



Career Transition Guide

we2i

Employment and Employability Institute

CEO Message

Dear Sir/Madam,

At NTUC's e2i (Employment and Employability Institute), we understand that career transitions can be daunting, and may leave you feeling uncertain and overwhelmed. Losing your job is never easy. e2i is here to offer you our fullest support – to provide you with career guidance, skills upgrading, and job matching services to find your next employment opportunity. Our experienced team is committed to help you find a job that matches your skills as well as interests, and will be with you every step of the way through this transition. Let us help you navigate through challenging times.

Caryn Lim

Sincerely,
Caryn Lim
CEO, e2i





Hear from others

on how we have
guided them through
their transition



Being asked to leave your job is never easy. Thankfully, e2i was there for me every step of the way. My career coach was especially helpful in directing me towards resources and opportunities that made my job search much easier!

Eve, retrenched from a Sales and Marketing role



I had difficulties finding a job after being retrenched in Mar 2020. With my career coach's help, I was able to better craft out my resume. She also conducted a mock interview with me and that boosted my confidence in pitching my skill sets to prospective interviewers. With e2i's help, I started work again in 2021!

Mrs Low, retrenched from a Logistics company



The sudden retrenchment was extremely shocking to me. I am so grateful to my career coach for intervening during my time of despair. He helped me regain my confidence and assisted me in crafting an appealing resume, and gave me advice on where to upload my resume, how to apply for jobs, and how to customise my resume based on different job requirements. Less than a month later, I started receiving many call ups for interviews and finally landed a good paying job!

Saswati, retrenched from a Data Storage company

Personalised Career Guidance

Our team of dedicated career coaches is equipped with the expertise and experience to provide you with personalised guidance to:

- ✓ Enhance your resume
- ✓ Identify areas for professional growth
- ✓ Prepare for an interview

Register with us now to speak to a **career coach** to develop your personalised career path!



<https://e2i.sg/ctg23b>



A middle-aged man with grey hair and glasses, wearing a blue and green plaid shirt, is sitting at a desk. He is holding a smartphone to his ear with his left hand and writing in a spiral notebook with a yellow pencil in his right hand. The background is a blurred office setting with a blue wall and an orange triangle. The text "Resources For You" is overlaid on the image in white, with a vertical line to the left of the word "Resources".

Resources For You

Enhancing Your Employability

Write a Winning Resume

- ✓ Customise your resume by highlighting relevant skills and experience
- ✓ Begin with a career summary that highlights accomplishments, relevant skills and qualifications
- ✓ List your work experience in order, starting with your most recent job
- ✓ Highlight recognised training and certifications that demonstrate your qualifications
- ✓ Include your latest education qualification

Sample resumes

For PMETs



<https://e2i.sg/ctg23rp>

For non-PMETs



<https://e2i.sg/ctg23rnp>

e2i's resume builder



<https://e2i.sg/ctg23rb>

Career Preparatory Workshops

Our career coaches can assess your needs and register you for our career preparatory workshops. These workshops are complimentary to eligible Singaporeans and are designed to help you:

- ✓ Build confidence
- ✓ Manage change
- ✓ Adapt to volatile economic conditions
- ✓ Gain employability skills to prepare you in your career transition journey

For
PMETs



For
Non-PMETs



Events

We organise a diverse range of career-related events and workshops. They provide job seekers with the opportunities to connect with industry professionals and empower them with the necessary skills for success in today's job market.

From career talks and job fairs to networking events and various workshops, e2i is committed to supporting job seekers and helping them achieve their career goals and aspirations.



Check out the latest events here:



<https://e2i.sg/ctg23e>



Job Portals

Subscribe to our NTUC Job Security Council's (JSC) Job Alert Telegram channels for quick alerts on available jobs!

Jobs Alert for PMETs



<https://e2i.sg/ctg23telp>

Jobs Alert for non-PMETs



<https://e2i.sg/ctg23telnp>

You may also visit other job portals, such as:

MyCareersFuture | LinkedIn | FastJobs | Findjobs | Jobstreet | Indeed



Locate Us

e2i West | Jurong East

80 Jurong East St 21, Level 2, Singapore 609607



Opening Hours

Monday to Friday
9am to 5pm

Saturday
9am to 1pm

Closed on Sundays
and Public Holidays

For enquiries:

6474 0606

e2i Central | Toa Payoh

490 Lorong 6 Toa Payoh (Lift Lobby 1),
Level 7, Singapore 310490



SGUnited Jobs and Skills Centre

The SGUnited Jobs and Skills Centre (SGUJSC) plays a pivotal role in amplifying employment outreach and facilitation efforts, serving as vital community touchpoints within HDB estates.

Within our SGUJSCs, professional e2i career ambassadors offer career advisory and guidance on the SGUnited Jobs and Skills Package. Recognising diverse needs, individuals seeking comprehensive and personalised career coaching can access appointments with dedicated career coaches stationed at either the e2i West or e2i Central centres.

For more information on each SGUJSC, kindly scan here:



<https://e2i.sg/scctg>

Need More Help?

Should you require financial assistance or help with other matters, scan here



<https://e2i.sg/ctg23fm>



About e2i

e2i is the empowering network for workers and employers seeking employment and employability solutions.

e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions.