

**A PRACTICAL GUIDE FOR SOON-TO-BE
GRADUATES**



**NAVIGATING
YOUR JOB
SEARCH**

NOR FAZILA || ROSHEELA || MAISARAH

A PRACTICAL GUIDE FOR SOON-TO-BE
GRADUATES

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YOUR JOB
SEARCH

©ePembelajaran Politeknik Merlimau

Writer

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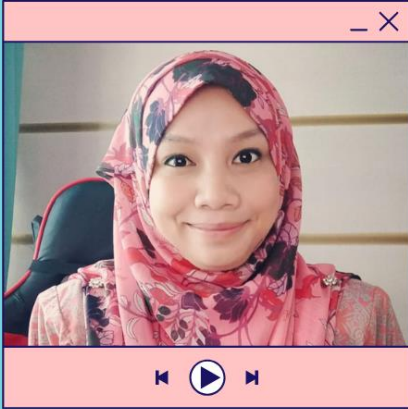
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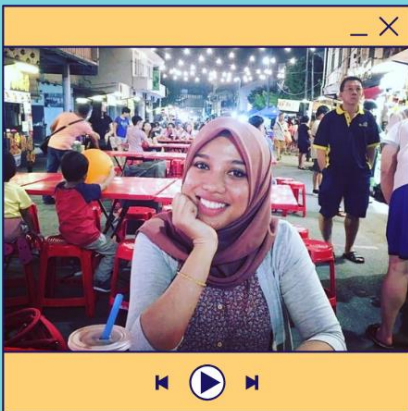
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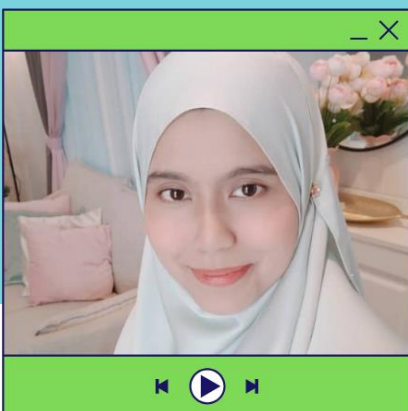
The Writers



Being the main brain of this eBook, Nor Fazila Shamsuddin is one of the English language lecturers who taught DUE50032 Communicative English 3 course when it was first introduced in 2019. She has been teaching for 13 years in Politeknik Merlimau Melaka.



Rosheela binti Muhammad Thangaveloo is one of the creative head behind this eBook. Currently teaching in Politeknik Merlimau Melaka, she has over 10 years of experience in teaching the Communicative English courses..



An alumna of Universiti Kebangsaan Malaysia, Maisarah binti Abdul Latif is an English language lecturer in Politeknik Merlimau Melaka. In her 10 years of service, she has been the coordinator for many Communicative English courses, including DUE50032 Communicative English 3.

Preface

We understand that the idea of embarking into a new phase of life is daunting, hence, we hope that this eBook will help them especially in planning their career and what to do during their job hunting journey.

This eBook is designed to guide DUE50032 Communicative English 3 students not only to ace this subject, but also on the practical aspect of job hunting.

It is hoped, that this eBook will of benefit to those in need.

XOXO

Content

- **JOB HUNTING MECHANICS**

- Chapter 1 - Life After Graduation ---- 1
- Chapter 2 – Synthesizing Job -----10
Advertisements
- Chapter 3 – Job Related Enquiries --- 19
- Chapter 4 – Resume ----- 25
- Chapter 5 – Cover Letter ----- 40
- Chapter 6 – Job Interview ----- 57





01

LIFE AFTER GRADUATION

What Next?

Graduated?

Finally!

Your study time is over and now you can take a break from student life and you might want to relax and enjoy your free time after all the hard work of studying in polytechnic for 3 years.

All the hard work, all the sacrifices, all the sleepless nights, struggles and downfalls will pay off.

