

THE NUS CAREER CENTRE GUIDE 2013



INSIDE THIS GUIDE:

- Industry leaders share their views
- Options for work experience
- Navigating the application process
- Job and internship opportunities

Create the Change You Desire



“ I've always wanted to apply my knowledge of Mathematics, and a career in **Gaming Technology allows me to do so. ”**

- Huang Xiaomian

Manager, Gaming Technology
Casino Regulatory Authority of Singapore
NUS Applied Mathematics, 2008



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**If you are game to chart new terrains
on an accelerated learning curve, consider
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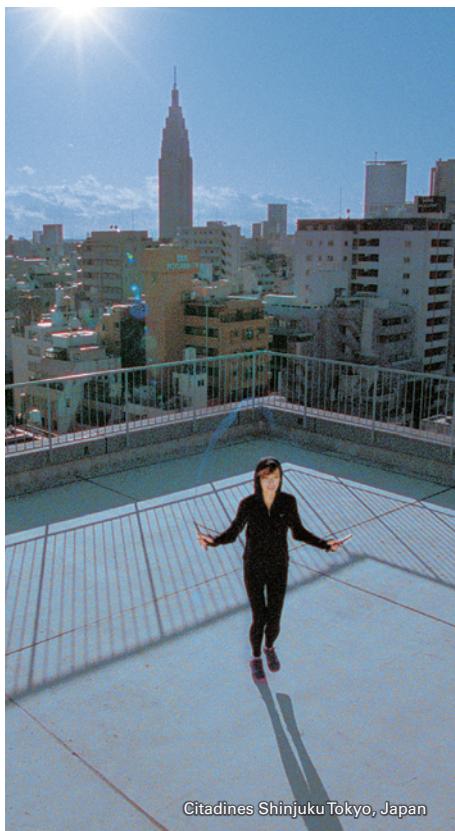
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We welcome applicants from all disciplines as our Programme has a General and Technical development track.

So join us and help us realize our vision to be an established, world-class entrepreneurial company and make your mark in the global real estate marketplace today!

Visit www.capitaland.com/careers and discover how you can be a part of our team.

Please attach a detailed CV outlining your extra-curricular and educational accomplishments together with your application.

START HERE... TO GET YOUR FUTURE SORTED

Contact us

NUS Career Centre
 Office of Student Affairs
 National University of Singapore
 Yusof Ishak House Level 2
 31 Lower Kent Ridge Road Singapore
 119078

Open

Mondays to Thursdays
 8.30am – 6pm
 Fridays
 8.30am – 5.30pm

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Tel +(65) 65161385

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careers@nus.edu.sg

Website

<http://nus.edu.sg/osa/ncc/>

Blog

<http://blog.nus.edu.sg/careercentre>

Twitter

Twitter.com/nuscc

Facebook

www.facebook.com/nuscareercentre

Dear Students

This year's outlook for the Singapore employment market is going to be volatile, fraught with uncertainties caused by the global economies. In light of this, graduating students may like to adopt a cautious approach in starting your job searches early and secure the jobs fast before the economy takes a sudden bad turn. This is even more pertinent for international students with the recent changes made to the employment laws making it harder for employers to hire foreigners. Not forgetting the competition from the returning overseas graduates. Just check out the LinkedIn groups to get a feel of the competition you might face. No kidding!

Specially tailored for the NUS students across all years of studies, the NUS Career Centre Guide 2013 is a friendly companion to help you chart your plan in maximising your student life, towards building a strong foundation for your future personal and career success. Be it tips for resume writing, making a positive impression with employers to exploring further studies, there is something for everyone from freshmen to postgraduate students. On top of it, I would like to share '4 maxims' on how you can gain a head start in landing your dream career:

- **Maximise your student life and education** to discover who you are, what's your passion, and where your interests and strengths lie. Chart out your 3-4 years of student life on the type of exposure and learning you hope to achieve, which includes choosing the right specialisation or modules, CCAs, exchange programmes or internships you wish to pursue. Talk to your faculty Careers Advisor if you feel lost. The earlier you start, the more prepared you are in achieving a fulfilling student life while at the same time building the foundation for your future career success.
- **Maximise your 'out-of-classroom' exposure** through internships, CCAs, voluntary assignments, etc., to build up your soft skills. When it comes to hiring fresh graduates, employers place a lot of emphasis on the candidates' 'Passion & Commitment', 'Adaptability', 'Communication Skills', 'Ability to work in a team', and 'Desire to Learn' as the top five qualities. If you aspire to be a global talent that is highly desired in today's workplace, having a global mindset, overseas exposure, EQ, the ability to communicate effectively and managing diversity will be key in your future employability. Check out the uniquely Global Internship & Mentorship Programme that we have to develop you into a global talent.
- **Maximise your career learning opportunities** while you are still on campus. Equip yourself with the foundational career skills through the HeadStart/StepUp Modules and further differentiate yourself with our workshop series which includes Business Bootcamp for Non-Biz Students, Consulting 101, etc. Don't take for granted that academic excellence equates employability. The key to nailing the job is how you impress, differentiate and market yourself to employers.
- **Maximise the engagement opportunities** with HR recruiters and alumni. Every engagement presents an opportunity to establish connection and gain insights into the industry even though you might not be in the graduating year. Participate actively in recruitment events to gain access to HR recruiters and hiring managers. Download the calendar of career events at the start of each Academic Year to plan your time as you won't want to miss out the hiring season of the companies of your choice. For instance, most MNCs including banks hire in semester one for their graduate and internship positions.

Wish you all the best in your career endeavours!



Ms Corrine Ong
 Director (NUS Career Centre)

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world of
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[] = advertisement

IFC = inside front cover

OBC = outside back cover

IBC = inside back cover



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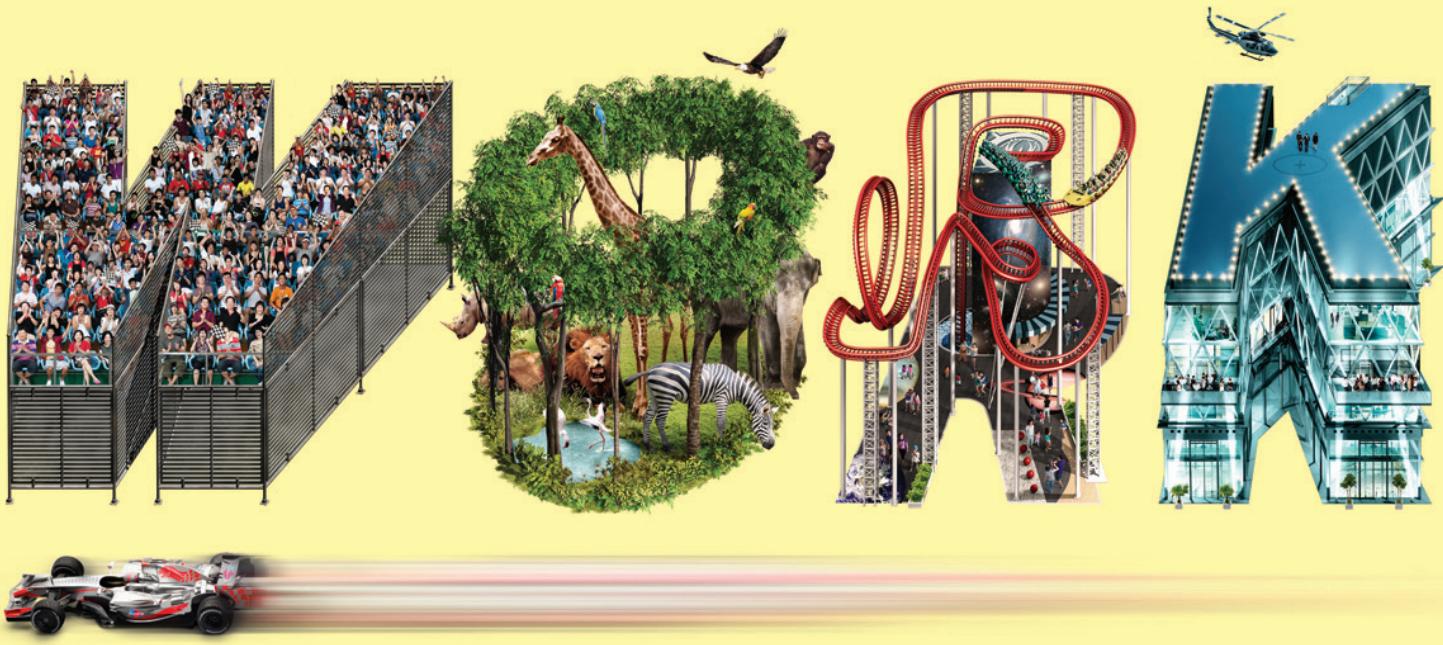
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Dive into the colourful world of Singapore's tourism industry with our exciting 12-month Management Associate Programme. You will undergo two attachments with any division within STB and complete a stint at the Singapore Visitors Centre where you will interact first-hand with visitors to our country.

"My work requires me to think on my feet to deliver what visitors expect. It's a steep learning curve but it's preparing me well for this challenging yet exciting industry."

Chanthirasekar s/o Kalimuthu, Assistant Manager

If you are a dynamic and passionate individual who dares to dream and seize each day; and if you believe in our purpose and love what we do – apply for our Management Associate Programme.

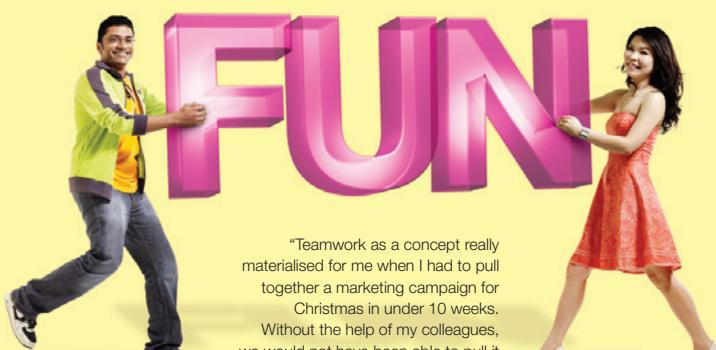
Prospective candidates should have:

- Minimum 2nd Upper Honours preferred or equivalent in any discipline and an excellent CCA track record;
- completed internship programmes that demonstrate their ability to lead;
- a passion for the tourism industry;
- a thirst for knowledge and be proactive and enterprising.

It will also be an advantage to have a keen understanding of the tourism and services industry, a good command of a third language as well as international experience.

For a job that makes every day anything but ordinary, apply now.

www.stb.gov.sg/careers



"Teamwork as a concept really materialised for me when I had to pull together a marketing campaign for Christmas in under 10 weeks. Without the help of my colleagues, we would not have been able to pull it off with spectacular results!"

Florence Liao, Assistant Manager



HAVEN'T HAD A CLUE WHERE TO START?

Take the first step with NUS Career Centre! You don't have to be in your final year to use the Careers Services.





Whether you are in your first or final year, somewhere in between or recently graduated, taking part in our career events and making use of our services can help you build a strong foundation for your professional life.

NUS Career Centre does not only organise career fairs and conduct career workshops. We are also here to help you find out about all the opportunities and options you have.

Take the first step with us by starting your career planning today! Planning ahead will give you a clear advantage in understanding what you want, allow you to consider a wider range of options available and pave the way for you to snag that dream job. It is a continuous process and does not end with you landing your first job.

Below are some tips for you to get started and how NUS Career Centre can help you while you are still in the university or have recently graduated.

LIU LIU has attended several workshops held by the NUS Career Centre, such as those on Resume Writing, Interview Skills and Communication Basics. They are of great value to me since they have equipped me with a well-rounded understanding on job-hunting related issues. The staffs at the centre are all very warm and friendly. I am especially grateful to Chris, Wendy and Josephine for their patience, assistance and guidance which greatly helped me in securing an internship with a local data company. ↗

LIU LIU
Master of Science (Mathematics)

Step 1: Know Yourself

Self-assessment is the first step in finding a career that is the best fit for you. The more time you spend understanding yourself, the more informed and productive the career search process will be.

Think along the following lines:

- Identify your strengths and personality traits

- Assess your interests and passion
- Understand your personal values (what is important to you in a work situation? E.g. Integrity)
- Review your skills (what are you good at doing? E.g. Planning and organising events, numerical skills, etc.)
- Renew your previous CCA and work experiences

How can NUS Career Centre help?

There are several online resources and career assessment tools provided by NUS Career Centre to help measure your interests, values, skills, and personality. Such assessments may give you an indication of what type of professions you will likely to enjoy.

- **Slamdunk!**

Slamdunk! is a free online career explorer tool designed to help you create a career plan for achieving your goals right through your educational years and in life. Students are recommended to utilise this resource from their freshmen year so that they will more effectively explore their future ambitions and aspirations, identify career expectations, and prepare a plan for achieving their goals. In addition to the online activities, Slamdunk! also contains a wealth of information and interesting reads on career planning and the job search process.

* Access Slamdunk! via NUS Career Centre website at <http://www.nus.edu.sg/osa/ncc/students/careerresources>

- **Motivational Appraisal of Personal Potential (MAPP)**
MAPP is a world class personality assessment which helps individuals to identify their true motivations towards work and allows them to match job categories to see where they best fit. Taking MAPP can help to identify your career direction, learning style and motivation.

* Contact us at careers@nus.edu.sg if you are interested to register for one-to-one MAPP assessment with qualified careers advisors.

After you do your initial self-assessment, make an appointment with a career advisor to reaffirm your academic/career preferences and map out your plan to maximise your university life. More on maximising your university life can be found on page 28.

Step 2: Scan the market

Research and follow the developments of various industries you are interested in to have a more realistic outlook on the working world.

Think along the following lines:

- What are the types of work and industries out there in the market?
- What can I do with my Major?
- What are the current trends?

How can NUS Career Centre help?

- **Career Insider™**

Research job functions, industries and companies using our online resources at the one-stop portal which gives you access to over 90 VAULT Guidebooks, 3500 company profiles and 1500 career advice articles.

* Access Career Insider™ at <http://careerinsider.vault.com/wps/portal/careerinsider?parrefer=7037>

- **NUS TalentConnect**

Log in to NUS TalentConnect, our comprehensive online job portal which is accessible for all NUS students and alumni.

* Access NUS TalentConnect at <https://talentconnect.nus.edu.sg>

- Attend Industry Talks, Industry Networking sessions or Alumni-Student Networking sessions to gain insights on the industries, positions available and employers' expectations.

- **Industry talks** are typically held in the first two weeks of the new academic year in August. Various industry experts will be invited on-campus to share with you the industry overview, which includes insights on the latest industry development, job functions and opportunities available.

- **Industry networking sessions** are avenues for you to establish direct contacts with employers to learn more about industry-specific practices, trends, various job functions, jobs, and internship opportunities available.

 I attended a networking session organised by the NUS Career Centre which saw the participation of various organisations, some of whom were renowned industry players. It was a fruitful session interacting with the representatives of these organisations, and enabled me to gain valuable insights into the job opportunities offered. 

WONG CHEE LONG, MARC

BSc (Building), NUS, 2006;
MSc (Environmental Management),
NUS, 2011

Acting Deputy Director (Industrial Lands Maintenance)
Housing and Development Board (HDB)

- Alumni-Student networking sessions are opportunities for you to establish direct contact with your seniors who are in the workforce. Aside from information on career opportunities, these sessions allow you to meet with alumni and learn from their work experiences.

Step 3: Develop your plan

In a competitive job market, having relevant industry knowledge, experience, a global mindset and the ability to communicate effectively are essential for you to stand out. All these do not happen overnight. Instead, you are required to make a conscious effort to develop a plan to achieve these competencies.

Think along the following lines:

- What do recruiters look for versus what you have now? (Read article on "What Recruiters Want?" from page 84.)
- What do I need to do to fill in the gaps in terms of: skills set, work experience/exposure, knowledge of the industry, industry networks, etc.?

How can NUS Career Centre help?

To give you added advantage over your competitor and help you to more effectively develop your plan, NUS Career Centre is introducing many courses under the umbrella of *Future Ready Programme* to equip you with more than basic career foundation skills.

- Core Career Workshops
 - HeadStart (Module Code NCC1001) – for year 1 and 2 undergraduates
 - StepUp (Module Code NCC1000) – for year 3 and 4 undergraduates
 - Postgraduates can look forward to a different suite of workshops tailored specifically for you (look out for our email invites)

A suite of 5 workshops will be made available for all NUS undergraduates as part of their HeadStart or StepUp modules:

1. Making Student Life Count (HeadStart)/ Career Planning (StepUp)
2. Winning Resume and Cover Letters
3. Effective Interview Skills
4. Mastering the Art of Networking
5. My Professional Image and Etiquette

Qualified careers advisors together with competent external trainers will be on hand to offer you their expertise and advice.

Freshmen and year 2 students can attend these 5 workshops starting from Jan 2013 under the HeadStart module while penultimate and graduating cohort has an option to enroll for StepUp module starting from Aug 2012.

- Other Career and Professional Development Workshops
- These workshops are designed to equip you with global and business competencies to differentiate yourself from your competitors.

Career Plus+	<ul style="list-style-type: none"> • Case Interviews • Assessment Centres
Image & Branding	<ul style="list-style-type: none"> • Personal Branding • The Right Image • Dining Etiquette
Business	<ul style="list-style-type: none"> • Business Bootcamp for Non-Business Students • Consulting 101
Global	<ul style="list-style-type: none"> • Navigate the Workplace Jungle with EQ • Cross Cultural Communication • Global GPS
Personal Development	<ul style="list-style-type: none"> • Turning Ideas into Gold • Present to Persuade, Influence & Get your Way
Leadership	NUSLead

• Senior-Junior mentorship

It is always more helpful to learn from someone who has already been there and done that. As such, the NUS Career Centre periodically organises senior-junior mentorship networking events for you to hear first-hand, up-to-date, and relevant experiences from your seniors who have successfully developed and implemented their career plans.

*Look out for invitations to these sessions via our weekly eNewsletter and emails.

As an undergraduate I made sure to attend industry/recruitment talks, workshops, and events such as Suit Up and Career Discovery. I also made appointments with my faculty's career advisor. Over the years, the advice and information I gleaned eventually helped me to understand what I wanted to do, and how to achieve it.

FATIMAH ZAHRAH ALSAGOFF

Bachelor of Social Sciences (Honours) [Political Science], NUS, 2012

Junior Associate

Vriens & Partners Pte Ltd





Step 4: Implement your plan

Nothing beats practical experience. This is why NUS Career Centre strives to make internships and mentorship opportunities available for every student. Using your plan, build your professional network and create a powerful presence in the industry of your choice.

Think along the lines of:

- How do I translate my plan into actions?
- What are some of the activities and events I can take part in?

How can NUS Career Centre help?

Our career advisors are on hand to review your plan, resume or to carry out “mock interview” with you before you embark start your internship or job search.

- **Vacation Internship Programme (VIP)**

To gain valuable experiences and opportunities in a career field or

particular company, you can take part in VIP.

It takes place during vacation periods in Semester 1 (December to January – 5 weeks) and Semester 2 (May to July – 12 weeks)

- **SBF-NUS Global Internship and Mentorship (GIM) Programme**
As companies look for candidates with global exposure increasingly, we realise the importance in grooming our students to be global talent. We developed the GIM programme to offer important cross-cultural exposure, mentorship from senior management and training in career and global competencies. Differentiate yourself as a global talent and be a cut above the rest by taking part in this highly beneficial programme.

*More on the GIM Programme can be found on page 14.

I was involved with the SBF-NUS Global Internship & Mentoring Programme, which was a product of the NUS Career Centre. This programme was constructed by the centre in collaboration with the Singapore Business Federation to provide students with a unique internship experience with global organisations. Students that were selected for the programme were attached to a partner organisation (in my case to Bank of America Merrill Lynch) where they spent 10 weeks on a structured internship programme that provided global exposure.

SUJIN SAJ

B.Eng, NUS, 2010

Technology Analyst

Bank of America Merrill Lynch

- **Recruitment Activities**

NUS Career Centre organises recruitment activities to provide you with different platforms to connect with employers who are hiring.

- **NUS Recruitment Talk**

Recruitment Talks provide an excellent platform for establishing contacts with hiring managers and dispelling myths surrounding selection criteria and career prospects in a company. Take advantage of the privileged and first-hand knowledge gained from these talks, held in August–October and January–March, for a head start in your job application.

- **NUS Career Fair**

The NUS Career Fair, held in January or February each year, is a great way for students to meet and network with over 100 employers. Meet face-to-face with company representatives from across numerous industries during this 2-day event and learn more

about a company's culture, hiring criteria and job opportunities.

- **NUS Gradhunt**

NUS Gradhunt is an on-campus interview event held in March every year for the graduating cohort. You can seek employment by meeting recruiters in the comfort of interview rooms at the NUS Career Centre.

- **NUS JobsConnect**

The NUS JobsConnect, held in May or June each year, is a mass on-campus interview cum networking event where the graduating class and recent graduates get a chance to secure interviews and network with employers who are hiring fresh talent. One month prior to the event, you can register to attend the event and apply for jobs on the NUS JobsConnect website. Shortlisted candidates will be scheduled for interviews during the event.

Step 5: Review your plan

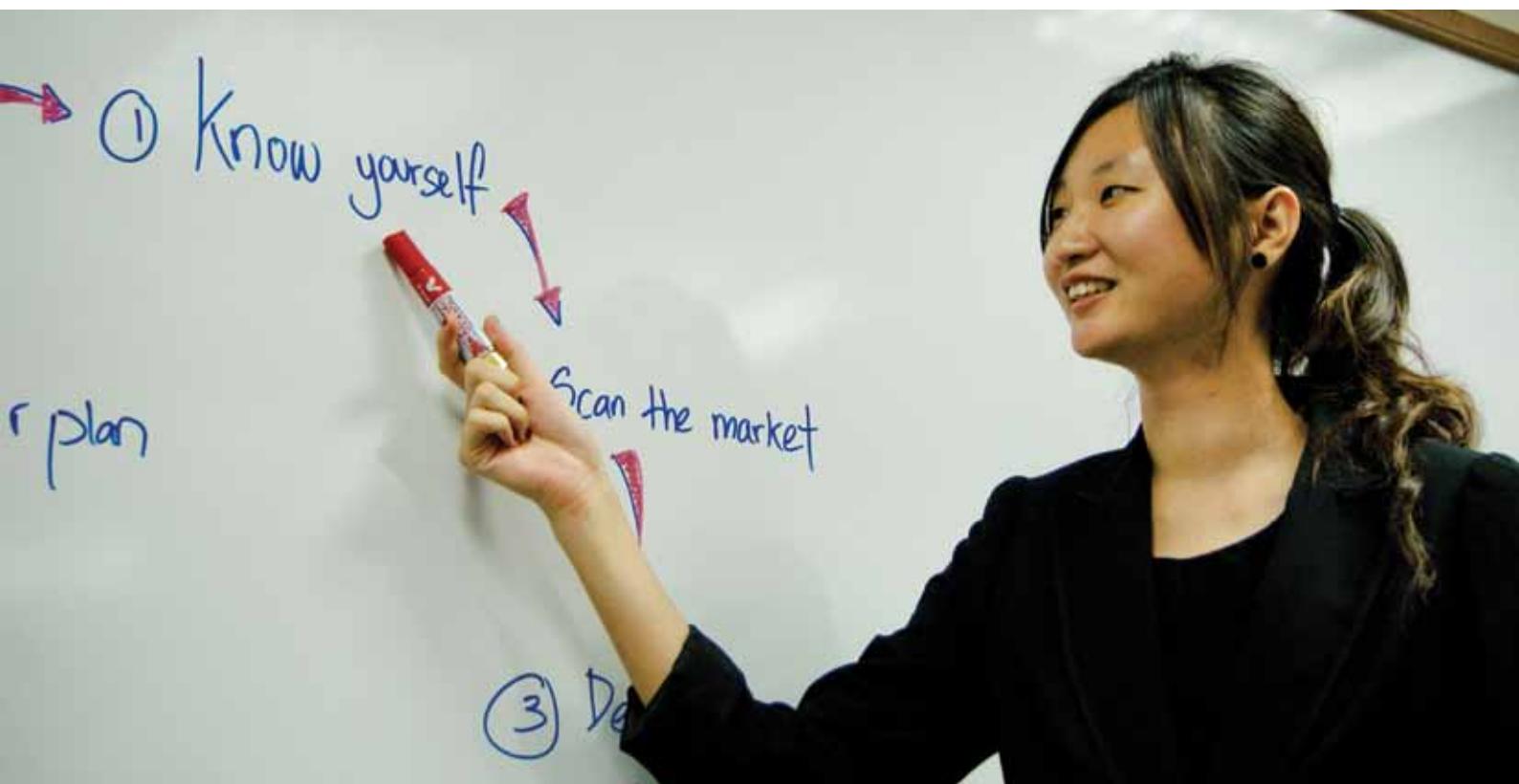
Preparing for your future is a full-time endeavour and a continual process. It is normal to repeat the above steps at different stages of your university life. Situations around us change all the time, but these vital steps remain relevant.

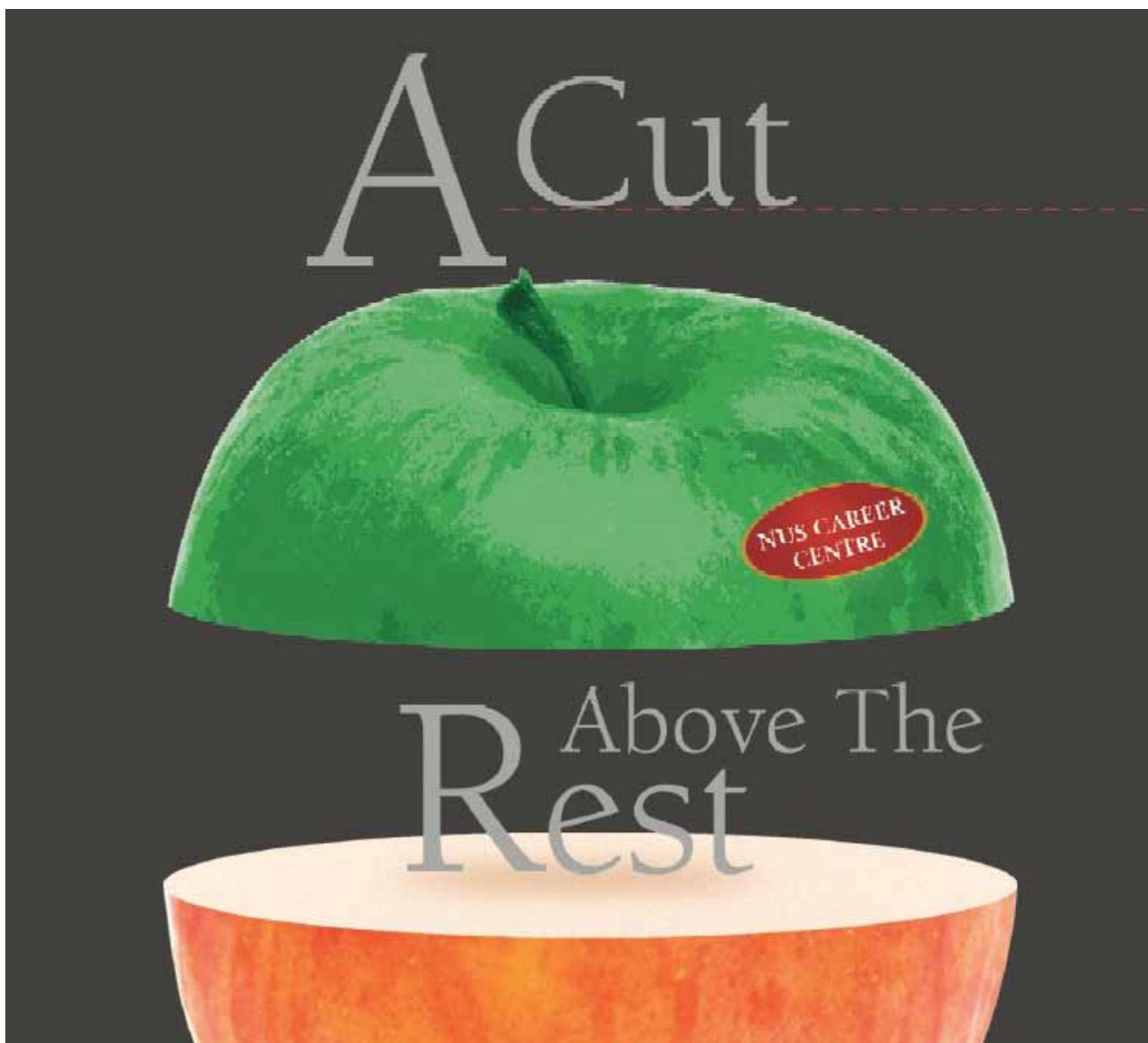
Think along the lines of:

- What have I learnt?
- What changes do I need to make? Any gaps to plug?
- Review your career options

How can NUS Career Centre help?

Our careers advisors can help you review your career plan. Simply email us at careers@nus.edu.sg for an appointment.





Gear up for a global career with the SBF-NUS Global Internship & Mentorship Programme

The Global Internship & Mentorship (GIM) Programme is a 12-week programme presented by the Singapore Business Federation and the NUS Career Centre to equip NUS undergraduates with relevant global and career competencies..

Open to Year 2 and 3 undergraduates, the programme commences in May each year and offers a chance at regional or overseas attachment to help interns gain international perspectives and contribute to overseas operations. More uniquely, it offers mentorship

and guidance from CEOs or senior management to give you a head start on global business orientation. All GIM programme participants will also be enrolled in a series of global competency workshops organised by the NUS Career Centre to be equipped

with the essential skills to be a cut above the rest.

Applications usually open in February to March each year. Look out for email invitation from NUS Career Centre!

Let's hear from the GIM participants!

BE OPEN TO NEW WAYS OF DOING THINGS



NAME Clara Genevieve Tan , 22

COURSE: Bachelor of Social Sciences (Psychology with Honours)

STAGE OF COURSE: Year 4

My background

I have just graduated with a Bachelors of Social Sciences (Honours), majoring in Psychology. My academic years in NUS were an intellectually stimulating one, specialising in Psychology while at the same time allowing me to build the breadth of knowledge across multi-disciplinary domains by reading modules in law, politics, business, sociology, etc. I had also spent seven months at the University of Oslo, Norway on exchange, where I was exposed to a whole plethora of different cultures. Apart from academia, I have been heavily involved in the Young PAP, as a vice-chairman of a committee overlooking close to 1,500 members; MCYS Probation Services Branch as a volunteer probation officer; as well as a researcher and committee member with the Attorney-General Chambers, where we worked with different stakeholders and government agencies to implement safeguards to better protect intellectually disabled individuals facing the Criminal Justice System.

Choosing GIM programme

I decided to embark on this program for a variety of reasons. Firstly, I saw that it was an NUS-SBF (Singapore Business Federation) partnership, which means that the companies which I will intern at will be one that is sought after. Secondly, NUS Career Centre had gone the extra mile to screen our job description provided by the host companies, in a bid to ensure that when we were attached to the company, we were going to do substantial and real work, instead of administrative tasks. Furthermore, it was a mentorship programme, which meant we were attached to a mentor who would be more concerned with our career and skills development, instead of mere contribution in our work. Thirdly, it was a global internship which means we would be exposed to team members of different cultures, different nationalities and different styles of working. Lastly, the programme provided and equipped us with workshops which aim to strengthen and hone our soft skills in areas such as emotional intelligence, how to better present and influence others (by a CNBC newscaster) as well as how to better survive the working world (by ex-chairman of GIC).

My internship experience

I completed an internship at Diageo, a British multinational corporation (MNC). I supported my mentor and the team in the Risks and Governance portfolio, as well as Corporate Citizenship. Specifically, I analysed Diageo's risk exposure to our suppliers in high-risk markets such as China, India and Vietnam. After which, I worked with Diageo's supplier performance managers in the three markets to understand their concerns and difficulties in managing the suppliers. Thereafter, through this engagement, I learnt about their business and worked to propose solutions to help them build capabilities to better allow them to comply with national laws and Diageo's code of business conduct. Because I had a great mentor who really was interested in my personal development and career aspirations, he encouraged me to attend many sessions beyond my job scope - facilitated by external trainers. Also, right at the start of the internship, my mentor gave me the space and in fact, encouraged me to get myself involved in any other projects which I may hear of and am interested in as well as to learn from other business/line managers who managed different portfolios. This was vastly beneficial as I had the opportunity to have a broader insight into the larger Diageo business, understand how different functions are interdependent and inter-linked. It allows me to be both a generalist and a specialist. This taught me that true to its corporate values, the company values and looks at its talents as a corporate resource, not just another headcount within the specific department.

The best bits about this programme

The exposure to team members from different cultures and different career background is definitely a bonus. A lot can be learnt through speaking with them over lunches and small conversations, many of whom bring along experiences from large corporations such as IBM, HP, Coca-Cola, Barclays, Thomson Reuters, etc.

The mentorship is also a huge plus point in that he/she is no longer a mere supervisor looking at your work contributions, but is someone who is also concerned with your long-term career and skills development while at the same time, being a friend to you.

Lastly, the workshops organised specially for the NUS-SBF GIM students are fantastic,

especially the workshop on "Career GPS" by the ex-GIC chairman, Mr Chang. It is by far one of the best workshops I've ever attended and best of all, the cost was entirely absorbed by NUS.

My challenges

Because I had previously completed an internship in a local bank and have been working with local government agencies, I had to learn to shake off some local practices and adapt to the different work style and best practices at Diageo. I overcame these by engaging more with colleagues and asking specific questions, reading in-depth into Diageo's corporate culture, HR policies, and its code of business conduct. This helped me to have a better feel of what fellow colleagues and bosses expect of me as a Diageo intern.

My advice

I will definitely recommend the NUS-SBF GIM programme to my juniors in NUS. Also, I'll recommend Diageo as a great host organisation to have an internship with. It has a dynamic work environment with bosses who are interested in developing you holistically, as well as great colleagues who are open and willing and patient to teach you.

As for advice to juniors, do sufficient research on a few host organisations and think strategically what you can potentially learn in and from the organisation. Once you are offered an internship with the company, be open in your thinking and new ways of doing things. Listen hard because there must be reasons and rationales behind certain way of doing things in the organisation, and seek to understand them. Leverage on being new and ask all the questions you may have. This helps you clarify all your doubts and learn more about the business while at the same time, leaving a good impression on your boss that you have an appetite for learning and knowing more about the business.

Be really clear what your mentor/supervisor expects of you. Ask what your KPI may be within the first few days of your internship. Knowing these help you to exceed expectations, once you know your mentor's expectations of you. Make time to engage and network with your fellow colleagues within and outside your department. This helps a great deal in understanding how your department works and also the functions of the other departments and how it all fit to drive the business.

KEEP YOUR FAITH AND CONFIDENCE DESPITE REJECTIONS



NAME Mao Ning, 24

COUNTRY OF ORIGIN: China

COURSE: Bachelor of Science (Computational Biology)

STAGE OF COURSE: 4

My background

I am in Science – Computational Biology programme. I chose this programme because I have strong interest in various scientific divisions and this integrated programme satisfies my passion in science.

My major CCA is NUS Chinese debate. This is a great group because members are so well bonded, and it offers a family feeling.

Choosing GIM programme

I wish to gain some working experience and especially overseas working experience before graduating, as well as learning to be more professional. This programme is a perfect fit. It provides a great opportunity to work for a number of exceptional companies.

My internship experience

I worked for Nippon Steel Solutions, in the R&D department. My job scope is to design and implement applications to achieve augmented reality, which basically means the software captures different input information such as image, gravity, sound, processes them and interacts with users according to the input.

The best bits about this programme

The best part is I could experience a different culture – Japanese culture. I am able to work in Japan for two months and experience both the work and life there, and make Japanese friends.

My challenges

Communication is a challenge worth mentioning. Most Japanese do not speak English and I cannot speak Japanese. There are certain work challenges that

can be quite technically demanding. A willing to learn attitude is required to handle these challenges. I tried to learn as much Japanese as much as possible and use it in daily life. In addition I spent time on reading and understanding the material on related techniques.

My advice

I strongly recommend my peers to join this programme. It provides a great internship opportunity. The most important thing is to roughly know what you would like to do. It is also important to keep a record of the projects you have done at school so that later you could showcase to the recruiters. Lastly, start as early as possible since early bird catches the worms. It is always the first internship that is most difficult to get, so keep faith and confidence even when you are rejected.

LEARN ABOUT HOW GLOBAL BUSINESSES WORK



NAME Ong Wei Qi, 23

COURSE: Bachelor of Computing (Computational Biology)

STAGE OF COURSE: Year 3

My background

I love to improve myself and I love challenges. I chose my course because it seemed challenging and gave me the opportunity to integrate skills across multiple domains.

Choosing GIM programme

I thought that I should get some global exposure. IT and business are inseparable partners. I'm totally clueless about business stuff. This is a great opportunity for me to learn more about how global businesses work.

My internship experience

I'm working at MasterCard Worldwide – more specifically, MasterCard Labs,

as a user interface developer. I create cool interfaces for applications. My tasks may vary every day, since the requirements are constantly changing.

The best bits about this programme

The global exposure, of course! Working in a global company is amazing – there are so many perspectives to consider. Everyone in my team comes from different countries. Having a mentor in another department also opens many doors. Finally, the workshops are really helpful.

My challenges

I'm not so good at talking yet [I'm more of a listener], so sometimes I'm at a loss at what to say to colleagues from other departments. Sometimes, I just leave the talking to some of my more outgoing colleagues. But I also pushed myself to talk more.

My advice

Yes, please join this programme. It will open many doors for you. Keep your mind open! Don't be afraid to try something different. Internships are a good way to explore your options – you may fall in love with something you thought you wouldn't like!

See yourself moving onward and upward. Expect opportunities.



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 **BARCLAYS**

Contributing back to the society

NUSLead programme (**NUSLead**) is a newly launched programme that aims to develop students into well-rounded and socially conscious leaders.

Are you looking at meaningful ways to help the Singapore community? Join us to take the LEAD in doing good for the society!

The NUSLead programme consists of three main components:

- Workshops that cover areas in leadership skills, communications, global intelligence, project management skills and business acumen;
- ‘Leader in Action!’, where students from different nationalities and disciplines/faculties will form groups to create their own projects that address gaps and issues pertaining to social, economic and environment sustainability and
- ‘Leadership Mentorship’.

The workshops are conducted over five full days, followed by a hands-on project over six months. Students will work in groups to identify projects, make funding proposals, propose solutions, and implement and execute the proposed solutions. In carrying out the projects, students will be mentored by the industry leaders attached to the groups.

