day, and getting a certification is not the end-all-and-be-all."

Why I decided to make a career switch

I graduated with a civil engineering degree. For a number of years, I was working in the construction industry in both technical and management roles.

While life was comfortable and things were going well, I was deeply aware that my growth in knowledge and skills had plateaued. This was accentuated when I observed that new hires to the company came with the know-how to manage digital transformation projects, such as implementation of the Internet of Things into workflows.

It was against this backdrop that I decided to change the trajectory of my career path.

How I made the career pivot

Many people I know choose self-directed learning, but I did not in my case. Since I was making a 180-degree change in my career path, I dived straight into getting a formal education at SMU.

I wanted to formalise my learning with structure and a consistent rhythm so that I could accomplish my skills-building in the shortest time possible. The pace of coursework was fast and intense. In order to keep up with the syllabus, I had to supplement my own learning with massive open online courses.

After I reached a sufficient level of competency, I ventured out to complete an internship in order to gain industrial exposure and acquaint myself with a data science role.

Challenges in the first 100 days of work

While most tools that I had picked up were applicable, the majority of the company-specific frameworks and tools still had to be mastered on the fly.

For instance, we did not have to work with a trillion bytes of data while undergoing academic training. But at work, that was the norm and I had to quickly adapt to a different programming language to run my programme on distributed servers to handle the workload.

Some advice

Have a growth mindset. Knowledge and wisdom do not come in one day, and getting a certification is not the end-all-and-be-all. The key is to keep learning even after.

Also, do not miss out on mingling. Try to surround yourself with a new network of friends who are in the same career path that you are moving towards. My course mates and I motivated and helped each other frequently.

Even after graduation, we looked out for job openings for one another. When embarking on something new, you are going to need all the support you can find.



Name: Samuel Juan Prasetya
Qualifications: Master of Science in Quantitative Finance, 2021
Designation: Macro Associate
Company: Balyasny Asset Management

My job

I am currently sitting at the front-office macro desk to support the Portfolio Manager in researching trade ideas by synthesising fundamental, technical and quantitative analysis of foreign exchange, rates, equity index futures and commodity futures.

I have to stay up-to-date with the most recent global affairs to effectively extract alpha by executing the right trades at the right time.

“My most important piece of advice is to be clear of what you want to do, where you want to work and how to get there.”

Why I decided to make a career switch

I previously worked as an industrial engineer in a semiconductor firm for three years. To be honest, I did not know what I wanted to do after graduating with an engineering degree, and thus decided to try something relevant.

In the meantime, I kept exploring what actually intrigued me and where my areas of interest were. I started to invest and trade on my own, and have been captivated by the financial markets ever since. Eventually, I decided to take it more seriously, and made a career switch.

How I made the career pivot

I resigned from my previous role and enrolled in SMU’s Master of Science in Quantitative Finance (MQF) course. Resigning was a way for me to burn my “safety net” and continue moving forward without any options to look back.

My second step was to absorb as much knowledge as I could from MQF. I was, after all, starting from ground zero again. Thirdly, I tried to network and build relationships with likeminded individuals. Talking with, and learning from, them broadened my horizons and inspired me to do things which I never imagined doing before.

Last but not least, I made full use of my time by taking on internships in my new industry. This was the most effective way to make a career pivot, as I would gain experience and have some stories to share with my future employers.

Challenges in the first 100 days of work

As an analyst trading in Asia hours, I needed to be in the office at 7am every day. This needed a lot of self-discipline and body-clock adjustment. There was no way out around this except to force myself to wake up early every morning.

Financial product knowledge was also something that I struggled with, as I was quite foreign to this macro space. Unlike equities which can be valued, financial product knowledge is not that intuitive and a bit more difficult to visualise. After trading hours of when the market was quieter, I would usually take the opportunity to read up on these products.

The most challenging part was, however, coming up with trading ideas or strategies. This process involved much intellectual curiosity to learn about the relationships of things as well as having enough creativity to express my view in a tradable format.

Some advice

My most important piece of advice is to be clear of what you want to do, where you want to work and how to get there. Start searching for those titles on job portals and take note of the required qualifications.

If some of them are within your repertoire of competencies – such as making use of coding skills you already have – spend some time honing them. However, if the requirements are beyond what you are able to commit, please reconsider your goal and make it more realistic and pragmatic. Make such investments in yourself.

Take opportunities that come along the way, no matter how small. I would even suggest unpaid internships if the job scope and learning outcomes are aligned with your destination.

Network with people. Ask them out for a coffee and chat, and politely “interview” them. I believe these small initiatives go a long way. You never know when your paths will cross again.



Name: Stuti Kumar

Qualifications: Master of Business Administration, 2016

Designation: Human Resources Advisor

Company: Citibank N.A. Singapore

My job

I am currently a human resources (HR) advisor and partner with business leaders in our Citi Global Wealth Asia business on organisational design and strategy, talent management, development planning, engagement and day-to-day employee matters. There is never a dull day!

“Learn as much as you can about the new field, either by reading online, talking to people who already work there, or perhaps even seeking mentors and following organisations on social media, the news, or other platforms.”

Why I decided to make a career switch

I spent the first four years of my career in the information technology (IT) sector, and most recently as a product analyst at PropertyGuru Singapore – an organisation most would be familiar with – prior to joining Citi. While I gained a lot from those early experiences, I realised that IT was not a space I wanted to build my lifelong career in.

I had an interest in the field of HR, and an Master of Business Administration (MBA) at SMU proved to be the perfect stepping stone for me.

How I made the career pivot

I took several conscious steps to build a compelling story, which ultimately played a critical role in landing me a place on Citi’s HR Management Associate Programme.

The Organisational Behaviour and Leadership module was one of my favourites, and I learnt a lot from the faculty. I did apply for HR internships during my MBA, but was unsuccessful as most companies were looking for prior experience.

Through my internship at PropertyGuru, I developed a strong relationship with the HR team and volunteered for a HR project as a stretch assignment. I had several conversations with folks in HR, and identified key transferable skills.

Challenges in the first 100 days of work

Being new to the HR domain and banking industry, I had a steep learning curve in my initial days. To top it all off, I was also in Kuala Lumpur, Malaysia, a new country, for my first rotational assignment!

How did I survive and thrive? With the help of a very supportive manager, and great colleagues who were with me every step of the way. I asked a lot of questions, spent time and effort understanding processes and building relationships, and also approached everything with common sense and genuine curiosity.

Some advice

Learn as much as you can about the new field, either by reading online, talking to people who already work there, or perhaps even seeking mentors and following organisations on social media, the news, or other platforms. Build a compelling narrative for why you want to make the switch, and then take that leap of faith!

Once you are there, be humble, have an open mind, observe and absorb. I wish you all the very best in your career journeys! ■

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100	Wise Asia-Pacific Pte Ltd
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OBC = Outside Back Cover



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Our Leadership Principles describe how Amazon does business, how leaders lead, and how we keep the customer at the centre of our decisions. Our unique Amazon culture, described by our Leadership Principles, helps us relentlessly pursue our mission of being Earth's most customer-centric company, best employer and safest place to work.

JOB ROLES

All degrees and majors

CAREER SECTOR(S)

- Aviation, Transport and Supply Chain
- Fast-Moving Consumer Goods (FMCG)
- IT and Technology
- Media and Advertising

LOCATION(S)

- Singapore
- International

BUSINESS FACTS

Amazon is guided by four principles: customer obsession rather than competitor focus, passion for invention, commitment to operational excellence and long-term thinking. Amazon strives to be Earth's most customer-centric company, Earth's best employer and Earth's safest place to work.

Customer reviews, 1-Click shopping, personalised recommendations, Prime, Fulfillment by Amazon, AWS, Kindle Direct Publishing, Kindle, Career Choice, Fire tablets, Fire TV, Amazon Echo, Alexa, Just Walk Out technology, Amazon Studios and The Climate Pledge are some of the things pioneered by Amazon.

We hold ourselves and each other accountable for demonstrating the Leadership Principles through our actions every day.

APPLICATION PROCEDURE(S)

Visit our Student Programmes careers and internship page at https://www.amazon.jobs/en/business_categories/student-programs to submit an application

APPLICATION PERIOD(S)

Graduate jobs and Internships: August to June



BANK OF CHINA LIMITED SINGAPORE BRANCH
4 Battery Road, Bank of China Building, Singapore 049908

EMAIL recruit.sg@bankofchina.com
FACEBOOK @Bank of China, Singapore

LOCATION(S)

- Singapore

BUSINESS FACTS

Introduction

Established in 1936, Bank of China Singapore Branch holds the Qualifying Full Bank License (QFB) in Singapore. It has a network with over 20 financial touch points, and at the same time provides banking services at the automated teller machines through the atm⁵ network island wide.

With the continuous deepening of exchanges and cooperation between China and Singapore, Bank of China Singapore Branch has adopted the mission of "Bridge China and the World for the Common Good", centring on the vision of "Build a First-Class Global Banking Group", and continue to support high-quality development by expanding the market with our services and building our brand with our expertise.

Core Business

Leveraging on the BOC Group's extensive global network and bringing together local experience and advantages, Bank of China Singapore Branch provides clients with a full suite of banking services, including Corporate Banking, Personal Banking, Treasury, Financial Institution and Investment Banking, etc.

It has also established an integrated business service platform, which consists of Corporate and Investment Banking, Asset Management, Commodity Business Unit, Syndicated Loan, Aviation Financing, Infrastructure Financing Unit, Transaction Banking, Innovative Payment, Foreign Exchange and Derivative, Wealth Management and Private Banking and Custody Services, etc.

