

# 2023

DESIGN YOUR

# FUTURE

**SUTD CAREER GUIDE 2023**

A BETTER WORLD BY DESIGN.

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# MESSAGE TO THE STUDENTS



**T**he world underwent significant changes over the past two years. After a year of war in Ukraine, there is still no end in sight. It has sent shockwaves throughout the global economy, affecting the worlds of society, geopolitics and businesses as we face the devastating inflation and the looming recession. With the Covid-19 pandemic easing a little, businesses who were initially facing challenges from the uncertainties, have come up with initiatives to keep the businesses afloat.

Are you ready for the recurring disruption? How do you continue staying the course? Recurring disruption requires increased resiliency. We are starting to see that a one-size-fits-all does not work anymore. Career Development is a lifelong process, start thinking about your career now and how you would like to fit your skills into the industry. Some of our students have experienced remote working due to the pandemic (see page 22). Whether you are working remotely, on a hybrid or in-person, it is always important to have the right social skills in the modern workplace (see page 52 to 55).

As the world emerged from the pandemic into buoyant labour markets, SUTD Class of 2021 has done extremely well. About 95% of our graduates secured employment within six months. The median gross salary across the four pillars increased considerably too (see page 10). Our graduates have clearly demonstrated market resilience. Find out more on what keeps alumnus Lim Ken Zho motivated as a young co-founder and CTO of Write Brothers (see page 61).

In today's world of social media and transparency (see page 26), employers may be more discerning. Mr Eddy Teo, Senior Engineering Manager of Dyson shared some tips on how to clinch an engineering career at Dyson. One of the key areas is to have a technical portfolio to showcase your projects and prototypes (see page 58 to 59). It is important to be able to brand yourself (see page 30 to 31). Innovation and collaboration are traits that companies would look out for. Continue exploring, continue building on your confidence, challenge the norm and own your choices! Through the many hands-on projects in SUTD, you will discover that you will be well-prepared for the industry way before Term 8 and Career Development Center team is here to journey with you, to navigate this path to success!

**Angelvin C. Parma**  
Head, Career Development Centre



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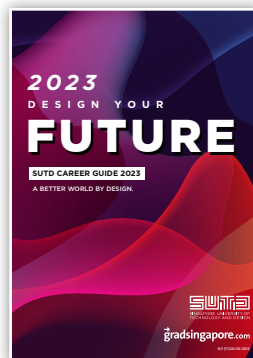
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Disclaimer: Some photos were taken before the Covid-19 pandemic.



# MEET THE CAREER DEVELOPMENT CENTRE TEAM

Get to know the Career Development Centre (CDC) Team, who are dedicated to assist you in your career journey.



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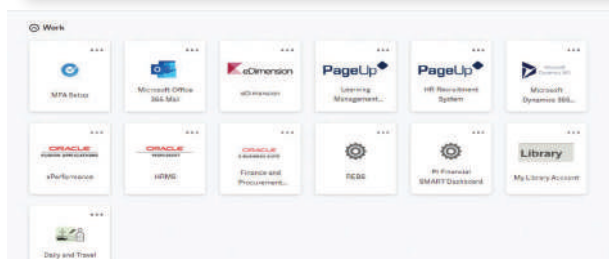
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# START YOUR JOURNEY WITH US

## Graduate Employment Management System (GEMS)

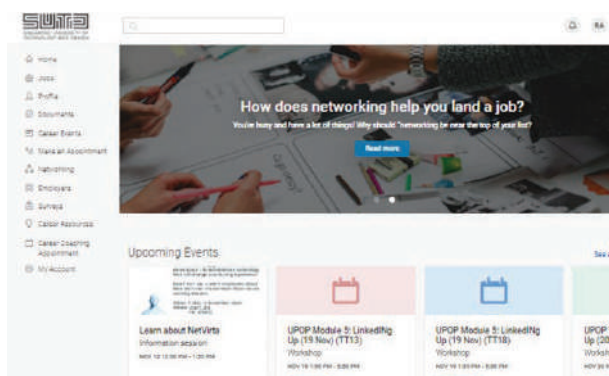
Whether you are a freshmore deciding on your pillar choice, a junior seeking out an overseas internship or a senior finding their first full-time job, GEMS will be an essential platform for you to rely on here at SUTD. Packed with useful insights and resources to keep you updated on hiring trends, GEMS also serves another important purpose – booking appointments with your career coach.

To get started, simply login to GEMS via your EASE page at <https://ease.sutd.edu.sg/login/login.html>



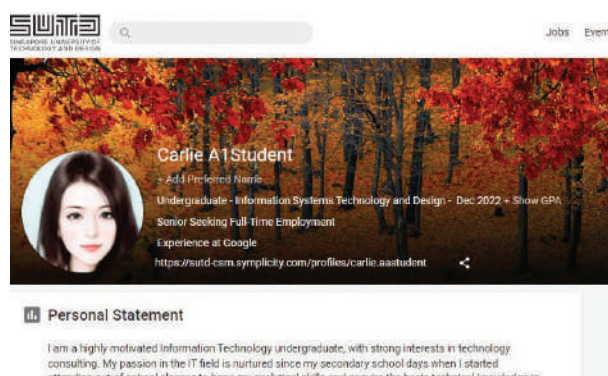
## An overview of GEMS

Once you have logged in, you have access to all the features GEMS has to offer, which can be seen and accessed via the menu bar on the left. Any information on the latest news and upcoming events can be found on the 'What's New' dashboard. Want to research on a particular industry or company? Useful resources like Vault.com are included for you to access insightful write-ups and articles.



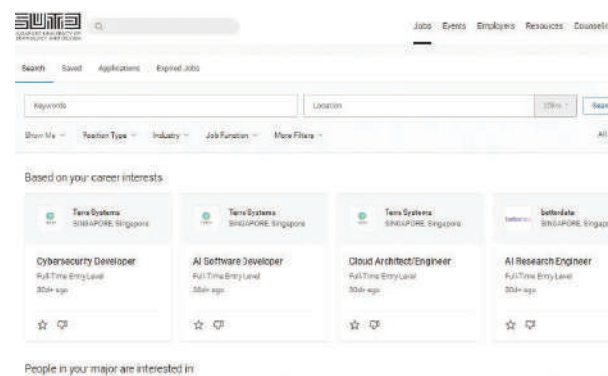
## Profile

What better way to show off your uniqueness as a candidate than with a professional profile? GEMS not only provides you with your own customisable profile page, but you can also add links to your LinkedIn and technical portfolio. To maximise the efficiency of your profile, be sure to upload a copy of your resume and fill in all the section provided, such as Personal Statement, Work Experience and Projects.



## Jobs

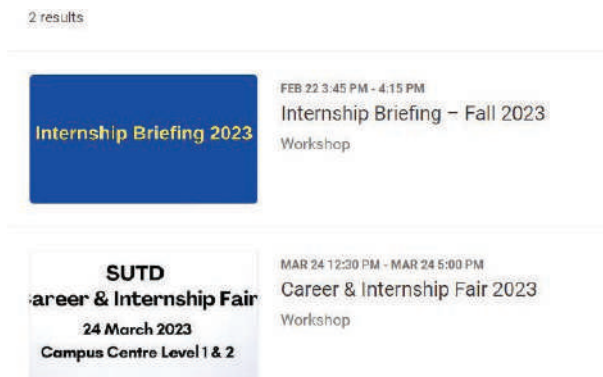
If you are looking for job opportunities, you can access this page to stay up-to-date on the most recent job listings. From which companies are hiring and what qualities they are looking for, you can raise your awareness of the current job market and fill in any gaps you have to best match your ideal employers.



## Career Events & Workshops

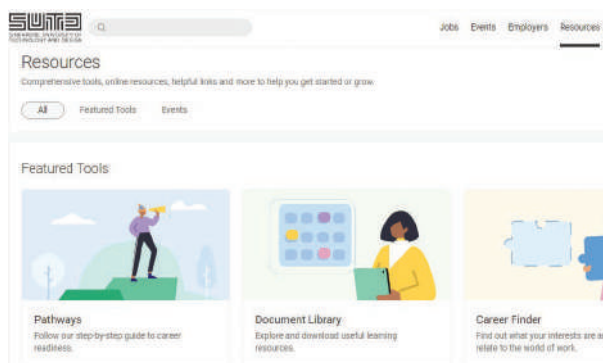
Attended any campus company visits and recruitment talks organised by CDC? Many students have found these sessions to be immensely useful, providing them an opportunity to interact with career professionals and hiring managers to learn more about the work culture and the types of career prospects available to them. If you find yourself unsure about your own career path, you can simply sign up for any upcoming career events via the Career Events tab.





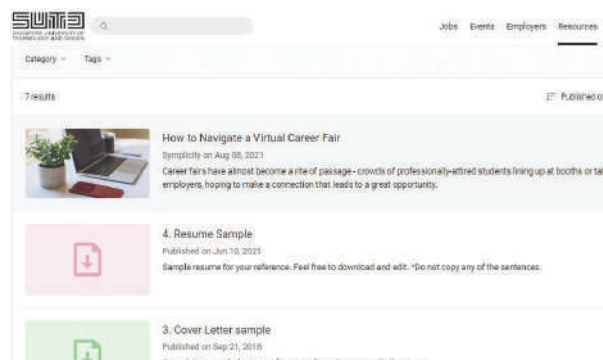
## Career Resources

With plenty of useful tips and resources, this is the place to turn to if you need a final check on your resume or are looking for tips on how to ace your upcoming job or internship interview. Want to know the best way to answer the dreaded ‘Tell me about yourself’ question? You can find the best answers for it here.



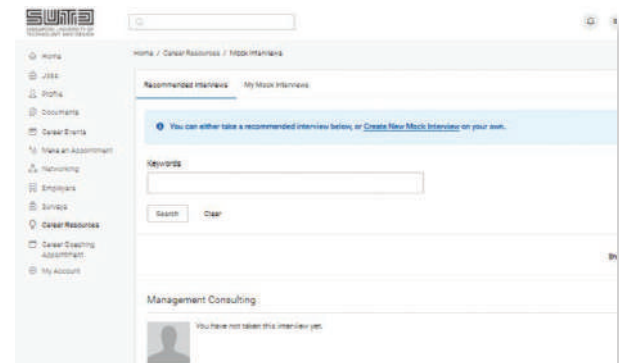
## Document Library

Working on your resume but unsure where to begin? You can find a sample cover letter and resume here, provided by CDC, which you can simply download and edit as you see fit. Do not just copy from the samples word-for-word, though, lest you find your applications to be too similar to that of your peers. Moreover, when writing your resume, be sure to apply the AAA (Action, Amplify, Achievement) format that you have learnt in UPOP!



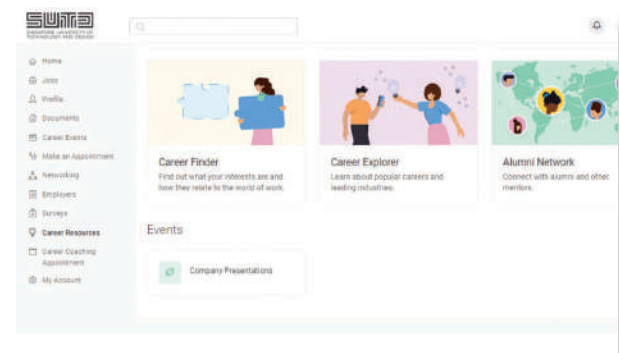
## Mock Interview

Online interviews have become increasingly popular among companies, particularly through platforms like HireVue. The Mock Interview feature can help you get familiar and more comfortable with these by letting you try out practice interviews for different job positions. If you want to get a second opinion on your interview performance, you can even share your attempts with anyone, including your friends and family!



## Career Finder and Explorer

Ever wondered why you might find yourself struggling to do one task, but breeze through the other? This is because we are all wired differently, with different interests and values shaped by our own experiences. The Career Finder can help you identify the type of personality you have, using Holland’s Theory of Career Choice, which in turn could work as a starting point for your career choices. On the go? You can download GEMS’s mobile app on your mobile devices by searching the terms “Simplicity Jobs and Careers” on the app store.



## Set a “date” with your Career Coach

Apart from their resume critique or mock interview sessions, you can collaborate with your coach to get their insight and strategies on how you can kickstart your career planning. Looking for feedback about your LinkedIn profile? We have also added in as a new service for students as well.

Still on the fence about that appointment? Contrary to popular belief, using the services at the CDC is not seen as being ‘needy’. In fact, more than 500 appointments were made in 2021 — meaning that at least one session was held for a student every day!



# TAILORED FOR FRESHMORES!

## Undergraduate Practice Opportunities Programme (UPOP)

The Undergraduate Practice Opportunities Programme (UPOP) is designed to develop career readiness among SUTD undergraduates. With a wide range of practical and experimental sessions, taught by Career Advisors and Professional Consultants, students can acquire the relevant career skills they need to navigate the job market upon graduation.

UPOP Essential Modules and Advanced Modules			
Year	Jan - Apr	May - Aug	Sep - Dec
			<b>Freshmore (Term 1)</b> <b>Essential Module:</b> <ul style="list-style-type: none"> <li>Freshmore Welcome Tea</li> </ul>
Year 1	<b>Freshmore (Term 2)</b> <b>Essential Module:</b> <ul style="list-style-type: none"> <li>E01: DYSUTD</li> <li>E02: The Art of Communication</li> <li>E03: Brand YOU: How to tell your story &amp; create your personal brand</li> <li>E04: Career SUPERDRIVE</li> </ul>	<b>Vacation/Summer Programme</b>	<b>Freshmore (Term 3)</b> <b>Essential Module:</b> <ul style="list-style-type: none"> <li>E05: LinkedIn Up</li> </ul>
Year 2	<b>Sophomore (Term 4)</b> <b>Essential Module:</b> <ul style="list-style-type: none"> <li>E06: Showcasing Your Skills: Resume &amp; Technical Portfolio</li> <li>E07: Ace Your Interview</li> <li>E08: The Super Intern with the X-cultural Factor</li> </ul> <b>Activity:</b> <ul style="list-style-type: none"> <li>Career &amp; Internship Fair</li> </ul>	<b>Junior (Term 5)</b> <b>Advanced Modules:</b> <ul style="list-style-type: none"> <li>Nailing the Assessment Centre</li> <li>Breaking the CASE</li> </ul>	<b>Vacation/Exchange/Internship Activity:</b> <ul style="list-style-type: none"> <li>Industry Night</li> </ul>
Year 3	<b>Junior (Term 6)</b> <b>Activity:</b> <ul style="list-style-type: none"> <li>Career &amp; Internship Fair</li> </ul>	<b>Vacation/Summer Programme/ Internship</b> <b>Essential Modules:</b> <ul style="list-style-type: none"> <li>E09: Job Search Strategies</li> <li>E10: The Art of Persuasion &amp; Negotiation</li> </ul> <b>Advanced Modules:</b> <ul style="list-style-type: none"> <li>Nailing the Assessment Centre</li> <li>Breaking the CASE</li> </ul>	<b>Senior (Term 7) - Capstone Activities:</b> <ul style="list-style-type: none"> <li>E-Resume Book for Graduating Seniors</li> <li>Industry Night</li> </ul>
Year 4	<b>Senior (Term 8) - Capstone</b> <b>Activities:</b> <ul style="list-style-type: none"> <li>Graduate Connect</li> <li>Career &amp; Internship Fair</li> </ul>		
UPOP Essential Modules			
<ul style="list-style-type: none"> <li><b>DYSUTD:</b> Design thinking is a widely-used process for product and service designers to create user-centric solutions. Find out how you can apply these concepts to yourself by building, designing and creating a meaningful journey here at SUTD and beyond!</li> <li><b>The Art of Communication:</b> This workshop will help boost your confidence so you can network more easily and enjoy doing it! Meet and connect with people who could be pivotal to your career — be it a potential hiring manager, knowledgeable mentors and even investors for your future start-up!</li> <li><b>Brand YOU:</b> A good story can be both moving and inspirational. Learn how to tell compelling stories that not only create an impact, but convinces your audience to take the desired action.</li> <li><b>Career SUPERDRIVE™:</b> Learn more about yourself and what makes you tick in this refreshing take on career discovery. Find out what career paths you can take in a fun and interactive manner, and gain more insight on the possibilities you can pursue.</li> <li><b>LinkedIn Up:</b> Become your own career influencer! Enhance your professional presence online and harness the power of LinkedIn. Develop a plan to connect with influential people within your discipline and establish your brand, opening up opportunities to get into your dream career!</li> <li><b>Showcasing Your Skills:</b> Build an impressive portfolio to wow recruiters and hiring managers alike. Showcase the best of your skills and strengths with a well thought-out portfolio and create a brand for yourself.</li> <li><b>Ace Your Interview:</b> With technology, interviews are no longer just conducted face-to-face. At times, it does not have to be real time too! Understand the different dynamics and expectations from each type of interviews. Learn how to stand out and pick up the best practices to help you win in any kind of interviews.</li> <li><b>The Super Intern:</b> Utilise tips and strategies to become the best intern you can be! Develop techniques on how you can break the barrier of diverse cultures in a multi-cultural environment.</li> <li><b>Job Search Strategies:</b> Looking for job does not have to be a daunting and time-consuming task. Learn how to better invest your time in activities that can help you maximise results. Knowing effective strategies for job-hunting will go a long way in getting that job you want.</li> <li><b>The Art of Persuasion and Negotiation:</b> Knowing how to negotiate is an important skill at work. Pick up on effective techniques on how you can persuade and influence more effectively so that you can work out solutions that benefit everyone.</li> </ul>			

**Advanced Modules** often have smaller class sizes, thus registration is based on a first-come-first-served basis and a nominal fee of S\$10 is payable upon registration. UPOP Advanced Modules were strategically introduced to enhance students' career readiness.



## Freshmore Welcome Tea

At SUTD, we believe that career planning is best done early. All new freshmore students are invited to attend this session during Term 1 to learn more about the services CDC offers. This includes helping you decide on the fifth row and choosing the right internships. In addition, you are encouraged to approach your Career Coaches to discuss your future career plans. Students are also required to complete ten UPOP Essential Modules to be better prepared for upcoming internships and the corporate world.



## SUTD eMentorship Programme

"How great would it be if I had someone experienced to help me through my studies/career?"

If you have thought through this before, the SUTD eMentorship Programme may be just the right resource for you. Launched in January 2022, this opportunity is open to all students from Year 2 by the CDC to connect you to mentors of your chosen industry.

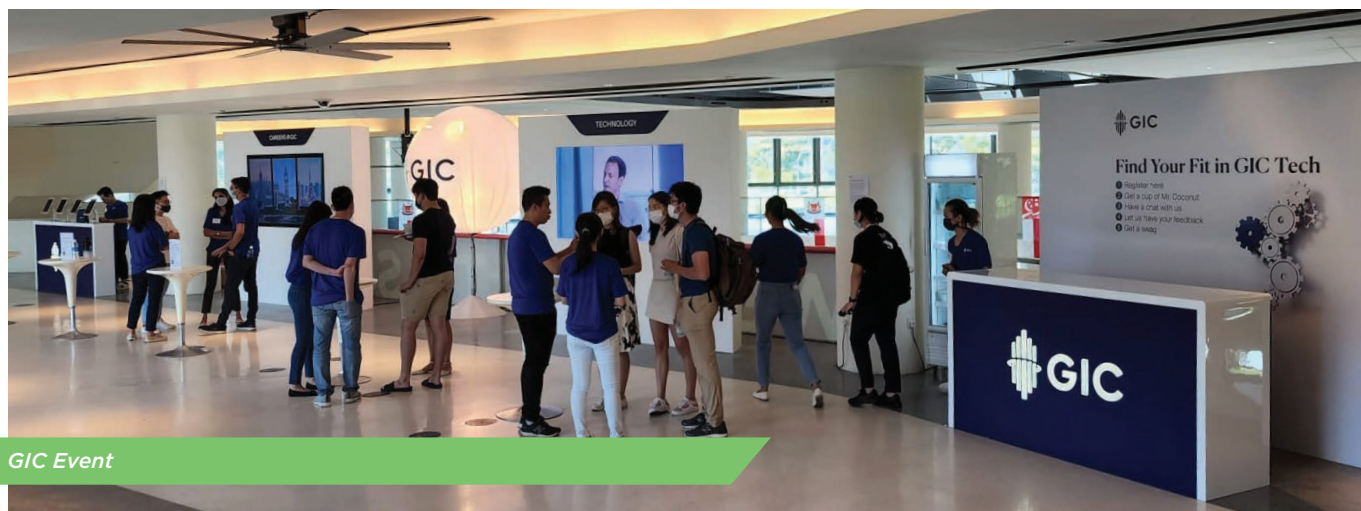
Over the course of four months, this will be a one-on-one mentorship, where you can not only gain insider information on your chosen industry, but also advice and guidance on your career path. You may even potentially expand your professional network with help from your mentor, such as referrals to jobs or internship positions.

With all these benefits, the mentorship programme can provide you with a clearer career trajectory and better confidence for the journey ahead. Applications start up again in December, so do not miss your chance to sign up!



# CREATING JOB OPPORTUNITIES FOR YOU

Seeking opportunities to connect with prospective employers and industry professionals? Then check out these career events for students planned by the Career Development Centre (CDC) and be one step closer to your dream career!



GIC Event

## Career and Internship Fair

CDC's annual flagship event, the Career and Internship Fair (CIF), was met with much success, attracting more than 100 employees from across a variety of sectors. With 2022's fair conducted virtually due to the pandemic, it helped provide a safe and conducive environment for both employers and students.

Still, preparation is key if you want to make the best of this event. Here are a few things to take note of before you attend (physical or virtual):

- Do your research on specific roles of interest you want and focus on your strengths and how they make you the perfect fit for the job.
- Update your resume! If you think it still needs some polishing, consider checking in with our Career Coaches ahead of time.
- Be proactive and show your enthusiasm when conversing with employers.
- Dress well and be professional.

Learn more about the company's culture, and what it takes to excel in the respective job roles. It is highly recommended that you contact the CDC to arrange for a mock interview prior to CIF.

Find out more information in our weekly e-newsletter!

## GRACE - GradConnect & E-Resume Compilation Exercise

For penultimate students looking to secure a job before graduation, be sure to participate in GRACE. The virtual GradConnect platform allows employers to shortlist final-year students for interviews in the virtual room.

Moreover, if you are looking to boost your resume, participate in the e-Resume Compilation Exercise where the CDC sends your resume to prospective employers to be shortlisted. By highlighting your portfolio and strengths to hiring employers, you are more likely to be matched with your dream job, with one in four students finding success through this exercise. Do not miss out on this good opportunity!