The workshops will usually commence in September or February each year. This programme is open to students with active CCA record and hold leadership position(s). Applicants who have internship experiences will be advantageous.

Keep a look out for NUS Career Centre weekly e-newsletter for the application details in the beginning of each academic semester.



Let's hear from the NUSLead participants!

LEADING A LIFE OF SIGNIFICANCE THROUGH HELPING THE LESS FORTUNATE



NAME Serena Huang Wei Fen, 24

QUALIFICATIONS Bachelor of Chemical Engineering and Business Administration

STAGE OF COURSE: Year 4

My background

I am a final year student, pursuing a double degree in Chemical Engineering and Business Administration. Besides academics, I actively participated in various co-curricular activities in school, serving as the marketing vice-chairman in my faculty's club and organising freshmen welcome camps for new, incoming undergraduates. I aspire to do well in school and lead a life of significance through helping the less fortunate in society.

Choosing NUSLead programme

I chose to embark on this programme because it offers me an excellent opportunity to hone my leadership skills and apply them in the self-initiated community service project to play a part in helping the society.

My NUSLead programme experience

The intensive five-day course has given me deep insights into critical elements on

authentic and successful leadership and taught me the art of effective persuasion and decision-making. Executing the community service project was an exciting and insightful experience. One of the main challenges that my team and I faced was in selling our idea to potential stakeholders and getting the thumbs up from them.

The best bits about this programme

I find that the best part of this programme is the invaluable guidance that I have received from my mentors, which has helped shape me into a more mature and effective leader.

My advice

I sincerely recommend this programme to students who are interested in developing themselves into future leaders who desire to make a difference to our society.



Participants pitching for their projects in front of a panel of industry leaders and fellow participants

BECOME A LEADER IN YOUR OWN RIGHT



NAME Marcus Pang Hsieh Loong, 24
COURSE: Bachelor of Arts (Political Science)
STAGE OF COURSE: Year 3, graduating

My background

I chose Political Science as my major as it was my first love since young, especially in the area of international relations and foreign policy. The fascination with how people work in big organisations, public and private, enticed me to be part of the student volunteer process – both in NUSSU BIZCOM as well as NUS FASS Club. Having been able to shape things for the better, I have taken much away from the two organisations – in terms of human relations as well as organisational discipline.

Choosing NUSLead programme

I was given a chance to embark on this unique program where a good mix of scholars as well as student leaders were asked to participate then filtered down to 25 of us. With my interest piqued, I went for the introduction talk and found that this programme was well-suited for me. Thus I signed up and never looked back.

My NUSLead programme experience

To say that I've grown would have been cliché but true. The learning points struck a chord, especially the trainer's main motto for all of us: "A life well-lived." I have come to terms with my strengths, look out for my blind spots and improve my leadership skills.

The biggest challenge faced was finding the right purpose to put my newly found strengths to. A proper community project was the task, which after much deliberation, my team settled to help SACA – Singapore After Care Association. It was the right organisation – the ex-offenders were given a second chance to join the world, while we as leaders, were given a chance to help the organisation out.

The best bits about this programme

The best bits about the program were the friends I've made – similar in thoughts, diverse in talents, united in our goal to give back to the community.

The learning points struck a chord, especially the trainer's main motto for all of us: A life well-lived.

My advice

My advice to my peers: Step up and take a leap into this NUSLead programme. You will notice a difference in your life as you acquire the change in mindset and become a leader in your own right.

Meet the Careers Advisors



CAMMIE TAN
Deputy Director
(NUS Career Centre)
tancammie@nus.edu.sg

I was a HR practitioner in recruitment and learning and development in the healthcare and education industries.

Some of my areas of work here include planning and facilitating career programmes and activities to prepare NUS students in their career readiness, collaborating with NUS faculties and departments and external agencies to offer new career initiatives to equip students with relevant knowledge and skills. I also conduct career development workshops as well as provide career guidance via career planning, resume critique, and mock interview services to undergraduates, postgraduates and young alumni. Besides that, I coach students in their internship and career preparations by conducting research to assess student career needs as well as contribute career materials/articles for students.

Students can speak to me about....

... how to prepare for their careers, for example, what career directions they could consider, how to write an effective resume and impress at an interview, what skills and experiences they need to garner in their internships, and part time work, and any issues related to their career preparations.



CHRISTOPHER TAN
Faculty of Science
Careers Advisor
christopher.tan@nus.edu.sg

I have altogether 10 years of professional working experience across manufacturing, banking, human resources and education. I started my IT career under the EDB Training & Attachment Program (TAP) and had the privilege to be posted overseas for work. After completing the TAP, I moved into IT Risk Management and later IT executive search before finally settling in Career Services. Prior to joining Career Centre, I was with the Institute of Systems Science as their Career Services Manager, overseeing all aspects from resume review, interview preparation, career workshop, client relationship management to internship and job placement for graduate students.

Students can speak to me about....

...career transitions and career choices. I have myself made a major career switch from a promising IT career in a bank to IT recruitment and now as a Careers Advisor. This career switch was initiated because of the MBTI result that I obtained which clearly showed that I was in the wrong profession then. I am a strong believer in leveraging on profiling tools to guide us in our career decisions. I am proud to say that I have since not looked back on the decision I made as it was clearly the right choice for me.



LIM WANQIU
Faculty of Science
Careers Advisor
lim.wanqiu@nus.edu.sg

I have been an educator for five years prior to joining the NUS Career Centre as a Careers Advisor. I took on the role of a Subject Head in Info-communication and Technology on my third year of teaching and I spearheaded ICT programmes for both students and staff in the school. I find great joy and satisfaction in interacting with students and helping them realise their dreams and aspirations. As a Subject Head, I also counselled my fellow colleagues whenever they face obstacles in their work.

Students can speak to me about....

... as an ex-educator and as someone who did a major switch from a programmer to an educator, I hope to help students who are unsure of their career options to make better career decisions.



WENDY LEE
Faculty of Science
Careers Advisor
wendy.lee@nus.edu.sg

Prior to joining the NUS Career Centre, I worked as an event organiser where I gained experience handling events of different scales, both consumer and corporate.

I entered the workforce as an events coordinator in a PR communications firm that organises events from medical symposiums targeting specialist doctors to consumer road shows along shopping belts and exhibitions like SITEX. I later moved into corporate events and conferencing where I picked up skills of organising professional trade shows and conferences across industries including HR, aerospace, banking and advertising. The experience was enriching as every event was unique and I got to learn of trends and practices from delegates in their different fields.

Students can speak to me about....

... various career opportunities in the banking and finance sector and securing internships or graduate positions with financial institutions. I'd also love to share my experience with students who have interest in developing a career in events management.



XIE JIAYING
Faculty of Arts and Social Sciences Careers Advisor
jiayingxie@nus.edu.sg

I joined NUS Career Centre in the Employer Relation team where I believe passion should drive one's career choices. I launched my career as a flight stewardess with a national airline. Progression forth, I took on marketing and business development role in a HR consultancy, driving marketing communications effort for corporate clientele growth. I had since moved on to the financial sector specialising in SME banking, before joining the NUS Career Centre.

Students can speak to me about...

Now transited into the role of a careers advisor, I am glad to be able to help students as they chart their path towards an exciting graduate career. I hope to provide personal insights into the various industries, and the myriad of opportunities available after graduation.

**DOREEN ANG**

Faculty of Arts and Social Sciences Careers Advisor
doreen.ang@nus.edu.sg

Before joining NUS as a Careers Advisor, I was a Retail Manager in the F&B industry dealing with tasks ranging from retail operations management, events management, marketing and sales, staff recruitment and manpower planning.

My experience in the Retail F&B industry has enabled me to understand more about the overall operations and what graduates can expect in their transition from university to the working world. As an employer myself, there were certain traits and qualities that I look for in the people that I have interviewed over the years.

With my passion in meeting and engaging people, and my academic background in psychology, I am thrilled to be given the opportunity in my current role to meet and engage students, guiding them in increasing their self-awareness and maximising their full potential in preparation for their future career.

Students can speak to me about...

... resume writing and interview tips. As an NUS Arts alumnus myself, I hope to share with students what they can expect in their job hunting process based on my personal experiences. Having paper qualifications and a good track record is one thing. In order to clinch their dream job, students need to understand their passion and interests, and be equipped with the skills and ability to market and "sell" themselves to their potential employers!

**ALLAN SEOW**

Faculty of Engineering Careers Advisor
allanseow@nus.edu.sg

I graduated from NUS with a Bachelor of Engineering (Industrial Engineering), 2nd upper class and have five years of working experience as an engineer in both the manufacturing and construction industry. I started my career with a top US semiconductor company as a Project Engineer overseeing manufacturing and automation systems. I spearheaded a team of manufacturing and IT engineers to conceptualise and build the first ever integrated wafer management and automated machines qualification system. Equipped with strong project management skills, I made a switch to the construction industry, where I managed multiple projects worth up to S\$20 million across Singapore. The experience provided me with the opportunity to work closely with contractors, builders, consultants and government agencies.

I joined NUS Career Centre in 2010 as the careers advisor for the Faculty of Engineering. As a careers advisor, I conduct NCC's career development workshops and provide career guidance to engineering students. With constant engagement with many employers, I kept myself up-to-date on the latest developments and hiring trends in the competitive market. I love to share these insights with you!

Students can speak to me about...

... what awaits graduates in an exciting engineering career! I am also able to share with you on how you can maximise your four years in NUS with proper career planning. Engineering graduates find themselves in almost all industries [Engineering, Banking, Consulting, Services, etc] and all job functions! Deciding on one can be challenging at times, so speak with me to find out which industry and job role suits you using personality tools such as Slamdunk and MAPP. I also conduct weekly group resume critique session. Drop me an email to fix up an appointment!

**LEO TAN LAY HOO**

Faculty of Engineering Careers Advisor
leo.tan@nus.edu.sg

I have been working in the semiconductor manufacturing industry for the last decade. The array of job roles that I experienced includes team leader, project coordinator, mentor and trainer covering a major portion of manufacturing operations. One of my memorable experiences is a year-long training stint in the Netherlands where I had the opportunity to widen my horizon and to interact with people from different nationalities, cultures and job levels.

I found my calling in training while conducting a HR soft skills course on an ad-hoc basis in my previous company. I derived great satisfaction from the appreciation and feedback of the participants after each course. This led me to pursue my current job as a careers advisor in NUS. I am excited to make full use of my accumulated work and life experiences to strike connections with the undergraduates using a host of career planning tools and to prepare them sufficiently to step into the working world. I am also an advocate of lifelong learning which I feel is indispensable in the ever progressing world that we live in.

Students can speak to me about...

... career options and progression in the engineering industry. I relish the opportunity to share industry insights using my experiences and assist the students in their career planning to the best of my abilities.

**ALPHONSIUS TAN**

School of Design and Environment Careers Advisor
alphonsus.tan@nus.edu.sg

I began my career as a Banker in Consumer Banking for about four years, giving sound financial advice and providing financial solutions to high net worth clients of the bank. I was also tasked to be a mentor to the new joiners of the bank, empowering them with the necessary skill sets and assimilating them to the compliant culture in the banking industry. I moved on to the recruitment industry, as I began to realise that I found more job satisfaction in making an impact in other's lives. As a functional recruiter, I specialised in mid to senior level Human Resource positions and in my course of work, met up and engaged with a plethora of HR professionals across industries. I came to understand what HR professionals look out for in a resume, and what they pick out during interviews, before proceeding to hire a candidate.

Moving into NUS Career Centre as a Careers Advisor for the School of Design and Environment, I am further inspired to work with students and alumni, developing their potential, and equip them with the necessary skills to transit and navigate in the corporate world.

Students can speak to me about...

... career preparation, and provide insights on the banking industry. I am also most willing to share useful tips and tricks in resume writing and interview preparations.



ANGELINE SIM

Faculty of Law
Careers Advisor
angelinesim@nus.edu.sg

Having worked with secondary and tertiary students as an Educator and Administrative Manager for more than a decade, my chief joy and satisfaction stems from interacting and being around students: be it lending a listening ear to the challenges they face, celebrating small successes with them along the way; equipping them with right skills to overcome obstacles and achieve their goals in life or simply being inspired by the dreams and ideals they possess.

I am excited to further my passion in human potential as a careers advisor attached to the Law faculty. As our population and economy continues to grow, more legal transactions, civil disputes, and criminal cases will be created. Job growth among lawyers also will result from increasing demand for legal services in areas such as healthcare, intellectual property, bankruptcy, corporate and security litigation, antitrust law, and environmental law. The NUS Faculty of Law being Asia's leading global law school, it is essential that our students have access to essential career planning tools as well as the wide variety of career, internship and fellowship opportunities there is to offer.

Students can speak to me about....

... their career paths or vacation internship openings in law firms, government bodies, MNCs, NGOs and other relevant industries both locally and abroad. I would also love to explore with students their unique strengths, interests and experiences so as to create a greater awareness of the career directions they can pursue upon graduation.



JOSEPHINE CAI

Careers Advisor,
University Scholars
Program (USP)
caijosephine@nus.edu.sg

My experience stems from a combination of consulting, communications and executive search and selection. A communicator by training, I spent the formative years of my career as a marketeer for news media and communications, before cutting my teeth in the search business as a headhunter. I started out in headhunting for the media and marketing space, and diversifying into varied roles and industries including Banking & Finance, Human Resources, Technology & Telecommunications to Legal & Compliance, and ultimately specialising in the Banking & Finance sector as a front office Corporate and Investment Banking consultant. In my confidential nature of work dealing with middle to senior level professionals, I saw a wide spectrum of clients and candidates who have shared their own personal stories, resulting in the many in-depth and intimate, introspective conversations relating to careers and decision-making. Fascinated with nurturing developing minds and shaping attitudes, I joined the NUS Career Centre in 2009 and was most recently holding the portfolio of Careers Advisor for the Science faculty till 2011. I'm excited to continue my work in the learning and development of USP students and alumni to inspire and maximise their personal potential, and in creating and achieving their dream careers.

Students can speak to me about....

...anything and everything regarding self-exploration and careers. No matter which phase of the exploration process you're at – be it increasing self-awareness, uncovering hidden potential, achieving personal excellence, sussing out internship and potential career opportunities, preparing a stellar resume, acing those upcoming interviews, or landing and keeping that elusive dream career, there's always something!



DR. PIRIYA SASAJALA

Careers Advisor for
Postgraduates
piriya.s@nus.edu.sg

My career life in scientific research began 7,000 miles away in Scotland after completing my honours degree in Molecular Biology in the University of Edinburgh. I also pursued research in various global research institutes before returning to Singapore. I joined A*STAR to further study mechanisms of pregnancy in animal models and completed my PhD in Foetal Stem Cell Biology in Yong Loo Lin School of Medicine, NUS/A*STAR.

Having vast knowledge of academic research and global working culture, I aim to provide unique opportunities to maximise every postgraduate's potential in all dimensions. Most postgraduates are unaware of their true capacity and their abilities to perform in various sectors of work as they tend to focus on acquiring specific areas of expertise. I would like to widen the 'tunnel vision' of students who only think that they have specific expertise and may not want to venture far out in terms of career paths. I can also totally relate to your busy work life and occasional memory loss of times and dates. I will ensure that you will still get the best of our career services at your fingertips wherever you are on the globe. This will contribute to your continuous improvements.

Postgraduates! Come speak to me!

If you want to have your future career aspirations mapped out, to be updated on the latest career opportunities/ internships, polish up your job hunting skills, attend workshops to enhance your career potential. In summary, be ready to set sail for a global career!



DESMOND TEO

School of Computing
Careers Advisor
desmondteo@nus.edu.sg

My work experience came from the public service and healthcare industry. With an academic background in psychology and adult learning, I chose to specialise in career coaching and human resource management.

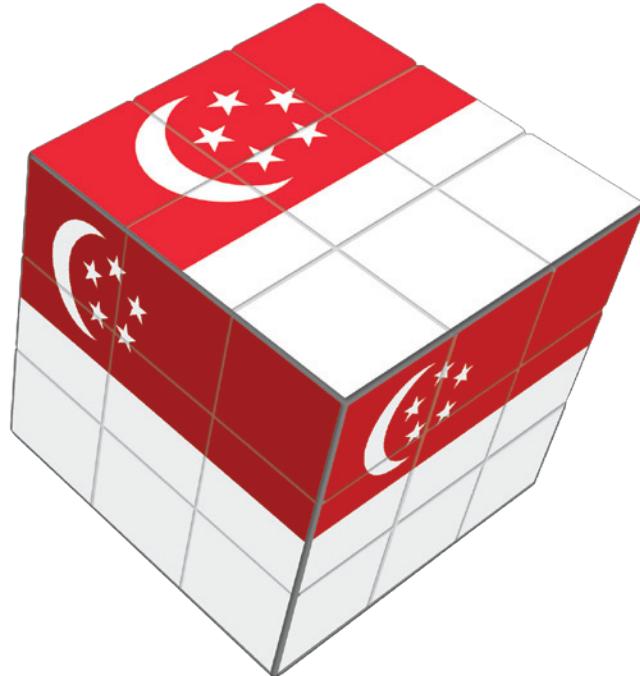
During my days in healthcare, I was involved in the local and overseas talent attraction for eligible healthcare professionals to join the group of hospitals. Thereafter, I joined the public sector and have spoken and coached many job seekers in Singapore. Individuals who walked through my door include professionals such as managers, engineers and teachers who faced retrenchment or having difficulty doing a mid-career switch. Through these years, I have discovered that career is not just about meeting our basic needs but one that can align us to our passion and career aspirations.

As a careers advisor from NUS Career Centre, I hold a strong belief in addressing individual career needs as not everyone wants their career to be mapped the same way.

Students can speak to me about...

... career exploration and preparation. I will be able to share tips on resume writing, various job searching approaches, performing well in interviews and mapping of desired career goals.

BE ON THE FRONTLINE



Often, the world demands adroit responses from our Foreign Service Officers (FSOs) who must think and do, while on the go as **Political and Economic Officers** or **Functional and Corporate Services Officers**.

Political and Economic Officers analyse and report on political and economic trends, negotiate international agreements, organise meetings and visits, and give policy advice.

Functional and Corporate Services Officers perform vital roles in MFA's day-to-day administration including:

- servicing the consular needs of Singaporeans overseas;
- managing state visits of visiting dignitaries and Singapore leaders;
- administering the Singapore Co-operation Programme for transferring expertise and skills to developing countries;
- promoting public diplomacy and projecting a positive image of Singapore internationally; or
- formulating and implementing HR and corporate development policies and strategies.

Singapore Citizens with the drive and interest in making a difference for Singapore are invited to apply. For applicants without relevant working experience, you should have or are on track for a good honours degree.

For application and more information, please visit www.mfa.gov.sg/career or www.careers.gov.sg



MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

FSO | The Face Of
Singapore's Diplomacy

Real World Considerations

Cai Xihao, 27

Country Officer
Europe Directorate
Ministry of Foreign Affairs

Bachelor of Social Science
(Political Science and Sociology)
SMU, 2010



Gaining a first-hand view of the anti-government protests in Egypt, December 2011.

MY BACKGROUND

I took a degree in SMU, majoring in political science and sociology. I do not think anyone in MFA can tell you honestly that their time in university prepared them adequately for a career in the organisation. MFA work is diverse and evolving all the time. No academic theory can help you make a decision or recommendation, which has to be based on real world considerations.

What I can thank SMU for is the training to keep an open mind, to examine issues critically, and to understand that there are not only two sides to a coin.

My month-long internship with MFA in June 2009 gave me a first-hand view on what the Ministry dealt with. The idea of working with real-time issues, and making assessments impacting Singapore's policy decisions appealed to me. Of course, the opportunity to explore and experience new places and cultures was a draw too.

When I joined MFA in June 2010, I was deployed to the ASEAN Directorate and subsequently rotated to the Europe Directorate in January 2012. In the past two years, I have been involved in a number of ASEAN Summits, planned the incoming State Visit of the President of Portugal, as well as completed a month-long attachment at the Singapore Embassy in Cairo. There is a little bit of pride, that in my own little way, I am doing something that contributes to Singapore's national interests.

MY CURRENT JOB

As an officer in the Europe Directorate, I have to monitor and track key developments in the countries under my purview. Based on the reports

that we receive, I have to make policy recommendations to protect or advance Singapore's strategic interests. Planning for visits, both incoming and outgoing, is also an integral part of the job. Visits help Singapore grow and deepen its bilateral ties with other countries as well as expand Singapore's strategic space in the international arena. This is very important for a small country like us as we seek to react and adapt to the constantly changing global environment.

JOB APPLICATION PROCESS

You will have to go through an assessment centre that tests various skill sets such as planning and writing, followed by an interview.

WHAT SHOULD FOREIGN SERVICE OFFICERS BE PREPARED FOR?

Instability, unpredictability. Unexpected events happen all the time, and it is part of the job for us to be ready to respond where necessary. Also, it is normal for officers to get rotated across directorates after one and a half years on the job. Just when you think you are familiar with the issues, you get sent to another desk, and taken out of your comfort zone.

In the office, I could be writing a policy review paper at one moment, and juggling the logistics for an official visit of a foreign dignitary at the same time. I could also be attending an international conference or accompanying one of our principals on a working visit overseas. Everyday brings up something new and different.

ANY ADVICE?

Have an open mind and an opinion, be adaptable and be prepared to be challenged.



Lifelong Learning

Ramanie Sekaran, 31

Second Secretary (Admin & Consular)
Singapore Embassy in Manila
Ministry of Foreign Affairs

Bachelor of Business Management
SMU, 2004



With the Chairman of Philippine Red Cross
Mr Richard Gordon, Ambassador Selvarajah
and Deputy Chief of Mission Daphne Teo.

MY BACKGROUND

I studied Business Management at SMU but save for public speaking and report writing, there is really nothing that fully prepares you for Foreign Service life.

A lot of what you learn is on the job.

Upon joining MFA, I was assigned to the Finance Directorate. I dealt with the accounts of our overseas missions and was also in charge of various financial systems. I was also part of regular staff visits to our overseas missions to monitor their financial processes. I remember leaving for Paris in the evening and going straight to work at 7am when we landed. I had to brush my teeth in the restroom at the Embassy!

One of the other places that I visited while I was in the Finance Directorate was the Singapore Embassy in Manila. I stayed there for over 10 days, helping improve their procedures and processes. Who would have thought that I would be posted to Manila the following year!

MY CURRENT JOB

At my current posting as Second Secretary (Admin & Consular), I handle the Embassy's administration including its finances and budget and Human Resource. This ranges from recruiting to training and counselling locally employed staff, and organising major events like the National Day Reception where we invite over 1,000 local

government office holders, foreign dignitaries and Singaporeans. It almost feels like I am planning for my wedding all over again... every year!

I also address consular issues such as processing visa applications and assisting Singaporeans in distress. The latter ranges from the 'simple' – losing a passport, to the 'serious' – a family member's death, where empathy is key. Here, I try to help the family as much as possible, attending to any red tape they may face when bringing the deceased back to Singapore.

Although life at post can get stressful at times, it has been a wonderful experience. I have great colleagues who provide moral and peer support.

WHAT SHOULD FOREIGN SERVICE OFFICERS BE PREPARED FOR?

Be prepared for anything and everything. Being an FSO is a testament to life-long learning. You can never have "seen it all". The nature of MFA's job is 24/7 and fast paced.

ANY ADVICE?

As a lot of what you learn is on the job, you need to cope with a steep learning curve, think on your feet and be adaptable.

Who are the Careers Guides (CGs)?

The Careers Guides (CGs) are student ambassadors of the NUS Career Centre, a bridging point between the NUS Career Centre and the NUS student community. Simply put, the Careers Guides are a family of passionate volunteers who actively promote early career guidance and planning, helping to equip their fellow peers with relevant career preparation skills.

What do the CGs do?

The Careers Guides undergo extensive training by the NUS Career Centre staff and external trainers in resume critique and interview skills. Upon completion of the training, the Guides are involved in peer advisory programmes such as resume critique sessions and mock interview workshops for students.

One key initiative spearheaded by the Careers Guides is the organisation of company visits, such as "Pharmavisit", to provide students with greater insights into an organisation's culture and daily operations.

They also take on the role of student hosts to assist employers at various career events such as Recruitment Talks, Networking Events, and the NUS Career Fair.

Being a Careers Guide is a grand opportunity to...

- Be equipped with career skills such as resume writing, interview skills, networking skill, etc.
- Attend Career Guide-exclusive training workshops and regular workshops held by the NUS Career Centre
- Be the first to meet your dream employers
- Assist fellow peers in their careers preparations
- For enquiries about joining the Careers Guide family, send an email to nuscgs@gmail.com



Let's hear from the Careers Guides!

Journey as a Careers Guide...

Being a Careers Guide, we are largely involved in helping out at career events in NUS. The involvement in such events has provided us with many opportunities to be exposed to various industries and to really put into practice the skills we have learnt during Careers Guides training sessions. This exposure has helped me realise the importance of starting my career planning early, giving me sufficient time and opportunities to identify what suits my interest and character best and how I should work towards my career goals.

Other than interaction with employers, careers guides are also given the opportunity to serve the student community in NUS. Through

Careers Guides initiated events such as Pharmavisit, and peer resume critique sessions, we could interact with more students, enhance our communication skills while passing on career tips like "how to write a good resume" or even "how to tackle an interview".



FOO LI LIAN
(Faculty: School of Design and Environment)

Why become a Careers Guide?

ITangible benefits include the training opportunities provided by the helpful staff from the NUS Career Centre and sharing done by experienced and knowledgeable senior Careers Guides. Intangible benefits include the sense of accomplishment and meaning derived from helping fellow NUS students, and the opportunity to work with other passionate and dedicated Careers Guides. **J**



JASON SENG YANG SUN
(Faculty: Arts and Social Sciences)

Why become a Careers Guide?

IActive involvement of Careers Guides in networking events allows us to brush shoulder with representatives from various reputable firms. Such encounters provide opportunities to learn more about these companies and their industries. However, more importantly, we improve our communication skills and build confidence to interact comfortably with these figures of authority. This is an essential soft skill in the workplace. **J**



KEVIN TEO JUN SHENG
(Faculty: Engineering)

Advice for fellow NUS students

- Don't wait for opportunity to knock at your door. Create it! To quote Lucius Annaeus Seneca, "Luck is what happens when preparation meets opportunity." So, don't be complacent and wait for something to happen. Don't be afraid to start your career planning early. Seek advice from the careers advisors.
- Build your social and professional network. As a student, there is much more to gain than there is to lose. It's easier to find out more about the companies through networking and recruitment events (including asking your seniors) from the status of a student.
- Seize every opportunity to discover yourself and develop yourself. There are bountiful opportunities available out there in NUS – CCA, SEP, NOC, Immersion Programme, Conferences, Internship, etc. So plan early, as

you wouldn't want to miss out on them! Life is a long-life journey of discovery – every experience will offer you something. At the end of the day, you would know what you like or what you don't!

- Make it a habit to update your résumé at the end of each semester – to reflect upon the past semester and plan ahead for the future. This ensures that you have time to make amendments and set goals to improve yourself.



**ONG KIAN ENG (2011/2012
PRESIDENT OF CAREERS GUIDES)**
[Faculty: Science]



MAKING THE MOST OF YOUR TIME AT NUS

From participating in an interest group to embarking on an overseas exchange programme, all these experiences can have a place in your resume and even be discussed in an interview.

NUS takes pride in providing you a multi-faceted education experience. There are plenty of programmes, workshops and events that develop you in more than just technical or academic knowledge. Such non-academic competencies are highly

valued by employers around the world. As a NUS student, exposing yourself to non-academic related activities may seem demanding to your already busy schedule, but with careful planning it will be very rewarding for your future career.

Here are some ideas on what you can do beyond just studying to maximise your career prospects:



Year of Study	Year 1 Self-discovery	Year 2/3 Know the industry and gain exposure	Year 3/4 Successful transition to work
To develop your core career competency	<ul style="list-style-type: none"> • Attend HeadStart – A series of 5 core career competencies workshops: <ol style="list-style-type: none"> 1. Making Student Life Count 2. Winning Resumes & Cover Letters 3. What's My Story: Effective Interview Skills 4. Mastering the Art of Networking 5. 1st Impression Matters: My Professional Image and Etiquette • Identify your personality traits, interests, skills, or values using career assessment tools such as Slamdunk! [accessible via NUS Career Centre website] and MAPP [contact us for more details] • Make an appointment with a careers advisor to map out your plan to maximise your university life, affirm your career preferences and refine your academic goals. 	<ul style="list-style-type: none"> • Research job functions, industries and companies you are interested in using Career Insider™ (accessible via NUS Career Centre website) • Talk to your Careers Advisors, alumni and professors to learn more about various career options. • Attend industry or alumni-student talks and networking sessions to gain insights on the industries, positions available and employers' expectations. • Attend the NUS Career Centre's Career and Professional Development workshops designed to help you differentiate yourself from the competition: <ol style="list-style-type: none"> 1. Personal Branding 2. The Right Image 3. Dining Etiquette 4. Case Interviews 5. Assessment Centres 6. Turning Ideas into Gold 7. Present to Persuade Influence and Get your way. • Obtain practical work experience by taking up vacation internships or industrial attachments. 	<p>Attend StepUp – A review of the core career competencies workshops:</p> <ol style="list-style-type: none"> 1. Career Planning 2. Winning Resumes & Cover Letters 3. What's My Story: Effective Interview Skills 4. Mastering the Art of Networking 5. 1st Impression Matters: My Professional Image and Etiquette <ul style="list-style-type: none"> • Attend NUS Career Centre's Business Savvy Series Workshops to develop your business acumen: <ol style="list-style-type: none"> 1. Business Bootcamp for Non-business students 2. Consulting 101 • Schedule an appointment with a careers advisor to review your resume or to carry out 'mock interview'. • Attend NUS Career Centre's recruitment events to network with employers and gather first-hand information about the companies you are interested in: <ol style="list-style-type: none"> 1. NUS Recruitment Talk (Jan-Mar & Aug-Oct) 2. NUS Career Fair (Jan/Feb) 3. NUS JobsConnect (May) 4. NUS GradHunt (Mar)
To expand your network, work in a team and garner leadership experience	Get involved in campus activities [e.g. CCAs, Hall activities, Rag and Flag day, etc] to develop life-long competencies such as working with people, leading a team etc.	<p>Lead project teams, interest groups, and CCAs to build on your experience in managing relationships and leading a team to accomplish project goals and objectives.</p> <p>Be part of NUSLead – a newly launched programme that aims to develop students into well-rounded and social conscious leaders.</p>	
To develop global competency and gain overseas exposure	<ul style="list-style-type: none"> • Attend the NUS Career Centre's Global Savvy Series Workshops which help to groom you to be a global talent <ol style="list-style-type: none"> 1. Navigate the Workplace Jungle with EQ 2. Cross Cultural Communication 3. Global GPS • Embark on SEP/OCIP/International Competition for overseas exposure stints to learn adaptability and an appreciation of cultural diversity. Registration begins in early part of the academic year, and requires extensive planning of your academic modules. • Global Internship and Mentorship (GIM) programme is also one of the option for your vacation. It offers cross cultural exposure and mentorship from senior management. • Consider overseas internships like the NUS Overseas College (NOC) programme which allows you to intern with overseas start-up companies for a 3 to 12 months period and learn from the very best by interacting with the founders of these companies 		

Calendar of events

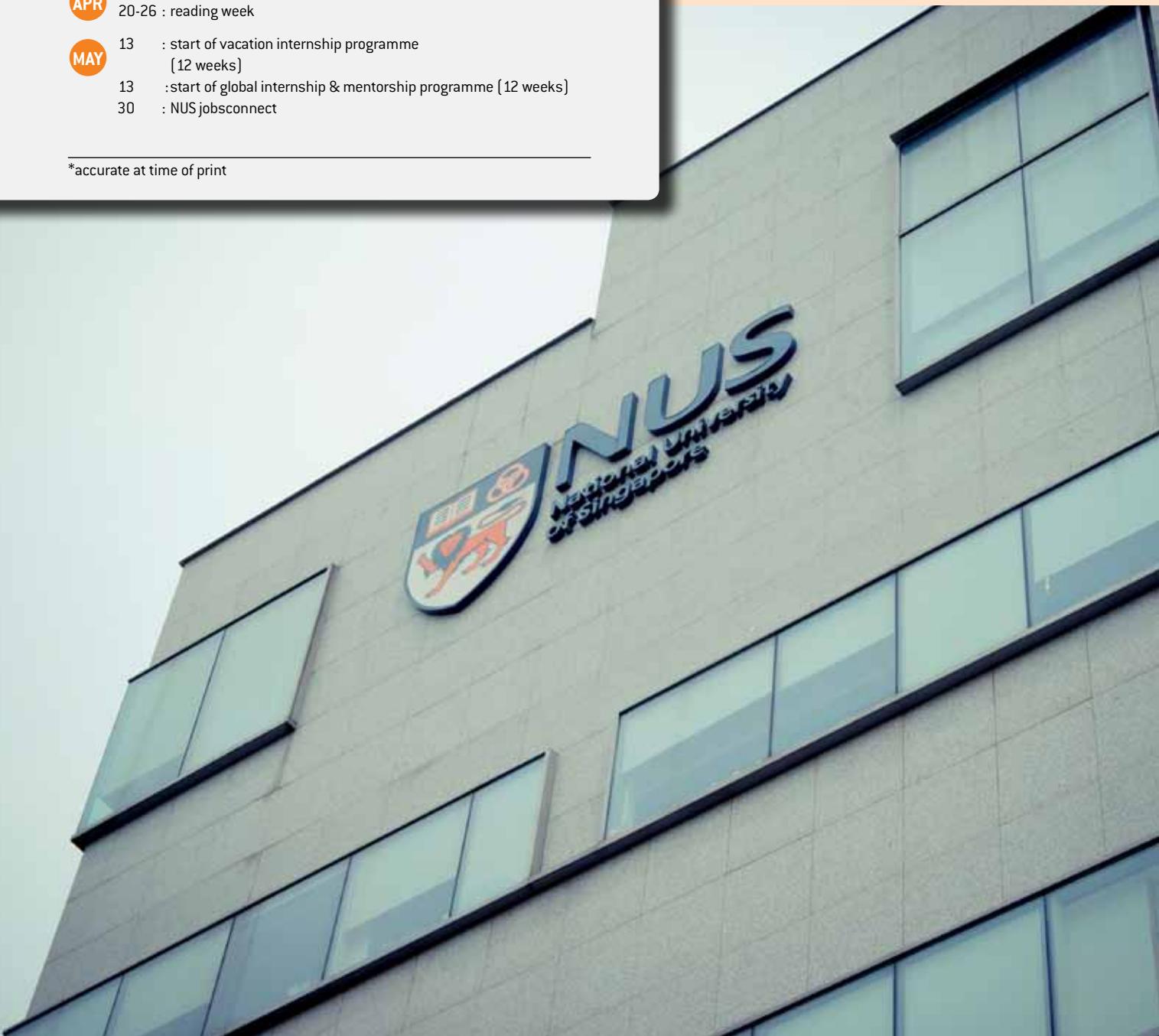
2013/SEM 2

- JAN**
 - 11 : end of vacation internship programme (5 weeks)
 - 14 : school reopens!
 - 23 : suit up!
 - 29 : NUS Career Fair
- FEB**
 - 1 : NUS Career Fair
 - 4 : START OF RECRUITMENT TALKS
 - 23 : recess week starts!
- MAR**
 - 3 : recess week ends!
 - 8 : career nexus (Faculty of Science Career Fair)
 - : Science Alumni & Student Networking Event
 - 18 : Start of NUS Gradhunt
 - 29 : End of recruitment talks
- APR**
 - 5 : End of NUS Gradhunt
 - 20-26 : reading week
- MAY**
 - 13 : start of vacation internship programme (12 weeks)
 - 13 : start of global internship & mentorship programme (12 weeks)
 - 30 : NUS jobsconnect

*accurate at time of print

Where are NUS graduates?

NUS graduates go on to careers in a wide range of fields. Finding out what graduates from your department are currently working as can be a good source of inspiration. The following pages on NUS faculties current students and alumni will be a good place for you to start exploring your options. The seniors' and alumni's sharing can give you some ideas on the options you can look at, but don't shut out other ideas too.





THE FUTURE OF ACCOUNTANCY

Take charge of your future with the ACA by ICAEW, a world leading professional accountancy body, and join a global membership of over 138,000 ICAEW Chartered Accountants including Tony Fernandes, CEO of AirAsia Group; Bobby Chin, Chairman of Singapore Tote Board and Fang Ai Lian, Chairman of Great Eastern Holdings.

Combining a rigorous examination structure – with a final case study based on Harvard rules and a renowned on-the-job training programme – the ACA has been the mark of pedigree for many in the UK and around the world. 84% of the 100 largest companies of the London stock exchange have an ICAEW Chartered Accountant on their board, and more than half of the world's ACAs hold designations as finance directors, business analysts, chief executive officers and other senior management positions.

WHY CHOOSE THE ACA?

- Many ACA trainees can double their salary during their training agreement. Salaries for newly qualified ACAs compare favourably with careers in law, general management and banking.
- Being 'ICAEW chartered' means you are recognised as being at the top of your profession. It shows you have industry specific skills and experience, not just academic and theoretical knowledge.
- Recent independent surveys show that ACAs can command higher salaries throughout their careers when compared with those holding other accountancy qualifications.
- Achieve partner or financial director status early in their careers. A significant benefit of the ACA is the structured training provided through a training agreement.

Training occurs in your day to day job and in preparation for exams through professional tuition providers. Employers value graduates and school/college leavers with potential to learn and a track record which demonstrates excellent employability skills.



“

The ACA qualification has given me a well-rounded education on how to manage a business, be it big or small. I ran my own business for several years and my training was invaluable. At Credit Suisse, I have used and continue to use the broad based tools that an ACA qualification has given to me – from the principles of management to detailed accounting knowledge. My ACA qualification has provided me with a solid foundation as which to progress my career at Credit Suisse.

Christina Yeoh read a law degree at the London School of Economics before going on to work with Ernst & Young and qualify as an ACA. Christina then joined Credit Suisse within the Product Control department. She has worked with Credit Suisse in London, Tokyo and New York and is currently a Director in Product Control Singapore.



Myths Busted

Myth:

The only jobs for graduates from FASS are in teaching.

Fact:

The faculty is proud to have produced many excellent teachers and education administrators in Singapore. However, our graduates also work in diverse fields beyond education. Did you know many of Singapore's top diplomats, politicians, bankers, entrepreneurs and entertainers graduated from FASS?

I'm an Arts and Social Sciences student...

The faculty's emphasis on critical thinking and analytical skills has helped produce graduates with good communication skills and a strong capacity for research. As a graduate of the FASS, you are well-positioned for a large variety of jobs in

the public and private sectors in a wide variety of fields, such as arts/culture and entertainment, communications/public relations, education, event management, finance, foreign affairs, hospitality/tourism, media, transport, urban planning, etc.





NAME Muhammad Danial
Faizsal Bin Anuar, 22
COURSE Bachelor of Arts
(Philosophy)
STAGE OF COURSE Year 2

The one thing that drew me to the discipline was that a philosophical perspective can be applied to anything in life. I loved the depth of thought that was required in philosophical investigations and when I entered NUS, philosophy was a natural choice for me. A philosophical grounding enables me to have a questioning attitude and extract and identify all the elements in a problem. It is basically a problem-solving paradigm, but at a more abstract level.

The biggest challenge as an Arts student is to be able to have a good understanding of readings assigned weekly and yet complete all assigned readings on time. I found it really effective to set a dedicated block of time in a quiet environment just to pore through my readings. The MMR at Central Library is a recommended spot for anyone who wants to read in a conducive environment.

I'm currently serving as the President of NUS Muslim Society, a student society that looks after the interests of Muslim students in NUS and their general development in the university setting. We also hold university-wide events such as the Islamic Appreciation Week that seeks to share about Islam to the general university population. I also volunteer in AAM (Aspire & Achieve Through Mentorship), a mentorship programme designed primarily to help Madrasah Aljunied students prepare for their E & A Maths and English 'O' Levels examinations, in addition to its secondary objective of character- and confidence-building for the students.

I'll be joining the Singapore Police Force immediately after I graduate to serve my scholarship bond. For now, I'm looking more towards developing myself in the best way possible such that I can value-add to the organisation when I begin my stint in the force.



NAME Cassandra Tan, 25
QUALIFICATION BA (Hons) Psychology, NUS, 2010
JOB Research Executive
EMPLOYER Millward Brown

I was deciding between majoring in Communications & New Media (CNM) and Psychology. As journalism (which was my area of interest) was not a major component of CNM's syllabus, I naturally fell on the other option – Psychology.

My work does not tap directly on psychological theories but they help in understanding research methodologies that include Neuroscience. Apart from Marketing and Business Communication modules, participating in the iLEAD programme and taking a minor in Technopreneurship provided a business perspective.

Even though there are many aspects to starting a business, my interest lies in understanding how consumers and brands work. Millward Brown provided the perfect opportunity with its expertise in advertising and brand communication. The company embodies its ideal of "creating meaningful impact" both internally among our colleagues and externally with our clients and the work we produce. My day-to-day responsibility includes managing research studies, maintaining client relationship, analysing data and providing clients with a point-of-view or the strategy to move their brands/advertising forward.

As we deal a lot with data, candidates will sit through a mathematical test which ascertains if one meets the minimum requirement to be in the Quantitative Research team. Thereafter, the company also conducts a variety of other selection processes to determine job fit and personality fit with the team and company. The whole process ends with an interview to gather more understanding about the candidate, as well as provide the candidate the opportunity to ask questions and manage expectations.

I believe my presentation and communication skills, honed through the multiple presentations we have to make through university life, helped me to clinch the job. Best way to get the job: have a personality which makes you a joy and inspiration to work with; have the passion to make a difference with your work and have the humility to learn and adapt with the fluidity of the market research landscape.



NAME Fatimah Zahrah Alsagoff, 23
QUALIFICATION Bachelor of Social Sciences (Honours) (Political Science), NUS, 2012
JOB Junior Associate
EMPLOYER Vriens & Partners Pte Ltd

I majored in Political Science, which really helped hone my research and writing skills and also encouraged me to question and to think analytically. Outside of academics, I completed leadership terms in the NUS Students' Political Association and the NUS Symphony Orchestra. My CCA experiences allowed me to network widely and to hone my leadership and people skills. Having always been inherently shy, it was by stepping out of my comfort zone that I built up my confidence, better preparing me for the corporate world.

One of the biggest draws of my current job was the opportunity to pursue a career based directly on my interest in comparative politics. You don't often come across a chance like that, and so I grabbed the opportunity when I could.

Vriens & Partners Pte Ltd is a Southeast Asia-focused corporate advisory firm, specialising in political risk analysis, government affairs, and public policy. As a Junior Associate, I meet clients, carry out research on various political and public policy issues, write reports and draft written

communications. The job also involves travel to various cities in the Southeast Asian region, which is always exciting!

I secured my current role after completing two internships with the firm. In my third year I did a summer internship, and a semester later I was offered a second internship, which I gladly took up. Internships are a fantastic opportunity to prove yourself. If you've worked to impress you could end up with a job-clinching testimonial from your boss, or with luck, even a full-time position in the firm.



NAME Calvin Chu Yee Ming, 35
QUALIFICATION BA (Psychology & Political Science), NUS, 2001
JOB Managing Partner
EMPLOYER Eden Strategy Institute

I read Psychology & Political Science because I was curious about how people and organisations behaved. These provided a good foundation in social science research, critical analysis, and reporting skills – building blocks for consulting work. At NUS, I had the privilege of leading student societies, serving internships, and working with a dot-com company, all of which provided invaluable hand-on experiences to launch my career.

Given my generalist background, it was natural to launch into a job that involved general problem solving across multiple industries. I started work as a Business Analyst at a London-listed business consultancy, and rose up the ranks over eight years to lead their Singapore office as Director. Subsequently I joined the stock exchange as their VP of Strategy and Business Development to gain hands-on experience actually implementing the strategies I helped develop, for I believed this would help me become an even better consultant. Upon constant urging from several former clients, I decided thereafter to found my own strategy consultancy firm with a few partners.

Eden Strategy Institute is Asia's leader in social innovation strategy consulting. My role covers business planning, thought leadership, client relationships, engagement delivery, team development, and practice management. Being a strategy consultant is really empowering because you are constantly gaining rapid competencies in new industries, countries, and disciplines, which teaches you a lot about how the world really works.

I see university education as the starting point to build basic learning skills and gain the ticket into a first job; to remain truly competitive we need to continuously learn faster than our peers for the rest of our lives. Business subjects are useful to consulting, but so are disciplines relating to our client industries such as engineering, the health sciences, or the arts. I would encourage students to just take interest in as many domains as possible, and pursue true understanding and excellence in whatever they're pursuing.



KNOW WHAT YOU WANT OUT OF YOUR CAREER



NAME Fong Ying Yi, 28
QUALIFICATIONS B.A. (Hons) English Literature, NUS, 2007; MSc (Library and Information Science), UIUC, 2009
JOB Librarian, Library Service Development
EMPLOYER National Library Board Singapore (NLB)

LOCATION Geylang East Public Library

HAS BEEN WITH THIS ORGANISATION FOR 2 years 9 months

I AM MOTIVATED BY my passion for learning and knowledge, and the desire to help others.

At university

I majored in English Literature at NUS as I love reading and I'm happy to be putting my degree to good use. Knowing who's who and what's good in the literary world helps me in my work.

My background

Librarianship was a serendipitous discovery. In my final year at NUS, I chanced upon a Master's course in Library and Information Science while planning for further studies in the United States. Since I have never considered a career in librarianship before, I did some research and realised that I would enjoy dealing with books, knowledge and people. My internship with the NUS Central Library during my university days also reaffirmed my view. After completing my Masters, the NUS Central Library connected me to NLB and I landed this job. I've never looked back since. NLB is my first job, and I love it!

My organisation and job

NLB believes in empowering people with knowledge. Libraries serve as social levellers and we are always looking at new ways of engaging the public through our programmes and resources.

My job involves providing reading recommendations, writing book reviews and managing book collection and service development.

NLB gives me opportunities to develop myself. I was given the chance to work with schools, and collaborate with external partners to organise events for the library. It's always encouraging when someone tells me that they have learnt something new. I'm currently developing new services and reading packages for schools to engage students at a deeper level and am also involved in the exciting new development of the upcoming library@orchard.

Getting the job

It is important to know what you want out of your career. Good communication skills are essential, since we engage the public on a regular basis. You also need to demonstrate that you have given careful thought and done research on how you can contribute to NLB. I'm sure the interviewers will be able to assess if you're excited and passionate about joining the NLB family.

Postgraduate/professional qualifications

I hold a Master of Science in Library and Information Science from the University of Illinois at Urbana-Champaign. To be a qualified librarian, it is essential to have a master's degree in Information Science. My postgraduate degree has given me an overview of the various types of librarianship such as public versus academic librarianship, and has equipped me with relevant skills. I've also come away with a broader picture of developments in the world of library.

Be prepared for

Fast-paced work, shift hours, multi-tasking, and having your brain challenged on a regular basis!

Some advice

If you're considering a career in librarianship, a good bachelor's degree, passion for engaging people and people skills are essential. It's important that you have a desire to make a difference in people's lives through the most powerful way possible — knowledge.



IMPACTING LIVES – ONE AT A TIME

NAME Alvin Sim Yong Cheun, 31

QUALIFICATION Bachelor of Social Sciences (First Class Honours in Geography)

JOB Head of Department

EMPLOYER Fairfield Methodist School, Ministry of Education

HAS BEEN WITH THIS ORGANISATION FOR 5 years

I AM MOTIVATED BY the real possibility to impact lives and leave a lasting legacy.

At university

My time in NUS was perhaps the best period for me so far. The academic knowledge gleaned and critical perspectives developed during this period have proven very useful in my current job as an educator. More importantly, however, are the soft skills I honed whilst in NUS – such as relating with people from all walks of life and effective time management (e.g. juggling commitments as a youth volunteer and hostelite, as well as project and term paper deadlines). As an educator, such soft skills are crucial in relating well with parents and students. In today's world where knowledge cannot be isolated in silos, the broad-based education in NUS also provided me with an understanding of the world beyond my subject specialisation. For example, I remember doing a module where I learnt about animal behaviour and another where I learnt about health and medicine! This has certainly provided me with interesting anecdotes which I sometimes share with students in the class.

My background

During my time of study in NUS, I was a volunteer teacher at a Youth Centre. That experience affirmed my belief that it is possible to impact the lives of youth and to shape their character. Cliché as it may sound, I joined the teaching fraternity because I truly wanted to make an impact in the lives of the youth and help them realise their potential. It sounds like a lofty ambition, but I've seen how lives can be touched – one at a time.

My job

I do not think I'm exaggerating when I say my job as an educator really gets the adrenaline rushing, and is certainly not a job for the faint-hearted! The day starts early for a teacher, and from the time I enter the school gates, it is a flurry of activities. Apart from conducting lessons and grading students' work, a teacher also engages in professional collaboration with other teachers through research opportunities. Beyond the classroom, I am also involved in imparting life skills and character development through my involvement in Co-Curricular Activities (CCA) as well as facilitating students' fieldwork opportunities, both locally and overseas.

In addition, I spend time interacting with parents and understanding my students better through conversations along the corridor or even over a meal. As a Head of Department, I also spend time developing teachers and helping them grow to become the educator they are truly capable of becoming. Life as a teacher is busy, but it is not the kind of mundane busy-ness. Purpose-filled busy-ness, if you like. I have to add that not two days are the same, and almost every day offers a surprise or new challenge! It is really a career where the core business is about people development.

Getting the job

You must have the right motivations for entering teaching. Only then will you find the job purposeful. A teacher truly needs to possess a wide range of skill sets – from being an effective communicator to project management. Of course, having mastery in specific subjects is a must.

Cliché as it may sound, I joined the teaching fraternity because I truly wanted to make an impact in the lives of the youth and help them realise their potential.

Be prepared for

Fast-paced work, interaction with others, and a sense of mission.

Some advice

Seize the chance while in NUS to experience as many things as you can – be it an overseas exchange programme, volunteering opportunities or an internship. As a teacher, you want to have rich life experiences to share and to inspire your charges. Paper qualifications aside, you must demonstrate your love for learning and for life.



UNDERSTAND YOUR STRENGTHS AND USE THEM

NAME Lim Yung Tzen, 32

QUALIFICATIONS Bachelor of Social Sciences (Sociology), 2nd Class Honours (Upper), NUS, 2003; Master of Social Sciences (Sociology), NUS, 2006

JOB Senior Manager (Business & Collaboration Development), Singapore Aviation Academy (SAA)

EMPLOYER Civil Aviation Authority of Singapore (CAAS)

At university

At university

I majored in Sociology and continued with the discipline for my postgraduate degree. Sociology opened my eyes and enabled me to try and understand the world through different perspectives and to apply critical thinking.

My background

Due to the complex nature of the aviation industry, I struggled to understand it during the first six months of my career with CAAS. Aviation is notorious for its liberal use of acronyms and on my first day I had to attend a policy meeting where acronyms punctuated every sentence. I walked out of the meeting dazed and wondered how I got myself into this situation. After six months, things started to pick up as I began to understand more about the industry and how to make sense of my work.

Previously, I worked in another statutory board dealing in legal policies for business entities in Singapore. My previous job also utilised the skills I learnt from NUS. I was required to understand the perspectives of business entities in order to design policies to encourage a pro-enterprise environment.

My company and job

I work for Singapore Aviation Academy (SAA), the training arm of CAAS. It is a unique place where more than 1,500 international students from countries around the world come together each year to learn and share knowledge on diverse aviation topics such as aviation management, air traffic control, airport emergency services, aviation safety and security.

Aviation is notorious for its liberal use of acronyms and on my first day I had to attend a policy meeting where acronyms punctuated every sentence.

Since its establishment in 1958, SAA has trained over 52,000 participants from 190 countries. I work with partners to tie up training opportunities for SAA, be it designing joint programmes or bringing their expertise to SAA. I also work with the different divisions within CAAS to try and extend SAA's training programmes to other countries and other segments of the aviation industry.

As CAAS performs regulatory functions in the aviation industry, it is important to have an appreciation of how the other stakeholders in the industry operate so that the regulator can be an enabler of opportunities.

Getting the job

I had to convince the interviewers that I could apply the skills I learnt at NUS and from my previous workplace to the job. I believe it is important to have a positive attitude and display a willingness to learn and try new things. It is easy to convince the interviewers about what you can do, but it is equally important to be honest about the areas that are new to you or that you may find challenging to do.

Postgraduate/professional qualifications

On paper, it did not seem as if my postgraduate qualification was directly related to my careers but it has honed my research, analytical, writing and interpersonal skills.

Be prepared...

... to have many acronyms thrown at you and to know what they mean and how they are related to a particular area in aviation. The interesting thing for me is that after a while, things start to fall into place and I have moments of revelation where I begin to understand the linkages that one area has to another.

Some advice

Understand your strengths and use them. Interpersonal skills are essential to get you through the day. You do not have to loved by all but do not be loathed by the majority. Pursue a course that interests you and you are likely to do well in it.

Enabling opportunities through aviation

A career that allows you to take flight



The Civil Aviation Authority of Singapore's raison d'être is to develop the air hub and aviation industry in Singapore, expanding our links to the rest of the world. We enable opportunities through aviation, making contributions, opening doors and enabling choices in people's lives.

We offer excellent **career prospects** and a wide range of challenging and meaningful opportunities to grow. The **Undergraduate Internship Programme** is a platform to facilitate selection of well-rounded individuals for scholarship awards, namely the **Undergraduate Scholarship** and the **Honours Year Scholarship**. Aspiring talented undergraduates with a passion for civil aviation will be groomed as future leaders to bring the aviation industry to greater heights. Apply for the scholarship and be a leader in civil aviation.

Our **Industrial Attachment Programme** provides tertiary students with a unique experience of working in a fast-paced and dynamic environment at CAAS to challenge their potential. Are you looking for a career headstart while still in school? Do you aspire to be a CAAS scholar and are you interested to pursue a challenging career with us?

We invite you to join us in shaping Singapore into a global hub of aviation excellence.

Discover a challenging and rewarding career with us



Apply now at www.caascareers.gov.sg.



WILLINGNESS TO LEARN IS MORE IMPORTANT

NAME Alyicia Tay Hwee Lu, 25

QUALIFICATION Bachelor of Arts (Merit) Psychology, NUS, 2011

JOB Staff Officer (DXO), Central Manpower Base

EMPLOYER MINDEF

At university

I majored in Psychology in NUS and I chose this purely out of interest. It was important to me to pursue a course which I am interested in to ensure that I can fully enjoy and give my all for my final stretch of education.

My experience in NUS prepared me well for the working world as I have gained skills that cannot be picked up from textbooks alone. Through interactions with my peers, professors, as well as internship supervisors and colleagues, I earned a “degree” in interpersonal skills that I did not even sign up for.

My background

I decided to take on my current job because pursuing a career as a DXO and playing a role in contributing to MINDEF has always been my interest. To me, working in a department dealing with National Service (NS) management is a meaningful job because I feel that NS is vital to Singapore’s defence.

I have been working in MINDEF since I graduated from NUS. Although my course of study is different to what I’m doing, I do not see it as a disadvantage because I strongly feel that the willingness to learn is more important than the academic knowledge gained in school. My supportive bosses

A positive attitude and good interpersonal skills are the most valuable assets you can ever have.

and colleagues also helped me adapt easily to my job.

My job

My job involves analysing and submitting reports on trends and statistics relating to National Service. It also involves overseeing the deployment of NSmen on the holding list. I was also involved in several events like the Army Half Marathon where I helped to coordinate the participation for my department and devised a training programme for my colleagues who signed up for the marathon.

Getting the job

The interview was not as intimidating as I thought as the hiring managers were very friendly. They made me feel at ease so I could express myself freely. I believe my sincerity, honesty and willingness to learn helped clinch the job for me.

Be prepared for

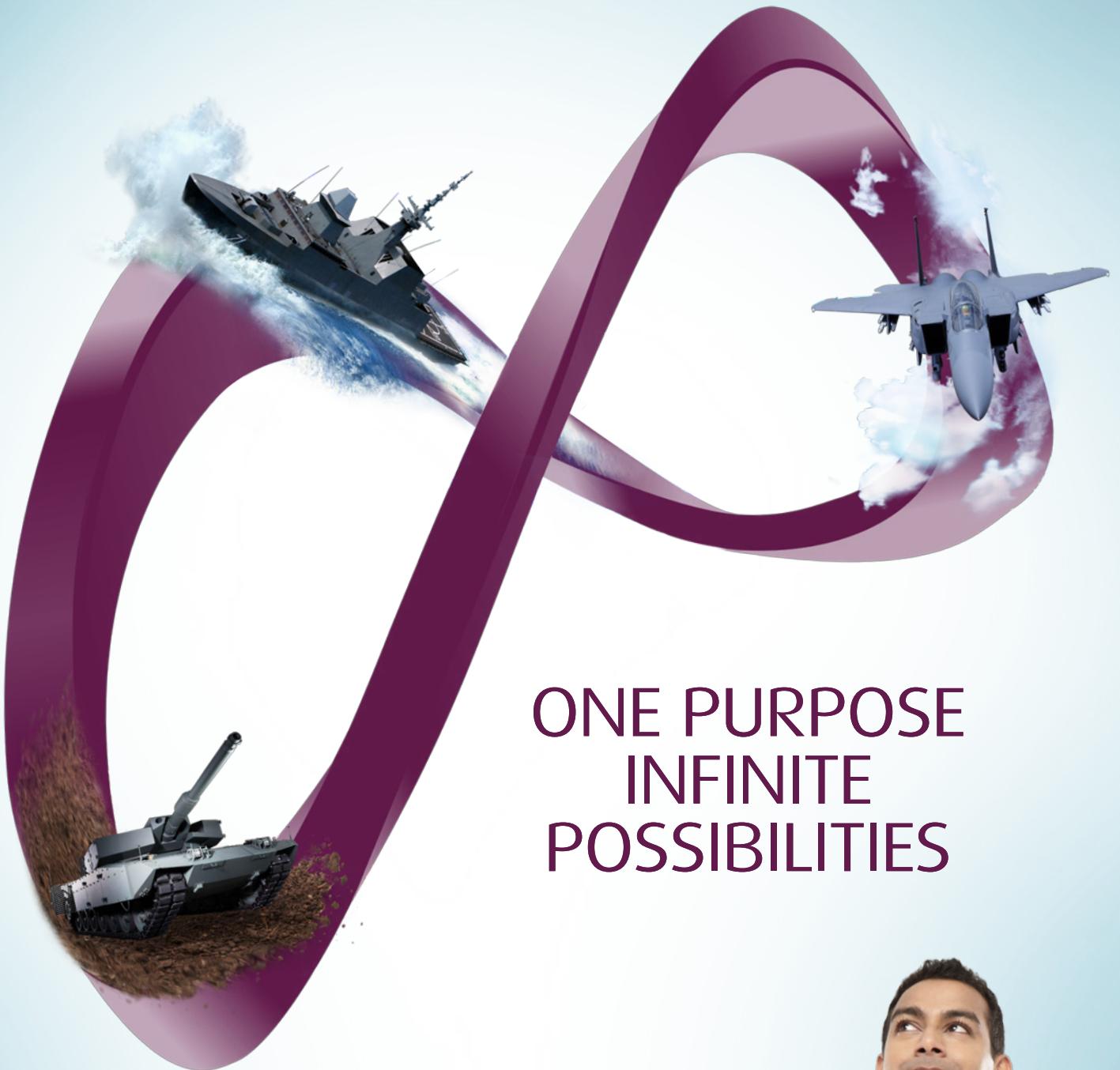
Be prepared for new challenges and the need to juggle multiple tasks that require good time management and prioritisation. However, I see this as a plus point of my job as it keeps my work exciting and challenging.

Some advice

An impressive resume and good paper qualifications would surely help. However, I feel that a positive attitude and good interpersonal skills are the most valuable assets you can ever have.

How has NUS Career Centre helped you?

NUS Career Centre helped me clinch my first internship during my undergraduate studies, which allowed me to experience the working world when I was still a student.



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FOCUS AND DECIDE WHAT YOU WANT

NAME Felicia Tan, 28

QUALIFICATION Bachelor of Arts (Economics), NUS, 2008

JOB Junior Relationship Manager

EMPLOYER Credit Suisse

HAS BEEN WITH THIS COMPANY FOR 5 years

I AM MOTIVATED BY my desire to grow with my clients.

At university

I studied economics and was an active member of the NUS Students' Union (NUSSU). Specifically, I was the chairperson of the Union's marketing wing, the NUSSU Business Committee. I also held other leadership positions during my term.

My background

Ever since I was in my penultimate year at university, I have always wanted to join a leading private bank. I felt that it would provide me an ideal platform to pursue my passion and interest in the financial services, and deepen my relationship-building skills.

I was attracted to Credit Suisse because the bank provided opportunities for me to interact with a diverse mix of clients, and enable me participate in the vibrant and exciting world of financial services.

While I was an undergraduate at NUS, I worked part-time in the Human Resources department at Credit Suisse. Even back then, I found my colleagues to be extremely supportive and helpful, and I felt that Credit Suisse was an organisation where I could thrive. After graduation, when I decided to pursue a career in private banking, Credit Suisse was my first choice.

My company and job

I joined the Credit Suisse Private Banking Graduate Programme in Asia after graduation. I am currently a Junior Relationship Manager, serving high net-worth clients in the Asia-Pacific region.

Getting the job

I applied for a role, and thankfully, was selected for a first-round phone interview. After that, I had a one-on-one interview with my prospective hiring manager. After several more rounds of interviews, I was offered a position.

During the process, I learned that no matter how challenging the interview process might be, half of the battle is won once you really focus and decide what you are looking for in your career. This is a crucial step. I encourage students to learn as much as they can about the various roles offered at firms like Credit Suisse before they apply, so that they know all of the opportunities that are available to them and can make informed choices about possible career paths.

I was attracted to Credit Suisse because the bank provided opportunities for me to interact with a diverse mix of clients

Be prepared for

Fast-paced work so you will need the ability to adapt to the unexpected quickly.

Some advice

Work can be pretty challenging, so it's important to maintain an active life outside of work. I am currently a committee member of the Junior Professionals Forum (JPF) within the Singapore Employment Network at Credit Suisse. The organisation enables me to interact with colleagues from all parts of the bank, and allows me to learn a great deal about our senior managers through the informal sharing sessions. Since joining, I have forged great friendships within the bank, and these networks have definitely been my pillars of support throughout my years here.

It is also important to go on short vacations throughout the year. Personally, these trips rejuvenate me and allow me to see things from a different perspective.

How has NUS Career Centre helped you?

NUS Career Centre gave me opportunities to explore the financial services industry through the networking sessions held at various recruiting events.

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Myths Busted

Myth:

An IT career is very stressful because IT professionals must keep on upgrading themselves.

Fact:

Almost all careers require periodic upgrading. For example, accountants have to upgrade each time a new accounting standard is introduced, while doctors must attend a certain number of compulsory upgrading seminars each year. Hence, computing is not unique in this aspect.

Myth:

IT professionals must be on call 24/7/365.

Fact:

Generally, it depends on individual employers whether their IT professionals need to be on call 24/7/365. Most IT people have regular working hours.

Myth:

IT folks will always play second fiddle and can never rise up the management hierarchy.

Fact:

There are different business cultures in different companies and countries. Some companies like to promote people with extraordinary technical skills into top management. In an IT company, IT knowledge in general might be appreciated and help to make a good career. However, it is unrealistic to climb the corporate ladder without having other factors such as personal efforts and traits, regardless of one's chosen field of study.

I'm a Computing student...



There is hardly a sector in the economy where a School of Computing (SoC) graduate has not left an imprint on, both at home and overseas. Organisations that hire SoC graduates include Google, IBM, HP, Dell, Electronic Arts, Lucasfilm Animation, Singapore Airlines, Accenture, Citibank, OCBC, DBS, NCS, DSTA, ministries and statutory boards.

Luminary alumni include CEOs and CTOs of multinational corporations, senior decision makers in public agencies, award-winning software engineers, successful technology entrepreneurs, star professors and brilliant researchers.



NAME Yi Suqin, 28

QUALIFICATION BComp (Hons, 2nd Upper)
Information Systems, NUS, 2009

JOB Senior Associate

EMPLOYER Singapore Exchange (SGX)

After becoming a System Analyst (my current role), I realised picking up more network knowledge will be useful as application and network work closely together. Also, non-computing modules like financial accounting and financial computation may come in handy in the finance sector.

I joined SGX as a Technology Associate (TA) and took on the role of a System Analyst in the Trading and Derivatives Clearing team after completing the TA programme in June 2011. The two-year job rotation during the TA programme allowed me to gain experience

and knowledge in project management, business analysis, system analysis, and incident management. From the rotation, I came to realise that there are many different areas in IT and programming is just part of it.

Knowing what you want to work in is important as your interest will fill you with passion in the job. Career talks organised by NUS provides opportunity to learn about different companies and the networking session allows one to have more understanding of the jobs that are offered.



NAME Jasmine Ng, 23

COURSE Bachelor (Hons.) of Computing

STAGE OF COURSE Year 3

I chose this course because it is relevant to my polytechnic's course of studies. The idea of helping to connect the bridge between business management and information technology will allow me to add value and better contribute to my future employer.

I am hoping to have a career that can apply both of my hard and soft skills. I think the career prospects for my course will be good because more and more companies are using technology to better compete in the market.

You should not be too influenced by comments that certain courses will have

better prospects in the future because the situation may be different by the time you enter the work force. More importantly, studying a course with personal interest will be like putting a car on auto mode – you use less effort to push yourself further.



NAME Daniel Lee, 25

COURSE Bachelor of Computing (Computer Science)

STAGE OF COURSE Completed year 4, pending graduation

I have always enjoyed solving challenging problems and I see a computer science education as a means through which I could hone my ability to analyse and solve complex problems. My course has prepared me well not only for work as an IT professional, but for other functional roles as well. The analytical capabilities and problem solving skills that I have developed through this course are highly transferrable to new domains.

Spending a year in Silicon Valley through the NUS Overseas Colleges programme was the most memorable part of my course. The experience has broadened my perspective and equipped me with valuable technical, business and leadership skills necessary to make a difference.

Another memorable experience I had was participating in the NUS LEAD programme, through which I learnt how to be an inspiring

and successful leader, and went on to put the skills into practice by working on a community service project.

Having just graduated from university, I am currently working on launching my own start-up.



NAME Tan Tian Kuo, 31

QUALIFICATION B.Comp (Business Focus), 2005, NUS

JOB Senior Corporate Communications Manager

EMPLOYER Housing & Development Board (HDB)

When I enrolled in my course, I was keen in pursuing digital graphics and game design. After it turned out that I was not quite suited for the course, I decided to take on more business and arts modules to expose myself to different areas. Reading all about business case studies and studying concepts in sociology, social work and the media made me realise that there were many possible careers that I could consider besides computing. In addition, working on group projects at NUS honed my interpersonal skills.

I started out with a career in banking initially, but I did not derive a sense of fulfilment from dealing with numbers. After applying for a job with various government agencies, HDB offered me a job as an Estates Manager which gave me the opportunity to help flat owners in financial hardship. After a few years, I was rotated to my present role as a Corporate Communications Manager.

I held the perception that government agencies would be less efficient when I started out at HDB. However, HDB proved

me wrong in no time. In fact, it has an open culture, and younger officers are often given opportunities to prove their worth.

As an organisation that is responsible for shaping the public housing landscape, potential employees should have an interest in general current affairs and how they affect HDB's work. It helps to know what is going on and how it could possibly impact your own work.



AN ALIGNMENT OF CAREER AND PERSONAL GOALS

NAME Ryan Koh, 33

QUALIFICATION Bachelor of Computing in Computer Science (Hons), NUS, 2004

JOB Senior Financial Services Manager

EMPLOYER Prudential Assurance Company Singapore (Pte) Limited

HAS BEEN WITH THIS ORGANISATION FOR 9 years+

At university

I majored in Information Systems in NUS. It was a natural continuation of my interest in computer studies since college days. I attribute my success today to the education model in NUS. It has immensely enhanced my learning methodology and enabled me to absorb new skills and knowledge effectively. This is essential as I believe learning is a lifelong journey.

In fact, being able to learn new skills quickly has enabled me to adapt to a completely new industry in a short time. Furthermore, the learning structure in NUS promotes networking among students and this has equipped me with good networking skills that I have put to good use in my career.

Most of my elective subjects in NUS were from the Faculty of Business Administration. These electives laid my foundation in both business and marketing.

My background

Born into a family that runs businesses, I was attracted by the idea of “working for myself”. The decision to join the financial services industry was made after careful deliberation on the insurance business model and the increasing demand and acceptance for financial planning in Singapore. Joining the industry was also aligned to my personal goals. I continue to enjoy the work that I do, and treat everyday as if it was my first day at work.

My company and job

Prudential is a highly innovative insurance company that provides comprehensive training to develop competent and professional financial consultants.

>You must be prepared to work hard in the initial years to build up a sizable client base.

My day-to-day agency management responsibilities include identifying new talents to join me in this business as financial consultants, and to develop my existing team of financial consultants. I also spend time looking into how to grow my agency business. Of course, I still enjoy meeting up with my clients and having a cup of coffee with them.

Getting the job

I went through multiple rounds of interviews before I was selected for the job. Apart from a face-to-face interview with my manager, I had to go through a thorough psychometric test as part of the selection process to determine if I was suitable for the job.

My high propensities for success and work independence uncovered by the test are the most probable reasons why I was selected for the job. I am thankful for that opportunity.

Be prepared for

You must be prepared to work hard in the initial years to build up a sizable client base. Continuous learning and skills upgrading are critical in order to stay relevant in this fast moving industry. You must also acquire the necessary skills and knowledge through training and upgrading to provide clients with sound financial planning and advice.

Some advice

My friends used to tease me by telling me that my Honours degree in NUS was “wasted” and suggested that I should have settled for a Bachelor’s degree instead of pushing myself so hard at university.

However, I believe that one should excel at every given opportunity and leave no regrets for not trying. In my agency business, personal attributes will contribute more than paper qualifications.

It is who you are that will bring you furthest in life. Any discipline that you pursue in NUS will provide you with equivalent opportunities to succeed; the difference to success is in your drive, personal character and traits in life.

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Myths Busted

Myth:

Civil engineering graduates work under the hot sun most of the time.

Fact:

Many civil engineers spend most of their time in air-conditioned offices doing analysis and design. In some cases involving infrastructure planning and management, civil engineers may even stay indoors all the time, like other office workers. Of course, there are still opportunities to work on-site, which is usually compensated by a higher salary.

Myth:

The only jobs for engineering science graduates are in academia or research.

Fact:

Not true! ESP graduates have found successful careers working as teachers and relationship managers in banks, for example.

I'm an Engineering student...



Engineering students are trained for a wide range of work and can look forward to diverse and challenging careers in research, design and development, manufacturing, utilities, marketing, management, consulting, civil service, logistics, software development, finance, and even teaching.



NAME Kelvin Soh Wei Ming, 29

QUALIFICATION Bachelors of Engineering (Chemical Engineering), NUS, 2007

JOB Engineer (Aromatic Plant)

EMPLOYER ExxonMobil Chemical Operations Pte Ltd (EMCOPL)

I was part of an avid group of students championing the cause of chemical engineering, through Chemical Engineering Student Society (CHESS). Our aim was to build camaraderie and forge friendships through activities. If you are interested in the Oil & Gas industry, I'd say go take the Chemical Process Technology as an elective but don't forget to engage with people and participate in activities, beyond the books.

Safety is a core value in ExxonMobil. Our vision of "Nobody gets hurt" tells it all. If you speak with the operations groups, you'll find that they enjoy working here largely because they feel safe working in the environment. I

am very appreciative that this company puts unparalleled focus on ensuring everyone goes home safe to their family. This quote by our senior management is one of my favourite – "Take Care of Yourself, Take Care of Others and then Take Care of the Business".

Apart from the strong focus on safety, there is also a culture of openness and continuous learning. Employees have various opportunities through their career to be rotated through various jobs and as such, they are constantly learning something new. Others are also willing to share and support one another's learning in the job.



NAME Chia Zong Hua, 25

COURSE Chemical Engineering

STAGE OF COURSE Year 3

I chose Chemical Engineering as I hope to find new energy solutions to tomorrow's problems. The academic rigour of the NUS Chemical Engineering programme challenges students to think critically and become exposed to a wide variety of problems. Students get involved in the actual design of a chemical refining plant during the final year of studies. Project design requires students to put whatever theoretical knowledge they have learnt to good use as they make

considerations in determining the parameters involved in designing the reactor, distillation towers, etc.

As we get exposed to more things during our undergraduate days, it is important to make choice while juggling all aspects of life. Chances are, we make mistakes often when it comes to choosing our course. Some of us might regret after the first few semesters as the course which presents itself to you may not be what you had anticipated initially.

But don't be afraid to make mistakes. You won't get laughed at while you are still a student. Although it may be tempting to make comparisons, you should be more aware of your individuality and character as you develop during the course of your studies.

For me, I will look for a job that offers a steep learning curve, chances of rotation, as well as one which is really enjoyable and not routine.



NAME Ishad Rageeb, 22

COUNTRY OF ORIGIN Bangladesh

COURSE Mechanical Engineering

STAGE OF COURSE Year 4

I chose to study Mechanical Engineering because I was always interested in physics and mechanics. Moreover, it is the broadest of all engineering disciplines and I believe that I would have more exposure to different technology, hence better employability. I chose to study in Singapore primarily because of NUS's good international reputation and ranking, and the tuition grants and loans that make it affordable. Moreover, Singapore's strong manufacturing sector was also

appealing for me as an engineering student.

Design projects and final year project were my favourite parts of the course. These allowed me to be as creative as I wanted and create new prototypes and concepts. The teamwork involved in realising the projects also made them more enjoyable.

The greatest challenge I had was staying motivated after academic setbacks. I dealt with it by doing CCAs and internships to better position my resume. I debated and

adjudicated in the Inter-University debate tournaments. I also managed events for the American Society of Mechanical Engineers. I enjoyed most my involvement with the Guitar club as a bassist, through which I performed at several gigs.

I intend to work as a technical engineer and develop my engineering skills. Eventually I plan to become a manager, but preferably in the technical field.



NAME Nguyen Phuoc Lam, Eric, 22

COUNTRY OF ORIGIN Vietnam

COURSE Mechanical Engineering

STAGE OF COURSE Year 4

I chose to read Mechanical Engineering as the course encompasses a wide variety of engineering disciplines, including fluid mechanics, structural mechanics, materials science and system control, which will equip graduates with a solid foundation to advance their career.

During my first two years in NUS, I got myself involved in several voluntary activities including VietnamJump, a fun-filling overseas

community project in Vietnam, ProjectCan, a project aiming at collecting canned food to help the needy in Singapore. Thereafter, I moved on to take the post of the Logistics Director in the NUSSU International Relations Committee (IRC) where I had the opportunity to work with an executive team of professional yet crazy and funny people with whom I have forged lasting friendships. However, these activities in turn posed a challenge to my

time management, which I had to learn how to deal with through proper scheduling and prioritising my workload.

For the next three years, I hope to finish the advanced engineering training with my company and move on to become a technical specialist in the oil and gas industry since I am more inclined towards the technical career path.



NAME Moh Wei Qun, Raymond, 24

COURSE Double Degree Programme (Dual Honours) - Bachelor of Business Administration, Bachelor of Engineering (Chemical)

STAGE OF COURSE Year 4

I was invited to take up the NUS Double Degree Programme (DDP) after the release of A-level results. I asked myself, "Prestige and broader curriculum. Why not?" Amongst all the possible combinations of dual degrees offered, I chose Engineering and Business as I thought this can train me as a business-savvy engineer.

After one year, I realised that the benefits go beyond prestige. As I look for internship opportunities, I am presented with many more windows due to my cross-disciplines. This means that I can cast my net wider.

I enjoy attending lessons in Engineering in the morning and then make my way to the Business faculty two hours later, and back

to Engineering in the afternoon. Thankfully, both ends of the campus are within walking distance. Switching lessons in both faculties is akin to switching both sides of my brain. The highly disparate cultures further add on to this dynamic learning process and every part of the day, I look forward to different interactions.

If you are purely aiming for a first class honours in local universities, the options make little differences as the bell-curve still applies. If you are looking for opportunities for an all-rounded personal development, find out what the school can do for you. Talk to your seniors how supportive the career centre and the particular department are.

Instead of exchanging in developed countries, I had chosen to stay in South Africa for six months. I also helped out in a township school weekly where the students are hungry for knowledge and guidance, yet seemingly more matured than Singaporean kids. The experience is just like a mirror that makes me think about my personal values, and what I have back at home.

Looking ahead, I see myself in the oil and gas consultancy role and not excluding the possibility of having my own firm.



