



DESIGN YOUR FUTURE

+++++ SUTD CAREER GUIDE 2026



AI



TRAILBLAZING A BETTER WORLD BY DESIGN.

Published by 

 gradsingapore.com

MDDI (P) 031/05/2025


SINGAPORE UNIVERSITY OF
TECHNOLOGY AND DESIGN



You are not just
developing tech
and solutions

You are **solving**
difficult problems
for the nation

Join us and make a difference
www.dso.org.sg

MESSAGE TO THE STUDENTS

How has the employment landscape changed in the recent years? External factors such as economic headwinds from increased trade tensions, the imposition of tariffs, and geopolitical conflict have contributed to many organisations' cautious hiring.

The rapid rise of digital platforms, hybrid workplaces and evolving employer expectations mean that career success no longer follows a singular and predictable path. Traditional internship stackings at large MNCs may soon become an old playbook. The game has changed.

This guide does not serve as a textbook. It shows that careers are no long a linear destination but an evolving journey. Stability is no longer a given, there are no more "iron rice bowls". Instead, the guide captures stories from seniors who shared their earnest yet enriching internship experience (both local and overseas), and how they have grown leaps and bounds through learning, experimenting and continuous reflection (Page 22-26).

In addition to technical credentials, LifeSkills such as resilience, communication, adaptability and self-awareness are equally important (Page 12). More than just tactical advice on resumes and interviews, this guide challenges you to shift your mindset. One who has an entrepreneurial mindset will view problems as opportunities, test ideas and contribute to solutions, whether within an established organisation, a dynamic startup or a social enterprise. These LifeSkills will see you through uncertainties and create value beyond your first job. Build on your technical portfolio, let it do your story-telling for you. Be proud of the late nights you spent on your assignments and projects! Document these experience, achievements and milestones and make them into an impactful portfolio (Page 48-49).

As you read this guide, let the articles within inspire you to take ownership and shape your own career and address emerging challenges with confidence.

Embrace lifelong learning, remain agile and stay open to opportunities! All the best!



Angelvin Parma
Head, Career Development Centre

INSIDE THIS GUIDE

Preparing You for the Future

- 3 Meet the Career Development Centre Team
- 4 Start Your Journey With Us
- 6 Tailored for Freshmores!
- 8 Creating Job Opportunities for You
- 10 Thoughts About the Career Development Centre
- 12 Building Life Skills for Future Success
- 15 Supercharge Your Job Applications with VMock

Getting Ready

- 18 Steps to Graduation
- 20 Intern Like a Pro
- 22 Kickstarting Your Career with Internships
- 28 Qualities That Get You Hired
- 30 Start Networking Early
- 34 How AI Can Elevate Your Brand
- 36 Crafting an ATS-Optimised Resume
- 38 Navigating Today's Job Hunt

Your Career Tool Box!

- 40 Creating a Successful Elevator Pitch
- 42 Perfecting Your Application Email
- 44 Crafting an Impactful Resume
- 46 Writing an Effective Cover Letter
- 48 Organising an Impactful Technical Portfolio
- 50 Harnessing AI to Enhance Your Job Search
- 52 Suit Up for Success
- 54 Mastering the Interview Process
- 58 Evaluating Job Offers
- 60 Bouncing Back from Job Rejections

Advice for Your Career Journey

- 62 Adapting to Flexi-Work
- 64 Leveling Up to the Corporate World
- 66 Finding the Right Fit: MNCs vs SMEs vs Start-Ups
- 68 Alumni Speaks
- 71 Career Pathways A-Z

Jobs and Internships

Produced by



(Company number: 200301978M)

3023 Ubi Road 3
 #02-08/09 UbiPlex 1
 Singapore 408663
 T + (65) 6294 6505
 F + (65) 6294 1043
www.gtimedia.asia



SUTD Consultants

Angelvin Parma, Jessica Chwee, Faith Lim

Editorial

Dawn Yip

Design & Production

Sahirah Zayyanah, A'liah Abdul Rahim

Advertising

Ron Ong, The GTI Media sales team

Client Relations

Eileen Ang, Rochelle Ngoi

Marketing & Distribution

Bestina Tan, Amelia Woo

Managing Director

Isaac Hee

Printer

Times Printer Pte Ltd
 16 Tuas Ave 5
 Singapore 639340

© GTI Asia Pte Ltd, November 2025

All rights reserved. No part of this publication may be reproduced by any means including, but not limited to, photocopying or storage in a retrieval system in any form without prior written consent of GTI. The views expressed in the articles are those of authors and their publication, and do not necessarily imply that such views are shared by GTI. Whilst every care has been taken in the compilation of this publication, the publishers cannot accept responsibility for any inaccuracies, or for consequential loss arising from such inaccuracies, or for any loss, direct or consequential, arising in connection with information in this publication.

MEET THE CAREER DEVELOPMENT CENTRE TEAM

Reach out to the dedicated Career Development Centre (CDC) team, who are committed to supporting you on your path to career success.



Angelvin C. Parma
Head of Career
Development Centre
angelvin@sutd.edu.sg



Faith Lim
Career Coach
faith_lim@sutd.edu.sg



Daniel Cheong
Career Coach
daniel_cheong@sutd.edu.sg



Jessica Chwee
Career Coach
jessica_chwee@sutd.edu.sg



Vanessa Teo
Employer Relations
vanessa_teo@sutd.edu.sg



Jackie Liew
Employer Relations
kuokwai_liew@sutd.edu.sg



Khoo Wei Jie
Employer Relations
weijie_khoo@sutd.edu.sg



Eleanor Loh
Statistics and Admin
eleanorloh@sutd.edu.sg



Melissa Png
Internships
melissa_png@sutd.edu.sg



Elaine Sundaram
Internships
elaine_sundaram@sutd.edu.sg



Julia Tham
Events and Operations
julia_tham@sutd.edu.sg



Zoyi Yeo
Events and Operations
zoyi_yeo@sutd.edu.sg

START YOUR JOURNEY *WITH US*

Graduate Employment Management System (GEMS)

Whether you are a freshmore deciding on your pillar choice, a junior seeking out company information and internship, or a senior finding the first full-time job, GEMS will be an essential platform for you to rely on here at SUTD. Packed with useful insights and resources to keep you updated on hiring trends, GEMS also serves another important purpose — booking appointments with your career coach. To get started, simply log in to GEMS via your EASE page at <https://ease.sutd.edu.sg>.

An overview of GEMS

Once you have logged in, you have access to all the features GEMS has to offer, which can be seen and accessed via the menu bar on the left. Any information on the latest news and upcoming events can be found on the 'What's New' dashboard. Want to research a particular industry or company? Useful resources like Vault.com are included for you to access insightful write-ups and articles.

Profile

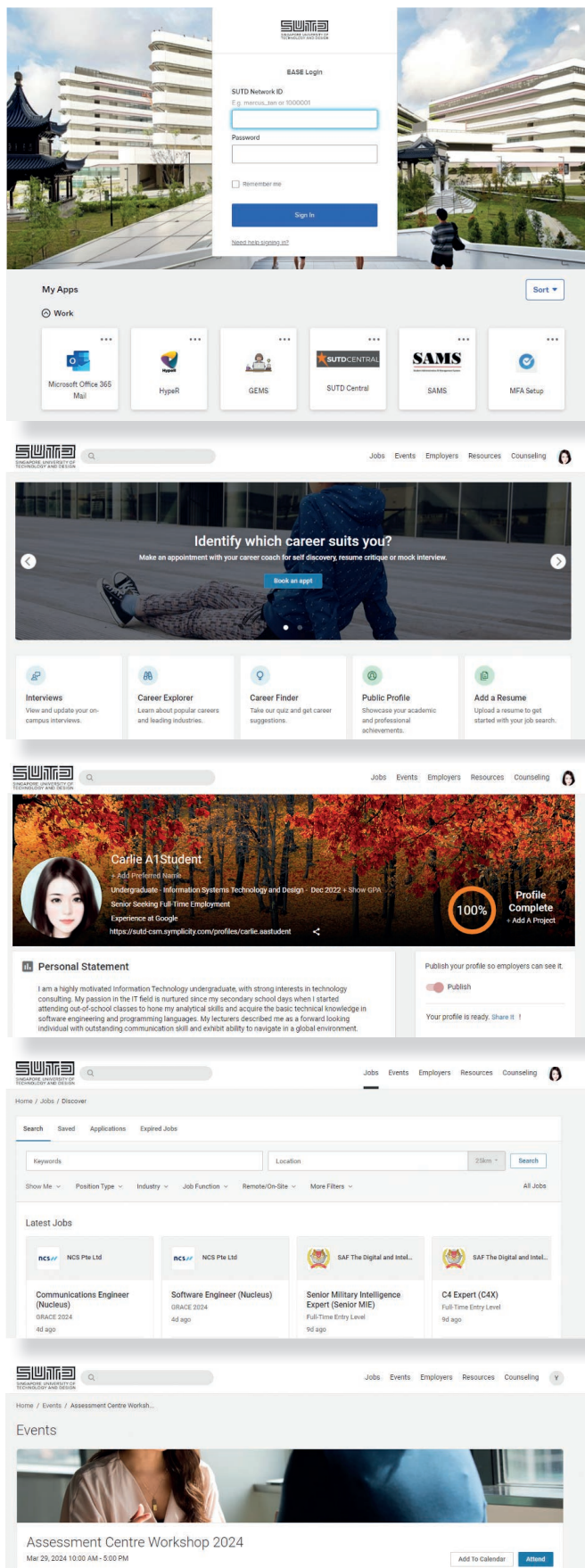
What better way to show off your uniqueness as a candidate than with a professional profile? GEMS not only provides you with your own customisable profile page, but you can also add links to your LinkedIn and technical portfolio. To maximise the efficiency of your profile, be sure to upload a copy of your resume and fill in all the sections provided, such as Personal Statement, Work Experience and Projects.

Jobs

If you are looking for job opportunities, you can access this page to stay up-to-date on the most recent job listings. From which companies are hiring and what qualities they are looking for, you can raise your awareness of the current job market and fill in any gaps you have to best match your ideal employers.

Career Events & Workshops

Attended any campus company visits and recruitment talks organised by CDC? Many students have found these sessions to be immensely useful, providing them an opportunity to interact with career professionals and hiring managers to learn more about the work culture and the types of career prospects available to them. If you find yourself unsure about your own career path, you can simply sign up for any upcoming career events via the Career Events tab.



Career Resources

With plenty of useful tips and resources, this is the place to turn to if you need a final check on your resume or are looking for tips on how to ace your upcoming job or internship interview. Want to know the best way to answer the dreaded ‘Tell me about yourself’ question? You can find the best answers for it here.

Document Library

Working on your resume but unsure of where to begin? You can find a sample cover letter and resume here, provided by CDC, which you can simply download and edit as you see fit. Do not just copy from the samples word-for-word though, lest you find your applications to be too similar to that of your peers. Moreover, when writing your resume, be sure to apply the AAA (Action, Amplify, Achievement) format that you have learnt in UPOP!

Mock Interview

Online interviews have become increasingly popular among companies, particularly through platforms like HireVue. The Mock Interview feature can help you get familiar and more comfortable with these by letting you try out practice interviews for different job positions. If you want to get a second opinion on your interview performance, you can even share your attempts with anyone, including your friends and family!

Motivational Appraisal of Personal Potential (MAPP)

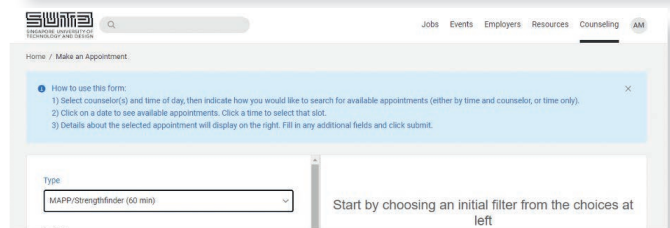
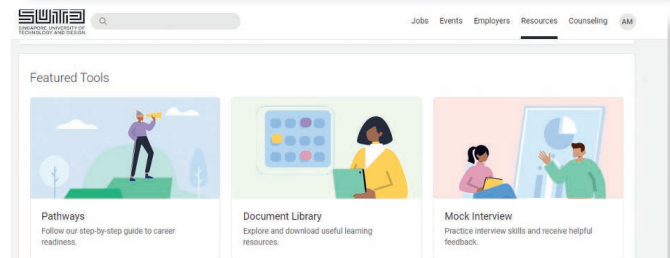
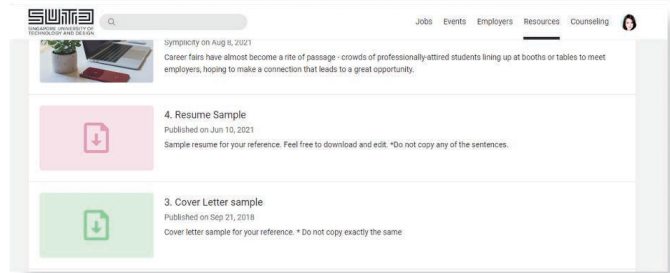
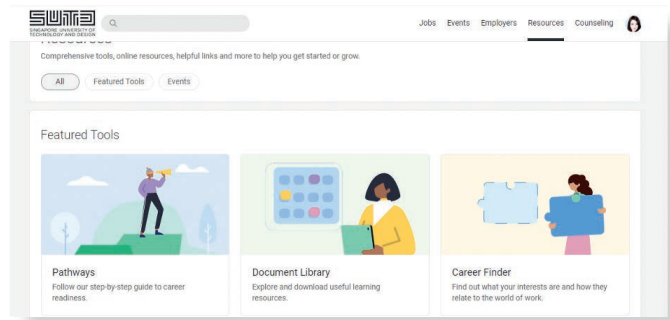
Have you ever wondered why you might find yourself struggling to do one task, but breeze through others? This is because we are all wired differently, with different interests and values shaped by our own experiences. Using MAPP helps to identify your true motivations towards work and allows you to match yourself to job categories to see where you best fit. You may book one session with the Career Coach for an assessment.

Set a “date” with your Career Coach

Apart from their resume critique or mock interview sessions, you can collaborate with your coach to get their insight and strategies on how you can kickstart your career planning. Looking for feedback about your LinkedIn profile? We have this service for our students as well.

Still on the fence about that appointment? Contrary to popular belief, using the services at the CDC is not seen as being ‘needy’. In fact, more than 500 appointments were made in 2023 — meaning that at least one session was held for a student every day!

Also, if you are on the go, you can download GEMS’ mobile app on your iOS/Android phone by searching “Simplicity Jobs and Careers” on the app store.



TAILORED FOR *FRESHMORES!*

Undergraduate Practice Opportunities Programme (UPOP)

The Undergraduate Practice Opportunities Programme (UPOP) is designed to develop career readiness among SUTD undergraduates. With a wide range of practical and experimental sessions, taught by Career Advisors and Professional Consultants, students can acquire the relevant career skills they need to navigate the job market upon graduation. The students are required to complete nine UPOP Essential Modules to be better prepared for upcoming internships and the corporate world.

SUTD Training Roadmap for Undergraduates (AY2024 onwards)			
Year	Jan - Apr	May - Aug	Sep - Dec
			Freshmore (Term 1) <ul style="list-style-type: none"> Module 1: DYSUTD * 1-to-1 LifeSkills & MAPP sessions Module 2: Power Pitch (online)
Yr 1	Freshmore (Term 2) <ul style="list-style-type: none"> Module 3: Brand YOU / Storytelling 	Freshmore (Term 3) <ul style="list-style-type: none"> Module 4: LinkedIn up 	Vacation
Yr 2	Sophomore (Term 4) <ul style="list-style-type: none"> Module 5: Showcasing Your Skills: Resume & Tech Portfolio Activity: <ul style="list-style-type: none"> Career & Internship Fair 	Junior (Term 5) <ul style="list-style-type: none"> Module 6: Ace your Interview Module 7: Super Intern 	Exchange/Internship (Local / Overseas)
Yr 3	Junior (Term 6) Overseas Innovation Internship Activity: <ul style="list-style-type: none"> Career & Internship Fair 	Internship (Local / Overseas) Overseas Innovation Internship	Senior (Term 7) - Capstone <ul style="list-style-type: none"> Module 8: Job Search Strategies* (Sept) Advanced Module: <ul style="list-style-type: none"> Nailing the Assessment Centre Activity: <ul style="list-style-type: none"> Industry Connect
Yr 4	Senior (Term 8) - Capstone Activities: <ul style="list-style-type: none"> Career & Internship Fair 	Graduation Requirement: <ul style="list-style-type: none"> Complete Lifeskills Survey, MAPP Profiling and see a career coach in T1 8 UPOP Modules Successfully complete at least one 16-week internship + showcase and attend an Industry Connect in T7 Attend at least one Career Fair between Term 4 to Term 8 	

UPOP 8 Essential Modules
<ul style="list-style-type: none"> ● DYSUTD: Design thinking is a widely used process for product and service designers to create user-centric solutions. Find out how you can apply these concepts to yourself by building, designing and creating a meaningful journey here at SUTD and beyond! ● Power Pitch: This online module that teaches you to craft a clear, confident, and compelling elevator pitch. ● Brand YOU: This workshop will help boost your confidence so you can network more easily and enjoy doing it! Meet and connect with people who could be pivotal to your career — be it a potential hiring manager, knowledgeable mentors or even investors for your future start-up! ● LinkedIn Up: Become your own career influencer! Enhance your professional presence online and harness the power of LinkedIn. Develop a plan to connect with influential people within your discipline and establish your brand, opening up opportunities to get into your dream career! ● Showcasing Your Skills: Build an impressive resume and technical portfolio to wow recruiters and hiring managers by showcasing the best of your skills and strengths. ● Ace Your Interview: With technology, interviews are no longer just conducted face-to-face. At times, it does not have to be real-time too! Understand the different dynamics and expectations of each type of interview. Learn how to stand out and pick up the best practices to help you win in any kind of interview. ● The Super Intern: Utilise tips and strategies to become the best intern you can be! Develop techniques on how you can break the barrier of diverse cultures in a multi-cultural environment. ● Job Search Strategies: Looking for a job does not have to be a daunting and time-consuming task. Learn how to better invest your time in activities that can help you maximise results. Knowing effective strategies for job-hunting will go a long way in getting that job you want.

Advanced Modules often have smaller class sizes; thus registration is based on a first-come-first-served basis and a nominal fee of S\$10 is payable upon registration. UPOP Advanced Modules are strategically introduced to enhance students' career readiness.

Freshmore Welcome Tea

All new freshmore students are invited to attend this session during Term 1 to learn more about the services that CDC offers as we believe that career planning is best done early. This includes sharing the timeline of our UPOP, internships and how to start preparing for their career hunt. In addition, they are encouraged to approach the Career Coaches to discuss their future career plans.



Forerunner

This opportunity is open to all students and CDC will connect you to the mentors of your chosen industry. Over four months, this will be a one-on-one mentorship, where the student will gain insider information on their chosen industry, and advice and guidance on their preferred career path. They may even potentially expand their professional network with help from the mentor, such as referrals to jobs or internship positions. With all these benefits, forerunners can provide the students with a clearer career trajectory and better confidence for the journey ahead. Applications start in January, so do not miss the chance to sign up!



CREATING JOB OPPORTUNITIES FOR YOU



Career and Internship Fair

The Career and Internship Fair (CIF) is a significant event in SUTD's annual calendar of activities, providing exceptional opportunities for both students and employers. This event occurs annually in the first quarter, shortly after the start of the academic term.

What truly distinguishes our Career and Internship Fair is the participation of a diverse group of employers, numbering over 100, representing various sectors and industries. This diversity ensures that our students are exposed to a wide range of industries, including technology, engineering, financial services, healthcare, and more.

This fair serves as an excellent platform for employers to showcase their career opportunities and directly engage with students. The variety of sectors represented ensures that, regardless of a student's field of interest or specialisation, they will find numerous opportunities to connect with employers actively seeking new talent.

In essence, this event is a catalyst where ambition, talent, and opportunity converge, creating an exciting synergy that benefits our students and employers. It reflects our commitment to facilitating successful transitions into the professional world and fostering meaningful connections between our students and potential employers.

To best prepare for the event:

- Identify the companies attending the fair and conduct research on them. Understand their values, culture, and the positions they aim to fill. This will enable you to make a strong impression and ask relevant questions.
- Consult our Career Coaches to optimise your resume. Your resume should highlight skillsets relevant to the role you are applying for, and students are encouraged to arrange mock interviews.
- If your field requires a portfolio, bring it along, including samples of your work, projects, or relevant documents to showcase your skills.
- Create a concise and compelling introduction about yourself, including your name, pillar, skills, and career goals. This will enable you to confidently introduce yourself to potential employers.
- Dress in professional attire as first impressions matter; ensure you look polished and well-groomed.
- Show enthusiasm and passion when conversing with employers.
- Always follow up on your applications, as recruiters prefer proactive applicants.

GRACE - GradConnect & E-Resume Compilation Exercise

The GradConnect & e-Resume Compilation Exercise (GRACE) is specifically organised for graduating students to secure full-time employment before graduation.

Conducted on a virtual platform, students gain access to participating companies' profiles and job listings all at once. They can also send messages and book appointments to chat with Hiring Managers and Human Resource personnel online. This is the perfect opportunity to learn more about the companies and their roles.

To gain exclusive access to this platform, book a 'Resume Critique' session with your Career Coach upon receiving an email to register for GRACE. You can expect one-to-one consultation sessions on how to personalise your resume and technical portfolio to help secure your dream job.



Do not miss this opportunity to connect with potential employers and schedule your interview sessions. To conclude the exercise, the resumes of students will be sent to employers who are recruiting fresh graduates. By participating in this exercise, you could be one of the four students successfully matched to a job of your choice.

Industry Night

To stay updated on hiring trends in the market, including opportunities presented by new industry players, attending the annual Industry Night is highly encouraged.

Held in September, Industry Night serves as SUTD's premier networking event, organised by the Career and Development Centre, connecting students with new industry partners across various sectors.

Effectively engaging with employers is a valuable way to establish connections and expand your career options. It provides an ideal platform for practising and enhancing your networking skills while interacting with participating employers. You can also gain additional skills, such as active listening and asking relevant questions.

Employers consistently express their interest in interacting with students to learn about their interests and potential career paths, so be on the lookout for publicity to register!