Ascenda Event





## Industry Night

Held in September every year, Industry Night focuses on inviting new industry partners across different industries for a campus tour and networking session. With over 200 hiring managers present at the event, this not only presents a chance for students to improve their networking skills by connecting with the employers, but also develops their active listening skills while allowing them to ask relevant questions along the way.

Knowing how to engage with employers can go a long way in expanding your career opportunities. You may even clinch your next internship or full-time position!

Industry Night



Industry Night Campus Tour

## Recruitment Talks and Company Visits

While there are no shortcuts to landing the career opportunities you are after, you can definitely gain an advantage. And one way is through attending recruitment talks and company visits. After all, companies across a variety of industries are always keen to connect and hire young talents.

From networking with prospective employers to learning more about the companies you are interested in, starting as early as your freshman year is an optimal strategy. This way, you can explore any industries or job roles you are interested in ahead of time. And if you are in your penultimate year, be sure to seize every opportunity to attend these talks!



Recruitment Talk - Dyson



Recruitment Talk - foodpanda



Site Visit - Skywork

# THE 2021 GRADUATE EMPLOYMENT SURVEY

The results from the 2021 Graduate Employment Survey show that SUTD graduates continue to enjoy a high overall employment rate, as well as starting salaries. About 95% of graduates secured employment within six months of completing their final examinations. The survey also found that the median gross monthly salary for fresh graduates in full-time permanent employment was at \$4,500 in 2021, a 10% increase from 2020 with \$4,100. Moreover, the mean gross monthly salary for fresh graduates in full-time permanent employment increased by 8% in 2021, from \$4,369 in 2020 to \$4,730 in 2021.

## Undergraduate Class of 2021

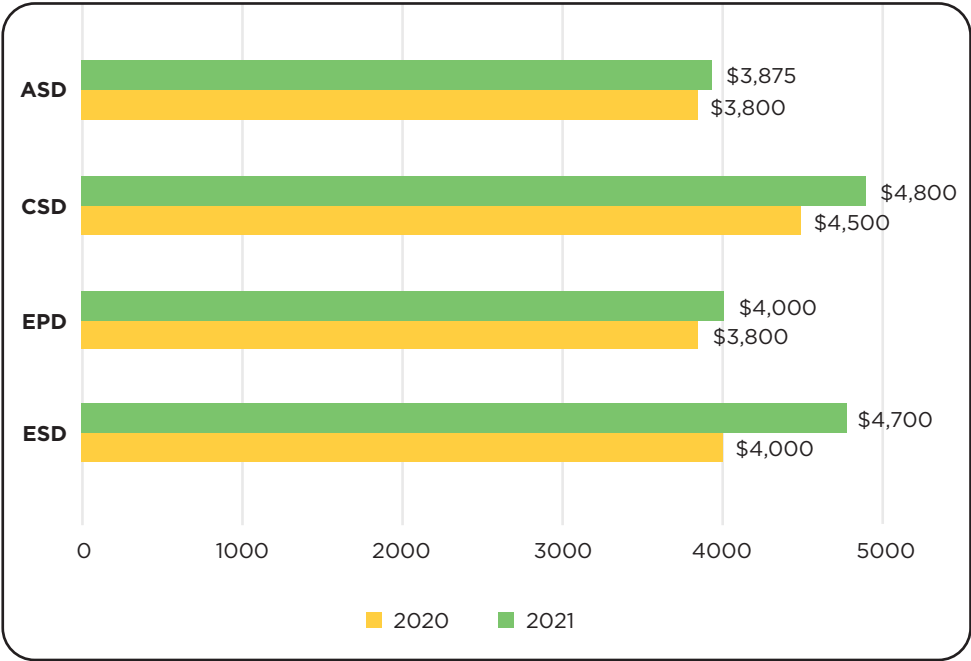
94.7%

Overall  
Employment  
Rate



91.1%  
Full-Time  
Employment  
Rate

## Median Gross Monthly Salary



**Top hiring industries include:**  
Information & Communication,  
Financial & Insurance and  
Scientific Research & Development.

\* Based on results from MOE's Graduate Employment Survey  
Data on Architecture and Sustainable Design (ASD) graduates are obtained from a follow-up survey on Architecture and Sustainable Design graduates after they have completed their practical training.



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If you share our values and have the skills, ability and ambition it takes to succeed here, we want to hear from you. Whether you join Assurance, Tax, Consulting or Advisory Services, you will enjoy early responsibility, rewarding challenges and exposure to a variety of businesses across a range of sectors.

To explore a career path with us, please email your detailed resume and cover letter to

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# THOUGHTS ABOUT THE CAREER DEVELOPMENT CENTRE

Find out how our Career Coaches have helped your peers in their career journey.



**Cui Wenqi**  
Engineering Systems and Design  
(Class of 2022)

I just graduated from SUTD this September and the CDC helped me to find jobs. Before graduation, I participated in the eResume exercise to expand my exposure to many companies, which also helped me receive some interview opportunities. To better prepare for them, I consulted Desmond several times and had my resume critiqued by him. The guidance and advice given to me were very useful and my resume looked more professional after amendments. I also learned to deal with problems that I had never dealt with before, and this guidance will come in handy in the future. Thanks so much for the help.

I advise my juniors to start hunting for jobs before graduation and to reach out to CDC for help whenever they need it. Do not be afraid to send out your resumes but also do not be discouraged if the results do not go your way.



**Joshua Dean Samjaya**  
Information Systems Technology and Design  
(Class of 2022)

As my graduation date drew near, I found myself struggling to land a job. Amidst the many uncertainties that I was facing, the CDC proved to be very helpful in guiding me to make difficult career choices. My career coach, Desmond, was especially patient and nurturing as he stood by my side throughout the long and arduous interview process. Through many video calls, Desmond gave me advice to help untangle the mystery of getting a job, from crafting a good and appealing resume to tackling interviews, as well as weighing job offers against each other. In the end, I was able to find a job that aligns with my self-interests with CDC's help.

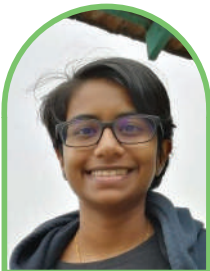
I am very grateful for the help that CDC offered to me. So to my fellow SUTDents, do make the most of the resources that the CDC has to offer and contact your career coach today. They only have your best interest at heart.



**Li Chenxi**  
Engineering Systems and Design  
(Class of 2022)

During my time at SUTD, I have benefited greatly from the CDC's services. Over the course of two summer breaks, I made appointments with Ms Faith Lim for resume interviews and mock interview practice, where she offered useful advice to me which left me feeling more confident. In addition, I really appreciated her encouragement and support during my job search this year, as well as Desmond's advice to me during my internship last year.

Overall, the CDC helped with my job search and personal development, and I am very grateful to them, especially Faith. As such, I hope more students rely on the services they offer and in turn have a better experience when job-hunting.



**Mridula Thekkedath**  
Information Systems Technology and Design  
(Class of 2022)

The CDC is a very useful resource to turn to when searching for internships or jobs. Information about opportunities is regularly provided in the weekly emails sent out or can be found on the GEMs portal. They also arrange for regular networking events—be it large events like the Career Fair or Industry Night, or smaller sessions where companies sent representatives down to share more about open roles they have—for you to learn more about what working in those companies is like, their recruitment process, or any other questions you might have for them.

Additionally, the Career Coaches are very approachable and always willing to help you out. Whether you need help starting the process, or more focused assistance like resume critiques or interview preparation, you can always turn to them for advice on how to proceed with anything you are unsure of. They have a wealth of resources they can share with you. Do not be afraid to turn to them for help!



**Ng Hock Lam**  
Engineering Systems and Design  
(Class of 2023)

The CDC is an excellent resource that can help you at every step of your career journey. My regular consultations with Faith have helped me greatly in figuring out what I want from a career, how to write an effective resume, improving it for my desired job roles and gaining clarity on how employers think and operate. I am also very grateful for her patience in responding to all my random minor questions over the years, and her advice has been a great source of assurance in the trying and anxiety-inducing process of job applications.

I advise my juniors to make full use of the resources they have available as a student like mentorship programs and information sessions. As someone terrible at networking, these programmes provided great excuses to talk informally with people who know the ins and outs of the industry, so that I could go in with eyes wide open and not get shell-shocked when my dreams do not align with reality.

I would also advise my juniors to make use of LinkedIn, seniors and of course the CDC. The people at CDC are both nice and motivated to help so there is really no excuse not to approach them if you have any doubts.



**Brian Chin**  
Engineering Product Development  
(Class of 2024)

The CDC has been a useful platform for me to seek career guidance. The Career Coaches are readily available, approachable, and professional. I first reached out to Desmond during my Freshmore year, and he has been of great help in making me realise my passion and career direction. Since then, I have also sought his advice on internship matters.

Through the sessions, he shared his experiences and gave me greater insights into the various industries of my interest. I am grateful for the help I received, and would encourage my peers to also reach out to the CDC if they would like career advice.



**Ho Jing Kai**  
Engineering Systems and Design  
(Class of 2024)

The period between Term 4 and 5 can be hectic, and this was when I began planning for my internship and career options simultaneously. At the CDC, I chose to consult Faith, whom I was familiar with as she was my UPOP instructor from past modules.

She reassured my decisions and ability to pursue a career in the supply chain and logistics industry, offered accounts from previous students, and notified me of upcoming events by CDC. Moreover, when I was struggling to secure an internship in Term 5, she helped to reorganise my portfolio and resume to better my odds of attracting prospective employers. Thanks to her, I secured an internship position at Expeditors, an international freight forwarding company. This exposed me to the intricate workings and jargon of the logistics industry, allowing me to prepare myself for my focus track at ESD. Even now, she voluntarily shares resources and information about events, scholarships and organisations that might interest me.

It helps to be early and attentive when it comes to internship postings, especially when sourcing and securing internships relevant to your industry, interests, and skill sets. Treat your internship as though you are fully committing to the industry or even the company. In the future, you might have an advantage if your internship experiences are consistent with your career options.



**Eshaan Jakhmola**  
(Class of 2025)

I initially had issues with my career and subject choices, while also looking for an internship over the summer break, so I approached Faith for help. During the counselling session, she was really understanding and insightful, listening to my concerns and guiding me through it all – she was even able to recommend some events based on what I told her. Furthermore, she also helped me with my internship applications and my resume.

I advise my juniors to go to the CDC if they have any doubts about any subject or career. Even if they do not, the CDC can still help you with your resume, how to apply for internships or even have a discussion about your career plans.

# STEPS TO GRADUATION

The earlier you start planning your career, the more prepared you will be when you graduate. Here is a step-by-step guide to start figuring out your career while at SUTD.

## Freshmore Year

### Increase self-awareness

1. Make it a point to attend the Freshmore Welcome Tea during your first term	2. Develop your career readiness and learn the importance of self-discovery by attending the mandatory UPOP modules	3. Take stock of your personal values, interests, strengths, skills and areas of improvement
4. Schedule some appointments with your Career Coaches via the GEMS platform if you want help in planning	5. Keep an eye out on the weekly e-newsletters and emails from the SUTD Career Development Centre for upcoming job opportunities	6. Connect with people - from your family and friends to school faculty and staff, ask them about their job and work experience
7. Consider applying for the Global Leadership Programme (GLP) or Undergraduate Research Opportunities during your first summer	8. Explore and actively take part in fifth row activities!	9. Attend pillar information sessions to have a better idea of which pillars best suit your interest

## Sophomore Year

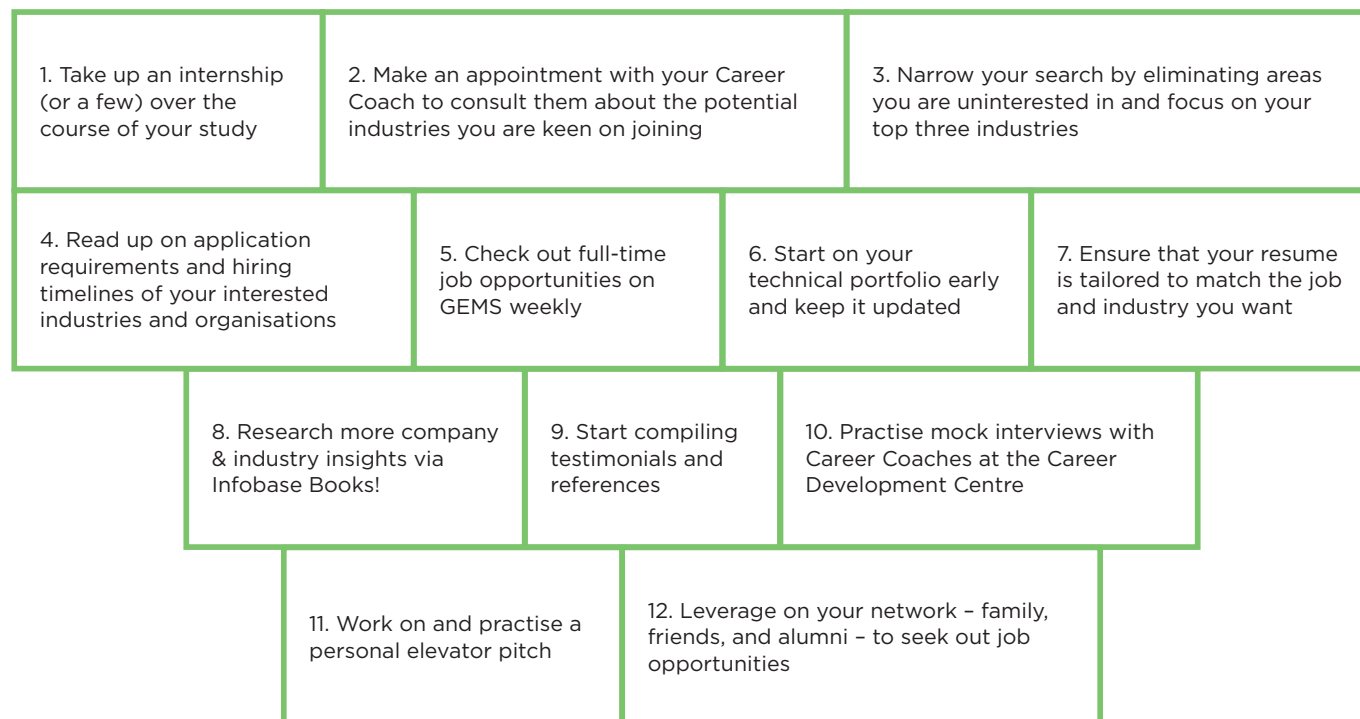
### Explore and identify professions of interest

1. Gain insights on various industries through career talks and workshops, and network with potential employers at the Career and Internship Fair (CIF), recruitment talks and other related events	2. Update your resume regularly as you complete academic projects, fifth row activities, UROP and develop technical skill proficiency. You can also have it reviewed by your Career Coaches as well
3. Explore external opportunities, such as participating in hackathons and volunteering	4. Set up your LinkedIn account and connect with SUTD alumni and HR on it. Identify and apply to companies where you would like to do your internship



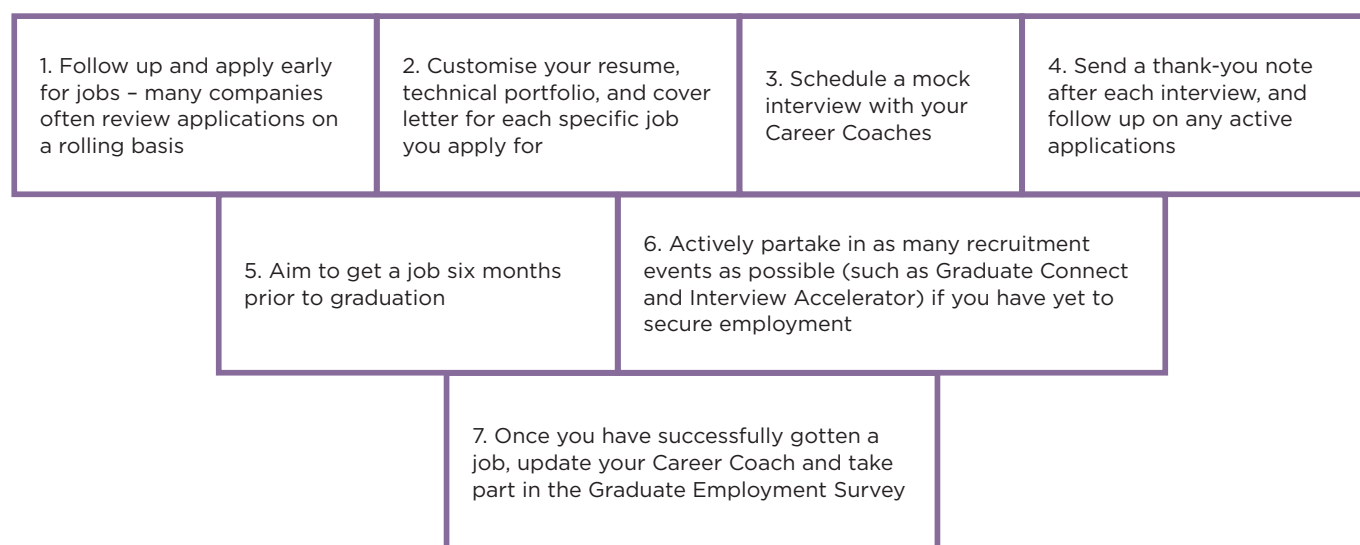
## Junior Year

### Preparing your applications



## Senior Year

### Be proactive and prepare for life beyond SUTD



# HOW TO MAXIMISE YOUR INTERNSHIP EXPERIENCE

Knowing how to play your cards right when it comes to your internship can go a long way in kicking off your career journey.



## Research the role and company well

In a way, internships can be seen as a “test run” for your career. Still, it is important to apply for the right role to ensure that you are gaining the desired knowledge, skill sets and industry insights you are after. You can start by reviewing each job description and its responsibilities before applying. Ensure that they align with your own career goals as well as provide ample opportunities for you to develop the skills you want.

If you have any questions, feel free to check with the CDC or consult your seniors and peers. Remember that this internship will last four months, so be meticulous about it – the last thing you want is for the internship to not be what you were after!

When checking up on the company, read up about their values, vision and mission statements to help you get a better understanding of the company’s beliefs and priorities. You should also look through other platforms like their website and social media accounts. You can also consider checking out job review websites to see what employees both past and present have to say about their working experience.

## Set personal goals

Once your internship is confirmed, take time to review the goals you want to achieve during this period. Whether it is acquiring certain technical skills or developing specific skill sets, writing them down will help you stay on track. Check on it every so often so you do not forget.

Try to be as concise and targeted as you can. Avoid setting vague goals (such as “I want to do well here”) and instead, define what success means to you and work up from there.

For example, if you embark on an internship at an architecture firm, success to you could mean that the projects you are involved in meet the standards and objectives of your clients. It includes being able to tackle challenges as they pop up, which can range from rapid urbanisation to transportation planning.

Your supervisor will also have deliverables for you to fulfill. Having a clear direction to work towards both your personal goals and deliverables will help you stay focused, and in turn, boost your productivity. If you find yourself needing to adjust your goals to meet the deliverables as your internship progresses, that is perfectly fine.

Internships are a good way to fill in the gaps between school and entering the working world. By utilising everything you have learnt in school over the years, taking an internship provides you with the opportunity to apply them in a professional environment.

Additionally, not only does it help to build up your work experience, it can also serve as an avenue to learn and develop the relevant skill sets you need in your chosen industry. Moreover, you can gain valuable insights and figure out if the job role you are gunning for is something you want to commit to in the future.

With that in mind, it is important to start your internship with a positive mindset, and be prepared to do your best from start to end. Here are some guidelines on how you can make the most of your internship experience.

## Treat it seriously

As an intern, you may typically be allowed a little more leniency when it comes to making mistakes. However, an internship is still a serious commitment. Even though the remuneration may be lower than that of a full-time employee, you are still required to deliver the agreed objectives.

For the period of time that you work there, be sure to carry out each task to the best of your capabilities.

Additionally, the company is also placing trust in you to contribute to the team, so take the opportunity to immerse yourself into the culture. This can help you determine the kind of environment that best suits you when you apply for a full-time position after you graduate.

## Have the right attitude

The focus of an internship is to learn on the job. And in the process of doing so, making mistakes inevitably will be part of it. But rather than being hung up on them, learn from those mistakes and bounce back. Do not be despondent or blame others for your missteps.

Remember, this is the best chance for you to gain as much experience as you can, so make it your mission to learn something new everyday. One way is to approach your colleagues to get more insights about the industry or company. You could also take up challenges in your stride and not be afraid to try new tasks (as long as it is reasonable and within your jobscope).

If things do not go as planned, acknowledge your shortcomings and be open to feedback and suggestions. Your colleagues and supervisors are likely to assist and provide guidance should you ask for it.

## Build your network

Your workplace provides an excellent opportunity for you to build up your professional network. Regardless of your desired profession, make the effort to develop relationships with your colleagues and supervisors. After all, they may become your future superiors, potential mentors or colleagues.

Ultimately, it is always good to have friends, allies and connections everywhere you go. Having a friendly face when you start a new job, attend work events or even at lunch can help you boost your confidence.

You can start by connecting with your supervisors and colleagues via LinkedIn. From there, you can continue building up your network. Remember that a good, quality network takes time and effort to nurture, so be sincere about wanting to spend time with them. It does not need to involve grand gestures either — a simple chat or catch-up over coffee will do.

## Exit gracefully

At the end of your internship, be sure to extend your thanks to your team for all their help and guidance. You can consider asking your supervisors if they would be willing to provide you with a letter of recommendation or write you one on LinkedIn. Additionally, your co-workers may also wish to endorse you on LinkedIn for the skills you displayed or picked up on the job.

So be sure to end your internship on a good note, and the connections you made here may be a springboard to your dream career in the future.



# HOW INTERNSHIPS CAN BOOST YOUR CAREER

Discover how SUTD students were able to develop a competitive advantage in the workplace through successful internships.



**Lim Rui-Chong  
Anthony**

Computer Science and Design  
(Class of 2024)

**Software Engineer Intern  
Ryde**

“

*Take time to reflect, and appreciate your achievements and personal growth. Internships are learning experiences and it is always good to enjoy the process.*

”



## My role

My job revolved around developing complex and innovative projects, which aided in the company's operations and growth. This included building new software, modifying code to fix errors, as well as optimising the performance of existing code.

During my internship, I worked on multiple projects while coordinating with different departments. These included developing a website to aid in fraud detection via algorithms and developing a gamified campaign to facilitate the distribution of vouchers.