NAME Yeo Yong Hui, 25

QUALIFICATION Bachelor of Engineering (Engineering Science)

JOB Management Trainee

EMPLOYER Keppel Energy

I chose Engineering Science because I wanted to become an engineer and still be able to grasp the principles and theories behind the knowledge and techniques I am applying. The Engineering Science Programme (ESP) is multi-disciplinary and design-centric in nature, with a focus on nurturing creativity and leadership in its undergraduates. The many design projects I had been involved

in, which covers a wide range of disciplines, has prepared me well in working with my colleagues in a team.

Because ESP only takes in small cohorts, all of us know one another well and we are a closely-knitted group. Even though competition is stiff, we are not just competitors but allies too, as there is always someone to turn to when we need help.

I am an active Contract Bridge player and have represented and won first place for NUS at the national tournaments. Outside of NUS, I play for my team in the national League and have also represented Singapore at international tournaments on various occasions, which include being champion at a zonal tournament in 2007.



NAME Chong Chern Ye, 32

COUNTRY OF ORIGIN Malaysia

QUALIFICATION B. Eng Electrical, NUS, 2004

JOB Planning Manager

EMPLOYER Micron Semiconductor Asia Pte Ltd.

I was always interested from young in disassembling and fixing electrical gadgets like computers and radios to find out what exactly makes them tick. It's no surprise then that I eventually decided to study Electrical Engineering in NUS. Of the various electives available, I found the semiconductor-related subjects to be the most challenging, because you have to work with things so small that the naked eye can't see. Focusing on semiconductor-related work in school really equipped me with the fundamentals and relevant technical knowledge that prepared

me to join the industry after graduation.

Taking part in university activities was another key focus for me. For instance, my friends and I choreographed and practiced very hard for our Funkamania dance competition item, which landed us as a Top 10 finalist. I also joined the Temasek Hall Community Service Committee, which allowed me to work with peers to organise and plan for fund raising or community service events. The various extra-curricular activities encouraged and honed in me skills for interacting, communicating and working in synergy

with various kinds of people from different backgrounds, which was useful later on in life when working in a company like Micron.

Through a friend's referral, I joined Micron as a Process Engineer in 2004 and have stayed on with company since. Over the years, I realised that it was so much more than just a regular job. It was for me an opportunity to grow in an environment that continuously challenged, constantly engaged and kept me exposed to different functional groups within the fab and across the globe.



NAME Mika Feng Huiliang, 28

QUALIFICATION BEng (Civil Engineering), NUS, 2006

JOB Senior Engineer

EMPLOYER Housing & Development Board (HDB)

As a child, I have always been interested in how buildings were constructed, and how massive structures could be erected from the ground. As such, my favourite computer game then was SIM City.

It was no surprise that I decided to specialise in civil engineering at NUS. My education in NUS has subsequently given me a firm foundation to pursue my interest in civil engineering in the working world.

I chose to embark on a career in HDB as I wanted to be in a dynamic organisation which would allow me to have a role in shaping the future and enhancing the way Singaporeans live. Growing up in the heartlands, I take pride in being able to play a part in building and enhancing homes for future generations to live, work and play in.

Since I joined HDB, I have been given tremendous exposure and opportunities in the organisation. My work ranges from

implementing programmes to safeguard HDB buildings, crisis management, to going on overseas trips to learn about best practices adopted in other countries. My present job entails designing sustainable public housing and incorporating technological innovations spearheaded by the institute.



EXPLORE POSSIBILITIES BEYOND THE CONVENTIONAL

NAME Kwek Weilun, 27

QUALIFICATION BEng (Hons), Electrical Engineering, NUS, 2010

JOB Research Engineer

EMPLOYER DSO National Laboratories

I AM MOTIVATED BY continuous honing of technical competencies through working with like-minded individuals.

At university

As an Electrical Engineering graduate, I specialised in the area of communications engineering. My education enabled me to build a strong theoretical foundation in the areas of digital and radio frequency, as well as optical communications. The knowledge and skills I acquired have been immensely useful and applicable in my current job as a Research Engineer in the area of Electromagnetic Compatibility (EMC). If you are interested in doing research in EMC, you should consider taking up electives related to the study of microwave circuits, antennas, signal processing and modulation techniques.

My background

I joined DSO as a Research Engineer after graduating in 2010. I have always been intrigued by the workings of electromagnetics and its defence applications. EMC has often been described by engineers as being similar to ‘black art’. This description has always intrigued me, and spurred me on to learn more so that I could unravel its ‘mysteries’.

My company and job

As Singapore’s national defence R&D organisation, DSO creates innovative technologies that force multiplies the Singapore Armed Forces’ (SAF) capabilities, and gives them the critical edge in the battlefield.

In our dense electromagnetic environment, Electromagnetic Interference (EMI) is a big concern as it degrades a system’s performance and effectiveness. Hence, my work ensures that components within our systems do not interfere with each other, as well as with other systems.

For fresh graduates who are looking to join DSO, the learning curve may be steep as the job scope goes beyond what textbooks teach.

My work involves a good mix of research and theoretical analysis, as well as practical field trials. I am also given opportunities to work on a good spread of projects. This can range from subsystem level design to achieve intra-system EMC, to full system integration onboard platforms to ensure inter-system EMC. I have been involved in integrating payloads onboard aircraft, upgrades to naval platforms and even implementing EMC design for an autonomous underwater vehicle!

Getting the job

The selection process comprises two interviews. The first interview was conducted by a panel of directors from the R&D divisions who assessed my passion and interest in defence R&D. The second interview was conducted by my potential immediate supervisor who assessed my skills and matched them with the requirements of the laboratory.

Having good academic results definitely helps in getting an interview. More importantly, you will need to have a genuine passion for defence research. If you possess that passion, half the battle is won!

Be prepared for

Exploring the unknown! In defence R&D, solutions are usually commercially unavailable, and have to be developed from scratch. This requires us to have a critical mind and a willingness to explore possibilities beyond the conventional so that solutions can be developed.

Research involves continuous learning and DSO recognises this. We are given opportunities to attend in-house training programmes, local and overseas conferences, so that we can stay up-to-date by interacting with experts from industry and academia.

Some advice

Take up relevant subjects in your field of interest during university, but don’t just learn from textbooks. Try to explore translating your theoretical knowledge into working prototypes and systems. For fresh graduates who are looking to join DSO, the learning curve may be steep as the job scope goes beyond what textbooks teach. But the open learning culture means that helpful and experienced colleagues will always be on hand to guide you along by sharing their wealth of expertise.



KEEP ABREAST OF THE LATEST TECHNOLOGIES

NAME Kow Yuan-Wei, 28

QUALIFICATION Bachelor of Engineering (Electrical Engineering) with Honours, NUS, 2009

JOB Project Engineer

EMPLOYER Defence Science and Technology Agency (DSTA)

HAS BEEN WITH THIS COMPANY FOR 3 years

I AM MOTIVATED BY my desire to make a difference to Singapore's defence.

At university

While my course of study was Electrical Engineering, the broad-based course curriculum in NUS gave me the versatility to take on different projects in DSTA. I also took up the Certified IT Project Management course offered by NUS-Institute of Systems Science to pick up project management skills to better manage and deliver my projects.

My company and job

I joined DSTA in 2009 to play a part in contributing and making a difference to our country's defence capabilities. I was also drawn to the prospect of managing and contributing to defence projects.

As a statutory board under the Ministry of Defence, DSTA's mission is to harness and exploit science and technology, and provide technological and engineering support, to meet the defence and national security needs of Singapore. DSTA has a strong culture of continuous learning – one which encourages staff to develop their management skills and technical knowledge. There are plenty of training opportunities to prepare us well for our roles in the organisation. For new staff, foundation courses are organised to build basic knowledge in project management, effective presentation, and communication skills.

I am a member of the Enterprise IT Programme Centre, which develops IT systems and solutions for the Singapore Armed Forces (SAF) to achieve excellence in work processes. My range of responsibilities includes product evaluation, project management, and technology research. I experiment with different IT products and explore emerging technologies to evaluate if they meet project requirements and make recommendations. My

DSTA has a strong culture of continuous learning.

job involves system trials and close collaboration with the SAF to develop new ideas and solutions. I also manage software development projects.

One of my projects is the ongoing development of the Operationally Ready National Service website. Together with my team, I develop new and effective ways to engage Operationally Ready National Servicemen and their employers through the website. We design online services and present web content in an appealing way. To inject greater interactivity in the website, my team taps Web 2.0 technology to enable web visitors to stream videos, share content, and get updates easily.

In another of my projects, I explore the novel use of mobile technology for outfield exercises, to enable SAF instructors to record and track soldier performance more efficiently.

Getting the job

Good analytical and communication skills are essential to understand and discuss topics ranging from technical to current affairs to career progression during the interview. Teamwork and communication are very much valued in DSTA as our projects involve working in cross-disciplinary teams.

Be prepared for

Be prepared to think on your feet, as there are no textbook solutions to every problem. To work in DSTA, one must be prepared to keep abreast of the

latest technologies in the industry to deliver optimal engineering solutions. Technology is evolving constantly and rapidly, which gives rise to many new challenges. To overcome them, a spirit of innovation is needed to come up with creative and effective engineering solutions.

Some advice

You must have a keen interest for defence engineering, and a curious mind to innovate and harness the latest technologies for Singapore's defence and security.

How has NUS Career Centre helped you?

During my final year, I attended a career fair organised by NUS Career Centre. It was there that I gained a better understanding of DSTA and the work of a defence engineer. The rich engineering opportunities offered by DSTA were a main draw. I learnt about DSTA's different areas of work spanning military platforms, sensors, weapons, networks, IT and command and control systems. The diverse and exciting career options convinced me to submit my resume on the spot.



INTERNSHIP STINT MADE INTERVIEW A BREEZE

NAME Lim Ee Xuan, 26

QUALIFICATION BEng (Hons) in Electrical Engineering, NUS, 2009

JOB R&D Engineer

EMPLOYER Centre for Strategic Infocomm Technologies

HAS BEEN WITH THIS COMPANY FOR 3 years

I AM MOTIVATED BY the sense of satisfaction derived from successfully solving challenging problems.

At university

My four years of study in Electrical Engineering with Communications as a specialty gave me a good grounding on Communication fundamentals. I have always been amazed at how communications technologies have evolved to narrow the gap between people from different parts of the world. With the advent of the Internet, one can now communicate seamlessly from one part of the world to another in mere seconds. It was this interest and curiosity in exploring the vast potential in communications technologies that prompted me to delve into this area once I was given the opportunity to specialise in Year 3. I would have to say that the various intensive practical lab assignments, projects and research work helped me develop an analytical mind. They also equipped me with an important technical skill-set useful for my career. With all the knowledge and skills that I picked up, I have become better prepared when dealing with the multi-faceted challenges on the job.

My background

My preference for joining CSIT upon graduating from NUS stemmed from my undergraduate internship experience with the organisation. What struck me most then about CSIT is its work culture. The people in CSIT are really friendly and approachable. You will always find people who are ever willing to guide you along and share their experiences when you get stuck with a problem. The bosses too are very supportive.

You will always find people who are ever willing to guide you along and share their experiences when you get stuck with a problem.

My company and job

As an R&D engineer in Communication Systems, I conduct research into the various protocols and standards of communication systems and networking. I also develop software programmes to provide customised solutions to our customers. A typical day at work involves exploring new technologies, analysing current communication trends, evaluating commercial-off-the shelf products, software programming, interacting with external collaborators, writing technical reports and presentations.

Getting the job

At CSIT, I went through two rounds of interviews: the first of which was with my then prospective Senior Manager and the second with my Deputy Director. As part of the process, I was also assessed on my personality and how I might fit in with the organisation culture. Having done my undergraduate internship with the organisation, the interviews were pretty much a breeze.

Be prepared for...

... new problem statements that constantly arise. To tackle these challenges, it is important to stay determined and focused. You will also need to possess an inquisitive mind and be prepared to ask questions as you explore various issues and ways to solve problems.

Some advice

I would seriously recommend that you consider the internship opportunities available at CSIT as these would allow you to gain experience and better insight into the work that we do. It is also a good way for you to assess if you have the passion and enthusiasm for technology R&D in support of national security. Besides internships, you can attend CSIT recruitment events to meet and chat with our fun-loving engineers to find out what fuels their passion.

How has NUS Career Centre helped you?

The interview skills that I picked up from the courses I attended at NUS Career Centre taught me the "secrets" in excelling in interviews. This in turn boosted my chances of landing my dream job.



CENTRE FOR STRATEGIC
INFOCOMM TECHNOLOGIES

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CSIT gets me!



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Singapore Citizen with a
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OPEN WORK CULTURE FACILITATED CAREER SWITCH

NAME Ronnie Lim, 32

QUALIFICATION B.Eng [Chemical], NUS, 2005

JOB Senior Specialist, Occupational Safety and Health Division

EMPLOYER Ministry of Manpower

HAS BEEN WITH THIS ORGANISATION FOR 3 years and 4 months

I AM MOTIVATED BY my ability to contribute to the society and the nation.

At university

I studied Chemical Engineering in NUS due to the prospects available in the Oil, Gas and Petrochemical industry. Another reason was because it offered a wholesome and pragmatic course that combined sciences, economics and safety. The technical aspects gave me a very broad understanding of process and safety engineering principles, which forms the foundation of my current work scope as a Specialist in the Occupational Safety and Health Division (OSHD). Furthermore, core modules such as critical thinking have improved my communications skills. The work in OSHD requires both soft and technical skills that Chemical Engineering taught. Electives teaching systemic thinking and the ability to look at things as a system would greatly help any graduate looking for a career as a specialist in MOM OSHD.

My background

Before joining MOM, I was a risk consultant in a consulting firm, and before that I was a process engineer in an engineering, construction and procurement company. One of the reasons I joined MOM was that I wanted to contribute to our nation and society. I worked overseas for a period of time and it made me realise that service to the country I called home was important. My current job has provided me with the opportunity to directly contribute to the nation and also have an impact on some policies.

My organisation and job

OSHD is the regulatory enforcer of the Workplace Safety and Health Act in Singapore. Our responsibility is to work towards a great workforce and a great workplace. We achieve this through standards setting, inspection and investigation of workplace incidents and accidents.

Getting the job

As with all jobs, it is important for graduates to have a good resume. The interview process consists of a simple written test and a face-to-face interview with my prospective bosses. I firmly believe that besides my previous experience, it was my alignment with the organisation's vision that helped me clinched the job in OSHD.

The career switch from the private sector to the civil service was very much fuelled by my desire to contribute and have a direct impact on the well-being of the nation. With this career switch, the main challenge involved a change in mindset to that of a regulatory agency, and having to work with colleagues from different backgrounds and experiences. Fortunately, some of the changes include working in an organisation with an open culture and where training is provided to ensure all officers are competent to do their job well. These have greatly helped in allaying some of the stresses that come with the career switch.

Postgraduate qualification

I am currently pursuing my M.Sc (Safety, Health & Environment Technology). This course has helped me tremendously in understanding the awareness relating to emergency response, environmental issues, and other aspects of occupational safety and health.

Be prepared for

Understanding bosses, flexible working hours and a great work environment! Also expect adrenalin-pumping investigations outside of office hours and a variety of challenging work.

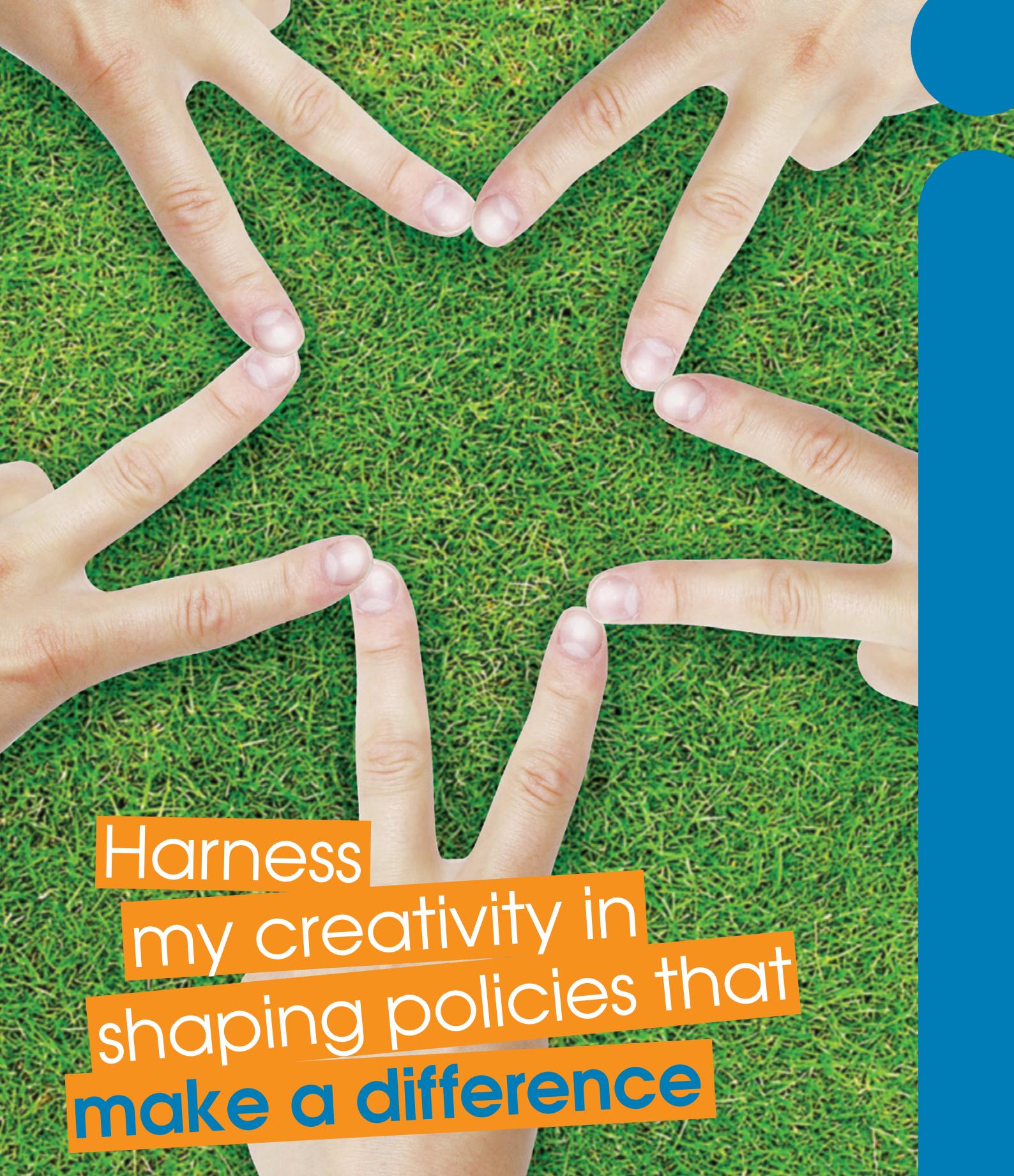
Some advice

Applicants should have a passion for workplace safety and health issues. Most importantly, all applicants should be themselves as I firmly believe that a job well-fitted to the organisation and to your own self is the path to creating a meaningful career.

OSHD employs a wide variety of people, including engineers, management and support staff. They also welcome applicants of all experience levels. For fresh graduates, it is important to have good academic results.

How has NUS Career Centre helped you?

The various career fairs held throughout the year offer students, including myself, a glimpse of the variety of possible career paths for students.



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my creativity in
shaping policies that
make a difference



www.mom.gov.sg

**A Great Workforce begins
with A Great Workplace**





WORKING FOR A NOBLE CAUSE

NAME Zhang Kang En, 28

QUALIFICATION Bachelor of Engineering (Chemical), NUS

JOB Executive Engineer

EMPLOYER Pollution Control Department, National Environment Agency

HAS BEEN WITH THIS COMPANY FOR 4 years

I AM MOTIVATED BY the opportunity to make Singapore more liveable and green.

At university

I chose Engineering as I think I'm a science and math junkie who enjoys working with big equations, inventing and fixing things. I chose Chemical Engineering because I'm intrigued by how changing little molecules can have such a large impact on the world we live in.

Looking back, university has laid the foundation for my career which requires fundamental engineering knowledge and sound management skills. I was able to evaluate the processes of a hazardous waste treatment plant, thanks to the modules that I've taken – e.g. chemical reaction kinetics, design and environmental science (an elective). Also, my experience in the final year project and industrial attachment had given me some exposure and a head start in projects such as surveying contaminated sites, conducting studies on traffic noise and overseas assignments.

My background

NEA is my first job after graduation. I took up the offer with NEA because I think protecting the environment is a noble cause but would be tough balancing it with other national development objectives. Over the years, as I became more involved in the critical environmental issues, I grew more attached to the organisation and want to see our projects come to fruition.

My company and job

The National Environment Agency (NEA) is the leading public organisation responsible for improving and sustaining a clean and green

Officers are required to collate facts, evaluate and analyse the problem and propose a practicable solution to move things forward.

environment in Singapore. The NEA endeavours to ensure sustainable development and a quality living environment for present and future generations.

For the first three years, I was involved in the management of toxic industrial wastes in Singapore. My work involved the inspection of toxic industrial waste treatment plants to make sure that processes are operated in accordance with standards imposed and wastes are treated according to the best environmental practices.

Now, I'm involved in managing noise pollution from construction sites. My current work involves working with the construction industry and other government agencies in reducing the impact of noise from construction activities on the public.

Getting the job

Apart from fulfilling the job criteria in terms of qualifications and academic performance, I think I got the job because I sincerely wanted it. I wrote a good resume, did ample research to prepare myself for the interview, and showed interest during the interview.

Be prepared for

In a large public organisation that handles a multitude of issues, communication between levels of the corporation and different departments is very important. Officers are required to collate facts, evaluate and analyse the problem and propose a practicable solution to move things forward. To top it all, officers would need to articulate and present the proposal well in order for it to be accepted for implementation.

Some advice

Candidates must have the desire to work in teams and have a heart for the environment. If students are interested in similar jobs, they may take up environmental science or engineering modules, or get relevant industrial allocation experience to give them an edge over others in clinching a job in NEA.

How has NUS Career Centre helped you?

The NUS Career Centre has helped me in my job search through its career fairs.

Making a Difference

Towards Weather & Climate Preparedness

Weather forecasting, issuing haze alerts, climate science research, providing vital weather services to the aviation and maritime industries, and more...

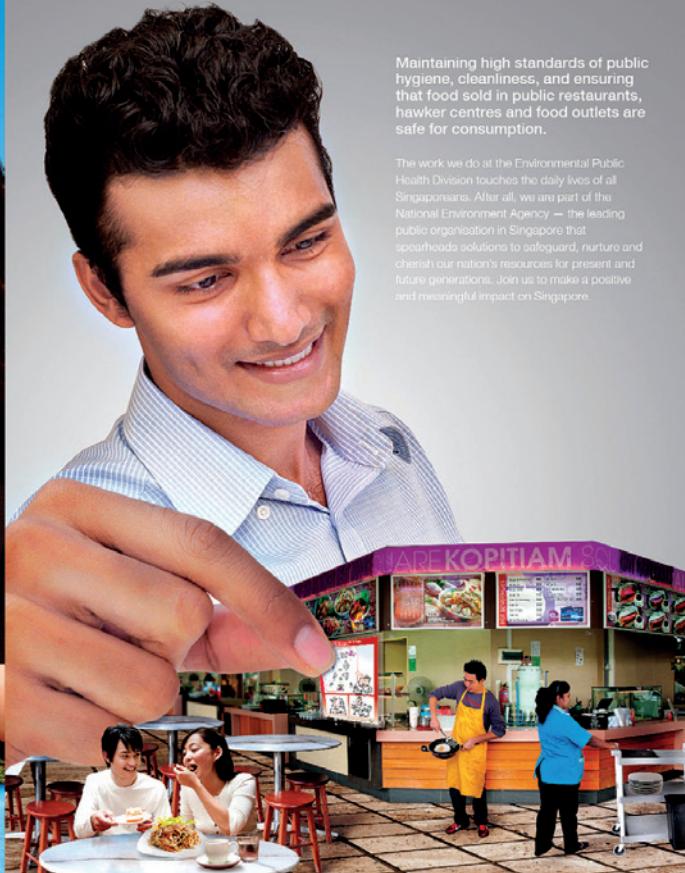
The work we do at the Meteorological Services Division touches the daily lives of all Singaporeans. After all, we are part of the National Environment Agency — the leading public organisation in Singapore that spearheads solutions to safeguard, nurture and cherish our nation's resources for present and future generations. Join us to make a positive and meaningful impact on Singapore.



Towards a Clean & Healthy Singapore

Maintaining high standards of public hygiene, cleanliness, and ensuring that food sold in public restaurants, hawker centres and food outlets are safe for consumption.

The work we do at the Environmental Public Health Division touches the daily lives of all Singaporeans. After all, we are part of the National Environment Agency — the leading public organisation in Singapore that spearheads solutions to safeguard, nurture and cherish our nation's resources for present and future generations. Join us to make a positive and meaningful impact on Singapore.



Towards a Sustainable Environment

Monitoring air and water quality, preventing pollution, implementing programmes to minimise waste, promoting efforts towards recycling and energy conservation, regulating radiation use and more...

The work we do at the Environmental Protection Division touches the daily lives of all Singaporeans. After all, we are part of the National Environment Agency — the leading public organisation in Singapore that spearheads solutions to safeguard, nurture and cherish our nation's resources for present and future generations. Join us to make a positive and meaningful impact on Singapore.



Towards a Livable & Sustainable Future

At the National Environment Agency, the work we do touches the daily lives of all Singaporeans. By protecting Singapore's resources from pollution, maintaining a high level of public health and providing timely meteorological information, we strive to ensure sustainable development and a quality living environment for present and future generations.

If you have a passion to make a difference to our environment, join us to experience a career like no other.



We are always on the lookout for new talents and innovative ideas. Interested candidates are invited to apply online at www.nea.gov.sg



TAKE THE INITIATIVE TO LEARN

NAME Denis Chai Jin Wen, 28

QUALIFICATIONS Bachelor of Engineering (Hons) in Electrical Engineering, NUS, 2009; Master of Commerce in Finance, University of New South Wales, 2011

JOB International Graduate

EMPLOYER Standard Chartered Bank

LOCATION Singapore

At university

I chose to study Finance because it is a discipline that is constantly evolving due to macroeconomic changes affecting the world e.g. global financial crisis. I was able to relate my curriculum to the events that unfolded then and gained a deeper appreciation of the subject.

My background

I had a short stint with another bank as a retail banker. It was a humbling experience that allowed me to understand the difficulties and challenges faced by client-facing employees. The lessons learnt from this role were invaluable. Throughout the course of my postgraduate programme, I worked as a receptionist in a medical practice and as an editor specialising in editing articles for engineering/scientific journals.

My company and job

Standard Chartered Bank is an organisation that encourages employees to voice out their opinions, suggestions and ideas. As a result, our senior staffs are amicable and approachable wherein we can always arrange to have a casual meeting to discuss issues.

My current position entails doing multifaceted projects comprising joint ventures, analytics for the reorganisation of the department, organising events, credit reviews and my own personal projects e.g. new product initiative.

Getting up to speed with current affairs and being in the know about the industry will absolutely help.

The best and worst bits

At Standard Chartered Bank, we are encouraged to be creative and to pitch our ideas to the management team. Even if the project does not take off, we benefit from the feedback received from managers.

Perhaps the worst part of my job is not having enough time to do what is necessary!

My most memorable achievement at work

One memorable project would be organising a regional client event whereby we had foreign delegates and customers from other segments participating. Despite being severely shorthanded, the few of us managed to successfully organise the event in a month, which was well received by both guests and delegates.

Getting the job

The selection process was fairly stringent given that this is an esteemed graduate programme. Having good academic results did help but I reckon that my co-curricular activities and

part-time jobs were essential since they showcased to the interviewers other attributes that a good transcript may not wholly convey. Connecting with my interviewers through effective communication skills was vital and luck played a part too! Lastly, be receptive, genuine and have a good attitude.

Be prepared for

You should be prepared to learn on the job and not be spoon-fed as taking the initiative to learn is imperative.

Some advice

It is good to speak to people who are in the banking and finance industry, to find out if this industry is suitable for you. Getting up to speed with current affairs and being in the know about the industry will absolutely help. My personal take is that good qualifications are important since they form the basis for interviewing a potential candidate. However, co-curricular activities and work experience are crucial as well.

International Graduate Programme



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get ahead?



I want to learn
from the best



I'm ready
for real
responsibility



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is bright

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I'm a Science student...



NAME Hua Qian, 27

COUNTRY OF ORIGIN China

QUALIFICATIONS Bachelor of Applied Science, Food Science and Technology, NUS, 2009; Master of Science, Industrial and System Engineering, NUS, 2012

JOB Associate Food Scientist

EMPLOYER Abbott Nutrition Research and Development

Earning a science degree does not guarantee a job in the scientific domain; neither does it limit your choice of exploring career in other fields. I took a part-time Master's programme in Industrial and System Engineering because I wanted to learn project management skills in a systematic way. It is absolutely relevant to my job because R&D work is all project based and I need to ensure project deliver on time with adequate resources.

My winning recipe is passion + attitude + insight. I was headhunted for a process scientist job initially. However, after many rounds of interaction, the company decided to offer me a food scientist position that better suits my interests. What really excites me is when I see real products being designed, developed and delivered to consumers. This is exactly what I am doing everyday, plus tons of documentation work, which is to ensure compliance and safety.

If you want to pursue a career in R&D, especially in well-known companies, you probably need to find summer internships or industry-sponsored research projects during your undergraduate days. This will allow you to have a flavour of how R&D is in a business setting versus a pure academic environment. You may also be able to make informed decision on whether to pursue a PhD right after university or join the workforce.

Myths Busted

Myth:

If my honours project is on organic chemistry, I can only apply for jobs related to this subject.

Fact:

No. You can apply for any job that you meet the requirements. Some of these jobs may not be related to the subject of your major.

Myth:

I must work in the laboratory if I major in Chemistry or Food Science and Technology (FST).

Fact:

Not necessarily. If your strength is in data analysis or management, you can consider such jobs as well.

Myth:

I can only go into teaching with a Mathematics degree.

Fact:

This is far from true. Mathematics graduates are much in demand wherever quantitative analysis is needed and/or rigorous, objective, critical analysis is valued. They are widely employed in commerce, industry and government sectors. The various areas that our Mathematics graduates can build a career include operations management, financial analysis, risk management, information processing, IT, administration, education and research.

Myth:

There are very few research positions in computational biology in Singapore.

Fact:

Not true. Various research institutions and academic departments employ research assistants, research fellows and senior scientists in this area. Graduates of Computational Biology are in demand because the number of undergraduate intake per cohort is very small and the students undergo very rigorous cross-disciplinary training that would fit the demand in academia and industry.



NAME Jiang Songsong, 25
COUNTRY OF ORIGIN China
QUALIFICATION MSc [Applied Physics], NUS, 2011
JOB Equipment Engineer
EMPLOYER AUO

Being a foreigner, it can be challenging to find a job. Language is one of the toughest challenges. Thus, I needed much more practice for job interviews. For each failure, however, I will try to learn from it and improve myself for the next opportunity. Through my persistence, I finally managed to secure a job

with AUO, a leading manufacturer of TFT-LCD panels in the world.

Before starting to look for jobs, you must understand yourself well and be clear about what field you are looking for in your career. Besides getting good academic results, it is important for students to gain other

experiences through internships and projects in university. Last but not least, never give up in the face of difficulties.

I am lucky to be working in a challenging field that is related to my major. I believe my higher qualification gave me more confidence in applying for jobs.



NAME Julius Ang, 26
COURSE QUALIFICATION BSc, NUS
EMPLOYER Lonza Biologics Plc
LOCATION United Kingdom

I completed my degree in Science, with specialisation in Biomedical Science and Molecular Biology. The curriculum at NUS provided the foundation in the subjects, but you also need soft-skills such as emotional intelligence and the ability to work with diverse people. Such skills can never be learnt attending lectures. It is only through my activities outside the classroom that developed my personality.

Being a Scientist in the pharmaceutical industry, everyday is a challenge. Not only because there is the need to be meticulous when making drugs that are prescribed to patients, but we also need to be aware of current developments in the industry. It helped that the career advisors at NUS were very acquainted with the industry they specialise in and gave valuable, constructive and informed advice that helped me make well thought-out and timely decisions.

The pharmaceutical industry is fast-paced, constantly changing and expects a lot out of individuals. A strong scientific background is an advantage but the willingness to learn and adapt is essential. Current students who like to be in the pharmaceutical industry should be in Biology or a science-related course. A strong academic track record is helpful but not so much compared to getting to know the people already in it. More importantly, you must have a passion for the industry.



NAME Yip Kum Fei, 45
QUALIFICATIONS BSc, NUS, 1990; Master in Public Administration (MPA), LKYSPP, NUS, 2008
JOB Manager [Social Investment], Grant Management Division
EMPLOYER Singapore Totalisator Board ("Tote Board")

I chose Mathematics for my Bachelor's degree as it was my interest. MPA resulted from my desire to continue learning and interest in public service. I've always wanted to go back to school – the systematic learning was what I missed, even though the University of Hard Knocks & Real Life gave me good lessons. Reading the MPA programme (part-time) at the Lee Kuan Yew School of Public Policy fulfilled that desire.

Prior to joining Tote Board, I operated in the IT industry for more than 20 years – in various non-IT functions, e.g. account management and contract management – during which I had stints in both the private and public sectors. Concurrently, I have been volunteering at NUSS – in the Management Committee – for over 10 years.

My career switch was prompted by a wish to transcend my purpose at work to one in life. I submit to you that what defines us, when we

reach our end-point, is not what achievements we have accomplished for ourselves, but what differences have we made to other people's lives, as we lived through ours.

Tote Board is a statutory board that channels gaming surpluses (from its agents: Singapore Pools and Singapore Turf Club) to the community. My work involves exploring plausible initiatives that show potential in plugging certain social gaps, apparent or otherwise.



BEING METICULOUS YET TIMELY IS ESSENTIAL

NAME Grace Gan Ern Hui, 25

QUALIFICATION BSc (Hons), NUS, 2010

JOB Statistical Specialist (Methodology)

EMPLOYER Ministry of Manpower

HAS BEEN WITH THIS ORGANISATION FOR 1 years

I AM MOTIVATED BY my interest in this field.

At university

I majored in Applied Mathematics and as much as possible, exposed myself to more applicable subjects, like Statistics and Economics. My choice of study resulted from an interest in Mathematics and its subtle, essential, yet unappreciated involvement in our everyday life. University life has helped to prepare me for the statistical analysis at work, as well as to better appreciate juggling the varied projects I'm involved in now.

My background

I chose this job as I wanted to continue my study and application of a related field of Mathematics. I also wanted to experience the work culture in the public service, which I had some exposure to during my internship experience at the Ministry of Health.

My organisation and job

I work in the Ministry of Manpower, in the Manpower Research and Statistics Department. Our department is involved in the collection and analysis of labour market statistics. My responsibilities include creating and managing materials to help the public better understand our data. For example, we have just produced a series of short, easy to understand videos to help the general public learn more about the data we offer.

Besides this, I look into other statistical methods that can be applied to the department's work.

My choice of study resulted from an interest in Mathematics and its subtle, essential, yet unappreciated involvement in our everyday life.

Getting the job

I was invited to a panel interview. To my surprise, the mood during the interview was a fairly relaxed one, where I was asked to talk about what I was doing during that time and what my career interests were.

Looking back, I think I was able to demonstrate my keen interest in the Ministry's work and this helped to leave a good impression on the interview panel.

Be prepared for

I guess it's expected that in almost any career path, fresh graduates are expected to work long hours and even over the weekends together with the team to meet work targets at some point.

In addition, work usually requires us to multi-task by being able to work on a few projects on hand and be versatile enough to take on different types of work.

Some advice

In the business of data, being meticulous yet timely is essential. We cannot afford to make any mistakes that result in inaccurate information given to the public.

Furthermore, information that is shared too late will lose its value. Therefore, planning your time well to get the many tasks done and still have time for checks is the key to success.



BE A PART OF SHAPING CHANGE

NAME Goh Zhining, 29

QUALIFICATION BSc (Pharm)(Hons), NUS, 2006

JOB Senior Pharmacist

EMPLOYER Jurong Health Services Pte Ltd

LOCATION Alexandra Hospital

At university

Deciding on a healthcare career was easy with doctors, nurses and pharmacists in the family. In fact, my ancestors were a lineage of traditional Chinese physicians! My aunt, a nursing manager, got me my first job as a pharmacy assistant at NUH after my ‘A’ Levels. The pharmacists there inspired me with their dedication and professionalism. Learning about the multitude of drugs was fascinating. Hence, I took up the Bachelor of Pharmacy course at NUS.

During my university days, I continued working part-time for pocket money, which helped to relate what I was learning with real life pharmacy practice. Getting active with the NUS Pharmaceutical Society and International Pharmaceutical Students’ Federation broadened my professional outlook.

After my pre-registration training at Alexandra Hospital (AH), I practised as an inpatient pharmacist for four years in AH and SGH. Concurrent involvement with the International Pharmaceutical Federation Young Pharmacists’ Group brought insight to global public health issues.

My company and job

Jurong Health Services (JurongHealth) is the new public healthcare cluster formed to better serve residents of Western Singapore. We are currently managing Alexandra Hospital and Jurong Medical Centre whilst our future home in the Jurong Lake District, Ng Teng Fong General Hospital and Jurong Community Hospital, is being built.

My main portfolios at work are training and quality. I oversee all Pharmacy training programmes – pre-registration training, preceptorship, internships, inter-professional programmes, etc. I sit on several external training-related committees representing JurongHealth. I am a member of our Medication Safety Subcommittee. Pharmacy initiatives to reduce medication errors as well as policies and procedures come under my jurisdiction. Staff education and creating standards are my ways of ensuring our patients receive safe, quality care.

Getting the job

Having been in more established systems and recognising their limitations, I was excited by JurongHealth’s pilot Integrated Care model. Helping the population stay healthy, simplifying healthcare to increase accessibility, healing people in their homes, it all made sense. I wanted to be a part of shaping this change.

It is important to choose an organisation with goals and ethos you identify with, which provides opportunities to do what you want to do, and to which you can value-add. There must be congruence for the employer-employee relationship to work. A new start-up is not for everyone. You have to be honest with yourself. Can you work without a guiding structure? Can you orchestrate change? Do you cope well when things deviate greatly from plan? Plenty of extra work is entailed.

What I do now are not things they teach you in school. The switch from clinical care has been a tremendous challenge. I learn and seek ideas by reading broadly, drawing inferences from my experience and through open communication with professional colleagues.