Recruitment Talks and Company Visits

Every year, the SUTD Career Development Centre collaborates with numerous industry partners from various backgrounds and industries to organise and host recruitment events. These events may be held either at the company's location or on the SUTD Campus. We have previously hosted companies such as BP Singapore, MINDEF, Marshall Wace, and others. These events offer valuable networking opportunities and enable students to gather more information about job openings and career prospects.

Companies typically schedule recruitment events when our students are available, usually between September and March. These events allow our students to impress employers through their high potential and resume applications. Students have the unique opportunity to meet with various business units and company representatives, gaining a better understanding of the company's environment and culture. Additionally, these events offer insights into various external industries, broadening students' exposure and knowledge of diverse career pathways.



On occasion, we include a Q&A session with employers to allow students to ask relevant and thought-provoking questions after the event. We have also received positive feedback and reviews regarding the hands-on approach of SUTD students in their learning experiences, both on campus and during internships.

With the subsiding of the COVID pandemic, most of our recruitment talks are returning to physical events. This shift is expected to increase attendance and provide a more personal touch to these scheduled recruitment talks and events. Students show a keen interest in attending physical events, often going directly after their classes. Information about these event opportunities is communicated to our students through the weekly eNewsletter released every Friday morning by the SUTD Career Development Centre. We strongly encourage students to pay close attention and review it when it arrives.



THOUGHTS ABOUT THE CAREER DEVELOPMENT CENTRE



Nicholas Andhika Cahyadi

I am a soon-to-be graduate looking for a career in engineering and science in the hopes of moving closer to my dream of becoming a biomedical researcher specialising in nanotechnology.

I have used the SUTD GEMS portal to help me look for job opportunities, practise my interview skills, and schedule career counselling sessions with my career coach, Ms Jessica Chwee. The career counselling sessions were extremely helpful as they really helped me to prepare my resume and portfolio to be sent out to employers. Jessica was really friendly and helpful; she provided me with a lot of insights into what I have to do to find a job in the current market. Through

these services, I gained a deeper understanding of my strengths and interests, as well as allowed me to align my career goals more effectively. I have greater confidence in my abilities and harbour fewer doubts about my prospects of securing employment.

The advice I would offer to my juniors embarking on their career-hunting journey is to stay proactive and open-minded. Do not limit yourself to traditional job-search methods; explore online platforms, attend networking events, and seek guidance from experienced professionals. Stay persistent, be positive, and believe in your capabilities.



Luong Viet Hung

I reached out to Ms Faith Lim for assistance in obtaining a letter of recommendation to complete my portfolio for the Viettel internship. My interaction with CDC primarily involved the invaluable support and guidance provided by Faith, my career coach. She played a pivotal role in helping me navigate the complexities of securing a letter of recommendation. Additionally, she provided me with insights into effective communication, and ensured that I presented myself professionally.

Thanks to Faith's assistance, I successfully secured the needed recommendation letter. To my fellow juniors embarking on their career-hunting endeavours, I wholeheartedly recommend tapping into the resources offered

by CDC and seeking guidance from dedicated career coaches, like Faith. Do not hesitate to reach out early in your career exploration journey. Their expertise and assistance can make a significant difference in your ability to secure internships or jobs, as well as crafting recommendation letters. Remember that proactive engagement with these resources can greatly enhance your chances of success.

I extend my heartfelt gratitude to CDC and Faith for their support and guidance throughout my internship application process. Their assistance has been instrumental in my progress, and I am excited to continue utilising these valuable resources for my career.

★ UPOP Module 01 - DYSUTD

Jatlyson

Having a drafted plan helps me to work towards my career goals.

Le Viet Hai

Understanding more about my academic pathway has set my 4-year career plan while studying in SUTD.

Chadrick Liang Jing

It reminds me to keep my options open to possible pathways beyond the one that I had in mind.

★ UPOP Module 03 - BrandYOU

Mak Weng Hui

I feel inspired to be a better version of myself and give my best in everything I do.

Lindero Dianthe Marithe Lumagui

The programme gave me helpful tips on how to craft pitches and communicate your value at job interviews.

Parigya Arya

Adopting the right personal branding tips would help me to be more confident during recruitment drives and interviews.

★ UPOP Module 02 - The Art of Communication

Rachel Lim Rui En

Non-verbal communication plays an important role in managing first impressions.

Tay Kai Gen

It is good to learn how to communicate one's skillset effectively as it helps to network and secure job offers.

Brandon Ng Joon Hoe

Communication is much more important and nuanced than we realised, and there is a lot we can do to improve our communication skills.

★ UPOP Module 05 - LinkedIn Up

Kieran Tan

It allows me to understand how to better market myself as a talent based on the first impression.

Oleksii Onishchenko

Applying these tips can help me to improve my network, which can lead me to better job opportunities or developing better professional connections.

Bannon Tan Cheng An

This programme gave me directions on what information to include and what to exclude in my LinkedIn profile.


 **UPOP Module 06** - Showcase your Skills

James Leo

Crafting a good resume is essential to capture the attention of the company.

James Tan

Developing a portfolio that is easy on the eyes while being well-organised will further attract employers.


 **UPOP Module 07** - Ace Your Interviews

Dexter Leonard

It helped me prepare my answers for the common interview questions.

Lee Yan Han

Being prepared with my own sincere and honest answers can help to ace my interviews.

 **UPOP Module 08** - Super Intern with X-Cultural Factor

Lim Jie Han

Being self-aware is key to identifying and presenting my strengths.

Shivani Mariappan

The programme helps to know how to create a good first impression and how to adopt an open mind.

Caroline Tiu

Internships are a good way to gain exposure to the industry.

Aurelius Bryan

I learnt the importance of being proactive and showing off my work during my internship.

 **UPOP Module 09** - Job Search Strategies

Quek Shao Min Charissa

It is important to prepare a technical resume to increase my chances of clinching a job.

Shuan Ye Ru Nicole

This programme helped me to start searching for jobs and applying for them early!

Ten Wei Lin

In order to increase my chance of successful job applications, I need to carry out more research and ensure that I fulfil the basic requirements.

 **UPOP Module 10** - The Art of Persuasion & Negotiation

Jodi Wu Wenjiang

I learnt how to empathise and talk to people from different backgrounds.

Tham Jit


I learnt there are many different working styles and I need to understand mine in order to be successful.

Han Jin

I understand how to work with people of different personalities.

Jude Tan Choon Jek

I learnt how to manage people according to their individual personality types.


 Resume Clinic 2023

Tan Zen Sheen

The session helped show me how to craft an effective resume.

Kaveri Priya Putti

This was a fruitful feedback session as it allowed some fresh eyes to look at my resume and provide insights on how to make it better.


 Assessment Centre 2023

Su Chang

This session was a good crash course to prepare me for assessment centres.

Tan Zen Sheen

This session gave me helpful tips on how to stand out at assessment centres and increase my chances of getting the job.

 Career Coaching

Cheong Songcheong

Jessica helped to clarify many of the doubts and questions I had about the various career paths I am considering. I was able to get a better sense of what industries I can go into and what steps I can take to do so.


 Resume Critique

Choo Wei Ming

Daniel is friendly and approachable. The session was effective as he gave concise feedback on both my resume and LinkedIn profile, as well as advice on the local market trends based on my field of interest. I also really appreciate his effort in researching my field of interest, which was very insightful.

Jasmine Tan

The main objectives of the sessions were met and I even received extra advice on interview processes. The coach was open to my questions and helpful in his answers.

 General enquiry

Dewan Turrage

The session was really helpful and gave me more insights into solving my problem.

 Mock Interview

Michael Chun

Jessica was helpful and understanding of my challenges. Her observations were sharp and accurate, and the advice given was relevant.

BUILDING LIFE SKILLS FOR FUTURE SUCCESS

AI has rapidly advanced in the last 3 years, since the mainstream adoption of ChatGPT. Many routine and technical tasks are being automated. AI can write code, analyse data, and even design systems. Tasks that once defined engineering roles no longer require human intervention, job scopes are also redefined. In the current fast-paced job market, technical skills alone are no longer enough. This shift means that life skills are becoming the true differentiators in the in today's fast-paced job market.

Many companies seek professionals who don't just have the technical know-hows. They desire individuals who can communicate clearly and confidently, lead teams, collaborate effectively, solve problems creatively, present ideas persuasively to diverse audiences

In essence, they want well-rounded individuals.

How to Start Building Life Skills

You do not need to jump in to create a startup or overhaul your life. You can start with these simple steps:

1. **Join a Fifth Row** - Take on a leadership role or contribute to team projects.
2. **Practice public speaking** - Present your ideas in class, take the opportunity to present your project, record your speeches/ presentations and review them to look for areas of improvement.
3. **Participate in Competitions** - Join a team-based competition, such as, What The Hack, Baby Shark, or any other external competitions to encourage creativity, critical thinking and problem solving. Or going a step further, join a competition that allows you to pitch as well!
4. **Read widely** - Gain diverse world perspectives.

These small but gradual steps would build a momentum. At the end of the year, when you look back, you'll be surprised at how much you have grown both personally and professionally.

The LifeSkills Survey

While there are many opportunities within SUTD to develop and grow your life skills, the university has launched a LifeSkills Survey. This survey aims to be a check point for you to reflect on your formal and informal learning across key life skill areas at different stages of your academic journey:

- **Before the freshman term** - to establish a baseline of current competencies
- **Term 4** - to reflect on early growth and identify areas for improvement
- **At the final term** - to evaluate readiness for the professional world

These surveys are not tests and are meant to be tools for reflection and to articulate your progress as you engage in the core-curricular activities. They aim to help you to become more aware of your strengths and gaps, which could guide you to take ownership of their personal and professional development. Self-awareness is the foundation of growth.



The 16 LifeSkills Framework

To guide students in their self-assessment, the university has curated a set of 16 LifeSkills that reflect the unique qualities of SUTD students. To thrive in this new era, focus on developing your life skills alongside your technical ones. Whether it is through team projects, internships, or leadership roles, every experience counts.

S/N	LifeSkills Competency	Description
1	Innovation	<ul style="list-style-type: none"> Understand and consider challenges or problems from a user perspective. Brainstorm ideas and formulate options, including drawing from multiple skills and disciplines Explain and test ideas and potential solutions with users to see if they are a feasible and provide significant value and generate the right outcomes.
2	Curiosity and Independent Learning	<ul style="list-style-type: none"> Take charge of learning by exploring new areas of knowledge and skills, and proactively asking questions (e.g. from faculty, colleagues, internship supervisors, team-mates). Able to develop practical career and study plans. Share knowledge and feedback for collective and personal self-reflection and learning.
3	Critical Thinking	<ul style="list-style-type: none"> Analyse facts, data and different viewpoints to make sound decisions and judgments in complex situations. Share opinions supported by logical evidence clearly and rationally. Draw connections between different disciplines to solve problems. Explore and adopt search strategies and tools to find the relevant and most credible information for making an informed decision.
4	Personal Values and Professional Ethics	<ul style="list-style-type: none"> Build on strong interpersonal relationships and treat others with respect and honesty. Show empathy and solve conflicts by communicating openly. Involve others when working on projects and keeping communication open. Demonstrate and be professional in behaviour and appearance. Be responsible and manage risks well, especially with regard to safety and security.
5	Self Awareness and Mental Resilience	<ul style="list-style-type: none"> Understand your own emotions, feelings, and how they might affect you. See challenges as opportunities to learn and grow at your current stage of life. Know your emotions, behaviours and what you are good and not so good at. Identify work and life stressors. Knowing whom you can approach for help and how to manage the stressors.
6	Personal Effectiveness	<ul style="list-style-type: none"> Build and manage your personal well-being (in areas such as physical, financial, mental and social). This includes reviewing and reflecting on your personal vision and purpose in life Participate actively in sports and other physical activities. [Physical Health] Develop good financial management skills. [Financial Resources] Manage your time effectively. [Time Management] Use challenging times of stress to strengthen your ability to cope, and through such experiences, become more resilient. [Mental Health] Continuously improve through through seeking feedback and advice – from peers, professionals, etc..
7	Interpersonal and Collaboration Skills	<ul style="list-style-type: none"> Work in teams and not in silos. Good understanding of team dynamics and able to manage and resolve conflict. Mindful of how your words and actions affect others, including when interacting virtually. Able to adapt and work effectively with people from a wide range of personalities and backgrounds.
8	Communication and Engagement Skills	<ul style="list-style-type: none"> Engage readers through effective writing skills; convey the right messages well. (Writing) Able to engage audiences through effective oral presentation skills and digital tools. (Speaking) Actively listen and be able to understand non-verbal messages and intent. (Listening) Strong persuasive skills, leveraging a wide portfolio of techniques and domain understanding that has been developed over time.
9	Global Perspectives	<ul style="list-style-type: none"> Be aware of and have a good understanding of global and regional issues impacting your life/career. Embrace and be mindful of cultural differences, including when communicating or working with others. Be keen and committed to collaborating with people across diverse geographies, cultures and backgrounds.
10	Responsibility to the Community, Nation, and the World, and appreciation of role as a Global Citizen / Volunteering	<ul style="list-style-type: none"> Understand the challenges facing Singapore – whether security, industry, social, etc.. Have a good appreciation of the challenges for the world, including areas such as sustainability and social justice. Be civic-minded and be involved in supporting community development and nation-building. Weave community service into your way of life.

11	Domain Expertise	<ul style="list-style-type: none"> • Possess a deep understanding of your course, academic areas and achieve a high level of technical proficiency. • Have a broad understanding of the industries you are interested in working in, including through internships, engaging industry professionals and doing research. • Able to apply what you have learnt to solve problems – whether in school, at home, in the community or at work
12	Multidisciplinary/ interdisciplinary Knowledge & Skills	<ul style="list-style-type: none"> • Knowledgeable across multiple different fields of study. • Hungry to learn new things, even if it is not in your area of expertise. • Combine insights from different fields to solve problems.
13	Digital Literacy	<ul style="list-style-type: none"> • Strong digital skills; able to code quickly and well. • Cyberphysical skills: Understand how software, hardware and the physical world interact with each other. • Responsible and ethical user of technology, including AI systems and platforms.
14	Design Thinking	<ul style="list-style-type: none"> • Be a well-practiced human-centric design thinker. • Proficient with the design thinking process and able to apply it to multiple domains and industries. • Harness the power of a team to solve problems together.
15	Entrepreneurial	<ul style="list-style-type: none"> • Resilient and adaptable and able to face challenges with confidence. • Very good at calculating risks and make an informed decision, even in new areas. • Have a good understanding of business fundamentals and able manage various aspects of a business or initiative.
16	Leadership	<ul style="list-style-type: none"> • Able to develop a vision, align with the organizational mission and lead others. • Empower others to develop their capabilities to enhance their performance. • Actively build strong teams which work effectively together – harnessing diverse skills and backgrounds

SUPERCHARGE YOUR JOB APPLICATIONS WITH VMOCK

The job and internship application process has changed dramatically in recent years. Today, many companies use artificial intelligence (AI) to screen applications and conduct initial video interviews. Your resume is often reviewed by a bot for relevance before it even reaches a human recruiter. And instead of a traditional face-to-face conversation, your first interview might be a timed video recording—just you, a camera, and a screen.

Are You Ready for This?

To help you prepare for this new reality, SUTD launched the VMock platform in 2025 for all students. VMock is designed to help you:

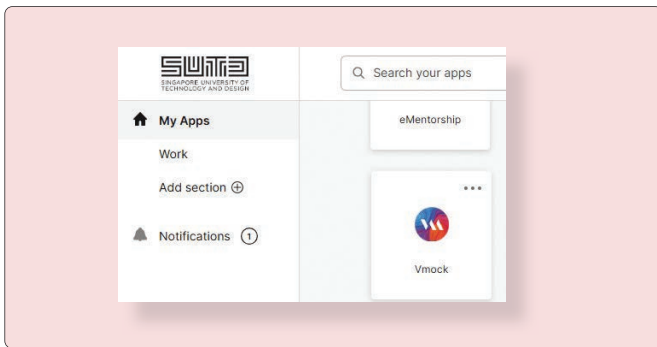
1. Optimise your resume to meet industry standards and pass AI screening
2. Practice answering common interview questions in a simulated AI interview format
3. Improve your delivery and confidence on camera

Whether you're applying for internships or full-time roles, VMock gives you the tools to stand out in a tech-driven hiring landscape.

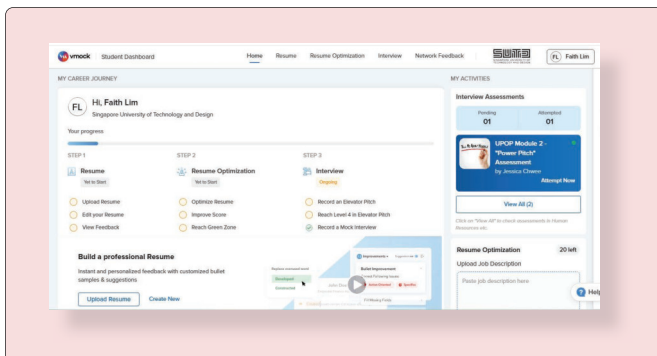


Here's how you can get started with VMock and make the most of your preparation.

1. Login to Ease and select VMock to access VMock:



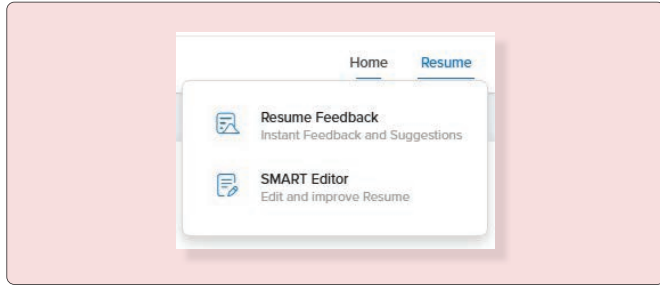
2. Once you have logged in, you will arrive at the landing page, where you will see your personal dashboard.



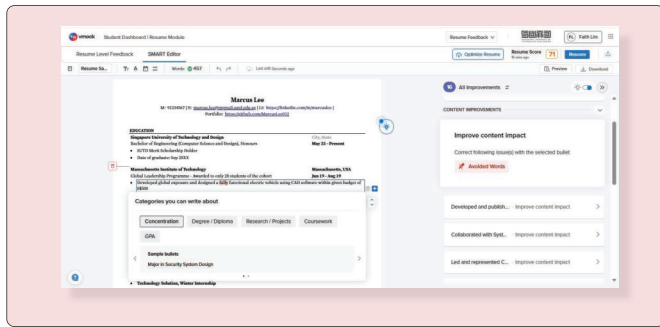
3. Your UPOP Assignment (Term 1: Power Pitch, Term 4: Interview) would be at the right hand side.



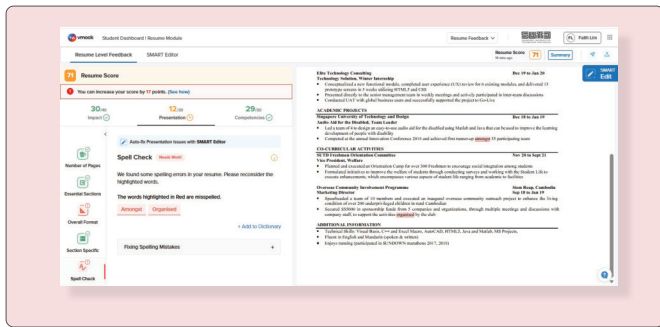
To get started on your resume



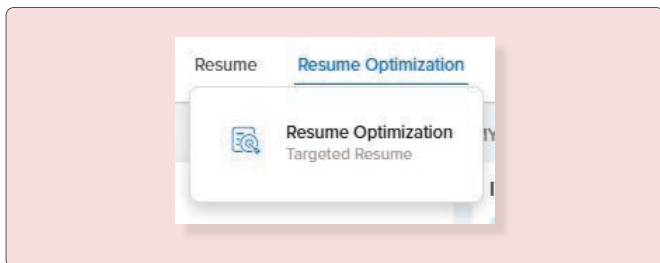
1. If you have not created your resume yet, the SMART Editor is a great starting point. It offers an ATS-friendly template and provides real-time suggestions to help you phrase your sentences more effectively and professionally.



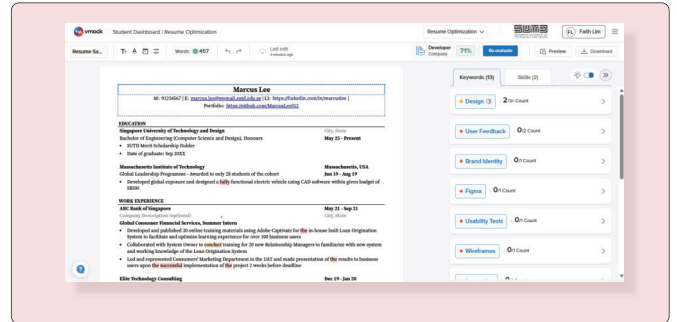
2. Once your resume is ready, upload your resume to “Resume Feedback”. VMock would analyse your resume and provide a score based on formatting, impact, and relevance.



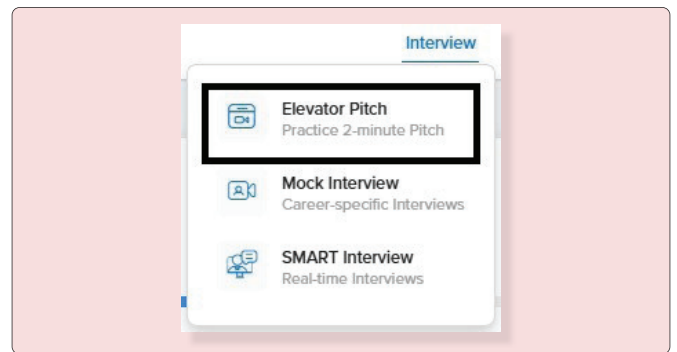
3. For a more customised review based on a specific job description, you can use the **Resume Optimization** function:



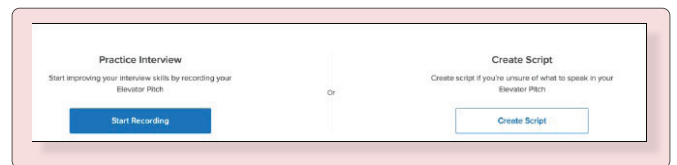
4. VMock would then score the resume based on keyword and skills relevance. It would provide suggestions to improve clarity, impact, and alignment.



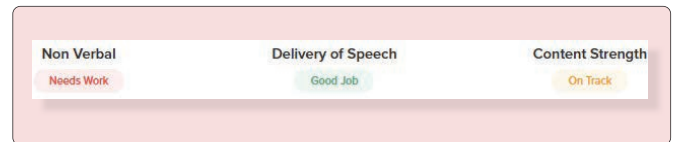
5. Heading to a networking session? Make use of VMock’s **Elevator Pitch** to prepare for your elevator pitch.



6. Elevator Pitch module helps you to refine your self-introduction to engage the company representative effectively.

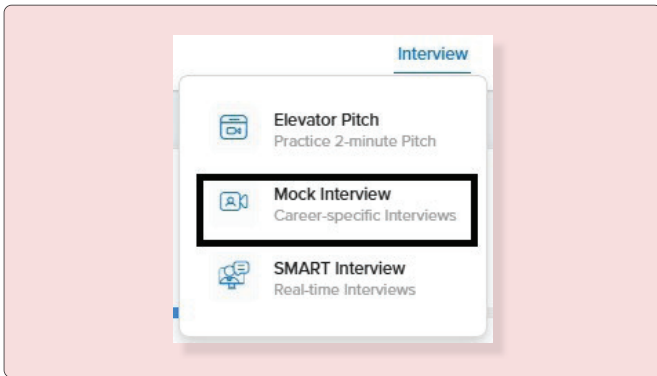


7. Your elevator pitch would be given a score from 1-5. You would also get detailed feedback based on these 3 areas: Non-Verbal, Delivery of Speech and Content Strength.

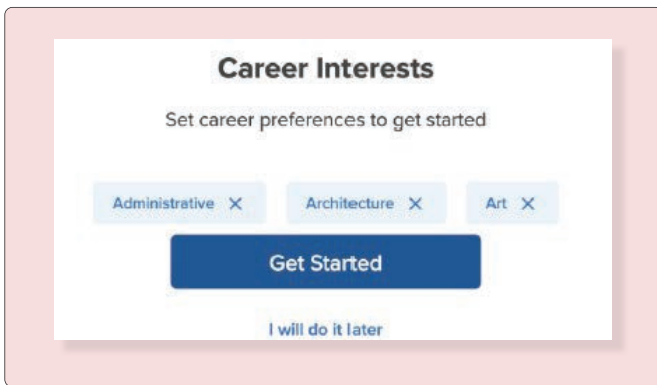


8. There are indicators to reflect which area needs work, on track or doing well. There are also suggestions offered to help you enhance your delivery.

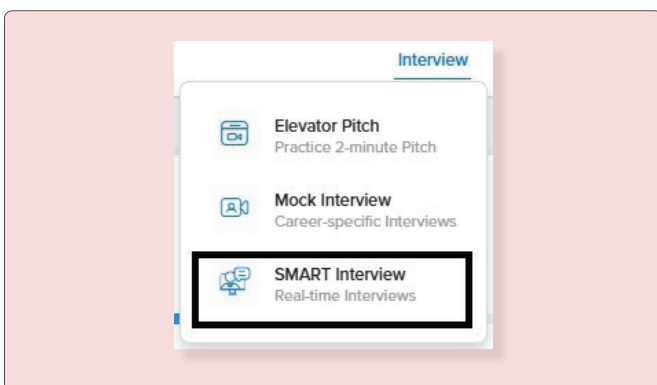
9. If you would like to prepare for an interview. You can utilise the VMock **Mock interview** function.



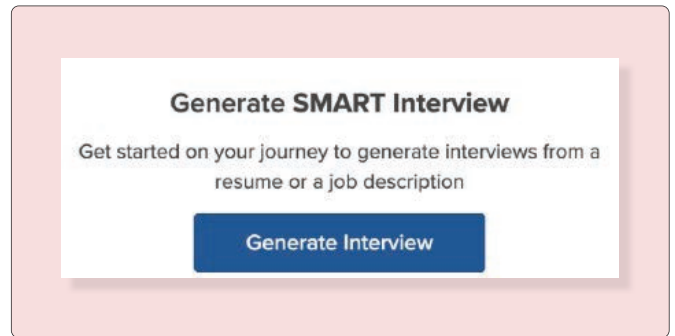
10. You can choose the role / industry of your interests and VMock would present sample questions for your interview practice.



11. If you find that the questions could be too general for your preparation, you could get a more customised mock interview by using the **SMART Interview** function:

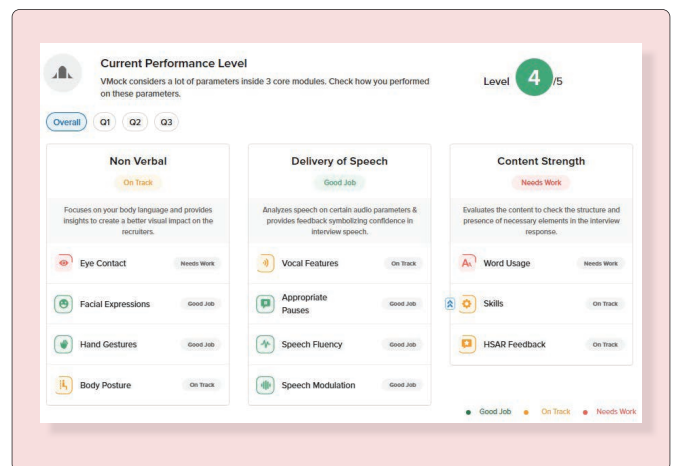


12. The VMock AI will generate customised questions based on the job description that you have uploaded to the SMART interview.



13. Upload your resume for VMock to generate customised questions based on the uploaded job description and your resume.

14. Similarly, for both the Mock Interview and SMART Interview, you would also be given a score from 1-5 and be assessed in the 3 main areas.



15. You can view the feedback to obtain actionable suggestions to improve your next interview.

VMock is a versatile career development platform that supports users across all experience levels. Whether you are a student crafting your first resume, a junior applying for your first internship, or a seasoned job seeker refining your interview skills, This personalised tool can enhance your application and make you a more confident candidate in the face of a competitive job market. Utilising the resume optimisation and the interview practice would enable you to put your best professional self forward.

STEPS TO GRADUATION

The earlier you start planning your career, the more prepared you will be when you graduate. Here is a step-by-step guide to start figuring out your career while at SUTD.

Freshmore Year

Increase self-awareness

1. Make it a point to attend the Freshmore Welcome Tea during your first term
2. Develop your career readiness and learn the importance of self-discovery by attending the mandatory UPOP modules
3. Take stock of your personal values, interests, strengths, skills, and areas of improvement
4. Schedule appointments with your Career Coaches via the GEMS platform if you want help in planning out your career path
5. Keep an eye out for weekly e-Newsletters and emails from the SUTD Career Development Centre for upcoming job opportunities
6. Connect with people – from your family and friends to school faculty and staff, and ask them about their job and work experience
7. Consider applying for Undergraduate Research Opportunities Programme (UROP) during your first summer
8. Explore and actively take part in fifth row activities!
9. Attend pillar information sessions to have a better idea of which pillars best suit your interests



Sophomore Year

Explore and identify professions of interest

1. Gain insights on various industries through career talks and workshops, and network with potential employers at the Career and Internship Fair (CIF), recruitment talks and other career-related events
2. Update your resume regularly as you complete academic projects, fifth row activities, UROP and develop technical skill proficiency. You can also have it reviewed by your Career Coaches
3. Explore external opportunities, such as participating in hackathons
4. Set up your LinkedIn account and connect with SUTD alumni. Identify and apply to companies where you would like to do your internship



Junior Year

Preparing your applications

1. Take up an internship (or a few) over the course of your study
2. Make an appointment with your Career Coach to consult them about the potential industries you are keen on joining
3. Narrow your search by eliminating areas you are uninterested in and focus on your top three industries
4. Read up on application requirements and hiring timelines of your interested industries and organisations
5. Check out full-time job opportunities on GEMS weekly
6. Start on your technical portfolio early and keep it updated
7. Ensure that your resume is tailored to match the job and industry you want
8. Research more company & industry insights via Infobase Books!
9. Start compiling testimonials and references
10. Practice mock interviews with Career Coaches at the Career Development Centre
11. Work on and practise a personal elevator pitch
12. Leverage on your network – family, friends, and alumni – to seek out job opportunities

Senior Year

Be proactive and prepare for life after SUTD

1. Follow up and apply early for jobs – many companies often review applications on a rolling basis
2. Customise your resume, technical portfolio, and cover letter for each specific job you apply for
3. Schedule a mock interview with your Career Coaches or by using VMock
4. Send a thank-you note after each interview, and follow up on any active applications
5. Aim to get a job six months prior to graduation
6. Actively partake in as many recruitment events as possible (such as Graduate Connect) if you have yet to secure employment
7. Once you have successfully secured a job, update your Career Coach and take part in the Graduate Employment Survey

INTERN LIKE A *PRO*

An internship is more than just a means for you to prep your resume. Look at it as a launchpad to your dream job.

Internships should not be treated like temporary jobs to pass your summer away. They are invaluable opportunities for you to gain real-world experience, build professional networks, and explore career paths. However, making the most of this chance requires a deliberate effort on your end.

By adopting a proactive and strategic approach, you will not only boost your resume to hunt for your first professional full-time job, but also set yourself up for future success.



Have a game plan

Most internships last between four to six months. It might sound as if you have plenty of time, but that moment can fly past in an instant, which is why having a plan before you start your internship is crucial.

A good way to start is to envision what your dream job might look like. Whether you are looking to be an architect or a game designer after graduation, having a successful internship in the relevant field while you are still in school can be the best start to your professional career. Embarking on an internship in an industry you are genuinely interested in can also be highly beneficial, even if the role is not directly tied to your major.

Take the time to review job descriptions on career portals to identify the in-demand skills of your dream job, and assess how your current skills compare. For example, if your goal is to become a data scientist, you might notice frequent requirements for Python, SQL, or data visualisation tools. This can help you focus on developing those skills during your internship to better align with your long-term career goals.

As long as you are focused on achieving the objective of your internship, you can track your progress consistently and adjust your plans as needed. If you are in doubt, do consult the Career Development Centre (CDC) to discuss your internship goals.

Engage in networking

Networking is an invaluable skill to develop, especially in the corporate world. This means understanding that networking does not end at the doors of the office. There are countless avenues to connect with not just your colleagues at work, but clients, vendors, and even potential future employers; something that can be leveraged on to kickstart your career.

Be it functions, company events, seminars, or even after-work dinners, every invitation is an opportunity to expand your professional circle. So take the leap, grasp the chance, and make the most out of it.

Learn from your mistakes

An internship is likely your first experience in a corporate setting, which means you will have a lot to learn in a short amount of time. In a fast-paced, high-pressure environment, especially when you are new, mistakes are likely to happen on the job.

This, however, should not deter you from trying new things during your internship, or discourage your progress. It is natural to make mistakes, especially when you are unfamiliar with something. The key is to learn from your lapses by taking in feedback, reflecting on your efforts, and staying curious about trying new things, all of which help cultivate your career potential.

Document your work

The work you accomplish during your internship is arguably the most valuable thing you will take away from the experience. It is not only tangible proof of your practical skills, but it is also a crucial bargaining chip during job applications.

The days of securing a job with good grades are over, and employers are now seeking holistic employees from the get-go. This is why you need to keep track of your successes, the impact you have made in the company, and the skills you have developed for future reference.

Having a well-curated portfolio and resume can mean the difference between securing a full-time position and losing out to a more competitive applicant.

Wrap up your internship on a high note

Having gone through your internship, it is time to close out on a high note by expressing gratitude to your supervisors and colleagues. It is also a good idea to ask if they are willing to furnish you with a letter of recommendation; an essential document that reinforces your character traits and soft skills at work.

Do remember to make good use of your LinkedIn account as well by connecting with key personnel who have either helped you during your time at work, or have the potential to open new doors for you in the future.

It is also a good time to assess your future career aspirations at the end of your internship. By figuring out if you want to continue pursuing a similar role in the same industry, or try something completely different, for example, you will be able to map out a clearer path towards the professional future that you seek.



KICKSTARTING YOUR CAREER WITH INTERNSHIPS

Hear from SUTD students about how their internships have helped shaped their skills, confidence, and career readiness.



Wong Jae Hann

.....

Shell

“

Internships are not just about completing tasks—it is also about building connections.

”

My role

As an automation engineer, I was tasked to help ramp up production. It was a rewarding experience, especially because I got to work closely with a supportive and understanding team. Being in a startup allowed me to explore different areas and learn a lot—not just about the work itself, but also about the company's culture.

My challenges

At my internship with Shell, the biggest challenge was getting up to speed with the petroleum industry, which was completely new to me. My knowledge of the field was limited to some chemistry classes that covered refinery processes. I faced a steep learning curve trying to understand the industry's terminology and processes. Initially, it was overwhelming, but once I caught up, I felt more comfortable in meetings and was able to tackle my tasks effectively.

My biggest takeaways

The most important lesson I learnt is the value of having an eager-to-learn attitude. Regardless of the industry, there will always be things you have to pick up from scratch. Being curious, asking questions, and approaching others for help can make all the difference in your ability to contribute effectively.

Advice for my juniors

Internships are not just about completing tasks—it is also about building connections. I overlooked this during my time at Shell during the initial part of my internship. For the first six weeks, I was hesitant to approach my colleagues because I did not want to disrupt their workflow. As a result, I did not know my team as well as I should have. But with encouragement from my fellow interns, I started getting to know my colleagues, which enriched my experience.



Ooi Jia Sheng

.....

Economic Development Board

“

Internships gave me a shift in my mindset to think about what it means to be a corporate worker and how I can bring a positive impact to society.

”

My role

At the Economic Development Board Singapore (EDB), I worked under the division Singapore Global Network as a digital products intern. I was working on projects that aimed to better foster the community spirit in Singapore.

My challenges

I struggle to understand how the infrastructures within the public services work, the culture and structure within the organisation, as well as the internal policies and how people work.

As a student, we can be very nested within our tunnel. We do not know what is happening in the outside world, so it was refreshing to see how things are in the corporate space. The exposure we gained from SUTD industry projects will never be the same as working in the industry itself.

My biggest takeaways

This internship has provided me with many opportunities which have been beneficial for me to reach my career end goal. I was able to take advantage of the projects that I was exposed to, understand better what I am interested in, and gain invaluable experience in the future career I want to be in.

Internships gave me a shift in my mindset to think about what it means to be a corporate worker and how I can bring a positive impact to society. This is very different from just studying for an exam.

Advice for my juniors

Look beyond the Job Description. Embrace your curiosity, and step out of your comfort zone to search for tasks that you are passionate about. At the end of the day, the job description is just a guideline, and you should not feel boxed up by it. I learnt to be very transparent with my supervisors on what I am searching for to make the most of my internship.



Jovi Tan Hwee Hwa

•••••

**Computer Science and Design
PBA Systems**

“

I used my internship experience as a gauge to figure out whether I want to continue pursuing what I do or find out what I want to do in the future.

”

My role

For my internship, I worked at PBA Systems as a Software Developer. I was in the General Robotics department working on Robotic Operating System codes for automated guided vehicles and autonomous mobile robots.

Some of my tasks include implementing systems and capabilities for autonomous mobile robots (AMRs), modifying battery management systems (BMS), getting product demonstration ready, working on CI/CD of the company's repository, prototyping a GUI on Figma, and modifying C# applications as per a third-party vendor's requirement.

My challenges

I struggled with some tasks that I was assigned to which required coding, as I was not that experienced with C# and CI/CD. I mainly learnt on the fly with the help of my colleagues, especially with past attempts at specific tasks, such as the CI/CD. With the flexibility of my work, I was able to spend more time learning to ensure my work was functional and acceptable.

My biggest takeaways

I used my internship experience as a gauge to figure out whether I want to continue pursuing what I do or find out what I want to do in the future.

I also learnt to not be afraid to take on unfamiliar tasks, especially when my supervisor encouraged me to try and learn something new. It was heartening to receive encouragement from my supervisor to step out of my comfort zone and learn a new skill.

Advice for my juniors

I think most people overlook the application side of things when it comes to applying for an internship. You have to make sure that the details on your resume are correct. I found out that I was ghosted because the email on my resume was incorrect. That mistake cost me about twenty applications with no response, so please double-check your resume for errors.



Rodrigo Batllori

•••••

**Engineering Product and
Development
Procter and Gamble**

“

Be willing to put in the hours, take action, and sometimes do things that push you outside of your comfort zone.

”

My role

I interned for Procter and Gamble (PNG) as a packaging development intern. Working with their packaging and innovation team, my role was to design and create new package forms.

My challenges

When I first joined, two key members of the project I was working on had just left, which meant I had to jump into the project quickly and adapt to the work style in a short time. That was pretty stressful.

Another challenge was being tasked with coding, which was not my strongest skill. I was worried I might negatively impact the project, but thankfully, one of my colleagues had a strong coding background. I reached out for help, and we ended up collaborating on the project together, which was a relief and a great learning experience.

My biggest takeaways

One of my biggest takeaways is realising that “teamwork really creates

successful products.” At a startup, you often have to wear many hats and juggle various responsibilities, but here at PNG, everyone is highly skilled in their respective areas. It was amazing to see how different strengths came together to contribute to the project. The level of coordination and collaboration within the team, despite individual differences, was impressive. I learnt so much from working alongside people with diverse skills.

Advice for my juniors

My advice would be to make the most out of your internship. You are there for sixteen weeks—be proactive, go beyond your assigned tasks, and never hesitate to ask questions, even if you think they are “dumb.”

Build as many connections as you can. Talk to people because you never know who might open doors to new opportunities for you. Do not be afraid of making mistakes. You are an intern, so mistakes are more tolerated since you are still learning.



Mudassar Ahmad

Japan

.....

Architecture and Sustainable Design
Mitsubishi Jisho Design Asia

“

In a good work environment, people will appreciate your curiosity and will be happy to share their knowledge.

”



About my overseas internship

Living abroad was by far the highlight of my internship. Spending an extended period in another country is a rare opportunity, and I feel incredibly lucky to have had the experience. Even everyday tasks, like taking the train and hearing Japanese announcements, felt exciting and new. It was a bittersweet experience, knowing that my time there was temporary and would eventually end, which made me want to savour every moment.

I had the opportunity to work for three months at their Tokyo headquarters and one month here at their branch in Singapore. It was quite eye-opening to see the cultural differences between Tokyo and Singapore. People go back and forth in both offices where Japanese staff are allowed to apply to work in Singapore for a few years, and likewise the other way around.

My role

As an Architectural intern at Mitsubishi Jisho Design Asia (MJD), I had the unique experience of working on a project site designed by MJD centuries ago, meaning I was working in a space shaped by my predecessors. As an architect, it is rare to be so close to your project site, as many are often located overseas or a long commute away. So, being able to walk to the area I was working on was an incredible opportunity.

My focus during the internship was on interior design. MJD was tasked with demolishing an existing building, and my role involved surveying the interior to determine which materials, like expensive marble, could be salvaged. It was a challenging yet rewarding task, as these materials are often fragile and difficult to extract.

My challenges

As a non-Japanese native speaker, one of my main challenges was communication due to the language barrier. If my supervisor was not around, I had to find someone who spoke English and was also involved in the project, which was not always easy. What was even more challenging was that the person in charge of the building I was working on did not speak English, so I had to rely on my supervisor to relay messages.

I worked with two different teams during my time in Tokyo, and they had very different working styles. The first team had permanent seating arrangements, making it easy to collaborate. The second team used hot-desking, which meant people were spread out across the office, making

it harder to get quick feedback. I preferred the first team since my supervisor sat right next to me, and I could easily consult him whenever I needed help.

Adapting to the different team cultures was another challenge. Even within the same office, teams work in different ways. The type of task I was given also impacted how I handled these challenges, especially when deadlines were tight.

My biggest takeaways

I found that I needed to be more extroverted and proactive. At first, my colleagues would not initiate conversations, so I had to take the first step and approach them. For example, it took one month into my internship to find out that the colleague sitting behind me spoke fluent English. Looking back, I wish I had reached out sooner, but better late than never!

Another of my takeaways was understanding what it was like to work overseas, especially in a country where English is not the primary language. If I ever choose to work abroad again, I will be better prepared, both financially and mentally.

This experience also boosted my confidence. I became more open to trying new things and putting myself out there. Even if I was not directly involved in a project, I would sit in on meetings just to learn. I believe that consistently showing up leads to opportunities, and if things do not go as planned, that is okay. Internships are short, and the key is to keep learning, contributing, and growing.

Advice for my juniors

Apply for as many opportunities as possible. It will not be easy, but the more you put yourself out there, the better your chances of landing a position you want.

Once you have secured an internship, do not stress about proving your worth—you have already earned your spot. Focus on doing your job well and learning as much as you can. In my first internship, I was fixated on proving that I deserved to be there, but that mindset was not helpful.

Lastly, ask a lot of questions, even if it feels like you are being annoying. In a good work environment, people will appreciate your curiosity and will be happy to share their knowledge. Also, observe how they treat new employees. This will give you insight into the company culture and help you decide if it is a place where you can grow.



Mohana

India

•••••

TVS Motor Company

“

One advice I would give is that you should not overthink and just go out there and gain experience, whether it will be good or bad.

”

About my overseas internship

Even though I was the only student from SUTD, there were interns from other universities in Singapore staying in the same accommodation as me in India. We have become good friends and often hang out.

The work ethic in India is very different from what I was used to—the people are incredibly dedicated and driven, which took some time for me to adjust to. It was a fun and enriching internship, which offered a very different perspective compared to working in Singapore.

My role

I was an AI/ ML (Artificial Intelligence/ Machine Learning) intern at TVS Motor Company. As the company was exclusively using manual storage, they needed me to incorporate ASRS (Automated Storage and Retrieval System) and AI into their storage. Ultimately, they aimed to automate all the manual processes in their storage. My work did not require much coding, but rather a lot of AI research.

I enjoyed working with both my mentor and work friends, whom I could ask to clarify any doubts. I also treasured the freedom that I had as this project was solely assigned to me with help from a mentor. Through researching different ASRS and AI processes, I also learnt a lot from this internship.

My challenges

All staff here are usually assigned multiple projects at a time. Unlike in Singapore where we would use MSTeams to communicate with one another, most staff here do not have the time to respond due to their heavy workload, so their replies tend to be very delayed. While I felt thankful that I had many team members whom I could

reach out to when I had questions, there was a lack of communication in this aspect.

At the start, I was quite shy and reserved. However, I think due to the work culture here, if you want to get things done on time, you need to step out of your comfort zone and communicate your needs, and I believe I have adapted to that well.