JOB ROLES

- Corporate Banking/Retail Banking: Assistant Relationship Manager
- Banking Specialist: Risk Management, Internal Control and Compliance, Operations, Financial Management, Data Analysis, IT systems

CAREER SECTOR(S)

- Banking and Financial Services

APPLICATION PROCEDURE(S)

We invite interested parties to send us your full resume to recruit.sg@bankofchina.com or apply directly through job portals

APPLICATION PERIOD(S)

Graduate jobs: May – July and October – December
Internships: Please refer to our openings at job or school portals (MyCareersFuture, etc)



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LOCATION(S)

- Singapore
- International – BDO's global network extends across 164 countries and territories

BUSINESS FACTS

Established in 1972 and a member firm of BDO International since 1979, we offer a full range of services including audit, tax, business advisory and cybersecurity.

Our clients are from most fields of business in Singapore and include subsidiaries of multinational corporations, and public and private companies operating in diverse industries, including transportation and publishing.

Some of our clients are well-known, while many are medium-sized emerging businesses. Our size is at its optimum, it is large enough to enable us to provide the full range of world-class services, and at the same time, allows clients to benefit from our breadth and depth of expertise as the world's fifth largest accounting network.

Simply, our services begin with your needs. Whether you are a start-up or an established enterprise looking to take the next step up, we are well-equipped to assist you from ground level to the highest stratosphere of success.

JOB ROLES

- Accounting
- Business Administration
- Finance

CAREER SECTOR(S)

- Accountancy and Financial Management
- Consulting

APPLICATION PROCEDURE(S)

If you believe you have the right values and attitude in wanting to be part of our big BDO family, send in your detailed resume and a recent photograph to career@bdo.com.sg

APPLICATION PERIOD(S)

Graduate jobs: Associate Positions - (Audit & Assurance), (Tax Advisory), (Accounting & Payroll), (Management Consulting), (Corporate Advisory), (Restructuring & Forensics), (Risk Advisory Services-Internal Audit) - All year round
Internships: Internship Positions - (Audit & Assurance), (Tax Advisory), (Accounting), (Management Consulting), (Corporate Advisory), (Restructuring & Forensics) - All year round



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WEB <https://www.bankofsingapore.com/graduate.html>

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FACEBOOK @thebankofsingapore

YOUTUBE @Bank of Singapore

TWITTER @bankofSG

LOCATION(S)

- Singapore – Head office
- International – Hong Kong, Dubai, Luxembourg, Malaysia, the Philippines and the United Kingdom (U.K.)

BUSINESS FACTS

Bank of Singapore is a wholly owned private bank of OCBC Bank, Southeast Asia's second largest bank. Headquartered in Singapore, we operate from a strong and open economy and are one of the fastest growing private banks in Asia.

Bank of Singapore is strategically positioned to serve its clients across the globe through a network of offices and wealth management advisory, including superior credibility, unrivalled stability and independent research of capital markets. We support entrepreneurs through wealth solutions that cater to their business and wealth management needs, such as in the areas of inter-generational wealth transfer, green finance and philanthropic advisory services. Our clients enjoy access to our parent company's full suite of investment and commercial banking solutions such as financing, insurance and brokerage services.

Working with us will expose you to the workplace of the future in our various office locations. Being a dynamic and flexible private banking institution, skills and expertise are harnessed through robust learning and talent management opportunities. We empower and support our employees through our Young Professional's Network and Women's Network, and offer a multitude of benefits like hybrid working.

Fortified by the core principles of prudence, diligence and excellence, our leadership has championed successful partnerships and continues our legacy as Asia's global private bank. Together, with the trust placed in us, we continue to build lasting relationships with our clients and the community.

JOB ROLES

Accepted degree disciplines

- Accounting and Finance
- Business Administration and Economics
- Engineering and Mathematics
- IT and Computer Sciences
- Humanities, Art and Social Sciences

Semester Internship Roles

- Business Management
- Project Management
- Risk Management
- Research and Portfolio Management
- Financial Planning and Analysis
- Data Analytics
- Software Engineering
- Investment and Advisory

Internship Programmes

Semester Internship Programme

- 1H (January – June)
- 2H (July – December)

Graduate Programmes

- Corporate Analyst Programme
- Wealth Management Programme

CAREER SECTOR(S)

- Banking and Financial Services

APPLICATION PROCEDURE(S)

Kindly visit our careers page at www.bankofsingapore.com/graduate.html to apply for our internship or graduate programmes

APPLICATION PERIOD(S)

- Semester Internships
 - 1H (September – October)
 - 2H (February – March)
- Graduate programmes
 - Wealth Management Programme: October – December
 - Corporate Analyst Programme: Applications are only open to former interns of Bank of Singapore



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LOCATION(S)

- Singapore

BUSINESS FACTS

Today, with close to 700 outlets in 15 international markets, the BreadTalk Group produces culinary magic in everyday recipes that you savour, uniting people with good taste around the world.

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JOB ROLES

Full-time: HR Executives, Accounts Executives

Internships: HR, Finance, Corporate Communications, Marketing, CRM

CAREER SECTOR(S)

- Fast-Moving Consumer Goods (FMCG)

APPLICATION PROCEDURE(S)

To apply, candidates can send their resumes to the indicated emails. Alternatively, apply with us on JobStreet at https://www.jobstreet.com.sg/announcement/2022/b/breadtalk/breadtalk1nis_ms.htm!

APPLICATION PERIOD(S)

Graduate jobs: Apply anytime!

Internships: November – January; May – July



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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.

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To be the world's leading airport company, growing a vibrant air hub in Singapore and enhancing the communities we serve worldwide.

DEGREE DISCIPLINE(S)

- | | | |
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| • Accounting | • Finance | • Law |
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| • Economics | • IT and Computer Sciences | |
| • Engineering | | |

CAREER SECTOR(S)

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

APPLICATION PROCEDURE(S)

- Apply online at careers.changiairport.com

APPLICATION PERIOD(S)

Graduate jobs: All year round

Internships: December to February



CITI

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FACEBOOK @CitiCareers
INSTAGRAM @citisingapore, @citicareers
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TWITTER @Citi

LOCATION(S)

- Singapore
- International – Asia Pacific, does business in nearly 160 countries and jurisdictions

BUSINESS FACTS

Citi's mission is to serve as a trusted partner to our clients by responsibly providing financial services that enable growth and economic progress. Our core activities are safeguarding assets, lending money, making payments and accessing the capital markets on behalf of our clients.

We have 200 years of experience helping our clients meet the world's toughest challenges and embrace its greatest opportunities. We are Citi, the global bank – an institution connecting millions of people across hundreds of countries and cities.

We believe in an open, collaborative and diverse culture that runs on teamwork and encourages a continuous exchange of ideas across all our geographies, businesses and functions.

We value internal mobility. Citi's footprint as a global leader allows for unique opportunities that will provide you with personal as well as professional growth.

Our graduate programmes equip you with the knowledge and training you need, to play a valuable role on your team, and establish a long-term career at Citi.

In Singapore, we have structured summer internships and graduate programmes sponsored by businesses including Markets and Securities Services, Investment Banking, Corporate Banking, Treasury and Trade Solutions, Private Bank, International Personal Bank (Offshore Wealth Management), Commercial Bank, Citi Global Wealth (Consumer Banking) and Technology.

JOB ROLES

- Commercial Bank
- Consumer Bank
- Corporate Bank
- Finance
- International Personal Bank
- Investment Bank
- Markets
- Institutional Clients Group Technology (Software Development and Production Support)
- Operations
- Private Bank
- Personal Banking and Wealth
- Securities Services
- Treasury and Trade Solutions

CAREER SECTOR(S)

- Accounting and Financial Management
- Banking and Financial Services
- Investment Banking and Investment Management
- IT and Technology

APPLICATION PROCEDURE(S)

Apply via our job requisition links (lookout for the EDM in your mailbox)

APPLICATION PERIOD(S)

Graduate jobs: Aug – Feb
 Internships: Aug – Dec



DENTSU SOLUTIONS PTE LTD

1 Wallich Street, #21-01, Guoco Tower, Singapore 078881
TEL (+65) 6911 9399
WEB https://dentsuaegis.wd3.myworkdayjobs.com/en-US/DAN_GLOBAL
EMAIL hrrsin@dentsu.com

FACEBOOK @dentsuintl
INSTAGRAM @dentsug
LINKEDIN @dentsu
TWITTER @dentsuintl
YOUTUBE @dentsu_sg
TIKTOK @dentsu

LOCATION(S)

- Singapore
- International – Worldwide

BUSINESS FACTS

We are dentsu. We team together to help brands predict and plan for disruptive future opportunities and create new paths to growth in the sustainable economy.

We know people better than anyone else and we use those insights to connect brand, content, commerce and experience, underpinned by modern creativity. We are the network designed for what's next.

With consumer intelligence at the heart of everything we do, we help brands win, keep and grow their best customers across all elements of the marketing mix. Through radical collaboration, we make insight a reality that moves businesses forward.

In a world of complexity, we offer simplicity through consistent, world-class services and integrated solutions.

Instinctive generosity is what guides us. That's why we develop research and analysis that leads debate in the industry.

JOB ROLES

Marketing, Advertising, Creative Design, Analytics, Strategy, Client Servicing

CAREER SECTOR(S)

- Media and Advertising

APPLICATION PROCEDURE(S)

Send us your resume at hrrsin@dentsu.com, indicating area of interest in the subject title

APPLICATION PERIOD(S)

Graduate jobs: Jan – Dec
 Internships: Jan, May, June, July, Aug, Nov, Dec

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CHANGI
airport group



DEFENCE SCIENCE AND TECHNOLOGY AGENCY (DSTA)

1 Depot Road, Singapore 109679

EMAIL internship@dsta.gov.sg
hrjobs@dsta.gov.sg

WEB <https://www.dsta.gov.sg>

FACEBOOK @SingaporeDSTA

INSTAGRAM @SingaporeDSTA

LINKEDIN @DSTA

LOCATION(S)

- Singapore

BUSINESS FACTS

The Defence Science and Technology Agency (DSTA) brings you to the forefront of engineering, digital transformation and cybersecurity. From working on software development and systems integration to unmanned technologies and artificial intelligence, you can make an impact on Singapore's defence.