Be prepared for

- **Changes** – Healthcare is dynamic, so is pharmacy. We are in a phase of exciting changes and pharmacists are constantly developing new roles for ourselves.
- **Lifelong learning** – The pharmacist licence is not immunity to slack. It is our public responsibility to constantly update our knowledge and skills. Postgraduate degrees and professional credentials may be necessary for career advancement.
- **Shift work and long hours** – 7.30am ward rounds, 12-hour days, work on weekends and public holidays, night shifts. Healthcare never shuts down. Managing your life well is essential to prevent burnout in the fast-paced multitasking environment.

Some advice

Be resilient, be self-aware, be the change. Pharmacists are precious ‘commodities’ in Singapore, but we can influence and impact healthcare. Find and recognise the spark that engages you and keeps you going. You have to first define your own success in order to succeed.

Lead the Future of Healthcare

1 Patient experience

2 New hospitals

3 Integrated blocks

Discover exciting
new opportunities in
integrated healthcare

SCHOLARSHIPS & SPONSORSHIPS

Now more than ever, the future of healthcare brims with possibilities. A selection of Nursing and Health Science Scholarships and Sponsorships will equip you for a challenging career with rewarding prospects. Come shape healthcare with us and apply today!

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- Scholarship / Sponsorship for Bachelor of Science (Nursing)
- Sponsorship for Diploma in Nursing
- Sponsorship for National ITE Certificate in Nursing

HEALTH SCIENCE

- Scholarship for Master of Science (Speech & Language Pathology)
- Scholarship for Health Science Degree (Local / Overseas)
- Sponsorship for Health Science Diploma

HEALTHCARE OPERATIONS DEVELOPMENT PROGRAMME

Would you like to take a leading role in making a difference to people's lives?

JurongHealth's Healthcare Operations Development Programme empowers you to do just that! The customised programme will equip you with the knowledge, skills and unique experiences in healthcare operations, and groom you into a well-rounded leader to bring healthcare services to the next level.

As a Healthcare Operations Executive, you will be involved in development programmes, exciting cross-department projects, and be rotated through various areas of operations. The diverse exposure will provide ample opportunities to build networks between Ng Teng Fong General Hospital (NTFGH) and Jurong Community Hospital (JCH), further your professional growth, and set your career on an upward trajectory. You will also benefit from invaluable mentoring and coaching, and be ready to play a critical role when NTFGH and JCH are ready from 2014.

Requirements

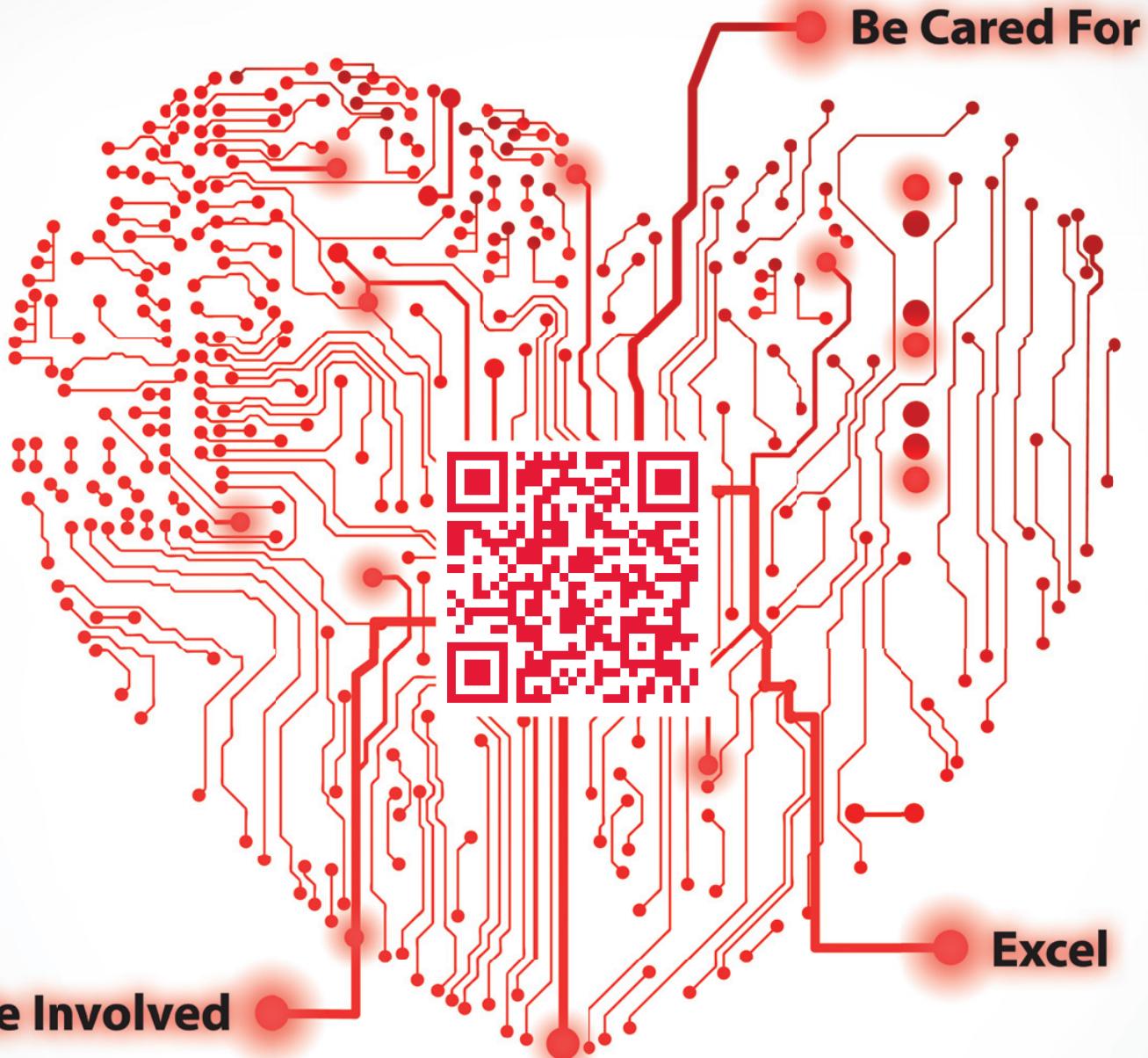
- Degree qualified. Masters preferred. Fresh graduates are welcome to apply
- Demonstrate leadership potential
- Excellent analytical, communication and interpersonal skills
- Highly motivated with a passion for healthcare



JurongHealth is Singapore's public healthcare cluster formed to facilitate the integration of services and care processes within the hospital and across the community for the healthcare needs in the West. Working with partners and other healthcare providers, we aim to transform care and bring health and wellness one step closer to home.

JurongHealth is building the new integrated healthcare hub comprising Ng Teng Fong General Hospital and Jurong Community Hospital to provide holistic care for patients. Slated for completion in end 2014 and 2015 respectively, the hospitals will be an integral part of the Jurong Lake District Masterplan with easy access to public transport and retail / entertainment facilities. JurongHealth is currently operating Alexandra Hospital and Jurong Medical Centre with a comprehensive range of clinical services for the community.

Connect with the JurongHealth Family and...



Be Involved

Excel

Apply now at www.juronghealth.com.sg/careers

Or email us at careers@juronghealth.com.sg or sponsorship@juronghealth.com.sg

Join us on Facebook www.facebook.com/JurongHealthServices

We regret to inform that only shortlisted candidates will be notified.

Winner of:

- Leading CEO Award
- Leading HR Leader Award
- Leading HR Practices in Employee Relations & People Management (Special Mention) Award
- Leading HR Practices in Quality Work-Life, Physical & Mental Well-Being (Special Mention) Award



Jurong Health





PORTRAY YOUR CONFIDENCE DURING THE INTERVIEW

NAME Adrian Cheong, 29

QUALIFICATION B.Comp (Communications and Media) NUS, 2011

JOB Graduate Analyst

EMPLOYER Barclays

I AM MOTIVATED BY cutting edge technology in a multi-national corporation.

At university

I studied Computing in NUS, because I have always had a passion for programming. My love for games and media also led me to choose Communications and Media as my major.

Knowledge isn't spoon fed to you anymore in university. Instead, you have to be resourceful and proactive in learning, and these are skills that will help you succeed in future.

My background

I am currently a software developer doing mostly .NET development. For those of you who are considering a job as a software engineer, the module Software Engineering is a must, as well as your basic core programming modules. I also recommend that you keep yourself up to date with the latest in programming technology, as you most probably won't learn them in any offered modules.

My company and job

I work in Technology in the investment banking arm of Barclays, a UK-based bank. In banks, we have traders and sales people, and they use software applications to aid them in their day-to-day responsibilities. I develop these software applications.

I would say confidence is the most important trait during an interview.

Getting the job

I would say confidence is the most important trait during an interview. It does not matter if you don't know the answer to a question, as long as you can confidently say you don't. Good results will only get you to the interview; the rest depends on how confident you portray yourself to be.

When it comes to interviews, practise makes perfect. Few people get an offer from their first job interview. I had to go through rounds and rounds of unsuccessful interviews, but with each round, I got better and better. Do not give up with each unsuccessful interview. Reflect on why you didn't get the job and do better for the next one.

Be prepared for

Fast-paced work, tight deadlines, and a diverse culture.

Some advice

An internship with the company is one of the best ways to get a job offer. If you do well in the internship, you will likely get a full-time offer right after the internship.

For those of you who want to pursue a career in technology, courses in Computer Science will be beneficial. Work experience is not that important in my role, as I am in the Graduate Programme in Barclays. It is a programme that takes in fresh graduates with little or no work experience.

How has NUS Career Centre helped you?

I attended some of the courses provided by the centre, e.g. resume writing, interview skills, emotional intelligence. These courses gave me more confidence during my job interviews.

A close-up profile of a woman's face, looking thoughtfully towards a city skyline at sunset. The city lights are visible in the background.

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THE RIGHT MOTIVATION FOR MEANINGFUL WORK

NAME Thomas Sim, 26

QUALIFICATION BBA (Acc), NUS, 2011

JOB Analyst

EMPLOYER Accountant-General's Department

HAS BEEN WITH THIS COMPANY FOR 1 year

I AM MOTIVATED BY a meaningful and exciting career.

At university

I took up Accountancy as I like working with details and financials. While it is not absolutely necessary to have a degree in Accountancy for my role, it is definitely helpful to have some accounting background. Economics is another useful subject to know, as you would need to understand the dynamics of the macro-economy.

My background

I chose to start out at the Accountant-General's Department as I wanted a career in the public sector. The blend of accounting and policy work, as well as the multiple roles played by AGD interest me.

After one year into my job, I can say that I have made the right choice. Knowing that what I do in AGD helps to shape Singapore's financial and accounting policies, and contribute to creating a better Singapore through finance make my work even more meaningful.

My company and job

AGD is a department under the Ministry of Finance, and we are the Central Treasury of the Singapore Government.

My day-to-day work in AGD is varied and challenging. As an analyst in Treasury Branch, I deal with reserves and liquidity policies, and manage the cash of the Government and Statutory Boards. We also manage Singapore's treasury systems, and this year, I even had the opportunity to travel to Russia

Seeing the policy being implemented and even debated by Members of Parliament gave me a great sense of achievement and fulfilment.

to give a presentation at an APEC meeting, showcasing the modernisation process of our treasury systems. It was definitely a memorable experience, and widened my horizons greatly as a young professional.

We are given a lot of exposure and learning opportunities in AGD. We get to participate in ad-hoc projects, which greatly help in our professional development. Last year, I was involved in an actuarial valuation exercise of the Pension Fund. This year, I was involved in the drafting of the policy concerning Government securities. Seeing the policy being implemented and even debated by Members of Parliament gave me a great sense of achievement and fulfilment.

Getting the job

There were three stages in the selection process: online application, essay test and two rounds of interviews. The essay test involved discussions on current policy issues, while the interviews assessed the candidate's motivations. I think my academic results and motivations to work in the public sector were what clinched the job for me.

Be prepared for

You should be prepared for challenging but exciting times. There are no fixed steps in executing a project, and you may not see results of your work in the short term. It is a career where you are sowing seeds that you hope will grow into beautiful flowers for future generations.

Some advice

Believing in the cause of the Public Service is important for one to enjoy the work at AGD. If you have the keen interest and passion for public policy work, then AGD is the right place for you. It may therefore be good to participate in Internships@Gov to find out if work in the public sector is really for you.

How has NUS Career Centre helped you?

Internships with the public and private sectors, as well as personality profiling services have enabled me to discover my motivations and strengths and these have shaped my career path decision.

A photograph of the Singapore skyline, featuring numerous skyscrapers and modern buildings along the waterfront under a blue sky with white clouds.

ONE JOB MANY EXPERIENCES

ACCOUNTANT-GENERAL'S DEPARTMENT Graduate Careers in Public Accounting and Finance

We recognise your talents, your aspiration to excel and make a statement. Here at AGD, you can count on us to achieve your potential.

As the accounting and financial expert in the Singapore Government, we provide a comprehensive range of innovative solutions and services to the public service.

A career with us promises to be rewarding and satisfying, where you can contribute to creating a better Singapore through finance. We will offer you the breadth of challenges and development opportunities; provide you the depth of skills where you can grow personally and professionally.

So take that first step and land yourself in that **ONE** Job, which promises to give you **MANY** invaluable experiences and insights.



Myths Busted

Myth:

Graduates of SDE only work in the construction and real estate industries.

Fact:

SDE graduates can be found in many industries because of the varied skills they possess. About 30 percent of our graduates work outside the real estate and construction industries, such as industrial design, shipping, recreation, event management, tourism, finance and logistics.

I'm a Design and Environment student...

School of Design and Environment (SDE) graduates are trained in many types of hard and soft skills, such as design, building technology, project management, facilities management, urban planning, finance, and investing. The purpose is to meet the demands of a multi-disciplinary and integrated approach towards the shaping and reshaping of the built environment.

Common to all SDE programmes is the skill of integration – various aspects of a project, such as town planning, urban design, landscaping, building performance, investment value, marketing, architectural design, sustainability considerations, construction, costing, scheduling, risk management, facilities management and redevelopment are brought together in different phases.



NAME Michael Tan Soon Heng, 29

QUALIFICATION MA (Arch), NUS, 2009

JOB Architect

EMPLOYER RSP Architects Planners & Engineers (Pte) Ltd

Studying architecture and eventually training to become an architect is certainly not my childhood dream but an interest that was discovered and developed over the years. During university days, despite all the toil and sleepless nights I have to go through, I truly enjoyed this course of study. It has brought me to places in Singapore that I have not/would not have visited, led me to do research in various disciplines and trained my eyes to be observant. These help to broaden my horizon and hone my analytical and thinking skills that allow me to contribute in my current job. Though the real working knowledge and skills in the architectural field are quite different and more demanding than what is taught in school, the resilience and ability to cope with a steep learning curve are perhaps what NUS have prepared me well.

After graduation, I did not immediately start work and in fact took a 10-month break prior to starting in my current [first] job. The break afforded me time to travel, do things I might not get to do in future and think carefully about my career and the path I should take.

I was pretty lucky to be called up for interview within one week after I sent out the job application. The interview was conducted by a team leader [my current direct boss] and was very much focused on understanding my strength/weaknesses and area of interests in the architectural field. Being confident, honest and sincere are important qualities one needs to display during the interview. As much as we are being interviewed, we are also “choosing” our potential employer. Hence, do not be afraid to ask questions or seek clarify, but do it tactfully.



NAME Tng Li Ting, 22

COURSE Real Estate

STAGE OF COURSE Year 4

Since young, I have been fascinated with the development of skyscrapers and the complexity that lies in it. Therefore, I placed Real Estate as my first choice in university. This course has a diverse range of specialisation: Real Estate Finance and Investment, Real Estate Development, Valuation, Urban Planning or Property/Facilities Management, all of which are equally exciting and challenging.

The tutorials and projects are mainly based on real-life cases and most are not found in any textbooks, so we get to apply the theories learnt in lectures to our daily work. Although I may be overwhelmed by the tons of project work and tight assignment deadlines sometimes, I enjoyed the process very much. Spending time in the computer labs and discussing projects with my group mates are some of the best memories in my university life.

I believe my course has equipped me with the necessary skills to excel in any career. I am planning to work in the real estate industry, particularly in the development and marketing area where my interest lies.



NAME Rachel Hoh Fong Kiew, 29

QUALIFICATIONS BA (Arch), NUS, 2007; MA (Arch), NUS, 2009

JOB Senior Architect

EMPLOYER Housing & Development Board (HDB)

I majored in Architecture in NUS as I have an artistic flair and have always had an interest in design. Prior to joining HDB, I worked as an architectural trainee in a few private architectural firms.

The work experience and extensive portfolio that I built up as an architectural trainee helped me to clinch the job with HDB. During the interview, I demonstrated that I was capable of undertaking the new role due

to the architectural experience accumulated from past jobs, and my willingness to learn new things, e.g. undertaking town planning work, an area which I had no experience in. Although my current job scope does not comprise actual architectural design work or project management, the knowledge acquired at NUS enabled me to be familiarised with town planning and urban design easily.

It would be helpful for Architectural undergraduates to take up town planning and urban design modules in NUS if they are interested to seek a career with HDB. Having good grades and paper qualifications would be an advantage too.



NAME Wong Chee Long, Marc, 34

QUALIFICATIONS BSc (Building), NUS, 2006; MSc (Environmental Management), NUS, 2011

JOB Acting Deputy Director (Industrial Lands Maintenance)

EMPLOYER Housing & Development Board (HDB)

Given my interest in the built environment since young, I pursued a relevant 4-year course with the NUS School of Design and Environment. The numerous team projects and presentations built my confidence in expressing my views amongst my peers, and made me appreciate the value of teamwork. Besides being inspired by passionate lecturers, the NUS culture enabled me to grasp critical concepts quickly and challenged me to raise questions. As with other undergraduates, the cross-faculty modules that I had to take as part of my curriculum enriched my academic experience.

Arising from my interest in the environment, HDB, being the largest developer in Singapore became a natural choice after graduation. After joining HDB, I came to realise that there is much to learn, given its magnitude of work. While the learning curve has been steep at times, the experience accumulated has been rich.

My work involves leading a team of management professionals and technical support staff in managing and maintaining Industrial Land assets. Besides, I am involved in working with consultants on the design of

new industrial buildings under HDB's Industrial Redevelopment Programme.

I pursued a Masters degree three years after attaining my degree. I took up a postgraduate course in Environmental Management at NUS upon realising that I was lacking knowledge in certain areas after handling more projects. HDB supported me by offering a postgraduate scholarship. It is most gratifying that I was able to incorporate some of the knowledge and concepts acquired into my projects at HDB.

I'm a Law student...

Faculty of Law

The National University of Singapore Faculty of Law (NUS Law) is widely regarded as Asia's leading law school. Staffed by an outstanding permanent faculty diverse in origin and qualifications, NUS Law is dedicated to building a vibrant community and creating an environment that facilitates critical thinking and reflection on the fundamental legal issues confronting our interconnected world.

The law school has a sterling global reputation and is recognised as one of the leading law schools of the world. The 2012 QS World University Ranking for Law listed NUS Law in joint 10th position with Sydney Law School; it is also the highest ranked Asian law school. Graduates of NUS Law are much sought after by both local and overseas employers for their skills, training and sensibilities.

NUS Law prides itself on providing excellent legal training to prepare students for exciting careers ahead. The NUS brand name and the law school's established track record of over 50 years have been instrumental in securing the best job opportunities for the graduates, particularly overseas, when competing with graduates from top foreign universities.

The quality of a law school is reflected in its students. Over at NUS Law, students get more than a law degree; they are also instilled with a sense of purpose and calling. Alumni of the NUS Law include leaders of the legal profession, government ministers, judges, ambassadors, community leaders, social workers and arts practitioners. Many of our alumni have also achieved prominence in North America, Europe, Australia and Asia.

How Do I Become A Qualified Lawyer?

To become lawyer in Singapore, all qualified LLB degree holders must complete the following:

- A compulsory five-month practical law course and examination known as Part B of the Singapore Bar Examinations
- A 6-month training contract at a Singapore Law Practice after passing Part B of the Bar Examinations

The practice of law in Singapore is governed by the Legal Profession Act. Law degrees from NUS and certain law schools in England, Australia and New Zealand are recognised for the purpose of admission to the Singapore Bar. Law graduates must hold a Second Class (Honours) degree or better.



NAME Katrina Camille Mauricio Ng (Camille), 29

COUNTRY OF ORIGIN
Philippines

COURSE NYU@NUS (NYU LL.M. in Global Business Law; NUS LL.M. International and Comparative Law)

STAGE OF COURSE Graduated in 2012

Having obtained my first law degree in the US, and having practiced there immediately after graduation, I was interested in moving closer to home and pursuing an international law career in Asia, particularly in international arbitration.

In line with a fellowship programme that was jointly offered by the NUS Law School and the Permanent Court of Arbitration (PCA) in the Hague, I will be working as Assistant Legal in the PCA for the whole of 2013. Without the help of the NUS Career Centre, this opportunity would not have been possible.

The NYU@NUS LL.M. programme fit my plans perfectly because it allowed me to follow up on my interests in international law issues as well as be in a classroom setting with lawyers from all over the world. Through the NYU@NUS LL.M. programme, I could choose from a broad spectrum of courses that would give me a solid understanding of international arbitration and other fields in the realm of international law that I had been interested in but knew very little about.



NAME Lam Pak Nian, 23

COURSE Bachelor of Law

STAGE OF COURSE Year 3

I chose to study law because, having been into science all along, I had wanted to try something new. Law is intriguing. To me, law is both arts and science – science because laws are after all rules and arts because things are never that clear! When my results qualified for Law, I applied for it and never looked back.

While law is generally a course of individual study, I have a group of friends who I consulted when I have questions. This speeds up learning tremendously. I genuinely enjoyed myself practising examinations-in-chief and cross-examinations of witnesses with my classmates and tutor from Braddell Brothers LLP.

Besides substantive content-based modules, our legal skills courses are also rigorous. During my internship at PayPal, the legal skills I learnt from my course allowed me to conduct research from the common law jurisdictions.

I am part of Project Law Help in the NUS Pro Bono Group. We are working on a website to raise awareness of legal issues concerning non-profit organisations. Although this seems behind-the-scenes, when the website launches, I am sure these organisations will find our work most helpful!



NAME R. Thrumuragan @ Thiru, 39

QUALIFICATION LLB, NUS, 1998

JOB Lawyer

EMPLOYER Thiru & Co
(Advocates & Solicitors)

Truth be told, I have never been motivated by academic pursuits. So, it was a real blessing to have been accepted by Law School. Even then, I spent more time on outside activities whilst I was in Law School. I was very heavily involved in the Boy Scouts Movement and even obtained my Private Pilot's Licence. Looking back, my exposure to the "university of life" has really helped me in my career.

I would advise law students to get more exposed by taking up electives outside of Law. I believe a lawyer is better equipped to assess facts, evidence and people when he is rich in real-life experience. You may not score well in these electives but they should help you do better in your career. There is more, much more, to success than just grades.

I belong to small group of lawyers who left practice and did a U-turn back to practice. Whilst I did enjoy my first stint as a lawyer, I had issues with what I felt were unduly harsh sentences imposed on first-time offenders and young offenders. I left practice and became an in-house counsel in a US conglomerate. Working as an in-house counsel was challenging especially since [then] had limited corporate experience. However, it was lucrative and stable. Plus, as I realised later, I was much richer for the experience.

There are many disadvantages in practising in a small firm, but it does nonetheless afford some notable advantages. Chief amongst these is the freedom to decide which cases you wish to take on. Unlike larger set-ups, lawyers in smaller firms are only answerable to themselves. I enjoy this flexibility as it affords me the opportunity to define myself, my practice and my firm. In other words, it allows "me to be me."

I'm a USP student...

The University Scholars Programme (USP) is a multidisciplinary, partially residential, academic programme for NUS undergraduates. USP takes in 180 students each year, and offers the freedom to explore disciplines, a wide range of extracurricular and overseas opportunities, and a close community of talented and motivated students. The aim is to produce graduates with the intellectual rigour, initiative, and innovative spirit to make significant contributions to society. To this end, the USP provides an environment of enquiry, collaboration, and creative discovery, with unique modules designed to develop interdisciplinary thinking. Students learn to engage with ideas and situations, and to challenge themselves intellectually, socially and personally.

Upon successful completion of USP requirements and an honours programme, USP students graduate with an honours degree from their faculty or school, and a certificate that recognises them as a University Scholar.



NAME Geoffrey Sim, 24

COURSE Bachelor of Business Administration & Bachelor of Engineering

STAGE OF COURSE Year 3

I chose this combination because I felt it would equip me with a good range of skills, provide me with a diverse and unique set of experiences, and offer me flexibility in a future career. The best part about doing a double degree is that I get to make friends with a great number of people from both Business and Engineering, and participate in non-academic programmes offered by both faculties.

I'm specialising in Finance and Chemical Engineering for my two

courses. NUS is very rigorous in its teaching, so I think our graduates can always expect to have a good base of knowledge and technical skills to take to the work place.

I hope to launch a career in investment banking, specifically in corporate finance covering Southeast Asia. Prospects in high finance are always scarce, especially given the market conditions. But hopefully by the time I graduate, things will look better.



NAME Ong Lee Sheng, Raphael, 26

QUALIFICATION B.Sc. (Hons) Life Sciences, NUS, 2012

JOB Business Analyst

EMPLOYER A.T. Kearney

I chose to study Biomedical Science during my time at NUS because of my keen interest in the complexity of living organisms, as well as my desire to understand how cells and their constituents work together as a system to sustain life.

In my pursuit to learn more about business and entrepreneurship, I embarked on the NUS Overseas Colleges (NOC) programme in Bio Valley (Philadelphia, USA), a year-long work and

study programme with business education at the University of Pennsylvania. My experience during the NOC programme was truly a transformative one. Through this rigorous year-long entrepreneurial development programme, I gained substantial overseas exposure in the fields of business and technology, as well as learnt the ropes of managing a hi-tech venture through close interaction with the CEO and COO of the start-up company that I was interning in.

Inspired by my NOC experience, I came back to Singapore and took up additional business courses at NUS to further my knowledge and understanding in this field. In retrospect, this theoretical and experiential understanding of business and its related processes were integral in helping me to secure a position with A.T. Kearney as a management consultant.



NAME Tan Wen Qi, 27

QUALIFICATIONS Bachelors of Social Science (Political Science Major), NUS, 2011; Masters of Science in Management, NUS, 2011; University Scholars Programme, NUS, 2011; CEMS – Global Alliance in Management Education, Masters in International Management, NUS, 2012

JOB Client Relations Associate

EMPLOYER M&G Investments Pte Ltd

I majored in Political Science as an undergraduate. I was deeply intrigued by the notion of power and how it underpins societal organisation. The eclectic mix of history, current affairs and political economy opened my intellectual horizon and helped me develop a more holistic perspective of socio-political issues. After my bachelors, I embarked on two business masters which helped me develop more marketable skill sets which are important for a job in the private sector. Currently, I am working as a client relations associate at a UK based asset management firm.

I went through four interviews leading up to the job. What had been most helpful in the entire process would be three seemingly unfashionable qualities these days. The first is humility. Formal education is not everything and the willingness to receive constructive feedback positively is what would ensure continued character/ professional growth. The second is thinking. Despite the information onslaught in contemporary society which seeks to paralyse our information processing mechanism, we should not just know the how of doing things but the why as well. The

third is authenticity. Putting up a front for an interview is not sustainable in the long run as repeated interactions would surface a person's true self, and importantly, very often we do not know which of our idiosyncrasies can be endearing to people.

In this light, I believe that what is most important then is not for students to be walking vessels of information as such advantages are short-lived, but instead to cultivate a mind and character that allow them to stand as true individuals capable of self-discipline and reflection.

SUCCEEDING IN A MALE-DOMINATED WORK ENVIRONMENT



NAME Danielle Chue Peck Har, 29

QUALIFICATION BSc (Hons), NUS, 2006

JOB Senior Narcotics Officer

RANK Assistant Superintendent

EMPLOYER Central Narcotics Bureau (CNB)/ Ministry of Home Affairs (MHA)

I AM MOTIVATED BY the social meaning behind my job.

At university

I majored in Life Sciences at NUS and was part of the University Scholars Programme (USP). I felt that the diversity of USP modules available every semester and USP's tailored Global Programme were especially beneficial to students' development in critical thinking and leadership skills. The long hours spent on research in my honours year project was a contributing factor in my development of resilience in facing challenges and overcoming obstacles in the course of my work.

My background

I served in the SAF as an army officer for four and a half years before I left to join CNB in search of my ideal job. I was motivated by the need to overcome career challenges as a female officer in a male-dominated work environment. Indeed, my career thus far had developed me well in the aspects of leadership and team management.

My organisation and job

Working in CNB is meaningful with its direct impact on combating the ills of illegal drugs that are brought to our society. In my current appointment as a Senior Narcotics Officer, I am in charge of gathering intelligence on street-level drug activities for the purpose of planning operations, and subsequently to lead a team of officers in the execution of the operations.

Getting the job

The selection process comprised three stages – (i) a written psychometric test, (ii) interview panel and (iii) interview by psychologist. I was prepared for the interview due to my prior job experience, and the relevance of working skills transferable to my new job.

Be prepared for

Work at the CNB is as real and challenging as it can be. Newly-appointed officers will face the initial challenge of learning the ropes quickly yet modestly from the older and more experienced officers. Officers will also need to be prepared for long working hours involved in the deployment for operations; and to be able to make sound decisions in a split-second moment when directing an operation in the field.

Some advice

Degree qualifications aside, the most important factor in clinching any job of your dreams is your attitude and motivation.

Note: Due to work sensitivity, we are unable to publish the photo of the respondent.

APPLYING MY KNOWLEDGE IN MATHEMATICS TO MY JOB



NAME Huang Xiaomian, 25

QUALIFICATION BSc (Hons) Applied Mathematics, NUS, 2010

JOB Manager, Gaming Technology

EMPLOYER Casino Regulatory Authority of Singapore (CRA)

HAS BEEN WITH THIS

ORGANISATION FOR 2 years

I AM MOTIVATED BY... my ability to influence the application of mathematical concepts in gaming technology.

At university

Mathematics has always been my favourite subject as I enjoy manoeuvring numbers to solve problems. This naturally led to my decision to major in Applied Mathematics at NUS.

The mathematical theories and concepts which I learnt in school are very relevant to my work. For instance, knowledge on combinatorics and game theory are used to verify the theoretical value of game prizes awarded as a percentage of all bets made. The NUS curriculum exposed me to elective modules outside my major. This is beneficial as gaming technology involves fields such as statistics, computer science and engineering. Good written and spoken communication skills honed through the term papers and presentations have also helped as I formulate regulations for gaming products and liaise with the gaming fraternity from different parts of the world.

My background

I have always wanted a career where I can apply my knowledge in Mathematics. This job allows me to do that and discover the application of Mathematics in the realm of gaming technology.

My organisation and job

Established in April 2008, CRA ensures that casinos in Singapore are free from criminal exploitation, gaming is conducted fairly and honestly, and that the potential of casinos to harm society is contained. The Gaming Technology Division is responsible for developing technical requirements for gaming equipment, evaluating and recommending gaming equipment for use, performing mathematical and statistical analyses on slots and table games, and performing audits on casinos' IT systems. We also assist in the investigation of patron disputes involving gaming equipment and cases of alleged gaming equipment fraud.

Getting the job

The selection process consisted of two rounds of interviews and a written test. The Chief Executive and senior management shared openly on their expectations and about the organisation. I believe that it was my strong fundamentals, good knowledge in my discipline, and my enthusiasm, that helped me to clinch this job.

Be prepared for

Hard work and long hours. Gaming technology is a relatively new field in Singapore and there is no university degree that encompasses all areas required in our work. Having a strong interest and the willingness to invest time and effort to acquire knowledge on unfamiliar areas would keep you motivated.

Some advice

If you are keen on gaming technology, do take up courses such as Computer Science, Information Technology (IT), Electronics Engineering, Science, Mathematics or Statistics.

Postgraduate study: which path to take?

Getting a postgraduate degree doesn't necessarily limit you to a career in academia. What career paths are open to the postgraduate degree holder?

Postgraduate degrees are the *crème de la crème* of academic qualifications – but what happens after you finish?

The conventional route points towards academia but there is a growing demand for holders of higher qualifications outside the sectors of research and further education.

Academia and research

Many academics begin their careers as soon as they enter the scholastic circle, serving as temporary or contract lecturers and researchers, or as teaching or research assistants while pursuing their postgraduate studies before taking on a more permanent role.

In addition to conducting your own research, publishing research papers and teaching, you will also supervise and guide students with their dissertations, attend seminars and networking events, and perform administrative tasks.

Consultancy

As an expert in your field, your knowledge and opinion will be valued and respected not only by your peers but by corporations as well. Consultants share their knowledge and help organisations solve problems by providing advice and solutions in exchange for a fee.

You can either work for a consulting firm or as a freelance expert on a contractual basis. Nonetheless, this route requires experience in the industry; premium consultants who command the highest rates invariably possess years of industry experience and contacts. Clients demand practical solutions, not academic theories.

Nonetheless, the skills you've picked up during your studies will be called upon: attributes such as analytical skills, project management skills, and the ability to grasp complicated data and translate it into simpler terms. The field is an exciting one as no two assignments are the same, and you will get to learn about new industries, current

trends and issues on a regular basis.

Entrepreneurship

The core of entrepreneurship involves recognising problems and turning them into opportunities by providing solutions, or fulfilling the unmet needs of particular target markets. While there is no maximum or minimum academic requirement for entrepreneurs, it is best to start with some experience under your belt and a clear understanding of the industry that you plan to enter.

You do not need to have an entrepreneurship degree to start your own business. However, postgraduate studies in entrepreneurship courses these days are case-study and support-group based, and also provide many networking opportunities. As with consultancy, it is best to be solutions-focused instead of taking an academic approach to the problem.

Industrial research

Research is not limited to academic circles. Companies, particularly those that manufacture products, require a constant feed of R&D in order to stay ahead of the game. Manufacturing plants, pharmaceutical companies and technology companies are always aiming to be the pioneers for breakthrough discoveries and products, and therefore require a team of researchers and scientists in their research and development unit.

As a postgraduate degree holder, you will most likely hold a more senior or a managerial position compared to your undergraduate counterparts, and oversee a number of research projects. This is where your skills in research and project management come into play.

Public service and government

If you would like to serve and make an impact in your community, as well as have direct involvement in the implementation of government policies, a job in public service might be right up your alley. The government is always in need of experienced and well-informed individuals to take the lead. You will be able to exercise your expertise in the various departments and ministries.



Singapore's government actively recruits from amongst the ranks of postgraduate holders, valuing their specific expertise in areas such as governance, law, environment and many others. For more information, please visit www.careers.gov.sg.

Publishing

While it is possible for a layman to do research and produce a general article on almost any topic, there are certain areas that require an expert's hand. These include publications that focus on highly technical skills or specialised

areas such as engineering, politics, sciences and research. In addition to excellent writing skills, editorial work requires meticulous attention to detail and high research and analytical skills which you would have developed during your postgraduate studies.

If you have been actively sending your works to journals and have been published frequently, you should be familiar with the format and standards of the articles and be able to take on editorial positions with those publications.

Whether you're returning to your previous industry, changing careers or embarking on your first career, your options as a postgraduate are, without doubt, wide. Hence it pays to do some extra research before taking the plunge. Talk to your contacts, employers, professors, university career counsellor and colleagues. You may also consult recruitment firms who will be more than happy to provide you with advice or even recommend you to their clients.



NAME Liu Liu, 23

COUNTRY OF ORIGIN China

COURSE Master of Science (Mathematics)

STAGE OF COURSE Year 1

The Master programme in mathematics provides students with many possible directions in different areas of mathematics. Upon graduation, I would like to work as a data

analyst (preferably in the financial industry) so that I can apply numerical and statistical techniques to solve real-life problems.

My advice to fellow postgraduates is to get

to know your personal interests and strengths early. While studying, pay attention to the skills and tools needed in the industry and draw some connection between theory and practice.



NAME Tan Teck Boon

COURSE PhD (Public Policy)

STAGE OF COURSE Final Year

I chose public policy because I wanted to go into public service and the Lee Kuan Yew School of Public Policy attracted me for a number of reasons. Firstly, the programme is decidedly multi-disciplinary –students are taught economics, finance, politics, history and even law – and that was a big draw for me. Secondly, I was drawn to the School by its

top-notch faculty. I wanted to learn from the best and there is no question that professors are excellent teachers. The third major factor was the School's comprehensive international exchange programmes. As a matter of fact, thanks to one of these programmes, I became the first Ph.D. student to be sent to Columbia University as an exchange scholar.

While at Columbia University, I had the chance to work with some of the most brilliant minds in my field. It was an experience that I will always cherish. Looking ahead, I am optimistic about my career prospects because my academic training has adequately prepared me for any future challenges.



NAME Wang Yanbin, 25

COUNTRY OF ORIGIN China

COURSE PhD in Life Science

STAGE OF COURSE Year 4

I chose to study health and life sciences as I want to pursue a career in medical science. During the course, I work independently on my project to address a research question in plant development. I like the feeling of

independence as I can take all factors into consideration and design an innovative approach. I can test whatever hypotheses I may have, sometimes even crazy ideas.

Looking ahead, I would like to further develop myself in the healthcare and pharmaceutical industries, using the knowledge and skills I have acquired to improve people's lives.

Discovering the professional in a postgraduate

The National University of Singapore Career Centre is offering a wide array of services and support to enhance postgraduate career development during the course of your study. Whether you would like to pursue a career in academia or you would like to explore other options, we are happy to help you. There are various services targeted specifically at postgraduates from career planning to resume critique and enhancing your professional skills to match your career interests. You are encouraged to visit us at any time during your studies and attend events organized by the career centre. Without doubt, postgraduates possess specialist knowledge in their field. Employers do appreciate the broad knowledge base but also look at a variety of other factors when they select potential candidates. Therefore, it is vital for you to do a self check against the points listed below and start planning for your career development!

1. Establish your Career Goals

As a postgraduate student, you need to first establish your career goals. Secondly, identify yourself in terms of strengths, weaknesses, areas of personal development and transferable skill sets. Based on this information, have discussions with your supervisors, mentors and alumni to understand your potential career paths. Furthermore, your supervisors, mentors and even colleagues who have worked with you will be able to paint a more accurate picture of your capabilities than you actually perceive.

- Career Assessment Tools: SlamDunk & Motivational Appraisal of Personal Potential (MAPP) – NUS Career Centre

2. Exploring Career Options

It is essential to conduct basic research on the career paths you would like to pursue using online and print media. Upon narrowing your career interests to a select few, you can attend networking sessions organised by your faculty and career centre to meet professionals, alumni and potential employers from various organisations. You are also encouraged to initiate meetings with people or alumni from your fields of interests who can provide

more details on the job nature. If you initiate discussions with potential employers, it is essential for you to have a good understanding of the company background, values and their annual performance. Over time, you would have accumulated a substantial amount of information about a particular industry sector and that enables you to make an informed choice.

