



A SPECIAL EDITION

# JUMPSTART

YOUR CAREER!



**YOUR SEARCH BEGINS HERE!**

*Jumpstart is a publication of PRePARE Career Services distributed to Sunway University and Sunway College students*

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**Jeffrey Cheah  
Foundation**  
*Nurturing the Seeds of Wisdom*



## **SUNWAY CAREER SERVICES**

YOUR ONE-STOP CAREER CENTRE



# INSIDE

4

**sunway career services**

7

**quick tips to a winning resume**

8

**internship: speaking from experience**

10

**work and travel USA**

13

**hard at work**

14

**a young millennial on learning from others**

16

**job interview faq and tips**

19

**banking on sales**

20

**employment challenges for fresh graduates today**

22

**eliminate myths which can affect your career!**

## Your search begins here!

**Greetings from Sunway Career Services!**

Our annual career highlight is back- **Get Hired 2014!** To get the ball rolling, we have published this commemorative edition with the aim of exploring further on career preparatory areas.

Employment for fresh graduates is getting more competitive given the challenging economic outlook in the nation. Employers continue to hunt for good talent who are all-rounders with outstanding soft skills. Students need to rise up and pursue more than just their books. They need to get involved in campus activities to develop their leadership, communication and teamwork skills.

We hope that through our annual career fair- Get Hired 2014, we are opening doors for you- be it for internship or full-time employment. Get Hired 2014 presents some of the most prestigious and dynamic companies in Malaysia. Find out more on how you can build your career with them. Ask questions, take down notes, read up company prospectus and network with our potential employers. Be sure to explore your careers opportunities at the career fair happening on 17 April, 10am-5pm at University Hall.

As for this Get Hired 2014 special edition, check out winning tips in resume writing, interview skills as well as exciting stories from recent interns and seniors who have just graduated.

I hope this edition proves to be beneficial and enlightening to you as you glean from the experiences of your seniors and their wisdom found in the following pages.

**See you at Get Hired 2014!**

**Prepare** >>>

**Sunway Career Services**



**prepare** >>>  
SUNWAY CAREER SERVICES



**STUDENT SERVICES  
DEPARTMENT**



# SUNWAY

## CAREER SERVICES

YOUR ONE-STOP CAREER CENTRE



### EMPLOYABILITY: EQUIP. ENHANCE. EMPOWER

As a One-Stop Career Centre, we are dedicated to equipping students with the right tools and essential skills, aiming to create employable graduates so as to prepare them for the working world. We are constantly in touch with employers and have a vast network of company links in our database.



### EMPLOYABLE GRADUATE

Employers are looking for all-rounders, not just academically excellent graduates but those with a range of skills such as leadership, communication, critical thinking etc. You need to develop yourself in these soft skills and gain experience via campus activities. Your time at university is a training ground.



### GET STARTED

This is our suggestion throughout your 3 years on campus.  
All for you to EXPLORE. EXPERIENCE. ENGAGE with EMPLOYERS!

#### Year 1

- Sign up for LEAP to enhance your employability skills
- Get involved in extra-curricular activities (ECA)
- Explore career options-speak to a career services advisor
- Attend a resume writing workshop

#### Year 2

- Continue to enhance your employability skills under LEAP!
- Take up leadership roles in your ECA/Volunteerism/Projects/Business Challenges
- Get an internship for a foretaste of the job!
- Network with employers via Career Fairs and Networking events

#### Year 3

- Attend more company presentations via LEAP
- Reflect on your career goals and visit us for further career guidance
- Seek resume critique and mock interview assistance from us
- Start targeting potential companies and submit resumes







Student Services Department (Student Centre)  
Opening hours : Monday to Friday, 8.30am - 5.30pm



03-7491 8622 ext 8069/8021  
[prepare@sunway.edu.my](mailto:prepare@sunway.edu.my)

## HIGH LIGHTS



### MARCH - MAY

get hired 2014  
[sunway career fair]

CEO forum

industry forum

start-up forum

on-campus  
interviews

### JULY - AUG

company visits

job shadow day

career exploration fair

### ALL YEAR ROUND

explore talks

leap workshops & talks

internship preparatory  
workshops

career assessment

internship placement

graduate placement

job portal

career advisory

### SEPT - NOV

internship fair

corporate trips

boutique network tea



## HIGHLY SOUGHT AFTER

Come and see us for  
your next step forward!