Achieve your fullest potential with opportunities to build your technical expertise and hone your competencies in diverse domains. You can also expect an immersive learning experience, where you will work with bright minds and collaborate with global industry experts.

DSTA is recognised as one of the top 10 employers in the Engineering and IT sector, where our engineers and IT professionals work alongside procurement specialists to deliver state-of-the-art capabilities for Singapore's peace and security.

Internship opportunities and a meaningful career await you!

JOB ROLES

Open to all disciplines. Enjoy a myriad of opportunities to work in diverse domains such as engineering, digital, procurement and corporate departments

CAREER SECTOR(S)

- Engineering, Design and Manufacturing
- IT and Technology
- Public Sector

APPLICATION PROCEDURE(S)

Learn more about DSTA careers and internships at <https://dsta.gov.sg>. Email us at hrjobs@dsta.gov.sg or internship@dsta.gov.sg for any enquiries pertaining to careers or internship

APPLICATION PERIOD(S)

Applications for both graduate jobs and internships are accepted all year



DEVELOPING DATA-DRIVEN SOLUTIONS

NAME: Tham Qian Yu

DEGREE: Bachelor of Science (Information Systems), Majoring in Business Analytics and Artificial Intelligence, Singapore Management University (SMU), 2021

ROLE: Data Scientist, AI-Enabled Ops Support, Digital Hub

EMPLOYER: Defence Science and Technology Agency (DSTA)

MY JOB

As part of DSTA's AI-Enabled Ops Support team, my work involves problem framing, coding, dashboarding and discussions to elicit business needs and develop data-driven solutions. I also conduct data engineering and analytics studies, identifying patterns and anomalies to help stakeholders glean useful information, driving better and faster decision-making.

HOW I GOT MY JOB

DSTA places great importance on harnessing science and technology to meet the defence needs of Singapore. This drew me to the organisation as I have a similar passion in technology, especially in the field of Artificial Intelligence. I managed to learn more about DSTA and honed my technical competencies through its events, such as BrainHack's Today I Learned – AI Camp, which saw students undergo hands-on training and mentorship by DSTA engineers to build and train AI models in robots.

My interview process involved one-to-one and panel interviews with domain heads, senior technical members and directors. I believe my ability to look beyond theoretical textbook concepts and showcase my technical expertise focusing on real-world capabilities helped me land my role.

THE HIGHS AND LOWS

I like that DSTA always encourages us to venture into emerging areas of technology

to develop innovative solutions. I also have supportive teammates whose expertise I can always tap, and whom I can work together with towards this common goal.

A challenge would be to ensure that we stay abreast of the constantly shifting technological trends. Thankfully, we are given many opportunities to attend specialised training and partner with academic institutions to upskill ourselves.

MY HAPPIEST MOMENT AT WORK

From developing a flight analytics system with the Republic of Singapore Air Force (RSAF) to performing digitalisation and analytics work, developing various data-driven solutions are my happiest moments at work.

Being in a community filled with passionate collaborators who are willing to impart their technical expertise is also part of the joy of working in DSTA, as it allows me to continuously grow and learn.

SOME ADVICE

Plan your career path early and be open to new opportunities! Venture into different areas of interest and figure out where your passion lies. Through my experience in various internships and hackathons, I realised I wanted a job that I could grow in, build on what I had learnt in school and translate this knowledge into real-world applications. Securing your first job may seem daunting, but have confidence in yourself and you will achieve success!

**DREW & NAPIER LLC**

10 Collyer Quay, 10th Floor Ocean Financial Centre, Singapore 049315
TEL [+65] 6535 0733

LOCATION(S)

- Singapore

BUSINESS FACTS

Drew & Napier has been providing exceptional legal service and representation to discerning clients since 1889. We are one of the largest law firms in Singapore.

Our Dispute Resolution practice is consistently singled out as unparalleled, achieving top tier rankings in prestigious international publications for over a decade. Our International Arbitration Practice has been similarly identified among the world's top 100 practices by the Global Arbitration Review since 2010.

We are pre-eminent in Competition & Antitrust, Corporate Insolvency & Restructuring, Intellectual Property (Patents and Trade Marks), Tax and Telecommunications, Media & Technology, and have market leading practices in Mergers & Acquisitions, Banking & Finance, and Capital Markets.

We have been named China Practice, Asian Law Firm of the Year 2021, Singapore Litigation Law Firm of the Year 2021, Regional Litigation Law Firm of the Year 2021 and International Arbitration Law Firm of the Year 2021 by Asian Legal Business (ALB). ALB also named Drew & Napier as Employer of Choice for 13 years. We bagged the Singapore Dispute Resolution Law Firm of the Year at the Chambers Asia Pacific & Greater China Region Awards 2022 and Litigation Team of the Year at The Legal 500's inaugural Southeast Asia Awards 20/21.

WEB <https://www.drewnapier.com/Careers>

EMAIL recruit@drewnapier.com / hrrecruit@drewnapier.com

LINKEDIN @Drew & Napier LLC

JOB ROLES

Please refer to this link for Lawyer positions: <https://www.drewnapier.com/Careers/Lawyers-Vacancies>

Please refer to this link for Business Support positions: <https://www.drewnapier.com/Careers/Business-Support-Vacancies>

CAREER SECTOR(S)

- Legal Services

APPLICATION PROCEDURE(S)

For internships and training contracts, applications can be submitted via our website. For other positions, please write to hrrecruit@drewnapier.com

APPLICATION PERIOD(S)

Graduate jobs: No specific application period

Internships: All year round

**FOODPANDA**

63 Robinson Road, #11-01, Afro-Asia, Singapore 068894

WEB <https://careers.foodpanda.com/>

FACEBOOK @FoodpandaSingapore

INSTAGRAM @foodpandasg

LINKEDIN @foodpanda

YOUTUBE @foodpandaSingaporeSG

LOCATION(S)

- Singapore
- Regional – foodpanda has operations in 10 other countries: Malaysia, Taiwan, Hong Kong, Pakistan, Laos, Myanmar, Bangladesh, Thailand, Cambodia and Philippines

BUSINESS FACTS

foodpanda is the largest food and grocery delivery platform in Asia, outside of China. Operating in more than 400 cities across 11 markets, we continue to expand and grow in our core food delivery business, as well as in new verticals like grocery deliveries, with a strong tech infrastructure at our core.

We are looking for enthusiastic problem solvers to join us in scaling our platform, to digitalise businesses in Asia, uplift rider livelihoods and build a hyper-convenient platform for our customers. If you love working with technology to create solutions and are not afraid to roll up your sleeves to get things done, you will find your tribe here at foodpanda. Our diverse and high-performing team comprises people from more than 60 nationalities, and we welcome all experiences, backgrounds and perspectives.

We offer a range of competitive and inclusive benefits and a hybrid working environment to ensure that you are well-supported to do your work and achieve your personal goals.

JOB ROLES

We are hiring across a range of functions, including software engineering, product development, business development, marketing, logistics, data analysis, and more

CAREER SECTOR(S)

- Fast-Moving Consumer Goods (FMCG)
- IT and Technology

APPLICATION PROCEDURE(S)

Submit your resume via <https://careers.foodpanda.com/> or LinkedIn. Shortlisted candidates will be notified

APPLICATION PERIOD(S)

Graduate jobs: Applications are open all year round

Internships: Applications are open all year round



DSO NATIONAL LABORATORIES

12 Science Park Drive, Singapore 118225

TEL [+65] 6776 2255

WEB <https://www.dso.org.sg/>

EMAIL campusrelations@dso.org.sg

FACEBOOK: @DSO National Laboratories

INSTAGRAM: @discoverdso

LINKEDIN: @DSO National Laboratories

YOUTUBE: @DSO National Laboratories

LOCATION(S)

- Singapore

BUSINESS FACTS

DSO National Laboratories (DSO) is Singapore's largest defence research and development (R&D) organisation. Undertaking indigenous development of advanced defence and weapon systems, we provide the Singapore Armed Forces (SAF) with the superior technological edge in the battlefield.

While our primary focus is to support the SAF, DSO also extends its defence R&D capabilities to support homeland security.

Join us and be a part of more than 1,500 defence engineers and scientists transforming ideas into reality and pushing the boundaries of science and technology across the domains of air, land, sea, space and cyberspace.

At DSO, you'll never stop growing – benefit from structured training programmes that enhances your soft skills and technical knowledge, and gain global exposure with local and overseas scholarships and development programmes.

This is more than just a career. This is where you make a real impact and shape the future of defence.

JOB ROLES

- Engineering
- IT and Computer Science
- Maths
- Sciences

CAREER SECTOR(S)

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

APPLICATION PROCEDURE(S)

Apply online at <https://www.dso.org.sg/>

Shortlisted applicants will be invited for an interview

APPLICATION PERIOD(S)

Applications for both graduate jobs and internships are accepted all year round



AT THE FOREFRONT OF KNOWLEDGE AND DEFENCE TECHNOLOGIES

NAME: Chan Luo Qi

DEGREE: SUTD-SMU Dual Degree Programme in Technology and Management (SUTD-SMU DDP), 2021

ROLE: Research Engineer

EMPLOYER: DSO National Laboratories

MY JOB

As part of my work in DSO, my research focuses on the areas of Natural Language Processing (NLP) and Cognitive AI. My job entails performing literature surveys, processing and analysing data, as well as designing and developing models that contribute to our nation's defence. I work with colleagues with diverse skillsets and each of them contributes in a different way to our projects.