Thankfully, my colleagues here were very willing to help me. When I approached them, they would set aside their tasks first and provide me with whatever I needed.

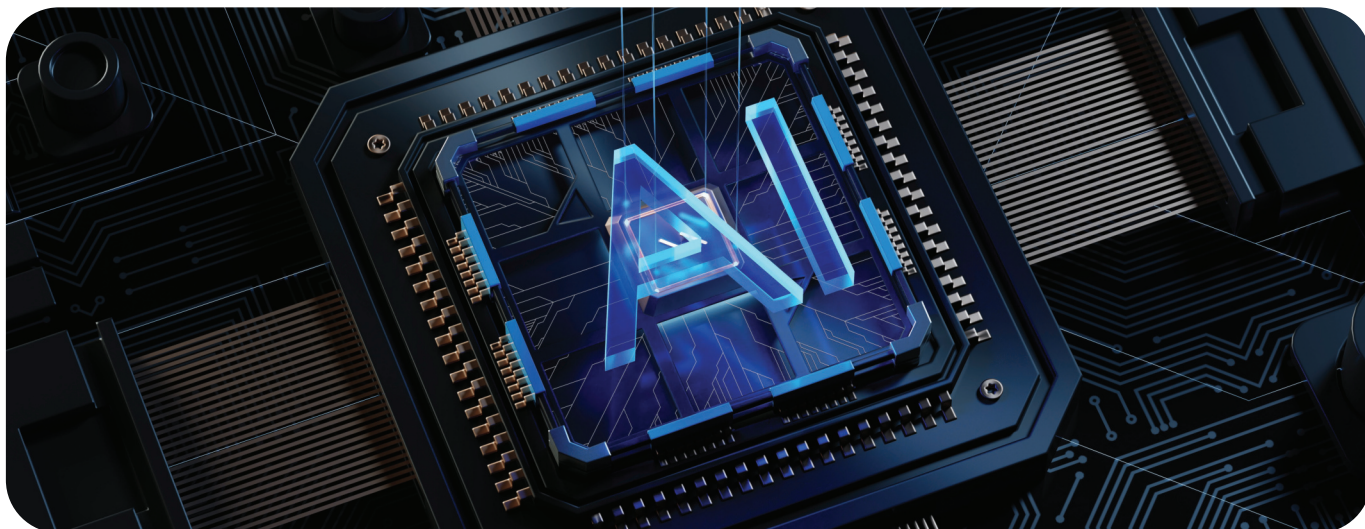
My biggest takeaways

Overall, I have learnt to be more independent. This is my first time working away from home. I used to be a shy person, but this internship has taught me to take the initiative and speak up more to clarify any doubts. It has made me more vocal and more independent. I made a lot of friends by stepping out of my shell.

Advice for my juniors

Before accepting this internship in India, I was scared of the unknown and I had a lot of “what if” questions. But ultimately, I took the chance and was rewarded tremendously. One advice I would give is that you should not overthink and just go out there and gain experience, whether it will be good or bad.

Naturally, you should do some research about the country itself and familiarise yourself with the native language as well. Enjoy yourself, take in the experience and savour your time there.





Song Ze Ong

Taiwan

•••••

Hilti Group



To all my juniors, I would advise you to just take the opportunity you are presented with, especially if it is an overseas internship.



About my overseas internship

I interned at Kaohsiung City in Taiwan, which is quite far from Taipei but I was able to meet a lot of cool locals in the area.

This is my first overseas internship, and one of the big differences as compared to interning in Singapore is that you get more international colleagues, and cultures here are more diverse.

Since it is only a four-month internship I had to be very efficient and prove my worth to my supervisors throughout the first month. I had to show them the different testing plans I can execute, write all the documents that they require, and do programming ad-hoc, be it Python or Excel.

My role

My job title is an intern at Taiwan Engineering and Services (Hilti Group). I carried out testing plans for operators that were under my team, and I consolidated the data into a chart or graph to make things easier for my supervisors and higher-ups to see what the issues were or what we were lacking.

I also did coding in visual code. It is one of the programming languages in Microsoft Office. I did automation to automatically generate relevant and useful graphs. I also did some translations from Chinese to English as I am fluent in both languages. Even though my main job scope was just testing, since I was quite efficient with my work, I would try to find other work from my colleagues to see what I could assist with.

My challenges

Language was a big challenge for me. Being in a foreign country, having a bit of knowledge about their local language is very important. Everyone uses English in Singapore, so it was hard to adapt to fully converse in Chinese here in Taiwan. Even though I am fluent in conversational Chinese, I still found it hard to understand some of the native lingo used.

To overcome this, I would try to hone my conversational skills in places that I go. I would stop by at bars and talk to others, and most of them could not tell I was from Singapore! So, I think I have successfully picked up their accent and ways of speaking.

I was homesick as well. Sometimes, feeling lonely is inevitable, but I believe that stepping out of your comfort zone in a professional and social setting is important as well. The individual has the power to alter how they will feel in a foreign place. For me, I went out with colleagues and made new friends in Taiwan, as well as traveled around when I was free. Being lonely was not a deal-breaker for me, as I had other ways to keep myself occupied and entertained.

My biggest takeaways

I learnt to be open to everything and to be adventurous. It is not harmful to take new risks. Since I am already embarking on an adventure in a new country, what is there to lose to try new things and experience everything the country has to offer?

I have also learnt to be humble and not to bring any bad habits from my past companies to new companies. I understand that I am not just representing SUTD but myself as well.

Advice for my juniors

To all my juniors, I would advise you to just take the opportunity you are presented with, especially if it is an overseas internship.

You get to experience new cultures, make unforgettable memories, and also build up your portfolio while enjoying yourself overseas. Take the first step to put yourself out there and enjoy the process. Go for an overseas internship if you can; you will not regret it.

Adulthood doesn't mean giving up on your favourite cereal.

Pick up fresh grad career advice from us, right from your breakfast table.



Create your free account now at

gradsingapore.com

Graduate jobs, internships & careers advice

QUALITIES THAT GET YOU HIRED

Adopting a holistic approach is essential to maintaining competitiveness in the working world.

It is no secret that disruptive technologies, economic uncertainty, and globalisation have influenced companies to make major shifts in the way they hire and train. This means that to ensure relevance, graduates need to equip themselves with a suite of skills, both technical and transferable, to future-proof their careers.



Soft Skills

Your professional EQ, personality traits, and attributes

Adaptability

- Flexibility, resilience, and openness to change

Conflict Mitigation

- Active listening, mediation, negotiation, and fostering collaboration.

Creativity

- Innovative thinking, brainstorming, and experimentation

Future Skills

Long-term career resilience skills

AI Literacy

- Understanding how AI tools work, interpreting AI outputs, and recognising limitations/biases

AI Development and Implementation

- Large Language Model (LLM)
- Natural Language Processing (NLP)

Process Optimisation

- Analysing procedures, eliminating redundancies, and automating tasks

Global Skills

Skills in cross-cultural exchanges, and global work settings

Client Relations

- Communication, relationship building, and responsiveness

Risk Analysis and Mitigation

- Risk assessment, contingency planning, and monitoring

Solutions-Based Selling

- Understanding the needs of clients and delivering tailored recommendations

START NETWORKING *EARLY*

The right connections can open doors to career opportunities you would never find alone.

Being skilled and knowledgeable is essential for career growth, but in today's workplace, building a strong professional network is just as important. The right connections can accelerate your progress and open doors to opportunities you might never find on your own.

Do not wait until graduation to think about networking—start while you are still in school. The earlier you do so, the more confident and prepared you will be when real opportunities come your way.

★ NETWORKING IN PERSON

Places to network in person

- Industry conferences
- Business luncheons
- Company-sponsored gatherings
- Professional networking platforms
- Alumni association events
- Trade exhibitions and expos
- Association meetings and seminars
- Training courses or classes

While this is often easier said than done, there are some quick tips on how you can start building your network early.

01 Define your networking objectives

Before attending any event, ensure that your intentions are clear. Are you seeking new professional relationships, potential clients, career opportunities, or industry knowledge? This will help to guide your actions and ensure that your networking is purpose-driven and strategic.

02 Use your existing network

Chances are, some of your most valuable connections are already around you. Classmates, professors, internship supervisors, project teammates, and even family friends can be part of your professional network. These individuals know your strengths and character, which makes them more likely to vouch for you or recommend opportunities.

Stay in touch, keep them updated on your goals, and do not be shy about asking for advice or introductions. Often, it is the people you already know who can give you the first break in your career.

03 Use a compelling elevator pitch

First impressions are often formed in the first seven seconds of an interaction, and while elevator pitches typically last about thirty seconds to a minute, they are still the most effective way to present yourself to a potential connection.

Study the format of a good elevator pitch. This includes summarising your professional identity with a clear introduction, delivering your value proposition succinctly, highlighting your unique selling points, and initiating discussion with a conversation starter.

04 Prioritise authentic relationships

Networking is about fostering trust, not just exchanging favours. By adopting a non-transactional approach, you will be more likely to succeed in asking for something in the future, especially if you are being genuine.

Do not be afraid to open up to relate to the other person, while maintaining active engagement to ask meaningful questions. Lastly, be ready to reciprocate and offer assistance when your mutual connection requests it.

05 Make use of your body language

Nonverbal cues play a powerful role in shaping first impressions, making them an important factor to consider during in-person networking.

Maintaining an approachable demeanour is critical. No one will want to initiate contact with you if you have your arms crossed and are looking down at the ground. Instead, stand tall, smile, and keep your body language open to invite new conversations and encourage interaction.



06

Strengthen connections post-event

Relationships are not just maintained during an event or when a meeting happens face-to-face. They require a steady stream of effort and correspondence to sustain meaningful connections, and in this case, that means following up after your initial meeting.

Circling back is a good way to solidify the relationship and keep the mental image of you and your conversation fresh in the minds of your connections. This can be in the form of a personalised message on social media platforms, sharing of relevant content, or even proposing a future meet-up to facilitate further dialogue.

★ VIRTUAL NETWORKING

LinkedIn has evolved into an indispensable career platform that goes beyond social networking. It bridges job seekers with opportunities, connects professionals with industry leaders, and delivers valuable insights across all fields. By leveraging LinkedIn strategically, users can build meaningful professional relationships and gain a competitive edge in today's dynamic job market.

+ Join LinkedIn groups

LinkedIn groups serve as hubs for professionals in your field to exchange ideas, share expertise, and foster connections. Joining these groups can open up avenues for mentorship opportunities, collaborations, and insider knowledge that might not be available elsewhere.

+ Stay consistently active

Regular engagement through posts, comments, or sharing relevant content helps increase your visibility and establish your presence within your field. When you show up consistently, you remain on the radar of recruiters and peers while also staying informed about the latest industry trends.

+ Share your profile across platforms

Expand your reach by adding your LinkedIn URL to other social media bios (Instagram, Twitter, Facebook), your resume, and personal websites. This cross-platform approach makes it effortless for potential employers or collaborators to discover and connect with you.



+ Optimise with SEO keywords

Boost your discoverability by incorporating relevant keywords into your profile, especially in your headline, summary, and experience sections. Terms like “digital marketing specialist” or “UX/UI designer” help recruiters and algorithms find you faster.

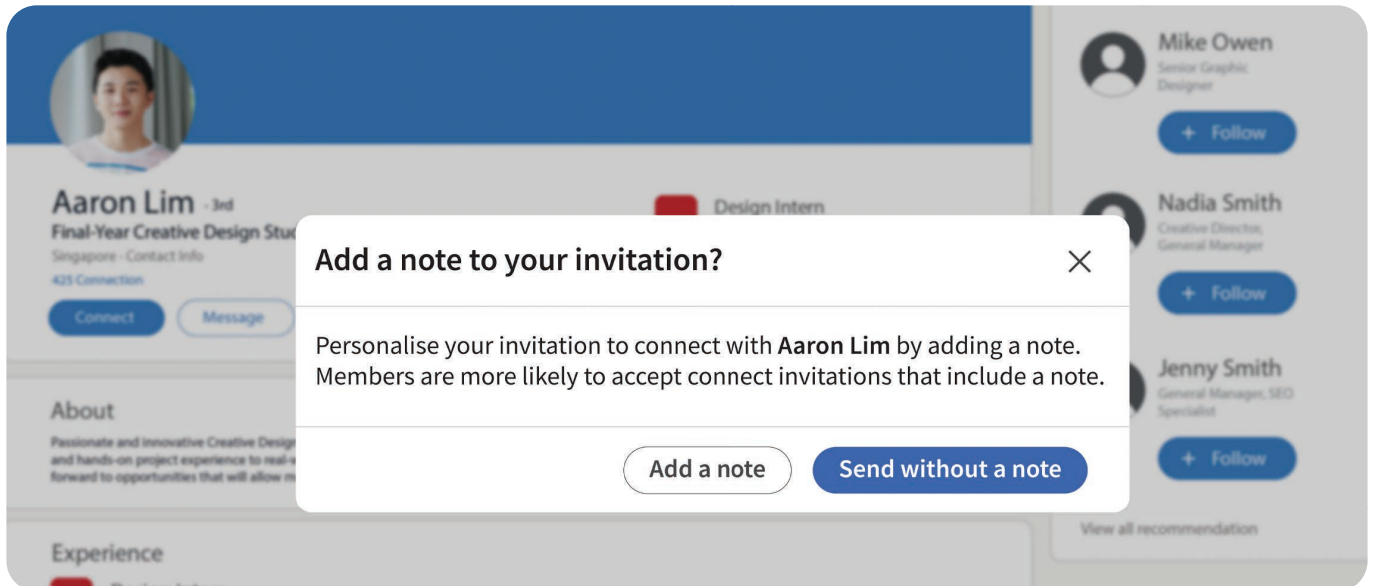
+ Give and receive endorsements

Endorsements act as professional testimonials, validating your skills through peer recognition. Proactively endorsing others often leads to reciprocation, strengthening your profile's credibility and attracting more opportunities.

★ INVITING NEW CONNECTIONS

01

Avoid sending generic connection requests without notes, as these are often overlooked, especially by users who receive many from unfamiliar people. Instead, add a brief personal note to make your message more genuine and increase the chances of it being accepted.



02

The short message can state a brief explanation of why you want to connect, such as exploring job opportunities, seeking advice, or hoping to collaborate in the future.

Sample

Hi Aaron,

I am a student currently exploring career paths in product design, and I really admire your experience in this area. I would love to connect and learn from your journey as I build my own.

Thanks,
Elaine Ng

03

If you have met the person before, briefly remind them of where and how you met. Mention the event, setting, or context of your previous interaction to help jog their memory. A simple reminder makes your message more personal and increases the chances of your connection being accepted.

Sample

Hi Aaron,

It was great meeting you at SUTD Career Fair recently. I enjoyed our conversation about the cybersecurity industry and would love to stay connected as I explore opportunities in this field.

Thanks,
Elaine Ng

04 If you do not know the person well, take a moment to review their profile and look for shared interests or experiences. A LinkedIn profile provides plenty of useful information, including past roles and recent achievements, which can help you find common ground and start a more meaningful conversation.

The screenshot shows a LinkedIn profile for Aaron Lim. The profile includes a profile picture, a cover image, and the following sections:

- Header:** Aaron Lim · 3rd Final-Year Creative Design Student | Design Enthusiast. Location: Singapore · Contact Info. 425 Connection. Buttons: Connect, Message, More.
- About:** Passionate and innovative Creative Design student with a strong foundation in visual storytelling, branding, and digital design. Eager to apply academic knowledge and hands-on project experience to real-world challenges. Skilled in blending creativity with strategic thinking to craft compelling design solutions. Looking forward to opportunities that will allow me to contribute to dynamic design teams and grow as a professional.
- Experience:**
 - Design Intern** at Creative Minds Co. (3 months):
 - Assisted senior designers in creating print and digital materials, gaining hands-on experience with Adobe Creative Suite and design best practices.
 - Contributed to the development of design concepts for client presentations, which helped secure a new project for the agency.
 - Conducted user research and helped in designing wireframes and prototypes for web projects.
 - Freelance Graphic Designer** (Self-Employed) (January 2023 – Present):
 - Designed custom graphics, logos, and marketing materials for small businesses and personal projects, building a diverse portfolio of work.
 - Collaborated with clients to understand their vision and deliver design solutions that met their needs and exceeded expectations.
 - Managed all aspects of the design process from concept to final delivery, ensuring timely and high-quality results.
- Add to your feed:** Recommendations for Mike Owen (Senior Graphic Designer), Nadia Smith (Creative Director, General Manager), and Jenny Smith (General Manager, SEO Specialist), each with a '+ Follow' button.

Networking is not just about finding job leads; it is also about building meaningful relationships that will support your growth over time. By starting early, staying genuine, and actively nurturing your connections, you will lay the groundwork for opportunities that extend well beyond your first job. Investing in your network early helps build a strong foundation for long-term career success.

HOW AI CAN ELEVATE YOUR BRAND

In today's competitive job market, using AI's powerful capabilities to enhance your personal brand can give your job search a distinct advantage.

AI has become a game-changer for many things, including personal branding. There are tools for everything, from crafting compelling narratives to generating professional visuals. These technologies are not only versatile but also incredibly efficient, helping you build a standout brand with ease.

However, while AI provides the pieces, you hold the vision. It is up to you to combine these tools thoughtfully to ensure your authenticity shines through every step of the way.



CRAFTING YOUR STORY

How AI helps craft your story

- Clarifies and refines your vision
- Reshapes and polishes your sentences
- Tests the rhythm and flow of your writing
- Offers diverse perspectives and contrasts
- Encourages critical evaluation of your personal views

Every strong personal brand is built on a compelling story. AI-powered platforms, like ChatGPT, can help you articulate yours by entering key details about your skills, values, and aspirations, and letting the system generate a cohesive narrative. These tools excel at maintaining a consistent tone and messaging, ensuring your story resonates across all written content.

BUILDING YOUR DOMAIN

Benefits of using content management systems

- Create, manage, modify digital content
- Does not require specialised coding knowledge
- Helps scale up your efforts
- Manage your user database without needing a team

Gone are the days of needing coding expertise to create a professional website. Platforms, like WordPress and Wix, use AI assistants to guide you through design, layout, and content creation. These smart systems even recommend optimal structures for user engagement and SEO, helping you attract and retain the right audience with on-brand messaging.





DEFINING YOUR AESTHETICS

What can graphic AI tools do?

- Automate routine tasks
- Generate style inspiration
- Bridge skill gaps with design access
- Optimise cross-platform adaptations

Your visual identity matters. It is what people associate you and your brand with. AI tools can analyse your preferences and industry trends to suggest cohesive colour palettes, fonts, and design elements that authentically represent your personal brand.

BOOSTING SOCIAL MEDIA PRESENCE

Features of social media analytics platforms

- Decode engagement trends
- Sentiment mapping
- Audience profiling
- Strategy optimisation

For brands, engagement is essential. While large corporations have teams managing social channels, you do not need a big budget to compete. Tools, like Sprout Social and Hootsuite, serve as your 24/7 social media team, handling post scheduling and performance analytics. Leveraging these insights elevates your reach and connects you with your audience without massive resources.



CRAFTING AN ATS-OPTIMISED RESUME

Applicant Tracking Systems (ATS) are the gatekeepers of modern hiring, and understanding how they work puts you one step closer to landing interviews.

Used by over 90 per cent of mid-to-large companies, ATS software often does the legwork of sifting candidates for hiring managers. This includes scanning resumes for key qualifications, ranking candidates based on job-specific criteria, and filtering out 75 per cent of applicants before human review.

While designed to streamline hiring, these systems create hurdles for job seekers. The good news? With the right strategy, you can make the algorithm work for you.



Behind the scenes of an ATS screening

An ATS system is binary, meaning it typically sticks to a set of guidelines and specifications set by the hiring manager. This makes it incredibly efficient in its parameters-based sorting framework, and favours potential applicants who fit the job description as closely as possible.

The system scores resumes based on several indicators: keyword matches, skills alignment, and experience relevance. By closely building your resume according to these elements, you will stand a better chance of getting sifted by the system, and placing you on the list of desired candidates to be reviewed by a hiring manager.



Process of elimination

Resumes that do not meet threshold requirements get automatically relegated, and are often never seen by hiring managers. To avoid this, prioritise a clean format for your resume instead of a colourful one, while using standard headings as opposed to creative or unique options.

As mundane as that sounds, the system is designed to filter out anything that stands out, making it essential for you to ensure uniformity when it comes to the layout. This includes not using any graphics, tables or additional elements that would confuse the platform and using the conventional reverse-chronological order for your work experience.



Strategic use of keywords

The importance of using keywords cannot be overstated. They are the cornerstone of optimising your resume for an ATS. While keywords can help, their true power lies in how you strategically deploy them, specifically through the mirroring of language used in the job description, and naturally blending the keywords into your resume.

This includes two main aspects: integrating keywords into both hard and soft skills, and using quantifiable terms to showcase your achievements. For example, instead of saying "I am proficient in coding, and part of a small team working on several projects", you might say "I am a Python-certified systems and data analyst working in a 5-man cross-functional team."

An essential point to keep in mind is that although keywords can help you tackle the filtering of an ATS system, a hiring manager is ultimately going to be the one to assess your resume. As such, keywords need to be used in a context that makes sense and not dropped randomly across your resume.

Additional considerations

Adjust your resume for the job

One core consideration is tailoring your resume to answer every opportunity. Generic applications rarely make the cut. Start with a master resume containing all your experiences, then strategically prune and emphasise different achievements based on each role's requirements.

For example, a marketing role might highlight campaign metrics, while a project management position would showcase team leadership and deliverables. This customisation ensures relevance to both ATS algorithms and hiring managers.

Use the right format

While PDFs preserve design, many ATS systems parse .docx files more accurately. As such, it is best to default to Word, if there is no specified file type. This small but critical step prevents your resume from being lost in translation.

Make it reader-friendly

Remember, even if you manage to get your resume past the ATS, it will still be read by a human manager. As such, there should be a balance between playing to the ATS algorithm and accommodating the human element.

Optimising for both by keeping content concise (one to two pages), results-driven ("Boosted sales by 30%"), and visually clean helps ensure your competitive edge. Avoid dense paragraphs; use bullet points and white space to make achievements instantly visible.

Remember: *Your goal is to pass the digital gatekeeper and captivate human interest.*

NAVIGATING TODAY'S *JOB HUNT*

Searching for a job can be a grind, but with focus and strategy, it becomes a stepping stone to real opportunity.

