



**JUMPSTART**  
YOUR CAREER!

# GET HIRED

**Issue!**

## The Making Of...

Resume 101  
A Good Cover

## True Stories

Confessions of the Sun-U Interns  
A Taste of the Working World

## RED CARPET EVENT

and... inside...

[sunway.edu.my](http://sunway.edu.my)

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Nurturing the Seeds of Wisdom



# GET HIRED 2011

THE BLOCKBUSTER HIT OF THE YEAR!

Dear future graduates of Sunway,

Get Hired 2011 aims to be a one-stop career event for both students and employers. In fact, Get Hired 2011 is a Career Fair with a twist. Moving away from the conventional career fair event, Get Hired 2011 is a more creative avenue to bring students and Employers together.

This event hopes to connect the top employers in the business arena with graduating students of Sunway. Some of the highlights of Get Hired 2011 are:

- The Premieres *a.k.a. Industry Forums*
- Red Carpet Event *a.k.a. Career Network Tea with Top Employers*
- The Audition *a.k.a. On-Campus Interviews*

Employment challenges continue even with the economy stabilising. Employers remain fussy and stringent, seeking more than just an academic student. Rather, they want to hire an all-rounder; one who is proactive, dynamic and especially with good communication skills.

Therefore, Get Hired 2011 under the banner of LEAP, aims not only to promote recruitment but also to make students aware and work on their employable qualities.

Our aim in PRePARE Career Services is to equip students and to create employable graduates from Sunway University. At the same

time we have always worked closely with companies to seek out job placement and internship opportunities.

We strive to stay connected with employers and be informed of their needs and criteria in recruitment. With that, we can better prepare our students.

This annual Career Fair publication, Jumpstart-GET HIRED 2011 brings you a series of career preparatory articles as well as the testimonies of recent interns and graduates. Also find out more on what is in store for you in Get Hired 2011.

We hope that this publication will serve as a good guide to your job seeking efforts. Having said that, PRePARE Career Services is always here to help you.

We welcome you to visit us or make an appointment with us should you need further assistance in the area of careers and employability.

Thank You.

Sincerely,

*PRePARE*

PRePARE Career Services

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# GET HIRED 2011

The Blockbuster Hit of the Year!

**SHOWING THIS APRIL 2011**

**RED CARPET EVENT** CAREER NETWORK TEA  
[21 APRIL, 3.30PM @ MPH]

**THE ACCOUNTING PREMIERE FORUM**  
[19 APRIL, 4.00PM @ AUDI 5]

**THE BANKING & FINANCE PREMIERE FORUM**  
[20 APRIL, 3.30PM @ AUDI 6]

**THE BUSINESS PREMIERE FORUM**  
[21 APRIL, 11.30AM @ LT 7]

**THE AUDITION** INTERVIEW WITH EMPLOYERS [3-13 MAY]

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# RESUME 101

A resume is a self marketing tool that summarises your qualifications and experiences. Here are some quicktips to an effective and winning resume!



- 1 Not more than 2 pages long.  
Long resumes only bore employers.
- 2 Whatever format of resume you use, it must essentially cover all relevant information about yourself.
- 3 Use bullet points and keep to the point.  
Must be easy to read at one glance.
- 4 Be honest. The truth will surface eventually if you fake information.
- 5 Ensure consistency - font type, font size, spacing, headings.
- 6 Get permission from your referee and keep them informed of your application.
- 7 Print on a clean sheet of A4 paper.  
No coloured paper or scented paper.
- 8 If there are corrections to your resume, print it again on a fresh sheet. Do not correct the error with a pen/ liquid paper.
- 9 Proof read your resume. Print and read it or pass it to a friend to help review it.
- 10 Tailor-make your resume to each job application. At the same time, retain a master copy for you to constantly edit and update.

## CURRICULUM VITAE [Your Name]

### PERSONAL DETAILS (Include only relevant personal information)

Name  
Contact details  
Age  
Nationality

### ACADEMIC QUALIFICATIONS

State in reverse chronological order the following:

- Qualification (Bachelors of....)  
Institution (University/College/School)  
Timeline  
Academic standing  
Awards/scholarship (if any)

\* From high school/SPM onwards

### WORK EXPERIENCES / INTERNSHIP

State in reverse chronological order the following:

- Organisation name  
Position held  
Timeline  
Describe key responsibilities and skills acquired

### EXTRA-CURRICULAR ACTIVITIES

State in reverse chronological order the following:

- Name of club/society  
Institution (Name of university/college/school)  
Position held  
Timeline  
Describe key responsibilities and skills acquired

\* From high school/SPM onwards

### SKILLS

State your skills and its level of proficiency in terms of:

- Language
- Technical

### REFERENCE

- Name of referee  
Organisation and position  
Contact details

\* If you have insufficient space, you can just state 'Available Upon Request'





# A GOOD COVER

Do not judge a book by its cover?  
Not so for your job application  
Cover Letter.