HOW I GOT MY JOB

Growing up, I aspired to be a researcher as I thought it was cool. My internship at DSO was fulfilling, where I had an enriching time working with like-minded peers and mentors on interesting research topics such as molecular structure elucidation. Thereafter, I decided that I wanted to do research for the long term and joined DSO after graduation. For all aspiring researchers, I strongly advise you to try for an internship at DSO to better understand their work and culture!

THE HIGHS AND LOWS

Research is a field that is grounded in both theoretical and applied fields. It demands us to continuously update our knowledge and be cognisant of its potential applications. We need

to be creative and at the same time, technically grounded, in order to come up with unique solutions that outdo state-of-the-art models. Challenging as research is, it is also very fulfilling. The thrill of trying out new solutions and the satisfaction of getting a solution to work is unrivalled. My colleagues also motivate me in my work, where the exchange of ideas and knowledge is open and dynamic.

MY HAPPIEST MOMENT AT WORK

Generally, research is a never-ending process; there are always more improvements to be made, or more solutions to try. However, it is always fulfilling to hit project milestones and watch a solution developed with your own hands. The culture at DSO allows us to direct our own research direction within project goals. The ability to take ownership of our work also accords a sense of accomplishment in our day-to-day work.

SOME ADVICE

Start broad. In the beginning, it is more helpful to have an open mindset to learn and expand your areas of interest. As research is a fast-moving field, the ability to learn and apply quickly is important – picking up this habit early in your career is important.

WHERE WILL YOUR CURIOSITY TAKE YOU?

how to build an impenetrable cyber system |



Your search - **how to build an impenetrable cyber system**
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Suggestions:

- Go to outer space and ask the aliens for answers.
- Go into cryogenic sleep until someone else figures it out.
- Go to the Birthplace of Knowledge and dig for an answer.
- Find your own answer at **DSO National Laboratories**.

At DSO, we transform ideas into game-changing defence technologies.
Your adventure starts at www.dso.org.sg

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GRAB

Grab HQ, 3 Media Close, Singapore 138498

WEB <https://grab.careers/teams/campus/>

EMAIL intern@grab.com

FACEBOOK @Grab

INSTAGRAM @grab_sg

LINKEDIN @Grab

YOUTUBE @GrabOfficialSEA

LOCATIONS

- Singapore
 - Cambodia
 - Indonesia
 - Malaysia
 - Myanmar
 - Philippines
 - Thailand
 - Vietnam
 - China
 - USA
 - India
 - Romania
- International:

BUSINESS FACTS

Grab is Southeast Asia's leading superapp. We provide everyday services such as deliveries, mobility, financial services, enterprise services and others to millions of users across the region. More than that, we provide the opportunity for them to have a better life. And that aspiration starts inside Grab, because we don't see that hard division between work life and home life – it's all life, and we believe it should be as good as it can be – for everyone.

As Grabbers, we believe life is all about opportunity. The opportunity to do good and to do better. The opportunity to grow, to serve, to laugh, to overcome the odds, to fail, to learn, to try again. And life is not work life or home life, family life or social life - it's just one big life - so grab it with both hands, and join us for a journey of a lifetime.

JOB ROLES

Technology:

Cyber Security, Data Analytics & Data Science, Design, Engineering, Product Management and Technical Program Management.

Corporate & Functions:

CFO Office, GrabAds, GrabFin, Group BD & Partnerships, Grab Support, Legal, Marketing, Operations & Merchant Business, People Operations, Public Relations, Public Affairs, and Regional Sustainability.

CAREER SECTOR(S)

- IT and Technology

APPLICATION PROCEDURE(S)

- Apply online on Grab's Career Page.
- The Talent Acquisition Team will reach out if you are shortlisted for an interview.

APPLICATION PERIOD(S)

Graduate jobs: All year-round

- Internships:
- H1 Internship Cycle (January - May)
 - Summer Internship (May - August)
 - H2 Internship Cycle (August - December)



GROUPM

18 Cross Street, #04-01 China Square Central, Singapore 048423

WEB <https://www.groupm.com/>

FACEBOOK @GroupM, @groupmtalenthub

INSTAGRAM @groupmapac

LINKEDIN @GroupM

YOUTUBE @Groupmworldwide3356, @GroupMAPACTalentHub

TWITTER @GroupMWorldwide, @GroupMAPAC

LOCATION(S)

- Singapore – Central
- International – We have 36,400 colleagues worldwide with presences across 80 markets

BUSINESS FACTS

GroupM is the world's leading media investment company responsible for more than \$50B in annual media investment through agencies Mindshare, MediaCom, Wavemaker, Essence and m/SIX, as well as the outcomes-driven programmatic audience company, Xaxis. GroupM's portfolio includes Data & Technology (Choreograph), Investment and Services, all united in vision to shape the next era of media where advertising works better for people.

GroupM Singapore operates in one of the most dynamic and exciting environments in the world. Although it is a small domestic market, there is a vibrant media industry which is undergoing rapid evolution as digital technology reshapes the way marketing supports advertisers' needs.

Being at the crossroads of Asia means, that aside from the local clients and media owners, we also have a high proportion of multinational clients, renowned brands and media owners. Making GroupM Singapore the Number One organisation to join and develop your career in media investment.

GroupM is an equal opportunity employer. We view everyone as an individual and we understand that inclusion is more than just diversity – it's about belonging. We celebrate the fact that everyone is unique and that's what makes us so good at what we do. We pride ourselves on being a company that embraces difference and truly represents the global clients we work with.

JOB ROLES

Specialisation: Media Strategy, Media Buying, Data Management, New Media, Analytics, Programmatic, Search Engine Optimisation, Search Engine Marketing, Social Media, Marketing Outcomes, Viewability, Brand Safety, Paid Social, Data Visualisation and Advertising Technology

CAREER SECTOR(S)

- Media and Advertising

APPLICATION PROCEDURE(S)

Visit our career page at www.groupm.com/careers/

APPLICATION PERIOD(S)

Graduate jobs: All year round

- Internships:
- January to June (6 months full time)
 - May to August (Summer Internship)

**GUIDEPOINT GLOBAL SINGAPORE PTE LTD**

6 Temasek Boulevard, #36-05, Suntec Tower Four, Singapore 038986

TEL [+65] 6595 6788

WEB <https://www.guidepoint.com/careers/>

EMAIL APAC.Recruitment@guidepoint.com

FACEBOOK @Guidepoint Global Singapore Pte Ltd

INSTAGRAM @guidepoint

LINKEDIN @Guidepoint Singapore, @Life @ Guidepoint

TWITTER @guidepoint

LOCATION(S)

- Singapore
- International – We are 1,000+ employees strong in over 15 offices worldwide

BUSINESS FACTS

Guidepoint is a leading expert network that connects business decision-makers and investors with vetted subject matter experts, across more than 150 industries. We're the experts at finding expertise.

Since 2003, Guidepoint has provided its clients with primary research services to help professionals gain comprehensive understanding of topics before making major investment and/or business decisions.

Guidepoint's multinational client list includes top consulting firms, hundreds of hedge funds and many of the largest private equity firms and Fortune-ranked companies.

Guidepoint connects institutional investors, global consulting firms and corporations with industry experts to find answers to their most critical questions. We offer clients unique service offerings such as phone consultations, events, surveys and data to learn directly from the professionals with firsthand knowledge of the topics to best inform their decision-making.

Join one of Guidepoint's fastest growing offices in Singapore and take advantage of our strong career support – you will be empowered to make an impact from day one.

You will be part of a tight-knit and driven team with numerous opportunities to collaborate and inspire one another. We work hard but we celebrate our success even harder. Numerous social and team events, and feel-good activities help us bond and stay motivated.

JOB ROLES

Open to all disciplines

CAREER SECTOR(S)

- Consulting

APPLICATION PROCEDURE(S)

Apply online via <https://www.guidepoint.com/careers/and select office>. Shortlisted candidates will be notified

APPLICATION PERIOD(S)

Graduate jobs: All year round

Internships: All year round

**HP**

1 Depot Close, Singapore 109841

TEL +[65] 6740 7838

WEB https://jobs.hp.com/search-results/?job_type%5b%5d=Graduate&job_type%5b%5d=Internship&business_unit%5b%5d=Singapore

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YOUTUBE @HP

TWITTER @HP

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LOCATION(S)

- Singapore
- International – We operate in more than 170 countries worldwide!

BUSINESS FACTS

You're out to reimagine and reinvent what's possible – in your career, as well as the world around you. So are we. We love taking on tough challenges, disrupting the status quo, and creating what's next. We're in search of talented people who are inspired by big challenges, driven to learn and grow, and dedicated to making a meaningful difference.

HP is a technology company that operates in more than 170 countries around the world, united in creating technology that makes life better for everyone, everywhere.

Our history: HP's commitment to diversity, equity and inclusion – it's just who we are. From the boardroom to the factory floor, we create a culture where everyone is respected and where people can be themselves, while being a part of something bigger than themselves.

We celebrate the notion that you can belong at HP and bring your authentic self to work each and every day. When you do that, you're more innovative and that helps grow our bottom line. Come to HP and thrive!

JOB ROLES

- Software/Firmware/Embedded Firmware/Mechanical Engineering
- Data Science
- Customer Insights Analytics
- E-Commerce

CAREER SECTOR(S)

- IT and Technology

APPLICATION PROCEDURE(S)

Visit our career portal at <https://jobs.hp.com/> for our latest roles!