## My challenge

One of my biggest challenges was my lack of technical knowledge in the different tech stacks used in my projects. I often had to deliver them on my own, and struggled to meet their technical demands. In a fast-paced start-up, things evolve quickly, so being up to speed is needed to make significant contributions.

To overcome this, I worked past my working hours to learn the required skills, and started each project by breaking it down into smaller steps based on the requirements, making it more manageable. My colleagues were also very supportive and understanding, and encouraged me to clarify any doubts with them.

## My biggest takeaway

Working in a software engineering team and collaborating with different stakeholders was enlightening. It was a huge difference from school projects in terms of the rigour and technical aspects. While workable code is enough for school, here I was questioned on why I did things in a certain way. Not only must my code work, its scalability and maintainability should be considered too.

This experience gave me more than I could ask for. I have a better idea of what I want to do, the working environment I enjoy, and about myself as a person. Plus, I learnt more about the ride-hailing industry, as well as how start-ups function. Overall, it was an extremely fulfilling journey.

## Advice for my juniors

Internships are great opportunities to get a feel for different roles and industries you are interested in. Keep an open mind and maintain a positive working attitude. It will reflect well on your work ethic, and your supervisors will be willing to give you more tasks.

Accept that you will not have all the answers, and reach out to your colleagues if you need to. After all, as a team, everyone works together as one, and it is in their best interests to help you. Lastly, take time to reflect, and appreciate your achievements and personal growth. Internships are learning experiences and it is good to enjoy the process.





## Tay Kaiheng Brandon

Engineering Product Development  
(Class of 2024)  
SUTD-Duke-NUS Special Track

**Biomedical Engineering Intern  
AuMed Ptd Ltd**

“

*Do not shy away from challenges or worry about your lack of technical skills and knowledge. Treat every unsolvable problem as an opportunity to push yourself and develop your skills further.*

”



### My role

My primary role involved the research and development of medical simulators that go beyond anatomical and tactile realism. As the only intern working on this project, I oversaw the simulator's entire development, from the mechanical and electrical design and prototyping to the Embedded Software development. My work involved using organic and parametric CAD software, industrial 3D printing and silicone casting to produce functional prototypes.

I also had the opportunity to work closely with the biomedical engineering team by meeting clinicians to discuss design requirements and promote our products.

### My challenge

A major challenge was the project's multidisciplinary and novel nature. I had to utilise knowledge from diverse fields such as mechanics, electronics and additive manufacturing. Often, there were gaps in my knowledge such as in organic computer-aided design (CAD) modelling and silicone casting, which I had to learn on the job. Thankfully, my supervisor and colleagues were very knowledgeable and willing to guide me.

Another challenge was effective communication with clinicians. During client meetings, doctors described anatomy with medical terminology

that I was unfamiliar with, while being unfamiliar with engineering and manufacturing technology. It was initially difficult to follow and contribute meaningfully to these discussions, but I overcame it by reviewing beforehand and practised explaining engineering concepts using simple analogies. I experienced one of the key aspects of biomedical engineering – to bridge the gap between engineering and healthcare to develop novel solutions.

### My biggest takeaway

Despite the project's challenging nature, it provided opportunities for me to improve my technical competencies and apply my existing knowledge at an industry level. Exposure to new manufacturing methods, healthcare innovation and communicating with medical professionals broadened my knowledge and provided valuable experience for myself as an aspiring Clinician-Innovator.

### Advice for my juniors

Do not shy away from challenges or worry about your lack of technical skills and knowledge. Treat every unsolvable problem as an opportunity to push and develop yourself. Ultimately, each internship will teach you something new, and taking up as many internships as possible can help you identify your passions.



## Celeste Ng Xin Yuan

Engineering Systems and Design  
(Class of 2024)

**e-Banking Intern  
(Front Office Support Services)  
Bank of Singapore (BoS)**

“

*Have the courage to ask difficult questions and think outside the box for solutions that are not immediately clear to you.*

”

### My role

As an operations intern, I gained insights into business-as-usual processes while managing our primary stakeholders, including the front office and other departments. I also learnt the importance of safekeeping and handling information of high-net-worth clients.

I successfully automated manual legacy processes, which greatly increased my team's efficiency. Additionally, the inter-departmental User Application Testing exposed me to the functions of the other groups in operations, such as risk management.

### My challenge

One of my biggest challenges was gaining more technical knowledge in the programs used within the BoS. Although I had experience in R and SQL, I needed to be more well-versed in Excel Macros too. I struggled to meet my tasks' demands and felt pressured to complete them like the other interns, who had already been around for a few months. I also had to use my design thinking skills to build a seamless system while picking up a new programming language.

To overcome this, I read through others' codes and taught myself. Whenever I had a problem, I voiced

my concerns and proposed solutions to my supervisor, who would listen and provide new ideas. I was also allowed to explore new ways to build on the previous intern's code. By the end of the internship, I could program systems within Excel VBA that could automatically instruct other applications, such as Power BI and Word Document to do specific tasks.

### My biggest takeaway

Do not be afraid of the unknown, have an open mind and the courage to explore. I was able to learn from professionals and other coders within my department (albeit outside my team) who helped me to understand my job better. Listening in on their brainstorming sessions gave me insights into how they think, which cannot be found in the classrooms.

### Advice for my juniors

Never be afraid to take the opportunity to learn and grow from your internships. Find your voice through your internships as you learn and contribute to the workplace. Have the courage to ask difficult questions and think outside the box for solutions that are not immediately clear to you.



## Eunice Kwok

Engineering Product Development  
(Class of 2024)

**Product Design Engineer Intern  
SGH 3DPC Printing Centre**

“

*There is always something to learn in any internship, and it is also a good opportunity to explore and figure out your areas of interest and suitable industries.*

”

### My role

As the product design engineer intern, I explored and learnt a new CAD software before using it to design several guides and training models. While working closely with clinicians from various departments, I had to understand their difficulties, get the relevant information and clinical context before designing a device that meets their requirements. At the same time, I also documented the workflows I had developed. During my last few weeks, I experimented with various silicon mould designs and types of silicone rubber resin to get a desired soft tissue texture for a potential surgical practice tool.

### My challenge

One challenge I faced near the start of my internship was the kind of structures involved in CAD. At 3DPC, the files we usually deal with are of organic shapes, which is very different from the usual structured shapes we see in engineering. As such, many of the functions I knew could not be directly applied. However, this challenged me to find efficient ways to conduct the same concept using other approaches. With my strong curiosity and interest in CAD, I was able to adapt quickly and became familiar with it.

Moreover, as SGH's 3DPC prints for a clinical setting, and having minimal anatomy knowledge, it was sometimes hard to understand which exact body part the clinicians were referring to. Thankfully, my supervisor was aware of my background, and always explained them to me in simpler terms, while I also looked up anatomy terms to familiarise myself.

### My biggest takeaway

We may not always be able to apply our knowledge directly. For instance, different industries may utilise different files, so we need to be adaptable. Being challenged allowed me to learn how to transfer knowledge between software despite their differences. Now that I am more aware of the importance of adaptability, I am better prepared for various environments.

### Advice for my juniors

Internships are a good avenue to make mistakes and learn from them, as well as pick up new skills. There is always something to learn in any internship, and it is also a good opportunity to explore and figure out your areas of interest and industries.



## Harikrishnan Chalapathy Anirudh

Computer Science and Design  
(Class of 2024)

**Software Engineering Intern  
Azendian Solutions Pte Ltd**

“

*Be proactive and take initiative to create more opportunities for you to contribute, learn and grow.*

”

### My role

I was assigned to Azendian's Estate Team, which focuses on building artificial intelligence (AI) and machine learning technology to make buildings smarter, greener and more energy-efficient. I was given the opportunity to design, develop and implement key features of a computerised maintenance management system (CMMS), which centralises key information and facilitates the processes of maintenance operations.

### My challenge

There were many challenges. Initially, building API endpoints was difficult as I had little experience in Express.js and PostgreSQL. Hence, I spent the first few days learning these technologies and getting familiar with the project. Moreover, I was fortunate to have helpful and friendly mentors who would take the time and effort to guide me.

Adapting to the industry's fast-paced environment was another challenge. Most of my tasks were time sensitive due to client needs, so I had to multitask and allocate sufficient time for more challenging tasks. By setting daily goals, I was able to organise my tasks and stay productive.

### My biggest takeaway

My internship was rewarding and insightful – not only did I gain deeper insights on building software applications, but also expanded my knowledge of them too. One of the most important lessons I learnt is to be accountable for my work. Furthermore, the more you can contribute to your team, the more successful you will be. Asking for more work is a great way to show your eagerness and passion for your role and responsibilities.

Working with expert engineers and learning more about the technology industry gave me opportunities to develop my technical and communication skills. This gave me valuable industry experience and helped significantly with my career planning. My biggest takeaway would be the new long-term relationships and connections I forged with my colleagues and fellow interns.

### Advice for my juniors

Network with as many people as you can. You never know who can help you land your dream job. Do not be afraid to ask questions – internships are an excellent opportunity to learn from skilled professionalism by picking up new skills and gaining experience from real-life scenarios. Be proactive and take initiative to create more opportunities for you to contribute, learn, and grow.



## Feng Zhuoer

Engineering Systems and Design  
(Class of 2024)

**Corporate Banking Analyst,  
Global Corporate Banking Division  
Overseas-Chinese Banking  
Corporation (OCBC)**

“

*Apart from achieving a good GPA, having projects and technical skills under your belt is just as important.*

”

### My role

Responsibilities in my role included researching, designing and creating business and data analytics models for the bank, as well as analysing trends to report to senior management. In addition, I also created programmes and graphical user interfaces to automate processes like financial reporting and data management using Python, R and Excel Macros/VBA.

### My challenge

The biggest challenge was learning how to align analytical thinking with business needs. When working on projects, I was inclined to approach them from a technically optimal perspective, which can result in misalignment when prioritising business needs. For example, while a data analytics model may be technically sound, it can be overly complicated and difficult for stakeholders (e.g. senior management) to understand.

### My biggest takeaway

The key factors to consider are identifying the end users, understanding their top concerns, and ensuring that the project is easily understood by them. For instance, senior management, country general managers, and business team leads may want to see different kinds of information and functionality on the same dashboard, and we need to consider what and how to present the data for each stakeholder.

### Advice for my juniors

Apart from achieving a good GPA, having projects and technical skills under your belt is just as important. Read the job description carefully, and ensure that you fully understand it before accepting the offer. Lastly, foster good relationships with your supervisor and colleagues, and ask them for advice when you need it.





## Lee Si Hao

Design and Artificial Intelligence  
(Class of 2024)

**UI/UX Design Intern**  
**KPMG Singapore**

“

*During your internship, stay humble and curious – if you ever feel like you are stuck at an obstacle for too long, do not be afraid to ask questions!*

”

### My role

My internship was at KPMG's new department “Tax Technology and Transformation” within its Tax function. My objective was to redesign and revamp the current microservices and pages within the company's intranet. As a User Interface (UI) and User Experience (UX) design intern, I had acquired skills in the Figma software, which I employed to develop the design system required for the UI of multiple tax applications, as well as craft mock-up wireframes and high-fidelity prototypes required on the front-end for various internal projects.

### My challenge

While developing the design system, one challenge was determining the colours of certain UI components. Since I am red-green colourblind, this proved difficult. Thankfully, my mentor taught me how to be aware of the colour styles defined in the design system or minimally tweak the hex colour codes to obtain different shades when required.

Another obstacle was finding a picture with suitable dimensions for the design system. One UI component I was developing required different images of businesspeople to represent positions in the company's hierarchy. To avoid copyright issues, I utilised websites with free stock images, but had difficulty finding ones to represent certain groups due to their limited resource pool. Fortunately, I recalled that there were AI tools online that

could generate images of realistic human faces. Using one such tool, I was able to acquire a suitable image.

### My biggest takeaway

The department showcased extraordinary teamwork. Although there were multiple teams, there was seamless communication between members and across teams. My deepest impression was from the “Sprint Retrospective” meetings, which were held after a project sprint had ended. Reflections were made regarding the team's performance (both individual and as a whole) to identify areas of improvement for the upcoming sprint. Furthermore, individual achievements were given praise, which raised the team's morale. These are values that I hope to uphold in my future career.

### Advice for my juniors

Internships are wonderful opportunities to establish yourself and open your eyes to the working world. During your internship, stay humble and curious – if you ever feel like you are stuck at an obstacle for too long, do not be afraid to ask questions! Lastly, aim to bond well with your team and forge new, meaningful and strong relationships with your colleagues!



## Suzette Leo Mei Yen

Computer Science and Design  
(Class of 2024)

**Software Developer**  
**NCS**

“

*Take the opportunity to learn from people who are industry experts. Hunger for knowledge is more important than just knowing – it allows you to stay relevant in the ever-changing tech scene.*

”

### My role

My job involved coding components and fixing bugs during the development of a portal for public use. I worked on both the front and backend of the website, as well as took part in testing parts of the product.

### My challenge

While the knowledge I gained in class was relevant and helped me contribute to the team, there were also other programs utilised that I was unfamiliar with. To compound the learning curve, I initially started my internship remotely, and could only contact my team members via calling or messaging them. Not seeing them in person made me feel isolated at work.

Nevertheless, I took the initiative to schedule online meetings with them when I really needed help. This allowed me to be brought up to speed so that I could contribute to the project quickly and efficiently.

### My biggest takeaway

While at the job, the most important thing to do is ask. At first, I was worried that I would come off as unknowledgeable, but I realised that even my experienced teammates had been there once. Take the opportunity to learn from people who are industry experts. Hunger for knowledge is more important than just knowing – it allows you to stay relevant in the ever-changing tech scene.

### Advice for my juniors

There is no substitute for real work experience. Even if you are unsure of what you want to do or are worried that your skills might be insufficient, just go for the internships you want! They will help you pinpoint which interests you are truly keen on pursuing.

As for the internship interview, go prepared. Find out what the common questions are, as interviewers really do ask them. Read up on the company and brush up on the skills the internship posting has listed in case of technical questions.



## Jeremy Yeh Bo Hsien

Architecture and Sustainable Design  
(Class of 2024)

**Architectural Intern  
Housing & Development Board  
(HDB)**

“

*Regardless of your long-term objectives for the future, have a clear purpose of why you are applying or taking on your current internship.*

”

### My role

I was assigned to a team that was working on a project in its early design phase. Being involved in the design development of a HDB Build-To-Order (BTO) development, my tasks included exploring the design of multi-storey car-parks, checking for compliances and 3D renderings for presentations. Separately, I helped with developing a parametric design tool to auto-generate multi-storey car-park designs based on user-input parameters.

### My challenge

Acclimatisation to the working world of architecture was the biggest challenge. In school, we were used to designing freely, with a heavy emphasis on concept and narrative. I spent most of my time at HDB checking for compliances to code and regulations from HDB, the Land Transport Authority, and the Singapore Civil Defence Force, among others. Even the parametric tools' development stemmed from the fact that typical designs are based on a foundational layout that complied with existing regulations. While not out of my initial expectations before my internship, the “culture shock” still took time to get used to.

Nonetheless, as an architectural student, I wanted to pursue a career that is more involved with conceptual design, instead of one that is as rigidly defined by rules as

the built environment. This internship broadened my horizons and gave me exposure to what it was like in an industry that I was uncertain about.

### My biggest takeaway

In terms of knowledge, my biggest takeaway is undoubtedly the amount of code and regulations in the built environment industry to ensure safety and accessibility. Naturally, working on a BTO project also exposed me to the behind-the-scenes of each architectural project, the design considerations and applications of ideas into practical and realistic designs.

### Advice for my juniors

Regardless of your long-term objectives for the future, have a clear purpose of why you are applying or taking on your current internship. It is important to have short term goals, motivation, and a strong work ethic.

For me, it was to learn as much as I could, and have a more informed decision should I choose to enter this industry. I aimed to do more than I was given, playing to my strengths to see how I could make the most out of my time at HDB, while complementing my team. Without the purpose I set for myself, I would have fallen into a loop of going through the motions and doing the bare minimum, which would not have added value to the company or myself.



## Joanne Ng

Architecture and Sustainable Design  
(Class of 2024)

**Model Maker  
OKASHIMO Pte Ltd**

“

*My internship experience taught me the importance of open-mindedness and humility – to always be ready to listen, learn and try new things.*

”

### My role

My main responsibility was model-making for an ongoing project, where our firm was involved in the development and fabrication of a set of outdoor sculptures for a private property. I was also involved in the preliminary research and design development phases of an upcoming large-scale project, as well as supporting my colleagues in developing a concept and creating proposal material for a potential client.

### My challenge

Although I had some previous experience in architectural model-making, the ones I worked on during my internship were made out of clay to serve as maquettes for the outdoor sculptures. It was challenging to overcome my unfamiliarity with this new medium, and developing the sensitivity needed to work with clay was an ongoing process throughout my internship. I relied on the wisdom and experience of my

colleagues and supervisors, and did my best to always come with an open mind and the willingness to learn.

### My biggest takeaway

Model-making in school often focused on the final presentation product. At OKASHIMO, architectural models are viewed as working models, which constantly undergo changes throughout the design process, especially during client meetings when details are refined. Working on models throughout my internship gave me a new perspective on their usefulness as tools to view and refine the designed space.

### Advice for my juniors

Though classroom education is important, it cannot encompass every single thing we need to know in the workplace. My internship experience taught me the importance of open-mindedness and humility – to always be ready to listen, learn and try new things.

# WHAT EMPLOYERS LOOK FOR IN THEIR JOB CANDIDATES

**Sometimes, the difference between receiving a job offer or a rejection is not down to your technical knowledge or qualifications, but your soft skills and work values.**

**C**urrently, business leaders have to decide whether their employees should return to office on a full-time basis, adopt a hybrid arrangement, or allow for a fully-remote work model. Regardless of the working arrangement, what is clear is employees will continue to be expected to adapt to a dynamic business landscape. While it is important to enter the job market with the right paper qualifications, having top transferable qualities, such as certain soft skills and work values, are equally critical.

Ultimately, it is more than just knowing how to work in the office or at home. It is about knowing how to meet the challenges ahead and handle uncertainties. Knowing how to work with others, either through face-to-face interactions or online communication, is also a requirement. Here are just some featured soft skills and work values that every employer is looking for in their job candidates:

## Soft Skills

### ● Critical Thinking and Problem Solving

- Ability to identify, analyse and solve problems systematically
- Ability to question ideas and assumptions
- Being an active learner
- Creative thinking that leads to innovative solutions
- Having sound reasoning

### ● Digital Literacy

- Ability to quickly understand different types of software and systems
- Basic knowledge of coding and programming skills
- Basic knowledge of in-demand technologies (e.g. fintech)
- Being social media-savvy
- Comfortable with online communication platforms

### ● Interpersonal Skills

- Ability to communicate well to share ideas
- Ability to cooperate and collaborate with people from different walks of life
- Being an active listener
- Having empathy to connect with others
- Knowing how to communicate, adapt and network in different scenarios

### ● Self-Management

- Ability to act professionally by regulating emotions, behaviours and thoughts effectively
- Ability to manage time and organise work efficiently
- Being an independent worker (especially with hybrid-working being the norm)
- Being self-motivated to achieve deliverables





## Work Values

### ● Growth Mindset

- Always striving to improve and develop abilities and skills throughout one's career
- Having the curiosity to learn and understand new things
- Not being afraid to take up new opportunities
- Open to changing one's mind and not having a fixed mindset

### ● Integrity

- Being accountable for your mistakes and responsible for your actions
- Being respectful of others' opinions and the company's policies
- Having open and honest communications with others
- Having good personal values (e.g. being trustworthy and dependable)

### ● Positive Attitude

- Ability to bounce back from failures
- Accepting of new challenges and changes
- Avoid complaining, but instead give feedback respectfully
- Having a can-do mindset when presented with new and unknown situations

### ● Work Ethics

- Being punctual to work, meetings and events, and meeting deadlines
- Dedicated to produce quality work reliably and consistently
- Having the initiative to seek solutions and work more efficiently
- Willing to work hard to the best of one's capabilities

# HOW TO GROW YOUR LINKEDIN NETWORK

Knowing how to make the most of popular social networking platforms like LinkedIn can go a long way in opening doors to new connections and job opportunities.

**B**efore the Covid-19 pandemic, physical networking events were the norm for professionals looking to make connections. While some of them have made a comeback, virtual events, such as webinars, online trade shows, and training events have become more commonplace. Still, it does not change the importance of building and nurturing connections and how critical it is for jobseekers.

But if you are looking for a place to start out, LinkedIn is your best bet as one of the most popular online networking platforms. Not only does it allow you to upload your resume and apply to relevant jobs, it can also help you to keep tabs on your current network, as well as make new connections.

## Expanding your network

It can be tempting to connect with every friend and family member you have on LinkedIn. But while some of them may be working in your chosen industry, trying to connect with all of them may not help you to grow your network or find new job opportunities. Ultimately, be mindful of who you choose to connect with and ask yourself if the connection you want to make is able to add value to both you and the other party's career journey.

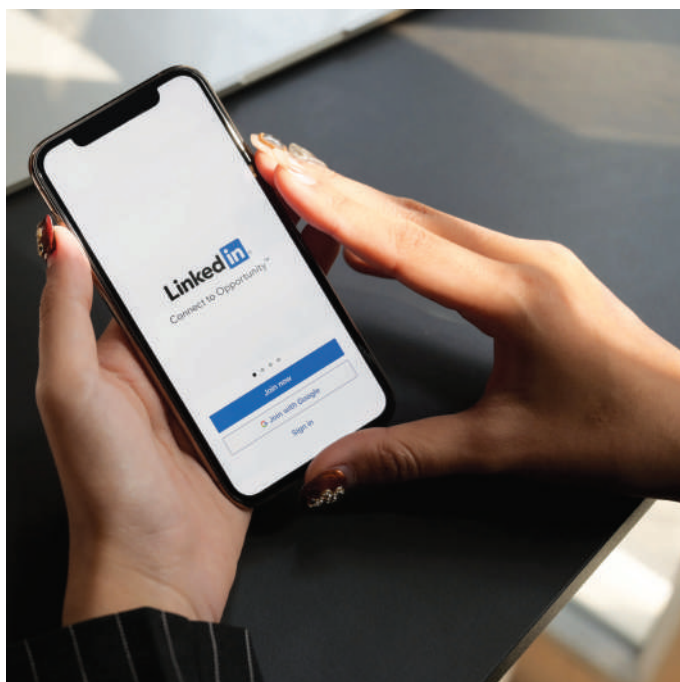
### Add people whom you have worked with

The most effective way to start your LinkedIn network is to add people you have worked with before, such as your former superiors and colleagues from previous jobs and internships. By adding them via their email addresses or mobile numbers, you will then be able to see their profiles, their posts, past working experiences and skills.