A cover letter is a formally written letter that precedes your resume. It is meant to serve as a letter of introduction for your application. It should begin by explaining your intention followed by convincing the Employer on why you are the perfect candidate for the job.

Remember that Employers receive thousands of applications in a day. What makes yours stand out from the rest? What will make the Employer take a second look at your application before dismissing it?

This is where you must ensure that your Cover Letter captures the INTEREST of the Employer.

Here are some quickwins for a good cover letter:

- 1** Brief overview of your qualification.
- 2** Highlight your strengths, personality & experiences.
- 3** Explain how you can be an asset to the company.
- 4** Differentiate yourself from other applicants. Think of how you can capture attention from your points above.
- 5** Do not sound desperate by using words like "very interested in the job.." nor sound overly confident like "I have fantastic leadership skills..."
- 6** The tone of your letter should be positive and optimistic.
- 7** Sound confident, professional and polite!



[date]

Sample

Ida Wati

[your correspondence address]

The Manager,  
Human Resource Division,  
[company address]

Dear Sir/Madam,

RE: Application for Position of [enter position name]

With regards to your advertisement in [ ], I am writing to express my interest for the position of [name of position].

Currently, I am pursuing [name of course] in [name of institution]. Throughout my academic experience, I have been active in \_\_\_\_ [summarise your extra curricular activities, skills, awards etc]

I hereby enclose my resume for your perusal. I hope to have an opportunity to work with your company and would be happy to attend an interview at your convenience.

Thank you.

Yours sincerely,

(IDA WATI)

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Your chance to network with TOP Companies in Malaysia...


[21 April 2011, 3.30pm @ Multipurpose Hall]

**GET  
HIRED**

**THE  
RED  
CARPET  
EVENT**



\* Only for Year 2 & Year 3 students. Register with [PREPARE@SUNWAY.EDU.MY](mailto:PREPARE@SUNWAY.EDU.MY)

A woman with dark hair, wearing a light-colored blazer and a pearl necklace, is shown in profile, looking at a laptop screen. The laptop is open on a desk, and she is using a red mouse. On the desk, there is also a green cup and some papers. The background is a bright, slightly blurred office environment.

# Let's meet. Online.

Accessible all year round, the CIMB Virtual Career Fair is an online portal which provides access to a multitude of Human Resource-related information, expert assistance and exciting regional career opportunities within CIMB Group. View our business booths and interact with us live, you can log on anytime and anywhere without even having to leave your desk!

So log on to be kept informed on the latest updates at  
[www.cimb.com/virtualcareerfair](http://www.cimb.com/virtualcareerfair)

Connect with us on:  CIMB Malaysia  CIMB\_Asean

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**P&G**  
**ASEAN**

**BUSINESS**  
**CHALLENGE**



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➔ TO A GLOBAL CAREER



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and internship opportunities at P&G.

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if you have enquiries.

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PRO-V

SK II

OLAY

Dynamo

Downy

Febreze

Pringles

**P&G** Touching lives, improving life. <sup>th</sup>



# HOW TO SHINE IN YOUR JOB INTERVIEW

Success lies in your preparation.  
The last thing you want to do is mess  
up your chances and enter the  
interview room blindly.

Now that you have earned yourself a chance for an interview, you should not take this privilege lightly. Instead, spend considerable time thinking and planning on how you would like to project yourself in 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 still standard questions that you can expect.

Prepare answers (both in your mind and by writing them down) for expected interview questions. Here are some FAQ (frequently asked questions) in an interview that you can start with:

1. Tell me 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/plan/objective and why?
7. Share with us an instance in your extra curricular activities/ assignment/any experience where you displayed:
  - Leadership
  - Problem solving
  - Communication skills
8. What are some challenges you found in the above?
9. How did you overcome those challenges?
10. What motivates you?
11. What is your greatest achievement in life?
12. Name me your key strengths and weaknesses.
13. How do you think you can contribute to our company?
14. What do you know about our company?
15. 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. Thus 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- To get the job! Have that at the back of your mind and 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 in what you want to do.
- ! It is fine to clarify with the employer on the question if you are in doubt/unclear.
- ! Do not leave any answers ending with a negative note, but always steer back to points of improvement and your strengths.
- ! 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!



## Creating a GOOD Impression

### Be Open and Confident

**S**tand tall, make eye contact and greet with a firm handshake!

**A** smile always creates a good first impression.

**B**e aware of your nervous habits (i.e sweaty palms & fidgeting) and RELAX.

### Small talk goes a long way

**P**repare some general questions to break the ice.

**A**void giving short answers! Always elaborate.

**B**e attentive and listen.

### Mind your appearance

**D**ress for the occasion.

*\* Strictly professional office attire for job interviews. Avoid revealing attire.*

**C**lean, professional hair cut.

**B**e mindful of body odour and do not overuse your perfume!

### Relax...Be yourself

**B**e confident when introducing yourself.

**B**e aware of your surroundings and make contact with the people around you.

**S**peak calmly and do not rush.

### Be on time!

**P**lan to arrive at least 10-15 minutes early.

**F**ind out the venue and plan your route.

**W**hen you foresee your late arrival, call the interviewer to inform.

# Best-in-class beyond graduation



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\* As voted in GTI's Top 100 Graduate Employers Survey

\*No.1 Graduate Employer in Accounting and Professional Services Sector for 3 consecutive years (2008-2010)

\*No.1 Graduate Employer of the Year (2009)



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We offer you the platform to achieve performance beyond your limits, to grow and be rewarded competitively as you realise your full potential with us.