APPLICATION PERIOD(S)**Graduate Jobs:**

- Jul – Oct, Jan

Internships:

- Oct – Nov (for internships from Jan – Jun)
- Feb – Mar (for internships from May – Nov)



Ministry of Education
SINGAPORE

MINISTRY OF EDUCATION

1 North Buona Vista Drive, Singapore 138675

TEL + [65] 6872 2220

WEB moe.gov.sg/careers

EMAIL contact@moe.gov.sg

FACEBOOK @Ministry of Education, Singapore

INSTAGRAM @moesingapore

LINKEDIN @Ministry of Education, Singapore

TWITTER @MOEsg

YOUTUBE @MOE Singapore

LOCATION(S)

- Singapore

BUSINESS FACTS

Every one of us at MOE works hand in hand towards a shared goal—to shape our education landscape. Join our diverse team of talents as we mould the future of our nation, today.

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 the 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

Versatile and forward-looking? Join us as a Management Executive and be involved in formulating, implementing and managing education-related policies which are pivotal to helping our schools run smoothly and creating a conducive environment for learning in our dynamic educational landscape.

You can look forward to gaining varied experiences in areas such as policy formulation and implementation, organisational administration and operations. Excellent career opportunities at MOE headquarters (HQ) and in schools await you.

DEGREE DISCIPLINES

- Accounting
- Business Administration
- Economics
- Engineering
- Finance
- Humanities, Art and Social Sciences
- IT and Computer Sciences
- Law
- Maths
- Sciences
- Social Work
- Teaching and Education

(Requirements may differ for each role.)

CAREER SECTOR(S)

- Public Sector

APPLICATION PROCEDURE(S)

Please visit go.gov.sg/moe-application to view available career opportunities and application timelines.



ENJOYING EVERY DAY WITH HER STUDENTS

NAME: Lim Xin Yu, Jesslyn

DEGREE: Bachelor of Social Sciences, Singapore Management University (SMU), 2013; Postgraduate Diploma in Education, National Institute of Education (NIE), 2014

ROLE: Education Officer

EMPLOYER: Ministry of Education

MY JOB

Lessons, meetings, marking ... On a typical day, my work revolves around these three aspects. Classroom teaching strategies and materials have to be tailored to meet the different learning needs of students. We meet as a team to exchange lesson ideas and discuss the learning programmes which will be beneficial to them. We also have to mark efficiently so that they can receive feedback quickly.

HOW I GOT MY JOB

The first step was to submit an online application. Next, I went to MOE Headquarters (HQ) for an interview. There was a pen-and-paper segment where I had to craft a short response to a given scenario.

The interview panel comprised principals and senior educators who took turns to ask me some questions. I had to prepare and enact a five-minute lesson while my interviewers role-played as students and assessed the way I reacted.

The 10-week practicum when I was undergoing teacher training at the National Institute of Education (NIE) was probably the epitome of all challenges. Practicum teachers had to craft good lesson plans that catered to the needs of our students while being observed by our NIE supervisors and Co-operating Teachers (CTs). Thankfully, my CTs were wonderful mentors who guided me patiently every step of the way.

THE HIGHS AND LOWS

I enjoy the daily interactions with my colleagues and students. Every day is a new surprise—we never know what the students are up to! On some days, they share with us their stories of achievement; on other days, they share with us their fears and the challenges they face. Being a teenager is harder these days due to the prevalence of social media and as trusted adults, we try our best to support them. Indeed, we never stop learning about the world through them, and we never stop caring!

MY HAPPIEST MOMENT AT WORK

At Victoria School, I work closely with the Peer Support Board (PSB) student leaders. The student leaders will brainstorm and execute their lesson ideas for their juniors during “Character and Leadership Education” periods. We have covered topics such as mental health and cyber wellness. I swell with pride whenever I observe the seniors taking over the class to peer teach.

SOME ADVICE

According to Sean Junkins, “So often you find that the students you are trying to inspire are the ones who end up inspiring you.”

You are a big part of your students’ lives just as they are yours. Get to know them, and you will be surprised how they may bring about positive changes to your life.

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



INFINEON TECHNOLOGIES ASIA PACIFIC

8 Kallang Sector, Singapore 349282
WEB <https://www.infineon.com/careers>
FACEBOOK @infineon

INSTAGRAM @infineoncareers
LINKEDIN @Infineon Technologies
TWITTER @Infineon
YOUTUBE @InfineonTechnologiesAG

LOCATION(S)

- Singapore
- International – Europe, America and Asia Pacific

BUSINESS FACTS

Infineon is a world leader in semiconductor solutions that make life easier, safer and greener. Our solutions for efficient energy management, smart mobility and secure, seamless communications link the real and the digital world.

In the 2022 fiscal year (ending 30 September), Infineon reported revenue of more than 14 billion with a workforce of more than 56,200 people worldwide. Infineon operating presence spans across 56 research and development (R&D) locations and 20 manufacturing locations.

Infineon is listed on the Frankfurt Stock Exchange and in the United States of America (U.S.A.) on the over-the-counter market OTCQX International Premier.

Infineon has been a strong partner since 1970, when the first manufacturing plant was established in Singapore. It has played an important role in the development of the local electronics industry. Today, as the regional headquarters for Asia Pacific, Infineon continues to contribute significantly to Singapore's economic growth and community interests.

Infineon has become the lead site for smart factory solutions development and the global test hub for automotive microcontroller units. It is also a key node for Infineon global distribution and one of the major microelectronics R&D centres in Asia.

JOB ROLES

- IT and Computer Science
- Engineering
- Finance
- Accounting
- Business

Requirements may differ for each role

CAREER SECTOR(S)

- Engineering, Design and Manufacturing

APPLICATION PROCEDURE(S)

Apply online via <https://www.infineon.com/careers>. Shortlisted applicants will be notified for interview(s)



MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

MINISTRY OF FOREIGN AFFAIRS

1 Sherwood Road, Singapore 248163
TEL (+65) 6379 8000
WEB www.mfa.gov.sg/career
EMAIL mfa_career@mfa.gov.sg

FACEBOOK @SingaporeMFA
INSTAGRAM @mfa_sg
LINKEDIN @Ministry of Foreign Affairs Singapore
TWITTER: @MFAsg

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, be 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 50 Overseas Missions around the world, a career with MFA offers unique opportunities and rewards. Throughout your career as a FSO, you will alternate between Singapore (HQ) and our Overseas Missions.

Depending on your competency 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 future leadership roles.

An exciting career of unparalleled opportunities on the frontline of global development awaits. For those of you who are up for the challenge, come join us at MFA.

CAREER SECTOR(S)

- Public Sector

APPLICATION PROCEDURE(S)

Apply online at Careers@Gov

APPLICATION PERIOD(S)

Graduate jobs: All year round
Internships: Applications open in the fourth quarter of the year. Visit our website for more details



TAKING THE CHANCE TO EXPERIENCE AND LEARN EXTENSIVELY

NAME: Alexander Lim

DEGREE: Bachelor of Science (Economics) and Bachelor of Business Management (Finance), Singapore Management University (SMU), 2012

ROLE: Counsellor (Political), Embassy of the Republic of Singapore in Bangkok

EMPLOYER: Ministry of Foreign Affairs

MY JOB

I head the Embassy's political section. Besides managing a team of Singaporean diplomats and local staff, I monitor and analyse happenings in and around Thailand. These include political, economic and social trends, geopolitical developments, and Thailand's relations with international partners.

I am a bridge-builder too. In addition to sharing interesting aspects of Singapore's policies and development journey, I identify and advance new areas of cooperation with Thailand. I also represent Singapore at diplomatic and cultural events.

HOW I GOT MY JOB

I underwent a series of selection tests to better assess my fit. These included writing assignments, group discussions and simulations of a Foreign Service Officer's (FSO) daily responsibilities. I had no prior experience in international relations, but I made it a point to speak up and register my opinions on newsworthy topics.

In one nery episode, I drew a parallel between international relations and the relationships between the fictional Houses in Game of Thrones. Turns out the interviewer was a fan of the books as well!

THE HIGHS AND LOWS

There is seldom a dull moment in a career which spans stints in Headquarters (HQ) and at our 50 overseas missions worldwide.

In Singapore, we often work directly with political leaders to shape policy and safeguard Singapore's foreign policy interests.

At the overseas missions, we immerse ourselves in foreign cultures and directly build and strengthen Singapore's ties with our host countries. Living overseas affords many unique opportunities to learn and grow. Serendipitous encounters also inject colour into the FSO experience. For instance, during an official trip to Bhutan, we were surprised and honoured when the King and Queen invited our delegation to a private tea at their official residence.

Of course, the job is not all wining and dining. FSOs are expected to be operationally ready to handle unexpected crises. Hence, the pace of work can be intense.

MY HAPPIEST MOMENT AT WORK

The satisfaction of successfully seeing through a high-level visit or signing of an important international agreement is hard to describe or replicate. Some examples include organising Summits in Bali, Milan, New Delhi and Bangkok, delivering the first ever visit to Bhutan by a Singaporean Foreign Minister and concluding the ASEAN-EU Strategic Partnership.

SOME ADVICE

Stay curious and adventurous. After all, few careers offer the chance to experience and learn about the world to this extent.



STEPPING OUT OF HER COMFORT ZONE TO CHANGE AND LEARN

NAME: Haliza Begum

DEGREE: Bachelor of Business Management, 2004; Master of Science (Management), Singapore Management University (SMU), 2009

ROLE: Assistant Director, Visits and Functions, Protocol Directorate

EMPLOYER: Ministry of Foreign Affairs

MY JOB

The career of a Foreign Service Officer (FSO) spans deployments across multiple Directorates at MFA Headquarters (HQ) and 50 overseas missions worldwide. In my current role in the Visits and Function Section in Protocol Directorate, I am in charge of interfacing with foreign dignitaries who visit Singapore and handle outgoing trips of our top political office holders. I previously served as the Consul (Admin and Consular) at the Consulate-General of the Republic of Singapore in Ho Chi Minh City, Vietnam.

