



NEWSPAPER CLIPPING

Date : 07 November 2018
Title : In search of a good job
Publication : New Straits Times
Page : 29 - 31



HIGHER ED

DETECTING MENTAL
HEALTH RISKS

» PAGE 49

MAKINGS OF SMART
LEADERS OF TOMORROW

» PAGE 51

In search of a good job

ZULITA MUSTAFA
zulita@nst.com.my

IT is convocation time at public universities and making the move from university to the workplace is an exciting phase of one's life. However, fresh graduates may be intimidated by uncertainties and possibilities.

They frequently face challenges when making the transition from student life to the career world. Few people land their perfect jobs effortlessly.

The most common hurdle to getting a job is lack of experience.

Though you may have graduated with flying colours, real world job experience will make you more marketable.

Diploma holder Sherina Akhbar applied for an administrative position at a gourmet coffee outlet after graduation but she was offered the position of a barista instead.

"As a fresh graduate, I thought this could lead to something interesting and being able to gain new experience is one of my priorities. I was not only taught to make coffee but also all sorts of tasks behind the counter.

"Though it was challenging for someone who has never worked before, I looked forward to work every day as the senior baristas would train me," said Sherina, who was offered a position in the finance department later.

She has since stopped working to pursue a degree course in the hope of a good career path.

MORE ON PAGES 30&31





Date : 07 November 2018
 Title : In search of a good job
 Publication : New Straits Times
 Page : 29 - 31

From university to the workplace

FROM PAGE 29

Chow Shenn Kuan, 22, said upon graduating from the Bachelor of Science in Business Studies programme (Lancaster University-Affiliated Programme) at Sunway University in July this year, she was still in the midst of organising a conference that was in the planning since her student days.

"I was in a contract role at Sunway Education Group. With the end of the contract last month, I have forwarded my resume to several organisations in search of full-time fresh graduate positions.

"The Communication Skills subject taught in my undergraduate degree course offered a guide to preparing my resume. I learnt about what employers look for in a resume when I took up the compulsory undergraduate placement as an executive recruitment intern at Monroe Consulting Group," she said.

During the process of job-hunting, job applications and interviews, she obtained advice and tips from her lecturers.

"Seniors and friends who are already employed also provided insights into the different industries and their opportunities," she added.

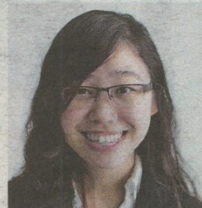
"Other than a management trainee position, I would not mind an executive or analyst role in sectors such as fast-moving consumer goods, technology, e-commerce, management consultancy and think tanks.

"In my job search, I look for those that I can learn from and contribute to."

Chow is giving herself up to six months or a year to land a permanent job. She has attended career fairs and submitted more than 30 online job applications. Thus far, she has attended two interviews.

Fathul Akmal Yusoff, 24, a graduate of actuarial science from Universiti Teknologi MARA Shah Alam, started looking for a job a month before he completed his internship.

"I researched into writing a good resume. I was keen on a job in line with my education



In my job search, I look for those that I can learn from and contribute to.

CHOW SHENN KUAN
 Bachelor of Science in Business Studies graduate



Hans Toh conducting a resume writing workshop for undergraduates.

background but have widened my options due to the competition," said Fathul Akmal who is on a one-year contract at Puma Sports Goods Sdn Bhd since December last year.

He has never attended career fairs but he has sent more than 200 online job applications. While he believes that marketing oneself is key to securing a job, he said he has yet to master it.

1MALAYSIA TRAINING SCHEME

Four fresh graduates from various fields said their decision to join the 1Malaysia Training Scheme (SLIM) was their best shot at gaining full-time employment.

Farah Aina Abdul Hanif, 24, said the one-year training serves as a platform to showcase potential employers her talent.

"I learnt many things outside my comfort zone and can't wait to finish my training so that I can continue to use my skills and knowledge in the workplace," she added.

During her internship, she prepared her resume with the advice from her lecturer as well as her superiors at work.

"I am lucky to have their guidance as without them I would be lost. They guided me throughout the process until I was confident enough to send out my resume.

"Prior to SLIM, I submitted my resume to three companies," said Farah, who is in her eighth month of training.