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GO AHEAD.™

**CHALLENGE**



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# QUICK TIPS TO A WINNING RESUME

by Judith Chan (Sunway Career Services)



## 1) Gather Raw Data

List down relevant information to be included in your resume under these essential categories:

1. Personal particulars
2. Academic background
3. Work experience
4. Extra-curricular activities
5. Other achievements/ Skills/Language
6. Reference(s)

## 2) Draft that boring resume

Now present all the information gathered plainly, in reverse chronological order under each section. List them down in a concise manner preferably using bullet points.

## 3) What's the highlights?

Don't just report things you did. Intentionally emphasise the significant achievements, strengths and skills learned.

## 4) Start tailoring

First research the target company- find out company background, core values, mission and vision, criteria of the position etc. (these could be helpful in writing a good cover letter too). From there, tailor and incorporate them for your resume (and cover letter).

For example, if the company places a strong emphasis on leadership, then you should ensure you highlight your leadership capabilities as much as possible. Your resume should be the 'answer' to the company's talent search.

**CAUTION:** You shall by no means lie or over exaggerate who you are in your attempts to be that 'perfect employee' the company is looking for. If you do, chances are, you are not the person they are looking for. So drop that application.

## 5) Facelift

Google for a good resume template. There are thousands out there so choose one that best presents your information in an attractive manner. Having said that, how conventional or how funky your resume looks should depend on the nature of the industry you are applying to.

While companies in the media and arts industry expect a creatively crafted resume, corporations in a regulated industry may not enjoy the same. However, for the more serious and professional firms like that, try to strike a balance. It doesn't have to be a boring resume. There are simple and elegant resumes out there. Go on a hunt!

## 6) Extra Extra

Keep it to just two pages. Do not just spell check your resume, inspect for any grammatical errors too. Better still, get someone experienced to critique your resume and give you good feedback. And that can be US- the Sunway Career Services!

**Sunway Career Services provides Resume Critique services. So feel free to drop by to get your resume checked. Or you can also forward your resume to us at [prepare@sunway.edu.my](mailto:prepare@sunway.edu.my).**



# INTERNSHIP

## speaking from experience...

So here's what recent  
interns say about their  
work life....



**GOOD STUFF...**  
[ng wan ru, baf]

I was recruited as a finance intern in P&G Malaysia. Procter & Gamble is a multinational manufacturer that produces a wide range of household products. It holds a portfolio of 50 brands, consisting of 25 billion-dollar brands such as Gillette and Dynamo.

As an intern, I worked on projects instead of going through routine work. My major project was to study inventory returns and propose solutions such as process improvement to the management team.

Have you ever thought of exploring a warehouse and understanding how the entire supply chain operates? The assigned project granted me the opportunity to go for numerous distributor site visits as well as trade visits. I also went to Johor Bahru for a business trip to gain more useful insights for my project.

Speaking with numerous acronyms in a sentence among colleagues was the biggest culture shock. ...OND, HFS, DC!!! I have been bombarded by acronyms since the first day interning in P&G.

*(continued on the next page)*



Throughout the internship, I have learned to be more flexible in doing things. There is no one way of doing things in P&G. We have to be creative and improve continuously.

My advice to juniors? Be courageous and take the initiative to approach your colleagues! Ask the right questions and collaborate with others during the internship. You will gain different perspectives and come away with better solutions.



## TIME OF MY LIFE

[kent kam, bbm]

My internship was in a telecommunication company called Flexiroam, which specialises in roaming services for travellers. It opened my eyes about how working in a business world isn't as daunting as it sounds. Being placed in the sales and marketing department, I learned how to deal with people around me; clients, co-workers, business partners, every day with the element of fun.

Stepping into the working environment with no working experience, the culture nurtured in Flexiroam was a total shock for me, particularly the F.U.N culture cultivated in every 'Flexiroamer'; we value 'Flexibility', 'Utmost Innovation' and 'Noble in Character' every day. Everyone was treated with friendliness and warmth where never a day in the office went by where laughter couldn't be heard.

I can still remember my first day as a 'Flexiroamer', where everyone gathered to play a game which involved a lot of screaming and laughing which astonished me. Hence, the collectiveness and 'work hard, play hard' spirit in this company has truly opened my eyes as a new player in



Kent and his colleagues at the 'NATAS Travel Fair 2014'.