The role was multivariate and exciting. Beyond managing the Embassy's daily administrative operations, including human resource, finance and procurement matters, I was happy to be able to assist fellow Singaporeans who were in distress by offering consular assistance. I also had the opportunity to work with my counterparts to grow and strengthen Singapore-Vietnam bilateral relations.

HOW I GOT MY JOB

I went through the three-stage FSO selection process comprising writing and reasoning tests, a group roundtable discussion, a full-day Assessment Centre (AC), followed by an interview by senior FSOs. The AC was tiring, but it provided me with a preview of what FSO work entails in reality.

THE HIGHS AND LOWS

Working in MFA means that no two days are ever alike. What keeps me motivated is the varying challenges faced during work, and the camaraderie and bonds forged with my teammates, both in HQ and overseas, as we band together to surmount these challenges.

MY HAPPIEST MOMENT AT WORK

While I am proud of being part of team that organised numerous high-profile visits, including the visit to Singapore by United States (U.S.) Vice President Kamala Harris, what I hold dearest to my heart are the relationships I gain when working in MFA.

This is especially true when like-minded colleagues who have "fought in the trenches" with me become friends. After going through many experiences together, any opportunity we get to work together brings meaning and fulfilment as we achieve new objectives as a team.

SOME ADVICE

The work in MFA constantly challenges you to step out of your comfort zone, but I have learnt that it is only by doing so that change and learning can take place. I believe that it is important to keep an open and keen mind to learn from new experiences.

Beyond that, you should find ways to contribute positively to the work we do at MFA, especially as a team player, to ensure each piece of work is completed to the best of your abilities.



MUFG BANK, LTD

7 Straits View, #23-01, Marina One East Tower, Singapore 018936
TEL + [65] 6538 3388

WEB <https://mufgub.wd3.myworkdayjobs.com/MUFG-EarlyCareers>
LINKEDIN @MUFG

LOCATION(S)

- Singapore
- International – Australia, Bangladesh, Cambodia, China, Hong Kong, Indonesia, India, South Korea, Laos, Malaysia, Mongolia, Myanmar, New Zealand, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Vietnam

BUSINESS FACTS

Mitsubishi UFJ Financial Group, Inc. (MUFG) is one of the world's leading financial groups. Headquartered in Tokyo and with over 360 years of history, MUFG has a global network with approximately 2,100 locations in more than 50 markets. The Group has about 160,000 employees and offers services including commercial banking, trust banking, securities, credit cards, consumer finance, asset management and leasing.

The Group aims to "be the world's most trusted financial group" through close collaboration among our operating companies, and flexibly respond to all of the financial needs of our customers, serving society and fostering shared and sustainable growth for a better world. MUFG's shares trade on the Tokyo, Nagoya and New York stock exchanges.

MUFG Bank, Ltd. is Japan's premier bank, with a global network spanning more than 50 markets. Outside of Japan, the bank offers an extensive scope of commercial and investment banking products and services to businesses, governments and individuals worldwide.

In Asia Pacific, MUFG has a presence across 20 markets – Australia, Bangladesh, Cambodia, China, Hong Kong, Indonesia, India, South Korea, Laos, Malaysia, Mongolia, Myanmar, New Zealand, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand and Vietnam.

It has also formed strategic partnerships with some of the most prominent banks in Southeast Asia, further augmenting its unrivalled network across the region – VietinBank in Vietnam, Krungsri in Thailand, Security Bank in the Philippines and Bank Danamon in Indonesia.

JOB ROLES

- Business
- Finance
- Economics
- Statistics
- Information Technology
- Marketing
- Human Resources

CAREER SECTOR(S)

- Banking and Financial Services

APPLICATION PERIOD(S)

Graduate jobs: Please submit your application via <https://www.bk.mufg.jp/global/careers/opportunities/index.html>

Internships:

- Application opens from Aug to Oct for internships from Jan to Jul
- Application opens from Mar to May for internships from Aug to Dec



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>

FACEBOOK @Murex
INSTAGRAM @work_at_murex
LINKEDIN @Murex
TWITTER: @Work_at_murex, @Murex_Group

LOCATION(S)

- 19 locations worldwide – Paris, Beirut, Dublin, London, Nicosia, Dubai, Luxembourg, Moscow, 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 2,600 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>

**NTUC INCOME****WEB** <https://www.income.com.sg/careers>**FACEBOOK** @Incomelnsurance**INSTAGRAM** @Income**LOCATION(S)**

- Singapore – Central

BUSINESS FACTS

Income Insurance Limited (Income) is one of the leading composite insurers in Singapore, offering life, health and general insurance.

Established in Singapore in 1970 to plug a social need for insurance, Income continues to serve 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 Income at the forefront of innovative solutions that empowers better financial well-being for all.

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

CAREER SECTOR(S)

- Insurance and Risk Management

**ROLLING ARRAYS CONSULTING PTE LTD**

9 Straits View, Marina One West Tower, #05-07, Singapore 018937

TEL +[65] 8031 4594**WEB** <https://rollingarrays.com/careers/all-openings/>**EMAIL** jobs@rollingarrays.com**LINKEDIN** @Rolling Arrays**FACEBOOK** @RollingArraysConsulting**YOUTUBE** @Rollingarrays**TWITTER** @RollingArrays**LOCATION(S)**

- Singapore – Central
- International – Malaysia, UAE, Hong Kong, Australia and India

BUSINESS FACTS

Rolling Arrays is Asia's premier HR Transformation Company, headquartered in Singapore with offices in six countries.

Driving HR Technology ROI is RA's core expertise and has successfully delivered more than 200 HR transformation projects. RA is an SAP Gold Partner and Singapore's Top 75 fastest-growing company.

Rolling Arrays Portfolio includes:

SAP SuccessFactors (SF) Services:

- SF Consulting
- SF Support (AMS)
- SF Implementation
- SF Resource Augmentation
- SF Change Management

Add-ons Built for SAP SuccessFactors:

- REIMBURSE: Reimburse is an AI enabled software build on SAP Cloud Platform for SAP SuccessFactors customers to streamline end to end expense and travel process and eliminate duplicate and non-compliant expense approvals.

- ePFile: ePFile helps SAP SuccessFactors customers to search, view and add employee documents at one place without replicating documents and permissions outside of SuccessFactors.

Qualtrics Services:

Experience management (XM) is now super easy with Rolling Arrays, Southeast Asia's first accredited Qualtrics reseller and delivery partner:

XM Consulting | XM Implementation | XM Support

Our success stems from our "People First" belief, we constantly nurture a culture of care, growth and gratitude. It's a foundation that has enabled us to attract and retain our human capital and enabled us to deliver great service to our customers consistently.

We welcome you to join us in this exciting journey where exciting opportunities await.

JOB ROLES

Associate Consultant – SAP SuccessFactors

CAREER SECTOR(S)

- IT and Technology

APPLICATION PROCEDURE(S)

Candidates can apply by submitting their application through this form: <https://bit.ly/3P805j7>

APPLICATION PERIOD(S)

Graduate jobs: January – December

CAREER MADE YOURS



We are incredibly passionate about the work that we do, creating products and services tailored for every customer. Knowing that no two career journeys are the same, we are equally passionate about supporting our employees to forge careers that are fulfilling and impactful.

We embark on responsible and sustainable business practices so that our products and services don't just enhance financial well-being but also make a positive difference to our society.

Find out more
income.com.sg/careers

Internship Programme

Week 1: Onboarding

Meet your supervisor and buddy, and learn about job functions and Income's value proposition.

Week 4 onwards: Lunch and Learn sessions

Gain a broader understanding of Income in a fun and interactive manner.

Week 10: Career Development Workshop

Pick up useful tips on how to kickstart and navigate your career journey!

Week 6: Mid-point review

Check in with your supervisor to review your progress and get valuable feedback.

Week 12: Graduation Day

At Income, we celebrate every milestone. During graduation, we celebrate your learning experience as interns!



Want to find out more about how it's like to work with us? Scan here to find out more!



Scan the code to view the list of openings here at Income!



Sealed.

SEALED NETWORK

30 Prinsep Street, #06-01
TEL +[65] 9299 0623

LOCATION(S)

- Singapore
- International – Philippines and Indonesia

BUSINESS FACTS

Sealed Network is a venture-backed expert network headquartered in Singapore. We are a tech-enabled platform that connects our clients, such as investment firms, consulting firms and corporations, from all around the world to industry professionals across Southeast Asia, for their market research and due diligence purposes.

Sealed Network's founders are previously from Grab and Wavemaker Partners, one of Southeast Asia's largest B2B early-stage venture capital funds.

The company's investors include Quest Ventures (early-investor of Carousell, ShopBack and Carro), Far East Capital (investment arm of Far East Organization), SGX Chairman Koh Boon Hwee and PropertyGuru co-founder Steve Melhuish, amongst other prominent institutional and angel investors.

Sealed Network has been featured on multiple news and media publications, including Business Times, Tech in Asia and e27.