Having graduated last year with a Bachelor in Human Resource from HELP University, Nur Ain Shahira Ab Wahab sent out resumes in the last semester of her final year in the hope to secure a job upon graduation.

"I started writing my resume in the second year of studies and it was a good exposure."

Muhammad Rusydi Gulam Ahmad, 24, who studied Human Resource Management at Uni-

DO'S AND DON'TS OF RESUME WRITING

DO'S

1. Sell your most important skills
2. Use industry-related keywords
3. Check and double-check spelling
4. Use proper sounding email address
5. Always include mobile number
6. No longer than two-page
7. Use italics, bolding and bullet sparingly
8. Be genuine and truthful

DON'TS

1. Provide false information
2. Provide photo unless requested
3. Submit secondary school information
4. Use "I" and "Me"
5. State salary information unless requested
6. Write "Resume" or "CV" at the top of the resume
7. Include CGPA scores unless requested

Source: hans.com.my

INFOGRAPHIC NST



SLIM trainees (standing, from left) Nur Ain Shahira Ab Wahab and Muhammad Rusydi Gulam Ahmad with (seated, from right) Nadhilah Abd Halim and Farah Aina Abdul Hanif gain experience at the workplace.

versiti Tenaga Nasional, sent out his resume during his diploma years.

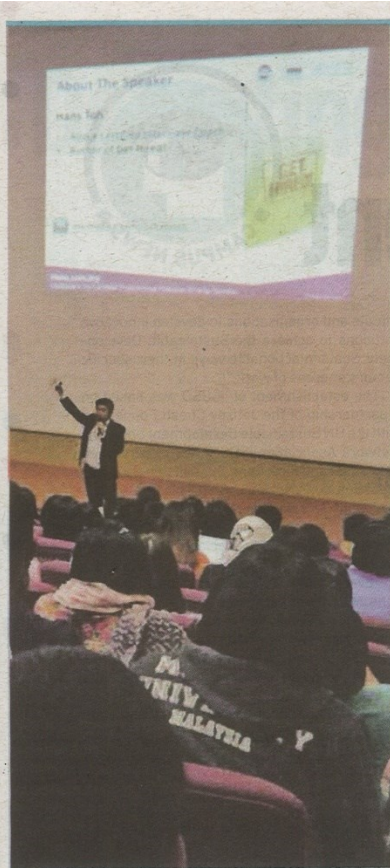
"Resume-writing classes and job interviews at university helped to boost my confidence."

Unable to get a position in line with her degree so far, Nadhilah Abd Halim, 27, remains optimistic that she will land her dream job.

She joined SLIM to discover new interests that could lead to a suitable first job.

NEWSPAPER CLIPPING

Date : 07 November 2018
 Title : In search of a good job
 Publication : New Straits Times
 Page : 29 - 31



CAREER PROFILE
 Highly enthusiastic and ambitious Accounting Graduate with strong passion in the field of business management. Possess outstanding teamwork and leadership skills as well as excellent communication abilities. Demonstrated the creativity and adaptability in enhancing business operations.

EDUCATION & KEY KNOWLEDGE AREAS
 Bachelor of Science in Accounting & Finance (Hons), University of Greenwich | UK (2018)

- Financial Accounting
- Audit & Assurance
- Advanced Management Accounting
- Finance
- Strategic Financial Management
- Business & Company Law

PROFESSIONAL EXPERIENCE
 Maybank Investment Bank Trainee, Brokerage Department • Feb 2017 – May 2017

- Assisted in conducting outbound calls to random clients to gather information on competitors.
- Prepared Product Disclosure Sheet (PDS) for upcoming products while conducted meetings with advisors to finalize PDS for the products.

EXTRACURRICULAR INVOLVEMENT
 Assistance Program Manager, Humanitarian Award (2018)

- Assisted the organization of the award ceremony while ensured all official protocols are adhered to at all times.

Head of Logistics & Technical, Commerce Student Conferences (2016)

- Coordinated the logistics and technical aspects of the conference to ensure smooth execution of the planned events.

President, Inspire Club (2015)

- Coordinated the activities of the club while ensuring the welfare of club is well-managed.
- Facilitated students from 20 primary and secondary in enhancing academic performance.

