



Employment and Employability Institute

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CAREER RESOURCE KIT  
FOR PROFESSIONALS

# JOB SEARCH



**Ang W T,**  
e2i Career Coach

# CAREER RESOURCE KIT FOR PROFESSIONALS

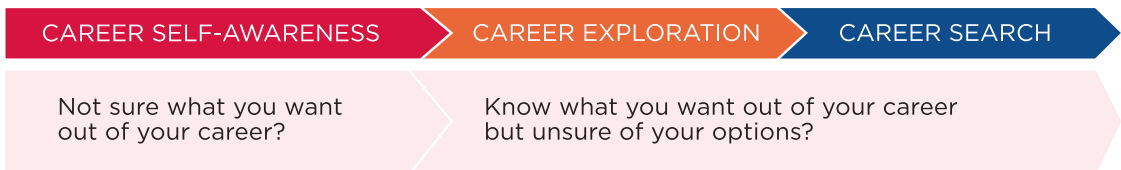
# JOB SEARCH

## WELCOME TO THE CAREER RESOURCE KIT!

The journey to finding the right career can be daunting. This guide is divided into three main stages of a typical career search journey. With this kit, you will learn how to develop self-awareness, explore and map out potential career paths, and equip yourself with career resources towards achieving your career goals.

## HOW TO USE THIS KIT

Feel free to use it as a whole or each information card independently to address your career needs.



**“ Your career is a journey, not a destination; it’s a path of continual discovery where each challenge opens a doorway to new opportunities. ”**

**Brian Tan,**  
Deputy Chief Executive Officer,  
Jobseeker Group



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# CAREER SELF-AWARENESS

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CAREER EXPLORATION

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## Assessing VIPS is crucial for career development.

It helps you understand yourself better, align your passions, and target your job search. To identify your VIPS, you can engage in self-assessment below.

### Values

- What are your beliefs, principles, and priorities?
- What do you value or care about in a job?

### Interest

- Which industry, job roles or job functions excites you?
- What topics do you frequently read or actively research on?

### Personality

- What are your characteristics and style?

### Skills

- What are your talents, outstanding skills, strengths, and learned abilities?

Note: Assessments offer insights and guidance to help you consider potential career paths, but they do not provide a roadmap for your entire life.

#### CAREER INTEREST SELF ASSESSMENT TOOL

Discover your vocational interests to chart potential career pathway.



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#### CAREER READINESS SELF ASSESSMENT TOOL

Understand your unique strengths to discover better job matches.



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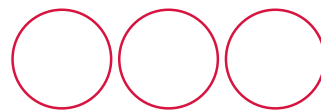
# WHAT'S YOUR RIASEC CODE?

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Your RIASEC code is a 3-letter combination of your top 3 interests. Once you know your RIASEC code, the next step is to ascertain the careers that would be suitable for your interest profile.



My RIASEC Code

## Realistic

- ✓ Practical, hands-on, enjoy working with tools, machines and equipment
- ✓ Preference for careers in construction and engineering fields

## Investigative

- ✓ Curious, analytical, enjoy solving complex problems
- ✓ Preference for careers in science, technology, and research fields

## Artistic

- ✓ Creative, imaginative, enjoy expressing themselves through art and design
- ✓ Preference for careers in music, art, and fashion fields

## Social

- ✓ Compassionate, empathetic, enjoy helping and working with people
- ✓ Preference for careers in healthcare, education, and social services fields

## Enterprising

- ✓ Ambitious, persuasive, enjoy taking charge and leading others
- ✓ Preference for careers in business, marketing, and sales fields

## Conventional

- ✓ Detail-oriented, organised, enjoy following established procedures and rules
- ✓ Preference for careers in accounting, administration, and finance fields

*Disclaimer: RIASEC code serves as a guide and does not dictate your career choice. Have your results interpreted by trained experts. Generate potential career options and formulate career plans and goals from these results.*



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# CAREER EXPLORATION

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Career exploration requires you to gather specific information on occupations that interest you, including education and training needs. After understanding your VIPS, increase your knowledge about the world of work and explore how your own skills and strengths can be applied. Research and explore potential career paths related to your areas of expertise to identify industries that would benefit from your unique skill set.

## CAREER PLANNING AND EXPLORATION TOOL

Unlock personalised upskilling and career recommendations tailored to your individual profile through CareersFinder.



## SKILLS FRAMEWORKS

Identify key sector information, occupation/ job roles, and required existing and emerging skills.



## RESEARCH

### Research and explore industries or role of interest

The Skills Frameworks provide key information on sector, career pathways, occupations / job roles, as well as existing and emerging skills required for these roles. It also provides a list of training programmes for skills upgrading and mastery. Use the Skills Frameworks and other resources such as LinkedIn to make informed decisions!



## SHORTLIST

### Shortlist suitable industries and roles

- ✓ Nature of work and conditions
- ✓ Education and training needs
- ✓ Job and industry outlook
- ✓ Expected earnings

01

02

03

04

05

06



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# CAREER EXPLORATION

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## SET A S.M.A.R.T GOAL

## DECIDE ON YOUR CAREER OPTIONS

**TIP:** Network and talk to industry experts, professionals, mentors, trainers or attend career previews. This can help you gain insight into what the job is like day-to-day and whether it would be a good fit for you.

Based on what you reflected upon and explored in the previous steps, decide on a career option. Set **S.M.A.R.T** (Specific, Measurable, Achievable, Realistic, Timely) goals towards your career

*E.g. I want to secure a job as a Marketing Manager within the next 6 months. I will submit at least 10 job applications per week, and attend at least 2 networking events per month.*

**Note:**



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# RESUME CHECKLIST

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Clear and concise format - max. 3 pages	
Have clear sections - list information in reverse chronological order (most recent listed first)	
Includes professional summary or objective statement	
Highlights relevant strengths, core competencies and soft skills	
Includes quantifiable achievements and positive results	
Begin each point with a strong action verb	
Includes education, certifications, and relevant training	
Ensure resume is free of spelling and grammatical errors	
Avoid using graphics or unusual fonts	
Customise your resume for each job application and use relevant keywords to increase chances of getting noticed by an <b>Applicant Tracking System (ATS)</b>	



## RESUME BUILDER

### TOOL

Transform your job search with the e2i Resume Builder! Create tailored, professional and system-friendly resumes to better match your ideal career opportunities and increase your chances of being shortlisted by potential employers.



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# INTERVIEW CHECKLIST

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Research on the company, culture, and the job requirements	
Dress professionally and appropriately	
Arrive at least 15 minutes before the scheduled interview	
Use confident body language, such as making eye contact, sitting up straight, and speaking clearly	
Emphasise on your most relevant skills, values, and experiences that demonstrate your ability to perform the job	
Provide specific examples of how you have applied your skills and experiences by using the <b>STAR technique</b> - Situation/Task, Action and Result	
Show enthusiasm and positivity. Use positive language when discussing your previous experiences and avoid negative comments	
Be honest in your responses and do not exaggerate your abilities or experiences	
Prepare and practise responses to common interview questions	



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# CAREER SEARCH CHECKLIST

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Searching for a new career can be an overwhelming process, with many steps and factors to consider. To help simplify this process, this checklist can help guide you through the key steps to a successful job search.

- ✓ Know your Values, Career Interest, Personality, Skills / Strengths (VIPS)

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- ✓ Research and explore jobs, industries, and companies

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- ✓ Personal Branding and Network – connect with people in your field / desired field

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- ✓ Customise and update your resume

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- ✓ Actively apply for jobs using various job search avenues and keep track of them

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- ✓ Prepare and practise for interviews

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- ✓ Stay optimistic and proactive in your job search



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# JOB RESOURCES

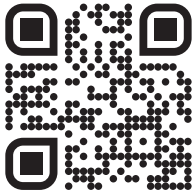
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CAREER EXPLORATION

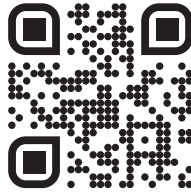
CAREER SEARCH

## JOB SEARCH RESOURCES

VIA PHYSICAL & VIRTUAL CAREER FAIRS AND DIGITAL PLATFORMS



*PMET Telegram*



*e2i Events Calendar*



*e2i Resources*



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# CAREER SWITCH

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## Thinking of switching career?

Here are steps to guide you make the leap!

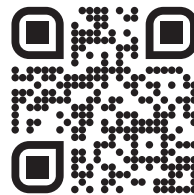
### PREPARING YOURSELF

- **Assess your current situation and reflect on your purpose**
- **Consider the following:**
  - Is this a good time for a change?
  - Same role in a different sector?
  - Different role within the same sector?
  - Different role within the same company?
  - What were the aspects of your current or past job that you disliked?
  - Are these factors present in the job you are considering?
  - Are you ready to take on new learning or a steep learning curve?
  - Are you ready to take on a lower level position?
  - Are you ready to report to a younger reporting officer?

**TIPS:** Network and make connections. Reach out to people in your desired industry or career path, attend job fairs or industry events, and utilise social media platforms like LinkedIn to build your professional network.

### CAREER CONVERSION PROGRAMME (CCP)

Get support to switch to a new career through skills training and work attachments



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# CAREER SWITCH

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## CHECKLIST

Assess your skills and interests	
Research on the job market	
Identify transferable skills	
Determine the qualifications needed	
Identify skills gap and upgrade your skills (explore SkillsFuture Career Transition Programme)	
Update your resume and cover letter	
Network and volunteer	
Understand the role demands and challenges (explore Career Trial for unemployed)	

### Note:

**TIPS:** The more transferable skills you can identify, the higher chances of success to transition into a new career!



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**CAREER IS  
A JOURNEY,  
NOT A  
DESTINATION**

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