EMAIL careers@sealed.network

WEB www.sealed.network

LINKEDIN @Sealed Network

JOB ROLES

Account Management

CAREER SECTOR(S)

- Banking and Financial Services
- Consulting
- Information Services

APPLICATION PROCEDURE(S)

To apply, please email careers@sealed.network with your resume and LinkedIn profile

APPLICATION PERIOD(S)

Graduate jobs: All year round
 Internships: All year round



VOLOCOPTER

VOLOCOPTER ASIA HOLDING PTE LTD

109 North Bridge Road, #05-21, Singapore 179097

WEB <https://www.volocopter.com/career/>

FACEBOOK <https://m.facebook.com/100063673835292/>

LOCATION(S)

- Singapore
- International – Germany

BUSINESS FACTS

Volocopter brings urban air mobility (UAM) to megacities worldwide. We aim to improve the quality of life for people in cities by offering a fantastic new mode of transportation. For that, we create sustainable and scalable UAM ecosystems with partners in infrastructure and operations.

Volocopter's family of eVTOL aircraft will offer passengers (VoloCity and VoloRegion) and goods (VoloDrone) swift, secure and emission-free connections to their destinations, supported by VoloIQ, the UAM ecosystem's software platform that serves as its digital backbone for safe and efficient operations.

As a pioneer in the UAM industry, Volocopter will launch commercial services within the next few years. Founded in 2011, the company employs more than 600 people in Germany and Singapore, has completed over 1,500 successful public and private test flights and has diverse investors, including Geely, NEOM, Mercedes-Benz Group, Intel Capital and BlackRock.

At Volocopter, you will work hand in hand with the best and brightest people. We work in small, agile teams with flat hierarchies to make sure you're able to make your mark no matter what your position. Come and join an innovative, state-of-the-art environment with inspiring people who love what they do.

INSTAGRAM https://instagram.com/volocopter_official?igshid=YmMyMTA2M2Y=

LINKEDIN <https://www.linkedin.com/company/volocopter/mycompany/>

YOUTUBE <https://www.youtube.com/user/Volocopter>

TWITTER <https://twitter.com/volocopter>

JOB ROLES

- Business Development
- Marketing
- Public Relations
- Operations

CAREER SECTOR(S)

- Aviation, Transport and Supply Chain

APPLICATION PROCEDURE(S)

Apply online at <https://www.volocopter.com/career/>

Shortlisted applicants will be notified for interview[s] by the Talent Acquisition Team

APPLICATION PERIOD(S)

Graduate Jobs: All year round

Internships:

Normal Cycle:

1. January to June
2. July to December



SYNPULSE MANAGEMENT CONSULTING

80 Amoy Street, Level 3, Singapore 069899

WEB <https://www.synpulse.com/en/careers>

EMAIL career.sg@synpulse.com

FACEBOOK @Synpulse Management Consulting

LINKEDIN @Synpulse

YOUTUBE @synpulsemanagementconsulti9824

TWITTER @synpulsemc

LOCATION(S)

- Singapore
- International – Bangkok, Bratislava, Dusseldorf, Geneva, Hong Kong, Hyderabad, Jakarta, London, Luxembourg, Malaysia, Manila, New York, Shenzhen, Sydney, Taipei, Toronto, Zurich

BUSINESS FACTS

Synpulse is a global management consulting company and a valued partner of leading players in the financial services and related industries.

We optimise the proximity to our clients and deep domain expertise to create sustainable value using technology as a business driver. Leveraging our strong network of over 100 ecosystem partners, we accompany our clients throughout their transformation journey – from strategy and development to implementation and management.

With our tech powerhouse, Synpulse8, we collaborate with our clients to co-create digital experiences with innovative technologies and proprietary methods.

Synpulse is powered by the passion and commitment of its more than 1200 employees from 18 offices, who come from over 30 countries.

JOB ROLES

Entry Level:

- Associate Consultant – Banking/Insurance

Experienced Professional:

- Consultant – Banking/Insurance
- Senior Consultant – Banking/Insurance

CAREER SECTOR(S)

- Accountancy and Financial Management
- Banking and Financial Services
- Consulting
- Insurance and Risk Management
- Investment Banking and Investment Management
- IT and Technology

APPLICATION PROCEDURE(S)

Candidates may send their resume to career.sg@synpulse.com or apply directly via our website (<https://www.synpulse.com/en/careers>). Shortlisted candidates will be notified for interviews

APPLICATION PERIOD(S)

Job applications are accepted all year round



SYNPULSE MANAGEMENT CONSULTING

80 Amoy Street, Level 3, Singapore 069899

WEB <https://synpulse8.com/>

EMAIL career.sg@synpulse.com

FACEBOOK @Synpulse Management Consulting

LINKEDIN @Synpulse8

YOUTUBE @synpulsemanagementconsulti9824

TWITTER @synpulsemc

LOCATION(S)

- Singapore
- International – Bangkok, Bratislava, Dusseldorf, Geneva, Hong Kong, Hyderabad, Jakarta, London, Luxembourg, Malaysia, Manila, New York, Shenzhen, Sydney, Taipei, Toronto, Zurich

BUSINESS FACTS

Synpulse8 is the tech powerhouse of Synpulse, a global professional services company and a valued partner of leading players in the financial services and related industries.

We bring together the best minds in our industry to work on our clients' digital transformation journeys to create flawless digital experiences.

Our team comprises experts in product development, design and technology, that have worked on some of the most innovative products in the financial services industry. And at the heart of it all are our people – we believe that the best ideas come from collaboration, not from a single mind.

Come join us and be on an adventure with us as we shape the future of financial services. Bring your crazy ideas, cool ingenuity and passion for all things digital. We've got a home for you.

JOB ROLES

Entry Level:

- | | | |
|---------------------------------|---|------------------|
| • Software Engineer (Front-End) | • Quality Assurance/ Test Automation Engineer | • UI/UX Designer |
| • Software Engineer (Back-End) | | • DevOps – CI/CD |

Experienced Professional:

- | | | |
|--|---------------------------------------|--|
| • Security Senior Analyst | • Senior Software Engineer (Back-End) | • Senior DevOps – CI/CD |
| • Senior Software Engineer (Front-End) | • Senior UI/UX Designer | • Senior Quality Assurance/Senior Test Automation Engineer |

CAREER SECTOR(S)

- Accountancy and Financial Management
- Banking and Financial Services
- Consulting
- Insurance and Risk Management
- Investment Banking and Investment Management
- IT and Technology

APPLICATION PROCEDURE(S)

Candidates may send their resume to career.sg@synpulse.com or apply directly via our website (<https://synpulse8.com/>). Shortlisted candidates will be notified for interviews

APPLICATION PERIOD(S)

Job applications are accepted all year round



TIKTOK PTE LTD

One Raffles Quay, Level 26 South Tower, Singapore 048583

EMAIL apac-earlycareers@tiktok.com

WEB <http://careers.tiktok.com/campus>

FACEBOOK @tiktok

INSTAGRAM @lifeattiktok

LINKEDIN @TikTok

YOUTUBE @LifeAtTikTok

TIKTOK @lifeattiktok

LOCATION(S)

- Singapore
- International – Global

BUSINESS FACTS

About TikTok

TikTok is the leading destination for short-form mobile video. Our mission is to inspire creativity and bring joy.

TikTok has global offices including Los Angeles, New York, London, Paris, Berlin, Dubai, Mumbai, Singapore, Jakarta, Seoul and Tokyo.

Our Culture

At TikTok, our people are humble, intelligent, compassionate and creative. We create to inspire – for you, for us, and for more than one billion users on our platform. We lead with curiosity and aim for the highest, never shying away from taking calculated risks and embracing ambiguity as it comes.

Here, the opportunities are limitless for those who dare to pursue bold ideas that exist just beyond the boundary of possibility.

Our Vision

TikTok is now available in over 150 markets, and in 75 languages. It is a place where everyone belongs – regardless of nationality, ethnicity, gender or socio-economic levels – and offers a vibrant buzzing atmosphere that celebrates trends and embraces diversity. TikTok has become a marketplace for ideas around the globe, transcending boundaries to create a diverse hub of content.

JOB ROLES

Technical roles: Software Development, Computer Science, Computer Engineering, Electrical Engineering or a related technical discipline
 Non-Technical roles: Open to all disciplines

CAREER SECTOR(S)

- IT and Technology

APPLICATION PROCEDURE(S)

Submit an online application via <http://careers.tiktok.com/campus>
 Candidates can apply to a maximum of two positions

APPLICATION PERIOD(S)

Spring Cycle: August to March
 Fall Cycle: August to March



EXCELLING IN A FAST-MOVING ENVIRONMENT

NAME: Elizabeth Lim

DEGREE: Bachelor of Business Management, Singapore Management University (SMU), 2020

ROLE: B2B Marketing and Strategy and Operations, APAC

EMPLOYER: TikTok Pte Ltd

MY JOB

I work with multiple teams across projects involving internal and external stakeholders, such as developing and executing marketing campaigns to target advertisers and clients, as well as management of team matters to ensure operational efficiency and effectiveness.

HOW I GOT MY JOB

I graduated from SMU in 2020 at the start of the Covid-19 pandemic. It was really difficult to find a job during that time as it was one filled with uncertainty and fear. Many companies froze their hiring and even retracted offers. I applied for a large number of jobs and was fortunate to get my dream role at TikTok. As a fresh graduate in my team, my eagerness to learn, openness to feedback, and interest for the product helped me get my role.

THE HIGHS AND LOWS

I love working for a company that is shaping culture and changing the world. Being able to work with many like-minded, motivated and brilliant people is what keeps me motivated at work each day.

However, it can also be very challenging working in such a fast-moving environment. Ensuring that I stay adaptable and open to change is what has helped me excel in my role so far.

MY HAPPIEST MOMENT AT WORK

There are too many happy moments to choose from! From pioneering and creating new processes for the team to improve their Business as Usual (BAU) activities, to leading and executing my first ever physical event for over 200 leaders across APAC, the great thing about TikTok is the trust that they put in everyone to lead new projects!