You have spent the last three or more years studying for your diploma in polytechnics, completed all your exams and handed in all your coursework. Now, your time at polytechnic is over and it is time to have a think about what you want to do next.

Once the graduation celebrations are over and the initial euphoria has worn off, you might find yourself feeling a little lost about which direction to head in.



After Your Diploma: To Work or to Study?

OPTION 1: Heading into the workforce

If you are looking for a stable income and gaining industry experience, getting a job after your diploma is the way to go. Employers welcome diploma holders with a proven track record, especially those valuable industry experience through internships or part-time jobs.

Polytechnic graduates command better salaries and jobs as show in the Graduate Employment Survey 2018. Close to 90 per cent of the graduates received full-time, part-time, temporary and freelance offers within half a year of graduation.

As much as the prospects are great for diploma holders who choose to work right away, it is more important for you to figure out where you want to be in your career for the long term and join the right company and team to take you to greater heights.



After Your Diploma: To Work or to Study?

OPTION 2: Choosing to further your education

If you are set on furthering your studies, check the admission criteria in the universities of your choice, be it locally or abroad. You might also get credit exemptions from your degree programme if you choose a field of study closely related to your diploma.

If you are looking to do a course which is different from your area of expertise from your polytechnic education, be sure to research in detail and take your time to decide.



After Your Diploma: To Work or to Study?

OPTION 3: Planning your Hustle: Working and Studying in between

Want to get the best of both worlds in terms of industry experience and education pursuits? This can be the way forward if you join a work and study scheme, or plan well to work on a part-time basis, go freelance or even start your own entrepreneurial pursuit, while working towards a degree, be it full-time or part-time.

Let your employer know and work out how you can manage your studies and work effectively. Time management is key, and you would also need support and understanding from your loved ones and co-workers.

Do not be afraid to consider all the options and keep an open mind, knowing that these paths are not inferior to each other.



Consider where your strengths lie, and what are the trends in your industry of choice. At the same time, choose a manageable option for yourself and that will be your best strategy after a diploma!

NOTE!

If you decide to start your career right after your diploma, it is good. But, have you ever meet any of your seniors who are still unemployed even after a while since diploma graduation, even if they have a good CGPA for their diploma.

Well, here are some of the reasons:

WHY AM I STILL UNEMPLOYED?



ASKING FOR UNREALISTIC SALARY



POOR CHARACTER, ATTITUDE OR PERSONALITY



POOR COMMUNICATION SKILLS



POOR COMMAND OF ENGLISH



LACK OF REQUIRED SKILLS

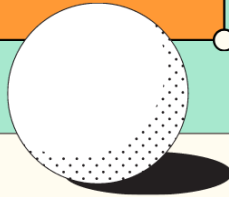


TOO PICKY

As our current job market is shifting and experiencing layoffs, most of the companies are moving to remote work in order to combat the coronavirus pandemic (COVID-19). Therefore, many individuals are wondering, "Am I going to be employed during this uncertain time?" In chaos, anxiety and uncertainty it's normal to be discouraged from developing a strong job search.

TIPS!

NAVIGATING YOUR JOB SEARCH DURING COVID-19



Plan your time

Make sure to set some time aside to search and apply for job, and use job search sites to expedite your search (Use LinkedIn, Indeed, Jobstreet, etc)

Preparation is Important!

Draft your cover letter and resume carefully. Remember, your cover letter and resume should be tailored to the position you are applying for. You can also practice a virtual or phone interview before the actual session.

Be Positive

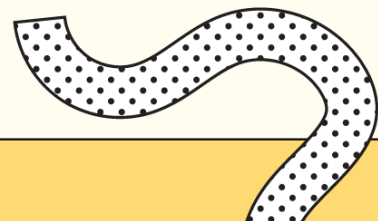
Hiring process might be longer than usual, so, be prepared and apply five to ten times the number of jobs that you had planned for before the pandemic.