Job hunting can feel more like a marathon than a sprint, but with the right strategy, it can turn into a rewarding journey. As a student entering the workforce, it is normal to feel uncertain or overwhelmed by the number of paths available. With careful planning, a flexible mindset, and an eye for new opportunities, you can overcome these hurdles and find your way forward.



Mapping your industry's landscape

Before diving in, research your sector's hiring trends, in-demand skills, and pain points. This due diligence helps you target the right opportunities, and avoid wasted effort while allowing you to find the job that best suits you and your professional growth.

Craft your professional identity

Skills alone may not be enough to open doors, but being visible and presentable to recruiters will. Actively promote your expertise through LinkedIn, portfolios, or industry events to position yourself as a sought-after candidate. Tap on your network as well to leverage our connections and access opportunities that you alone are unable to reach.

Capitalise on digital tools

Platforms, like LinkedIn, Jobstreet, and other online platforms, help bridge talent with employers. By optimising profiles with keywords, engaging with industry content, and setting job alerts to stay ahead, you can help insulate yourself from being obsolete and maintain relevance.

Harness the power of early action

The best prospects favour the prepared. Begin your search six to twelve months in advance, allowing time to upskill, network, and refine your materials. This allows you to transform what could be a stressful scramble into a strategic campaign.

Balance ambition with realism

It is not uncommon for your journey to securing a job to be filled with rejections. The key here is not to be discouraged by them or take them as a reflection of your capabilities, but view them as data points. Adapt your approach based on feedback, and consider interim steps like freelancing or certifications to build momentum.



CREATING A SUCCESSFUL ELEVATOR PITCH

Your elevator pitch is your verbal business card. Make it count.

In today's fast-moving professional world, clearly communicating who you are and what you bring to the table in under two minutes can lead to game-changing opportunities. A strong elevator pitch is more than just a self-introduction; it is a strategic tool that helps you make the most of chance encounters, networking events, or interviews. When delivered with clarity and confidence, it can open doors you may not even know existed.

1. Introduction / The "Hook"

Hello, my name is James, and I was a senior AI designer at Company A. I am the team leader for Project X which developed a new data management software, allowing users to streamline operations and save costs.

First impressions are formed within seconds. Whether at networking events, career fairs, or even casual conversations, your elevator pitch serves as your personal highlight reel to concisely showcase:

- Who you are
- What unique value you offer
- Why it matters to your listener
- What action you hope to inspire

When crafted thoughtfully, this powerful micro-presentation can mean the difference between being forgotten and being front-of-mind for future opportunities.

2. The key message

This software uses AI-driven algorithms to help identify, sort and analyse data that our client uses in real time in order to increase the efficiency of our data processing sites. Clients can also request a report from the system, which summarises everything, making it much easier for clients to review their performance on our platform.

This section delivers your value proposition, which shows the compelling reasons why you are the ideal candidate or why your solution stands out. This is where your introductory hook evolves into substantive evidence of your unique qualifications that help sell your hard skills to your audience.

3. Unique selling point (USP)

This AI-driven algorithm is a proprietary creation from our team, and I was instrumental in leading the team through the design and construction phase of the project. The product's performance has exceeded the performance of all the current systems by 15 per cent, and increased the efficiency levels for clients who use our systems by 10 per cent. We can also tailor the platform to directly suit the needs of our clientele.

This is where you differentiate yourself from others. Set yourself apart by showcasing measurable results using quantifiable metrics ("Increased sales by 27 per cent") or powerful testimonials ("Our top-performing solution" - TechReview). Concrete evidence builds credibility faster than claims.

4. Call to action (CTA)

I would be more than happy to meet with you and your management team to learn about your company's needs and discuss opportunities for me to help your organisation achieve its goals.

Your closing statement is the pivot point from conversation to opportunity. Clearly state your desired next steps ("I would appreciate 20 minutes to discuss how I can solve X challenge for your team"), while emphasising the reciprocal value you bring. A strong CTA transforms interest into action, and from action to endless possibilities.



Critical Takeaways

- **Be comprehensive**

A strong pitch leaves no room for confusion. Ensure every point logically connects, or you risk losing your audience's interest, and the potential opportunities that come with a well-cultivated relationship.

- **Keep it concise**

Stick to under two minutes. While a few extra seconds may not hurt, rambling dilutes your message, can confuse your audience, and distract their attention. Stay sharp, focused, and to the point.

- **Prioritise clarity**

Avoid jargon and complex phrasing unless the audience has a prior understanding of them or the context in which they operate. A clear, straightforward pitch ensures your value is instantly understood, and requires no effort in decoding on the part of the listeners.

- **Project confidence**

Your delivery matters as much as your words. Preparation breeds confidence, so rehearse until your pitch feels natural, not rehearsed. Do not be afraid to ask for help to practise as well.

- **Anticipate follow-ups**

A great pitch invites questions. Be ready to expand on key points, address objections, or provide examples. It shows depth, readiness, and helps to illuminate audiences to your vision and perspective.

Common Pitfalls to Avoid

- **Rambling explanations**

While depth has its place, an elevator pitch thrives on precision, not volume. Over-explaining dilutes your key messages and risks losing your audience's attention. Stick to concise, high-impact statements that will maximise your impact, and allow you to connect with your listeners.

- **Racing against the clock**

A hurried delivery suggests nervousness and poor preparation. Instead, pace yourself and aim for 120 to 150 words per minute, while emphasising key points with intentional pauses. Ultimately, practice is key, and polish your act until the flow feels natural.

- **Vagueness undermines credibility**

Generic claims like "I am a hard worker" waste precious seconds. Replace them with specific achievements ("Boosted client retention by 30 per cent"), tangible differentiators ("Certified in X methodology"), and clear value propositions ("I solve [specific problem] for [target audience]").

PERFECTING YOUR APPLICATION EMAIL

Your application email is not just a formality. It is your first opportunity to leave a strong impression and stand out in a crowded inbox.

Today, platforms like LinkedIn, make it easy to apply with a single click. But when it comes to emailing your application directly, the way you write still matters. A clear, well-crafted message signals professionalism, maturity, and attention to detail. These are qualities every employer looks for.

Even the best resume can lose its impact if paired with a careless or poorly written email. Taking the time to get it right shows you are serious about the opportunity and increases your chances of landing that all-important interview.



Mastering professional email communication

Crafting a professional email identity

The email address you use for job applications serves as your digital first impression. Opt for a clean, recognisable format featuring your name. Your full name, initials, or a professional variation works best as opposed to handles that reference hobbies, humour, or random numbers. These can appear unprofessional before your message is even opened.

Writing a subject line

Consider your subject line the gateway to your application. It needs to be compelling enough to prompt opening, yet straightforward enough to be understood at a glance. Aim for six to eight impactful words that clearly communicate both the position you are pursuing and your identity. A well-structured example like “Marketing Executive Application - Aaron Lim” immediately tells the recipient everything they need to know.

Personalised address matters

Taking the extra time to identify and use the hiring manager’s name demonstrates professionalism and initiative. When the job posting does not specify a contact, use professional networks like LinkedIn or the company’s staff directory to find the appropriate recipient. This personal touch stands in stark contrast to generic openings like “Dear Hiring Committee,” showing you have invested effort in targeting your application.

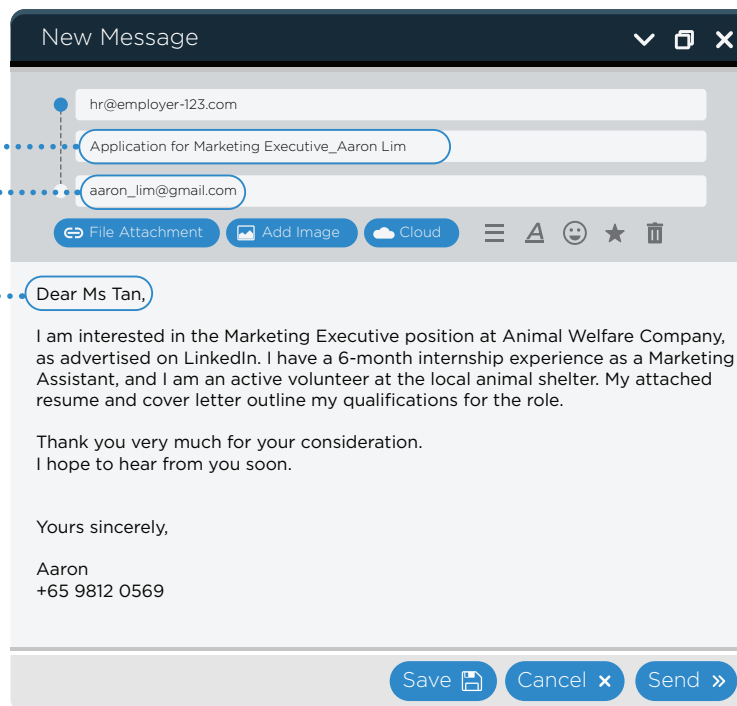


Balance the tone

Application emails require a careful equilibrium between being sufficiently formal to show respect, yet engaging enough to showcase personality. Avoid the informality of emojis or texting abbreviations, but do not let your message become stiff or impersonal. The most effective emails convey enthusiasm through precise word choice rather than excessive punctuation or superlatives.

Proofreading

Before hitting send, conduct reviews of your email with fresh eyes, ideally after stepping away from the draft for a few hours. Pay particular attention to autocorrect traps, especially with proper nouns or industry-specific terminology. Consider reading the content aloud to catch awkward phrasing that might look fine on screen but sound unnatural when spoken.



Attachments

Develop a system to ensure all necessary documents are attached before sending. For larger files like design portfolios, provide cloud storage links with appropriate access permissions in addition to mentioning them in your email body. Always name files logically, incorporating your name and document type for easy reference (e.g., "AaronLim_CV_MarketingExecutive.pdf").

The follow-up

Prompt responses to employer communications demonstrate both eagerness and professionalism. If you have not received a reply within seven to ten business days, a polite follow-up email can serve as a helpful nudge without appearing pushy. Do keep an eye on your inbox to avoid missing time-sensitive responses, and be mindful to check your spam folders regularly.

CRAFTING AN IMPACTFUL RESUME

A strong resume is more than a list of qualifications; it is a strategic tool that highlights your skills and achievements in direct alignment with what employers are looking for.

Think of your resume as your career “stats sheet” – a concise yet powerful document designed to present your most relevant skills, experiences, and achievements at a glance.

A well-crafted resume plays a pivotal role in landing interviews. Its primary purpose is to communicate your professional value clearly and effectively, highlighting your capabilities in a format that is easy to digest.

The most effective resumes go beyond simply listing job duties; they tell a cohesive story of professional growth and achievement. By focusing on measurable results and relevant qualifications, you transform your resume from a basic career summary into a persuasive case for why you are the ideal candidate.

Pick the appropriate format for your industry/sector/position:



Common Resume Templates

Chronological/Reverse chronological	Functional	Hybrid/Combination
<p>Summary</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Work history</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>Education Skills</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; width: 40%; height: 25px;"></div> <div style="border: 1px solid #ccc; width: 40%; height: 25px;"></div> </div> <ul style="list-style-type: none"> • Showcases your information according to your professional timeline • Good for people who have plenty of work history and an uninterrupted employment record 	<p>Summary</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Skills</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>Education Work history</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; width: 40%; height: 25px;"></div> <div style="border: 1px solid #ccc; width: 40%; height: 25px;"></div> </div> <ul style="list-style-type: none"> • Has a heavy emphasis on the skills section • Designed to highlight your abilities specifically, especially if work experience is lacking 	<p>Summary</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Work history</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Skills</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Education</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <ul style="list-style-type: none"> • Balances the showcase of work history and skills • Recommended for those who have a good blend of technical abilities and experience at work



USING KEYWORDS

Most resumes are processed through an Applicant Tracking System (ATS), a tool designed to collect, sort, and identify qualified candidates. With carefully selected terms that align with the job description, you increase the chances of the ATS shortlisting your resume for the hiring manager's review. Aim to include 25 to 30 relevant keywords throughout your resume, distributing them naturally to avoid awkward clustering.

AVOID OVERUSED PHRASES

Rather than relying on vague clichés, be specific in how you present your skills. For instance, instead of simply stating you are “creative”, demonstrate it by describing your contributions to past creative projects. This approach reinforces your experience and makes your resume more compelling.

TAILOR YOUR RESUME FOR EACH ROLE

Every job has unique requirements, and your resume should directly address them. Treat it as an “answer sheet” that meets the employer's needs by carefully reviewing the job listing. Identify key skills and qualifications the hiring manager is seeking, then customise your resume template accordingly. This targeted approach significantly improves your chances of landing an interview.

WRITING AN EFFECTIVE COVER LETTER

To make a strong impression, your well-crafted resume should be accompanied by a detailed cover letter that shares your complete story.

A strong resume that comes with a compelling cover letter provides deeper insight into your professional journey. While your resume offers a concise summary of your qualifications, your cover letter allows you to elaborate on key points and convey your unique value to potential employers.



Customise for each application

Just like your resume, your cover letter should be tailored to the specific role you are applying for. This is your opportunity to pitch your skills and experience directly to the employer, demonstrating why you are the ideal candidate for the position.



Back up your claims

Rather than simply stating that you are skilled or hardworking, prove it with concrete examples. Expand on key projects, challenges you have overcome, or contributions you have made. These are details that would not fit in your resume. This approach makes your cover letter more engaging and reinforces your credibility.



Avoid repeating your resume

Your cover letter should complement, not duplicate, your resume. Instead of summarising your work history, use this space to highlight personal qualities, motivations, and specific achievements that align with the job. This adds depth to your application and helps recruiters see you as a well-rounded candidate.



Keep it concise

While a cover letter allows for more detailed storytelling, it should still be concise. Aim to keep it to one page, focusing on the most relevant and impactful information. A well-structured, succinct letter ensures readability while keeping the hiring manager's attention.

Show that you fit in

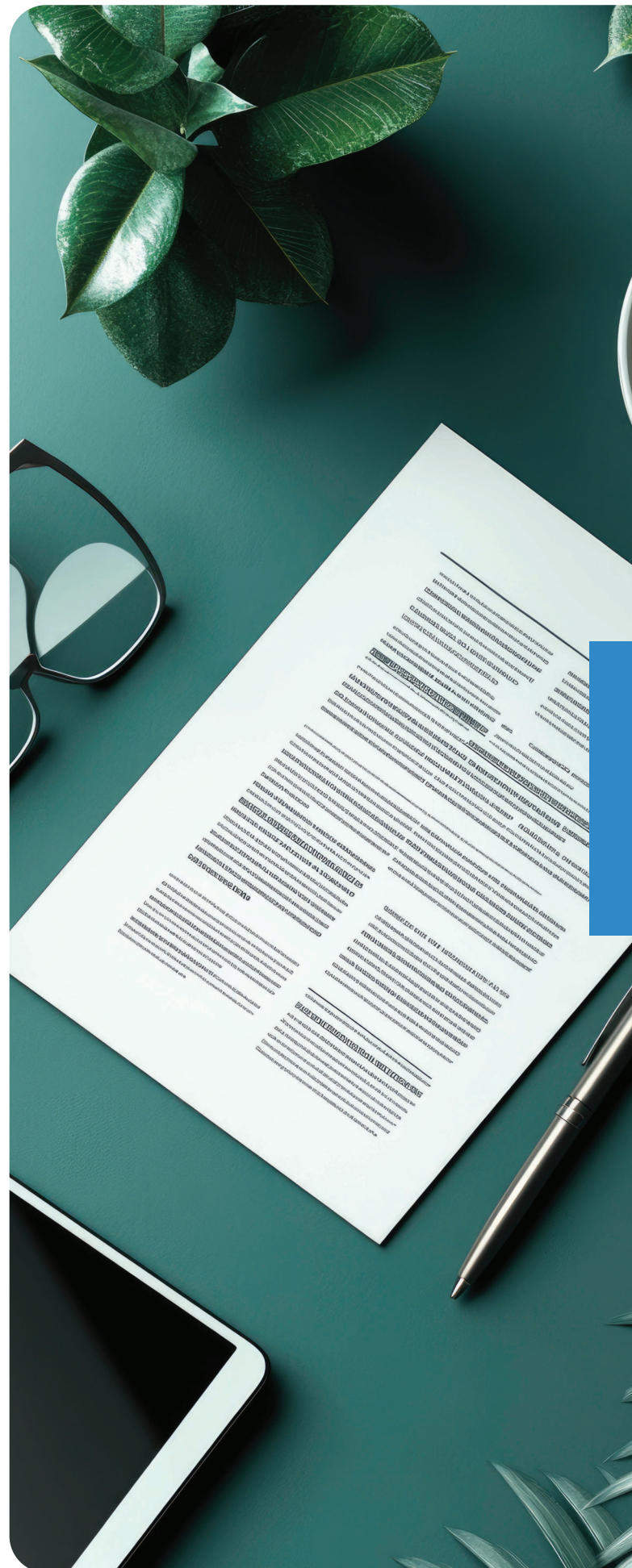
Employers do not just hire based on skills. They also look for people who match their company culture. Take time to understand what makes the company unique, such as its values, team vibe, or mission, and show how you would fit in. Mention specific projects or initiatives that resonate with you, especially if they align with the company's vibes.

Keep it professional, but be yourself

You want to sound confident and respectful without being too formal. Avoid using stiff or robotic language. Instead, write like a real person who is excited about the opportunity. A natural, well-written tone helps you connect with the reader.

Talk about what you have achieved

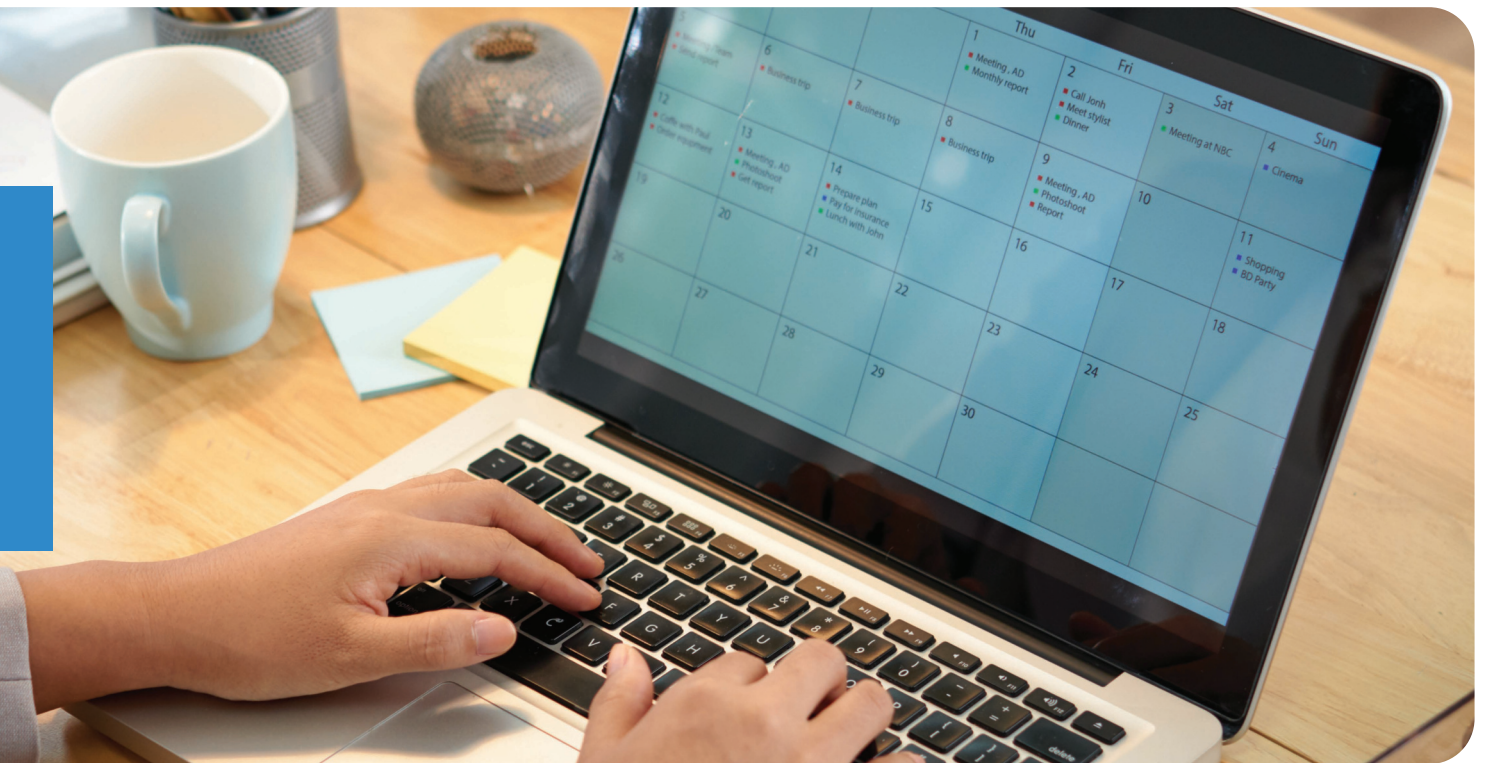
Do not just list tasks you have done. Highlight real results. Share achievements that show you can lead, solve problems, or make a difference. Pick examples that relate to the job you are applying for. This makes it easier for the employer to picture you in the role.



ORGANISING AN IMPACTFUL *TECHNICAL PORTFOLIO*

A clear and well-crafted portfolio shows what you are capable of. It highlights your skills, proves your experience, and helps you stand out to recruiters and employers.

Think of your portfolio as the final piece of your job application. While your resume lists your skills and your cover letter tells your story, the portfolio shows your work in action. It gives employers real proof of what you can do. Just like your resume, the format matters, so choose a style that suits your industry and career goals.