SOME ADVICE

Never doubt your capabilities, but always remember to stay humble and open minded. Also, do not be afraid to take risks and pursue your passions!

JOIN US

Be part of something extraordinary.

The perfect blend of business and technology. We collaborate with our clients through a full spectrum of solutions and services – from strategy and development, to implementation and management.

CONSULTING SERVICES

Provision of holistic management consulting



PRODUCT DEVELOPMENT

Development, end-to-end software solutions, and DevOps

We're present in **21 cities** worldwide, with

65+ different nationalities represented in our offices

40+ languages spoken by our people



Outings and retreats

It's not just about work. Company retreats and events are firm fixtures on our calendar!

On average 15 to 20 days

of dedicated training per year

1 dedicated career advisor

to support you on your Synpulse Journey

More than 20 dedicated events to:

- Network with stakeholders
- Socialise with your colleagues
- Knowledge Share

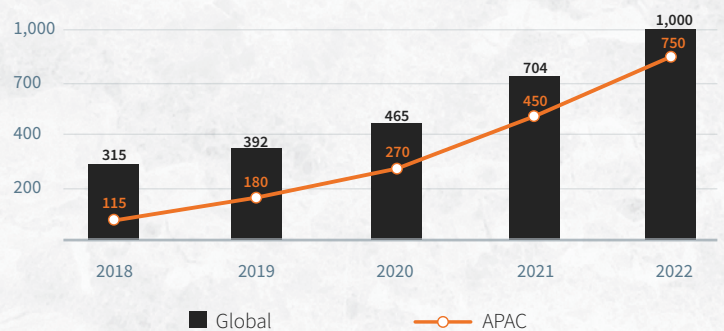


We provide dedicated management consulting and tech career paths

Synpulse and Synpulse8 have career paths tailored to your growth and career plans. Each level carries more responsibilities in the team, on projects, in sales, and within the organisation.



...and our team is growing rapidly!



Be part of an award-winning team.



and many more...

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synpulse.com



synpulse8.com



WISE ASIA-PACIFIC PTE LTD

1 Paya Lebar Link, #13-06, PLQ 2, Paya Lebar Quarter, Singapore 408533

WEB <https://www.wise.jobs/early-careers/programs-applications/>

EMAIL apacrecruitment@wise.com

FACEBOOK @Wise

INSTAGRAM @wisecareers, @wiseaccount

LINKEDIN @Wise

YOUTUBE @Wise

LOCATION(S)

- Singapore
- International – London, Estonia, Budapest, Tokyo, Kuala Lumpur in Malaysia and Austin, New York and Tampa in the United States of America (U.S.A.)

BUSINESS FACTS

Join a global tech company with a big mission, and a startup heart. We're over 4,500 people, from 110 nationalities, working in 17 countries around the world.

Our mission: money without borders

In the words of our founder, "people don't join a company. They join a mission." And ours is big. Current banking systems don't let us send, spend or receive money across borders easily. Or quickly. Or cheaply. So we're building a new one. Our mission is to make money without borders the new normal. For everyone. Getting there isn't easy and we haven't figured it all out yet. But together, we can do it.

Why join Wise?

We like to think we're the perfect mix of big and small. Big enough to solve problems for millions of customers, but small and nimble enough to be growing at the speed of light. Big enough to flip an industry on its head, but still small enough to have a long way to go.

Join us for:

- Lots of ownership and trust
- Lots of opportunities to grow
- Lots of external impact
- Lots of fun along the way

Most of the people who'll help us achieve our mission haven't even started yet.

JOB ROLES

Grad SWE/SWE Intern: Computer Science (Full Stack, Frontend, Backend)
Product Analyst Intern: Business/Economics/Data Science

CAREER SECTOR(S)

- Banking and Financial Services

APPLICATION PROCEDURE(S)

Head over to <https://www.wise.jobs/early-careers/programs-applications/> to learn more about our current available opportunities and how you can kickstart your career in a fast-growing global fintech

APPLICATION PERIOD(S)

Graduate jobs: Graduate Software Engineer (Sep 2023 onwards for 2024)
Internships: Software Engineering Intern (Summer/6 months), Product Analyst Intern (Summer/6 months)



YAP GLOBAL

160 Robinson Road, #14-04, Singapore Business Federation Centre, Singapore 068914

WEB www.yapglobal.com/careers

EMAIL careers@yapglobal.com

INSTAGRAM @yapglobal

LINKEDIN @YAP Global Ltd

YOUTUBE @yapglobal4609

TWITTER @YAPGlobalTeam

TIKTOK @yapglobal

LOCATION(S)

- Singapore

BUSINESS FACTS

YAP Global (Your Angle Presented Globally) is an industry-shaping niche PR and Communications agency specialising in showcasing the most impactful and influential stories coming out of the emerging fields of crypto, decentralised finance (defi) and web3.

Built by a globalised team of close-knit storytellers scattered across the globe (meeting up occasionally at Spanish beaches and Singaporean hawker centres), YAP Global's mission is to bring forth a technological revolution that brings greater financial inclusion and equality to society.

We aim to be the bridge between quality journalism and emerging technology companies and protocols who are making a difference in the world. Our diverse portfolio of clients range from DeFi protocols, climate change innovators, digital asset management firms and NFT marketplaces, to developer tooling platforms that will underpin the future of web3.

We have also been media partners for some of the biggest blockchain conferences in the world, including CoinDesk's Consensus, EthCC in France, ETHDenver, Invest Asia and more.

JOB ROLES

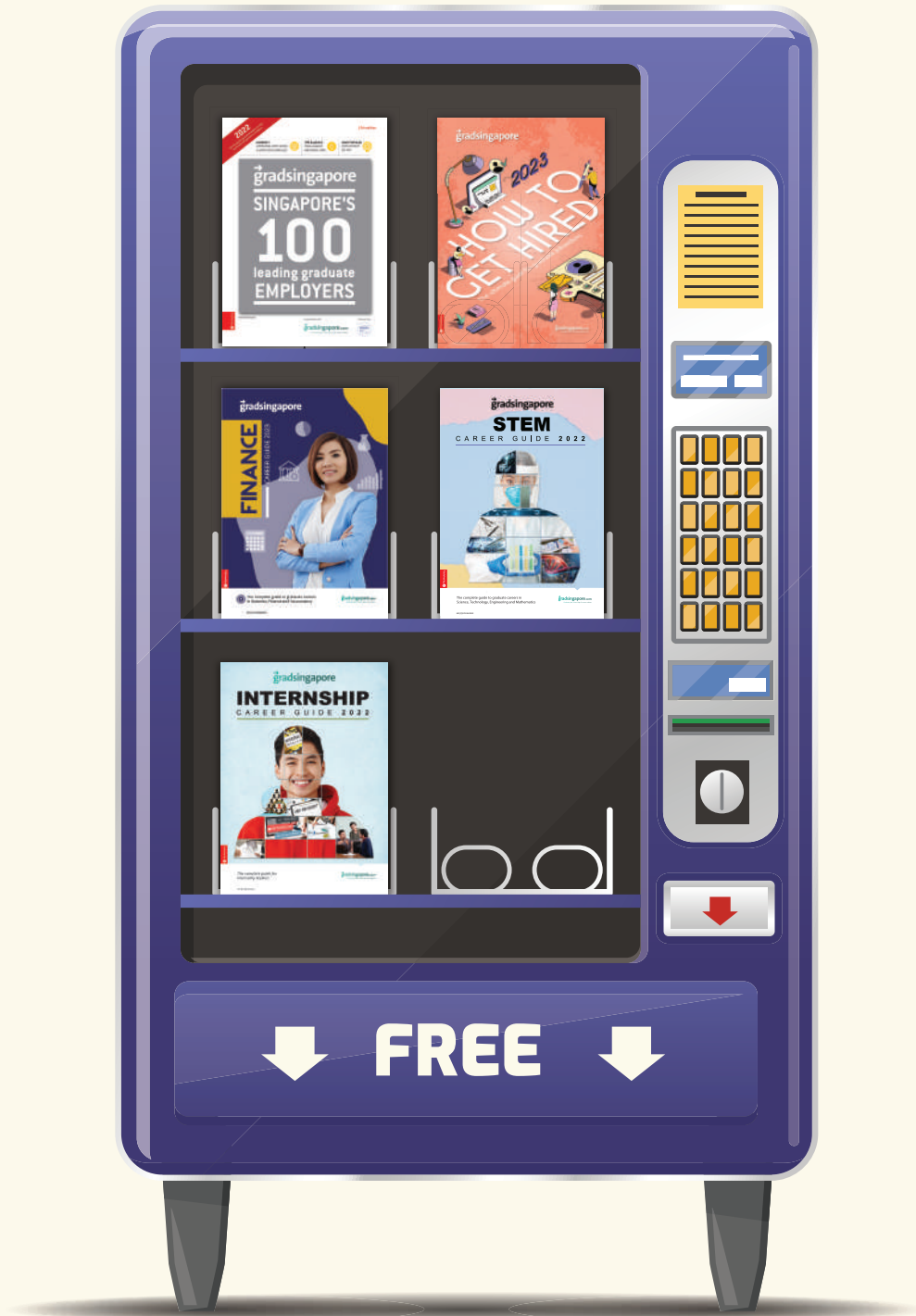
- Public Relations Account Executive
- Public Relations Intern

APPLICATION PROCEDURE(S)

For available roles, go to <https://apply.workable.com/yap-global/j/2313843EE1/>

APPLICATION PERIOD(S)

Graduate jobs: all year round
Internships: all year round



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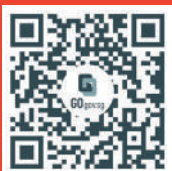
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