## Requirements

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- Strong communication & analytical skills

## You may apply via these channels:

Email: [mycareer@maybank.com.my](mailto:mycareer@maybank.com.my)

Career site: [www.maybank2u.com.my/mycareer](http://www.maybank2u.com.my/mycareer)

Only shortlisted applicants will be notified.

**Maybank**



# THE OFFER

To accept or to reject?  
That is the question.

In the midst of all the pressure and confusion, many fresh graduates face the dilemma of making a correct decision.

Accepting an employment offer should be considered seriously after weighing all factors. Graduates should always start on the right note as they begin their career, especially deciding on their first job.

Here are some scenarios that graduates often find themselves stuck in. Read on to get a few pointers:

## 1. ONLY ONE OFFER

Often first-time job seekers tend to be both overly excited and anxious upon receiving their first offer. They end up saying 'Yes' too quickly or impulsively without giving it much thought. It may not be the most optimum decision, of which regrets could come later.

What if you have gone for interviews and there was no response for a long time then suddenly you receive a call to present you with an offer? What should you do?

Evaluate to see if that is the job you want and if the package offered meets your expectations. Also consider other areas that could affect you like location of office, career prospect in the company, training & development, work values, etc.

If it meets your goals and expectations, all is good then. If it does not, you may need to re-evaluate your job hunting and application strategy. However, in the event that there is a pressing need for you to earn an income, this offer could still serve as an opportunity to learn. Take things positively.

## 2. NOT YOUR PREFERRED OFFER

What if it is not exactly the job you are looking for? Again do not hastily give a reply but request permission to extend the acceptance date.

It would be good if you can seek counsel from your career services advisors, lecturers or your parents in





**“Always be courteous and thank the employer for the offer, no matter what the decision you will be making later.”**

weighing your possible job options. Putting salary aside, view the offers as a whole in terms of the package offered to you. As mentioned earlier, consider other areas like growth opportunities within the company, training & development, work culture and values, etc.

What if the job offered did not come from your preferred employer? It would be good then to follow up with your preferred employer to see when you can expect to hear from them.

Nonetheless, one should not be too rigid in targeting their ideals. Be open to other employers as well. The offer could be a good one that would give you a fulfilled career.

### **3. GETTING NUMEROUS OFFERS**

Some are fortunate to receive numerous offers at the same time.

Weigh the pros and cons of the offer especially in terms of your career prospects and the training opportunities available in the company. You may also want to research further on the company or speak to people that you know in the company to make a more informed decision.

### **4. STILL IN THE MIDST OF INTERVIEWS**

It could be that you were offered a job but still have interviews to attend.

Be honest with the employer that you would still like to go for these interviews to gain further insight and request for permission to revert to them on a later date. Do not be pressured to make a decision there and then. Ensure that you reply the employer by the stated date.

## **FINALLY...**

When it comes to offers, the general rule is not to jump into a decision too quickly, be it 'Yes' or 'No'. You can request for time to consider and negotiate to revert on a later date. Always be courteous and thank the employer for the offer, no matter what the decision you will be making later.

# Make your mark with UOB, as we make our mark in Asia.

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- Fresh graduates or those with not more than 2 years' work experience
- Results-driven with passion for performance excellence
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# GET HIRED 2011