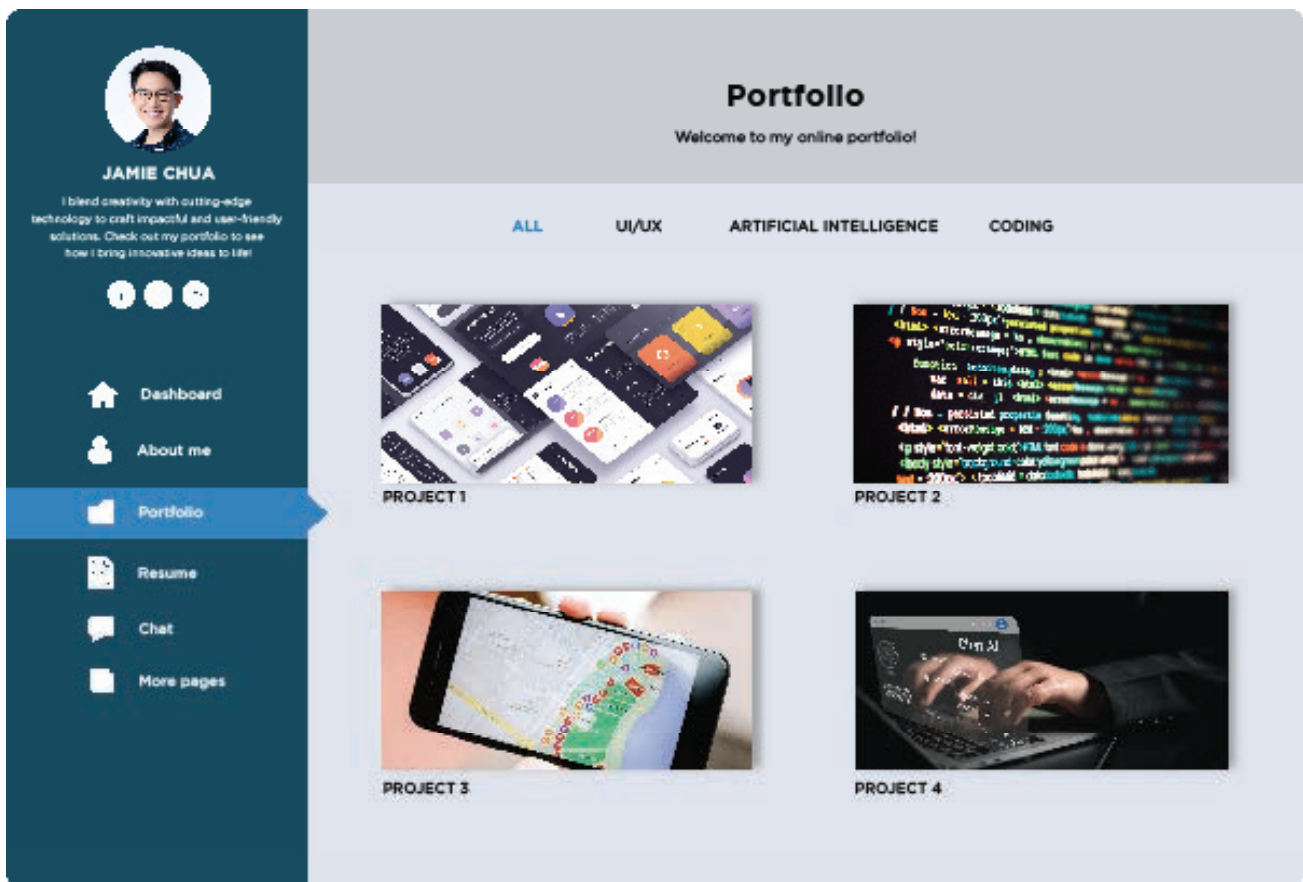


Highlight your best work

Your portfolio should be a highlight reel. Only include your strongest and most relevant projects. Pick examples that match the job you are applying for. This helps show why you are a great fit for the role and the company.

Choose the right format

Some people use free sites like Wix or Behance, while others share their work through social media or a simple PDF. Look at what is common in your field, then decide what works best for you. If the company has a specific requirement, stick to it to stay in the running.



Maintain a uniform look

Your resume, cover letter, and portfolio should work together seamlessly. Connect them (using QR codes, links, etc.) to give recruiters a smooth, cohesive experience, which essentially creates an ecosystem for all your documents to work together and support each other.

Boost trust with proof

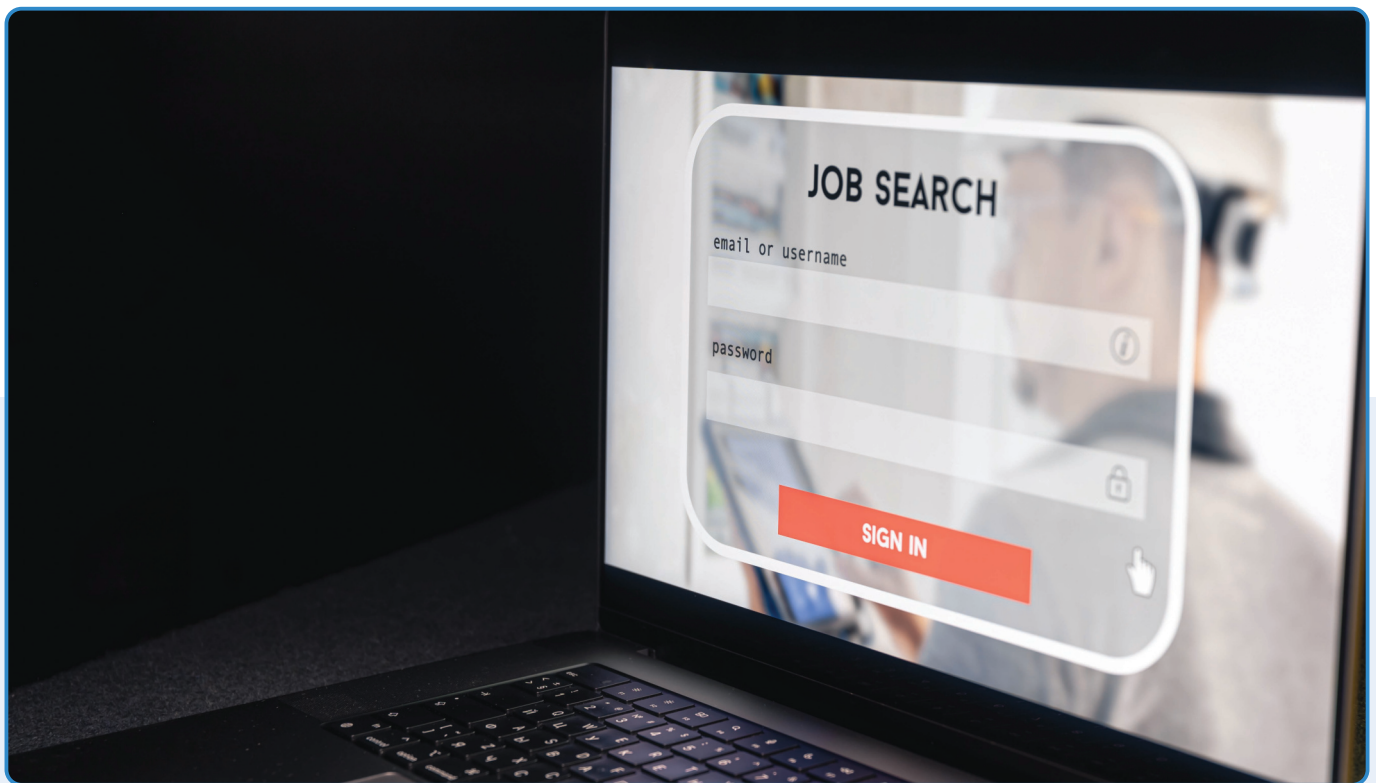
Client testimonials, colleague endorsements, or industry awards add credibility to your portfolio. These third-party validations reinforce your skills and can tip the scales in your favour during hiring decisions, giving you the edge in a particularly competitive field.

HARNESSING AI TO ENHANCE *YOUR JOB SEARCH*

Learning how to use AI in your job search can save you time and boost your results.

Applying for jobs can feel overwhelming, especially if it is your first time. Many fresh graduates struggle to show their skills, explain their experience, stand out from the crowd, and convince hiring managers they are the right fit.

The good news is that AI can make the process easier. It helps you save time, personalise your applications, and improve the quality of your resume and cover letter. With the right tools, you can boost your chances of getting noticed and landing more interviews.



PROS OF USING AI

Automate repetitive processes

- When dealing with monotonous tasks like transferring information to a new template format or populating the skills section of your resume, AI dramatically accelerates the process by executing these repetitive actions in seconds.

Adapt to diverse needs

- The AI landscape offers a vast array of specialised platforms, each serving unique functions.
- This abundance means job seekers have endless tools at their disposal to generate customised documents for every stage of their search.

Elevate overall quality

- Countless professionals globally leverage tools like ChatGPT to refine and polish their application materials.
- Beyond basic proofreading, AI can propose organised frameworks to ensure your documents maintain clarity and precision.

Produce innovative content

- A key advantage of AI lies in its capacity to craft original content or provide distinctive recommendations. This proves particularly valuable when you are unsure how to begin or need fresh inspiration.

CONS OF USING AI

Limited personalisation

- The outputs generated by AI are entirely dependent on what prompts you input. Oftentimes, this results in generic responses.
- As such, relying entirely on AI can mean forfeiting the chance to infuse your own voice and personality into your applications and cover letters, which could have differentiated you from other applicants.

Risk of errors and misrepresentation

- AI can struggle with nuance and context, causing it to misinterpret or misrepresent results.
- In some cases, the AI may exaggerate or 'hallucinate' parts of your qualifications or skills, potentially creating misleading impressions during recruitment.

Possible negative impact on job prospects

- While the ATS do not usually screen for AI-generated content, other tools can detect it instead.
- While using AI assistance is not prohibited, it is frowned upon by employers. It can be seen as a lack of genuine effort, hurting your chances at getting the job.

SUIT UP FOR SUCCESS

First impressions count, and what you wear says a lot. Learn how to dress right for interviews and workplace settings to show you are confident, capable, and ready to impress.

ASSEMBLING THE ULTIMATE WORK WARDROBE



When it comes to dressing for work, women have plenty of options, but a few key pieces can help you build a reliable capsule wardrobe:

- A trouser or skirt suit
- A well-ironed blouse or shirt
- A smart jacket or blazer for more formal settings

Stick to neutral or muted colours, and make sure skirts are at least knee-length, even when you are sitting down or bending over.

- Go for a neat hairstyle like a simple ponytail or a sleek bun
- Keep your makeup natural (skip the bold red lips and try a light gloss or lip balm instead)
- Bring along a small makeup kit in case you need to touch up

- Stick to simple jewellery like a small necklace, stud earrings, or a bracelet
- Wear closed-toe flats, low heels (2-3 inches), or court shoes for a polished look

OUTFITS

For men, these wardrobe essentials are worth having:

- A shirt and tie combination
- A well-fitted suit with matching trousers
- A plain, neutral-coloured T-shirt for casual days

Avoid wearing suits that do not fit properly, as they can make you look less professional. Choose classic colours like navy or grey; they are versatile and always appropriate for the workplace.

HAIR AND MAKEUP

- Keep your facial hair tidy (trim regularly to avoid stray hairs)
- Make sure your hairstyle is neat and well-groomed

ACCESSORIES

- Choose clean, smart leather shoes in black or brown
- Loafers or boots can work too, depending on how formal the interview is
- Finish off your look with subtle accessories like a matching belt, cufflinks, a tie clip, or a classic wristwatch

DECODING THE DIFFERENT DRESS CODES



SMART CASUAL

This is a common dress code for the creative, engineering, and IT sectors. It is also frequently adopted by start-ups.

For Her

- Dress (can be in fun colours or prints)
- Button-down shirt or blouse
- Skirt or jeans
- Wedges, flats, or low-to-medium heels, loafers, sneakers

For Him

- Polo tee or shirt
- Pants, jeans, chinos
- Dress shoes or loafers



BUSINESS CASUAL

Employees adhering to this dress code tend to be from the public sector, media, and FMCG industries, among others. Those with client-facing roles typically wear this attire.

For Her

- Dress (neutral colours)
- Blouse or shirt with three-quarter or long sleeves
- A-line or pencil skirt
- Dress pants
- Wedges, flats, or low-to-medium heels

For Him

- Long-sleeved shirt
- Pants
- Dress shoes
- Cufflinks, tie, and jacket if desired



MASTERING THE INTERVIEW PROCESS

Thorough preparation for various interview styles, potential questions, and hiring procedures is essential to presenting yourself effectively and improving your likelihood of securing the position.

The interview stands as undoubtedly the most important phase in the entire job application journey. This pivotal conversation represents your make-or-break opportunity to claim the position you have invested so much effort pursuing.

For every candidate, it serves as the defining moment that can transform all your preparation into career success. This is precisely why comprehensive preparation is absolutely vital. It is not merely to present yourself professionally, but to effectively communicate your unique qualifications and demonstrate how you can contribute value to the organisation.

Types of Interviews



Robot & Structured Video Interview

Contemporary hiring practices have embraced technological innovations through the implementation of robot interviews and structured video interviews.

The robot interview represents a sophisticated approach where artificial intelligence takes centre stage in the evaluation process. Candidates participating in this format interact with an automated system, responding to predetermined questions that have been digitally recorded in advance. The artificial intelligence platform then conducts a comprehensive analysis of each response, examining multiple facets including the specific words chosen by the candidate, the tone and inflexion of their voice, and even subtle facial movements and expressions.

Meanwhile, the structured video interview maintains more traditional elements while incorporating technological enhancements to standardise the process. In this format, all candidates are presented with an identical set of carefully prepared questions. Rather than interacting with an interviewer in real-time, applicants record their responses using video capture technology. These video submissions are then carefully reviewed and assessed by hiring professionals at a later time. This approach guarantees that every applicant receives the same questions and is evaluated according to the same established criteria, thereby promoting fairness and consistency throughout the hiring process.



Preparation tips

- Before the interview, take time to familiarise yourself with the video interview software or AI platform. Practise using its features to ensure you feel confident and comfortable.
- Look directly into the camera rather than at your screen. This helps simulate eye contact with the interviewer or AI system, making your responses appear more genuine and engaging.
- Express your thoughts clearly and concisely. Both AI systems and hiring managers value clarity, so avoid mumbling or speaking too quickly.
- Be aware that there may be time limits or a set number of attempts for each response. Stay calm, take a deep breath, and focus on delivering your best answer within the time allowed.



Face-to-Face

In-person interviews are still the most popular choice by far, as they allow employers to assess their candidates' interpersonal skills and engage with them directly. Face-to-face interactions allow hiring managers to observe non-verbal cues, such as body language, eye contact, and posture – all of which reflect confidence, professionalism, and communication skills. In-person meetings also encourage a more natural flow of conversation, making it easier for both parties to ask follow-up questions, clarify details, and engage in more meaningful discussions about the role and the company culture.



Preparation tips

- Find out who will be interviewing you by doing some background research. This can help you understand their perspective and tailor your answers and questions accordingly.
- Check whether your interview will be a one-on-one session or a panel interview. Knowing this in advance will help you prepare mentally, particularly if you will be speaking to multiple people at once.
- Pay attention to the interviewer's non-verbal cues, such as their posture, body language, and tone of voice. Mirroring their approach subtly can help demonstrate that you are a good fit for the organisation's culture.



Zoom/Video

Zoom and video interviews have persisted and grown in prevalence. This is due to their convenience and their ability to reduce costs. Interviewers can now evaluate multiple candidates within a short period of time, and even multiple times. In light of its popularity, this is definitely a type of interview that you will encounter when job hunting.



Preparation tips

- Make sure that all your devices, such as your camera, microphone and speakers, are working smoothly. Also, ensure that your Internet connection is stable.
- Choose a quiet, well-lit location for the interview. You may use a virtual background or do a quick scan of your surroundings beforehand to remove anything distracting or inappropriate.
- Keep your charger or power bank within easy reach, in case your device runs low on battery.
- If you are in a noisy environment, consider using noise-cancelling earphones or headphones to reduce background noise and hear the interviewer more clearly.
- Have your documents ready with you just in case you need to refer to them.
- Dress appropriately. Even if this is a virtual interview, dressing professionally is key in making a good impression.
- Sit upright, maintain eye contact by looking into the camera, and speak clearly. Virtual interviews can sometimes feel less personal, so it is important to make an extra effort to ensure you are seen and heard clearly.

Types of Interview Questions

<h3>1. Competency</h3>	<p>These questions are intended to assess your personality and how well you align with the role and the company culture. They are typically open-ended and aim to evaluate your skill set, as well as your approach to industry- or role-specific situations.</p> <p>To prepare effectively, research common competency-based questions, reflect on how your experiences relate to real-world case studies, and stay informed about current developments in your chosen field.</p> <p>Examples</p> <ul style="list-style-type: none"> • Tell me about a time when you demonstrated leadership. What did you learn from that experience? • Describe a situation where you had to handle a challenging issue with a colleague or team member. • Can you give an example of when your leadership skills had a meaningful impact?
<h3>2. Situational</h3>	<p>Situational questions, as the name implies, present hypothetical scenarios to evaluate how you handle complex or challenging situations. These questions may sometimes be intentionally difficult, but their primary purpose is not to test whether you provide the “correct” answer. Instead, they are designed to give the interviewer insight into your problem-solving approach, decision-making process, and ability to navigate tricky circumstances.</p> <p>Examples</p> <ul style="list-style-type: none"> • How would you approach a project with a tight deadline? • What steps would you take to manage a challenging client? • How would you deal with obstacles if you had limited resources at your disposal?
<h3>3. Technical</h3>	<p>These questions are designed to evaluate a candidate’s depth of understanding and competence in key technical areas. In some cases, you may be given a task or assessment to complete within a specific time limit. The purpose of this is not only to test your familiarity with industry-specific concepts, but also to observe how you apply logical reasoning and structured problem-solving techniques in practical scenarios. The focus is on assessing both your theoretical knowledge and your ability to use it effectively in real-world situations.</p> <p>The STAR method</p> <ul style="list-style-type: none"> • Summarise the Situation • Outline Your Task • Explain your Action • Present the Results <p>You may employ the STAR method to help you organise your responses.</p>

Assessment Centres

What is an assessment centre?

An assessment centre is a recruitment method that enables employers to evaluate job candidates beyond the conventional hiring process. Instead of relying solely on resumes and interviews, these centres utilise a variety of scenario-based exercises, simulations, and group activities to assess different skill sets.

Candidates may be asked to participate in written tests, in-tray exercises, case study analyses, and other hands-on tasks, either individually or as part of a team.

While traditional hiring methods, such as reviewing applications and conducting interviews, provide valuable insights, assessment centres offer a more comprehensive evaluation of a candidate’s capabilities. By observing how applicants perform in real-time, whether working alone or collaborating with others, employers gain a clearer

understanding of their problem-solving abilities, interpersonal skills, and overall suitability for the role.

What to expect from assessment centres?

Assessment centres typically feature a structured series of tasks and activities tailored to measure both mental and practical competencies in workplace-like situations. Depending on the employer’s criteria, these exercises may be conducted individually or in group settings.

The benchmarks for evaluation are aligned with the specific qualities and skills the company seeks in potential hires, ensuring a thorough and objective assessment of each candidate’s strengths and weaknesses.



The types of tests administered

Case studies

You will be given a scenario along with an information pack, which may include emails, charts, reports, letters, memos or excerpts from news articles. Your task is to identify the core problem and propose a well-reasoned solution.

Tips:

- Stay updated on the latest news and developments in your chosen industry
- Read all the materials carefully and stay alert to details
- Think creatively and approach the task with an open mind

Group exercises

These are designed to assess how well you work in a team.

Tips:

- Play to your strengths while staying open to collaboration
- Step up and lead when appropriate
- Encourage contributions from everyone to create an inclusive environment
- Share tasks fairly and demonstrate good delegation skills

Presentations

These tasks test your ability to structure information and deliver it clearly to an audience.

Tips:

- Create a clear and reliable presentation structure (e.g. introduction, main points, conclusion)
- Be concise—keep your message focused
- Use confident body language and eye contact to support your delivery
- Incorporate visual aids to enhance understanding

Psychometric tests

These are used to measure your abilities, aptitudes and personality, often alongside other forms of feedback.

Tips:

- Practise mental agility exercises
- Try puzzles and logic games
- Solve brainteasers to boost critical thinking
- Brush up on basic maths skills

Situational tasks/in-tray exercises

You will be asked to manage a virtual in-tray or inbox containing various documents. The goal is to prioritise, organise, and provide justifications for your actions.

Tips:

- Work methodically
- Pay close attention to detail
- Be adaptable and ready to change plans if needed
- Learn how to prioritise tasks effectively

Written exercises

These assess your ability to express ideas clearly in writing. You'll be tested on grammar, spelling, clarity, and critical thinking—often under time pressure.

Tips:

- Proofread carefully for spelling and grammar errors
- Be clear and concise (avoid unnecessary jargon)
- Focus on key information and structure your argument well
- Maintain a consistent viewpoint throughout your piece



How to prepare for assessment centres

Assessment centres are designed to replicate the real-world challenges employees encounter daily in a professional environment. For many graduates, this may be their first exposure to corporate dynamics, and the obstacles presented can seem daunting. However, with the right preparation and mindset, navigating these challenges is entirely achievable. Here are some key considerations to help you succeed.

• Balance between standing out and collaborating

Many assessment centre exercises involve teamwork, providing an opportunity to demonstrate your ability to work effectively with others. Taking initiative, such as stepping into a leadership role, can showcase your potential to employers.

However, it is important to strike a balance; being overly assertive or dominating the group may leave a negative impression. Aim to contribute meaningfully while allowing others the space to share their ideas.

• Speak up when needed

Effective communication is a crucial skill in any workplace. If you encounter a problem or uncertainty during an exercise, do not hesitate to voice your thoughts or seek clarification. This demonstrates your ability to engage proactively, collaborate with peers, and address challenges constructively, which are qualities that employers highly value.

• Maintain a professional demeanour

Though an assessment centre is a simulated environment, it closely mirrors real workplace scenarios. How you conduct yourself, whether in group discussions, presentations, or problem-solving tasks. They should reflect the professionalism you would bring to an actual job.

Treat every interaction and task seriously, as employers will be observing not just your skills but also your attitude and behaviour.

• Trust in your abilities and skills

Your academic background, internships, and past experiences have equipped you with both technical expertise and soft skills. Have confidence in what you have learned and your capacity to apply it effectively.

By approaching tasks with self-assurance, you signal to employers that you are a capable and dependable candidate, ready to contribute meaningfully to their organisation.

Ultimately, assessment centres are an opportunity to demonstrate not just what you know, but how you think, adapt, and work with others. Preparation, self-awareness, and a professional approach will help you make a strong impression.

EVALUATING JOB OFFERS

Learning to evaluate and negotiate job offers is key to making informed career decisions and setting yourself up for long-term success.