You can develop your connection with them by interacting with them, such as commenting on their posts, discussing industry insights, and sharing interesting news articles for engagement. You can also send your congratulations during their milestones and post relevant thoughts on LinkedIn periodically to ensure you are on their top of mind.

### Add people whom you have met

When attending job fairs or networking events, whether virtually or physically, take the opportunity to meet new people and add them on LinkedIn. The CDC hosts such events, so look out for them on the calendar and attend as many of them as you can. Not only do such sessions provide a great



learning experience, it also provides a platform to expand your professional network.

However, do not just meet people just for their connections – it is pointless to have thousands of connections but have none of them remember you. Instead, take the time and effort to get to know them first, such as asking about job roles, industry, and aspirations. Quality is definitely more important than quantity in this scenario, so focus on making genuine connections rather than many.

### Add people whom you would like to know

While it is not advisable to thoughtlessly add random contacts to your LinkedIn network, you may add people from your chosen industry whom you have not met yet, so long as you do so with the right introduction. This can include a talent acquisition manager from your dream company, or a tech guru you wish to learn from.

Keep in mind that your primary goal on LinkedIn should be to grow your connections based on sincerity and common interests, and not as a means to gain favours. Be polite and use the right tone to write an invite to your desired connections. As long as you remain respectful and genuine with your connections, they will be more likely to help you out on their own accord.

## Writing a LinkedIn invite

LinkedIn only allows a maximum of 300 characters when writing out your invite, so it needs to be both concise and interesting enough to keep their attention. So how should you go about it?

### 1) Remind them of how you know them

Unless you have just met them, it may be best to assume that they may not remember you. If you have worked with them in the past, be sure to indicate when. If you met at an event, then mention the event name and date to them to help jog their memory.

**Dear Cheryl,**

***It was a pleasure working with you last year at JDC. I still remember being part of the company retreat with you in Bali, and how much fun we had. Whenever you have the time, let us catch up and talk soon!***

**Best regards,  
Mary**

### 2) Make use of a reference for second connections

If you want to add someone via a second (or even third) connection, add a reference to your invite. With a mutual connection between you and the person you wish to connect with, your chances of the invitation being accepted should increase. However, do ensure to check with your reference first that they are fine with it.

**Hi Megan,**

***I am a fresh graduate looking to work in architecture and design. I have worked with Alex Toh during my internship at The Design Lodge and would love to connect with another professional like yourself in the industry. If it is alright, I would love to know more about the local industry and the skills I would need to succeed.***

**Best regards,  
Kareem**

### 3) Stand out from the crowd

If you tried to add a recruiter or an employer you just met from a job fair, chances are they are already being swamped with invitations from other jobseekers. With that in mind, ensure that your own invitation is able to distinguish itself from others. Start with an informative, but concise message by outlining your relevant experiences and skillsets that you may have for the positions they listed during the event. Adding a personal note about something you spoke to them about might also raise your chances of your invitation being noticed by them.

**Dear Raj,**

***It was great speaking with you last week at SUTD's Career and Internship Fair. I have always had a keen interest in your company, and I believe that my internship stint at Dygonas has given me some experience to work in your industry. Happy to connect and continue our conversation.***

**Best regards,  
Selena**



## LinkedIn Sample Profile

### Elizabeth Lee

Final Year Graduate at SUTD

#### About

With a strong belief in data's importance in businesses worldwide, I am an aspiring data analyst who is always on the lookout for interesting and challenging projects to tackle. My data analytics proficiencies currently lie in Python, SQL and R, but I am always willing to take up new roles to expand my knowledge!

#### Experience

##### **Data Analytics Intern**

**Megistus Digital Group and Advisory - Internship**

**May 2021 - Sept 2021 (5 months)**

**Beijing, China**

- Analysed data collected from the performance of all 8 departments of the client, successfully proposed solutions for the client to reduce annual expenditure on staffing by 25%
- Developed an internal manpower scheduling system for the team of 100 using Visual Basic Application (Excel) to generate a graphical view of the team's availability and automate the updating process for better allocation of projects and resources

##### **Finance Intern**

**Soaring Heights Pte Ltd - Internship**

**Dec 2020 - Jan 2021 (2 months)**

**Singapore**

- Implemented online tracking tool to monitor billing and invoice which led to 30% improvement for on-time billing
- Marketed and pitched ideas to clients with 2 senior analysts, successfully secured the deal with a profit of 10%
- Conducted User Acceptance Test for 100 end-users in 5 offices in Singapore, Indonesia, Vietnam and Thailand, received positive feedback from all users

#### Education

**Singapore University of Technology and Design**

**Bachelor's Degree in Engineering (Engineering Systems and Design), Honours**

**May 2019 - Present**

- Focus Track: Business Analytics
- Expected Date of Graduation: August 2022

**Zhejiang University (ZJU), Asian Leadership Programme**

**Hangzhou, China, (May 2020 - August 2020)**

- Developed cross-cultural communication skills through interactions with Chinese professors and classmates during daily lesson discussions
- Brainstormed and conducted market research on the types of wireless charging chairs for the China market, ideated and developed 2 functioning prototypes within a budget of \$1000

#### Skills and Endorsements

- AutoCAD
- 3D Printing
- Arduino
- Raspberry Pi
- VBA (Excel)
- Microsoft Office



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# THE POWER OF PERSONAL BRANDING

**While developing a strong branding is all about you, the point behind it is to make valuable connections with others.**

It can be easy to confuse reputation with personal branding. Everyone has a reputation – it is how others describe you. For example, your group mates may see you as a natural orator who is regularly picked to present the group's work to the class. In a nutshell, your reputation is made up of other people's opinions and impressions of you.

Having a personal branding, however, is much more deliberate. It is about how you want others to perceive who you are. For example, your LinkedIn profile is just one platform to show off your personal brand. All the information you have put up on it, from the display photo used, to the skills you chose to publish, has been intentionally curated to show others who you are and how you want to be perceived.

By taking charge of how you want others to perceive you, you are developing a life-long investment towards your ultimate dream career. Here are some quick tips.

## Know yourself

Take the time to carry out a professional assessment of yourself. List down your core values, strengths, achievements and passion at this present moment, versus who you dream to be in the future. For instance, while you may know C++ programming right now, you are also aiming to develop skills in machine learning algorithms. By letting this be known in your networking circle, you can use it as a potential gateway to career opportunities from your connections that are specifically aimed to help you develop the skills you want.

If you find yourself stumped, consider asking yourself the following:

- Do I thrive in a challenging environment, or am I stress-averse?
- Would I choose having a work-life balance career over a high-paying job?
- What characteristics have others complimented me on?
- Would I feel happier working in a corporate environment, or at a start-up?
- Do I see myself as an entrepreneur?

You can also consider asking your family and loved ones for some third-party feedback, as well. It is normal to still be figuring out who you are and who you want to be, so getting opinions from others who know you best can be a powerful strategy to help you out.

## Maximise the use of social media

The easiest way to show others who you are is through your social media accounts. If you are just starting to develop your personal brand, you can start by vetting through your existing posts and media. Ensure that you delete or hide any content that might seem unflattering to potential employers. Ideally, it could be a good idea to have separate accounts for your professional and personal lives, as well as setting the latter's account to private. Remember that potential employers are likely to check your background before offering you a job, and searching for your online presence is one of the easiest ways to go about it.

Once you are satisfied, you can use these online platforms to showcase your talents and interests. For example, if you like to draw, do not be shy to list drawing as part of your interests and share your art online. You never know, someone from the industry you are interested in may see the potential in your sketches. Additionally, you can utilise social media to join interest-based groups. This can not only provide a safe haven for constructive feedback on your art, but you can potentially get advice on how to further develop your skills. Soon enough, anyone who stumbles upon your social media account will automatically peg you as the artistic sort, even if they do not know you in person.

## Tell your story

Having an impactful personal branding means telling a powerful story. Even if you have trouble marketing yourself using words, you can instead develop your personal story through your own skills.

For example, if you enjoy coding, consider learning how to create apps, while documenting the learning process along the way. This way, you will have a record of your initial skill level and how it has grown as you improve and challenge yourself. Anyone checking out your work will not just know your story, but also your dedication and passion for coding.



## Choose a role model

Another way to kickstart your personal branding strategy is to learn from others. Consider using a role model as a guide to success, such as a business leader, an aspirational speaker or someone who is really successful in your field of choice. After all, they already have a strong personal brand, so they can provide inspiration on how you can build your own.

That does not mean that you should copy them exactly, however. Rather, spend some time figuring out your own niche and use cues that you can try emulating. For instance, if your role model is Elon Musk, ask yourself: what is it that you admire about him? Is it his dedication towards work, or perhaps it is about his sophisticated technology that revolutionises the sustainability industry? Think about them, and how you can apply those traits into your own branding efforts.

## Be consistent

Ultimately, the key to achieving a powerful personal branding is to stay consistent and true to yourself. For example, it may send mixed signals if you apply for an architectural position on LinkedIn when your profile and work experiences are all about product designs or software programming. It may end up confusing your connections as they try to figure out who you really are.

Of course, it is also fine to change your personal ambitions as you experience new milestones and understand what you want to strive for in life. Just remember to update your personal branding to showcase your true self to others and attract the right job opportunities.



# THE APPLICANT TRACKING SYSTEM (ATS): HOW TO BEAT IT

**Even the most qualified and well-written applications can slip under the radar if they fail to make it past the ATS. But if you can figure out what makes it tick, you can also figure out how to bypass it.**

**J**ob-hunting can feel like an uphill battle at times, let alone landing an interview opportunity. Some days, it can feel like you are just sending application after application into a bottomless pit with no response. Chances are, an Applicant Tracking System (ATS) is probably making the process harder for you. If your application has not been automatically rejected yet, then it might be confined to the bottom of the list, with recruiters unaware it is even there.

It is an unfortunate part of the process, and yet, the ATS remains a crucial tool for most employers, especially now that sending an application is just a simple click away. Without it, companies would be swamped with so many applications, and with no way to deal with all of them manually. As a result, most large companies deploy an ATS to help streamline their recruitment process, with some smaller firms following suit as well.

## How it works

An ATS does more than just tracking applications and resumes – it works as a filter, too. By scoring and ranking them according to relevance, it then passes to a hiring manager or recruiter to look through.

But as much as it helps ease up the process, this technology does have its drawbacks. For one, an ATS may have a hard time processing synonyms accurately, especially if it is an older system. As a result, it can only spot exact matches, which can hurt even the most well-written resumes if they lack specific keywords.

But the good news is that bypassing the ATS is far from an impossible task, so long as you know how to match its requirements.

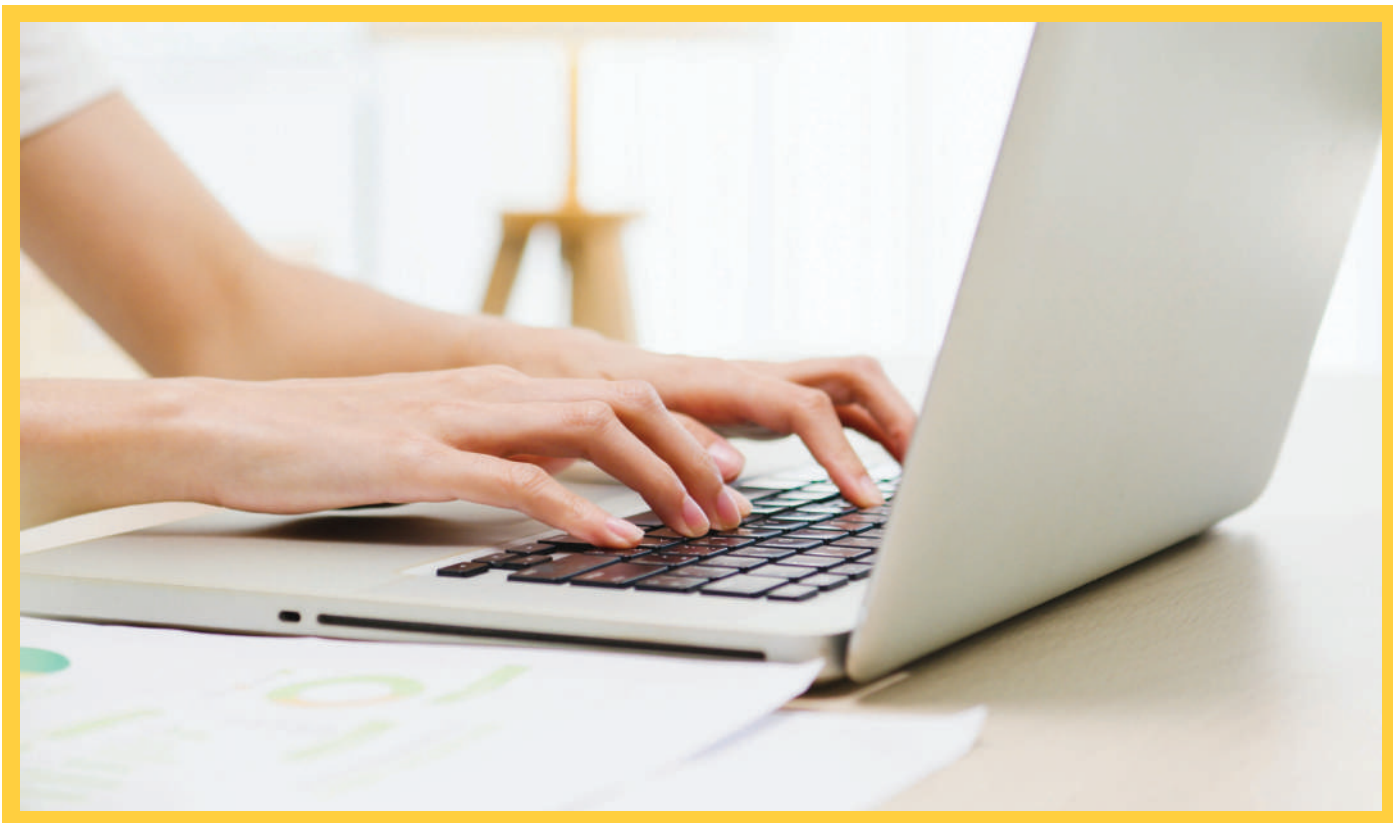
## Optimising your resume

### 1. Format your Resume

A fancy resume template might seem like a great way to showcase your creativity, but that effort is more likely to hinder rather than help you. Ultimately, a design that is easy to read and utilises specific keywords will make your resume more ATS-friendly (and recruiter-friendly as well).

Font types such as Arial may seem too basic and boring to some. But the truth is that the ATS may have trouble processing fanciful fonts and images, so try to keep it simple. Keep to the standard resume template, and use common headings and keywords such as 'Professional Experience' and 'Skills', as the ATS may not be able to recognise unconventional headers.

Most ATS systems are able to process PDF files. Word documents, however, are usually processed the most accurately, so it is still best to stick to this format whenever possible.



## 2. Use relevant keywords and phrases

Before you get started on your application, be sure to read through the job description and responsibilities. Filter the keywords best suited to put in your resume, such as in your 'Skills' section. But be sure not to overdo it – be honest when describing your past experiences and skills.

Remember that the main goal is not only to make your resume ATS-friendly, but readable to hiring managers, too. If you have trouble at any point and want assistance, you can always speak to your Career Coaches.

## 3. Make sure to spell check

While this advice applies to any resume, this is especially important for the ATS. After all, while people can spot typos as they read, an ATS may be unable to do the same. As such, read through your resume and run it through a spell check for any errors.

You can also use this opportunity to get your Career Coaches to appraise it and give you feedback on how you can improve it. It sounds like a lot of work for just one document, but it will be well worth it when your resume successfully gets by the ATS and to a recruiter. So consider making an appointment with your Career Coach via GEMS.

## 4. Go around it if you can

Alternatively, if you can get to a recruiter or hiring manager directly, you can potentially skip the whole process altogether. After all, you do not need to worry about the ATS if you do not need to contend with it at all.

Do keep the company's hiring processes in mind when applying, and attach a brief note or cover letter explaining why you would make a good fit for the job. In the meantime, focus on developing your network in the company – having an internal staff to vouch for you can greatly boost your odds to not only landing an interview, but potentially the job too!

# STARTING A SUCCESSFUL JOB HUNT

**The process can be long drawn at times, but the euphoria of securing your first job makes it all worthwhile. So when you first start out, be sure to make every action count.**

**T**here is more to job hunting than just sending out countless applications and hoping for a response. The truth is that there are plenty of other applicants out there doing the exact same thing, so you need to stand out if you want to be noticed by recruiters.

## Build your own personal brand

First, establish what you want to show employers about yourself. This is where personal branding comes in – by showcasing your accomplishments, what you stand for and your potential. For example, if you have a knack for product design, and want a career related to it, you can frame your personal branding to be about creativity, aesthetics and how technology plays a part in it. For greater impact, you should showcase this by publishing your design portfolio online, and linking to it when applying for jobs.

By keeping a portfolio, it not only serves as a record of what you have done, but recruiters and employers can also refer to it as proof of your skills and development.

This is only the beginning, so take the time to understand what you want to be known for, and how you want to make your mark in the world.

## Start early

Have a head start when it comes to job-hunting. But that does not mean you have to get right on it and start sending applications – you can save that for your penultimate year. Instead, focus on preparing for what is to come.

First, aside from setting up your portfolio and resume (as well as updating them), keep an eye out for the current job market. This can help you get a better idea of not just the type of opportunities out there, but the skills and work experiences employers are after.

By starting out early, it will keep you vigilant and focused when looking out for job listings. It is usually understated, yet a vital part of job-hunting. After all, if you want to hunt down the best opportunities, being in the right state of mind can go a long way.

Being in tuned with the job market will be especially helpful when applying to companies with rigorous, multi-staged hiring processes. Considering that these can take up to several months or a year prior to graduation (especially for graduate programmes), it may be best to get in line as soon as you can so that you have ample time to prepare.

## Make the most of your time

You might find yourself with some downtime between job applications, and it can be tempting to take it easy during those moments. After all, it can feel like an extended vacation of sorts, from getting to sleep in to idly scrolling through listings while still in your pyjamas. But indulge for too long and your motivation to job hunt can take a hit, making it harder for you to get back to it again.

Of course, taking breaks is still important, especially if you want to avoid burnout. But like all things, balance is key. Look at maximising that free time in other ways, too. For example, you can consider upskilling yourself by attending courses or webinars. Additionally, if graduation is still a few semesters away, you can start planning for electives relevant to your field of choice. These are great ways to show employers that you have the initiative to invest in yourself.

## Get active on LinkedIn

If you want to research on prospective employers, checking their LinkedIn page is a good place to start. The reverse is the same for them too, since they usually conduct background checks on applicants. With that in mind, ensure that your LinkedIn profile is presentable, complete and up-to-date!

But that does not equate to just exporting your resume's contents onto your profile and calling it a day. More than just being a digital resume and a job-search platform, LinkedIn is also the best place to network with other professionals, who can not only provide recommendations via the platform, but also endorse any skills you list down on your profile. You can even consider joining relevant LinkedIn Groups to expand your connections, gain industry insights and receive guidance from others.

In addition, you can also connect with employees and in turn, learn more about their companies. Follow the company which you are keen to work for on LinkedIn. You will be kept abreast of the current issues and developments in the company.



## Refine your resume

For most employers, their first impressions of you come from your application and resume. As such, make sure that it is free from any typos or grammatical errors! If your resume still has some free space, you can use it to talk about your passions and interests if they are relevant to the job or industry.

Your skills and experience should still make up the bulk of your resume, so put more emphasis there. Use positive-sounding verbs, such as 'achieved', 'collaborated' and 'won', when describing your successes.

Your Career Coaches are here to offer one-on-one sessions for resume critiques and mock interviews, so do take advantage of the resources available to you.

## Do your research

It may be tempting to just spam applications at every single job position that catches your eye. In reality, it may not be the best idea. If you want to work in a company that aligns with your personality and values, it will take more than just skimming through the job title.

Firstly, when you find a listing that catches your interest, be sure to do your research. Not just on the responsibilities, but also on the company offering it. You can start by looking through their websites and social media platforms (which you can follow if you want to keep tabs on it), before moving on to any related articles about them.

For work culture, try checking out company review websites, such as Glassdoor, to see if there are any reviews left behind by past and current employees. However, keep in mind that they can be influenced by personal biasness or the passage of time, so take what you read with a pinch of salt.

In addition, attending recruitment workshops hosted by the Career Development Centre provides you better insights into the company. Doing so, along with good research and groundwork, will not only help you be more prepared, but also shows employers that you have initiative, enthusiasm and sincere interest in their company. Feel free to ask the hiring managers any questions related to the job.

## Utilise your relationships

Who you know can play a big part in your job search, so taking care of your network is not something you should neglect. Whether they include ex-colleagues, classmates or even faculty members, be sure to maintain a good relationship with them, and add them to your LinkedIn network.

Any new connections you make, be it from career events, at the university or otherwise, can potentially pave the way for new opportunities, so do develop your network and stay in touch. These connections might lead you to your dream job!



# CRAFTING THE PERFECT ELEVATOR PITCH

**Catching the attention of recruiters with an engaging introduction is a great way to set up a successful and professional conversation.**

**R**egardless of industry, when you meet someone new, chances are you will be asked the same basic introductory questions, such as “What do you do?” and “What is your background like?”. By coming prepared with an elevator pitch, this can be the best opportunity for you to leave a memorable impression.

This introduction is particularly useful when attending more formal events, such as career fairs, networking sessions or information sessions. By doing it right, it helps you start any conversation on the right foot and leaves your listeners with a good impression of you.



## Keep it short and brief

Why is it called an elevator pitch? Imagine that you and a recruiter are riding an elevator to a certain floor. Before getting to your destination, you need to not only provide a quick summary about yourself, but in a way that engages your audience and leaves them curious to learn more.

Generally, these should not go on for longer than 90 seconds. It should be short enough to keep your audience's attention, yet long enough to sufficiently introduce yourself.

On paper, 90 seconds sound like a lot, but in reality, it can go by in a flash. Hence, put in some considerable thought on what you want to say in that duration of time. Ultimately, the most effective way is to share the most important and interesting parts of yourself.

Remember, your goal is not to make them offer you a job right there and then — it is meant to hook their interest. This is only your first meeting, and overwhelming the other party with your entire work history is not a viable strategy here.