## THE PREQUELS

### 1. LUNCHTIME QUICKIES

12 APRIL, TUES

#### Job Interview Skills

by  
GTI Publishers

AUDI 2

13 APRIL, WED

#### Building Rapport

by  
Billy Kueek International

AUDI 2

14 APRIL, THURS

#### Career Espresso

by  
TalentEdge

AUDI 4

All happening at 12pm-1pm

#### Job Hunting & Networking Strategies

by  
Manpower Services

### 2. TEH TARIK TALKS

#### Superheroes Getting Hired

by  
JobsCentral

#### Professionalism & Grooming

by  
Inspired Minds

All happening at 4pm-5pm @ STUDENT CENTRE

### 3. RESUME CRITIQUE

11 & 12 April, 10am - 5pm @ STUDENT CENTRE

## THE PREMIERES

A Preview Of The Industry

19 APRIL, TUES @ 4.00PM

#### Accounting

AUDI 5

20 APRIL, WED @ 3.30PM

#### Banking & Finance

AUDI 6

21 APRIL, THURS @ 11.30AM

#### Business

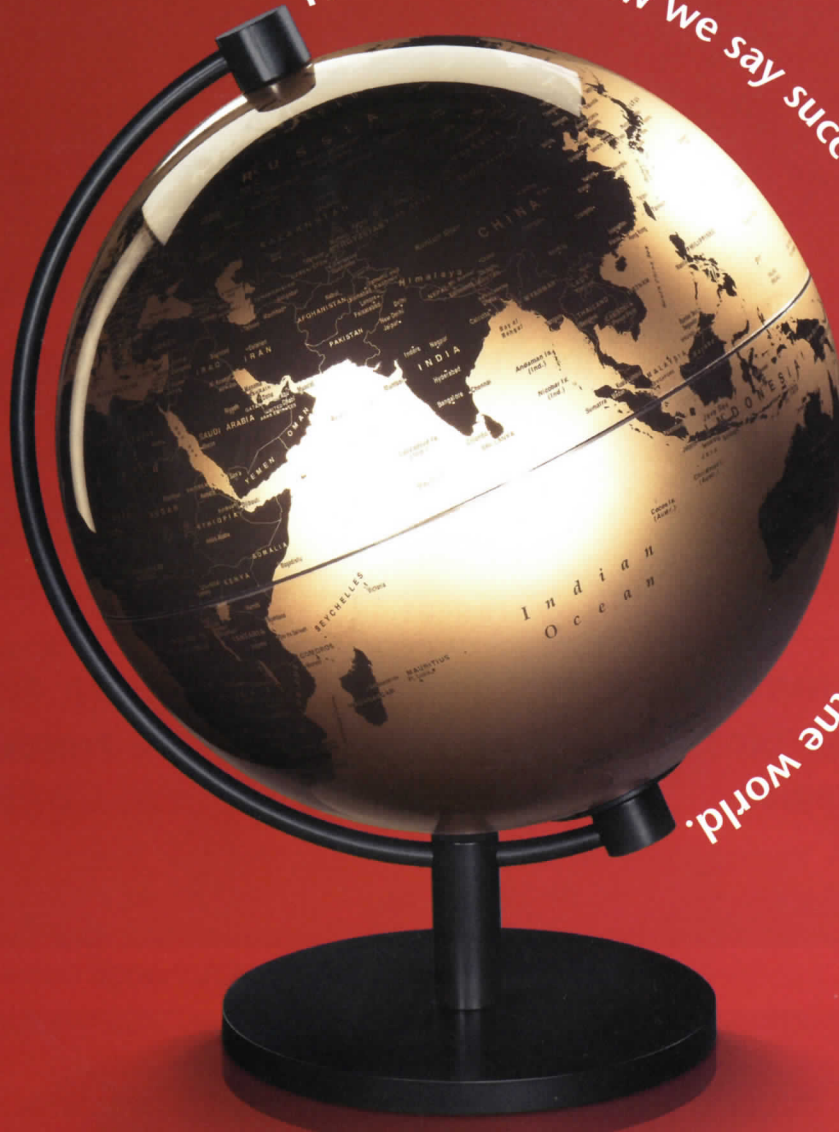
LT 7

To register: Email [prepare@sunway.edu.my](mailto:prepare@sunway.edu.my) [NAME, HP NO, COURSE, NAME of SESSION]

#### Notes to LEAP members:

- 1) Lunchtime Quickies/Teh Tarik Talks : 1 e-training credit each  
Attend any FOUR and earn a total of 5 e-training credits [4 +1 bonus credit = 5]
- 2) The Premieres(Accounting/Banking & Finance/Business): 2 e-training credits
- 3) Resume Critique is NOT part of the credit system in LEAP