Wan Ru and her colleagues having a CNY lunch.

the working world and changed my point of view about the stereotypical overwhelming corporate culture that we often hear.

Throughout my internship in Flexiroam, there were many amazing experiences, but one memorable experience I had was when I joined my company for a three-day, two-night trip in Pangkor Island for a teambuilding activity, 'FunHunt'! Everyone came together to play games by the beach, participate in a talent show where I acted in a sketch of a remake version of the movie, Twilight, as 'Bella Goose', and movie night. Other than that, I couldn't help but exclaim how lucky I was to be able to join my marketing team in Singapore for 'NATAS Travel Fair 2014' as a product ambassador. Other than focusing on sales objectives, we had great moments with new Singaporean friends and established close fellowships with my team, putting aside job titles.

Ultimately, I believe that an SME like Flexiroam has furnished me with great learning opportunities and life lessons beside gaining working experience. In many ways, I've learned to never judge a company based solely on market share and company size. The rapid growth in an SME has provided me not only learning opportunities, but a chance to discover my strengths and weaknesses as an employee in the future. Furthermore, I had a full experience of 'work-life balance' that is the root of Flexiroam's company culture.

I hope fellow interns-to-be can explore wider job opportunities and be sensitive towards the company culture, because you'll never know if you might have an internship of a lifetime just like I had for 12 weeks.





At the heart of New York City: Times Square!

by Madeline Tanamal, BBM  
(graduated in 2013)

I was initially introduced by my friend to Work and Travel in USA by Speedwing ([speedwing.org](http://speedwing.org)) which offer non-skilled jobs. Afterwards, I found out that they also offer business internship programmes in the USA for Malaysian students.

Since I was planning to do it after my graduation, I thought that an internship would be more beneficial than work and travel. Speedwing gave me a list of companies to choose from and I applied to several companies in New York City, Los Angeles and San Diego.

The internship period differs by company. I chose a 6-month period, which includes time to travel as well. The company in New York City, New York Business Consultants LLC contacted me first and interviewed me. I got the intern position after the interview.

The best and most memorable part of my internship experience was when my boss trusted me to conduct a meeting with a client because he was unable to attend. The client was a sales representative for an insurance company and he asked for consultation to reach out to more customers. The meeting went well and the client was interested. At that moment, I felt for the first time the confidence to become a business consultant in the future.

The biggest challenge for me was to live alone in the city. I had to learn to be fully independent, not only physically but also mentally. For example, it got lonely at times because my family and friends were not around, so I was faced with the dilemma of giving up my values in exchange for friendship when potential friends asked me to go partying, drinking, smoking and doing drugs.

# work and travel USA

chance of  
a lifetime!



Attending an event  
at the United Nations



With a client from Berlize  
and my boss (on my right)



Attending a  
Board Meeting

**" The biggest challenge for me was to live alone in the city. I had to learn to be fully independent, not only physically but also mentally. "**

Apart from learning business-related skills such as event management, business consulting and the art of networking, I also learned to be more mature. For example, I have learned from experience not to rush into decisions and never let my emotions dictate my actions, especially in business settings. Apart from that, working in a start-up company forced me to take initiative instead of being reactive at work.

I would recommend those who are mature enough to go to New York City for an internship. New York City is like United Nations, you need to know how to deal with many different kinds of people, both in personal and professional levels. As a colleague of mine put it, "New York City is the city that never sleeps, people come here and they go crazy."



# SHELL GRADUATE PROGRAMME MALAYSIA



Working at Shell, you could be helping us tackle one of the great challenges facing our world today – meeting the energy demands of a fast growing global population. Our graduate programme is designed to allow you to maximise your talents and strengths and enable you to develop new skills that will help groom you for future success. We believe in making the most of resources, whether that's working to build a better energy future or encouraging people to achieve their potential. We need people who want to get involved and make a difference. So what can you expect when you come on-board into one of the most comprehensive graduate development programme?

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You will work on things that really matters to meet the energy needs of a changing world. You can innovate and build the company's achievements in your area of expertise, which will contribute to a winning future for you and for Shell.

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You will build a global outlook, working in a diverse company to create better solutions for customers around the globe. We make sure that your best ideas help deliver energy solutions across the world.

## WHO ARE WE LOOKING FOR?

We are looking for graduates who meet the following requirements:

- Possess leadership presence and involvement in team working environment experience
- Strong communication and presentation skills
- Have valid work authorisation in Malaysia
- Have a Degree (Bachelors, Masters or PhD) from the following fields:

### COMMERCIAL

- Business Administration
- Business Information System
- Business Management
- Computer Science
- Human Resources
- Information Technology
- Management Information System
- Marketing
- Mathematics
- Statistics

### TECHNICAL

- Aeronautical Engineering
- Automotive Engineering
- Civil Engineering with Offshore Structure
- Environmental Engineering
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*cutting through complexity*

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# HARD AT WORK

By Steven Chang, BAF  
(graduated in 2013)

A



*The company which I'm working with is KPMG Malaysia. It is one of the 'Big 5' audit firms. The best thing about working here is that I get to see and experience how companies in different industries work.*

I've so far audited an insurance company, manufacturing company, and a strategic consulting firm. Taking auditing as my first job enables me to see the bigger picture of what I want to do and how I want to develop myself in the future. It allows me to understand a company's operations and management.

The people that I work with are also more than just colleagues to me; we are like a family. This is because of the long working hours in the office; it makes you feel like you belong and are loved. We are always there for each other through good and bad times.

One of the biggest culture shocks I had was that the person who interviewed me is actually only a year older than me. Some people started working in audit since 18. Another culture shock which is common to audit is the long working hours.

During peak periods, I have worked until four in the morning. Auditing is a job which requires long working hours; it is something that a person needs to know before making the decision to join. However, the more hours you pour into your work, the more you will learn, which will eventually benefit you in the future.

One of the lesson I learned during my time in audit is that we always need to ask questions when we do not

understand. There was an assignment given to me, which I had never done before, and took me an entire day to complete. If I had asked my seniors earlier, I could have saved the time and completed it faster. Therefore, it is vital that we be brave enough to ask questions instead of keeping things to ourselves. Never be shy to ask as it is part of the learning process.

My advice for future graduates is to study hard during your college days. It is very important to build a strong foundation of knowledge before we start to work. From there onwards, it will be more of your soft skills that will make the difference in your career progression. Being able to communicate and work well in the team will allow you to progress faster and work effectively.

Lastly, the most important thing is to stay humble. No matter how smart or how good we are, it is crucial that we respect and learn from our seniors in the workplace who have more experience than us. After all, we are just fresh graduates who have just taken our first step into the working world.

As the saying goes, "Let us keep our feet humbly on the ground as our hands reach out for the stars".

# A YOUNG MILLENNIAL On Learning From Others



*As individuals from Gen-Y, we are masters in the art of multitasking and have our own way of doing things. Sometimes, this can be a problem especially at the workplace where our colleagues or bosses may find us rude or disengaged.*

Some of us prefer working with our headphones on and our bosses, especially if they are older, may find us looking a little distracted.

Quite often, we are also perceived by the older generation as a cluster who are more demanding, in terms of expecting flexible work schedules, benefits and desiring immediate gratification. We are also deemed as having self-centred work ethics.

Of course these characteristics may apply to some of the young people out there but to generalise all young people is certainly a false notion. There are indeed many young people who are eager to learn, grow and create an impact at their respective workplaces.

At work places today, there are four distinct generations, namely the veterans, the Baby Boomers,

the Gen-X and the Gen-Y who are working together under one roof. These four generations are inherently different in terms of the characteristics and the values that they uphold, motivation as well as aspirations and expectations at the work place.

Generational differences may be a serious problem especially at work places where this may divide the company and affect an individual's work ethics and productivity.

Before working on solutions on how to ease the conflict between generations, it is important to note why these conflicts arise. Essentially, these four generations are fundamentally different people. For example, the younger generation thrive in a participative environment, expect immediate feedback, strive to do meaningful work and enjoy work-life balance.



On the contrary, older generations prefer formal engagement with more command and control. For younger employees, here are some ways to improve your relationship with older colleagues

## 1. Value and respect their life experiences

Older individuals obviously have been around for longer and they have seen and done much more. As the famous saying goes, experience is the best teacher. Newcomers can take many cues from older colleagues and learn from their experience.

One of the best ways to progress at work is by having a mentor. Having an older and experienced mentor will be beneficial for the young generation as a wealth of knowledge and experience can be derived from them. Ask questions and really listen to them.

