

Assignment 2: Career Project

XX Mar 2024

Content:

1. Career Project – 50 marks
2. Financial Literacy MCQ – 10 marks

Career Project

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| **Format** |

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| 1. Report | 50 marks |
| 1. MCQ | 10 marks |
| **Total** | 60 marks |

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| **Purpose of the Assignment** |

1. Increase your awareness of companies in the industry and the variety of opportunities that are available;
2. Apply a systematic approach to demonstrate informed career decision making with consideration of factors that are important to you;
3. Create a LinkedIn Account for networking and portfolio building.
4. Increase awareness of using limited financial resources responsibly.

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| 1. **Career Report with creation of the Linkedin Account (50 marks)** |

1. Identify one sector, company and job which you may be interested in working for in the future. Do sector, company and job research using the worksheet in Appendix A. Provide supporting documents; and
2. Create a LinkedIn account to show a summary page of yourself with at least 10 connections made in the capacity of the sector, company or job that you may have an interest in working for in the future.

Your Career Report will include documents from (i) and (ii).

***Please remember to include the link of your linkedIn account in your career report.***

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| 1. **Financial Literacy MCQ (10 marks)** |

With an understanding of the type of salary range you will receive in your first job, complete the financial literacy MCQs to better plan and align your financial and career goals.

**Career Report**

Name:

Admin No.:

Diploma:

School:

Expected Graduation Year:

Career Research Report Update: dd-mmm-yyyy

**Appendix Ai) – Sector, Company and Job Research Worksheet**

Use this worksheet as a guide for your research. The information gathered can be used to help you prepare your Career Research Project Report. Provide supporting documents e.g. Skills Framework, company website, job advertisement, RIASEC profile (refer to Topics 1.3 3.1 and 3.2).

**Name of Sector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Company : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emerging trends in the sector**

Please quote at least one article from any free online news sources (e.g. Straits Times Online, CNA, Today Online, Business Times, The New Paper, etc).

You may also do research on MySkillsFuture.gov.sg or other sectoral websites.

**Company’s Vision, Mission, Values, Culture**

**What qualifications and training are required?**

**What skills and attributes are required?**

e.g. indoors, outdoors, work conditions, etc.

**Working with Things, Ideas, People or Data?**

**Work Environment**

**What are other companies offering this job?**

**Career Outlook and Progression**

**Appendix Aii) – Creation of Linkedin Account**

**Include your LinkedIn Account link here :** Eg [(1) Matthew Lee Jie-Min | LinkedIn](https://www.linkedin.com/in/matthew-lee-jie-min-5b06a2211/)

(refer to Topics 1.2, 2.1)

Introduce students to LinkedIn – a business and employment-focused social media platform that is accessible through websites and mobile apps. Students can use LinkedIn to find job or internship, connect with professionals, learn skills required for work, share knowledge, and build their personal brand. A complete LinkedIn profile allows students to summarise and showcase their professional experiences, milestones, skills and interests to their connections and prospective employers.

1. **Go to LinkedIn:** Visit the LinkedIn website at [www.linkedin.com](http://www.linkedin.com/).
2. **Sign Up:** On the LinkedIn homepage, you'll see a section to sign up. Fill in your first name, last name, email address, and a password. Make sure the password is secure.
3. **Click "Join Now":** Once you've filled in the required fields, click on the "Join Now" button.
4. **Complete Your Profile:** LinkedIn will then guide you through a series of steps to complete your profile. This will include adding a profile picture, your current job title, company, education, and skills.
5. **Add Connections:** LinkedIn will prompt you to connect with people you may know based on your email contacts. You can also search for specific individuals or import contacts from other services like Gmail.
6. **Verify Email:** LinkedIn may ask you to verify your email address by sending you a verification link. Check your email inbox for a message from LinkedIn and follow the instructions to verify your email address.
7. **Explore LinkedIn Features:** Once your account is set up, you can explore various features of LinkedIn such as joining groups, following companies, searching for jobs, and engaging with content in your feed.
8. **Customize Your Privacy Settings:** It's essential to review and customize your privacy settings according to your preferences. You can control who can see your profile, who can contact you, and other privacy-related options.
9. **Build Your Network:** Start connecting with professionals in your industry, former colleagues, classmates, and others who may be beneficial to your professional network.
10. **Engage with Content:** Engage with content by liking, commenting, and sharing posts that are relevant to your interests and industry. This helps to establish your presence on the platform and can also attract others to connect with you.

You can also watch this video tutorial on how to do so.

Time : 3.35 minutes

Link : [Set up a new LinkedIn account - LinkedIn Video Tutorial](https://www.linkedin.com/learning/learning-linkedin-2023/set-up-a-new-linkedin-account?autoplay=true&trk=learning-course_tocItem&upsellOrderOrigin=default_guest_learning)   
[Get started with LinkedIn - LinkedIn Video Tutorial | LinkedIn Learning, formerly Lynda.com](https://www.linkedin.com/learning/learning-linkedin-2023/get-started-with-linkedin?autoplay=true&trk=course_preview&upsellOrderOrigin=default_guest_learning)