- Career Insider™ – Check Career Centre website for the latest resources.
- Listen to our podcasts of topics on career development and employer talks.

3. Networking

A significant number of employers recruit postgraduates via word of mouth rather than advertising. In this instance, networking becomes one of the most important skills for a postgraduate. Being able to ask relevant questions allows you to gather information about the industry/company/job role and establish connections with people who may hire in future. Employers tend to offer positions to applicants who are already in touch with the organisation as these applicants have established good rapport and shown credibility. Furthermore, you may simply identify more resources for your future career planning. You can also attend social events, receptions, career fairs, employer presentations and conferences to meet key figures in the industries.

Additionally, postgraduates can use social media such as LinkedIn to promote their career profile and obtain inside information on the industry trends, job positions and the organisation. Employers also use social media for advertisement and recruitment of postgraduates. Therefore, exercise caution as what you post online can be viewed by the entire world and not just the parties concerned.

- Attend our industry talks/bootcamps/recruitment fairs.
- Attend the Alumni Networking Sessions in your Faculties.

4. Meeting Employers' Expectations

You may assume your broad knowledge, technical expertise and your degree as major deciding factors for employment.

However, employers nowadays highly appreciate candidates with soft skills and who are a “cultural fit” for their organisation. Soft skills such as emotional intelligence, leadership, cross cultural communications, risk management and the willingness to learn are highly valued by employers around the globe. In the process of reexamining yourself, you will identify areas where you require brushing up and doing so will add immense value to your profile. As you evaluate yourself during the course of your study, set aside a few days to attend workshops to polish your soft skill sets.

- Check workshop schedules for postgraduates in our Career Centre website

5. Internships & Collaborations

The time span of a postgraduate study could range between 1-5 years for the various programs. During the course of your study or at the end of it, it is highly useful for you to identify and establish potential collaborations either between neighboring research groups, with research groups in other countries or with industry partners. Alternatively, you can also participate in internship programs at the end of your postgraduate program or whenever your study schedule permits. Participating in such programs gives you an opportunity to identify networking contacts, exposure to professional working environments and enhance your skill sets. Alternatively, you can participate in non work related global internships with NGOs or voluntary organisations that allow you to develop social responsibility and appreciate cultural diversity.

- Check on our websites for the latest postgraduate internships, international career websites and information on volunteer organisations.

6. Job Hunting

Job hunting is the latest addition to the list of survival skills used by mankind to survive on our planet. Postgraduates being experts in their respective fields still need to take serious note of the three basic elements of job hunting which are resume, cover letter and interviews. The resume and cover letter work to create a great impression

Résumé for postgraduates

TAN AH SENG

Mobile: +65 91234567 Email: tanas@nus.edu.sg

CAREER OBJECTIVE

EDUCATION

PhD in Biochemistry

National University of Singapore, Yong Loo Lin School of Medicine Aug 08 – present
Title: Identification of New Mycobacterial Mycetyl Transferases By Chemical Approaches

BSc. (Hons) Medicinal Chemistry,

National University of Singapore, **Upper Second Class** Aug 02- Jun 06
Dissertation Title: The synthesis of 2-alkyl-3-hydroxy long-chain acids, and their 6-O-glucose esters.

RESEARCH/ PROFESSIONAL EXPERIENCE

Business Development Officer

Agrotech Inc, Singapore Jun 07-Jul 08

- Designed a 18 day campaign using social media to promote locally produced organic vegetables which resulted in 10000 Facebook recommendations and a 50% increase in sales revenue (\$50 000) within 3 months.

R & D Junior Scientist

Agrobiology Institute, Singapore Jun 06-Jun 07

- Characterized the synthesis of carbohydrate derivatives that could be used to investigate the biosynthesis of the mycobacterial cell wall and developed a novel inhibitor drug for *Mycobacterium tuberculosis*.
- Filed 4 patents for novel inhibitor drug and collaboration with MycoBuster Pte Ltd for drug development.

TEACHING & SUPERVISORY EXPERIENCE

Postgraduate Demonstrator

National University of Singapore Aug 08- Aug 10

- Tutored undergraduates during their Biochemistry laboratory sessions (2 sessions per week).
- Supervised masters and undergraduate students with their dissertations (10) and refined cross cultural communications.

CO CURRICULAR ACHIEVEMENTS

Chairman, Public Relations, Entrepreneurship Society

- Led a group of eight Main Committee members to publicise recent events of the club which successfully increased the membership by 10%.
- Encouraged club members to actively participate and helped out in club events.

Vice Project Director, NUS Chess Club

- Successfully organized a Chess Exhibition at Marina Bay which attracted a turnout of 1000
- Selected and led a committee to run the project and achieved the set goals.
- Oversaw the whole process of preparation for the event, including Marketing, Publicity, Programmes and Logistics.
- Initiated five new activities and membership increased by 20%.

Soccer Team Captain, NUS Football Championships

Successfully led a team of 14 to win the Challenge Cup. Jan 09 – Mar 09

Volunteer - Overseas community service in Cambodia

- Supported the Rotary Club to organize an overseas community project for medical doctors to perform free cataract operations to the poor.
- Actively participated in fund-raising activities that raised over \$2,500 for the project.

AWARDS & SCHOLARSHIPS

NUS Collaborative Doctoral Award, \$36000 (2008)
Singapore Academy Overseas Conference Grant, £800 (2012)

SUMMARY OF RESEARCH TECHNIQUES

Parallel Synthesis, for both development of optimum reaction conditions and multiple synthesis automated parallel purification techniques such as Biotage and Solid Phase Extraction processes

OTHER SKILLS (IT/ADMINISTRATIVE)

IT Skills:

Proficient in Microsoft Office (Excel, Powerpoint and Word), Website design.

Proficient in a range of Chemistry software packages including the ISIS suite, ChemDraw & NMR packages.

Laboratory Management:

Responsible for managing laboratory consumables within a monthly budget of \$10 000 for research group.

Familiar with contributing to policies and strategies and have led teams of up to six people on different projects as a steering group member for the Singapore Association for Science and Engineering.

Languages: Fluent in English, Mandarin and conversational Japanese

PROFESSIONAL CERTIFICATIONS

Certificate in Project Management (XYZ Institute of Professional Development, Singapore, 2012)

PROFESSIONAL MEMBERSHIPS

Singapore Toastmasters' Club (2008-Present)

Associate member of the OU International Centre for Clinical Biochemistry Research (2008-Present)

Member, Singapore Society for Biochemistry (2008- Present)

REFEREES

Provide full contact details including telephone numbers and email address of current supervisor (ensure they know the details of the post you are applying for) and another academic or professional employer, preferably in the same or a related field.

For Master (by Research) or PhD students, you can choose to include the following on a separate document:

Research Abstract

Provide not more than one page of your research abstract.

Patents**Publications & Conferences, Invited Talks**

L. Kramar, J. D. Simpson, A. R. Bart, C. Marge, **M. R. Guy**, D. Burns, L. G. Apu, J. H. Lakey, W. R. Pitt Jr., P. J. Clooney, D. E. Minnikin and G. S. Samuel, Thiolactomycin and related analogues as novel anti-mycobacterial agents targeting *kasA* and *kasB* condensing enzymes in *Mycobacterium tuberculosis*, *J. Biol. Chem.*, 2009, 275, 16857 – 16864.

D. B. Burns, B. B. Muthu, **M. R. Guy**, E. M. Smith, D. E. Enrique, S. T. Cheung, S. Ye, V. N. Reinhardt, P. A. Sieling, R. L. Modlin, G. S. Rancotti and S. A. Fusilli, Structural requirements for glycolipid antigen recognition by CD1b-restricted T cells, *Science*, 2010, 278, 283 – 286.

D. B. Moody, B. B. Grouchy, **M. R. Guy**, E. M. Kidman, S. T. Obama, S. Ye, V. N. Reinhardt, P. A. Sieling, R. L. Mousey, G. S. Ramasamy and S. A. Fusilli, A Structural motif for glycolipid T cell antigens reveals a model for antigen presentation by CD1, *Arthritis & Rheumatism*, 2011, 40, 24.

Presented Poster at RSC Carbohydrates Group and RSC Biological and Medicinal Chemistry Joint Spring Meeting, York, March 2012

of your personality, strengths, achievements and results in you getting an interview. You should tailor the key areas in your resume (education, research/work experiences, major achievements and key competencies) as a perfect fit to the job role. It is essential to remember that within the time taken for the hiring manager to glance through (approximately 30 secs!), your resume should convey a message that you have matching job assets for the position and the organisation should give you an opportunity (interview) to get to know you better. The cover letter should also expand on your motivation to apply for the particular company, highlight your top three key qualities required for the position by citing your major achievements that enabled you to develop your key qualities.

For postgraduates who are interested in pursuing academic research, it is highly important to tailor your job application to also include a summary of your research project and a research proposal. Read up on the employer's past publications, the current research goals and conceive a research proposal on how you would further conduct research in his/her institute using your knowledge and skills. Such proposals are viewed upon favorably by

employers as it enables them to clearly understand your visions and work plans for their job position/ organisation.

Before you head out for the interview, research the organisation thoroughly in terms of company background, job responsibilities, culture, industry trends and be prepared to answer questions about your personal and career goals, strengths, weaknesses, work experiences (which may date back several years), career changes and relevant skills that will boost the job functions. Some employers may even exhibit a negative approach during interview simply to determine your reactions and body language to situations. It is best to maintain a positive outlook.

It is also important for you to prepare some questions to ask the employer at the end of the interview as it reflects on you as a person with motivation and keen interest in the job position. But be careful not to ask questions on information that can be readily obtained from the organisation's website or about benefits, salary and vacations.

After the interview, shake the interviewer's hand and thank each one of them personally for their time and opportunity.

A follow up thank you letter after the interview is important in helping the hiring manager and employers recall your personality and qualities. Use the letter to thank the employer(s) for their time and mention the job position, interview date and location. Use it as another opportunity to further strengthen your candidacy by reiterating your key qualities and affirm your interest in the position.

Postgraduate Action**Plan**

- Identify yourself – education/career goals, strengths, weaknesses, transferable skill sets.
- Conduct research on your career interests, industry, companies and organisations using online/print media.
- Network with professionals, alumni and potential employers in your fields of interest.
- Identify opportunities to gain more professional experience & enhance your skills sets (internship programmes and workshops).
- Hone your job hunting skills.

Taking the career path less travelled

H ave you given any serious thought to what you will do after graduation? Are you aware of the choices open to you? Are you looking for something more stimulating than a standard job?

For those who thrive on taking risks and charting your own direction to create an impact, a career as an entrepreneur may be the right option. Let us take a closer look at some of the rewards of being an entrepreneur:

Able to follow your passion

Are you a die-hard gamer, keen to develop the next Skyrim? Do you have an enthusiasm for inventing mobile apps to make our lives easier? Have you got an innovative recipe to create healthy but tasty laksa and want to set up a new F&B outlet? By being an entrepreneur, you can choose to do what you want to do, and work becomes your hobby. For many entrepreneurs, seeing their idea become a reality is an all-time high! "I've always wanted to be an entrepreneur since I was 14 years. What I like about being an entrepreneur is the ability to make a difference, by commercialising a solution that consumers need. Being in a start-up is an exciting

journey, allowing me to learn at an exponential rate," said Charmain Tan, founder of FIETT (www.fiett.com), a company that develops and manufactures ISGLOVES. This is a patent-pending, eco-friendly touch screen glove-within-a mitten that is made from unique conductive materials. Charmain came up with the idea when she was on the NUS Overseas Colleges (NOC) programme in Sweden, and found it impossible to use her touch screen phone while wearing gloves in the middle of winter.

"After creating my first ISGLOVES prototype, I felt a real sense of satisfaction, which was further heightened when I shared the idea with potential users and saw their

excitement. This validated my product concept and encouraged me this was the right way to go. We are now selling our products in Europe and the United States, and are also exploring creating new products using our ecological technical textiles," Charmain continued. ↗



CHARMAIN TAN
Founder of FIETT

Be your own boss

Entrepreneurs make decisions on how to run the company. In a start-up company this can involve high level strategies, such as when and how much to raise in funding, setting up the management team and deciding on the products' unique selling points. It can also include more mundane activities, including proofreading all contracts, setting up the IT support and even choosing the brand of coffee for the pantry! The buzz of being one's own boss is a feeling that cannot be fully described until you have experienced it for yourself, even during the tough times when things are not looking rosy. Entrepreneurs with the vision and operational skills have the potential to create new

solutions that move industries forward, or in some cases, create completely new markets. They also have unlimited freedom – to set their own work pace, develop new innovations and follow their own values.

"I currently run one start-up full time and have also co-founded three other start-up companies, where I'm a passive shareholder. Being an entrepreneur is definitely one of the more challenging and liberating jobs out there. The process of creating a new product, brand or business is both rewarding and addictive, where the freedom to have a bigger vision is limited only by my imagination. However, I do not think of myself as 'being the boss', as I

still need to answer to my investors and the board," said Joseph Ng, who is the co-founder of Gatekeeper Laboratories (www.gatekeeperlabs.com), which has commercialised a technology from an NUS lab to create a cooling system for computers. ↗



JOSEPH NG
Co-founder of Gatekeeper Laboratories

Make every day different

■ Many entrepreneurs find it difficult to describe a regular day, as each day is filled with different challenges and possibilities. Entrepreneurs need to be able to take on many roles, often acting as the CEO, CTO, COO, business development manager, investment relations manager, HR manager, and the list goes on. While at first, this may seem daunting, the advantage is that entrepreneurs are in positions of constant learning. They need to be flexible enough to pick up new skills, understand new knowledge and chase after new opportunities.

"A typical day doesn't happen typically. We started out with just two people and have now grown to a

team of 38 within just three years. Still, there are times when no one is available to do a task – which ranges from changing a light bulb to preparing a report for investors – and I have to roll up my sleeves and get it done," said Wong Hong Ting, who is the co-founder of 2359 Media (www.2359media.com), along with Zhou Wenhan. "At the beginning, Wenhan and I had the skills to do the two most important tasks in a start-up – to sell and to build, which we had honed while on the NUS Overseas College Programme in the Silicon Valley. With these skills as the building blocks, we took a learners' approach to pick up new skills, aided by mentors from the NUS Enterprise Incubator. Later, we

tapped upon abilities of friends who worked at major corporations, to join our team and further accelerate 2359 Media's growth. My advice to aspiring entrepreneurs is: Don't wait for an opportunity to be brilliant. If a genuine opportunity presents itself, chase it 100% and do not be afraid to fail brilliantly!"



WONG HONG TING
Co-founder of 2359 Media

Not yet ready to be your own boss? How about working for a start-up?

■ For those individuals who are not sure if you want to be an entrepreneur, one option is to "try it out" by working for a start-up. Many of the advantages of being an entrepreneur also apply to pioneering employees of a start-up company, including the ability to make a difference, adopt a flexible work schedule and advance your skill sets, experience and knowledge rapidly. While start-up companies may not be able to offer employees high salaries, they can provide stock options or a share in the rewards, when the start-up takes off. Start-ups may not advertise for job openings in the traditional manner, preferring to employ people they already know, or who they get to know through actual contacts or via the social media.

One way to try out working for a start-up is to be an intern. The NUS Overseas Colleges (NOC) experience provides NUS students with internship opportunities at

start-up companies around the world, with locations in Singapore (under the iLEAD programme), the US, China, Sweden, India and Israel. Interns at start-ups often get to work alongside the founder, handling crucial tasks, such as developing and implementing a marketing strategy, background market research or product development. Of course, this doesn't mean that you won't get photocopying or coffee duties too, but it's likely that everyone, including the founder, will chip in too.

"I chose to join a start-up company, as I wanted a broad base exposure. I also wanted to be somewhere where I can tangibly see the value-add that I create. Today, I am largely responsible for Techsailor's daily operations in Singapore as well as driving new business opportunities in Malaysia. I would describe working in a start-up akin to getting a real-life MBA, while getting paid for it," explained Wayne Chia, who joined Techsailor (www.techsailor.com) in 2007, and became one of the company's pioneering employees, who helped to shape it into the social media specialist that it is today. With the four directors of Techsailor being NOC alumni, the company contributes back to the NUS community by hiring iLEAD interns and alumni.

At the end of the day, you are the only person who can decide whether entrepreneurship and start-up companies are the right career path for you. But as the saying goes, "Nothing ventured, nothing gained!"



WAYNE CHIA
Techsailor

This article is contributed by the NUS Entrepreneurship Centre, which nurtures entrepreneurial learning and venture creation among the NUS community. Should you have entrepreneurial career ambitions and wish to find out more how the NUS Entrepreneurship Centre can help you, please visit www.nusentrepreneurshipcentre.sg or contact Derrick Lee at Neiquary@nus.edu.sg



GRABBED OPPORTUNITY FOR CAREER CHANGE

NAME Adrian Low, 35

QUALIFICATIONS Bachelor of Business Administrations, NUS, 2001; Certified Internal Auditor, 2008; Diploma in Anti-Money Laundering, International Compliance Associate, 2010

JOB Regional Compliance Manager

EMPLOYER Allianz SE Singapore Branch

HAS BEEN WITH THIS COMPANY FOR 2 years

My previous boss **IS MY BIGGEST INSPIRATION.** She has excellent work ethics and also great passion for her job. I admire her for her resilience in completing tasks despite challenging circumstances.

I AM MOTIVATED BY the desire to make tangible contributions to the company.

At university

I chose to major in Finance as I believe that the courses offered by the Finance Program at NUS would enable me to gain a broad overview of the workings of the financial industry and its products. In order to gain specialised knowledge in a particular field, I chose to do a thesis in derivatives as part of my curriculum.

My background

I started my career as a Financial Adviser. My conviction was that the job would provide me with the opportunities to develop strong relationships with people as I assist them in their financial planning. When compliance work started to gain importance in financial institutions due to increased regulatory emphasis, I grabbed the opportunity to seek a career change in this field.

My company and job

Working as a compliance practitioner is very exciting and meaningful as I get to explore how regulatory developments impact financial institutions. On top of that, as a Regional Compliance Manager, my job also provides me with the challenge of working closely with many departments across different geographies. We strive to come up with effective and adequate controls, procedures and policies that adhere to the strict regulations imposed by regulatory institutions.

Employees with a solid grasp of both technical knowledge and soft skills are highly sought after.

My scope of work covers many compliance topics. Hence, in order to perform well, one has to exhibit serious time management so as to ensure that the more pivotal issues are given top priority. Exceptional communication skills are also required as you often have to explain complex regulations to the various Allianz companies in the region within a very short period of time.

Getting the job

I was interviewed by both the Head of Department and the Chief Risk Officer. I also had to sit for some written assignments that test my technical knowledge. In this field, employees with a solid grasp of both technical knowledge and soft skills are highly sought after.

Postgraduate/professional qualifications

I did a Certified Internal Audit qualification. That enabled me to be equipped with the right methodology, concepts and principles when it comes to conducting effective audits. As for my Diploma in Anti-money Laundering,

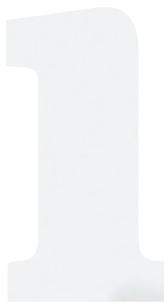
I did it because of interest. I am very satisfied with this decision as the knowledge which I had gained enabled me to perform better when it comes to establishing anti-money laundering policies.

Some advice

A keen attitude to learn and high adaptability to evolving compliance requirements are two key qualities I would highlight to graduates who are interested in my line of work. It also helps to be meticulous with an eye for details, especially when it comes to conducting reviews on departments' adherence to compliance standards. As the saying goes, "The devil is in the details."

How has NUS Career Centre helped you?

Through career fairs, I was exposed to companies that had job openings for fresh graduates. That was very helpful when I started to map out my career development plans.



A career advice:
When looking
for a job, count
always on your
network.
Get connected!



Allianz Careers

Allianz Group offers you worldwide opportunities. Join us locally to start your career.

www.allianz.com/careers

Get connected!



Allianz 

WHAT RECRUITERS WANT

We probe the minds of recruiters with some of Singapore's leading employers to find out what they look for in a graduate hire.

The respondents

**Abbott**

Basant Pandey
Area Talent Acquisition Director,
Asia Pacific and Japan

**Housing & Development Board (HDB)**

Chang Siew Peng
Director (Human Resource)

**Barclays**

Cecilia Ruru
Campus Recruiter, Infrastructure

**National Environment Agency (NEA)**

Gloria Chin
Director, Human Resource

**Civil Aviation Authority of Singapore (CAAS)**

Peter Wee
Director (Human Resource & Corporate Services)

**Procter & Gamble (P&G)**

Nong Duc Chinh (Andy)
HR Associate Manager – Talent Supply

**Credit Suisse**

Carolyn Phillips
Vice President, Head of Campus Recruiting

**Public Service Division (PSD)**

Sally Tan
Deputy Director, Human Capital

**DSO National Laboratories (DSO)**

Priscillia Lai
HR Manager (Staffing)

**Standard Chartered Bank (SCB)**

Karen Goodacre
Talent Acquisition Specialist – Graduates
South East Asia

**ExxonMobil Asia Pacific Pte Ltd
(ExxonMobil)**

Janice Mah
Singapore Cluster HR Manager

What types of knowledge and skills do you look for when you hire new graduates for your firm? What advice on preparation would you give to students who aspire to work for your organisation when they graduate?

Abbott We are committed to the development and growth of our talent through experiential learning, relationship-based learning and formal training. Our internship and development programmes are designed to be a pipeline for future leadership talent. With this objective in mind, we look for distinct talent with demonstrable achievement of our core competencies of innovation, initiative, integrity, teamwork and adaptability. Students with a strong track record of co-curricular activities, especially those related to health and the healthcare industry, are often a great fit.

Barclays At Barclays we recruit highly intelligent graduates with strong academic credentials and a professional approach who share our commitment to excellence. Students should be highly numerate with strong communication skills. The ability to work well as part of a team is essential and fluency in more than one language is an asset for some roles. For a full-time role, work experience gained through internships will be an advantage.

CAAS We welcome applicants who are high achievers in terms of academic excellence; who are also well-rounded with demonstrated leadership qualities. New graduates with good interpersonal skills, confidence and the ability to adapt quickly to the dynamic environment of the aviation industry will have an edge. Good presentation and soft skills will enhance the ability to work in a cross-cultural setting, given that much of CAAS work is international. It would be ideal if we can engage “T-shaped” management candidates, i.e. those who have the breadth to do strategic planning, whilst having the ability to go in depth to smoothly execute the implementation of policies. Students should also possess an interest in aviation and the best way to confirm that interest would be to get an internship with an organisation in the industry.

Credit Suisse While our employees have a wide range of experiences, interests and degrees, they share an intellectual curiosity, a desire to achieve excellence. Whatever their

background, they'll need to be:

- Future leaders who will engender loyalty, assume responsibility and mobilise others in partnership
- Critical thinkers with excellent problem-solving skills
- Proactive self-starters who achieve significant results
- Supportive and adaptable team members who can build strong relationships
- Articulate communicators who also recognise the importance of listening
- Contributors who are principled and committed to the highest standards of ethical behaviour

DSO As Singapore's national defence R&D organisation, DSO looks for candidates with a good foundation in relevant fields such as Electrical and Electronic Engineering, Mechanical Engineering, Aerospace Engineering, Computer Science, Physics, Mathematics, Chemistry and the Life Sciences. The candidate should exhibit leadership qualities, as well as teamwork, communication and project planning skills. As such, we would suggest that potential candidates take up programmes in communications, reports writing, conducting presentations, and participate in co-curricular activities that test their leadership skills and planning ability. DSO has a substantial pool of graduates from NUS and we are happy with their technical competencies, adaptability and soft skills.

ExxonMobil We welcome dynamic and energetic graduates who have good academic credentials in their respective fields such as Engineering, Business (Accountancy, Marketing, Human Resources, and Economics), IT and Computer Science. The key characteristics that we look for in new graduates include strong analytical and conceptual thinking abilities, collaborative approaches, good interpersonal and communication skills, resilience, adaptability, effectiveness and strong leadership qualities with a motivation to learn continuously.

HDB Besides possessing the relevant technical knowledge required for the various professional positions

(e.g. architecture, engineering), we are looking for fresh graduates with passion to serve in the public sector. Good communication skills and a positive attitude to learn will put them in good stead.

NEA We want individuals who are dynamic, innovative and motivated to make a difference to our environment. As we also work closely with the community to ensure sustainable development and a quality living environment in Singapore, being a team player and having good interpersonal communication skills are important attributes as well. This is especially critical as the Public Service takes on a more citizen-centric approach and whole-of-government response to issues.

P&G We look for candidates who display an infinite curiosity, are eager to create with a healthy disregard for conventional thinking and are then able to form ideas to move our business forward. The successful candidate should also be flexible and rigorous in executing new ideas to help transform P&G quickly to win in the marketplace.

PSD We look for people with the right values and attitude, and a desire to serve the people of Singapore. Graduates who join PSD must share our values of Integrity, Service and Excellence. Candidates should possess empathy and good communication skills, and be able to deliver thoughts and ideas succinctly to different segments of stakeholders. In addition, you must be resilient, agile and innovative to cope with uncertainties in a complex global environment and have the patience to see the tasks through even though the impact of your work may take time to materialise. You should also possess good collaborative skills and be an effective team player as you would be required to work across various agencies as one government.

SCB We're looking for graduates who have real passion and drive to work in the banking industry. Standard Chartered is a huge international bank and we're looking for candidates who understand our markets, are able to work with different cultures and working styles.

What aspects of students' academic experience do you consider most important?

Abbott Other than academic rigour, we look for well-rounded individuals with strong communication skills and strong leadership capabilities. Our employees come from a variety of different academic backgrounds and educational institutions. We believe that diverse perspectives inspire new ideas and better ways of addressing changing health needs.

Barclays At Barclays we recruit the best and the brightest. We accept applications from students at any university and recruit from both within and outside Asia. Students need to have performed well in their studies. This would mean achieving at minimum a second upper class degree or equivalent.

CAAS We believe that an undergraduate education provides for the training of the mind and we thus welcome applicants from various disciplines. With innovation and productivity high up on the agenda, we also look for diversity and creativity in candidates in terms of finding solutions to the dynamic challenges of the aviation sector.

Credit Suisse We don't have a specific benchmark for academic grades, but we do look for students who demonstrate academic excellence, and have strong problem solving skills. A high GPA is preferable, but is not the only thing that we look for. We screen application forms holistically, looking at academic record, leadership experience (work experience, voluntary work and co-curricular activities), and proactiveness.

DSO We want our research scientists and engineers to have a solid technical knowledge foundation. However, having an aptitude for research and the drive to succeed are more important than academic qualifications, or the institution from which they were obtained.

We also want our staff to be open to learning. Within DSO's learning and development framework, our staff have the opportunity to obtain postgraduate qualifications and attend specialised training. These are important, especially in our laboratories, which constantly refine cutting-edge technology.

ExxonMobil Academic excellence generally indicates strong analytical abilities and the ability to learn and apply, while outstanding non-academic achievements demonstrate a person's capacity for work, adaptability and good management skills. These are all skills and characteristics that form the basis of a successful working career.

HDB Beyond the knowledge gained from academia, it is important that students acquire the abilities to work in a team, and/or lead projects; handle challenges, and meet deadlines, as these are essential skills required for their job.

NEA Apart from good theoretical knowledge, it is important that students obtain some practical experience during the course of their studies. Vacation internships or industrial attachments are useful means to translate theory to practice.

This also assists the students to make a better career choice. While we welcome graduates from reputable institutions, what is more important is a good job fit and a passion for the environment.

P&G Students from any faculties with any background knowledge can apply for P&G, and they stand equal chance to get into P&G, that's the first thing I want to clarify. Of course, the reputation or 'name' of the institution that an applicant graduated from is actually one of the key elements that we would look at - selectivity of the school, quality of the school, general representation of that school in the population, how is it regarded in different skill areas. We also tend to look at schools that have historically provided us with high-quality candidates, who have wanted to stick around and progress through the system.

PSD The Public Service is an equal-opportunity employer and hiring is based on merit. We assess candidates based on their qualifications, work experience and personal qualities. The candidate who has the best fit for the overall requirements of the job will be appointed.

SCB We want to hire smart, intelligent people. We're looking for candidates with consistently strong academic results.



What kinds of work experience would you recommend fresh graduates to pursue while in university?

Abbott The number of years of work experience required depends on the role. Many positions are available to candidates right after they complete their undergraduate or graduate degrees. Any work experience that students have helps demonstrate whether they have the core competencies outlined, as well as a commitment to making a difference in people's lives and a passion for healthcare.

Barclays For a full-time role, work experience gained through internships will be an advantage. If the internships are relevant to the role they have applied or completed within the investment banking industry, this provides a further advantage.

CAAS Fresh graduates typically do not have substantive work experience. However, we would encourage undergraduates to experience an internship as that would provide the next best alternative to full-time work. It would be best if students are clear about their career aspirations and they should then seek internship opportunities with organisations in the industry they would like to join. There is much to learn from a real working environment and this would also help them to clarify their expectations and sharpen their instincts when undergoing the selection process during a job search.

Credit Suisse We advise candidates to obtain work experience during summer breaks throughout their studies (paid, unpaid or voluntary). While an internship in financial services is not a must, we will assess applicants' core competencies to ensure that they are a good fit for the bank, and we also look at what they have achieved in their activities outside of school.

DSO Apart from getting good theoretical grounding, graduates should also try to accumulate as much practical experience to provide them with a taste of defence R&D work, and the opportunity to translate theory into practice. It is encouraging to see an increasing number of candidates applying with prior work experience in the form of vacation internships or industrial attachments.

ExxonMobil Transitioning from being a student to life in the workplace can be

a momentous change. Any knowledge gained from talking to people already in the workforce and/or through actual work experience will be helpful. Internship or work experience would certainly give the student a better perspective and help him/her cope better with the change.

HDB While we do not expect fresh graduates to have much relevant work experience, it would nevertheless be an advantage if they have acquired some relevant knowledge from their internships/attachments; or temporary work assignments. In this way, they are able to share, during their interview, more about their experience gained from their internship/temporary work assignments, the lessons/skills learnt, as well as their areas of interests.

NEA We do not expect fresh graduates to have much working experience. However, it is recommended that students take up internships during their studies to gain some practical experiences. We are happy to employ and train fresh graduates as long as they are willing to learn. We have a structured posting process where graduate officers are posted around to gain exposure and learn new skills. This prepares them for future leadership roles as well as whole-of-NEA thinking.

P&G Obviously, work experience is an important factor when we look at a candidate's resume. We highly value students with work experiences, especially if those can demonstrate their leadership. So, my advice is that you should look for meaningful work experiences (which help you learn how to work effectively with diverse groups of people) as soon as possible, even if you are only a first-year student.

PSD Applicants are assessed based on what they can bring to the organisation, not only their qualifications and experience but their personal qualities too. Besides studies, you should actively participate in co-curricular activities (CCA) during your stint on campus to learn and refine various skills such as leadership, organisation, interpersonal and communication skills. You could also take advantage of your involvement in internships, community service projects and competitions to sharpen your skills.

SCB Although work experience is not a set criterion for applying to our graduate programmes, it certainly does help your application to stand out and also throughout interviews gives you a competitive edge. Ideally internships gained in the financial industry are best.



What opportunities for pre-graduation work experience does your organisation provide for students/graduates and how can they access these opportunities?

Abbott We offer several avenues for a career with Abbott including internships in various divisions, Professional and Management Development Programmes (PDP & MDP) as well as other opportunities across various functions and divisions that become available from time to time. Our Talent Acquisition team proactively reaches out to the University/Departmental Careers offices when we have specific hiring requirements. We encourage students to visit our Careers page (www.abbottcareers.com) for a full listing of current opportunities and to review and apply for those that are relevant.

Barclays Summer internships are our principal internship opportunity and are aimed at penultimate year students. The programme runs for 10 weeks between May and September depending on the location. We also offer a smaller number of off-cycle internships for students whose degree course requires them to get experience at either a different time of the year or for a longer period of time. Off-cycle internships are usually available for up to six months.

CAAS We provide internship/industrial attachment programmes for students. The Undergraduate Internship Programme (UIP) is a platform to facilitate the selection of well-rounded individuals for scholarship awards, namely the CAAS Undergraduate Scholarship and the Honours Year Scholarship. Alternatively, students could participate in the Industrial Attachment Programme (IAP), which provides a good exposure to the civil aviation industry under the mentorship and guidance of our aviation professionals, who have a wealth of industry knowledge.

Credit Suisse We offer an internship programme for penultimate year undergraduate students and first-year MBA students. If you join our internship programme, you will become a full member of our team, share the same workload, challenges and achievements as permanent employees, gain valuable insights into our business. You will also gain real work experience to prepare you for your future career. Our internship programme is our main source of hiring for full-time roles, and we aim

to convert many interns into full-time hires. As a result, an internship is the best way to secure a permanent role at the firm.

DSO We believe that the best way to learn about an organisation and the industry prior to formal employment is to participate in pre-graduation programmes. We offer a range of school and university outreach programmes such as internships, industrial attachments, and research project supervision. Interested students may approach us during career fairs to enquire, or log on to the DSO career micro-site for more information.

ExxonMobil We have six-month internship programmes available for undergraduates throughout the year in two timeframes: January to June and July to December. Students may apply to ExxonMobil through their career attachment office's Industrial Attachment Application exercise.

HDB We offer a structured internship programme for undergraduates to gain hands-on experience by offering opportunities for them to undertake meaningful yet challenging projects, guided by our experienced staff. Undergraduates who are keen to gain insights into HDB's business may join us for an internship during their vacation, or as part of their university's attachment programmes. Interested undergraduates could apply for the HDB Internship Programme by sending in their applications to internship@hdb.gov.sg or through their university's attachment programme. They can also visit the HDB InfoWEB for more application details.

NEA We have a structured internship framework for junior college, polytechnic and university students. During their two to six months internship with NEA, students are attached to a department where they will be assigned a project and guided by a supervisor. At the end of their internship, students are given opportunities to present their projects to NEA's senior management. We work closely with the tertiary institutions' career centre to advertise our internship projects and interested students may apply through their schools.

P&G We offer internship programmes for penultimate year students where they are given challenging and rewarding assignments at the very beginning, with the coaching of their line managers and knowledge gained from corporate and functional training.

PSD We offer internship opportunities to students on a year-round basis. The interns are involved in meaningful and challenging projects in diverse areas such as human resource, marketing and communications, strategic policy and research. These internships provide exposure to the challenges of working in the Public Service and insights to the functions of government. Interns enjoy opportunities to network with fellow interns and interact with senior management at PSD and other public agencies. Interns who are outstanding performers may receive provisional offers of full-time employment upon their graduation at the end of the internship.

Interested candidates may also apply to be considered for the Management Associates Programme (MAP) which is a Public Service wide talent development scheme centrally managed by PSD. The programme is designed to groom outstanding individuals for leadership positions in the Public Service. Outstanding officers in the MAP will be considered for the Administrative Service. More information of the MAP is available at www.adminservice.gov.sg/MAP.

SCB We offer a number of internship opportunities throughout the year and within different areas of the bank. All opportunities available are advertised on our website. The majority of our interns would join us for a period of 8 – 12 weeks between May and September.

Please share your selection and assessment processes for fresh graduate applicants in your organisation.

Abbott All applications received for a position are carefully reviewed by a recruiter who will select candidates for interviews based on profiles that most closely match the requirements for the role. The shortlisted candidates will be contacted by the recruiter to discuss next steps in the process.

A candidate can expect to be interviewed by different people from the division or function for which the role is affiliated. The objective is to get different perspectives on the candidate's strengths and fit for the role while allowing the candidate the opportunity to interact with people that he/she will work with if selected.

Barclays All candidates must complete an online application available via our website. Depending on the business area, students may be invited to complete two online tests. Once they have successfully cleared the online tests we will screen their application and résumé to determine their suitability for the role they have applied for. After deciding on a short-list of candidates we proceed to telephone interviews followed by a final round assessment centre or further interviews depending on the business area.

CAAS We introduce sufficient rigour into the selection process to ensure that only candidates of the right quality and "fit" are selected. The recruitment process includes a psychometric assessment, written language test and face-to-face interviews. For prospective Air Traffic Controllers, there is also an aptitude test, whilst potential scholars have to undergo an additional assessment centre.

Credit Suisse Since we focus primarily on hiring for full-time roles from our internship class, we only offer a limited number of full-time graduate positions for students who did not do internships with us. Students can refer to our website for more information about available full-time positions. To apply for a role, you are required to submit an online application form via our website at www.credit-suisse.com/careers. You will be asked to submit

your CV, a cover letter and some personal information. In addition, you will need to complete online numerical and verbal reasoning tests.

The Campus Recruiting team does the first round of candidate screening, and executives from our lines of business conduct second round screenings. If your initial application is successful, you will be asked to participate in a series of interviews. The first interview is typically a phone interview, followed by face-to-face meetings where possible. For overseas applicants, we might need to conduct more phone interviews, with a final round in person or over video conference. For some business areas, you may be asked to take part in a group exercise and presentation exercise as part of the final assessment.

DSO Shortlisted candidates will first attend an interview with a senior management panel which will assess their suitability, and provide them with a flavour of their potential work scope as well as the DSO culture. Candidates will then attend a second interview with their potential supervisors. The supervisors will assess the candidates' skills, and ascertain whether they possess a competency for the work done in the lab or programme where they will be first deployed.

ExxonMobil Candidates who have been preliminarily shortlisted will be invited to a campus recruitment talk. This talk is a great opportunity for ExxonMobil managers to meet interested graduates and for graduates to find out more about the company and what the company has to offer them. This is followed by two rounds of interviews by hiring managers. ExxonMobil does not use assessment centres. Candidates will be assessed based on their resumes and the interviews.

HDB The typical time taken from application to receiving a job offer is about one to 1.5 months. Shortlisted applicants will be invited to attend an interview, and for certain positions, will be required to sit for a written test for us to assess their writing and analytical skills.

NEA Generally, applicants who meet the requirements of the position will be invited for a panel interview with HR and the line managers. Prior to the interview day, they will be required to complete an online personality assessment. Depending on the requirements of the positions, a written test may be given on the day of interview.

P&G Our standard application process includes online assessments, reasoning test and interviews (one-on-one or panel interviews, normally you will need to pass through three interviewers) before an offer is made to the right candidate.