As both Baby Boomers and Gen-Y value relationships, a mentor-mentee relationship will create a family-like environment with the Boomers capitalising on their experiences and Gen-Y learning and getting feedback from a trusted source.

## 2. Listen, learn and grow

The best way for young people to move forward at work place is to listen and understand how the organisation operates. Don't try to be the person who knows it all but rather learn how you can contribute to the organisation.

Adapt to different ways of doing things. If there is something that is bothering you, try listening and understanding things from your boss' or colleagues' point of view before dismissing the idea completely.

For example, if it involves using headphones while working, come to a mutual agreement where you will not use headphones in some situations to adhere to professional etiquette.

## 3. Earn their trust

The best way to bridge the gap between you and your boss or older colleague is to earn their trust by

performing extremely well at tasks given to you. Show them what you can offer to the table without being arrogant about it.

Stereotypes cannot be avoided, but you can beat stereotypes by proving that you're different and worthy of trust. Besides that, you can also earn their trust by admitting that you don't know everything but you are willing and prepared to learn.

Younger people are often perceived as confident. While that's all fair and good, sometimes, the power of admitting that you don't know something and asking for guidance shows integrity.



All in all, different generations working together can be a great way to cultivate innovative solutions at workplace. Respect is the key to effectively bridging the gap and creating a more harmonious work environment. When there is a conflict due to generational gap in a company, you might win the battle but your company will lose the war.

The only way forward is to build a solid bridge that requires both sides to meet each other halfway without too much of a sacrifice on either side.

*The content is courtesy of Leaderonomics from their weekly career pullout myStarjob.com, that appears in The Star every Saturday. For other great articles on leadership and careers, go to [www.leaderonomics.com/articles](http://www.leaderonomics.com/articles)*

# JOB INTERVIEW FAQ AND TIPS

by Judith Chan (Sunway Career Services)

Now that you have earned yourself a chance for an interview, do spend considerable time thinking and planning on how you would like to project yourself at the interview.

It's all about selling yourself as the perfect candidate to your interviewer. While interview questions are not 100% predictable in companies, there are standard questions that you can expect.

Here are some frequently asked questions in an interview that you can prepare yourself with:

## INTERVIEW FAQs:

1. Tell me more about yourself.
2. Why did you choose to study.....?
3. What is your favourite/least favourite subject and why?
4. What is your passion or interest in life?
5. What do you hope to achieve in this internship? (If applying for an intern role)
6. What is your career aspiration and why?
7. Share with us an instance in your extra curricular activities where you displayed Leadership/Problem solving/Communication skills
8. What are some challenges you found in the above? And how did you overcome them?
9. What is your greatest achievement in life?
10. Name me your key strengths and weaknesses.
11. How do you think you can contribute to our company?
12. What do you know about our company?
13. Any questions for us?



## More TIPS!!!

- ⊗ As you enter the room, greet the employer with a firm handshake!
- ⊗ Draft your interview answers in bullet points. This will get your thoughts in order.
- ⊗ Interviewers' questions usually won't run far from what is stated in your resume. So be ready to substantiate your resume!
- ⊗ With all questions, ensure that you elaborate on your answers sufficiently and not just give one-liner responses.
- ⊗ Remember your objective is to get the job! So wisely steer the interview towards your strengths and skills.
- ⊗ Always use positive and optimistic words eg. "Given an opportunity, I believe I CAN.."
- ⊗ Employers want to hear if you've got a sense of direction in your career path and if you are passionate about what you want to do.
- ⊗ It is fine to clarify with the employer on the question if you are in doubt/unclear.
- ⊗ Finally, it is good to always ask questions pertaining to the job when asked "Any questions for us?". Do not ask self-interest questions like pay, annual leave etc.
- ⊗ Be confident and polite always!



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# GREAT DREAMS CAN HAPPEN MADE BY YOU

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# BANKING ON SALES

by Nicholas Goh, BAF  
(graduated in 2013)



## MY ROLE

Currently, I'm assigned to a department called IQ@Work undergoing the OCBC Sales Management Programme (SMP) for a duration of 18 months to become a team manager. OCBC Bank is the oldest established Singaporean bank, formed in 1932 from the merger of three local banks, the oldest of which was founded in 1912. The banking sector's core sustainable business is sales and services. In order to climb up the corporate banking ladder, it is vital to understand the products in order to make sales to consumers.

