



# CAREER DEVELOPMENT



## Executive Summary

Career development exposure is important for undergraduates in order to prepare them for working life. For this reason, Encik Habib from GetMe Hired, a CV writing and coaching company, had been invited to inform us about the importance of a good resume as the first step on the career path. Next, we heard an industry talk from the company PPG. PPG is a global manufacturer and distributor of paints, and is also known as a company that focuses on sustainability. They talk about technical skills we need to have to pass a job interview, soft skills we need to develop and their working experiences and environment.

## Introduction

Career growth is a journey that individuals undertake on their way to achieve their career aspirations. The first company we step into is the most crucial point to boost our motivation in setting up dreams and achieving career goals. As such, it is advisable for us to have internships at big companies as the system there is more ordered and the technologies are always up to date that can hone employees' skills and close their skills gap. So, I plan to join workshops and get certificates in other programming languages, compete in programming competitions such as hackathons and seek guidance from experienced workers to elevate technical and soft skills and my resume to recruiters.

## 1. A Good Resume

A good resume is crucial in securing a job interview. It highlights our skills, expertise, experiences and achievement in a single paper to the employers. Having a good resume can set us apart from other candidates and increase our chances of getting the job that we want. It is also commendable to use the ATS CV format and keep it simple with bullet points and concise language. These are the 9 must-have that I need to write to build an excellent resume:

Contact information

Core Skills / Competencies

Career Objective / Summary

Personal / Academic Projects

Education Background

Awards and Honors

Professional Experience

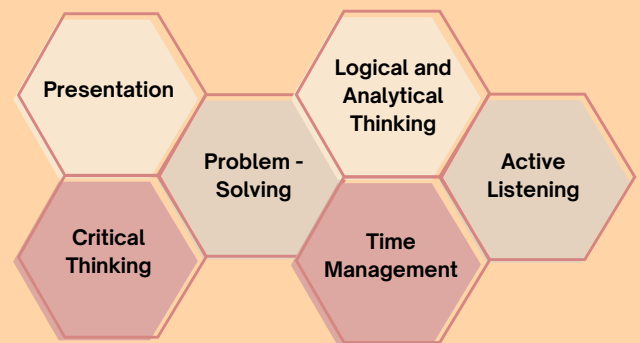
References

Extracurricular Activities



## 2. Soft Skills

Soft skills are essential as it is highly valued by companies. It is because not only do the employees have to be knowledgeable, but they should also have the skills to convey their ideas clearly and work well with others. Therefore, I need to grab the opportunities and participate in clubs in UTM that can improve my problem-solving, critical thinking, leadership and communication skills.



## Reflection

After attending both career talks, I gained a lot of motivation and information about the significance of Information Technology (ICT) in the industry. Firstly, Encik Habib highlighted how ICT is rapidly changing from year to year and undergraduates need to keep up with the trend of the latest technologies. Therefore, I need to take the initiative to spend my time doing research and learning skills that are not in the syllabus. Secondly, Encik Saharul from PPG also exposed us to various career paths available in ICT, his involvement in the company and its working culture. He helped me to understand that ICT plays a meaningful role in industry by keeping the companies' systems secured and protected from any cyber threats and organizing its data by building data pipelines and data lake.

Resources:

<https://www.canva.com/>

<https://getmehired.io>

<https://corporate.ppg.com/Home.aspx>

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