## Give a quick summary

At a glance, this seems simple enough. Saying something like “Hi, my name is Julie, and I just graduated last month” counts as a summary, right? But think from the recruiters’ point of view – would you remember this specific introduction if what you heard all day were variations of the exact same thing?

With this in mind, plan out a theme for your pitch and stick with it. For example, if you are after a job in architecture, your pitch should ideally revolve around that industry.

Keep the pitch focused on the most relevant information, such as your academic background, past work experience, current skills, as well as any specialisations or key strengths. If you are not sure about what to include, you could try listing them down, followed by shortlisting the items you absolutely want to mention in your pitch. Think of it like filtering the most important bits from your resume, and working from there.

But above all else, make sure your pitch is coherent and flows well – having strong points and anecdotes will lose their impact if they are just thrown around without any connections. This would likely leave your audience confused and perceive you as a poor speaker. Instead, treat your pitch like a teaser by making the other party want to know more about you. Impress them with a few good details about yourself and your work here is done.

## Practice makes perfect

The idea of public speaking can be nerve-wracking, especially if you are self-conscious or introverted. After all, when the spotlight is on you, it can sound like a recipe for a mortifying experience. Do not fear. As the saying goes, practice makes perfect.

For one, you can ask your friends for help – not only can they serve as a mock audience, but they can also offer feedback to help you improve your elevator pitch. There are also your Career Coaches if you want any additional assistance, and they can also help simulate potential situations so you can practice and improvise if you need to.

## The key ingredients for a great pitch

- Keep it within 90 seconds
- Make each detail as clear and concise as you can
- Present it as naturally as possible
- Use relevant anecdotes
- Rehearse and practise often
- Make a few variations so you can use a customised pitch depending on the situation

# HOW TO WRITE A RESUME THAT STANDS OUT

The first step to getting an interview is to submit a resume. In an increasingly competitive job market, however, it has to be good enough to not just get the recruiters' attention, but impress them as well.



## 1. Customise each resume accordingly

While applying for jobs, it can be tempting to send the same resume to every listing you see. Not all job listings are alike, even though some may have similar titles. Depending on the company, the requirements and responsibilities may differ from others.

Be sure to read through each job listing carefully, and adjust your resume accordingly to make it as relevant as possible. When describing your past experiences, try to use keywords from the job postings. Reorganise your skills so that the ones they prioritise are on top of your list.



## 2. Highlight your skillsets and areas of expertise

When looking through job listings, take note of the required skills listed down and highlight them in your resume accordingly. For example, if the job focuses on machine learning, then skills in IoT interfacing and data science should perhaps be emphasised.

This process can take some thinking, as well as trial and error when figuring out which skill combinations work best for a certain role. If you have any doubts or queries, you can reach out to your seniors, Career Coaches, or even your professional network for clarification.



## 3. Focus on relevant experience

When it comes to your resume, quality matters over quantity. Yes, it can be impressive to have lots of internships, part-time jobs or activities under your belt, but there is no need to list every single one down. Instead, it is more important to pick out the ones that are the most relevant to the job.

Remember that the goal is to keep it concise while still having all the relevant information the employer is looking for.



## 4. Use numbers as proof

Anyone can say that they are good at something, but it is more important to have proof to back it up. The best way to showcase your achievements is to quantify them. Using specific metrics instead of vague terms can offer a clearer representation of what you have accomplished.

For example, rather than simply saying that you helped to boost sales, list it down as "increased sales by 15 per cent after implementing a referral incentive programme". With this in mind, look through your past achievements and identify their key indicators of success, then list them accordingly. Do not worry if you cannot recall the exact figures though – it is fine to use an approximation.



## 5. Be strategic when listing strengths and interests

List down the important strengths that are relevant to the job you are applying for. For example, are you skilled in Python? It will come in handy for a data analyst position.

You can also mention what you are passionate about, as well as your hobbies and interests (especially if they feel relevant to the job). They can potentially become conversation starters during interviews, especially if the interviewer shares the same interests as you. It will also show who you are as a person, and not just another generic job applicant.

### A quick checklist

- Tailor your resume with relevant keywords that match the job descriptions
- Prioritise skills and experiences related to the applied role
- Do your research, using the job description as a reference
- Keep your resume to no more than one page
- Ensure that it is easy to read – keep the font size between 11 to 12



## Sample Resume

### Elizabeth Lee

Email: elizabethlee@sutd.edu.sg, Mobile: 9234 5678

Portfolio: <http://elizabeth-lee.com>, LinkedIn: [www.linkedin.com/in/elizabethlee](http://www.linkedin.com/in/elizabethlee)

#### EDUCATION

##### Singapore University of Technology and Design (SUTD)

- Bachelor of Engineering (Engineering Systems and Design), Honours
- Focus Track: Business Analytics, GPA 4.10/5.00, Expected Magna Cum Laude
- Expected Date of Graduation: August 2022

Singapore

May 19 to Present

##### Zhejiang University (ZJU), Asian Leadership Programme

- Developed cross cultural communication skills through interactions with the Chinese professors and classmates during daily lesson discussions
- Brainstormed and conducted market research on the types of wireless charging chairs for the China market, ideated and developed 2 functioning prototypes within a budget of \$1000

Hangzhou, China

May 20 to Aug 20

#### WORK EXPERIENCES

##### Wangz Digital Solutions

##### Data Analytics Intern

- Analysed data collected from the performance of all 8 departments of the client, successfully proposed solutions for the client to reduce annual expenditure on staffing by 25%
- Developed an internal manpower scheduling system for the team of 100 using Visual Basic Application (Excel) to generate a graphical view of the team's availability and automate the updating process for better allocation of projects and resources

Beijing, China

May 21 to Sep 21

##### Soaring Heights Pte Ltd

##### Finance Intern

- Implemented online tracking tool to monitor billing and invoice which led to 30% improvement for on-time billing
- Marketed and pitched ideas to client with 2 senior analysts, successfully secured the deal with a profit of 10%
- Conducted User Acceptance Test for 100 end users in 5 offices in Singapore, Indonesia, Vietnam and Thailand and received positive feedback from all users

Singapore

Dec 20 to Jan 21

#### ACADEMIC PROJECTS & EXTERNAL COMPETITIONS

##### BikeClub

##### Team Leader

- Led a team of 5 to work with BikeClub, to analyse their data, provide correlations and insights to improve and optimise their productivity, efficiency and services
- Used R language to attain the correlations and regression models, Python to generate Excel, SQL to organise the data provided for a clearer analysis and Visual Basic Application to compile and present the findings in a concise manner

Singapore

Jan 21 to Apr 21

##### UBA Business Case Challenge

##### Student Analyst

- Designed survey questions for the targeted audience and analysed responses from the 100 respondents to determine the financial literacy of young working professionals between 25 to 35 years old
- Presented research findings to a panel of 5 judges by proposing the use of new media and mobile applications to enhance the user experience and financial awareness of target audiences

Singapore

Sep 20 to Nov 20

#### CO-CURRICULAR

##### Overseas Community Involvement Programme

##### Project Director

- Led a team of 25 student volunteers and executed an inaugural 3 weeks overseas community outreach project to enhance the living condition of over 400 underprivileged children in rural Chiang Mai
- Secured \$5000 in sponsorship funds from 5 companies and organisations, through multiple meetings and discussions with company staff

Chiang Mai, Thailand

Dec 20 to Jan 21

#### ADDITIONAL INFORMATION

- Proficient in AutoCAD, 3D printing, Arduino, Raspberry Pi, VBA (Excel)
- Proficient in Microsoft Office, MS Excel (Advance Skills), MS Project
- Fluent in English and Mandarin (Both spoken & written)

#### Name as header

Centralise, enlarge and bold your name so that it is the first thing recruiters see.

#### Additional links

If you have an online portfolio or a LinkedIn profile, you can put them here

#### Overseas experience

If you have any, make your application stand out by adding them into your resume. These can include exchange programmes, or internships.

#### Keep it concise

Use verbs to highlight your skills and competencies. Keep it informative and relevant, but to the point as well.

#### Be results-oriented

Whenever possible, use objective/quantifiable ways to describe your results. The AAA framework (Action + Amplification = Achievement) is one method you can apply here.

#### Highlight your co-curricular activities

Academics are not the only thing recruiters look out for. They also note those who are well-rounded and actively participate in co-curricular activities. Pick out the most impressive ones, like those that provided you invaluable experience or where you have contributed significantly.

#### Technical expertise

List down the specific programmes you are proficient in and highlight those that you have advanced skills in.

## QUICK TIP

Do not rush your resume at the last minute. Some application deadlines can change due to high response levels for a certain listing. Sending a slipshod resume not only gives a bad first impression, but it will also be the employer's first source of reference. So set aside some time to write it up properly!

Most positions are on a rolling basis, which means once recruiters have received good resumes to shortlist, they may proceed to the interview stage and make an offer, even before the closing date. So, do not procrastinate for too long. Once you are comfortable with your resume, start to apply for the position.

# WRITING THE PERFECT COVER LETTER

While not all job applications require a cover letter along with your resume, doing so can increase your chance of success.

A good cover letter not only helps to convey to employers your reasons for applying to a specific job position, but also how you can contribute to the company with your skillset. In short, it gives them a better understanding of who you are as a candidate, and if you would be a good fit for them.

Leaving a good impression will help maximise your chance at an interview, so here is how you can write a cover letter that stands out.

## 1. Customise your letter

No two job postings are alike, and the same idea should be applied to writing cover letters. Be sure to tailor it to the specific job scopes and responsibilities by applying the same research you have done for your resume along the way. After all, you will need to link the two documents together as one comprehensive set.

Remember that sending in a cover letter not only shows the extra effort you have put in, but can also set you apart from other candidates.

## 2. Check for any mistakes

Even before attaching your cover letter and sending your application over, be sure to double-check for any glaring mistakes, such as typos or grammatical errors. In addition, read through it and ensure that it is not too choppy or wordy.

Moreover, keep in mind that a cover letter should be one page long at best, so watch out for your word count. If you are concerned about missing something or just want a second opinion, you can always have someone else who can assist to review it.

## The Ideal Cover Letter Template:

(Name)  
(Address)  
(Mobile Number)  
(Email Address)

(Date)

(Hiring Manager's Name)  
(Their Job Title/Description)  
(Their Department Name)  
(Company Name)  
(Company Address)

Dear Mr/Ms \_\_\_\_\_ (Hiring Manager's Name)

Application for the Position of (Job Name)

### First paragraph

- State the purpose of your letter, and where you found the job opening (from their company website, LinkedIn, etc.)
- Give a short introduction about yourself
- Show your interest by showing your research, or bringing up speaking to someone who works there
- Tell the recruiter why you want to work for this company

### Second paragraph

- Highlight your more significant and relevant skills/knowledge
- Provide examples for the above to increase credibility. Show the recruiter that you have the right skills and knowledge for the job, and why you are a perfect fit for them

### Last paragraph

- Thank the recruiter for considering your application
- Request an interview (be it face-to-face or online)
- Include your contact information should they wish to reach out to you
- End on a positive note

Yours sincerely,  
(Your Name)



## Cover Letter Sample

Elizabeth Lee  
XYZ Road, S354123  
Mobile: 9234 5678  
Email: elizabeth.lee@sutd.edu.sg

23 July 2023

Mr Richard Lim  
HR Manager  
Human Resources Department  
ABC Company  
CVR Road, S654321

Dear Mr Lim,

Application for the Position of Data Analyst

I am writing to express my interest in applying for the position of Data Analyst in ABC Company. I am currently pursuing my studies at the Singapore University of Technology and Design (SUTD) and am expected to graduate in August 2023 with a GPA of 4.20/5.00. I am interested to join your company after speaking with Ms Jamie Teo, your CEO, during the Industry Networking Fair in 2022. I was impressed by the continued foresight and ambition of ABC Company in the face of the changing economy, and I am excited to be part of this great team that provides innovative solutions across five countries.

During my course of study, I have completed courses in machine learning, data science and natural language processing, and was honoured in having one of my projects be published in Fusion, one of SUTD's monthly newsletters. In addition, I was tasked in my third year to lead five other team members to work with BikeClub to analyse their data. I provided correlations and insights to improve and optimise their current productivity, efficiency and services. I utilised various programming languages throughout the process, including R language, Python and Visual Basic Application in order to process and present my findings. Our client was extremely pleased with not only our analysis but the solutions we proposed as well.

Please refer to my resume for additional information on my education and work experience. I look forward to a face-to-face or video interview with you to discuss my suitability for this position. For any enquiries, I can be contacted at 9234 5678 or elizabeth.lee@sutd.edu.sg at your convenience.

I appreciate your consideration, and I look forward to hearing from you.

Yours sincerely,  
Elizabeth Lee



# STARTING A TECHNICAL PORTFOLIO

**For an engineer or developer, a technical portfolio is crucial when job-hunting. After all, the best way to prove your capabilities to prospective employers is to show them. As an SUTD student, you would have a chance to showcase your projects and capstone.**

**H**aving a technical portfolio can go a long way if you are gunning for a role as an engineer or developer. Not only is it a great way to showcase your skills via your past work, it also gives your prospective employers a taste of what you can offer them if they hire you.

If you have not started on it, or are looking to tweak your portfolio, what should you look out for? It can be daunting, especially if you are just getting started. Here are some practical tips on how you can make an effective portfolio.



## Building the foundation

Although physical portfolios are still an option (and do have their benefits), digital ones are more commonly used due to their ease of access. It also means that you have more control over how it is designed.

While there are plenty of templates you can use and edit you can always choose to start from scratch if you are looking for a challenge. It will be a great way to show off your proficiency in coding, like in JavaScript or Python.

Once done, you will also need to name your domain, ideally with your own name. But keep in mind that while you can pick a free one, you need to pay a yearly subscription if you really want to customise your domain address. It is not necessary now, but you can consider it as an investment down the line to give your portfolio a more professional polish.

Regardless of how you build it, your portfolio should not serve as some storehouse to toss in your past work haphazardly.



## Showing off your best

If you have any projects that you are proud of, or that best exemplifies your skills, your portfolio is the best place to showcase them. These can even include school assignments, personal projects, or notable contributions you made on open-source projects.

However, do not just leave them there as is – it is also important to provide context on these projects, such as the objective and results you achieved. You can even provide supplementary materials, such as prototypes and draft sketches, since they can give a glimpse into your working process to employers.

In addition, if any projects were done for past clients or companies, you will need to check with them on whether you can display them publicly on your portfolio. While some may allow it under certain conditions, others may be confidential and thus cannot be used.

But what if you are currently in Term 1 and have nothing to show? You can consider starting up personal projects – whether it is creating a website for a mock client, or contributing to open-source projects online. Plus, your own portfolio could be its own project, if you choose to create it from the ground up!





## Make it about you

Of course, you also need to give your portfolio a personal touch. You want to give potential employers an idea of who you are and what you will be like as an employee. Feel free to be more expressive about yourself when working on your “about me” section and even when designing your portfolio.

You can also share other contributions that you have done, which can help your portfolio to stand out. For example, if you run a blog on programming and design, or have a reserve of testimonials, feel free to organise it in under the relevant sections.



## Keep it updated

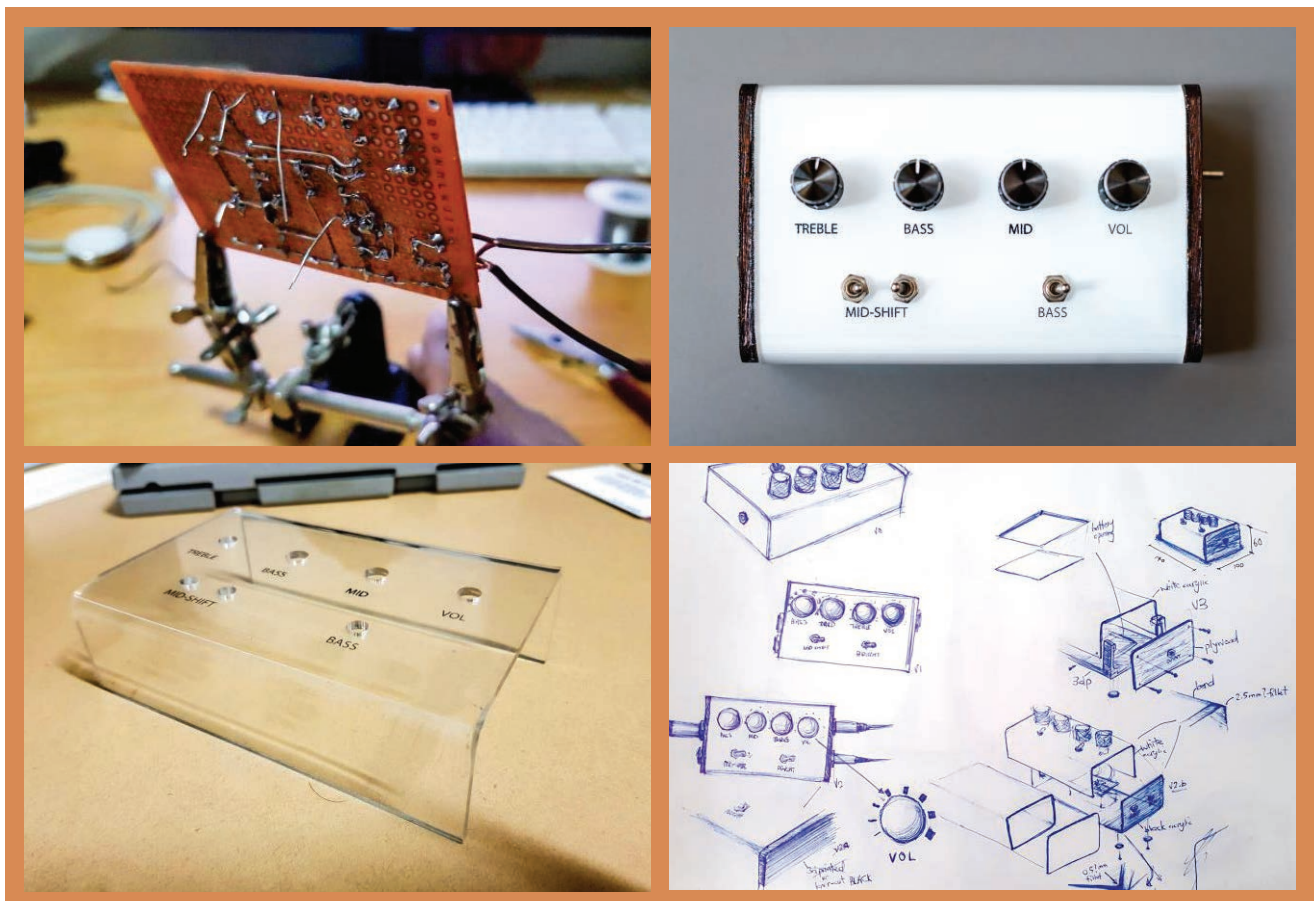
Just like how you should keep updating your resume, your portfolio is no exception. It is important that it represents an accurate reflection of your current skills and capabilities, so do try to update it once a month, or if you have something new to add.

While you are at it, you should also phase out older works if you find your portfolio featuring too many projects. Try to make this a regular habit, especially with a digital portfolio as it is possible for potential clients and recruiters alike to be looking through it at any time.

In addition, if you are asked to present your portfolio during an interview, be sure that you have the means to access it, even if you have already sent over a link beforehand. Having a portable device, such as a laptop or tablet, will be useful when you need to show off your work.

## Additional tips

- If you aim to become a front end developer, consider taking the challenge to code your portfolio from scratch
- However, if you are applying to be a backend developer, it is fine to use an online template, such as from GitHub, and focus on the portfolio's contents



All images credited to Nigel Gomes, Engineering Product Development, SUTD

# FIGURING OUT DRESS CODES

When it comes to job interviews, looking your best is vital to giving a good first impression. Here are some things you should check for while preparing your outfit for that day.



## An Overall Guide

**W**hile women tend to have more choices when it comes to clothing, it is still best to play it safe. Pants or a skirt-suit, along with a well-ironed blouse or shirt will work fine, and you can bring along a jacket or blazer for a more formal look.

As for colours, stick to those that are not too bright. When checking your outfit, ensure that your skirt is knee-length, and remains at a good length even when you bend down.

Keep your hair either tied up or neatly combed and in place. If you are applying makeup, stick to natural colours and tones.

Stick to the basics when picking out accessories – a simple necklace, earrings or bracelet will work. This also applies to your nails. Keep to simple designs and avoid anything flashy.

### OUTFIT

For men, a shirt and tie combo works the best, but be sure that it has the right measurements – a baggy or tight fit will reflect poorly on you.

Keep your colour palette on the subtle side, such as dark blues and greys. Even if you are unsure about the exact dress code, it is fine to bring a jacket. You can always remove it if you need a more casual look.

### HAIR AND MAKEUP

Simple works best here, so keep to a clean, natural cut. Make sure that you are clean-shaven, and your nails are clean and trimmed. If you need it, have chapstick on you in case of dry lips.

### ACCESSORIES

Do your best to match the colours of your shoes and belt. If you want to accessorise, consider simple cufflinks, tie clips or a wristwatch.

## WHAT DIFFERENT DRESS CODES MEAN

Although you are generally recommended to show up at an interview wearing formal attire, not all companies adhere to this dress code. Depending on the company culture, how you are expected to dress may differ as well.



### Smart Casual

Listed below is a common dress code for those working in the creative, engineering and IT sectors. This keeps you presentable without looking too overdressed or sloppy. You might find this dress code at start-ups as well.

#### For Her:

- Dress
- Shirt or blouse
- Skirt or jeans
- Wedges, flats or low-to-medium heels

#### For Him:

- Polo tee or shirt
- Pants, jeans or chinos
- Dress shoes or loafers



### Business Casual

This dress code is a step up from smart casual, but still not overly formal. Employees with this dress code tend to be from the public sector, media and FMCG industries, among others. Generally, those with client-facing duties are more likely to be in this attire.

#### For Her:

- Dress
- Blouse or shirt with three-quarter or long sleeves
- A-line or pencil skirt
- Dress pants
- Wedges, flats or low-to-medium heels

#### For Him:

- Long-sleeved shirt
- Pants
- Dress shoes
- Cufflinks, tie and jacket, if desired



### Business Formal

Often found in the banking and finance sector, this dress code has a strong professional image when facing clients, which is often required in this industry. This also works for formal events, such as networking sessions, company dinners and interviews.