Once you have nailed the interview, the next crucial step is handling the job offer. This stage can be challenging, especially when it comes to reviewing and negotiating the terms of your employment contract.

It is essential to weigh multiple considerations, including your financial requirements and personal circumstances, to ensure the offer aligns with your needs. Striking the right balance is key; your objective is to advocate for yourself professionally and assertively without coming across as unreasonable or difficult.

The art of negotiation

When a job offer is made, you are generally faced with three options: accept it as it stands, decline it outright, or negotiate to adjust the terms. If you choose to negotiate, remember that it is a nuanced skill that requires careful preparation. Before entering any discussions, identify the most important factors guiding your decision and conduct thorough research to support your position.

Although negotiating can feel daunting, there are practical strategies to help you approach these conversations with confidence. Being well-prepared, understanding your value, and communicating clearly can all help you manage the process effectively and secure terms that are fair and beneficial for both you and your future employer.

Steps to take before negotiating:

- **Research market rates**

Start by researching the going rate for your role. This will give you a realistic benchmark for salary and benefits. Aim to place your request within the mid-range to increase your chances of a positive outcome.

- **Evaluate your value**

Start by researching the going rate for your role. This will give you a realistic benchmark for salary and benefits. Aim to place your request within the mid-range to increase your chances of a positive outcome.

- **Understand the company culture**

Some organisations, especially larger or more traditional ones, may expect a more reserved approach to negotiation. Tailoring your strategy to align with the company's culture is essential.

- **Salary is not everything**

While pay matters, other factors such as annual leave, health benefits, and work-life balance are equally important. Be sure to consider and include these in your negotiation.

- **Know what is negotiable**

Not every aspect of an offer can be negotiated. For example, if the role is clearly stated as on-site, pushing for remote work might not be well received. Focus on elements not explicitly defined in the job description or during the interview.



Do:

- Be polite and professional at all times
- Try to understand the employer's point of view
- Share a reasonable salary range instead of a fixed amount
- Practise answering difficult questions confidently
- Know your strengths and be ready to highlight them
- Be open to walking away if the offer truly is not right for you

Do not:

- Demand that your terms be accepted
- Negotiate just because you feel you should
- Ignore the employer's limitations or concerns
- Ask for benefits or terms that do not match your level of experience

When to accept or hold off on an offer

Maintaining realistic expectations is crucial – you are unlikely to find an offer that perfectly fulfils every one of your criteria, even after extensive negotiations. The real skill lies in recognising when an opportunity aligns sufficiently with your goals to warrant acceptance, and when it is prudent to wait for better prospects.

The most effective approach combines self-awareness with practical assessment. List down your non-negotiables while remaining flexible on less critical factors. This balanced perspective allows you to make decisions that serve your long-term interests rather than reacting to short-term pressures or arbitrary rules of thumb.

When to accept an offer

- Research market rates
- The role offers valuable experience
- You are in immediate financial need
- You are still exploring your long-term goals
- The job presents strong growth opportunities
- The company's values align with your own

When to hold off on an offer

- The role offers limited learning or growth
- The commute is overly long or impractical
- The terms and conditions are unclear
- The company has a poor reputation or culture

Handling multiple job offers

Being presented with several job offers is undoubtedly an encouraging position to be in, as it clearly demonstrates your marketability and the high regard potential employers have for your skills. Yet, this favourable circumstance requires thoughtful navigation. What might initially appear as an enviable position of strength could potentially backfire if managed poorly.



Keep in mind

• Handle with tact

Managing multiple offers with care will help you maintain good relationships, preserve your professional reputation, and keep future opportunities open.

• Choose the right fit

Do not be swayed by flashy perks. Evaluate the offer holistically to ensure it truly supports your career path.

• Consider long-term growth

Choose a role that not only meets your current needs but also supports your long-term career development.

• Be transparent

You do not have to share everything, but being upfront about your situation shows integrity and professionalism.

• Honour your commitments

If you have made any agreements, stick to them. Failing to do so can damage your reputation as a dependable professional.

BOUNCING BACK FROM *JOB REJECTIONS*

Rejection is an inevitable aspect of any professional journey. Rather than viewing it as a setback, choose to see it as a valuable experience that contributes to your growth.

To put it bluntly, rejection is an unavoidable part of the job hunt that every professional today goes through, often more than once. Whether it is a polite “no” or total silence after an interview, it can sting. But here is the truth: rejection is not a reflection of your worth or potential.

There are many reasons why you might not get the job. It may have to do with your fit or interview performance, but many are entirely out of your control. Maybe the company restructured, maybe an internal candidate was chosen, or maybe the competition was simply intense.

The hiring process is full of moving parts, personal preferences, and behind-the-scenes decisions that you will never see. So, while it is natural to feel disappointed, do not let it shake your confidence. Every “no” brings you one step closer to the opportunity that is truly right for you.



Internal factors

- **Underqualified or overqualified:** You may not meet the job requirements yet, or your experience might exceed what the role calls for.
- **Lack of confidence during the interview:** Nerves are normal, but visible uncertainty can affect how you are perceived.
- **Inadequate interview preparation:** Employers can often tell when you have not done your homework.
- **Unrealistic expectations:** Asking for a salary far beyond industry norms or your experience level can raise red flags.

External factors

- **Hiring freezes:** Sometimes companies pause recruitment, even after advertising roles.
- **Budget constraints:** Funding issues might limit how many hires a company can make.
- **Cultural mismatch:** You may have the right skills, but the company might be looking for someone who better fits their team dynamics or values.

Moving forward after a “No”

Even when you have done everything right—prepared well, interviewed confidently, and presented yourself strongly—there are no guarantees. Sometimes, it simply does not work out, and that is fine. What matters most is how you respond.

Take a proactive approach: whenever possible, ask for feedback. Reflect honestly on what you could improve, and use those insights to sharpen your skills and strategies moving forward. This mindset turns rejection into progress and ensures each setback helps you grow professionally.

1. Enhancing your presentation

Your CV, cover letter, and interview are your first impressions. If you are getting rejected, it might mean your materials are not showcasing your strengths clearly.

- Tailor your CV for each role, highlighting relevant skills and achievements.
- Practise your interview answers to improve clarity and confidence.

4. Building a support network

Job hunting can be isolating, especially after setbacks.

- Stay connected with friends, mentors, or peers who understand your goals.
- They can offer encouragement, advice, or even job referrals.

2. Targeting the right roles

Take a moment to assess the jobs you are applying for.

- Are they a realistic match for your current qualifications and experience?
- Focus on roles that align with your strengths and goals, rather than applying broadly.

5. Upskilling

Sometimes, rejection is a sign that you need to boost your skill set.

- Take a course, learn new software, or build soft skills like communication and teamwork.
- Gaining certifications or hands-on experience can make you more competitive.

3. Maintaining confidence

It is easy to feel disheartened, but staying positive is essential.

- Remind yourself of what you have achieved so far.
- Celebrate small wins, such as getting an interview, improving your CV, or learning a new skill.

6. Doing your research

Lack of research is a common mistake.

- Before applying, learn about the company's values, mission, and the role's requirements.
- Tailor your application to show that you are not just looking for any job, but this job.

ADAPTING TO FLEXI-WORK

Adapting and thriving in flexible and hybrid work environments is an essential skill for anyone looking to grow and succeed in their career today.

Professionals must cultivate new disciplines around self-motivation, digital communication etiquette, and results-oriented work habits that transcend physical workspaces. The most successful individuals in this environment are those who can maintain peak productivity, whether they are working from home, in a co-working space, or splitting time between locations.

Employees who proactively develop strategies to overcome the challenges of distributed teams, such as maintaining engagement across time zones or building rapport without daily face-to-face interaction, position themselves as invaluable assets. The ability to deliver consistent excellence regardless of work location is not just an advantage, it is becoming a baseline requirement for career advancement and long-term success.

With the right mindset and habits, you have the power to turn flexible work into an opportunity for growth, balance, and fulfilment.



Stay organised and self-disciplined

Use tools like digital calendars, task managers, or time-blocking to structure your day effectively. Staying on top of your tasks helps maintain focus and shows that you are dependable even without constant supervision.

Prioritise communication

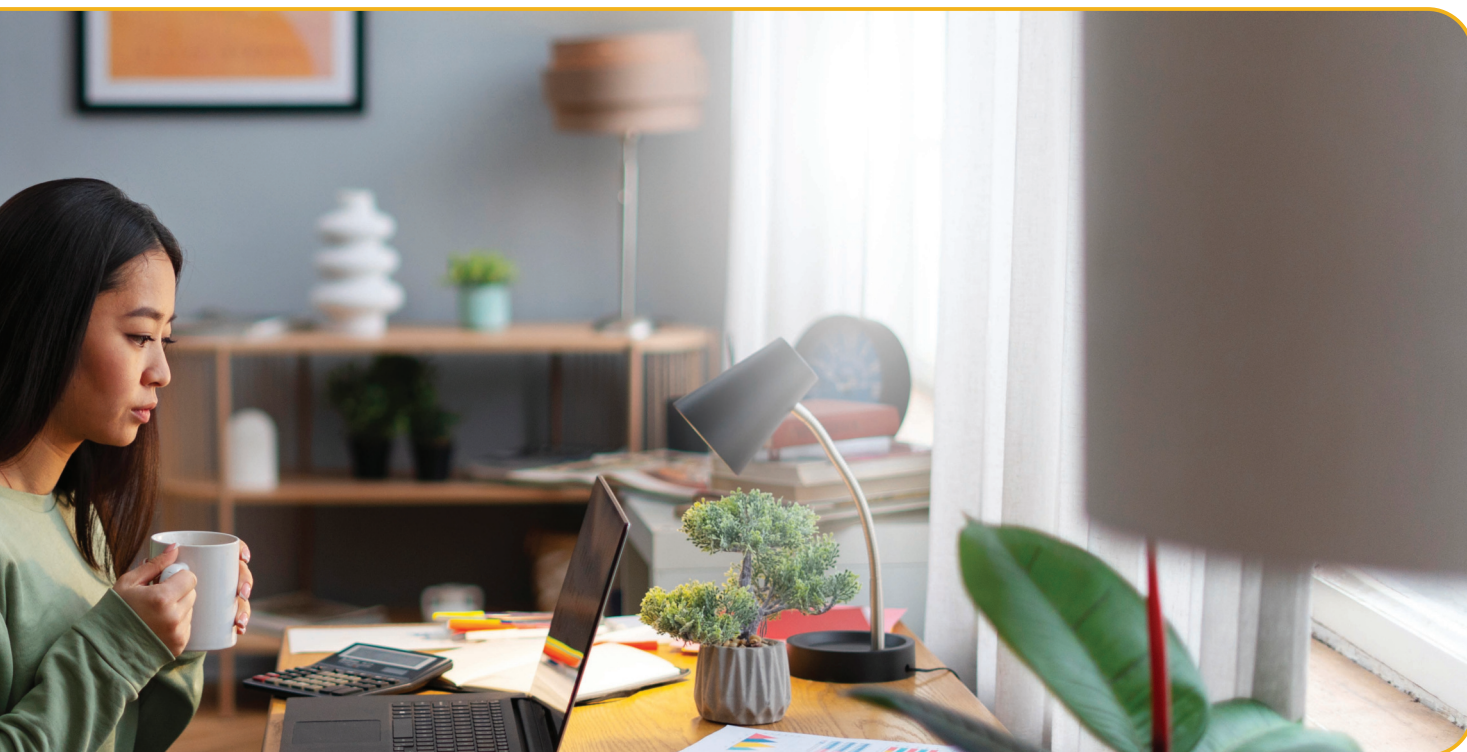
Make it a habit to check in regularly with your manager and team, whether through emails, chats, or virtual meetings. Transparent, timely updates prevent misunderstandings and show that you are engaged and accountable.

Invest in continuous learning

Use the flexibility to grow professionally, whether it is through online courses, webinars, or reading up on industry trends. Keeping your skills sharp ensures you stay competitive and adaptable in changing work environments.

Create a productive workspace

Set up a dedicated, clutter-free area that supports concentration and separates work from personal life. The right environment can boost productivity and signal to your brain that it is time to focus.



Be results-focused

In flexible work environments, your output often matters more than the hours you clock. Demonstrate your value by consistently meeting deadlines and producing high-quality work that aligns with team goals.

Keep building relationships

Make an effort to connect with colleagues, even if you are not physically together. Casual check-ins, virtual coffee chats, or team catch-ups help maintain rapport and a sense of belonging.

Embrace flexibility with responsibility

Take advantage of flexible work, but do so mindfully. Adapt your schedule when needed, while ensuring your responsibilities and commitments are met.

LEVELING UP TO THE CORPORATE WORLD

Moving from the structured environment of academia to the fast-paced world of corporate employment demands a shift in mindset and a readiness to meet new expectations.

For many young graduates, entering the workforce marks their first real step into adult independence and responsibility. The professional setting differs greatly from academic life, introducing complex workplace dynamics, increased accountability, and performance pressures that may initially feel unfamiliar.

With thoughtful preparation and the adoption of effective strategies, this potentially overwhelming period can become a rewarding and empowering start to your career journey.

Cultivate adaptability

The corporate world is constantly evolving, shaped by emerging technologies, shifting market demands, and changing organisational goals. To succeed, you must be willing to adapt.

Rather than resisting change, learn to see it as an opportunity for growth. A flexible mindset allows you to navigate uncertainty with confidence and seize opportunities for advancement as they arise.

Present a professional image

In business, how you carry yourself can be just as important as what you know. Your communication style, reliability, and attitude towards work all contribute to your professional identity.

Projecting confidence helps you build trust, foster valuable connections, and earn respect from colleagues and mentors alike.

Practise financial responsibility

Managing your money wisely is a cornerstone of independence. While it is important to enjoy your earnings, consistently setting aside savings helps build financial stability. Striking a balance between present comfort and future security is a practical and empowering part of adulthood.

Plan your financial future

Whether your goals include buying a home, pursuing further education, or starting a family, financial planning gives you direction and control. Setting clear objectives allows you to chart a course, make informed decisions, and adjust as needed, thus giving you the flexibility to handle setbacks without losing sight of your ambitions.

Protect your finances early

Many young professionals overlook insurance, assuming it is a concern for later in life. In truth, securing coverage while you are young and healthy often means lower premiums and fewer complications. More importantly, it offers peace of mind, ensuring that you are prepared for unexpected events without jeopardising your financial progress.

Build personal resilience

Deadlines, performance targets, and demanding projects can take their toll. Resilience is your buffer against burnout. Remember to cultivate supportive relationships, seek mentorship, and prioritise regular self-reflection to maintain emotional health.

Stepping into the corporate world is more than just starting a job, it is the beginning of shaping the kind of professional, and person, you want to become. While the journey may be challenging at times, every step offers a chance to learn, grow, and define your own version of success.



Maintain work-life balance

Ambition is important, but so is perspective. After all, a fulfilling life extends beyond the workplace. Nurture your personal relationships, interests, and wellbeing. Time spent outside of work recharges you, enhances creativity, and ultimately makes you more effective in your professional role.

Prioritise physical health

Career success means little without good health. Skipping meals, losing sleep, or neglecting exercise may seem manageable in the short term, but the consequences add up. Treat your physical wellbeing as essential. Maintaining healthy routines sustains your energy, focus, and capacity to thrive.

Embrace challenges as growth opportunities

The early stages of your career are a prime time for learning. Expectations are high, but so too is the tolerance for mistakes, provided you learn from them.

Approach challenges with curiosity and a willingness to improve. This learning mindset will shape not only your current performance but also your long-term success.

FINDING THE RIGHT FIT: MNCs VS SMEs VS START-UPS

Every workplace offers a unique set of benefits and challenges. To build a successful and fulfilling career, it is important to identify a work environment that aligns with your personal values, goals, and working style.



Beginning your job search can be both exciting and daunting. The wide range of potential employers, each with distinct organisational cultures, compensation models, and development opportunities, requires thoughtful consideration.

While the public sector often appeals to those seeking stability, structured advancement, and comprehensive benefits, the private sector offers greater diversity. Private organisations typically fall into three categories:

- Global multinational corporations with complex organisational structures
- Agile small-to-medium-sized enterprises offering close-knit team experiences
- Fast-moving start-ups focused on innovation and disruption

Choosing the right fit depends on what you value most: stability or agility, depth or breadth of experience, structure or flexibility.

Multi-national Companies (MNCs)

MNCs are large organisations that operate across multiple countries. Well-known examples include Apple, Toyota, and Samsung. These corporations use their global reach to scale efficiently and operate in varied markets

Advantages

Global Exposure and Opportunities

- MNCs offer the chance to work in international settings, allowing employees to gain cultural intelligence and form a global professional network

Robust career development

- With substantial resources, MNCs provide extensive training and clear career progression pathways

Attractive compensation and benefits

- Employees often enjoy competitive salaries, healthcare, bonuses, and other incentives

Factors to Consider

Bureaucratic structure

- Decision-making may be slow due to hierarchical layers and administrative protocols

Cultural and time zone challenges

- Coordinating with global teams can be complex and may require adjusting working hours

High performance expectations

- Demands can be intense, and advancement may be slow despite consistent performance

Small and medium-sized enterprises (SMEs)

SMEs typically employ fewer than 200 people and focus on regional or national markets. Their size allows for greater agility but may limit available resources.

Advantages

Varied responsibilities

- Employees often handle diverse tasks, gaining broad experience across different functions

Visibility and impact

- Contributions are more noticeable and can lead to quicker recognition and responsibility

Workplace flexibility

- Many SMEs are open to hybrid or remote arrangements and adapt quickly to change

Factors to Consider

Limited advancements

- Smaller teams mean fewer leadership roles and slower vertical mobility.

Fewer training resources

- Employees may need to take initiative in developing their own skills.

Modest benefits

- Compensation and benefits may not match those offered by larger companies.

Start-ups

Start-ups are newly established businesses, often operating with limited resources and focusing on innovation. Their informal structure and fast pace appeal to individuals who thrive in dynamic environments.

Advantages

Creative freedom

- Start-ups foster innovation and often encourage unconventional thinking

Entrepreneurial experience

- Employees gain insight into business building and strategic decision-making

Flat hierarchies

- Close collaboration with founders and leadership is common, offering unique mentorship opportunities

Factors to Consider

Job instability

- Start-ups are particularly vulnerable to market fluctuations and funding challenges.

Demanding workloads

- Long hours are common as the team strives to grow the business

Unclear career paths

- Progression is often informal and may lack structure or consistency.

Whether you thrive in the structure of an MNC, the flexibility of an SME, or the fast-paced energy of a start-up, understanding the pros and cons of each can guide your decision and set you on a path towards a meaningful and rewarding career.

ALUMNI SPEAKS



Yu Wenling

Bachelor of Engineering Systems and Design,
Singapore University of Technology and Design, 2021

Senior Executive - Projects
DB Schenker

“

Recognise that your mindset plays a pivotal role in shaping these changes as either positive or negative experiences.

”

My job

My role involves two main components: project management and process improvement. On the project management front, I handle the setup of new programmes and integrate fresh processes for our existing customers. When it comes to process improvement, my focus is on streamlining existing processes and incorporating relevant digital innovations.

How I got my job

I have had a strong interest in Schenker since my penultimate year. Therefore, I actively pursued one of the capstone projects sponsored by Schenker to gain more exposure to their business and culture. The Schenker HR hosted a welcome session for all capstone groups sponsored by the company. It was during this session that I discovered the Management Associate (MA) programme and applied for it. Afterwards, I went through an online assessment, and several rounds of interviews with the hiring managers and HODs before securing the position.

I believe being knowledgeable about the company and the type of talent that they are looking for played a crucial role in securing the job. Therefore, I would highly recommend aspiring applicants to connect with existing employees of the company to gain insights into the traits that the company prefers, and to research about the basics of the company such as its business models and recent advancements.

The highs and lows

My preference for logical processes and dealing with optimisation led me to the supply chain industry. Therefore, I am immensely satisfied to continue leveraging my skills to work with logic, data and technology to continuously improve and optimise the daily processes within the company. Moreover, the prospects for advancing my technical prowess, honing professional expertise, and gaining valuable leadership experiences in my current role serve as a constant source of motivation.

A crucial challenge for my scope would be the stakeholders being resistant to changes, particularly when improvements are implemented for long-term projects where the benefits may not be immediately visible.

My happiest moment at work

I have had the honour to be exposed to many major projects due to my management associate (MA) programme and my current scope as a project manager. Amongst these endeavours, the most memorable project has been my involvement in launching a major customer, an industry leader in their field, as part of the implementation team. It was through this project that I witnessed the beauty of an effective supply chain, and it showcased the seamless collaboration of various functions in the company, working in harmony to support each other and ensure the successful implementation of the program despite the exceptionally short timeframe.

Some advice

A key lesson I have learnt from my two years of experience is the importance of taking initiative. Advocate for the opportunities you wish to be part of and diplomatically express your preferences regarding tasks you would rather avoid.

Moreover, cultivating a growth mindset is paramount. Embrace an open-minded approach towards new technologies and the inevitable changes that you will face. Recognise that your mindset plays a pivotal role in shaping these changes as either positive or negative experiences. By staying adaptable and fostering a mindset geared towards learning and growth, you empower yourself to navigate shifts in the professional landscape with resilience and optimism.



Philip Andrew Wee De Wang

Bachelor in Computer Engineering, Singapore
University of Technology and Design, 2022

Co-founder
FireJet

“

If you want to be a start-up founder, you should always aim to sell before you build.

”

My job

I am currently the technical cofounder of our Figma-to-Code startup, FireJet.

My day-to-day involves implementing new features, architecting the software/algorithms that will be used in our software, as well as guiding and mentoring our software developers and reviewing their work.

From time to time, I also help on the business development side by discussing technical requirements with potential enterprise clients and checking the technical feasibility of said requirements.

How I started

It is not too challenging to get a job if you hire yourself.

Jokes aside, to start a startup, you need to find someone who shares the same values and goals as you. This will be the most important decision you make because the leading cause for startups failing is co-founder disputes.

Thankfully, SUTD has quite a strong maker culture, so there is seldom a shortage of people who want to build something cool and bring it to the world. For example, my co-founder was my classmate from SUTD and I am very fortunate to be working with such a capable and dependable individual.

The highs and lows

I am extremely passionate about the work I do here at FireJet because we work on cutting-edge of technology.

At the heart of it, we are trying to solve front-end development by automating the process of design to code. This will save developers and companies thousands of hours and help them move their products and software forward even faster.