PSD The most up to date information on available positions in the Public Service is posted at Careers@Gov (www.careers.gov.sg) and interested candidates could submit a direct application to us. You can expect to go through a written test where you may be asked to analyse an issue or solve a problem. You would also be interviewed by a panel comprising members of our senior management. We typically host informal chat sessions with short-listed candidates before the panel interview. During these sessions, candidates could ask questions and seek clarifications to get a more realistic picture of the job opportunities such as the job scope, key requirements, and organisation work culture.

SCB For all our graduate programmes candidate must apply online and submit an application form. There are slightly different hiring processes and ability tests to complete depending on the graduate programme. Typically, a candidate will be required to complete between two to four ability tests. The next step is a telephone interview and either a face-to-face interview or an assessment centre, which consists of a presentation, business interview and group exercise.

▮ Our internship and development programmes are designed to be a pipeline for future leadership talent. With this objective in mind, we look for distinct talent with demonstrable achievement of our core competencies of innovation, initiative, integrity, teamwork and adaptability. ↴



BASANT PANDEY
Abbott

▮ Within DSO's learning and development framework, our staff have the opportunity to obtain postgraduate qualifications and attend specialised training. These are important, especially in our laboratories, which constantly refine cutting-edge technology. ↴



PRISCILLIA LAI
DSO National Laboratories

▮ It would be ideal if we can engage 'T-shaped' management candidates, i.e. those who have the breadth to do strategic planning, whilst having the ability to go in depth to smoothly execute the implementation of policies. ↴



PETER WEE
Civil Aviation Authority of Singapore

▮ We also offer a smaller number of off-cycle internships for students whose degree course requires them to get experience at either a different time of the year or for a longer period of time. ↴



CECILIA RURU
Barclays

▮ Our internship programme is our main source of hiring for full-time roles, and we aim to convert many interns into full-time hires. As a result, an internship is the best way to secure a permanent role at the firm. ↴



CAROLYNE PHILLIPS
Credit Suisse

▮ We offer a structured internship programme for undergraduates to gain hands-on experience by offering opportunities for them to undertake meaningful yet challenging projects, guided by our experienced staff. ↴



CHANG SIEW PENG
Housing & Development Board

▮ We look for candidates who display an infinite curiosity, are eager to create with a healthy disregard for conventional thinking and are then able to form ideas to move our business forward. **▮**



NONG DUC CHINH
Procter & Gamble

▮ The Public Service is an equal-opportunity employer and hiring is based on merit. We assess candidates based on their qualifications, work experience and personal qualities. **▮**



SALLY TAN
Public Service Division

▮ There are slightly different hiring processes and ability tests to complete depending on the graduate programme. Typically, a candidate will be required to complete between two to four ability tests. **▮**



KAREN GOODACRE
Standard Chartered Bank

▮ We are happy to employ and train fresh graduates as long as they are willing to learn. We have a structured posting process where graduate officers are posted around to gain exposure and learn new skills. **▮**



GLORIA CHIN
National Environment Agency

▮ ExxonMobil does not use assessment centres. Candidates will be assessed based on their resumes and the interviews. **▮**



JANICE MAH
ExxonMobil

The value of co-curricular activities

There's more to university life than lectures, assignments and textbooks. Taking part in co-curricular activities will help you build valuable soft skills as well as your social and professional network.



Increasingly, graduate recruiters are looking at non-academic qualities such as adaptability and leadership to separate the great from the good. Involvement in student clubs and societies can be a great way of developing relevant employability skills. It also tells potential employers that you are a well-rounded individual who is motivated and have a "can do" spirit. These extras can increase your chances to secure your dream job, especially where there is a lot of competition.

Like it or not, once you start wading through job application forms, you will find yourself being asked to provide evidence of skills and achievements in your application and at interviews. These may include:

- Academic results
- Work experience
- Transferable skills
- Achievements and responsibilities

Co-curricular activities allow you to showcase aptitude and skills that aren't identifiable from academic transcripts

and also help to substantiate the skills that you claim to possess. For example, participation in debates or Toastmasters displays communication skills and self-confidence, whereas serving as the captain of the basketball team suggests leadership and management abilities. Holding a leadership position in a club or an association is an endorsement of your competence in taking up responsibility that's better than any letter of reference. Remember to keep a record of all your contributions, the tasks you have been assigned and other evidence of your work such as certificates, marketing materials, programme booklets, etc.

Getting involved

Involvement in a student society can provide useful insights in business operations such as attending meetings or running committees, promotional events and fundraisers as well as developing valuable skills. The Student Union typically has fundraising and voluntary work units which can give you valuable experience in marketing and promotions, not to mention the university publications if you're looking for journalism experience.

Breaking the ice

Healthy non-academic pursuits add a splash of personality to your CV and can potentially set you apart from other candidates. Unique activities, such as participating in extreme sports, are attention grabbers and great for generating conversation during the interview. However, don't put hobbies or personal interests in your CV unless you have a real passion for them and can talk knowledgeably about them when asked. Otherwise, you will look like you're trying to pad your CV.

Skills for the real world

When it comes to soft skills, the more involved you are, the more soft skills you acquire. Getting involved in co-curricular activities, especially in the coordination and implementation of projects and events, promotes numerous skills from leadership and teamwork to problem solving and time management. These competencies are widely sought after in all industries and are easily transferable to the working environment. Employers will acknowledge your experience in working with individuals from diverse backgrounds even if you have never had a real full time job.

Finding your way

Taking part in co-curricular activities is a good way to step out of your comfort zone without straying too far, and to see which area of work suits you best. Try out as many things that tickle your interest as you can, and see what sticks. For instance, if you're an aspiring engineer, joining the engineering club lets you interact with other students who have the same interests, and share your experiences. You can also engage external bodies or experienced professionals to conduct talks and workshops to gain insider advice for your career.

Though an added advantage, co-curricular activities are meant to complement your existing knowledge and are by no means substitutes for good academic results. Getting good grades is still a student's first priority. However, by complementing your work experience between semesters with regular participation in co-curricular activities, you can get the best of both worlds.



Options for work experience

Gaining work experience while at university will beef up your CV and impress your future employers. No matter where you are in your course, it is never too early to start.



For many fresh graduates who are hunting for a job, the issue of gaining work experience is rather like a chicken-and-egg problem: how am I going to gain some work experience if no one is willing to give me the opportunity in the first place? Fortunately, there are some ways you can expedite your experience-gathering expedition while in university.

Completing a stint in an organisation may be required as part of your undergraduate programme, or you could be doing it because you want to gain some work experience between semesters. Whether you are undergoing industrial training or an internship, it is crucial to put the time and opportunity to good use before you graduate.

Industrial attachments

Duration: Three to six months

Industrial attachments are structured formal training programmes with heavy emphasis on highly technical and practical skills. These are a great way of putting your subject knowledge into practice and employers value them highly. However, competition is intense among students so you should start early and take note of the application deadlines for placement schemes.

Internships

Duration: One to 12 months

Internships are designed to allow interns to experience a particular area of work and pick up job-related skills. These can range from highly structured programmes, rotating the intern through all departments in the organisation for set periods, to more loosely defined, where the intern is assigned to help out at whichever area needs manpower. Internships can be pursued on a full-time or part-time basis and at any point of your university studies, though most employers prefer to hire students in their penultimate or final year as a certain level of technical knowledge will be required.

Large companies have structured internship programmes with regularly scheduled intern recruitment cycles. In some areas of work, such as banking, engineering and professional services, recruiters use internships as a way of picking the best candidates early. Some organisations fill up to 70 percent of their graduate positions from students who have completed an internship in their company. Interns who perform well may be able to fast-track through the selection process, bypassing the early screening and elimination stages. It is thus important that you do your research and select internships that

will add further value to your worth as an employee in your future job applications.

Part-time, casual and vacation jobs

Duration: A few hours to a few months

These forms of work are usually short-term, done between classes or during semester breaks, as a means to earn extra cash or to occupy free time. They provide flexible working hours that can be moulded to fit your schedule. Most of these openings are for telemarketing, research, proofreading, events promotion, data entry, service and sales-oriented activities, etc. If you have expertise in a particular area, you can choose to tutor, freelance or provide contract-based services. Although you may undertake part-time work just to earn extra money, don't overlook the valuable transferable skills you can pick up, such as time management, teamwork and customer service.

Volunteering

Duration: Few hours to a year (or more)

Voluntary work typically involve non-profit organisations, charities and conservation work as they enlist the help of volunteers who ask for little or no pay. You will be expected to take on various duties that may range from

feeding animals at a shelter to designing a marketing strategy for a fundraising event. Besides allowing you to exercise your passion and commitment for a cause and to build friendships with like-minded individuals, volunteering is also an excellent way to add personality to your CV and show potential employers your commitment to contribute to society. It is no wonder feedback from recruiters indicates that this kind of activity carries just as much weight as paid work experience.

Application and entry

Industrial attachments are usually facilitated by the faculty, so be sure to check with your department with regards to application details.

Vacation internship openings can be found at NUS Career Centre's online job portal, TalentConnect (<https://talentconnect.nus.edu.sg>).

For other types of work, all you will need is a simple application, followed by a short interview. However, some companies may have a longer hiring process so if you have a particular organisation in mind, start firing out your applications as soon as you see the job posting. Large companies have highly structured internship programmes with regularly scheduled

intern recruitment cycles. So from as early as your first year, take note of how your desired employers recruit and plan ahead for when you become eligible to apply.

Salary and benefits

Most organisations will pay an hourly rate or a stipend to cover your travel and basic expenses. Internships usually include a proper salary.

Besides providing industry exposure, job-related skills and useful contacts, work experience also allows you to apply the skills that you have acquired in your studies and are excellent gateways into industries that rarely advertise their vacancies.

There's no such thing as a bad experience

Enter every job with humility, an open mind and determination, and you are bound to come away with something. If you feel like you are not learning as much as you would like, talk to your supervisor and provide suggestions on how you can contribute. Be proactive and remember that it is ultimately your responsibility to take charge of your experience. Last but not least, enjoy your work!

The following table compares the different options for accumulating work experience.

Work type	Description	Benefits
Industrial attachments	<ul style="list-style-type: none"> A structured programme with emphasis on practical skills to complement a university course Offered to penultimate undergraduate students by organisations in fields that are related to the students' area of study 	<ul style="list-style-type: none"> Develop working skills related to area of study through hands-on experience Expand network Good performers are likely to be given a conditional job offer at the end of their programme
Internships	<ul style="list-style-type: none"> Provides real work experience in a particular field 	<ul style="list-style-type: none"> Apply learned concepts to real-life situations Explore career interests Gain contacts and exposure Pick up job-related skills Interns who do well may be put on a fast track to becoming a full-time employee
Part-time and casual work	<ul style="list-style-type: none"> Flexible or short-term work 	<ul style="list-style-type: none"> Develop additional skills to beef up CV Obtain contacts and immediate exposure from diverse fields
Volunteer work	<ul style="list-style-type: none"> Volunteer services usually without pay, done through passion and commitment towards a particular cause Personal contribution to society 	<ul style="list-style-type: none"> Develop practical skills Expand network and develop friendships with individuals from different fields Shows dedication outside of academic or career pursuits

During your undergraduate years in NUS, do not lose yourself in the pursuit for academic excellence. The social aspects of life and giving back to community is just as critical as through these platforms, you make new friends, build your network and shorten your learning curve when you engage and learn from seniors or successful individuals who have tread the path before you. The experiences shared are so valuable and you cannot learn/achieve it through mere academia. Question what you want to do in life and what your priorities are. For me, excelling at work is a priority, but so is giving time and helping the less fortunate because that gives more meaning and value to life and an immense sense of fulfilment.



CLARA GENEVIEVE TAN
Bachelor of Social Sciences with Honours (Psychology), Year 4

Building your network

When done right, networking can open up many doors. Read on for tips on how to widen your connections – before you even graduate from university!

Networking is the forming and maintenance of contacts that can be beneficial in your career or personal life. This activity is not reserved for socialites, celebrities and sales people. Believe it or not, networking actually takes place in our daily lives. Whether it's asking professors for job leads, recommending a favourite dentist or rubbing shoulders with industry leaders – everyone networks.

Facing the fear

Most people get cold feet when striking up a conversation with a stranger. While it's true that you will meet some pretentious opportunists along the way, you'll also meet genuine people with whom you can foster mutual and beneficial relationships. Networking requires courage, time and practice, but the end results are truly worth the effort.

Practise makes perfect

If you tend to clam up or stutter when talking to someone new, try practising in front of a mirror or with a friend. Write down what you want to say and repeat it. After a few rounds of practise, the phrases should start to roll off your tongue.

If you are still doubtful of your interpersonal skills, start by participating in online forums, chat rooms and social media tools such as LinkedIn, which is a professional social networking site. Through these avenues, you will be able to reach out to potential employers and peers without even leaving home.

Pre-talk preparation

Before stepping into a networking event, do some research about the company or the person that you will be talking to; or better yet, identify their interests. A common ground will make it easier to strike a meaningful conversation and reduce anxiety. Contacting the person in advance through the phone or by email can reduce the jitters too.





Making contact

You don't have to dive into the deep end immediately. Everyone has friends, relatives, lecturers, former employers, classmates and contacts from various social groups who in turn know hundreds of other individuals. Start with the people that you know and expand your contacts through referrals and mutual friends. You can also meet people with similar interests by becoming a member of various clubs or associations.

In time you can take on recruitment events, fairs and corporate social gatherings and even make cold calls to set up appointments with employers. These are trickier and require more tact, but will provide more opportunities for you to get your foot in the door.

Network, not sell

The goal of networking is not to ask for favours or to promote yourself but to forge ties, share information, ask for assistance and learn from others.

Instead of asking for a job or launching into your life story, show a genuine interest in the person. Ask them to describe their work: the ups and downs, how they got in, their past working experiences and what you can expect when entering the same field. Also ask for advice on CV writing and interviews. If someone has been especially helpful, thank them with an email or instant message, and update them about your progress. Try to build long-term friendships where possible. This strengthens your network and shows that you appreciate their time.

Asking for a job

Once you've amassed enough contacts and maintained good ties with them, you can start asking about work opportunities. Make sure you are presentable when meeting up with your contacts, and provide solid evidence and reasons to convince them that you are capable of doing the job. It is also crucial that you perform well so that your contacts will view you as someone who is trustworthy and capable.

There are no set rules nor any guarantees in networking. What you could get can vary from a meeting with a human resource manager to an internship, interview or even a job offer. Nevertheless, your initiative, commitment and bravado will speak for itself, and any knowledge and experiences that you gain will certainly be advantageous.

Quick tips

Be seen

Get yourself noticed [in a good way]. Dress to impress and take the initiative to start conversations.

Listen

Don't worry so much about what to say. Maintain good eye contact and pay close attention. When the person has finished talking, you may ask a question or paraphrase what was said for clarification.

Body language

Keep an open and confident posture. Don't cross your arms or lean against the wall.

Don't undersell yourself

Just because you are inexperienced does not mean you are of little value or a nuisance. Be honest and inquisitive. Most people are flattered to be asked for advice.

Tackling small talk

Make a list of questions to fall back on [not including 'So... how's the weather?'] when you have nothing to say. As you ease into the conversation, find other things to ask.



ATTENTION-GRABBING APPLICATION

HR managers and recruiters typically sift through hundreds, if not thousands, of applications for any given position so it is important that you make your first impression count.

Generally, employers are interested in three areas of your life: academic performance, work experience and social activities. Using evidence from all three areas helps you demonstrate not only what you have learned from your studies, but how you have developed your key skills. When applying for a job, emphasise the experiences and skills that are of relevance to the job.

First thing first: your cover letter

Some job seekers hold the mistaken belief that the cover letter is just a formality in the job application process. The fact is, a cover letter is just as important as your résumé because it tells an employer why the résumé is worth reading. Wherever possible, try to draft a tailor-made cover letter for each job that you are applying for as this shows how keen you are in getting the job.

Your cover letter should aim to:

- Briefly introduce yourself and refer to the job you are applying for, indicating where and when it was advertised;
- Explain why you want to work for the company and how you can contribute to the organisation;
- Direct the employer to your résumé for further details and highlight your contact information and availability for interview.

Next: your résumé

If your résumé is concise and highlights key qualifications, you have a better chance of getting noticed among the masses. Here are some tips for crafting an effective résumé:

- Emphasise the technical knowledge gained from your course and projects; list down internships, placements, special courses or leadership programmes that you have attended while in university.
- Highlight your accomplishments and skill sets in bullet points. Recruiters usually spend a minute or two at the most on a single résumé. Bullet points make visually scanning for keywords faster.
- When discussing your strengths, try to reuse words from the job advertisement that describe the type of candidate the employer is looking for, as HR managers will skim résumés for keywords. However, refrain from lying or embellishing your abilities as it will all come out during the interview itself.
- Proofread your résumé for spelling and grammar mistakes.

The application

When you are applying for a job, you have to make it easy for the recruiter. It is imperative that potential employers know how to get in touch with you quickly and easily. If it takes extra work for a hiring manager to contact you, he or she is going to move on to someone who is easier to reach.

Get an email address specifically for job hunting. Make it professional (not something like *justinbieberforever@gmail.com*) and easily recognisable. Best bet? Use your name, such as *suziewong@gmail.com*.

If you have to send a CV as an attachment, do not name the file “CV” or “Resume”. Name it “SuzieWong_CV” (or something along that line) and it will stand out. If a hiring manager who is looking for a résumé on an applicant have a dozen files named “CV”, he/she is probably not going to take the time to open every one of them to find yours.

Cover letter for undergraduates

27 June 2012

Tan Ah Seng
ABC Road, S654321
Mobile: 91234567
Email: tanash@nus.edu.sg

Mr John Lim,
HR Manager,
Human Resource Department
XYZ Company
XYZ Road, S123456

Dear Mr Lim,

Application for position of Business Analyst

I am writing to express my interest as a Business Analyst in XYZ Company after attending your recruitment talk at National University of Singapore (NUS). I am expected to graduate from NUS with a 2nd Upper Class Honours in Electrical Engineering in May 2012. I am keen to start my career with XYZ Company because it is one of the world's leaders in process management with more than 50,000 employees worldwide. It also recently acquired AAA Company to further its business initiatives and continuous expansion of its influence in the Asia Pacific region. I am intrigued by its active involvement in sustainability development programs and community engagement that looks beyond business gains. I would love to be part of this global organization.

Comment: You are expected to include a Cover Letter when making job applications. It complements your resume and enables you to highlight your qualifications, skills and attributes to demonstrate how suitable you are for the job.

As an engineering graduate, I have honed my analytical skills through the various projects I've undertaken during my course of study in NUS. I was involved in a design project that requires me to work with industry players to optimize a manufacturing process. As a project leader, I led a team of 4 members to study the process and successfully identified the bottleneck which resulted in a 20% reduction in process time.

Comment: Identify the purpose of your letter. Be brief and concise.

During my internship with Fine Electronics Singapore, I was the procurement intern overseeing regional Original Equipment Manufacturer (OEM) sourcing. I was involved in an S\$10,000 deal where I communicated directly with counterparts from China and Malaysia. The internship gave me the opportunity to work with people from all levels where I learnt interpersonal and negotiation skills.

Comment: Give a short introduction of your educational background and any relevant qualification(s).

In addition to attaining a strong academic result, I am actively involved in voluntary work with YYY welfare organization. I am currently the vice chairman of the management committee overseeing a group of 20 volunteers. Together with my team, we organized a successful fund raising event for the less privileged in Cambodia. We raised a total of \$2,500 for the project through our continuous effort to reach out to the community. I am confident that my skills and knowledge acquired in NUS will put me in a good position to excel with XYZ Company.

Comment: Show genuine interest in the company by stating what you know about the company and why the company appeals to you.

Thank you for your time to review my application. I enclosed my resume for your consideration. I look forward to a face-to-face interview with you to discuss my suitability for this position. I can be contacted at 91234567 or tanash@nus.edu.sg at your convenience.

Comment: Illustrate why you are a suitable candidate for this job by demonstrating your understanding for the job and how and where your skills fit.

Yours sincerely,
Ah Seng

Comment: Showcase 1-2 relevant achievements. Examples give credibility. Present your ability to add value to the organisation while reiterating your willingness to learn.

Comment: Thank the employer for reviewing your application.

Comment: Request for an opportunity of a face-to-face interview with the employer and state that you are looking forward to their reply.

Comment: Indicate your contact info (Mobile and email address)

Résumé for undergraduates

TAN AH SENG

Mobile: 91234567

Email: tanahseng@nus.edu.sg

EDUCATION

National University of Singapore (NUS)

- Bachelor of Engineering (Electrical Engineering), Honours
- Current CAP: 4.2 (Expected 2nd Upper Class Honours)
- Expected Date of Graduation: May 2012

Aug 08 – present

Comment: Make your name stand out! Type the name in **bold** and usually font size 14-16. Include your contact information and make sure to keep your email ID professional.

Shanghai Jiao Tong University, Student Exchange Programme

Jan 11 – Jun 11

- Gained insights into Chinese culture through active participation in project meetings and networking sessions with business leaders

Comment: State your degree (and diploma) in full, and include the name of your institution (s) and the year (s) they were awarded. State expected date of graduation if you have yet to receive the degree.

WORK EXPERIENCE

Fine Electronics Singapore Pte Ltd, Intern

May 10 – Jul 10

- Actively sourced for potential Original Equipment Manufacturer (OEM) suppliers of domestic appliances and the key components amounting up to \$510,000 in China and Malaysia.
- Communicated directly with their Senior Management during the sourcing process
- Designed creative posters for the Procurement Division. The posters were selected for display at the annual Improvement Competition in France.
- Organized the Annual Dinner and Dance and coordinated with external vendors on logistic preparation for 200 staff and guests.

Comment: You may like to include academic awards such as Dean's List, Scholarship, Research Awards in this section.

Creative Marketing Inc, Sales Coordinator

May 09 – Jul 09

- Successfully promoted digital products and was awarded Best Sales Person within first month on the job and exceeded sales target by 15%
- Worked with marketing team and created a public relation campaign to promote digital products
- Proposed improvements to an Advertorial which was accepted immediately

Comment: Include Student Exchange Programme (SEP) or any other professional certificate you received. Highlight your achievements or knowledge gained from the experience.

National Service, Platoon Sergeant

Feb 06 – Feb 08

- Managed and supervised a platoon of 30 men
- Planned and coordinated training programmes for recruits

Comment: "Work Experience" section may include full-time, internship, industrial attachment and temporary jobs, where you have demonstrated relevant skills.

CO-CURRICULAR ACTIVITIES

Chairman, Public Relations, Engineering Society

Aug 09 – Aug 10

- Led a group of eight Main Committee members to publicise recent events of the club which successfully increased the membership by 10%
- Encouraged club members to actively participate and helped out in club events

Comment: Indicate the name of the organisation, job title and date of employment. State the country if it is not in Singapore.

Vice Project Director, Chess Club

Aug 09 – Apr 10

- Successfully organised a Chess Exhibition at Marina Bay which attracted a turnout of 1000
- Selected and led a committee to run the project and achieved the set goals
- Oversaw the whole process of preparation for the event, including Marketing, Publicity, Programmes and Logistics
- Initiated five new activities and membership increased by 20%

Comment: List the positions held in reverse chronological order, the most recent one first, follow by the next most recent one.

Soccer Team Captain, NUS Football Championships

Jan 09 – Mar 09

- Successfully led the team to win the Challenge Cup

Comment: Write concise statement highlighting your skills, knowledge and accomplishments where possible. DO NOT list the activities.

Volunteer Experience - Overseas community service in Cambodia

Dec 08

- Supported the Rotary Club to organize an overseas community project for medical doctors to perform free cataract operations to the poor
- Actively participated in fund-raising activities that raised over \$2,500 for the project

Comment: Bullet point detail throughout gives evidence of required competencies. Formula: Competency + Action + Result.

ADDITIONAL INFORMATION

- Proficient in Microsoft Office, Ulead Video Studio, Adobe Premiere Pro, C/C++ Programming
- Fluent in English and Mandarin (both spoken and written)
- Enjoys outdoor sports and participates in at least 2 marathons annually

Comment: Formatting – Keep it simple to avoid distortion if opened in another program. Use a single consistent way of conferring emphasis.

Comment: Co-curricular activities are important to showcase a well-rounded person. The activities could be those you have participated in NUS clubs and societies, or external organisations.

Comment: Indicate the name of the club/society, the position held and the period of your participation.

Comment: List them in reverse chronological order, starting with the most recent one.

Comment: Emphasize those activities to demonstrate your personal attributes or acquisition of specific skills such as leadership, communication, time management etc.

Comment: Indicate your skills such as computer literacy skills, language skills, programming skills etc.

Comment: Mention any special interest(s) that you may have that illustrates your competencies or personal qualities.

Understanding assessment centres

Assessment centres can be nerve-wracking and daunting – if you come unprepared.

Asessment centres are becoming popular for screening fresh graduates applying for jobs in large corporations as they allow employers to identify traits that are not immediately visible in CVs. Candidates are assessed on their ability to demonstrate a variety of work-related skills and personality traits through various individual and group exercises.

So what exactly will you be put through at an assessment centre? Here are some components that you should be familiar with.

Ability/aptitude tests

These tests are used to distinguish those who do well academically from those who know how to put their education to good use. You may be tested on the following:

- Verbal usage and reasoning
- Spatial or logic reasoning
- Numerical computation and reasoning
- Interpretation of tables and graphs
- Symbolic and diagrammatic reasoning

Psychometric tests

You may also be required to fill in multiple-choice questionnaires that reveal your personality traits. It is important to answer the questions truthfully so that both the employer and yourself can find out if you are the right fit for the organisation.

Written tests

Written tests examine the candidate's ability to articulate and present their opinions in written form. Besides language and communication skills, you will also be tested on your critical thinking, creativity and time management skills.

In-tray exercises

These exercises test your time management skills and the ability to complete multiple tasks within a short timeframe. A list of tasks will be given to you and you will be asked to rank them in terms of priority: low, medium or high. You will then be asked to explain your choices and how it will help you accomplish each task. You

may also be asked to pinpoint any foreseeable problems that will hinder the progress of each task.

Case studies

This may be conducted either in groups or as an individual exercise. You will be given a real-life scenario in which you will need to give an analysis, an opinion or a possible solution to the situation at hand. There are usually no correct answers but you must be prepared to justify your answers with logical reasons and be able to identify the lessons and opportunities, make informed predictions and recommend solutions.

Presentations

To test your public speaking, communication and language skills, you will be given a topic and a short time to prepare. The presentation can vary from a 2-minute self-introduction to a 15-minute campaign strategy presentation including PowerPoint slides.

Group discussions

Candidates will be divided into groups. Each group will be given a topic to discuss and to come up with a conclusion or a solution within a limited time. During the discussion, you will be observed by assessors who will rate you in various areas ranging from interpersonal, problem-solving and communication skills to leadership potential to etiquette and body language.

Role plays

To test your adaptability and how you interact with others in stressful work-related situations, you will be given a scenario and a role to play. Usually, you will be placed in a simulated environment or simply act out a scene with the assessor.

Every organisation has its own idea of what the perfect candidate is like, so don't beat yourself up if you do not make the final cut. Go for it with an open mind and positive attitude and enjoy the experience.

Tip for case studies

Boston Consulting Group provides an interactive case you can work through for practice, as well as additional cases you can rehearse with friends. Check it out at http://www.bcg.com/join_bcg/interview_prep/interactive_case/.

How to prepare for a trip to an assessment centre

Be yourself

Be aware of your own personality traits; highlight your best qualities without straying too far from your usual self or forcing yourself to become someone that you are not. Remember that these exercises are designed to identify your unique characteristics and the way you think and work.

Take a test drive

Trial runs will give you an idea of what to expect, so take advantage of the sample tests that are available on the Career Centre website and the Internet. Make sure that you read the questions and directions carefully and check your answers before submitting them.

Feed your brain

In addition to doing research on the organisation and reading up on current affairs, make sure that you have a good night's rest and hearty (and healthy!) breakfast before heading off to the assessment centre to keep your brain running at tiptop condition.

How to succeed at job interviews

You've made it past the initial application stage! The next hurdle is the interview process. If you've never gone through one before it may seem daunting but the right attitude can make it so much easier. The important thing is to plan well – and in good time – for the best results.

Before the interview

First of all, accept the date the firm sets. Vacations or holidays may not be valid reasons for postponing or changing interview dates. Large multinational firms will have applicants queuing up at the door, and won't be inclined to juggle dates unless you or your reasons are exceptional (such as personal bereavement, or medical problems or treatment). Smaller firms may have more flexibility with schedules.

Research the company thoroughly – even its interview process. Concentrate on the area(s) and role you are interested in but do not neglect the bigger picture. Examine how the company operates and performs, its

position in the market and news sources as up-to-the minute knowledge will give you an edge when it comes to the crucial questions.

Be comfortable with yourself and your CV, so you can elaborate when asked. You can practise interview techniques with a friend or at the career centre. Prepare at least two copies of your CV to bring to the interview itself.

Leave plenty of time to get to your destination, to allow for last-minute delays or hiccups. For overseas interviews, if you have to travel long distances, it would be better to stay overnight with friends, relatives or in a hotel nearby. In such a situation, companies generally pay for travel expenses to the interview. Usually, they will stipulate what they will cover in the interview letter, so keep the receipts for reimbursement.

Use the evening before your interview to prepare your clothes and make sure everything is ready for the big day, and get a good night's sleep.

Dress for success

Men should wear a clean, pressed business suit with a white or light-coloured shirt and tie. Hair and face should be well-groomed, with no excessive jewellery on the wrists or hands, and none visible above the collar. Shoes should be dark and freshly polished.

Women should preferably also wear a business suit with a clean, pressed blouse. Skirts should not be too short nor should the blouse neckline be too low. Jewellery is acceptable but not to excessive. Piercings should be discreet and, unless for religious purposes, ears only.



The big day

As mentioned, always remember to leave plenty of time to do things to avoid last-minute panic.

Timing is important – being late is a definite no-no, but arriving too early can also work against you; it could show that you can't manage your time effectively. Arriving 5 to 10 minutes before your interview is ideal. If you are more than 15 minutes early, use the time before you enter the building to compose yourself and make sure everything is in order.

Employers now often assess prospective employees from the moment they step through the front door. Speak clearly, politely and *smile* to all staff.

Crunch time

When you are called in, greet all the interviewers and smile. In those first few seconds, they are watching to see how you deal with meeting someone for the first time – a key factor when meeting new clients.

Sit with your back straight against the chair, knees together and your hands on your lap. If you are nervous, lightly clasp your hands together. Your interviewer will expect some nervousness – it is only natural – but obvious compulsive displays are a bad sign.

Maintain eye contact – it shows you are listening. Looking up indicates boredom or disinterest; looking side-to-side means you are distracted and looking down indicates guilt or something to hide. If you cannot maintain eye contact for long periods,

then occasionally draw attention to your CV.

Listen to the questions. If you don't fully understand, politely ask for repetition. Don't panic – just take a deep breath and make sure you are prepared before answering. If you can't answer or don't have an opinion, just say so. Don't lie – the interviewer will soon spot it and it's game over.

Back up your statements with facts or related news if you can. Your interviewer will be looking out for that. However, they will also be looking for your general knowledge as a whole, so keep abreast of world events.

At the end, thank the interviewers and politely take your leave.

The aftermath

It is wise to send a follow-up thank-you email to the company later in the day after your interview. You may also ask at this point when you may expect a decision, but don't be pushy.

If the decision doesn't go your way, the important thing is not to be disheartened. It is often difficult for employers as well, choosing to accept or reject candidates by the tiniest of margins. Employers are not obliged to but would sometimes give feedback on your interview performance if you ask for it. This will help you prepare for the next interview.

Remember, it's all in the preparation.

Types of interview

There are numerous types of interview employed by organisations, but the two most common are:

- One-to-one interviews – often quite structured and generic, and commonly used to assess specifics – either character or specialist ability. Remember to not let the interviewer control the conversation. If you think important information has been overlooked, present it politely.
- Panel interviews – increasingly common in large firms, panel interviews are often conducted with the prospective manager, department head and HR manager. However, this is not a fixed rule and your panel could include numerous persons with an interest in your employment. They appear more intimidating, but are actually fairer, as the decision is not left to one person.

In panel interviews, respond to the person who posed the question. Don't ignore the other panel members, but maintain eye contact with them too – especially if you were to raise a point that one of them would be particularly interested in.



AN EXPERIENCE THAT IS ENRICHING, CHALLENGING AND INSPIRING



NAME Christine Chow, 25
QUALIFICATION BBA Honors (Finance), NUS, 2010
JOB Analytics Team Leader (Equities)
EMPLOYER Bloomberg L.P.
LOCATION Singapore
I AM MOTIVATED BY my desire to succeed.

At university

I pursued a bachelor degree in NUS Business School, specialising in Finance. I chose Finance because I felt it was the most relevant discipline. The knowledge I have gained has helped me understand what is happening in global economies and gives me an edge when speaking with players in the financial markets.

My background

I joined the Bloomberg Financial Products Sales and Analytics graduate programme in June 2011 and every day since then has been enriching, challenging and inspiring. When you work with a group of enthusiastic, driven, smart and fun people, there are no regrets bar one – that I could have signed up earlier!

My company and job

Bloomberg is world-renowned in providing news, data, insights, and analytics to the most influential players in the financial markets. Speak to any of the 15,000 employees in any of our 192 offices around the world and you will find that (or better yet, join and find out for yourself) we all agree we are a dynamic and innovative company.

I am currently a Team leader in the Analytics department, managing a team of 10 individuals who come from diverse backgrounds all over the world (India, China, Thailand and Germany) specialising in Equities. My days involve making critical decisions in a fast paced environment to ensure our client's inquiries and business needs are addressed. In addition, I am responsible for the development of my team members through extensive mentoring, management and training.

Getting the job

The interview process is a lengthy gauntlet of (typically) four rounds where you will be grilled by managers from both Analytics and Sales departments. Imagine the business equivalent of the Bourne Identity selection process and you get quite close. You will be tested in all aspects through case studies, role plays and presentations. Besides good academic achievements, we look for individuals who have excellent communication skills, a strong passion for the financial markets and display a good understanding of our business.

Some advice

Keep your end goal in mind but learn to appreciate the process as well.

How has NUS Career Centre helped you?

The NUS Business Career portal updates the business students almost every day on internship opportunities, networking events and related courses. With the help from my career advisors, I managed to secure internships in major employers such as Citibank, UBS and Singapore Stock Exchange.

STRONG CULTURE OF LEARNING



NAME Ervin Lim, 26
QUALIFICATION BBA (Hons), NUS, 2011
JOB Management Executive
EMPLOYER CapitaLand Limited

At university

I chose not to major in any particular area of specialisation but focused my learning on my interest in decision sciences and finance. The coursework at NUS not only provided me with an understanding of financial terms, it also gave me ample opportunities to further my own learning experience. By participating in international competitions and working abroad in a start-up for a year, I managed to develop my repertoire of skills. It is these skills that enable me to handle my job responsibilities.

My background

I chose CapitaLand because its credo "Building People" really resonates with me. CapitaLand's focus in providing training to its employees and the fact that the organisation constantly looks for ways to keep employees challenged and engaged reflect its commitment to develop its people.

My company and job

Currently I am on the Graduate Development Programme – a track which allows fresh graduates an opportunity to be rotated across various business units in different job functions. My current rotation is with the Strategic Planning Department of The Ascott Limited. The type of work varies – from administrative tasks to putting together presentations for management. No task is ever too small and everyday there is a new battle to be won.

Getting the job

If anything, I think it was sheer honesty and a keen desire to learn and excel that helped me clinch the job. No doubt grades would be small factor, but when faced with the Senior Management of CapitalLand during the last round of the interview, explaining to him why I deserve to be chosen from over 1,000 candidates was key.

Be prepared for

External challenges and challenges from your bosses to keep improving yourself. At CapitaLand, there is a strong culture of learning. We are often reminded that if we are not challenged, then we are not learning. If that is so, we will only become stagnant and not perform.

Some advice

The best way to get a job is to be honest with yourself – to really understand what you want out of your work. While paper qualification is a means of measurement, it is not the only way – the question you should really focus on is, "What can I showcase on the resume and the interviews that make me a better candidate?"

How has NUS Career Centre helped you?

The NUS Career Centre plays a very active role in helping NUS students look for their dream jobs. Beyond just emailing, the Career Centre also organises meet-and-greet sessions, alumni sharing sessions and preparatory sessions to help prep interviewees for their upcoming job interviews.

Making the most of your job offers

Receiving your first job offer can be an exhilarating experience, but you need to think through matters carefully to ensure that you are making the right decision.

Enough if you are overjoyed by the offer, don't be pressured to make a decision on the spot. Take time to consider your options as there is a chance you might change your mind or receive a better offer. Most employers are willing to give candidates a couple of days or a week to consider and respond to a job offer.

Saying "Yes!"

A job offer can be accepted verbally in the initial stage, although it is a good idea to follow up with a written response reiterating the details of the offer. When you receive the offer letter, go through it carefully to make sure you are in agreement with the terms and conditions of the employment. If everything is in order, inform the employer that you would like to accept the job and make arrangements to sign or hand in the signed copy of your employment contract. Remember to confirm your commencement date and the designation of the person you will be reporting to. If the job involves relocating to another city or country, make sure you have sufficient time to get yourself settled there before starting work.

How to reject an offer tactfully

A year or two ago, you would have thought someone is crazy if he or she had asked for advice on how to turn down a job offer. With the economy gradually recovering from the recent financial crisis, people are once again beginning to face a happy problem: choice.

If you are lucky enough to be in a position to choose between offers and have the option to turn down a job that isn't quite right, bear in mind that your good fortune also brings with it a certain level of responsibility.

The very first thing you should start with when turning down an offer is a heartfelt "thank you" to the person who extended the offer. Think also about how to communicate your

decision in a way that makes you look good and leaves your rejected employer with their ego intact. There are many reasons a job won't be a perfect fit and often you can communicate even the most delicate reasons in a professional and tactful way. Here are some suggestions:

External factors, such as geography, family, timing, etc.

Be honest if issues beyond your control prevent you from accepting an offer, e.g. "Unfortunately, I can't accept the offer because of family obligations."

Money

It is perfectly alright to turn down an offer that doesn't pay well enough. Where appropriate, leave room for the employer to come back with a revised offer.

People issues

You can't tell an employer you don't like the company or the corporate culture. However, you can say, "I don't think the role is a right fit as I'm looking for something more fast-paced/more entrepreneurial/with a flatter organisational structure, etc."

Keep the doors open

Declining an offer tactfully ensures that you will not burn bridges or create ill-will with the recruiter who could turn out to be an important client or a prospective employer in the future. Offer to stay in touch and wish the recruiter luck with the hiring process. Where possible, ask to be kept abreast of new opportunities or revisit the situation if your external circumstances happen to change.