## LOVE MOST

In sales, it is important to stand by for each other in a team. Sometimes, "luck" is on your side and sometimes it is not, like a roller coaster. We need to help each other in terms of sales and back end support. In the banking industry, there are many services provided for different situations, and we need to learn from experienced colleagues.

Sales is basically targets and numbers. In IQ, the way of getting more sales is by calling corporates and getting referrals from existing users. Sales requires strategy. I believe that once you stop trying, that is when you fail. In sales, we have to be a bit brave and "thick skinned" to approach potential customers. As they say, if you don't ask, you will not know the outcome. So put everything aside and just go for it.

## CHALLENGES

In sales, one needs to conquer the fear of rejection. There will be many instances where the customer would just reject you on the spot. Sales has trained me to turn pessimism into optimism. It is important to be honest and humble to customers by outlining the pros and cons. By justifying that, customers would have the sense of security and confidence in the sale. Sometimes, even if the products that I'm selling are not so competitive, the customer would still close the sale with you and even recommend you to other people which would also eventually expand my networking in the market.

Sometimes, I need to do something out of the ordinary; which is to be flexible and adaptable in the ways I think

and work. For example, we can follow the rulebooks, but in reality we need to act fast to catch the customer's attention and this is where interpersonal skills come in. In the banking industry, there are many products and compliance requirements to follow. Hence, it is important to be well-equipped before meeting with customers.

## MISSED MOST IN SUNWAY

The lecturers and the staff from Student Services Department. They were my support and provided guidance throughout my journey at Sunway. I miss the activities we did together, as I was quite active in Sun-U Accounting and Commerce Society (ACS), especially the bittersweet memories of working together as a team to accomplish many successful events. Last but not least, I really cherish the good times I had with friends...through lectures, assignments, exams and vacations.

## ADVICE TO JUNIORS

Work smart and enjoy your university life. Don't just focus on studying but also give yourself some time to join clubs and societies. These activities are equally important to secure a place in the workforce. Corporations do not look only at academic results but also your experiences in how you manage your own life. Strike a balance in academic and also extra-curricular activities.



Nicholas posing at the Sunway Alumni booth during his graduation





# EMPLOYMENT CHALLENGES

## FOR FRESH GRADUATES TODAY

*by Judith Chan (Sunway Career Services)*

As Malaysia has one of the lowest unemployment rates in the world, fresh graduates may think it would be easy finding employment. They will discover that finding a job is one thing, while securing a job of their choice is another. The following insights and observations are gleaned from 7 years of assisting students through the Career Centre. These are the challenges fresh graduates face in today's dynamic and competitive environment.

### COMPETITION

Every year our local universities churn out thousands of graduates. As it is, the competition is tough among peers locally. Let's not forget the returning overseas graduates. While an overseas grad may not necessarily be a better employee, they nevertheless do stand a better chance of making the first cut. Employers generally tend to have better impressions of overseas graduates, usually from their ability to speak and articulate themselves better.

### EMPLOYERS ARE MORE DEMANDING

Almost everyone has a degree nowadays and straight As too. Employers are having a tougher time recruiting. They need to sift through and select the employee most suitable for their company, weighing factors that include academic, ECA, and work experiences.

Generally, employers shortlist applicants starting with academic results, then go on to assess if the grad is an all-rounder. Do they have leadership experiences, can they work with others, and are they able to express themselves - the list goes on. This is where a student's ECA involvement can showcase non-academic achievements that may impress an employer.

### GRADUATES THEMSELVES

While it is good to aim high, some fresh grads are just unrealistic and target companies that they do not qualify for. With today's tougher standards, they stand no chance of getting shortlisted. Others spend too long choosing or accepting a job as they are

picky on what each offer comes with. One should weigh the overall package offered from a holistic view, focusing on career prospects in the long run and training and personal development opportunities instead of just harping on whether there is work-life balance, flexible hours, distance from home, etc.

### POORLY WRITTEN APPLICATIONS

Graduates also take for granted the very first step in getting the job, i.e the resume and cover letter. Just like any consumer, an attractively packaged item has the added advantage of being noticed first. Too many fresh graduates send poorly written, generic resumes to a wide spread of companies. Time and time again I have told students that this is a big NO NO. Every application must be customised as every company has different goals and hiring criteria. One should tailor-make the resume and cover letter by researching the company's background and role being advertised. Your resume and cover letter should be the 'answer' they are looking for. You can even imitate keywords, colours or taglines used in the job advertisement.