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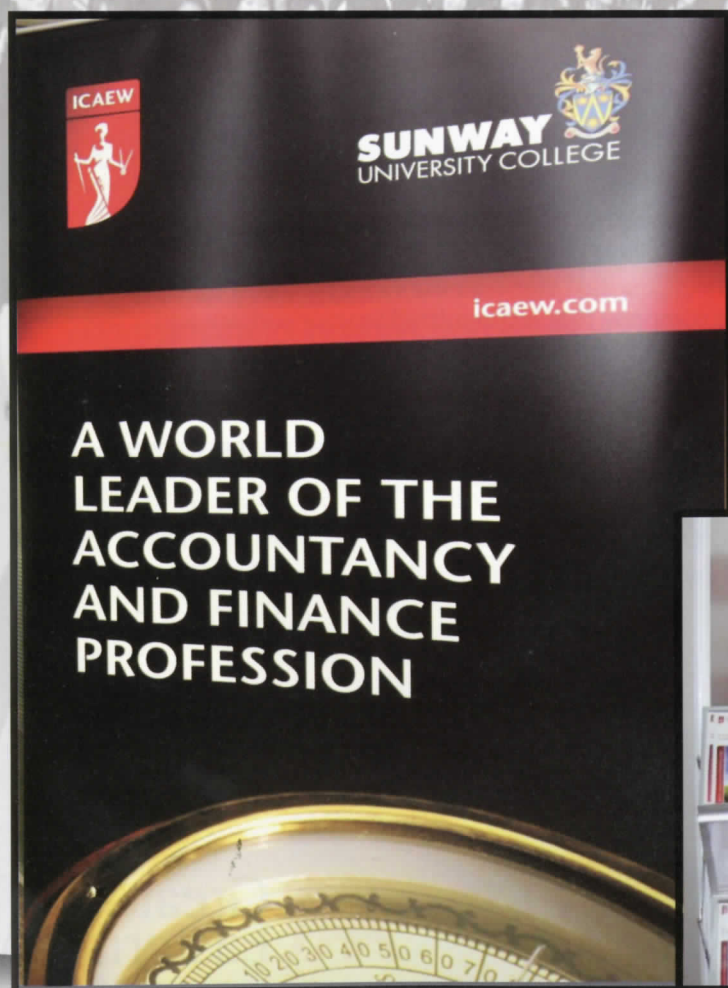
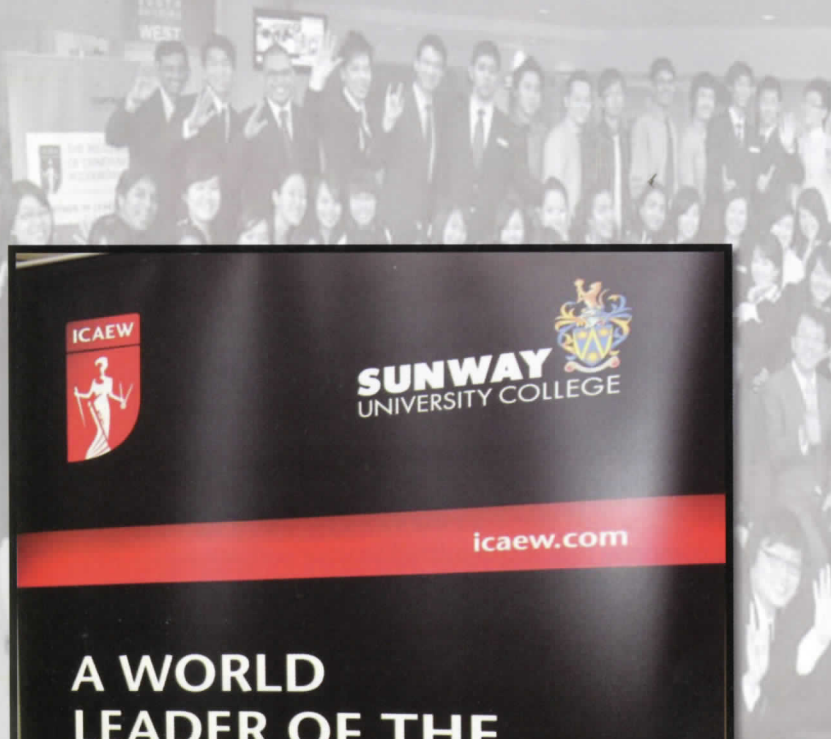
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# CONFESSIONS OF THE SUN-U

Interns from the School of Business share their stories on the **BEST** and **WORST** bits of their internship plus some good **ADVICE** to their juniors...

## TARMINDER SINGH ERNST & YOUNG

**BEST:** I have met and worked with seniors, managers and directors who are truly experts in the field.

**WORST:** Sometimes I feel that I am letting the team down as I tend to slow down my team mates.

**ADVICE:** Have passion for your job. If you like what you do, you will definitely thrive at work and your colleagues will take notice of your positive attitude.

## NEW CHYE PENG MATTEL

**BEST:** Having a good boss who is willing to teach and expose me to different learning opportunities.

**WORST:** Dealing with difficult customers. However, I have learnt to more tolerant towards people.

**ADVICE:** It is important to socialise with colleagues as they will share about their jobs and this insight will help us in deciding our future career path.

## TAN EU YONG BDO

**BEST:** The exposure to different industries and working in a fast changing environment is definitely a whole new experience.

**WORST:** 5.30pm isn't the end of our working time.

**ADVICE:** Good or bad, it is still a good learning process. Just be positive about it.

## JOSEPHINE TANG IBM

**BEST:** In the HR Team, dealing with IBM China, I have the opportunity to communicate and work with the team in China. Definitely good exposure.

**WORST:** Language has been my main challenge as I need to communicate with them in native Mandarin. Nevertheless, I am learning a lot in terms of communication skills.

**ADVICE:** Have the 'willing to learn' spirit.

## ANANYA GOPALSETTY MAXIS

**BEST:** I am not limited to one field or sector of work and have the full opportunity to explore all kinds of areas and experience the 360 degree angle of each event or assignment. Be it branding, retail, events, advertising or overall marketing, I have been given the great opportunity to explore all fields.

**WORST:** Sometimes you get bored, as you don't have any work but there are times you are jam-packed with tonnes of work.