Like most things in life, the decision to accept or reject a job offer is very much a subjective matter. Whatever the reasons may be for your decision, it should be done politely and as soon as possible so that the employer can extend the offer to other qualified candidates, if necessary.

Terms of employment

Your formal offer letter and employment contract should contain the following information:

- [] Job title
- [] Date of commencement
- [] The department or team you belong to
- [] Your reporting line
- [] Salary and benefits
- [] Leave entitlement
- [] Probation and notice period

Always ask for clarification if you are unclear about any details pertaining to the terms and conditions of your employment. If you have been offered a lower salary than expected, there may be a possibility that the employer can make up for it in the form of other benefits. Many companies offer their employees a myriad of benefits such as insurance and medical benefits, various allowances, share options or even profit-sharing. Be sure to ask if you feel that these should be part of your package.

JOBS AND TRAINING PROVIDERS

Employers

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Training provider

ICAEW Singapore	[31, 67]	
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[] = advertisement; IFC = inside front cover; OBC = outside back cover;

IBC = inside back cover



Accountant-General's Department

Contact information/Apply to

Website www.agd.gov.sg
Email for enquiries AGD_HR@agd.gov.sg
Online application www.careers.gov.sg

Locations

Main locations Singapore

Business facts

Accountant-General's Department (AGD) is a department under Ministry of Finance, and we provide a wide spectrum of financial and accounting-related services to the Singapore Public Service.

These range from financial and management reporting, reporting on Government reserves, monitoring performance and risk of investments, managing cash, setting accounting standards and policies, administering and reviewing accounting and financial systems and policies, and reviewing Government spending for value-for-money.

Work in AGD is never dull and offers the breadth of challenges that you may be seeking. We provide excellent career prospects and our varied nature of work allows for ample learning and development opportunities. We also offer job rotation and project participation, which enrich and broaden the expertise of our people.

We welcome you to be part of us, and enjoy the many experiences that one job offers.

Motto One Job Many Experiences

Jobs

Closing date for applications Applications are accepted year-round

Benefits 18 Days Vacation Leave, Marriage/Child Benefits, Subsidised Medical & Dental Expenses, Use of Government Holiday Bungalows

Degrees sought

Minimum degree classification required Good Honours degree

Degree discipline or/and requirements Preferably in Accountancy, Economics and Engineering

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year-round round (Apply to us through AGD_HR@agd.gov.sg)



Barclays

Contact information/Apply to

Name of person Campus Recruitment Team
Tel +(65) 6308 5000
Website www.barclays.com/seeyourself
Email for enquiries campusrecruitmentasia@barclays.com
Online application www.barclays.com/seeyourself

Locations

Main locations Singapore, Hong Kong, Tokyo, Sydney, Mumbai, Seoul, Beijing, Shanghai, Taipei
Additional locations worldwide London and New York. Offices worldwide in the Americas, Asia Pacific, Europe, Middle East and Africa

Business facts

Our expertise makes us an undisputed global leader in our field. Our dedication to our corporate, government and institutional clients sets us apart from the rest and our financial solutions, underpinned by our distinctive, client-centric business model, deliver success every day. Over 25,000 employees worldwide share the same dynamism, a constant quest to innovate, a bold and determined spirit. We move at a beat quicker. We win by working across geographies and functions. Above all, we deliver on promises and flawlessly execute solutions that meet clients' needs.

Motto At Barclays, great people are empowered to achieve great things. Here, talent is valued over tenure, strength of thinking over length of service. Expect career opportunities beyond the norm. Expect excellence.

Jobs

No. of employees Over 25,000

Closing date for applications Full-time graduate: 15th November 2012; Internship: 31st December 2012.
For further details, please visit our website

Degrees sought

Minimum degree classification Recommended: 2nd upper class honours or 3.5 CGPA
Degree discipline Any – with a large variety of roles we require different skill sets

Work experience

Internship/trainee programme Yes – internship

Application deadline for placements/internships 31st December 2012



Bloomberg L.P.

Contact information/Apply to

Name of person Ms Jasper Wong
Address to which applications should be made 12/F Capital Square, 23 Church Street, Singapore
Tel +(65) 6212 1000
Website <http://www.bloomberg.com/careers>
Email for enquiries recruitsp@bloomberg.net
Online application <http://www.bloomberg.com/careers>

Location

Main location Singapore
Additional locations worldwide Offices and operations in more than 192 locations

Americas, Asia Pacific, Europe/ Middle East/ Africa (EMEA)

Business facts

Bloomberg, the global business and financial information and news leader, gives influential decision makers a critical edge by connecting them to a dynamic network of information, people and ideas. Our strength – quickly and accurately delivering data, news and analytics through innovative technology – is at the core of everything we do. With over 15,000 employees in 192 locations, we deliver business and financial information, news and insight around the world.

Join us and your career could be just as distinctive. We search the globe for people who have the ability and determination to reach the peaks of sales, economics, finance, information technology and journalism. We look in all corners and all communities for men and women who will add to our diversity, ideas and ambitions, and then we offer them opportunities to excel beyond their expectations and ours.

Motto Bloomberg is driven by innovation and a passion for getting things right.

Jobs

No. of employees In Singapore: 460; Worldwide: 15,000

Closing date for applications Applications are accepted year-round

Benefits Medical and dental benefits

Degrees sought

Minimum degree classification Recommended GPA: 3.3/4.0 and above

Degree discipline Any disciplines

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted between February to March

Centre for Strategic Infocomm Technologies (CSIT)**Contact information/Apply to**

Name of person RIOS
Address to which applications should be made CSIT Building, Science Park 2
 30 Science Park Road, Singapore 117512
Tel +(65) 6412 7218
Fax +(65) 6478 9650
Website www.csit.gov.sg
Email for enquiries hr@csit.gov.sg

Business facts**"Do you enjoy the challenge of living on the edge of technology?"**

The Centre for Strategic Infocomm Technologies (CSIT) could be the place for you to unleash that passion. Formed on 1 Feb 2003, CSIT is a civilian agency under MINDEF, that develops and integrates information and communication technologies for Singapore's strategic interests. CSIT exploits infocomm technologies to advance national security through introducing R&D in telecommunications and information technologies, delivering dynamic technical solutions and analysing industry developments and assessing technology trends.

Our people are our greatest assets, constantly striving to make CSIT a melting pot for brilliant minds, and embracing the challenges of creating new technology waves.

Join our team of highly skilled Computer Engineers, Electrical/Electronic Engineers and Mathematicians, dedicated to pushing the boundaries of technological capabilities for information collection and analysis. Challenge yourself today and be a part of the CSIT family!

Jobs

Language(s) required English

Pattern of recruitment Year-round

Form of application Online application/Email/CV & Cover Letter

Closing date for application Year-round

Degrees sought

Degrees sought Bachelor Degree in Computer Science/Engineering, Electrical/Electronics Engineering, Information Technology, Infocomm Security, Mathematics or equivalent

Work experience

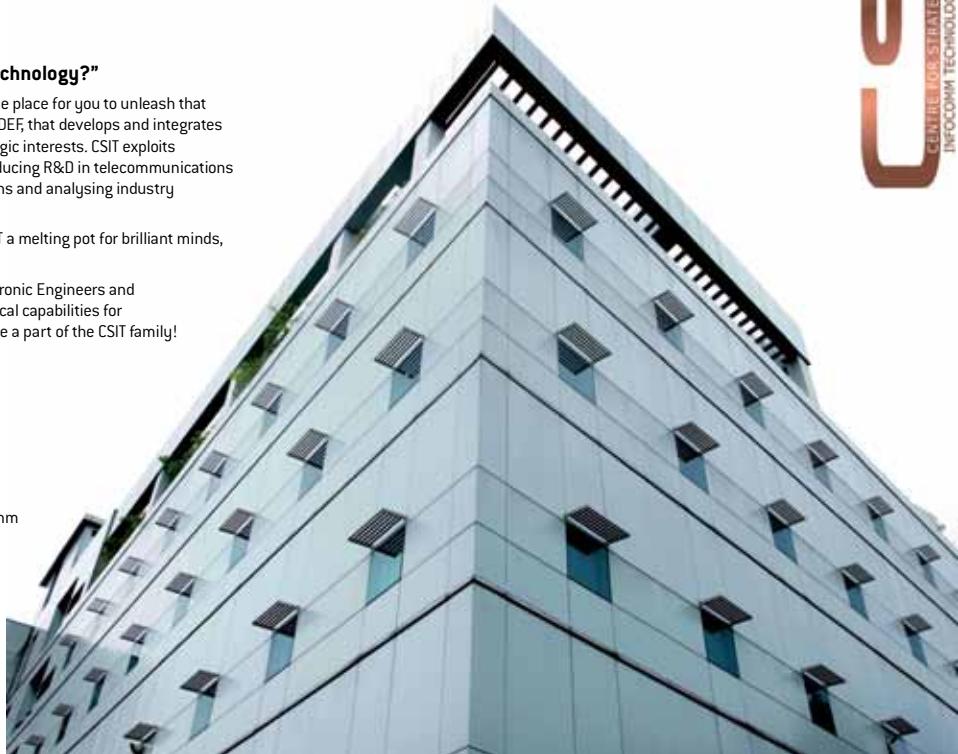
Internship/trainee programme Yes

Application deadline for placements/internships

Open for applications year-round

Internship/trainee duration Between 2 to 6 months

(Applicants must be Singapore Citizens)

**CapitaLand Limited****Contact information/Apply to**

Name of person Human Resource Department
Address to which applications should be made 168 Robinson Road #30-01 Capital Tower
 Singapore 068912
Tel +(65) 6823 3200
Fax +(65) 6823 3296
Website <http://www.capitaland.com>
Online application www.capitaland.com/careers

Business facts

CapitaLand is one of Asia's largest real estate companies. Headquartered and listed in Singapore, the multi-local company's core businesses in real estate, hospitality and real estate financial services are focused in growth cities in Asia Pacific and Europe.

The company's real estate and hospitality portfolio, which includes homes, offices, shopping malls, serviced residences and mixed developments, spans more than 110 cities in over 20 countries.

CapitaLand also leverages on its significant asset base, real estate domain knowledge, financial skills and extensive market network to develop real estate financial products and services in Singapore and the region.

The listed entities of the CapitaLand Group include Australand, CapitaMalls Asia, CapitaMall Trust, CapitaCommercial Trust, Ascott Residence Trust, CapitaRetail China Trust, CapitaMalls Malaysia Trust and Quill Capita Trust.

Jobs

No. of employees In Singapore: 2,000; Worldwide: 11,000

Closing date for applications Applications are accepted throughout the year

Degrees sought

Minimum degree classification 2nd Upper Honours

Degree discipline All disciplines

Work experience

Internship/trainee programme Graduate Development Programme (about 15 months)

Application deadline for placements/internships Open for applications throughout the year

**Credit Suisse****Contact information/Apply to**

Address to which applications should be made For further information and to apply please visit www.credit-suisse.com/careers
Website www.credit-suisse.com/careers
Online application www.credit-suisse.com/careers

Locations

Main locations Present in 12 markets in Asia Pacific, including Singapore, Hong Kong, Japan, India and Australia

Additional locations worldwide 57 offices worldwide

Business facts

Credit Suisse is a forward-thinking financial services firm serving clients around the globe, and we are one of the most respected banks in the world. Indeed, we are a leading player in many key markets—recognised by industry publications for our continued excellence.

Our three primary businesses – Private Banking, Investment Banking and Asset Management – partner with our Shared Services, including finance, general counsel, human resources, information technology, operations and risk management. Together, they work around the world, around the clock, providing seamless solutions to our global clients and employees.

Our entry-level programmes give you the chance to make a difference from day one, and provide world-class training and support to enable you to develop into a future business leader. Throughout your career with us, you will benefit from cross-business and international mobility opportunities.

To learn more, visit our website at www.credit-suisse.com/careers

Jobs

No. of employees Asia Pacific: 7,600; Worldwide: 47,800

Closing date for applications 2013 APAC Full-time Analyst/Associate Programme: October 9, 2012. Please visit our website for further details

Degrees sought

Degree discipline Bachelors, Masters and MBAs. We accept applications from all degree disciplines and welcome applications from international students.

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships 2013 APAC Summer Internship Programme: November 14, 2012. Please visit our website for further details

Internship/trainee duration The Intern programme typically lasts for 10 weeks (duration can vary in some offices)



DSO National Laboratories

Contact information/Apply to

Address to which applications should be made 20 Science Park Drive, Singapore 118230

Tel +(65) 6776 2255 Fax +(65) 6775 9011

Website www.dso.org.sg

Email for enquiries recruitment@dso.org.sg

Online application www.dso.org.sg/career_openings.aspx

Locations

Main location Singapore

Business facts

As Singapore's national defence R&D organisation, DSO National Laboratories creates the critical edge in defence technology to force multiply the Singapore Armed Forces' (SAF) combat capabilities and render potential threats irrelevant.

At DSO, over 1,000 research scientists and engineers build strategic technological capabilities for Singapore across the domains of air, land, sea and cyberspace.

We organise our competencies into seven divisions to enhance the SAF's operational effectiveness in the core areas of comprehensive situation awareness, superior decision-making, and enhancing the performance, protection, safety and survivability of our soldiers on the battlefield.

Today, many of the SAF's mission-critical systems bear the invisible imprint of our work. We take pride in our ability to fuse our multi-disciplinary expertise into cutting-edge technologies and systems that cannot be commercially procured.

Motto To develop technologies and solutions that can provide technological surprises to sharpen the cutting edge of Singapore's national security.

Jobs

Number of employees 1,600

Closing date for applications Applications are accepted year-round

Degrees sought

Minimum degree classification Bachelor's

Degree discipline Electrical and/or Electronics Engineering, Computer Engineering, Aerospace Engineering, Mechanical Engineering, Engineering Science, Computer Science, Physics, Mathematics, Chemistry and the Bio-Sciences.

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications should be made by May (for July intake) and November (for January intake)

Defence Science and Technology Agency (DSTA)

Contact information/Apply to

Website www.dsta.gov.sg

Online application www.dsta.gov.sg/index.php/Careers/

Locations

Main location Singapore

Business facts

At Defence Science and Technology Agency (DSTA), we harness technology to provide leading-edge defence systems to the Singapore Armed Forces [SAF], applying engineering expertise in a wide range of disciplines.

DSTA manages a multi-disciplinary and multi-industry portfolio that spans the full spectrum of defence technologies. We push the boundaries of innovation to create solutions in diverse areas spanning military platforms, sensors, weapons, networks, information technology, command and control systems, and protective infrastructure.

We nurture a community of engineers and IT professionals – our Greater Minds – to give Singapore's defence capabilities that definitive edge. Join our team of Greater Minds and embark on an exciting and fulfilling career with DSTA!

Our Mission DSTA shall harness and exploit science and technology, and provide technological and engineering support, to meet the defence and national security needs of Singapore.

Our Vision Inspired people, bringing innovation to all we connect.

Our Values • Integrity • Professionalism • Excellence • Respect • Teamwork

Jobs

Closing date for applications We are always happy to hear from talented individuals who share our vision, and who have the capabilities we seek. Explore our diverse engineering careers at www.dsta.gov.sg.

Degrees sought

Degree discipline and/or requirements • Aeronautical / Aerospace Engineering • Architecture • Building and Real Estate/Quantity Surveying/Urban Planning • Chemical Engineering • Civil/Structural Engineering • Computer Science/Engineering/Information Systems/Computing • Electrical & Electronic Engineering • Marine & Offshore Engineering • Mechanical Engineering • Naval Architecture

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year round. Visit www.dsta.gov.sg to find out more.



Jurong Health Services Pte Ltd

Contact information/Apply to

Address Alexandra Hospital, 378 Alexandra Road, Singapore 159964

Website www.juronghealth.com.sg

Email for enquiries careers@juronghealth.com.sg; sponsorship@juronghealth.com.sg

Online application www.juronghealth.com.sg/careers

Locations

Main location Singapore

Business facts

The healthcare industry is a very compassionate and nurturing industry. It is also a sunrise industry where it continuously renews itself to seek better ways of doing things. It is about like-minded people who care about the well-being of patients serving the population of Singapore. The recovery of patients is the main motivator for healthcare workers to excel.

JurongHealth is the first hospital to be built from ground zero. JurongHealth provides rare opportunities for staff who likes the challenge of creating and building new facilities, and new and holistic ways of providing patient care.

Motto Transforming Care. Bringing Health to Every Home.

Jobs

Closing date for applications Applications are accepted year-round

Degrees sought

Minimum degree classification required Varies according to requirements of position

Degree discipline or/and requirements Various disciplines depending on the position applied

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year-round



Ministry of Defence

Contact information/Apply to

Tel 1800-765 0310

Website www.mindef.gov.sg/dxo

Email for enquiries dxo@starinet.gov.sg

Online application www.mindef.gov.sg/dxo/careers_application.html

Locations

Main locations Singapore

Business facts

Integral to MINDEF and the SAF, DXOs are the non-uniformed personnel who carry through MINDEF's objectives of achieving diplomacy and threat deterrence – a job undertaken by only the best minds.

DXOs work alongside military counterparts to define new frontiers for the defence of the nation. By championing change, your forward vision helps secure the future of the nation.

Mission statement The mission of MINDEF and the Singapore Armed Forces is to enhance Singapore's peace and security through deterrence and diplomacy, and should these fail, to secure a swift and decisive victory over the aggressor.

Jobs

Closing date for applications Applications are accepted all year-round

Benefits Customisable individual benefits package that best meets individual's needs. The selection of benefits includes insurance, travel, dental treatment, upgrading courses and childcare expenses.

Degrees sought

Minimum degree classification Degree requirements differ

Degree discipline Degree requirements differ

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships March for May-July internship run; November for December-January internship run



Singapore Police Force (SPF)/Ministry of Home Affairs (MHA)

Contact information/Apply to

Telephone +(65) 6478 2908
 Website www.BeExtraordinary.spf.sg
 Online application www.careers.gov.sg

Location

Main location Singapore

Business facts

As a Senior Police Officer, you will play a major role in ensuring and maintaining the safety and security of Singapore by deterring, preventing and detecting crime. Your duties will include crime investigations, community policing as well as operations and organisational management. You will hone your analytical skills, shape operational strategies, review and implement policies.

Who are we looking for?

As a Senior Police Officer, you will command a team of officers in fulfilling the SPF mission and serve the needs of the nation to the highest standard. You have good interpersonal skills and lead by example. Our officers are committed to the values of the Police Force – courage, loyalty, integrity and fairness.

Training & Postings

Training

New Senior Police Officers will undergo a nine-month basic residential training programme at the Home Team Academy to equip officers with the knowledge and skills to perform their duties. The training will consist of both physical and classroom training from police defensive tactics to weaponry to leadership skills.

Postings

Senior Police Officers can look forward to a regular job rotation that offers them opportunities to explore various roles within the Singapore Police Force.

Your career with us will hone your skills in:

- Investigation – After completing your training, you will be posted to a Land Division as an Investigation Officer where you will solve crimes.
- Community Policing – As a Neighbourhood Police Centre Team Leader, you will experience community policing up close and supervise a team of police officers to keep the neighbourhood safe and secure.
- Planning and Development – You will support frontline police operations and develop SPF's long-term capabilities. You will be exposed to a wide range of planning and management duties.

Jobs

Closing date for application Online applications are accepted year-round

Benefits • Annual Leave of 32 days • Annual Medical Leave of 14 days or 60 days with hospitalisation
 • Subsidised Medical & Dental benefits • Performance and Annual Bonuses • Retirement benefits
 • Group Life Insurance • Marriage/Child benefits

Degrees sought

Minimum degree classification required Minimum Pass Degree

Degree discipline or/and requirements Any discipline

Immigration & Checkpoints Authority (ICA)/Ministry of Home Affairs (MHA)

Contact information/Apply to

Website <http://www.ica.gov.sg>
 Email for enquiries ICA.Recruitment@ica.gov.sg
 Online application www.careers.gov.sg

Location

Main location Singapore

Business facts

The Immigration & Checkpoints Authority (ICA) is responsible for the security of Singapore's borders against the entry of undesirable persons and cargo. We ensure that the movement of people, goods and vehicles through our checkpoints is legitimate and lawful. We administer and uphold our laws on immigration, citizenship and national registration fairly and effectively.

A career at ICA brings you face-to-face with real life security challenges that confront Singapore. It gives you the opportunity to meet people from all walks of life while you ensure Singapore's security through world-class immigration and cargo clearance.

The ICA also gives you opportunities to widen your horizons through postings to the various checkpoints, services centres and enforcement and intelligence commands, as well as postings to Singapore's high commissions, embassies and consulates overseas.

Jobs

Closing date for application Online Applications are accepted year-round

Benefits

- Annual Vacation Leave of 18 days
- Annual Medical Leave of 14 days or 60 days with hospitalisation
- Subsidised Medical & Dental Benefits
- Performance and Annual bonuses
- Group Life Insurance
- Marriage / Child benefits

Degrees sought

Minimum degree classification Minimum Pass Degree

Degree discipline or/and requirements Any discipline



Singapore Prison Service (SPS)/Ministry of Home Affairs (MHA)

Contact information/Apply to

Telephone 1800-542-0000
 Website <http://www.captainsoflives.sg>
 Email for enquiries pris_recruitment@pris.gov.sg
 Online application www.careers.gov.sg

Locations

Main locations Changi, Singapore

Business facts

Senior Prison Officer

As a Senior Prison Officer, you will be in charge of maintaining a high level of security and discipline in the prison institution. At the same time, you will be tasked with leading other Prison Officers in reforming inmates and helping them to become responsible citizens upon their release. You will do this through facilitating rehabilitation programmes for the inmates.

As part of your career development, you will be rotated to various staff postings and be involved in the planning and administration of policies.

Training and Development

Your career with the Singapore Prison Service will be fulfilling and rewarding. We understand the importance of staff training and development. Senior Prison Officers are required to undergo a 32-week of Basic Officers Course conducted by the Prison Staff Training School at the Home Team Academy. In addition to physical and tactical training, you will be trained in jailcraft competencies necessary to perform your roles and duties effectively.

After graduating from the Basic Officers Course, you will continue to receive training as part of your professional and personal growth.

Motto As a key partner in Criminal Justice, we protect society through the safe custody and rehabilitation of offenders, co-operating in prevention and aftercare.

Jobs

Closing date for applications Online Applications are accepted year-round

Benefits

- Annual Vacation Leave of 18 days • Annual Medical Leave of 14 days or 60 days with hospitalisation
- Subsidised Medical & Dental Benefits • Performance and Annual Bonuses • Retirement INVEST Plan
- Group Life Insurance • Marriage / Child Benefits

Degrees sought

Minimum degree classification required Minimum Pass Degree

Degree discipline or/and requirements Any discipline

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year-round. The period of internship is from June to August or November to December.

Central Narcotics Bureau (CNB)/Ministry of Home Affairs (MHA)

Contact information/Apply to

Website <http://www.cnb.gov.sg>
 Email for enquiries cnb_recruitment@cnb.gov.sg
 Online application www.careers.gov.sg

Location

Main location Singapore

Business facts

The Central Narcotics Bureau (CNB) leads Singapore's fight against drugs.

We aim to keep the nation drug-free through vigorously enforcing Singapore's drug laws. We also actively co-operate with local and foreign agencies in drug-related matters and promote a drug free lifestyle to Singaporeans through our preventive education programmes.

Training

You will undergo a nine-month residential Senior Officers' Basic Course at the Home Team Academy. The course comprises classes that will familiarise you with Singapore's penal code and criminal laws, crime investigation, defence tactics and weapons handling.

There will also be a six-week Leadership Training programme, which consists of a three-week local training segment to develop core leadership skills, and a three-week overseas training segment to further develop your leadership potential.

Throughout your career with the CNB, you will be sent for further training, both locally and overseas to develop or improve your core leadership skills.

Candidate Profile

- Able to motivate your team and lead by example • Steady and decisive in face of uncertainty
- Flexible when dealing with different situations • Good stress coping abilities
- Willing to put in extra hours

Jobs

Closing date for applications Online Applications are accepted year-round

Benefits

- Annual Vacation Leave of 18 days • Annual Medical Leave of 14 days or 60 days with hospitalisation
- Subsidised Medical & Dental benefits • Performance and Annual Bonuses • Retirement INVEST Plan
- Group Life Insurance • Marriage / Child benefits

Degrees sought

Minimum degree classification required Minimum Pass Degree

Degree discipline or/and requirements Any discipline

**Singapore Civil Defence Force (SCDF)/Ministry of Home Affairs (MHA)****Contact information/Apply to**

Address to which applications should be made 91 Ubi Ave 4, HQ Singapore Civil Defence Force, Singapore 408827

Tel +(65) 6848 3408

Fax +(65) 6848 3444

Website www.scdf.gov.sg

Email for enquiries scdf_recruitment@scdf.gov.sg

Online application www.careers.gov.sg

Location

Main location Singapore

Business facts

The **Singapore Civil Defence Force (SCDF)** spearheads emergency preparedness for the nation and by doing so helps keep Singapore safe and secure. The SCDF provides fire-fighting, rescue and emergency ambulance services, mitigates hazardous materials incidents, as well as formulates implements and enforces regulations on fire safety and civil defence shelter matters.

A Civil Defence Senior Officer leads, motivates, plans and commands. Our senior officers have mental and emotional clarity in times of emergency and are able to plan, organize and communicate clearly to put their plans into action.

As a senior officer, you will take on different appointments including:

Command Appointment

You will use your skills to leverage SCDF's technology to handle emergencies. You must be a leader who can stay calm and take control in the midst of a disaster or chaos.

Specialist Appointment

You will exercise technical skills you have been trained in to lead in fire investigations, the handling of hazardous materials, infrastructure, shelter or information technology.

Staff Appointment

You will provide management support and services in the areas of human resource, training, finance, public affairs, technology and logistics.

SCDF The life saving force**Motto Protect and Save**

Mission To protect and save lives and property for a safe and secure Singapore

Jobs

Closing date for applications Online applications are accepted year-round

Benefits

- Annual Vacation Leave of 18 days
- Annual Medical Leave of 14 days or 60 days with hospitalisation
- Subsidised Medical & Dental benefits
- Performance and Annual Bonuses
- Retirement INVEST Plan
- Group Life Insurance
- Marriage / Child benefits

Degrees sought

Minimum degree classification required Minimum Pass Degree

Degree discipline or/and requirements Any discipline

Watch over the lives of 5 million people.

Join The Life Saving Force as a Senior Officer.

1 8 0 0 3 8 2 0 0 0 0 [W W W . s c d f . g o v . s g](http://WWW.SCDF.GOV.SG)

You have the ability to stay calm in any circumstance. You relish the opportunity to bring difficult situations under control. Above all, you aspire to reach out and help others in their hour of need. If you possess the burning passion to protect and save lives, ignite your career with the Singapore Civil Defence Force.



Singapore Government
Integrity - Service - Excellence



SCDF
The Life Saving Force





**MINISTRY OF FOREIGN AFFAIRS
SINGAPORE**

Ministry of Foreign Affairs

Contact information/Apply to

Address Tanglin, Singapore 248163
 Website www.mfa.gov.sg/career
 Email for enquiries mfa.career@mfa.gov.sg
 Online application Yes. Applications can be made online through our website at www.mfa.gov.sg/career

Locations

Main location Singapore

Additional locations worldwide Opportunities for postings at over 40 Missions around the world

Business facts

At the Ministry of Foreign Affairs, safeguarding and advancing Singapore's interests is at the heart of what we do.

Singapore citizens with the drive and interest in making a difference for Singapore can join us as **Foreign Service Officers (FSOs)**. You can contribute to the success of Singapore's foreign policy as an FSO in either the **Political and Economic** or **Functional and Corporate Services** career tracks. Political Officers follow, analyse and report on significant developments that affect Singapore's strategic, political and economic interests. Functional Officers perform vital operational roles in MFA, from providing consular assistance and helping Singaporeans in distress, to promoting public diplomacy, to formulating and implementing HR and corporate development policies.

With travel and overseas postings being an integral part of an FSO's career, you will need to adapt to diverse environments and foreign cultures while remaining rooted to Singapore.

Jobs

Closing date for applications Applications are accepted year-round

Degrees sought

Minimum degree classification required Good honours degree in any discipline

Work experience

Internship/trainee programme Available

Application deadline for placements/internships January/February 2013



**Ministry of Education
SINGAPORE**

Ministry of Education

Contact information/Apply to

Name of person Recruitment Unit
Address to which applications should be made 1 North Buona Vista Drive, Singapore 138675
 Tel +(65) 6872 2220 Fax +(65) 6775 1244
 Website www.moe.gov.sg/teach
 Email for enquiries MDE_RU@moe.gov.sg
 Online application <http://www.moe.gov.sg/careers/teach/>

Locations

Main locations Schools in Singapore

Business facts

Job Position – Education Officer/Teacher

"A teacher affects eternity; he can never tell where his influence stops."

We know that our teachers – like the students they groom – are talented individuals with different aspirations. Therefore, we give them the opportunity to tap their fullest potential with the various options available.

- The Teaching Track allows advancement to the pinnacle level of Master Teacher.
- The Leadership Track grooms leaders such as Principals in schools and Directors in the Headquarters.
- The Senior Specialist Track allows individuals interested in specialised subject areas to use their knowledge to break new ground in educational development.

Mission statement The mission of the Education Service is to mould the future of the nation, by moulding the people who will determine it.

Jobs

No. of employees In Singapore: More than 31,000 teachers in our schools

Closing date for applications Applications are accepted all year-round

Benefits • Bonus • CPF Contributions • Subsidised Medical and Dental Benefits • Use of Government chalets at low rates • Group Life Insurance Scheme [Optional] • School Holidays • Medical Leave

Degrees sought

Minimum degree classification Degree

Degree discipline All disciplines are welcomed

Work experience

Internship/trainee programme Teaching Internship Programme (May – July period). Applicable to Humanities, Food Science, Art & Music undergraduates

Application deadline for placements/internships From February – March [Do send your internship enquiries to moe_tipuni@moe.edu.sg]



**MINISTRY OF
MANPOWER**

Ministry of Manpower

Contact information/Apply to

Name of person Joyce Tay
Address to which applications should be made 18 Havelock Road #07-01 Singapore 059764
 Tel +(65) 6317 1624 Fax +(65) 6317 1758
 Website www.mom.gov.sg Email for enquiries mom_pmd@mom.gov.sg
 Online application <http://www.careers.gov.sg/>

Locations

Main location Singapore

Business facts

The Ministry of Manpower [MOM] aims to build a globally competitive workforce & a great workplace for a cohesive society & a secure economic future for all Singaporeans. In a rapidly changing global economic landscape, Singapore's workforce & workplace practices have to remain adaptable. MOM's policies help enhance the workforce's profile, promote lifelong employability & income security for Singaporeans, and foster excellent working environments that are fair, safe and engage & develop our human capital. As a MOM officer, you will work in a range of exciting areas to help MOM attain its goals, from manpower policy to industrial relations, & workplace safety to foreign employment regulation.

MOM is a progressive, employee-centric organisation. We believe in professional development & promote work-life harmony to allow our staff to harmonise work & personal needs. We are also proud of our diverse workforce. Whether you are a fresh graduate, mid-career professional or a retired individual, we believe that you will bring unique skills & talents that we can harness towards our mission.

Motto A Great Workforce A Great Workplace

Jobs

Number of employees In Singapore: 1,700

Closing date for application Applications are accepted year-round

Benefits 18 days of vacation leave. Other leave types such as study leave, etc are also available.

Dental and medical benefits are available on a co-payment basis

Minimum degree classification Please refer to Job Description for specific information on the minimum degree classification required

Degree discipline Please refer to Job Description for specific information on the minimum degree discipline required

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year-round



National Environment Agency

Contact information/Apply to

Name of person Gloria Thong
Address to which applications should be made 40 Scotts Road, Environment Building, #19-00, Singapore 228231
 Tel +(65) 6731 9286 Fax +(65) 6235 2611
 Website www.nea.gov.sg/careers Email for enquiries gloria.thong@nea.gov.sg
 Online application www.nea.gov.sg/careers

Locations

Main location Singapore

Business facts

Formed on 1 July 2002, the National Environment Agency (NEA) is the leading public organisation responsible for improving and sustaining a clean and green environment in Singapore. The NEA develops and spearheads environmental initiatives and programmes through its partnership with the People, Public and Private sectors. It is committed to motivating every individual to take up environmental ownership and to care for the environment as a way of life.

By protecting Singapore's resources from pollution, maintaining a high level of public health and providing timely meteorological information, the NEA endeavours to ensure sustainable development and a quality living environment for present and future generations.

Motto Making a difference

Jobs

No. of employees Approximately 4,000

Closing date for applications Applications are accepted year-round

Benefits Medical and dental benefits, Flexible benefits

Degrees sought

Minimum degree classification required Varies according to requirements of position

Degree discipline or/and requirements Various disciplines depending on the position applied

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year-round



THE SINGAPORE PUBLIC SERVICE

Integrity ▲ Service ▲ Excellence

Prudential Assurance Company Singapore (Pte) Limited

Contact information/Apply to

Name of person Recruitment Centre, Agency Distribution
Address to which applications should be made 51 Scotts Road #01-01 Prudential@Scotts, Singapore 228241
Tel +(65) 6572 2000 **Fax** +(65) 6572 6572
Website www.joinpru.com.sg
Email for enquiries joinpru@prudential.com.sg
Online application www.joinpru.com.sg

Locations

Main locations Singapore, Malaysia, Dubai, India, China, South Korea, Japan, Hong Kong, Taiwan, Thailand, Vietnam, Philippines & Indonesia

Business facts

Established in 1931, Prudential Singapore is one of the top life insurance companies in Singapore and one of the market leaders in investment-linked plans with over S\$8.4 billion funds managed under PruLink funds as at 31 December 2010. We have a dedicated team of approximately 3,300 financial consultants and over 700 employees. We are committed to serving the needs of more than 650,000 policyholders with more than 1.5 million policies.

At Prudential, just as we listen to our customers, we listen to our colleagues to foster an open, honest environment of trust and support. Even as we strive to become Asia's number one in providing financial solutions, we understand the importance of listening and providing our people with ample opportunities for growth and development.

Motto Always Understanding, Always Listening

Jobs

No. of employees In Singapore: over 700 employees and approximately 3,300 FCs

Closing date for applications Applications are accepted year-round

Benefits • Annual, family and birthday leave • Pru Flexi benefits • Group Medical coverage • Group Term Life Insurance

Degrees sought

Degree discipline Any discipline

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year-round

The Singapore Public Service

Contact information/Apply to

Website www.careers.gov.sg

Locations

Main location Singapore

Business facts

The Public Service in Singapore plays a key role in the lives of Singaporeans and in the competitiveness of our economy. Through the work that it does, the Public Service provides infrastructure, homes, education, law and order and defence, and creates the right environment for our people to earn a good living, raise a family and lead a fulfilling life.

The key to developing a first-class Public Service lies in inculcating our core values of Integrity, Service and Excellence in all public service officers. The challenge is to improve continuously so that we will be ready for the future. The process calls for commitment and a desire to want Singapore to succeed; as well as every officer to strive for continuous improvement and excellence in our work and service to the people.

The Singapore Public Service is a diverse organisation with some 130,000 public officers working in 15 Ministries and more than 50 Statutory Boards and we all share a common goal – to secure a brighter future for all Singaporeans. We are constantly looking for talented people who will help forge the right environment for Singaporeans to earn a good living, raise a family and lead a fulfilling life. We need a whole host of officers with different backgrounds and talents in the Service – to think, plan and do.

Jobs

Closing date for applications Year-round

Degrees sought

Degree discipline All disciplines

Work experience

Internship/trainee programme Available

Application deadline for placements/internships Please visit www.internships.gov.sg for more information.



Singapore Tourism Board

Contact information/Apply to

Name of person Ms Winnie Chng
Address to which applications should be made Tourism Court, 1 Orchard Spring Lane, Singapore 247729

Tel +(65) 6831 3566 **Fax** +(65) 6734 9102

Website www.stb.com.sg/careers/

Email for enquiries stb_talent_attraction@stb.gov.sg

Locations

Main location Singapore

Business facts

The Singapore Tourism Board is the country's leading economic development agency in tourism, one of Singapore's key service sectors. Known for forging partnerships, driving innovation and ensuring excellence, the Board champions tourism and builds it into a key economic driver for Singapore. Together with its tourism promotion functions, it also fulfils a broader service and product development role to drive excellence in the tourism sector.

STB aims to ensure that tourism remains a key economic pillar through long term strategic planning in partnership with the public and private sector stakeholders. Its goal is to develop Singapore into a destination of choice, a tourism hub attracting visitors, businesses and talents. STB has identified three key areas of focus – Strengthening Singapore's position as a Leading Convention and Exhibition City in Asia, developing Singapore as a leading Asian leisure destination, and establishing Singapore as the Services Centre of Asia.

STB's international operations cover regions such as ASEAN, North Asia, Middle East, Oceania, Europe and the Americas, with expanded resources to capitalise on growth markets like China and India.

Jobs

Management Associates

No. of employees In Singapore: 430; Worldwide: 120

Closing date for applications Applications are accepted year-round

Benefits Medical and Flexi Benefits

Degrees sought

Degree classification Minimum 2nd Upper Honours preferred

Degree discipline Any discipline

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Applications are accepted year-round

Standard Chartered Bank

Contact information/Apply to

Website and online application www.standardchartered.com/graduates

Locations

Main location Within SEA: Indonesia, Malaysia, Philippines, Singapore, Thailand, Vietnam.

Additional locations worldwide Asia, Africa & Middle East, Europe & Americas.

Business facts

We operate in some of the world's most dynamic markets and have been for over 150 years. More than 90 per cent of our income and profits are derived from Asia, Africa and the Middle East. We're one of the world's most international banks with over 1,700 branches, offices and outlets in more than 50 countries, offering consumer, corporate and institutional customers banking services to over 13 million customers and clients. We have 87,000 staff representing 130 nationalities.

Join us as a graduate to open up an exciting career path with endless opportunities. Our graduate programmes combine on and off the job learning with personal career guidance from senior management to help you quickly develop the skills and knowledge for a thriving career in banking.

Jobs

No. of employees In Singapore: 7,000; Worldwide: 87,000

Closing date for applications Applications open 1 September. We recommend early application – most programme roles are closed by November–December.

Degrees sought

Minimum degree classification required Wholesale Bank, Technology, Operations and Support Functions: Bachelor's degree. Consumer Bank: Master's degree for IG programme, Bachelor's degree for FT programme

Degree discipline or/and requirements Any degree or discipline. Upper Second/Hons.

Work experience

Internship/trainee programme Yes

Application deadline for placements/internships Main application period is November to March. Online application only.

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