What makes running FireJet challenging (but yet exciting) is that we are in an extremely competitive space. We are competing with other startups with millions of dollars and established companies worth billions.

My happiest moment at work

I think our biggest achievement is being able to earn revenue. Too many startups in Singapore fail without even making a single dollar.

One of my happiest moments was when we got our first paying customer. Back then, we were still fresh graduates and it was incredibly scary to even ask for people to pay for our product. However, our first customer offered to pay six times the original price we were asking for, just because it was something he needed, which gave us a huge sense of relief and validation.

I remember the day we managed to get that first customer. I printed out the letter of intent signed by the customer and framed it up. Even today, I still have that framed copy of our first paying customer.

Some advice

Starting and running a startup is surprisingly straightforward - there are many reliable resources online, such as Paul Graham's essays on entrepreneurship and the Y Combinator YouTube channel. The difficulty, however, is following the straightforward advice.

If you want to be a start-up founder, you should always aim to sell before you build. Especially as SUTD students, it is all too common to fall for the trap of building before validating if the idea is something that anyone even wants.



Poh Jin Heng Princeton

SUTD CSD 2024

Co-founder
Scratchbac

“

It takes a certain thirst for adventure to attempt a start-up.

”

My job

As a technical co-founder, I have two primary roles: one as the front-end lead and the second as the co-founder.

My journey as the front-end lead has been quite long. It started from the initial stage where I was the only developer, to hiring our first batch of interns and our first international developer, and eventually having a full team to execute the designs. My main job now revolves around hiring talented individuals, providing guidance to front-end developers and acting as a bridge between other departments in the company.

That mostly covers the operational aspect of my work. In addition to that, as a co-founder, we spend a considerable amount of time strategising how to operate the company. This includes choosing which business ideas to validate, talking to users, strategising fundraising efforts, and working through technical limitations. In simple terms, I work on all the problems that the rest of the company is not focused on.

How I started

How did we start Scratchbac? Personally, I always believed that as a Singaporean living in HDB, we are so socially distant from each other while being so physically close. I felt there was potential to build a more connected community through technology.

I began by programming a Telegram bot that allowed HDB residents to reach out to each other for assistance during the pandemic. To my surprise, people wanted to use the crappy initial version that I built. At the same time, I found three other SUTD mates who shared a similar interest in building a better community through technology. We decided to work together to get more users and see how far we could push this.

The highs and lows

Although startup life is tough, there are indeed many wonderful moments that I cherish. One of them is hearing positive feedback from our users. I remember one user even wrote an extensive blog post about how she benefited from the platform. That warmed my heart.

Another great aspect is the late-night banter we engage in to keep each other motivated and focused on shipping our product. Seeing everyone coming together, especially during challenging times, to make things work is quite an experience. Ultimately, the relationships I have forged along the way bring me the most joy.

There are many low points, namely experiencing app crashes, managing low cashflow of the company, having uncertainties about the future, encountering arguments among the co-founders, hiring the wrong people and building the wrong product.

My happiest moment at work

My happiest moment at work is on the first day. When I received my first user to use my MVP, I was beyond happy!

Some advice

It takes a certain thirst for adventure to attempt a start-up. The journey ahead will be tough. You have only your co-founders and employees to experience them with you. Choose wisely and appreciate them!

CAREER PATHWAYS A - Z

As the variety of economic sectors and business industries expands over time, fresh opportunities and promising avenues for growth will naturally arise in tandem.



Architecture and Sustainable Design

The field of architecture and sustainable design involves professionals who specialise in creating and developing innovative, functional, and aesthetically impressive structures across different scales.

Graduates entering this industry will have the chance to influence and shape future communities, requiring them to apply analytical thinking, meticulous attention to detail, and creative problem-solving in their work.

- Architect, Landscape Architect
- Civil Engineer
- Biomedical Engineer
- Sustainable Designer



Computer Science and Design

The field of computer science and design represents a fusion of technological innovation with artistic and practical design concepts, working in harmony to address challenges and develop groundbreaking solutions. Professionals in this sector leverage their expertise in computer engineering to develop sophisticated digital products, including mobile applications and web platforms, that achieve an optimal balance between seamless functionality and aesthetic excellence.

- User Experience (UX) Designer
- Software Engineer
- Game Designer
- Digital Product Designer



Corporate and Management Consultancy

Graduates who work in this field are well-versed in maximising their company's profitability by analysing financial statements and operational data, as well as understanding the needs of the company. Consultations with

department heads to work together and craft a bespoke report that outlines improvement strategies for profitability is also a part of their responsibilities.

There are two main areas for management consultants to seek employment from: freelancing and consultancy firms, both of which require a whole host of skills. These include strong time management, organisation skills, active communication and listening, and good analytical abilities in conjunction with a degree in business, economics, or finance.

- Human Resources Consultant
- Financial Advisory Consultant
- Management Consultant
- Internal Consultant



Design and Artificial Intelligence

Individuals who embark on a career in the Design and Artificial Intelligence field take on the vital role of leveraging AI's transformative capabilities to elevate and refine both current and future digital platforms, ultimately contributing to global betterment.

To thrive in this dynamic industry, practitioners must cultivate deep expertise in specialised AI platforms capable of operating across diverse digital interfaces. Moreover, they require the adaptability to implement these cutting-edge solutions in multifaceted real-world applications, ranging from revolutionising healthcare diagnostics and treatment protocols to optimising financial modelling and investment strategies in the banking sector.

- Applied Machine Learning Engineer
- Business Intelligence Developer
- Data Scientist
- Data Visualisation Specialist
- Design Innovator



Digital Media and Public Relations

One of the most compelling characteristics of the media and communications field is the remarkable breadth of professional opportunities it offers. This dynamic industry encompasses an extensive array of career paths that graduates can pursue, ranging from strategic marketing roles and public relations specialists to news reporting positions and numerous other creative vocations.

Mirroring this diversity of available positions, the required skill sets for success in this sector are equally varied, demanding that professionals cultivate a multifaceted toolkit of competencies. These may include technical abilities such as video post-production techniques, photographic composition, content creation, and fundamental writing skills, along with the adaptability to apply these talents across different media platforms.

- Broadcast or Digital Journalist
- Advertising Professional
- Public Relations Specialist
- Social Media Manager
- Content Strategist



Engineering and Product Development

Professionals in this dynamic field dedicate themselves to identifying emerging trends and developing groundbreaking solutions that push the boundaries of what technology can achieve. Those entering this sector must possess not only extensive technical expertise but also the creative capacity to conceptualise, engineer, and manage the entire lifecycle of their inventions.

- Design Engineer
- Management Consultant
- Product Engineer
- Project Engineer
- Research Engineer



Entertainment and Creative Arts

The arts industry places significant emphasis on sharing narratives and enhancing human experiences through creative and cultural expression. This vibrant field offers numerous channels for storytelling, ranging from conventional platforms such as television broadcasts, radio programmes, live theatre performances, cinematic productions, and musical compositions.

At the same time, the sector has evolved to incorporate more contemporary and technologically advanced disciplines, including animation, visual effects, and VFX production. These modern artistic domains demand specialised technical expertise, requiring practitioners to continually refine and expand their skills to remain competitive and advance in their careers.

- Musician or Composer
- Animator or Visual Effects Artist
- Scriptwriter
- Actor



Finance and Banking

The finance and banking industry encompasses a diverse spectrum of career opportunities, spanning from large-scale international investment banking operations to specific corporate finance and trading positions. Within this broad field, there exist more focused roles such as asset management and private banking that present particularly rewarding pathways for graduates.

For those aspiring to enter this competitive sector, it is highly recommended that graduates proactively build their professional qualifications through practical experience. Securing internships, participating in finance-related extracurricular activities, and developing a robust skill set are essential steps to distinguish oneself to potential employers.

Front Office

- Plays the role of being the “face of the organisation”
- Frequently deals with clients directly using good interpersonal and communication skills
- Manages the needs of the clients while balancing the objective of the company
- Roles include sales, marketing, pre-trade, and execution activities

Middle Office

- Acts as an auxiliary force to the front office
- Emphasises roles that help assess and mitigate risk while tracking and calculating profits and losses
- Positions include risk management, compliance, and financial control

Back Office

- Is not directly charged with generation of revenue
- Tasked as a support element with administrative efforts for both the front and middle offices
- Roles include IT, operations, HR, and accounting



Fast-Moving Consumer Goods (FMCG)

The FMCG sector, as implied by its title, specialises in everyday retail products that experience rapid sales cycles and frequent repurchasing. This expansive industry encompasses a wide range of mass-market items including packaged food products, household plasticware, and personal care cosmetics - all characterised by their affordable price points and widespread availability to general consumers.

These goods represent essential commodities that populate supermarket shelves and convenience stores globally, designed to meet the daily needs of the population while maintaining competitive pricing structures. This dynamic commercial environment requires companies to continuously optimise production efficiency, distribution networks, and marketing approaches to stay competitive in serving the ever-present consumer demand for these fundamental household items.

Management

Challenges in this sector like logistics and the fast-paced nature of this field require potential employees to be able to think on their feet. The ability to adapt quickly and solve problems efficiently can not only prevent significant losses in profitability but also help them thrive in this ever-changing environment.

Research and Development

This segment is responsible for the creation of new and/or the refinement of existing products based on the demands of consumers. This means that applicants will need to have specialised skill and qualifications in STEM, on top of having a curious nature and a thirst for knowledge.

Sales and Commercial

Sales and commercial employees are mainly client facing entities who are trained to foster and maintain relationships with both their customers and service providers. This means that as long as candidates have leadership, communication and negotiation skills, they are able to apply for such positions.





Healthcare

The healthcare sector stands as one of society's most vital and enduring industries, a field whose importance will only continue growing as demographic shifts lead to an increasingly aging population. This fundamental need for medical services and health maintenance ensures the sector's perpetual relevance, creating a constant demand for skilled professionals across numerous specialties.

From frontline patient care to behind-the-scenes medical research and healthcare administration, the breadth of opportunities available makes this one of the most rewarding fields for those seeking meaningful, long-term careers that directly contribute to community wellbeing and quality of life.

- Biomedical Engineer
- Medical Product or Equipment Designer
- Medical Technologist
- Pharmaceutical Technologist



Logistics, Transport, and Supply Chain

Serving as the fundamental support system that enables virtually every industry to function, this critical sector focuses on the meticulous coordination and global movement of products and services. It encompasses a comprehensive network of operations including sophisticated supply chain systems, precise inventory tracking mechanisms, and optimised warehouse operations - all increasingly powered by advanced technological solutions such as artificial intelligence and interconnected IoT devices.

- Procurement Manager
- Demand Planning Analyst
- Distribution Centre Supervisor
- Supply Chain Consultant



Public Administration and Defence

Public administration stands as one of the most expansive and influential sectors, encompassing a wide array of critical institutions that form the foundation of societal governance and public service. This far-reaching field incorporates formal governmental structures such as civil service departments and public bodies that operate independently from traditional ministerial frameworks.

This complex ecosystem of public institutions requires skilled professionals capable of navigating bureaucratic systems while maintaining a commitment to serving the public interest across multiple domains of civic life.

The Civil Service

At the heart of Singapore's governance framework lies a network of core institutions that are systematically structured into specialised ministries and various statutory boards. For example, the Public Service Division (PSD), which holds jurisdiction over human resource strategies within the civil service - this entity plays a pivotal role in maintaining workforce excellence across government agencies while developing cohesive approaches to resolve cross-departmental challenges.

The Armed Forces

There are three branches to choose a career from: the Singapore Armed Forces (SAF), the Republic of Singapore Air Force (RSAF), and the Republic of Singapore Navy (RSN). There is a huge variety of roles which include combative, non-combative, support and administrative positions to choose from.

The Home Team

The Home Team functions as a comprehensive security network under the guidance and oversight of the Ministry of Home Affairs, comprising multiple agencies, including the Singapore Police Force (SPF), and the Singapore Civil Defence Force (SCDF). This robust ecosystem of public safety organisations extends further to include various subordinate units such as the Immigration and Checkpoints Authority (ICA), with each entity assuming distinct responsibilities in protecting different facets of our nation's security framework.



Scientific Research and Development

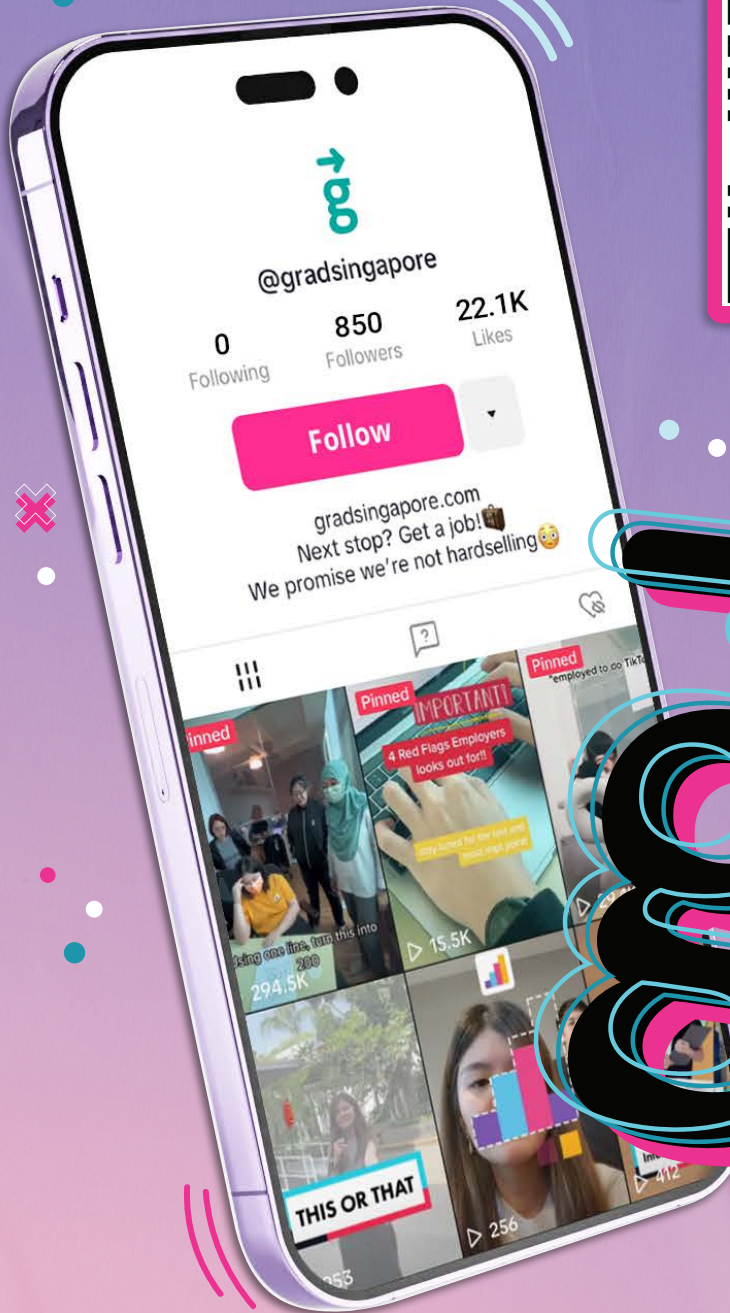
This sector is fundamentally dedicated to pitching, implementing, and meticulously evaluating data derived from carefully regulated laboratory experiments and clinical trials. The scope of these scientific investigations spans a diverse array of disciplines, encompassing everything from aeronautical systems and mechanical engineering breakthroughs to cutting-edge biomedical studies, with many researchers focusing on domains such as artificial intelligence applications or regenerative medicine using cellular therapies.

For graduates aspiring to build careers in this rigorous domain, particularly in academic research roles, they must possess a robust foundation in scientific theory, complemented by specialised graduate-level qualifications, along with substantial hands-on experience in sophisticated experimental procedures or laboratory techniques to establish themselves successfully in this competitive environment.

- Research Analyst
- Research Chemist
- R&D Engineer
- Lead Research Scientist

Follow us for career advice and industry insight to land your dream job.

Follow us on TikTok!



Create your free account now at
gradsingapore.com
Graduate jobs, internships & careers advice

JOBS AND *INTERNSHIPS*

LEADING EMPLOYERS WITH VACANCIES AND INTERNSHIPS WHO WANT TO HEAR FROM YOU.



Employers

Changi Airport Group (Singapore) Pte Ltd 75
 DSO National Laboratories 76[IFC]

[] = advertisement
 IFC = Inside Front Cover

IBC = Inside Back Cover
 OBC = Outside Back Cover



CHANGI AIRPORT GROUP (SINGAPORE) PTE LTD
 60 Airport Boulevard
 Changi Airport Terminal 2, #04-08,
 Singapore 819643
WEB careers.changiairport.com

- @changiairport
- @changiairport
- @changiairport
- @Changi Airport Group

LOCATION(S)

- Singapore

BUSINESS FACTS

Changi Airport Group is first and foremost a service company. We operate Singapore Changi Airport, the world’s most awarded airport, and helps develop and manage airports worldwide. Our mission is to be a global leading airport company, anchored in the heart of Asia, pioneering safe, secure, sustainable and vibrant air hubs, ready for our future.

Our people are our most important asset. We aspire to build a company where ordinary people achieve extraordinary results. Our people have a passion for service and are committed to teamwork, integrity and excellence. Working together with our colleagues and partners to achieve the best outcome, we deliver innovative services and create a world-class experience for our customers.

Changi Airport Group offers a unique work environment in a global, vibrant and exciting airport community. We make magic happen in every aspect of our business, turning different airport touchpoints into seamless experiences with innovation and technology. With a set-up of multiple businesses, you will embark on a multi-faceted career of diverse business functions in the dynamic and fast-growing aviation industry.

Come make MAGIC with us.

CAREER SECTOR(S)

- Aviation, Transport and Supply Chain
- Hospitality, Leisure and Tourism

APPLICATION PROCEDURES

You may apply online at careers.changiairport.com

APPLICATION PERIODS

Graduate jobs: All year-round

Internships: All year-round

DEGREE DISCIPLINES

Open to all disciplines



DSO NATIONAL LABORATORIES
 12 Science Park Drive, Singapore 118225
WEB <https://join.dso.org.sg>
EMAIL recruitment@dso.org.sg

@dso.sg
 @discoverdso
 @DSO National Laboratories

LOCATION(S)

- Singapore

BUSINESS FACTS

DSO National Laboratories is Singapore’s largest defence research and development (R&D) organisation with the critical mission of developing technological surprises to sharpen the cutting edge of Singapore’s defence capabilities. Established in 1972, DSO has more than 1,600 defence engineers and scientists today pushing the boundaries of science and technology, transforming ideas into reality across the domains of land to space, cyberspace and biological defence. This is where you can make a real impact and shape the future of defence.

MEANINGFUL

You are not just developing tech and solutions. You are making a real difference by solving difficult problems for the nation.

EXCITING

There are endless possibilities for you to push the boundaries of science and technology, and develop cutting-edge solutions that are not available in the market.

FULLFILLING

A rewarding career goes beyond pay and benefits. It’s about levelling up your mindset and skill set. This is why we have a whole suite of learning opportunities specially curated to support your personal and professional growth.

DEGREE DISCIPLINES:

- Engineering
- Computer Sciences
- Information System

CAREER SECTOR(S)

- Engineering, Design and Manufacturing
- IT and Technology
- Scientific Research and Development

APPLICATION PROCEDURES

Career: <https://dso.x0pa.ai/public/microsites/dsorecruitment>

Internship: <https://dso.x0pa.ai/public/microsites/dsointernship>

Alternatively, you may apply directly on our DSO LinkedIn Page.

APPLICATION PERIODS

Graduate jobs: All year-round

Internships: All year-round



SOLVING INTRICATE PROBLEMS THROUGH GROWTH

- **NAME:** Christy Lau
- **DEGREE:** Bachelor of Engineering (Computer Science and Design), SUTD, 2024
- **ROLE:** Cybersecurity Researcher
- **EMPLOYER:** DSO National Laboratories

MY JOB

I am part of the Computer Security Lab (CSL), where we perform cybersecurity research to safeguard Singapore’s critical systems from evolving cyber threats. My main responsibilities involve exploring and developing cybersecurity tools that leverage artificial intelligence (AI) to quickly analyse complex software systems, ensuring they are free of vulnerabilities. The multidisciplinary nature of my work also means I get to collaborate with researchers across diverse domains in cybersecurity and AI.

HOW I GOT MY JOB

During Term 6, I visited DSO’s booth at the SUTD Career and Internship Fair, where I was encouraged to apply for their internship programme. After being shortlisted, I had the opportunity to select from a list of projects. I chose one that combined AI and cybersecurity, and subsequently participated in an online interview with my future supervisors. Most of the questions focused on my technical skills and relevant experience, particularly the projects I had completed during the courses I took in the previous academic terms. Although my background in cybersecurity was limited, I emphasised my interest in exploring unfamiliar domains. My internship proved to be a uniquely enriching experience that allowed me to learn and grow across multiple domains simultaneously, extending beyond the scope of my undergraduate studies. The learning curve was sharp, but through curiosity and intensive self-study, I quickly developed the necessary cybersecurity skills to contribute effectively to the project. Upon its conclusion, I received an offer for a full-time position, which I was pleased to accept.

THE HIGHS AND LOWS

I enjoy working on the highly technical, complex projects present in cybersecurity. My colleagues possess a significant depth of domain expertise and experience; I find great motivation in learning from them and working together to tackle intricate problems.

A key challenge I face is traversing the steep learning curves in domains that I am less familiar with. However, DSO provides ample growth opportunities in the form of peer-led knowledge sharing sessions, technical courses and more, enabling me to continually expand my skillset and adapt to rapid changes in the industry.

MY HAPPIEST MOMENT AT WORK

My happiest moments at work come whenever I experience a breakthrough, whether it’s gaining a newfound understanding of a complex, technical component or successfully resolving tricky issues in a system we are developing. These moments, however small, are still important progress markers in a long journey, and they are very encouraging to me

SOME ADVICE

Be willing to learn continually. Actively seek exposure to new perspectives and unfamiliar domains.

Introducing: **THE HOTTEST GRADUATE EMPLOYERS OF 2025**

Scan here to learn who they are!



Create your free account now at

gradsingapore.com

Graduate jobs, internships & careers advice

Just graduated? We've got you covered.

The best graduate jobs, internships & graduate programmes in Singapore.



Create your free account now at

gradsingapore.com

Graduate jobs, internships & careers advice