#### For Her:

- Work dress
- Top or shirt with three-quarter to long sleeves
- Dress pants or pencil skirt
- Flats or low-to-medium high heels
- Business suit or blazer

#### For Him:

- Long-sleeved shirt
- Pants
- Dress shoes
- Cufflinks and plain tie
- Suit in a dark colour



# UNDERSTANDING THE DIFFERENT TYPES OF JOB INTERVIEWS

**Before preparing for an upcoming job interview, it is important to first understand the type of interview you are going for.**

**J**ob interviews are gateways to you achieving good first impressions on your prospective employers. However, depending on the job interview platform or format you are invited to, you will need to present yourself in the best light. Only by knowing what to look out for, in terms of the respective setting and questions, will you be able to do your research well and ace your job interview.

## Types of interviews



### 1. Face-to-face interviews

Although limited during the pandemic, physical interviews are now back to being the preferred choice by most employers. Not only do they offer a higher level of engagement with the candidate, it is also one of the most effective ways to assess their interpersonal skills.

Before a face-to-face interview, do your research on the interviewer. Depending on who they are, be it a hiring manager or even a direct supervisor, you may want to tweak your responses accordingly, or even the questions you want to ask. In addition, knowing whether it is a one-on-one interview or a panel interview ahead of time will save you from the shock you might get if you enter the conference room with five people waiting for you!

Moreover, one of the biggest appeals of physical interviews is that it is easier for them to pick up on your body language. This can range from your posture to your tone of voice, and you will need to be aware of them throughout the interview. Thankfully, this can be managed with enough practice, and you can consider setting up a mock interview with your Career Coaches for further assistance.



### 2. Video and pre-recorded interviews

As a result of the pandemic enforcing social distancing measures, video interviews via platforms like Zoom and Microsoft Teams have become more commonplace, and, even now, still a top pick for employers, especially when they are interviewing for remote work.

Because it will likely take place on your device, be sure to check that everything is in order before the meeting time. For example, on the day before, ensure that your computer is fully operational. On the day itself, set aside at least 15 minutes for final checks on your audio, video and internet connection. In addition, make sure that your surroundings are conducive – well-lit, free from any distractions, as well as presentable. Ensure that your computer is also hooked to the charger so you do not need to worry about its battery strength. Put on your noise-cancelling earphones so that both you and your interviewer will not be distracted by the noise in the background.

One perk of video calls is that you can prepare a cheat sheet in advance for you to refer to during the actual interview. These can include notes about your strengths and weaknesses to answers to common interview questions. In addition, you can share your portfolio via screen-sharing as well. However, try not to rely on your cheat sheet too often and maintain eye contact, as some interviewers can tell whether you are referring to something off-screen.

Moreover, even if the interviewer is only going to see you from the chest up, it can still help to dress as if you are attending a physical interview by getting you in the right mindset, as well as providing a slight confidence boost.

Alternatively, instead of a live online interview, you may be invited to submit a recorded video interview of yourself through an online platform like HireVue. This type of interview requires you to answer a pre-determined set of questions on camera, with the recording then being sent to the recruiter. This is a quick and efficient way of screening candidates before the interview stage. Ensure that you read the questions carefully and that you have a good microphone that picks up your voice clearly.



### 3. Phone interviews

These tend to be less formal as compared to physical or video interviews, and are typically utilised to screen applicants in the first round of the interview process to see if they are a good fit for the company. As a result, they usually last for a shorter period of about 30 minutes or so.

This does not mean that you should take them less seriously. Like any job interview, once you have the date and time set with the recruiter, be sure to prepare in advance as best you can. In addition, do confirm all the details beforehand, including if you need to wait for their call or if you are the one calling the interviewer.

In addition, ensure that your surroundings are free of any distractions and that your phone is both fully charged and has strong reception. Keep any documents you need within reach during the interview, such as a copy of your resume, and any notes you have for easy reference.

However, while they can be scheduled, there may also be times when you may get these calls unexpectedly. In this scenario, there is no harm in politely postponing the interview if you are caught off-guard to prepare, so long as you offer a reasonable alternate timing.



## Types of interview questions

### 1. Competency questions

Used to assess the personalities of candidates, interviewers ask open-ended questions in a bid to figure out how well you would fit into the job and the company. As a result, the questions asked aim to test a variety of skills and your input on certain matters, depending on the job and sector you will be working in. An example of a competency question is the interviewer asking you to describe a conflict you had during one of your group projects and share how you handled it.

Be sure to prepare your answers beforehand by researching on the various types of competency questions, and try to link your experiences to how you can contribute to the company. This way, it helps to paint a clearer picture of what you would be like working for them.

### 2. Situational questions

These tend to involve hypotheticals, such as how you would react in a real-life work situation or crisis. At times, these questions may seem too complex or out of your depth for you to answer, which may be intentional if that is the case.

If that seems unfair to you, keep in mind that when asking these questions, the interviewer is not expecting you to come up with the 'right' answer. Rather, what they are after is your thought process when handling ambiguous situations with limited information. In scenarios like this, you can rely on the STAR method to format your answers.

- Recap the context of the **S**ituation
- Describe what you believe is your **T**ask
- Share the **A**ctions you would take in this situation
- What are the desired outcomes and **R**esults here?

### 3. Technical or industry-specific questions

Technical-focused jobs, especially those in the STEM sectors, will typically require certain technical skills and knowledge. As a result, these questions will be staples in the interview, testing your proficiencies and industry-specific knowledge. There are technical tests where interviewers expect you to complete within two hours. On the other hand, there are technical tests which you are allowed to work on over the weekend and submit by the following Monday.

With this in mind, be sure to do your homework and revise what you have learnt in your curriculum. It is good to focus on the specific skills and information required for the job. Be prepared for questions that will test both your logic and reasoning skills as well, but remember that what they want to know is less about whether you are 'right' and more about how you got to your answer.

In addition, be sure to catch up on the latest news and trends in the industry, as you may be asked relevant questions about it, which will determine how commercially aware you are about the sector beyond what you have been taught in school.

## Assessment Centres

### 1. What is an assessment centre?

In addition to the standard interviews and tests, assessment centres are used by some employers to screen potential hires. In this case, this involves a combination of back-to-back group and individual exercises which stimulate the conditions of the job role.

### 2. What should I expect from these?

The types of administered tests can vary depending on company and job role, but they can include roleplay exercises, competency-based interviews and psychometric tests. These can be conducted either on-site or remotely.

### 3. What to prepare for

Read through your assessment centre invitation letter thoroughly. Ensure that you have noted the venue, time and date correctly.

- Psychometric tests can involve numerical, abstract or reasoning questions. There are mock tests available online if you want to practise and familiarise yourself with them
- The Career Development Centre organises assessment centre practices, so you can consider attending them to practise as well
- Assessment centres can vary in length, but they will still take up a good chunk of time and energy, so be sure to rest well the day before

### 4. Acing an assessment centre

- Do your research on the respective company and job role, then ensure to link your answers to them to make your responses more relevant
- Be punctual and well-dressed, regardless of whether the assessment is done in-person or online
- Ensure to work with other candidates during group exercises, as well as take the initiative to take up leadership roles when they present themselves
- Stay friendly and polite with everyone you meet. Cooperation is part of the assessed traits, so work together to complete your tasks
- Focus well on your tasks, while being mindful of your time management

# HOW TO NETWORK LIKE A PRO

Knowing how to build connections and strengthen relationships is an essential skill in the working world. Being able to network effectively can mean the difference between having a mediocre career and a successful one.

**A**s you progress into the working world, you will find that having an expansive and effective network has plenty of advantages. From providing a vast avenue of job opportunities to helping to grow your reputation, this means the earlier you can build your network, the more you will be able to benefit from it. However, networking can be an intimidating experience, especially if you do not know how to do it right.

The main aspect of networking is to get yourself out there and mingle with people. Be it through online events or physical ones, the goal remains the same – to make meaningful connections with others while developing your professional network.

While the initial experience of networking can feel daunting, fortunately, this is a skill that can be honed with enough time and practice, so here are some tips to ease you in.



## Networking like a pro

1

### Do your research

Whether it is a career fair or a campus talk, any professional event presents an opportunity to network. Take the time to find out who the attendees are and do your research on them.

For example, if you know there is an architect at the event whom you wish to connect with, you can read up on the latest architectural trends before the event to prepare yourself with interesting nuggets of information to share in the conversation.

2

### Ask questions, and find common ground

Once you find someone you are interested to speak with, ask sound questions related to the topic you want to learn more about, but refrain from hogging all of their time. If you sense that they are getting restless, do not be pushy. Let them go politely by ending the conversation. Before they leave, be sure to ask them for their professional contact information, such as their email address or LinkedIn profile.

Remember that networking is reciprocal, so let them talk about themselves too. Whether it is about their interests or career journey, try to find topics that can engage both parties. This will make it easier to establish common ground and keep the conversation going.

3

### Stay in touch

Remember that your main goal is to professionally connect with them, so refrain from being carried away in idle chitchat. However, just because you have them in your network does not mean that you are done networking – you still need to continue maintaining your connections.

You can start by sending thank-you messages to your new contacts for taking the time to speak with you. If you added them on LinkedIn, you can also engage with them occasionally, such as reacting to their posts and replying to their comments.

If you happen to run into them again at another event, you should take some time to catch up with them. It will help you stay memorable to them and establish a rapport.

## Network tips for recruitment events

### 1 Prepare your elevator pitch

It can be hard to give an introduction that is not only engaging but memorable as well. That is where an elevator pitch can come in handy, so be sure to have it prepared before the event. With plenty of employers looking for new hires, this is the best time to use it!

### 2 Put your best foot forward

First impressions are important, especially if meeting new people face-to-face. From the way you carry yourself to the type of attire you wear, all of this will play a part, so make the effort to dress for the occasion.

As for virtual events, people may primarily form impressions based on how you communicate. With that in mind, speak properly and professionally by using full sentences and addressing recruiters appropriately. If you speak fast, try to slow your pace so people can hear and understand you better.

### 3 Update your LinkedIn profile

If you plan on utilising your LinkedIn for networking, make sure that the information on your profile is up-to-date. After all, it would not make a good first impression with a new contact for them to click into an empty profile!

## Network tips for conferences

### 1 Plan out your schedule

Conferences hardly have a lull period, with plenty of talks and panels scheduled throughout the day, sometimes they even run concurrently. As such, knowing the event's schedule will help you pick out which session you wish to attend and which to skip. After all, with conferences lasting up to a few days, it would be impossible to attend every activity without any breaks.

When you attend a session, be prepared with questions for the Q&A section, or to converse with the speakers or other attendees to build connections.

### 2 Come prepared with good questions

Even though networking is your main objective, this does not mean that this is all you do. Start by taking notes and gaining as much knowledge as you can so you can ask good questions when it is time for the Q&A. Being attentive and asking insightful questions will help you create an impression and lead to others being more receptive to speaking with you later on.

### 3 Be an active participant

As scary as it might sound, your best chance of becoming (and remaining) visible at the conference is to be proactive and actively engaging with others. Whether it is voicing out your answers during breakout sessions or asking a question when the floor is open, try to seize the opportunity to speak up.

However, be sure not to hog the spotlight to yourself, lest you come off as being self-centred and rude. Instead, maintain a balance by commenting occasionally or sticking to asking just one question. This way, everyone will have an opportunity to participate, and you will learn to make your chances count.

# EVALUATING YOUR JOB OFFER

Finally, your persistence and hard work have led to a job offer! What do you do next?



**J**ob-hunting takes a lot of effort. From crafting the perfect resume to successfully handling multiple rounds of job interviews, getting a job offer is worth celebrating after all that hard work. But what comes next?

As exciting as it can be to just accept it, you should spend time and consideration to evaluate the given job offer. After all, the last thing you want is to make an uninformed, rash decision, only to regret it later. Only accept the job offer when you have all the information you need to make your decision, and if you opt to decline it, know how to handle it with grace to maintain a professional relationship with the employer.

Here are some things to take note of.

## 1. Getting the offer

In most cases, successful candidates are notified by email, though other means like phone calls and text messages may also be used. If you choose to accept the position, they will then send over an official offer letter to sign.

Read through it carefully, and take note of anything you want to bring up to the hiring manager. In particular, you should look out for the following:

- Job title
- Fixed salary and benefits (including monthly allowances and/or claims)
- Variable incentives (such as commissions and bonuses)
- Professional development measures
- Probation period (such as its length and its terms)
- Notice period (the time between resignation and your last day of work)
- Expected hours of work
- Annual and sick leave entitlements
- Company insurance coverage
- Start work date

Once again, keep in mind that you do not need to give your decision immediately. Most employers will give you a few days to think over the offer. Ask politely should you need to extend the deadline.



## 2. Clarifying any doubts

Making any assumptions is the last thing you should do, especially with something as important as a job offer. As such, do contact the recruiter immediately if you have any doubts or clarifications.

This also applies to graduate programmes as well. For example, they may be dependent on your grades or qualifications to be valid or may require you to travel out of the country. It will be helpful to turn to your Career Coaches for advice and guidance about the matter.

In addition, do not neglect the details as well, including non-disclosure clauses and terms of exit from the employer. If you violate any of these conditions, such as leaking confidential data on the job, it will be detrimental not only to the company's reputation, but yours as well.

## 3. Accepting the offer

If you decide to go through with the offer after checking and confirming the details, then go ahead and sign the contract. This is enough for most companies, but some may require you to write a proper acceptance letter as a formal agreement to join the company.

Do make sure to send a thank-you note to those who helped you along the way. Be it your Career Coaches or loved ones providing support, thanking them will go a long way to show your gratitude.

## 5. Managing early offers

In some cases, graduates may find themselves with offers even before they start job-hunting. It could be from an impressed ex-boss during a past internship stint or companies scouting for talents.

However, remember that you are not obligated to accept the first offer you get. Instead, consider your options, and do the appropriate research so you can make an informed decision.

Throughout this process, do not be afraid to let the offering companies know that you may need more time to consider your options. As long as you handle them all diplomatically, you can avoid ending things on a sour note.

## 4. Declining the offer

On the other hand, you might realise at this point that the job role or company culture does not suit you. Even if you decide to reject their job offer, you still need to send a response. Ghosting the company and hoping that they take the hint may seem tempting, but doing so will leave a poor impression of you on the hiring manager and could result in you being blacklisted from future openings with the company.

Instead, contact them immediately via email. Be apologetic, thank the recruiter and interviewers for their time and be clear about your decision. Keep it brief and polite – telling them the offer is 'not good enough' will likely burn bridges.

## 6. What not to do

Regardless of your answer, stay tactful and polite throughout, more so if the choice is to reject their offer. Namely, here are some things to avoid doing:

- Signing multiple acceptance letters under the guise of 'just trying things out' or even to 'reserve' your spot
- Continuously delaying your response to multiple offers
- Accepting an offer verbally or in writing, only to retract your decision for a better offer

# THRIVING IN THE MODERN WORKPLACE

As hybrid and remote work become the new normal in today's workplace, knowing how to manage the challenges that come with them can help you start your career on the right foot.

**R**emote working, once considered an odd perk, became commonplace thanks to the global pandemic. But now with social distancing measures easing up around the world, more and more companies are having their employees return to the office, often under a hybrid work model.

This sounds good on paper – you have greater flexibility in your work and life while reaping the benefits of remote work. However, the truth is that hybrid work still comes with its own set of challenges. From an increase in miscommunications to overcoming a slower learning curve when working at home, these can hurt your productivity if you let them fester for too long.

There are ways, however, to manage these challenges. Here are some tips that should help make the transition a little easier.

## Be self-motivated and disciplined

As you will be expected to work independently most of the time, it helps to be proactive and get things done without too much prompting from your supervisors. For example, planning out your tasks for the week, as well as keeping track of important dates and deadlines will go a long way in helping you stay focused on what needs to be prioritised.

## Maintain communication

It helps your supervisors to know what your work progress is like, so check with them if they would like to receive updates from you periodically, and in what form. For example, if they prefer emails, you can consider preparing weekly reports for them. If they prefer video calls, you can then come prepared with updates.

## Stay curious, and keep learning

Apart from doing some research on the company, do ask around and familiarise yourself with how things work, such as where the training resources are. As a new hire, asking questions is normal and even welcomed, so do approach your supervisors or colleagues for help. You can jot the areas down in a notebook to make it easy for your reference.

In the meantime, make an effort to learn about any new trends or technologies in your sector. This can help you stay up to date with your preferred industries.

## Take initiative

In the workplace, you should be the one taking control of your learning and development. From asking for feedback from your colleagues to checking in with your supervisor on what you can improve on, prepare yourself to learn something new every day.



## Step out of your comfort zone

Part of working, unfortunately, is being tasked with things that you may not enjoy doing at first. However, it is best to keep an open perspective and stay positive. For example, if your supervisor assigns you to help lead a project, take it as a learning opportunity instead of an additional chore.

Moreover, do remember that you are still free to turn to your colleagues or supervisors for help. After all, there is nothing wrong with asking for assistance if you need it. Trying to prove everything on your own can be more harmful than helpful.

## Make connections

It can be easy to feel isolated when working from home, so try to make the effort to reach out to your colleagues. Not only is it a good way to immerse yourself in the company culture, but building good relationships with them will help you professionally in the long run.

If you are unsure of where to start, you could start with your supervisor or colleagues you work closely with. Learn as much as you can from them, as well as about them, such as their career journey and goals.

Alternatively, you could also reach out to colleagues who started out at the same time as you, or even ask your supervisor to introduce you to people whom you might click with.

## Know when to take a break

One drawback to remote working is that the lines can start to blur between work time and 'you' time, especially if you use the same space for work and play.

Although it can be tempting to try and get work done to prove yourself (especially when you are just starting out), overworking can and will lead to burnout.

# STEPPING INTO THE CORPORATE WORLD

**It can be quite a leap from your university days, but knowing how to adapt goes a long way in helping you transition into the working world.**

**A**s you start out on your first full-time job, it can feel like stepping into a brand new chapter of your life. It can be a lot to take in, too – along with new independence and responsibilities come the uncertainty of swimming in brand new waters.

Although it can be overwhelming, use this opportunity as the best time to pick up on good habits and routines that will help make adulting more manageable. Here are a few ways you can start building that foundation:

## Start your career well

Thanks to the pandemic, you may not necessarily be having your first day at the office. But even if your job allows you to work remotely, there is no excuse to take it easy. Know what is expected of you in your new position, and make sure you meet your supervisor's expectations, be it hitting deadlines or collaborating well with colleagues. But there is more to impressing your boss than just hard work.

1

### Prepare your wardrobe

Dressing professionally for your job goes a long way, so plan your outfits accordingly. While the company should have already informed you of the dress code, you can also think back on what some of the employees were wearing during the recruitment process as another point of reference.

2

### Make a good first impression

When meeting your colleagues, be enthusiastic but humble. If there are orientation sessions, be sure to attend them and accept any training offered. This will help you get up to speed quickly and show your commitment to your new job role. You can also learn more about the work culture and connect with your new colleagues along the way.

3

### Be respectful

Whether they are your supervisor, a new intern or the janitor, it is important to treat everyone with kindness and respect. Apart from good manners, connecting with people from different backgrounds means having access to new perspectives – something that will be useful to you as you grow. Always keep an open mind and be understanding of others.

4

### Never stop learning

Completing university does not mean that you can close the book on learning! In fact, most companies offer opportunities for upskilling and training for employees. Take advantage of these benefits to learn something new. Our very own SUTD Academy offers a vast variety of courses for you to upskill.





## Tackling your finances

When getting your paycheck, it can feel like the possibilities are endless. But remember that you will gradually have more responsibilities and higher expenditures when you stop receiving pocket money from your parents.

If you want to eventually become financially independent, you will have to learn how to manage your money. Thankfully, so long as you keep to a reasonable budget and stick to some good habits, you will be well on your way.

### 1 Plan out your budget

As you start building up your savings, calculate your take-home pay (such as deducting CPF contributions) before comparing it against your monthly expenses. From there, you can work out a budget that works best for you. If you have trouble keeping track of things, you can turn to spreadsheets or mobile apps.

### 2 Consider getting insurance

Although you may have some existing plans, it does not hurt to look out for other options when it comes to insurance. That being said, with many plans from different agencies, feel free to approach your family and loved ones for advice if you are unsure of where to start.

### 3 Live within your means

Having more spending power can initially be liberating, but avoid going overboard! By developing good saving habits now, it can set you up for a lifetime of successful money management. Do not undermine the power of CPF as this forced savings will come in handy one day, especially when you find yourself needing to buy big ticket items in future such as housing.

## Stay healthy and well

With the constant hustle and bustle of work, it can be easy to forget about yourself in the midst of everything. But while your job is important, your health and well-being should take priority.

Do your best to maintain a good work-life balance, and take care of yourself – not just physically, but mentally and emotionally as well.

### 1 Eat sensibly

Pay attention to what you eat daily, and try to refrain from snacking while working. You can even consider making your own meals to bring to work. This not only saves you some money, but the meals are generally healthier, too.

### 2 Keep active

Find a way to keep moving throughout the day, especially if you spend most of your time desk-bound. You can do simple stretches between breaks, or take a walk around the office. Outside of work, try to keep the habit of exercising regularly, preferably at least three times a week.

### 3 Rely on your loved ones

Although you are stepping into the 'adult' world, it does not mean that you have to shoulder everything alone. Never forget that you can always rely on the support of your loved ones, be it by providing words of encouragement or spending time together.

# MNCS, SMES AND START-UPS: UNDERSTANDING THE DIFFERENCE

Learning about the different types of companies and their respective workplace cultures can help you make an informed choice.



## Multinational companies (MNCs)

MNCs have business operations in at least one country other than their home country, along with several established facilities and assets. They often enjoy a larger workforce, economies of scale, and market share in their industry.

### The benefits

#### Prestige and reputation

MNCs tend to be favourites among graduates due to the prestige of working for a renowned brand. With its long history of success and strong reputation, working for an MNC is known to have a positive impact on career prospects.

#### Global opportunities

With established offices around the world, MNCs can offer opportunities for travel, such as regular business trips or even relocating to another country. The company's diverse culture also means interacting and working with people from all over the globe.

#### Developing your specialisation

Employees are often able to concentrate on their own job scopes rather than cross-functional tasks, giving them the opportunity to become specialists.

Additionally, MNCs have the resources to provide avenues for professional development, such as training courses and workshops for upskilling.

### Factors to consider

#### Bureaucracy

Due to its large organisational size, an MNC's structure is often rigid, and adopts strict standard operating procedures. This can mean a lack of flexibility and many levels of red tape to execute even a small task.

#### Fierce competition

MNCs are not just popular with fresh graduates, but with experienced job-hunters as well. Additionally, the hiring process can be intense and time-consuming, often involving more than just one interview. Assessment centres and various tests are also common elements in an MNC's hiring process.