**ADVICE:** Use every opportunity given to you, be friendly with all and be eager to learn new things!

**"HAVE THE 'WILLING  
TO LEARN' SPIRIT."**

JOSEPHINE TANG





Pictures taken in the recent Pre-Internship Training organised by PRePARE in Nov 2010

# INTERNS..

## WONG SUE WEI KPMG

**BEST:** Enjoyed the audit experience and the seniors were helpful. All in all, I had fun at KPMG.

**WORST:** Dealing with uncooperative clients and impatient seniors.

**ADVICE:** The knowledge that you gather in your studies today will be applied eventually in the working world. So focus on your studies!

## NURUL NATRAH DIGI

**BEST:** Able to get a hands-on experience and a taste of what the working world is like. Sunway University has definitely prepared me well to handle the pressures of the working world.

**WORST:** As a Business student being assigned to the Technology division, it was rather challenging initially as I have limited knowledge and skills on using the software.

**ADVICE:** Don't be afraid to challenge yourself and be bold to break out of your comfort zone.

## "GOOD OR BAD, IT IS STILL A GOOD LEARNING PROCESS. JUST BE POSITIVE ABOUT IT."

TAN EU YONG

## CALVIN LEE EASTERN S ORIENTAL

**BEST:** Being posted to the Singapore Sales Gallery for 3 weeks was truly a good exposure and experience. While there, I had to work independently and also got the opportunity to make certain decisions.

**WORST:** To perform repetitive floor work such as sorting letters to be posted, amending brochures, and helping to move furniture and models.

**ADVICE:** In sales/marketing, it is vital to know your product through and through. And with great interpersonal skills you will surpass the rest.

## OOI KHAI WEN SHELL BUSINESS SERVICE CENTRE

**BEST:** Wonderful facilities at the Company- there's a gym, mini-mart, clinic and a post office!

**WORST:** The work was rather system based.. after a while it becomes a routine and rather boring (I guess that's working life).

**ADVICE:** Appreciate your university life because it's the time when you get to have fun (although there are some assignments and work in between, but it's better than doing the same routine work everyday).

## FADWA OMAR GREEN PACKET

**BEST:** I have finally reached the stage where I have the chance to use the theories I learned in my course and put it to use in real life situations.

**WORST:** None. Yes I have to adapt fast but even then I felt that the surrounding environment was just so welcoming.

**ADVICE:** Don't take things too personally. If your colleagues/supervisor get a little upset over your work, just know that this is part of the training.





# A TASTE OF THE WORKING WORLD

Sunway alumni share their job search experiences upon graduation.  
Here is what they have to say...

## JET CHAN

*Graduated in 2010, Financial Management Program  
@ General Electric*

I took 2 months' break before I started to actively search for jobs. As a result, the MNCs and investment banks replied only months later, contributing to my longer-than-expected unemployment period.

**TIPS:** Apply for jobs earlier. If you intend to take a few months' break, you can always negotiate with your prospective employer on a later starting date. Also, start embracing your assignments. They may contribute only 20-30% to your grades now, but they will contribute 70-80% to your work in the future.

## SHERMAINE CHONG

*Graduated in 1998, Marketing Manager @ Manpower Malaysia*

I graduated at the time of the financial crisis so jobs for fresh graduates were harder to come by. I persevered in my applications and I even hand delivered my resumes to HR departments of few companies. It took 4 months before I finally landed a job with a music college as a Student Operations Officer.

**TIPS:** Do not be afraid to venture out of your comfort zone. For example, sales jobs used to be associated with door-to-door sales, hence they were looked down upon. However, times have changed and for my second job, I got myself into telemarketing and I must say, this is the one job that helped me break my own mental barriers.

## CHAN JINN YEP

*Graduated in 2010, International Trainee in Regional Marketing SEA & China @ Jotun Paints*

**TIPS:** Be bold and take initiatives whenever possible. Once you get used to the job / industry, you will never be able to see things as different as when you were fresh. More often than not, things wouldn't work the way you expect them to. However, never stop taking initiatives and making changes! Else you will be easily stuck in the comfort zone and this is for sure the worst thing you can have when it comes to development.

## KHOR JIA NA

*Graduated in 2009, Auditor @ PricewaterhouseCoopers*

I was torn between venturing into accounting or banking and was also clueless on the 'best' company to start out. Hence, I spent time researching further on the industry and companies and figuring out what I wanted from the job. Consultation from lecturers, seniors and professionals did help a lot!

**TIPS:** To look for a company which promotes personal growth and development, a working environment that enables oneself to discover great experiences and one that supports and encourages knowledge sharing.

## KAN WEN NI

*Graduated in 2010, Accounts Exec in the Finance Shared Services @ Sunway Group*

I was faced with the dilemma on whether to wait until I got the perfect opportunity (eg. the glam job, the high pay, etc), or to just respond to the first job offer. For me, I jumped at the first opportunity as I was already familiar with the organisation and the people around me. I personally felt that I should not procrastinate and also, I did not want to burden my parents.