Another major stumbling block is poor writing skills. While it may be unreasonable to expect perfect English from every applicant, employers are reasonable to expect that an applicant will do his or her best to get his resume spell checked. You can always seek advice or help from someone who has a good command of English. I am not suggesting getting others to write your resume, but to check that your sentences, grammar and content make sense.





## Be CAREER FAIR *savvy*

Career fairs are great places to check out to see what's out there in the job market.

But make sure you make the most out of it to gain from your visit.

Here's a **checklist** of what to do during and after a career fair.

### DURING

2

Do a survey of the entire fair first to see what's available.

3

Visit companies that you are interested to work with. **Introduce** yourself to the HR representatives there. **Ask** for a follow-up later.

5

Ask for their business cards so you can contact them later.

1

Dress the part!  
Be professional.

4

**Be professional.** Project a confident self when asking questions. Impress the HR representatives by telling them a thing or two about their companies.

6

If the company has immediate vacancies, **submit your application** and schedule for an interview.

7

Ask meaningful questions. Don't chat idly. Be purposeful during your visits.

### AFTER

1

If a HR representative asked for you to send in your application online, do so immediately.

2

Submitted an application?  
**Follow up** proactively.

3

Reflect on your visit. **Analyse** what went wrong and what you did right. **Improve** your checklist for a better visit the next career fair!



For more tips on maximizing your career fairs and getting that dream job, visit [Ready4Work.my](https://www.ready4work.my) now.

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# Eliminate myths which can affect your career!

*Career information that is misleading is often deemed as a career myth. People tend to believe in these stories because they lack alternative knowledge. Some examples of career myths are inclusive of the belief that you can't make a successful career out of the arts, or teachers' salaries are below average.*

The most common one is if you don't have a degree, then you are not going to get a job that brings you lots of money. Believing these false assumptions will prevent you from exploring your options when it comes to choosing your career. What everyone needs is a warning against some of the career myths which can be found out there. Here are a few of the common ones:

## **1** Myth: There is only one job out there which is perfect for you.

### **Reality:**

There are numerous occupations which have the potential to fulfil your career goals. Trying to select one job that provides complete satisfaction can limit you when it comes to exploring your skills and talents.

Most people have had more than one job in their working lives. Job preferences tend to change over a period of time based on the experience gained, new skills acquired and knowledge. Most people who reach retirement have had six to seven occupations throughout their working journey. Some of these jobs might be related to one another but there are fair amounts that are unrelated.

## **2** Myth: Your chosen career has to match your degree.

### **Reality:**

Unless you are planning to become a doctor, engineer, accountant or a job that requires specific skills, your degree should not determine a finite set of opportunities. There are lots of people who are



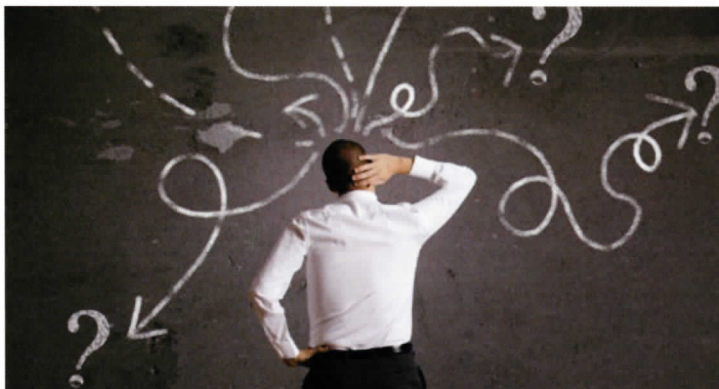
working in fields that have very minimum or no connection to their degree. For example, you may have a degree in Chemistry but if you have the skills to write well, you can always opt for a career in journalism.

**3 Myth: Most students have decided on their chosen occupation and, thus select their majors accordingly when they pursue their tertiary education.**

**Reality:**

Most people have a career or major in mind when they enter the university or college but only a few stick to their original choices. Quite a number of students change their majors after entering college and exploring the various courses offered in the institution.

Some students don't even know what they want to do when they enter a university or college. They get advice from various quarters, and then decide on their majors.



You should be careful with assessments. They can be taken as a guideline but you can't solely depend on them to determine your career or job. At the end of the day, you know yourself best so follow your heart.