To stand a chance, be prepared with a compelling resume and cover letter, and brush up on your elevator pitch to set yourself apart during the interview process.

## Small and medium-sized enterprises (SMEs)

Locally-owned businesses usually have fewer than 200 employees or an annual sales turnover of under \$100 million. However, SMEs provide employment for more than two-thirds of Singapore's workforce and contribute nearly half of the nation's gross domestic product.

### The benefits

#### Greater variety of work

Since SMEs are smaller, all employees tend to wear many hats and take on cross-departmental tasks and responsibilities. This allows their employees to learn more skills quickly, especially if they are at an early stage in their career.

#### Career progression

Being part of a smaller team means employees tend to work more closely with one another, including senior staff and higher management. This means your achievements are more easily recognised, which can speed up your career progression.

#### Team bonding

SMEs tend to have flatter hierarchies, which often leads to an open workplace culture. This makes it easier for employees to connect with one another, thus fostering an environment of collaboration and communication.

### Factors to consider

#### Lack of formal training

Due to limited resources, formal training programmes and graduate schemes are uncommon in SMEs. Fresh graduates should hence take the initiative and be proactive in their own professional development. Always take the opportunity to learn from others in the team and on the job.

#### Limited work benefits

Compared to larger companies, SMEs tend to have fewer monetary-related benefits, such as healthcare or bonuses. However, they usually make up for this through other means, such as competitive salaries or flexible working hours.

## Start-ups

These are businesses that have been established for less than five years, and offer products and/or services that are often niche or difficult to find in the existing market.

### The benefits

#### Innovation

Graduates who thrive in an innovative environment will enjoy working at a start-up. In addition, new ideas and suggestions often flow more freely here, so you may have more chances to experiment with ideas that have never been done before.

#### Flexibility

Start-ups may not have established regular business operations yet, which allows them to offer their employees more flexible working hours.

#### Independence

For those who like to take charge of their own development, start-ups may be the right choice for you as they tend to advocate independence and self-development. While you are free to make your own calls within your role, being proactive and self-motivated are critical to success here.

### Factors to consider

#### Uncertain job security

Unfortunately, start-ups have a high turnover rate, and their future prospects may often seem uncertain. As such, going into a start-up means accepting that your job stability may be at constant risk.

#### Long working hours

Working for a start-up can come with a heavy workload, resulting in longer working hours for everyone. This is especially true during the start-up's early days, and may even involve working on weekends and holidays if necessary.



# INSIGHTS FROM AN EMPLOYER

**Eddy Teo, Senior Engineering Manager from Dyson, shares his views on the importance of having a technical portfolio, as well as interviewing tips to clinch that engineering position.**



1

## What are some important technical skills that engineering graduates need today?

The challenges engineers are trying to solve today are quite complex and diverse. This means graduates who want to succeed in this career will need to have technical skills in both hardware and software.

To do so, graduates must first be well-versed in their coursework, whether in engineering design or sustainability. In addition, they must have the industry acumen to relate those skills to Industry 4.0 and smart manufacturing.

By integrating their knowledge of traditional core skills with new technology, today's engineers have a better chance of rising up to the challenge of transforming today's world for the better.

2

## What does Dyson look out for in graduates' technical portfolios during physical interviews?

Technical portfolios are essential in showcasing what candidates are interested in. While it is important to show off the projects you have done in school (both the final products as well as the process), your portfolio should also include ones you have done outside of your curriculum. This is where your interests shine and is what Dyson looks out for.

Specifically, these after-school projects should show your inherent interest in engineering and the problems you are trying to solve. This gives us valuable insight on who you are as an engineer and what inspires or drives you forward.

In addition to your portfolio, consider bringing along some prototypes to the physical interviews. This will ensure a good talking point and helps us to get to know you better.





3

### What is Dyson's hiring process like today?

The hiring process can differ from year to year, but it generally starts with candidates submitting their application through our website. The talent acquisition team then picks out applicants with relevant CVs and gives them a call to discuss more about the jobs they have applied to, along with the respective job scopes.

The next stage is a physical interview with the hiring manager, which usually starts off with a technical assessment. Afterwards, the candidate and the interviewer will go through the technical assessment, along with their portfolio and prototype. Depending on the team you are joining, there may also be a third stage where candidates will meet the head of the department.

4

### Additional tips to ace an interview at Dyson

First, take some time before the interview to brush up on your technical knowledge as well as your past projects so that you are able to articulate your responses clearly and accurately. One of the first things we take note of is whether the candidates can communicate their thoughts successfully and describe engineering technical terms well.

Secondly, you should show off your skills via your portfolio, prototypes or samples, but do not worry if they do not work. Part of Dyson's ethos is to learn from failures, so even if your products failed to produce results, they are still effective talking points for you to share what you have learnt and how you would make improvements. This is a strong intention for you as an engineer and the best way to put your passion on a pedestal.



# ALUMNI SPEAKS



**Clement Vimal  
Ravindran**

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Bachelor of Computer Science  
& Design, 2022

**Technology Consultant  
Ernst & Young Singapore**

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**The things you learn  
and the connections  
you make through  
your jobs will help in  
the future.**

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## My job

My job consists of liaising between my clients and our technical team to implement the System Application and Product (SAP) solutions catered to their requirements. As part of the project management team, I am able to learn on-the-job by having a better overview of the projects. Here, I take care of any onboarding and applications of new team members, as well as check in with the team as a whole about their overall progress.

## How I got my job

After having gone through the eResume Exercise with the Career Development Centre, I received a call from Ernst & Young to attend an interview, which involved speaking to a senior manager about my past projects, as well as sharing my experience working in teams.

Something I realised was that in order to get through the interview, you have to be both honest and confident – to admit when you do not know the answers, instead of faking them. In addition, treating the interview like a conversation helps, since good communication is a key part of the job.

## My first month

It has been a very fruitful learning process. The internal learning and development system provides a lot of resources for us to make use of. The assignment of a buddy, as well as a counsellor, really helps to understand the system and admin details, and settling into the team. I still have a few courses to attend over the next few months before I can start working on the systems properly. I look forward to seeing how it goes.

## First challenge

Working from home was challenging initially, as I was unable to properly meet and integrate with my team as well or as quickly as I wanted. Even so, they are very supportive, and try to arrange meetups for us to get to know one another better. I hope to gain better insight on how to succeed at my job through working on projects with them.

## Some advice

Do not be afraid to try – there is no harm in applying for jobs and trying out something new. In truth, consulting was not something I considered when I joined the ISTD pillar, but the job scope appealed to me enough for me to try it.

In addition, the things you learn and the connections you make through your jobs will help in the future. This includes not just your coding skills, but also communication skills, especially when dealing with clients.

And whatever you do, do not give up!





## LIM KEN ZHO

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Bachelor of Engineering Product Development, 2022

**Chief Technology Officer (CTO)**  
Write Brothers

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**As a CTO, while I can specialise in one technical area of expertise, I still need to have some knowledge in other areas, such as the up-and-coming technology in the industry.**

”

### My job

My responsibilities involve research and development, as well as maintaining our proprietary handwriting machines. As a technical officer in a startup, it is important to be knowledgeable in a variety of areas in order to make up for the lack of manpower. This is especially true when hardware is involved, as automated systems not only require mechanical and electrical engineering, but also proficiency in software and firmware.

As a result, my daily tasks can range from designing printed circuit boards and modelling 3D-printed parts to hot-fixing bugs in the machine's graphic user interface. There are times where the work is quite menial and labourious, such as ensuring quality control for our thousands of handwritten cards. It is also my responsibility to train and manage our interns. In short, my job requires different demands every week, depending on our priorities.

### How I got my job

As one of the company's co-founders, I did not have to go through a selection process. However, I do have some tips when it comes to running your own company. Firstly, make sure that whatever your motivation is for starting, do not compromise on it. Whether it is taking the start-up's mission to heart or simply wanting to work on something you can call your own, stay true to it, and do not make money your main priority if you're looking to be an entrepreneur.

Additionally, you need initiative when working for yourself. Being your own boss means you can decide when, what and how you work, which could lead to you doing nothing at all. If you can show that you are a person of action capable of creating actual change, then this is a big advantage for you.

Lastly, I encourage you to expand your skillset and not just be good at one thing. As a CTO, while I can specialise in one technical area of expertise, I still need to have some knowledge in other areas, such as the up-and-coming technology in the industry.

### The highs and lows

I really enjoy the research and development tasks here as not only do I find them challenging, being able to resolve them with my own designs is quite satisfying. Moreover, I get to play around with 3D printing and prototyping, so I often learn new things on the job.

That being said, the non-technical aspects of my job are not always appealing to me, such as having to attend networking sessions alongside my co-founders. However, despite my apprehension when it comes to speaking to strangers, I know it is important for me to continue building up my network.

### My happiest moment at work

My happiest moments at work are definitely when any new performance milestones are reached by the automated handwriting machine. For example, when the card feeder was able to operate overnight without supervision, which allowed it to produce cards more efficiently, I was delighted. Right now, I am focused on the speed and difficulty of assembling the machine. Ideally, if I am able to make it so that anyone can build the machine easily by following a manual, it would definitely be my new greatest achievement.

### Some advice

If you want to become a CTO, you need to make sure that you can rely on the people you are going to work with. After all, being in a position where your partner is either incompetent, not taking it seriously, or both, will make things very difficult. This is, unfortunately, a common issue that many start-ups face.



## SANJAY SHANKAR

.....  
Bachelor of Engineering in  
Information Systems Technology  
and Design, 2020

**Business Analyst, Digital  
Schroders**

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**Knowing that  
our team is at  
the forefront of  
building products  
that are of strategic  
significance to the  
organisation keeps  
me motivated.**

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### My job

As part of the digital team at Schroders, I am responsible for products ranging from digital investment and portfolio advisory solutions, to chatbots, websites, apps and portals. As a business analyst, I work on digital propositions that tackle business challenges and extend our offerings to clients, and ensure that these products are launched successfully. To do so, I wear multiple hats, including business analysis, project delivery, product ownership and product management. So, every day is new and exciting.

### How I got my job

I initially interned at Schroders in 2019, and was later offered to return full-time for its graduate programme. Apart from completing an online application, I had to complete several tests that assessed my numerical, logical and verbal reasoning skills. Following that was a video interview, as well as an assessment centre consisting of interviews, case studies, presentations and group activities. Usually, the assessment centre is the most daunting stage for people. I heard I got the job because I was calm, charismatic and a team player with good clarity of thought.

### The highs and lows

Knowing that our team is at the forefront of building products that are of strategic significance to the organisation keeps me motivated. I also appreciate that my ideas and opinions are always valued.

However, when you work closely with colleagues from around the world, it often leads to late-evening meetings. Thankfully, Schroders' emphasis on work-life balance, flexi-working and great colleagues makes things manageable for me.

### My happiest moment at work

I have had opportunities to work on multiple projects with a variety of technology and business teams. One particular highlight was when I was assigned to work in London for a few months, which had me play a key role in a global project focused on transforming our web architecture into a new headless/API-driven architecture and enhancing user experience, search engine optimisation, marketing analytics and search capabilities across more than 120 websites. It also gave me the chance to travel around the United Kingdom which made my time more memorable.

### Some advice

Attitude is everything – skills can be taught, but your approach to solving problems, learning, and helping others cannot. Have a growth mindset, be open to learning new things and doing things differently. Work hard to ensure that quality work is delivered on time, while also helping your teammates succeed. Show them that they can always trust you to get the job done.

Fly high, but more importantly, never lose your humility. You can be the most skilled person in the world, but no one will want to work with you if you are arrogant.





## NATALIE PHOON

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Bachelor of Science in Architecture and Sustainable Design, 2018

**Architectural Trainee  
DP Architects**

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**Doing so instead of following the crowd can seem intimidating at first, but once you set your goals, plan ahead and take action, you will feel invincible.**

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### My career plans

I decided to major in Architecture and Sustainable Design (ASD) because I wanted to save the environment via designing the built environment. ASD not only equipped me with architectural knowledge, but also the skill sets and mentality to explore unknown solutions for today's problems.

After completing my Bachelor of Science, I decided to continue pushing the boundaries of green design by exploring how landscaping could be further integrated with buildings. After a brief stint at a landscape contractor firm and a research lab in innovative structures, I am now back in school with a better sense of the industry, as well as a thesis topic for my Master in Architecture programme.

### My job

As a quantity surveyor in the landscape contractor firm, my role involved cost estimation and project claims. I would compute price quotations of greenery and water features in projects that were up for bidding, and prepare project claims to the main contractor for projects we have completed. In contrast, my second position was less structured and included diverse tasks, with the research team working towards commercialising the novel structure. It ranged from sourcing for clients, to facilitating meetings with various stakeholders, and preparing marketing materials.

### How I got my job

I obtained the first job after a series of online applications for various positions in the landscaping sector. The interview at this small landscape contractor firm was brisk, where the director asked about my interest in the firm and my qualifications. While he acknowledged my undergraduate degree in architecture, he also noted my diploma degree in environmental

engineering. As my priority was to be in the landscape sector, I accepted the position of Quantity Surveyor. As I was preparing for my next job application to a landscape architect firm, I contacted my ASD Professor to get feedback on my portfolio. I previously worked on innovative structures under him as an undergraduate and he was looking for someone to help commercialise the structure. Since this structure could be applied in landscaping, I agreed to the position as a Research Assistant in his research lab.

### Highs and lows

What kept me motivated in my work was the landscaping knowledge and industrial insights gained along the way. Site meetings and variation orders showed me how technicalities of softscape installation and not just aesthetics should influence plant selection. Understanding the needs of potential clients and partners was also critical in refining the novel structure for successful take-off in the market. All of this bridged the academic theories I learnt from school into real world application.

### Some advice

I decided to work for a few years after graduation instead of taking my Masters immediately because to me, it felt like the right thing to do. Doing so instead of following the crowd can seem intimidating at first, but once you set your goals, plan ahead and take action, you will feel invincible. You become more confident and happier because you know you can do it.

Keep observing how the world runs, ask yourself what you want to do, and acquire the necessary knowledge to get there. The end result is a career path, skill set and impact unique to you.

# THE GLOSSARY OF CAREER PATHWAYS

Having so many career sectors out there means a wide variety of opportunities and pathways for you to pick.

## Career Sectors

-  Banking and financial services
-  Business and management consultancy
-  Electronic products
-  Engineering and manufacturing
-  Fast-moving consumer goods (FMCG)
-  Healthcare
-  Information and communication
-  IT and technology
-  Logistics, transport, and supply chain
-  Public administration and defence
-  Scientific research and development

## Banking and Financial Services

An expansive industry in itself, opportunities in this sector can range from banking to insurance and risk management. For those looking to join this sector, graduates should have strong numeracy and communication skills, a strong work ethic, and be prepared to obtain professional qualifications as well.



### Banking

This sector generally consists of global investment banks, which offer a wide variety of services, from corporate finance to trading. However, graduates can also choose to go into more specific areas, such as asset management and private banking.

That being said, it can be difficult to get into this sector without some internship experience. On top of that, it is also important to have relevant extracurricular activities listed in your resume, such as being in finance societies in the university. Interested graduates will also need to stay updated on the latest news and developments in the sector, along with attending events by finance employers to get a feel for the type of employees they are after.

In addition, there are three notable components when it comes to a bank, with all three having vastly different job scopes to choose from.

**Front office** – Those working here are often those who work directly with clients, as well as handle the needs of the bank itself. Positions here include sales, marketing, pre-trade and execution activities, all of which directly generate the bank's revenue.

Most of these roles are client-facing, thus interested graduates should have good interpersonal and negotiation skills.

**Middle office** – Often working directly with the front office, roles in the middle office include risk management, compliance and finance control. They help to assess risks, track and calculate profits and losses, ensuring that the bank does not take risks they cannot afford.

**Back office** – Although it is not involved in direct revenue generation, it is not any less important, providing vital support and administration assistance to the other two offices. This includes IT, operations, HR and accounting falling under this category.



### Insurance

Insurance financially protects individuals and companies alike in the event of an unexpected, unforeseen event. This sector values graduates who are not only innovative and optimistic, but also excel in both number-crunching and handling clients, especially where changes are often commonplace.

Although the actual job title may vary from company to company, job roles generally fall into these categories.

- **Graduate underwriters** determine whether a policy should be granted to a potential client, what conditions should be attached to it (if needed), and how much the client must pay in premiums. They work closely with actuaries and negotiate with insurance brokers.
- **Claims management trainees** handle and process compensation claims in accordance with their policies. This includes dealing with a claimant and determining if the claim made is valid.
- **Trainee loss adjusters** assess the extent of loss sustained by the policyholder, investigate its cause and determine whether the claim made is valid. They are usually independent from insurance companies and instead work for specialist practices.
- **Graduate insurance brokers** work with their clients to ensure that their needs are covered by the best and most cost-effective insurance products.
- **Trainee actuaries** are employed by insurance employers to manage funds and aid in analysing financial data and trends to complete financial forecasts.

While STEM (science, technology, engineering and maths) or business-related degrees are preferred, most insurance jobs are open to all graduates regardless of discipline. However, graduates should be equipped with quick-thinking skills, a keen eye for detail and client-facing skills.



## IT Solutions

As technology continues to advance, it has improved the quality of service banks can provide to their clients. As a result, IT professionals have also found a place in this industry, helping to facilitate business performance by improving data quality and security.

Keep in mind that work in this field is often project-based, and will have you interact with a variety of teams from various departments. As such, it helps to have an outgoing personality and being good at communication.

## Business and Management Consultancy



### Advertising

Although graduates may be required to apply directly for entry-level positions in larger organisations, this sector is generally open to all disciplines, so long as they have the relevant experience. Furthermore, because most advertising agencies hire year-round, it helps to think about what role you want before applying.

Responsibilities can include taking on account roles to manage clients within the firm's business arm. However, they may be reassigned to the creative branch as a copywriter or an art director on occasion.



### Consulting

At its core, consultants offer professional advice to both individuals and organisations on industry-specific topics, though what they are can vary from sector to sector. Typically, there are two main types of consultants:

- **Process or operational consultants**

They play a key part in helping organisations improve their efficiency and profitability by identifying and solving specific client problems. Consultancies under this type often onboard graduates as systems analysts, IT consultants or business process consultants.

There is a general reliance on computer systems when it comes to business problems, so having proficiency in analytical and IT skills will be required.

- **Strategic consultants**

These consultants work with corporate clients to advise and develop business strategies to improve business success, such as by improving profits or shareholder value. Graduates often start off as research analysts or associate consultants. Although the commitment here is high, so are the rewards.

An average project can last between two to three months, with teams of three to four consultants based either at the office or with the client. In-depth knowledge, whether on business strategy or in a particular industry, is a requirement, thus employers find graduates with excellent grades and involvement in extracurricular activities more appealing.



### Market Research

Market researchers use research techniques and data collection methods to collect and study information about customers, sales trends, and more. The data gathered is used to guide future business and marketing strategies.

They work in both agencies and in-house, and are responsible for designing research projects, conducting interviews and publishing reports based on data analysis. Graduates interested in this role should be interested in people and behaviour, as well as have strong organisational and analytical abilities.



## Purchasing

Purchasers are responsible for procuring the right quantity and quality of goods for their own company or for resale to clients at the best possible price. Their responsibilities can be quite varied – from conducting extensive market research to negotiating and managing relationships with suppliers. Purchasers may also find themselves preparing strategies and policies, writing specifications and standards, and ensuring that their supplies comply with the organisation's standards.

With all this in mind, prospective applicants should have strong research and networking skills, as well as excel in interpersonal and communication skills.

## Electronic Products

With a growing reliance on technology and electronics, this industry spans a wide range of expertise and innovation – from consumer goods to automotive and communication equipment, which can be manufactured in varying quantities depending on demand.

There are also numerous opportunities for career advancement in this industry as well, such as promotions into management positions or becoming a technical consultant. Alternatively, you can work independently as a freelance electronic contractor or consultant. However, keep in mind that your jobs can come from anywhere and can vary in length. As such, be prepared to be flexible with your lifestyle.

There is also the option of taking up a technical marketing role which combines your existing engineering knowledge with customer service.

## Engineering and Manufacturing

A degree in engineering can grant more than becoming an engineer – it opens doors to many other options, too. Apart from key employment sectors like engineering consultancy, research and development (R&D) and defence, many engineers find a place in commercial, management and consulting roles in a variety of organisations.



### Aerospace

In general, the global aerospace industry is organised in tiers. The first are aircraft manufacturers like Airbus and Boeing, followed by engine and system contractors such as General Electric and Rolls-Royce. It is worth noting that in Singapore, most of the industry revolves around the latter, specifically in aerospace maintenance, repair and overhaul (MRO).

However, aerospace-related R&D has been slowly emerging as well, for both civil and defence purposes. Much of this can be attributed to various research partnerships formed by well-known companies such as Boeing, Pratt & Whitney, and Rolls-Royce, with the state-funded A\*STAR research consortium.

Engineers will find themselves working with high-end technology, and will likely see through projects from start to finish, from structural design, stress-testing, and working with aerodynamic software.

Keep in mind that due to the technicality and complexity of projects in this sector, they tend to have long lead times, lasting up to ten years.

Graduate engineers will find themselves with plenty of responsibilities, working alongside more experienced engineers on on-going projects.



### Architecture

Architects create and develop designs for new construction and redevelopment projects. Their expertise ensures that the planned structures not only look good, but are also safe and functional, by utilising specialised knowledge and drawing skills. Furthermore, they must adhere to budget constraints, client needs and potential environmental factors throughout the process.

Keep in mind that working long hours can be fairly common in this industry, and managing both deadlines and budget constraints can add to the stress. However, the sense of accomplishment from knowing that your work has impacted not only society, but also the environment, can make your efforts worthwhile.



### Built Environment

From infrastructure like roads and highways to its respective support systems like ventilation and plumbing, this sector is responsible for their construction and maintenance. This includes consultants, who advise clients, develop designs and oversee projects, and contractors who carry out the actual construction and maintenance work.

Engineers may also be hired directly by developers, retailers or the public service. Moreover, with an increased focus on sustainability, more projects may become more complex as they aim to reduce energy consumption and emission rates. As a result, it is common for graduates to start off with just one project, before slowly being allowed to manage multiple simultaneously.



### Clean Energy

With an increased focus on finding sustainable solutions for Singapore's energy use, the government has made significant investments towards R&D in this sector. Although part of their duties involves testing technology to harness alternative energy, engineers in this field can find themselves working in other roles. This can include improving systems for energy efficiency, managing energy storage systems and designing systems to utilise renewable energy, such as wind or solar.