**TIPS:** Persevere. I have heard from my job-hunting friends that getting a job based on each individual's interest or qualification can be quite a challenge. Perhaps be open to explore a new field.

## ONG TENG THENG

*Graduated in 2009, Human Resource Exec  
@ Sunway Education Group*

The main challenge was that employers were trying to comprehend the bridge between my Psychology degree and the HR profession. After sharing my passion and drive for HR, the employer realised that my values fit the job. Secondly, many perceive that age translates to capability. With the appetite and openness to learn, quality performance does overshadow quantitative attributes.

**TIPS:** Looking for a job is easier than seeking a career. To those who are hunting for a career, be humble and start small. All the best!



# ALUMNI

## ALUMNI.

alum•ni \ə -'ləm-nī\ plural of alumnus

:: a person who has attended or has graduated from a particular school, college, or university

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## A LEGACY OF QUALITY EDUCATION

The Jeffrey Cheah Foundation, launched on 18 March 2010, is a unique, not-for-profit entity that is guided by the following principles:

### • Quality Education

As part of the Foundation, the Sunway Education Group provides sustainable and quality education, a philosophy embedded in the very fabric of its past, present and future.

### • Giving to Society

The Foundation is committed to contributing to society through education. It seeks to improve and enrich lives of present and future generations.

### • A Vision in Perpetuity

Since 1997 it has been Tan Sri Jeffrey Cheah's vision to provide quality education via the donation of Sunway College to the Sunway Education Trust. With the establishment of the Jeffrey Cheah Foundation, his vision evolved into a timeless commitment for the benefit of the community and society as a whole.

The 5 learning institutions governed by the Jeffrey Cheah Foundation are:

- Sunway University
- Sunway College
- Monash University Sunway campus
- Jeffrey Cheah School of Medicine and Health Sciences, Monash University
- Sunway International School

Governed by a distinguished Board of Trustees, the Foundation ensures that the assets and operating surpluses are used to perpetuate the cause of bringing quality education to future generations of diligent and deserving Malaysian students.

In line with the spirit of the Foundation, a good education at the highest level should not be denied to those deserving, and for those who come from disadvantaged backgrounds, there should be a means, through scholarships, for them to succeed.

To date, more than RM60 million in scholarships and bursaries have been awarded to thousands of needy and deserving Malaysian students in various fields of study.

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To find out more about the Jeffrey Cheah Foundation and how you can make a difference, please visit [www.jeffreycheahfoundation.com](http://www.jeffreycheahfoundation.com).



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*“ The key to a meaningful life and true satisfaction  
comes from being able to give to society and leave behind  
a lasting contribution that makes a real difference. ”  
~ Tan Sri Dato' Seri Dr. Jeffrey Cheah, AO*



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## How to join us

If you'd like to join our team in **Malaysia, Cambodia or Vietnam**, send your resume with a recent photograph, along with copies of academic and professional transcripts indicating country of choice to [jobs@bdo.my](mailto:jobs@bdo.my) or write to our Human Resource Department:

BDO (AF 0206)  
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12th Floor, Menara Uni.Asia  
1008 Jalan Sultan Ismail  
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# MANAGING EXPECTATIONS

You are a fresh graduate, excited about your new job and have a set of expectations on working life. Your employer is proud to employ a person of your calibre and expects certain things of you too.

Let's see how far the expectation gap is...



>> "I must orientate him around the office for him to know the different divisions in the office."

>> "I need him to help photocopy this so that the Board can review the minutes for the big decision. If he can't do it in time, I will do it with him then."

>> "Hmm.. why is he so free to go surfing around? Is there no work for him to do? I have so much to do here!"

>> "I hope he is up to a challenge. Let's see how well he attempts this. This will definitely give him further insight into the business and learn up the trade."

>> "I hope he appreciates the fact that this data is the rock of our project analysis, without which we cannot proceed..."

>> "It is a department lunch after all. It would be good if you could be there to mingle around with the rest of your colleagues."

>> "The data given to me are all jumbled up. They are incorrect. Please be more careful and check the items before submitting them to me."

>> "I hope you understand that not everything is stated in your JD. There are other areas beyond your job scope which you need to learn as well."

"Hmm.. I wonder where is the coffee machine and pantry for me to take a break?"

**Try thinking beyond the pantry for a start..**

"Photocopy minutes for the Board of Directors? I am paid RM2.6 K for this menial task?"

**Someone's got to do the job anyway!**

"Yay, I finished my task. Still 1 hour to go before 5.30pm, let me check my Facebook.."

**Take initiatives for new tasks and volunteer!**

"Wow, this task is impossible and I definitely have not learnt this. I will just tell the boss that I am unable to do it and ask for her help.."

**Attempt & exhaust all alternatives before going back to the boss**

"I am a Sunway graduate after all and you want me to key in these stacks of data in 2 days? That is crazy!"