SKILLS & STRENGTHS
 Communication Skill – Able to conduct interview surveys with respondents while ushered the VIP guests in a warm and pleasant manner during the Commerce Student Conference.

Leadership Skill – Delivered vital decisions as the President of the Inspire Club.

Language Skills: Excellent English | Excellent Malay

IT Skills: Microsoft Office Suite (Word, Excel, PowerPoint) | UBS Accounting Software

An example of a resume.

EIGHT SECTIONS YOU SHOULD HAVE IN A RESUME

- CAREER PROFILE** — begin with a solid career profile
 — showcase competencies and experiences
- EDUCATION AND KEY COMPETENCIES** — educational qualification
 — keywords on hard skills
- WORKING EXPERIENCE** — include internship/part-time job
 — begin with the most recent
 — start with action verbs
- RESEARCH PROJECTS** — include activities for research project
- EXTRA-CURRICULAR AND VOLUNTEERING ACTIVITIES** — include all non-academic activities
- SKILLS AND STRENGTH** — include soft skills, language and information technology skills
- RECOGNITION AND AWARD** — include awards won, if any
- PREFERENCES AND REFERENCES** — include expected salary/ references (only if requested by employer)

Source: hans.com.my

Art of your ownself

WHEN writing a resume, job applicants should create an outstanding first impression through an attention-grabbing layout, powerful keywords and clearly articulated achievements.

Career Expert managing director Ainul Naim, a resume consultant, said a good resume is one that attracts recruitment managers and promises a job interview opportunity.

A resume is a tool to promote and market yourself to the industry.

"When the industry offers you an interview, you know that your resume is good. A good resume is a masterpiece of your own, crafted with proper guidance," she added.

A lot of effort should be put into writing a resume.

"Writing a good resume is where the life of a graduate begins. It is important for graduates to learn to write their own resume — it's an art of your ownself."

"If they fail to make a good impression through the resume, then it will be a rough career journey ahead."

"It requires a lot of effort to market yourself, much more than the work put in at university."

As a Certified Professional Resume Writer and Certified Employment Interview Professional with more than 13 years of experience, Hans Toh said the best resume is one that is tailored-made for a specific position.



Ainul Naim

An excellent resume contains three key elements — relevant working experience, measurable achievements and educational background or professional training obtained.

"In a resume, work experiences are the subjects while measurable achievements are the grades. You only have less than 10 seconds to market yourself. That is all it takes for employers to read your resume and know you."

"Fresh graduates should keep their resumes to one or two pages. Don't make the mistake that the longer the resume, the better."

"The information presented in the resume has to be relevant to the job," he added.

Job seekers should ideally start planning three months before they

graduate. "Every year, public and private universities produce hundred of thousands of graduates who compete in the job market. So it is important to kick-start the job hunt as early as possible."

Fresh graduates make similar mistakes in their resumes which are not meant to be a history of every course, training and examination in their life.

"I'm not saying these are not important but highlight your skills suitable for the job you are applying for."

There are two types of skills — specific job-related skills and transferable skills that are general and can survive the shift from one industry to another.

"Highlight the ones that match the requirements of the position — the more matches, the higher the chances of getting a job interview. Provide relevant, important information in short, simple sentences and bullet points, and your resume will have a much higher chance of catching the right attention."

"Details such as format, standardised headings and spacing as well as font sizes make the overall appearance



Hans Toh

of the resume look well-planned. Use bullet points instead of long-winded sentences.

"State your facts, and leave out unnecessary flowery words and adjectives unless you're applying to be a writer. Avoid unnecessary use of bold and italics, they are for emphasis only."

Toh has developed highly effective resumes and cover letters for many clients in all fields throughout the country.

Since 2002, he has reviewed and written over 10,000 resumes for all levels of career progression including entry, junior, managerial and senior management.

He also provides coaching on effective interviewing skills and conducts workshops at universities and colleges. He recently published a book on resume-writing and interview techniques, *Get Hired!*

Toh studied engineering and worked in the field for several years before he switched to a career as a resume-writing specialist. "Young graduates should not limit themselves to their comfort zone and apply for jobs in their field of studies."

"Highlight qualities such as good communication skills and leadership to show their potential to employers."