### Defence

Working in the defence engineering sector means that graduates have the opportunity to work with a lot of technologically-advanced projects, with some potentially being further ahead than what is publicly available. They will work with a wide range of products, services and systems that support Singapore's armed forces. Generally, responsibilities are split into three parts: R&D, platform and equipment supply, and service and support.

Nearly all of the major employers in Singapore's defence sector are either in the public sector or are directly linked with the government. Regardless, they often hire a large number of engineering graduates on a rolling basis.



### Lighting

These engineers are in charge of setting up, rigging, operating and maintaining lighting systems and electrical effects for shows in the art and media scene, whether indoors or outdoors. However, knowing the lighting requirements is just part of the job. Depending on the client and occasion, graduates will need to demonstrate both their technical and creative skills if they want to truly impress.

Furthermore, they will work closely with other staff members, such as sound engineers and lighting designers, in order to transform the client's vision into reality, so having good communication skills will be required in this industry.



### Manufacturing

The process of manufacturing involves converting raw materials into new, finished products, from food and drink to medical supplies and even vehicles. Considering its importance in not just providing goods but driving the economy forward, engineers in this sector are responsible for ensuring that the end products are created safely and efficiently.

Areas of work here include research, design development and quality assurance of products. However, engineers can also apply their skills in other roles, such as in marketing, supply chain management and sales.



### Oil and Gas

This industry is broken down into three components. Upstream companies extract oil and natural gas, midstream transports the raw materials to refineries while downstream companies refine them into petrol and other chemicals.

Apart from bigger international companies like BP, ExxonMobil and Shell, there are also national and independent oil companies present in Singapore. Moreover, some of these companies offer more specialised services, such as drilling and subsea operations, while engineering contractors design and build oil rigs, refineries or drilling platforms.



As one of the world's major refining hubs, this is where most of the work can be found. Companies will hire engineers to work on the oil refinement process while allocating non-engineers to trading roles.



## Product Design

This field of work focuses on picking out opportunities for new products, or determining if an existing one can better fit the needs of both consumers and the market. Product design engineers are then responsible for resolving any design requests made by stakeholders and developing new ideas that are not only innovative, but are practical and suitable enough for manufacturing.

This job will require a lot of cooperation with a wide variety of people, from fellow engineers to stakeholders and marketing teams, making interpersonal skills vital for success. Employers in this field also look out for graduates with adaptability, time management and design creativity.



## Robotics

Also known as automation engineers, they build and maintain robots that have since made daily life simpler for society as a whole. However, before they can even be debuted on the market or even be developed, engineers will have to put in a lot of planning and research. This can range from its functions to its design, and can even result in developing new technologies for this purpose.



## Sound

Considered as audio professionals, they tackle the technical aspects of sound and audio by working with sound equipment to ensure that the quality of recordings and audio tracks adhere to standards. Depending on their work environment, their responsibilities may vary, from maintaining audio balances at live performances or recording and mastering audio tracks.

Graduates interested in this field will need to have the manual dexterity in order to identify and adjust minor details in sounds with split-second timing. In addition, sound engineers should also be good at problem-solving, along with communication skills as they will find themselves often working with others. In addition, jobs may require the usage of sound editing software and equipment, so having prior experience with them is a big plus.

## Fast-Moving Consumer Goods

Known as the FMCG industry, it revolves around products with a quick shelf turnover, like cosmetics, processed food and plastic goods. Due to the range of responsibilities in the sector, employers are open to graduates from a variety of disciplines, hiring them in management, research and development, sales and more.



## Management

With most of the industry's profits stemming from selling high quantities of low-cost goods, the logistical challenges can be daunting at times. Here, even the smallest mistakes left unchecked can snowball into a huge headache for both management and clients alike. This is why managers need to ensure that such issues are swiftly addressed to maintain the company's profitability.

The environment can be fast-paced and stressful, so interested graduates should possess a strong attitude and be able to keep up with the competitive nature of consumer product companies. Employers in this industry also look for adaptability, problem-solving abilities, and commercial awareness.



## Research and Development (R&D)

In this particular sector, R&D is a fusion of both business and science where graduates turn concepts into reality according to consumer demand. This can either be from refining an existing product or creating a new one entirely.

However, jobs in this sector will require specific qualifications, preferably in STEM fields, though degrees in design may be considered. Graduates should be inquisitive and willing to dig deeper into what is already known, which will help in the quest for improvement and keeping up with consumer demands.



## Sales and Commercial

Known as 'customer development', relationship-building and maintenance is a key part of a career in sales. Here, representatives from FMCG companies work with retail outlets to ensure that products are sold with the highest profits possible by maximising their appeal.

While job positions are generally open to graduates of all disciplines, some competencies are still preferred, such as having good leadership skills, communication and negotiation skills.

## Healthcare

Engineers play a key role in many aspects of the healthcare sector, including biomedical, chemical, electrical and systems engineering to name a few. With an on-going focus on pharmaceutical and biomedical R&D, there are plenty of opportunities for interested graduates to choose from.



## Biomedical Engineer

Utilising maths, engineering and biology, biomedical engineers not only investigate how the body operates, but also identify gaps in healthcare and other issues. Responsibilities include designing, building and maintaining medical equipment, as well as potentially developing drugs or even artificial body parts in a bid to treat medical ailments and conditions.

Another aspect of their duties includes conducting research, in which they then compile the results for publication. As such, having a good grasp of research methods and techniques will be useful. Moreover, as biomedical engineers often work with doctors and medical staff, interpersonal skills are valued too.



## Medical Product/ Equipment Designer

These designers specialise in designing new medical products and equipment, from start to finish. Even before prototypes can be produced and tested, they are the ones who provide the blueprints for them. In addition, they are responsible for listing down guidelines and procedures for products to be adhered to during the full-scale production process.

Employers of this sector are usually medical organisations, manufacturing companies and private consulting firms which operate in design and medical tech industries. On the other hand, some graduates may find employment in high-tech R&D laboratories instead.



## Medical Technologist

Known as clinical laboratory technologists, their duties involve running tests and analysing the results on bodily fluids like blood. They are often found in hospitals or independent laboratories, and will find themselves working with a lot of high-end equipment. Medical technologists often work with physicians or laboratory directors to investigate outpatient data after their test results are analysed.

Responsibilities can include conducting deep analysis of microscopic, immunologic, biologic and chemical tests, and reviewing their results. In addition, they may prepare cultures of tissue samples, establish and monitor programmes for data accuracy, examine slides of bodily fluids or even cross-matching blood samples for transfusion.



## Pharmaceutical Engineer

From biological to chemical materials, they are involved in developing and manufacturing pharmaceuticals and other related therapies. Specialisation is possible in this sector, including in product delivery, design quality and more. These engineers may also take charge of other aspects of production, such as packaging, labelling, quality assurance and regulation.

Pharmaceutical engineers spend most of their time in research facilities and manufacturing plants, and are hired by pharmaceutical companies, universities, agencies and national laboratories.

## Information and Communication



### Broadcast, Radio and Television

The field of broadcasting offers graduates the opportunity to work with or even become the face of a wide range of media platforms. From broadcast television to radio channels, graduates will play a role in the distribution of information, entertainment or both.

Experience is highly valued in this field, regardless of role. As such, taking part in student newspapers or broadcasting clubs in school is a good way to get yourself familiarised with how the industry works.

Employers also value graduates who are confident and creative, as well as able to think quickly on their feet under pressure. Having good organisational, communication, teamwork and problem-solving skills are vital as well, and will be put to use in this fast-paced industry.



### E-commerce

With the rise of online businesses, this sector focuses on catering to the needs of consumers through developing unique products and services to increase their market shares. Among the skills required to succeed in this industry, the most important ones include business analysis, programming and being knowledgeable in networks and applications.

In addition, interested graduates will need to understand the mindset of consumers and how these unorthodox businesses operate. Especially with how quickly trends can shift in this industry, staying adaptable, dedicated and inquisitive is the best way to thrive here.



### Telecommunications

This industry is all about connecting people, whether through traditional phone lines or new-age computers and mobile devices. Consisting primarily of two groups, most job opportunities stem from vendors and carriers. While vendor companies like Apple and Samsung provide both hardware and software, carrier companies like Singtel utilise those products to develop telecommunication services, which they then sell to end-users.

Requirements to enter this industry can depend on the job role, but the general rule of thumb is that a strong academic background and a relevant degree are necessary, such as in telecommunications, information technology and computer science. However, having technical experience and skills alone is not enough – having strengths in problem-solving, communication and being detail-oriented will also be required.

## IT and Technology

Most organisations require the utilisation of IT in some shape or form, whether as a core part or as a service provided to consumers and other businesses. This has resulted in a large, diverse range of work opportunities to choose from, whether they are highly technical like software engineering to more general areas of work like sales and marketing.



### Artificial Intelligence (AI)

This sector revolves around the creation of intelligent machines and/or services that operate and react as humans would. Due to the technical nature of the industry, interested graduates will need to have strong foundations in STEM subjects, logic and engineering perspective.

In addition, AI specialists are responsible for designing, maintaining and repairing technology and software programmes. Moreover, apart from technical skills, working with AI requires an analytical thought process and being able to solve and troubleshoot issues while remaining cost-efficient. Having foresight about technological innovations also helps in keeping companies competitive in the industry.

A career in AI can be found in a variety of settings, such as in education and healthcare facilities and private companies. Job positions can include algorithm specialists, computer scientists and engineering consultants, to name a few.



## Cyber Security

Encompassing the technology, processes and practices to protect networks and machines alike, those who work in this sector are responsible for preventing data theft, damage and hacking. There are a variety of career options and specialisations in a large range of industries. For example, graduates can pursue or specialise in operations, systems engineering or even architecture and testing.

Employers here tend to look out for two distinct traits – inquisitiveness and good communication skills, especially since they will need to speak to and explain their services to clients, often in layman's terms. In addition, prospective hires must be willing to search and identify security gaps, as well as come up with solutions to resolve them.



## Full-stack Developer

Proficient at both front and backend programming, full-stack developers are responsible for handling the work of databases and servers, as well as front-end architecture. They also assist in conceiving user interactions on webpages and creating servers and databases for functionality.

As for those who specialise more one type of programming, be it front or backend, the job scope of a full-stack developer has often been split in two at tech companies. As such, there is the freedom to either focus on front-end duties or UX/UI development, or provide support as a back-end developer.

Having a degree in computer science is not the only requirement to get into this job. Candidates with strong organisational and problem-solving skills will have an advantage (proficiency in programming languages like Python and Ruby).



## Programmer

Being a programmer is not simply just about writing code – there is also the know-how and ability to create code that is not only functional, but clean as well.

This is often a solo job, and interested graduates will work with a variety of programming languages, from Visual Basic (.NET) to C++, to write all kinds of software programmes. On top of making new ones, they may also be tasked to update existing codes, all while ensuring both are free from syntax errors and bugs. Programmers may also work with software developers to create products as well.

Other than technical skills like in mathematical aptitude, those with good organisational skills, time and project management will do well in this sector. Due to the nature of coding, having a sharp eye will also be helpful.

## Logistics, Transport and Supply Chain

The backbone of practically every other existing industry, much of the world's productivity would sharply fall without this sector. After all, it involves the transport of goods and services around the world in a timely manner, which is crucial in more ways than one.

Logistics involves the integration of parts in supply chain management, primarily in transport, stock control and warehousing. In some cases, it is an in-house function, but for others, companies can choose to have it done by a third-party service provider. Job responsibilities here include setting strategies, planning projects, negotiating with contractors and monitoring the whole process.

## Public Administration and Defense

This sector is broad, and includes many major organisations, such as the civil service and the agencies under it, non-departmental public bodies and the government. Grassroot communities, such as teachers in state education, social workers and police departments fall under this sector too.



## The Civil Service

The Singapore Civil Service comprises the central governing bodies, and helps ministers devise and efficiently execute government policies. They are organised into ministries and statutory boards, and are each in charge of one aspect of Singapore, such as healthcare, education and manpower.

The Public Service Division (PSD) guides the direction of HR policies in the civil service by developing frameworks for the various ministries. In addition, they also cultivate and maintain the quality of civil workers, as well as propose solutions and platforms for strategic interdepartmental issues and discussions.

While individual ministries generally accept applicants from graduates, their recruitment practices vary depending on function and ministry, so their availability may be hard to predict. As such, it is a good idea to check on them periodically to stay updated on their hiring periods.



## Armed Forces

With the implementation of the National Service, most male Singaporean graduates will have some existing experience within the Singapore Armed Forces (SAF). Careers in this area are divided into three distinctive branches – the Singapore Army, the Republic of Singapore Airforce and the Republic of Singapore Navy.

While there are roles as combatants or soldiers, there are also plenty of non-uniformed positions for those who want to provide support, such as in SAF's R&D department and DSO National Laboratories, and help improve Singapore's defence capabilities.



## The Home Team

Falling under the purview of the Ministry of Home Affairs, they are responsible for Singapore's public security and work as emergency response units as well. For example, the Singapore Police Force (SPF) offers both uniformed and civilian roles. The former will find themselves undergoing practical training and dealing with street duties, though they do have desk work on occasion. On the other hand, civilian roles tend to be more specialised, such as crime scene specialists, forensic examiners and commercial affairs officers.

Other examples include the Civil Defence Force (in charge of fire and emergency rescue), the Narcotics Bureau (Singapore's primary drug enforcement agency), and Immigration and Checkpoints Authority (oversees Singapore's borders and immigration matters). They too recruit graduates to fill both uniformed and civilian roles, though their responsibilities may differ depending on the position.

## Scientific Research and Development

Scientists in this sector are primarily responsible for designing, carrying out, and analysing data from controlled, laboratory-based experiments and trials. This can cover a large range of topics, from aerospace to green engineering and medical research.

This may sound broad on paper, but the truth is that research scientists tend to focus on more specialised topics within the genre, such as machine learning or stem cell research. Employers include government laboratories, environmental agencies, universities and even private research bodies.

Regardless of where you work, however, they still share some requirements. For one, a strong academic background, as well as a relevant post-graduate qualification (such as a PhD or a research-based MSc) is a common criterion for applicants. In addition, having prior experience with post-doctoral research and/or laboratory work will put you at an advantage, especially if you are looking for an academic post.





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### LOCATION

- Singapore

### BUSINESS FACTS

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### DEGREE DISCIPLINES

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## TRANSFORMING TRAINING WITH TECHNOLOGY

- **NAME:** Eremus Soh
- **DEGREES:** Bachelor of Engineering Systems Design, SUTD, 2021
- **ROLE:** Engineer, Simulation and Training Systems Hub
- **EMPLOYER:** Defence Science and Technology Agency (DSTA)

### My job

I am involved in the evaluation and acquisition of simulators to support unmanned systems training for the Singapore Armed Forces (SAF). My day-to-day activities include seeking technologies to transform SAF training, reviewing design to ensure system performance, as well as conducting system testing and evaluation to realise training outcomes. DSTA provides me with opportunities to collaborate with cross-functional teams with diverse areas of expertise such as cybersecurity, data analytics and extended reality technologies.

### How I got my job

I applied for the job after being encouraged by a university mate. The interview process was rigorous and included online assessments as well as a panel interview. I suppose I demonstrated how my coursework and internship experience were relevant to the position. I emphasised my module on simulation modelling and operations research, and talked about the projects I worked on. I believe what set me apart was my passion for engineering and strong desire to make a difference in the defence sector. Fortunately, I also had a good track record of academic and extracurricular achievements!

### The highs and lows

I love the opportunity to work on complex and challenging projects, applying my knowledge and skills to find solutions to problems. Working with supportive and knowledgeable colleagues also keeps me motivated and inspires me.

A challenging aspect of my job would be to ensure that the training solutions we deliver have a high level of fidelity, or realism, such that SAF operators can hone their abilities in the most effective way possible. This helps them transit more easily from training phase to actual operations. To that end, the wide range of training and development opportunities in DSTA – technical courses, leadership programmes and professional certifications – help ensure I stay at the forefront of my field.

### My happiest moment at work

My happiest moment was when I successfully resolved technical challenges for a new Unmanned Aerial Vehicle (UAV) training simulator system. I had to work closely with fellow colleagues to address certain issues with the training analytics database, and seeing the proposed solution accepted brought me great satisfaction. Most importantly, it was meaningful knowing that I was able to make a positive impact on SAF operators who would be using the system.

### Some advice

Have passion for your work and always keep learning. The industry is constantly evolving and you need to be able to adapt and grow with it. Be prepared to work hard and face challenges, but always stay focused on your goals.

Lastly, do not be afraid to reach out to people in the organisation or the industry for advice and guidance. The community here at DSTA is extremely close-knit, and there are many experienced professionals who are very willing to share their knowledge and experience.



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**OBSERVING, LEARNING AND THINKING AHEAD**

- **NAME:** Daphne Chin Hui Jie
- **DEGREES:** Bachelor of Engineering (Mechanical Engineering), SUTD, 2019 and Bachelor of Business Management, SMU, 2019
- **ROLE:** Manager 6
- **EMPLOYER:** OCBC Bank Ltd

**My job**

I joined Treasury Operations as part of the OCBC Graduate Talent Programme (GTP). My day-to-day responsibilities include getting familiar with the treasury terminology and processes. I am pro-active as the job is new to me. No degree will teach you how to process a trade. I have learnt to always be curious to learn more and learn fast; be meticulous as the transactions we deal with are in the thousands to millions and be open-minded to changes to optimise processes.

**How I got my job**

I think the hardest part in getting my job was preparing a resume that would stand out. I put emphasis on my leadership experiences and relevant skillsets for my chosen division. It must have worked! I was invited to interview for the GTP which comprised of three stages. Stage 1: Online assessments and computerised interview with behaviour-based questions.

Stage 2: The face-to-face interview with HR. Be ready for situational and behavioural questions beyond the basic “tell me about yourself”. Prepare and be confident when answering.

Stage 3: The next interview will be with your future manager. Remember to ask questions that show your interest. If the interviewer is sharing an overview of the job, ask “what is the day-to-day like?” or “will there be opportunities to learn new skills and what platforms are available?” This shows that you are interested in growing with the company and looking beyond just the initial role.

**The highs and lows**

A large part of being a Graduate Talent is rotating across teams. For example, I am currently assisting the Head of GO&T with the Division’s communications strategy and coordinating different events.

This role exposed me to so much more beyond what I learnt in school. I get to observe and learn from senior management during discussions and planning, while also gaining visibility with the leaders. I get to experience first-hand planning different events. It has been interesting but also challenging. You need to adapt and think quick as things are different every day.

**My happiest moment at work**

My proudest moments are when I complete each milestone. From the successful implementation or completion of projects to seeing through the execution of each event and important submission.

**Some advice**

Always think ahead and not just do what you are told.

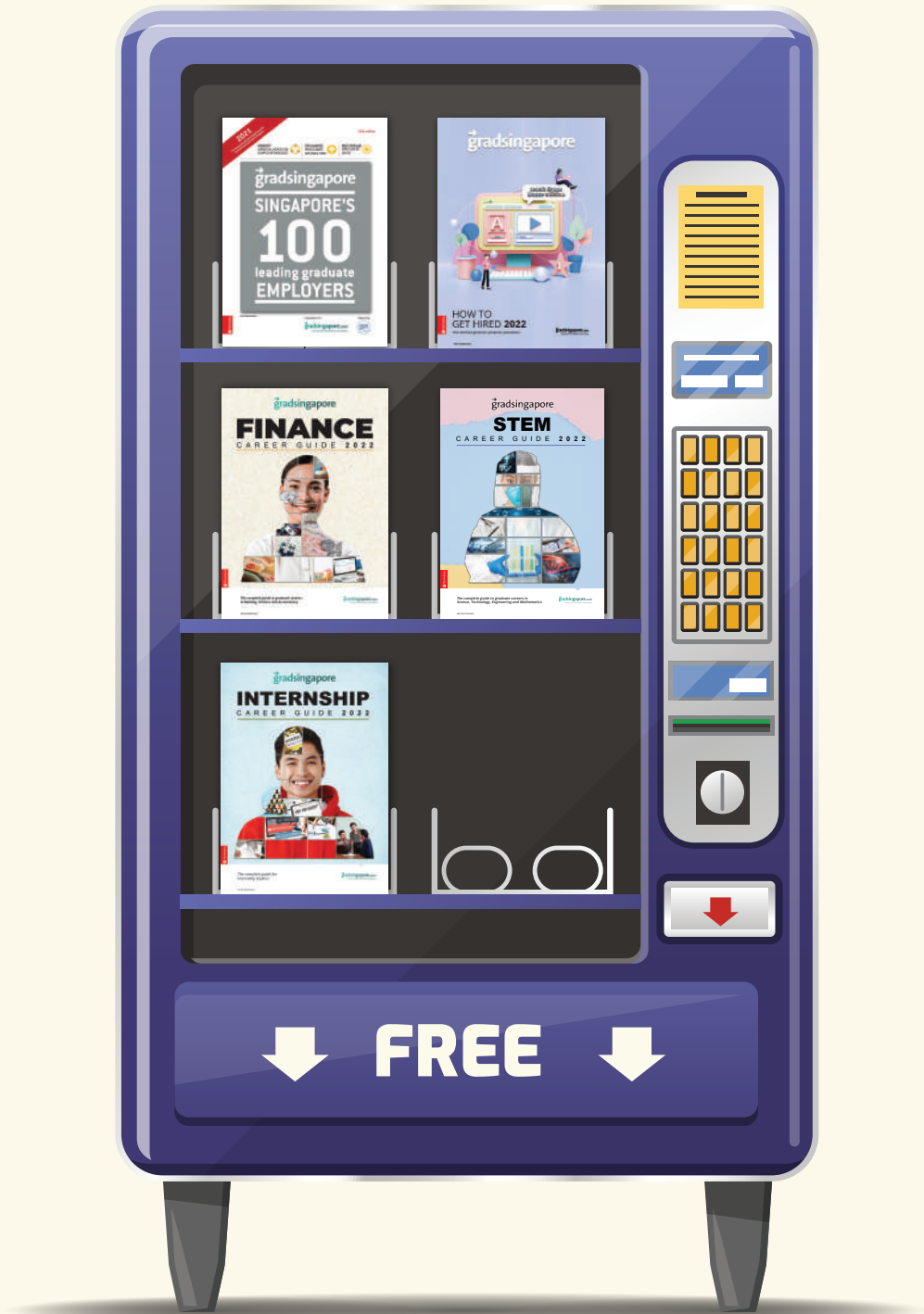




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