**Learn to see the BIGGER Picture!**

"I've got a date with my girlfriend later at 12 noon. Sorry, I don't think I can make it for the department lunch. Another time maybe."

**Get your priorities right**

"It's not my fault that the system keeps getting the data mixed up and extracting the wrong information. You can't blame it all on me."

**Be humble and teachable**

"Do this? But it is not part of my job description.."

**Be open to learn new things!**

These are real life scenarios at the work place shared by employers. We hope it serves as a wake-up call to all graduates. The key is to adopt a learning posture and a GOOD ATTITUDE at all times!

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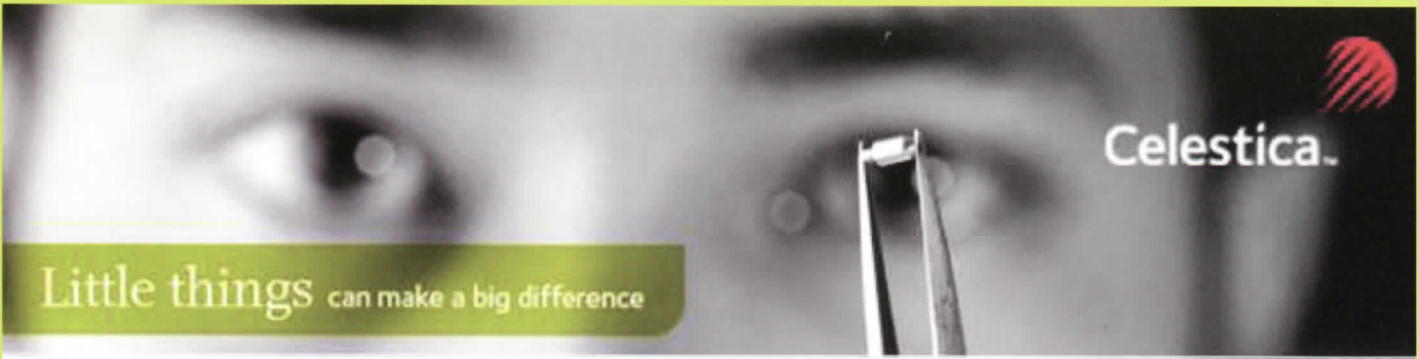


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+03

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# UNSUCCESSFUL APPLICATIONS

## WHY?



Still no calls from the company after a long wait? Before you blame anyone, consider some of the possible reasons for unsuccessful applications...

### RESUME

Could it be...

- 1) A poorly written resume in terms of your usage of language?
- 2) Your resume is not presented clearly?
- 3) Your resume is overly long-winded and over 3 pages?
- 4) Your contact details are wrong, hence the employers couldn't call through?
- 5) The tone of your resume is inappropriate? Too desperate, rude, unprofessional or lack confidence?

Employers receive thousands of resumes daily and any discrepancy in resumes or a poorly written resume will definitely go into the bin.

### QUALIFICATION & SKILLS

Could it be....

- 1) You do not possess the skill sets employers are looking for?
- 2) You do not meet the qualification /academic requirements they are targeting?
- 3) You could be excellent academically but not active in extra-curricular activities?

Employers are clear on who they want to hire for a particular job and will advertise the skill sets and qualification accordingly. As an applicant, do not send out a wave of resumes with duplicates of the same cover letter. Rather, tailor-make each application to meet the specific job and employer according to the requirements advertised.

### COMPETITION

Could it be...

- 1) The job applied for is highly sought after among graduates, hence you are competing with a pool of other talents?
- 2) The job you applied for has limited opportunities, hence the selection procedures are much more stringent?
- 3) You do not have a competitive edge compared to other talents eg. work experience, extra-curricular experiences, leadership or communication skills?

Some areas of employment are highly competitive and the number of applications could run up to the thousands. Coupled with a slowdown in recruitment due to the financial crisis, employers are more selective.

### UNREALISTIC

Could it be....

- 1) You applied for something that you are definitely not qualified or fit for?
- 2) You limit your application just to big MNCs and prestigious companies, which may have recruitment criteria you can barely meet?
- 3) You restricted your application to jobs directly related to your studies, but the opportunities could be few? You may want to explore more broadly?

Consider where you stand in light of thousands of other talents in the country as well as the demands of the job market. Strategically apply and explore your opportunities wisely to where you can be an asset.



### ***Who we are***

PRePARE, the core of Sunway Career Services, is designed to equip students with the right tools and essential skills, aiming to create employable graduates so as to prepare them for the working world.

### ***Where we are***

Student Services Department  
Student Centre  
Ground Floor, North Building  
No. 5, Jalan Universiti  
Bandar Sunway,  
46150 Petaling Jaya  
Selangor Darul Ehsan

### ***When we are open***

Mondays to Fridays  
8.30am – 5.30pm

### ***How to contact us***

General Line: (603) - 7491 8622  
Fax: (603) - 5636 8232  
Email: [prepare@sunway.edu.my](mailto:prepare@sunway.edu.my)