**4 Myth: You will not be hired if you don't have work experience, a low CGPA, and have gaps in your work history.**

**Reality:**

There are employers who are hiring staff at entry level. They are looking for general attributes such as dedication, enthusiasm and good communication skills. Practise these elements. Prepare a good resume which highlights your skills rather than your work chronology. Remember that grades matter only for the first job upon graduation. After that it is about previous job experiences. Most MNCs have entry examinations prior to the interview and if you get through that, you stand a chance of nailing that job. Get some interview session practice as well.

**5 Myth: You must have thorough knowledge and understanding of careers and the working world.**

**Reality:**

Most of the time, people's knowledge of careers is incomplete or based on information gained from others. No one enters the working world fully-equipped with

complete knowledge about jobs and careers. You learn along the way from the experiences gained and lessons learned from various occupations. This knowledge helps you assess yourself and helps you choose the career that you feel most suits you.

**6 Myth: You will know the perfect job by doing career assessments.**

**Reality:**

Career assessments play a role in helping you to a certain extent during your job planning process. However, they do not determine the right job for you. None of these tests, point provide complete direction about what to do with your life or which occupation to choose. Assessments make conclusions based on certain types of attitudes and knowledge.

**7 Myth: Your choice of career should be based on your strongest skills.**

**Reality:**

Skills are just one element of a full evaluation. You can't choose your occupation based solely on your skills without considering your values and interests. What you enjoy doing and what is important to you are issues that need to be given consideration when choosing a job. It is also not a given that if you are good at something then you will definitely enjoy doing it for a living.

*The content is courtesy of Leaderonomics from their weekly career pullout myStarjob.com, that appears in The Star every Saturday. For other great articles on leadership and careers, go to [www.leaderonomics.com/articles](http://www.leaderonomics.com/articles)*



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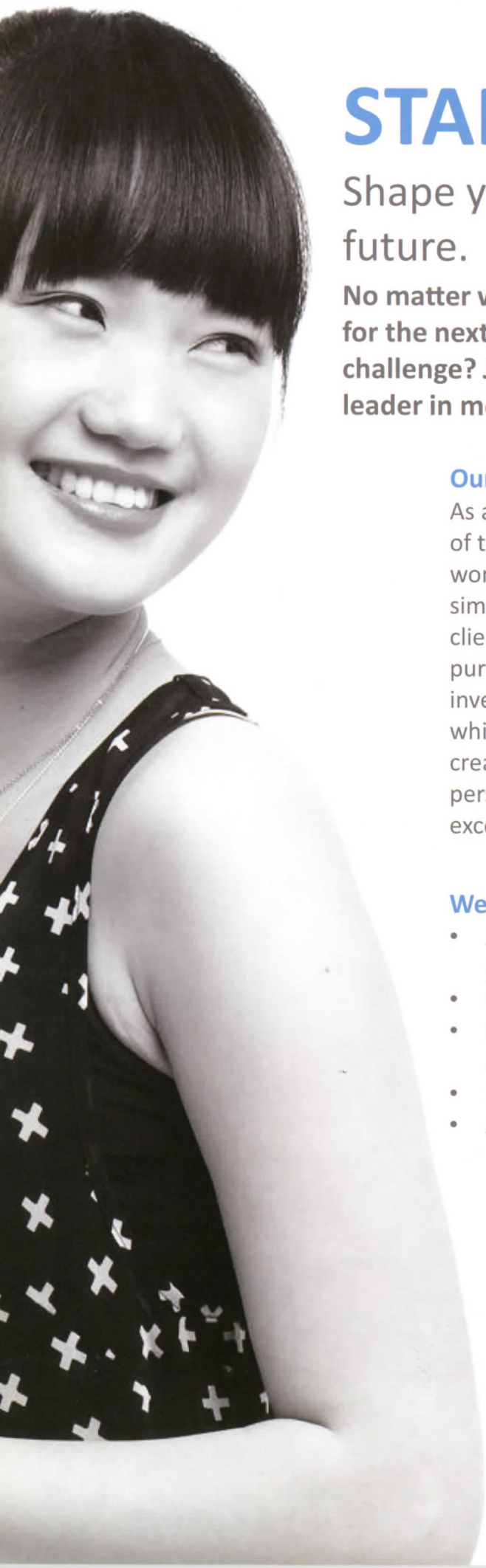
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