Grab Opportunity

Take up temporary jobs. Not only you get to demonstrate your abilities, you can also learn new skills.

Do Your Research

Google and do a quick research on the company and positions you are interested in. This will help you prepare for your interview session later.





After considering all the said issues. You might want to sit down and prepare yourself for a new exciting career journey. Here are some tips to help you search for the right job.

JOB HUNTING PROCESS

- 1 Identify your skills and qualification
- 2 Labour market information
- 3 Understand what employers look for
- 4 Write your resume and cover letter
- 5 Nail interview session



Job Search Plan



PRACTICE 1



QUESTION	RESPONSE
<p>Step 1: Your Job</p> <p>What do you want to do? List 3 jobs you might like to do.</p>	<ol style="list-style-type: none"> 1. 2. 3.
<p>Step 2: Your Employer</p> <p>List 3 places you would want to work.</p>	<ol style="list-style-type: none"> 1. 2. 3.
<p>Step 3: Yours Skills</p> <p>List 3 of your skills that you think would interest an employer.</p>	<ol style="list-style-type: none"> 1. 2. 3.
<p>Step 4: Job Postings</p> <p>List 5 places where you can find out about job opportunities.</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
<p>Step 5: Your Contacts</p> <p>List 5 people who can help you to find a job.</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

Ways to find out about jobs



- Talking to people you know about their jobs
- Visiting an employer
- Taking a tour at a company
- Looking on the internet



02

Synthesizing Job Advertisements

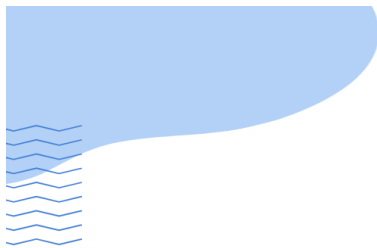
Where to search for job vacancies?



Your Resources for Job Advertisements

1. Search Engines

Using job search engines to look for openings is a good strategy. There are so many sites that we can look for job openings. It is important to focus your efforts on a few that are most likely to feature the kinds of jobs that you are interested in. Otherwise, you could spend all of your time combing through site after site, rather than actively applying for jobs and preparing to interview.



TOP 10 BEST JOB POSTING SITES IN MALAYSIA (UPDATED FOR 2020)

1. <https://www.indeed.com.my>
2. <https://www.jobstreet.com.my/>
3. <https://www.glassdoor.com/>
4. <https://startupjobs.asia/>
5. <https://jobs.google.com/>
6. <https://my.wobbjobs.com/>
7. <http://mystarjob.com>
8. <https://monster.com.my/>
9. <https://www.maukerja.my/>
10. <https://www.fastjobs.my/>





2. Networking

Networking is the best way to find a job because it makes you a recommended member of a much smaller pool. The job you want may not be advertised at all. They can provide referrals or insider information about companies you might be interested in working for. Your network can give you advice on where to look for jobs or review your resume.

3. Career Fair

A career fair or job fair or career expo is a recruiting event in which employers and recruiters meet with potential employees and where job seekers find more about job openings at potential employers. You can network with both employers and other job seekers in your industry. Even if you do not wind up with a job, you can gain inside information about numerous industries and expand your network.

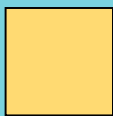
4. Newspapers

With the advancement of technology, newspapers are no longer an effective way to search for a job since most people do not even read newspapers anymore, let alone use them to look for jobs. But fear not, there is no harm to look for job vacancies in the newspaper especially your local newspapers

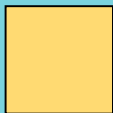


What should you consider when browsing through job advertisements?

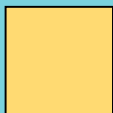
Choosing a suitable job advertisement requires a deeper thought than just picking out a random job advertisement for the sake of job hunting process. Therefore, you might want to sit down and ask yourself these questions:



Are you **UNDERQUALIFIED** for the job?



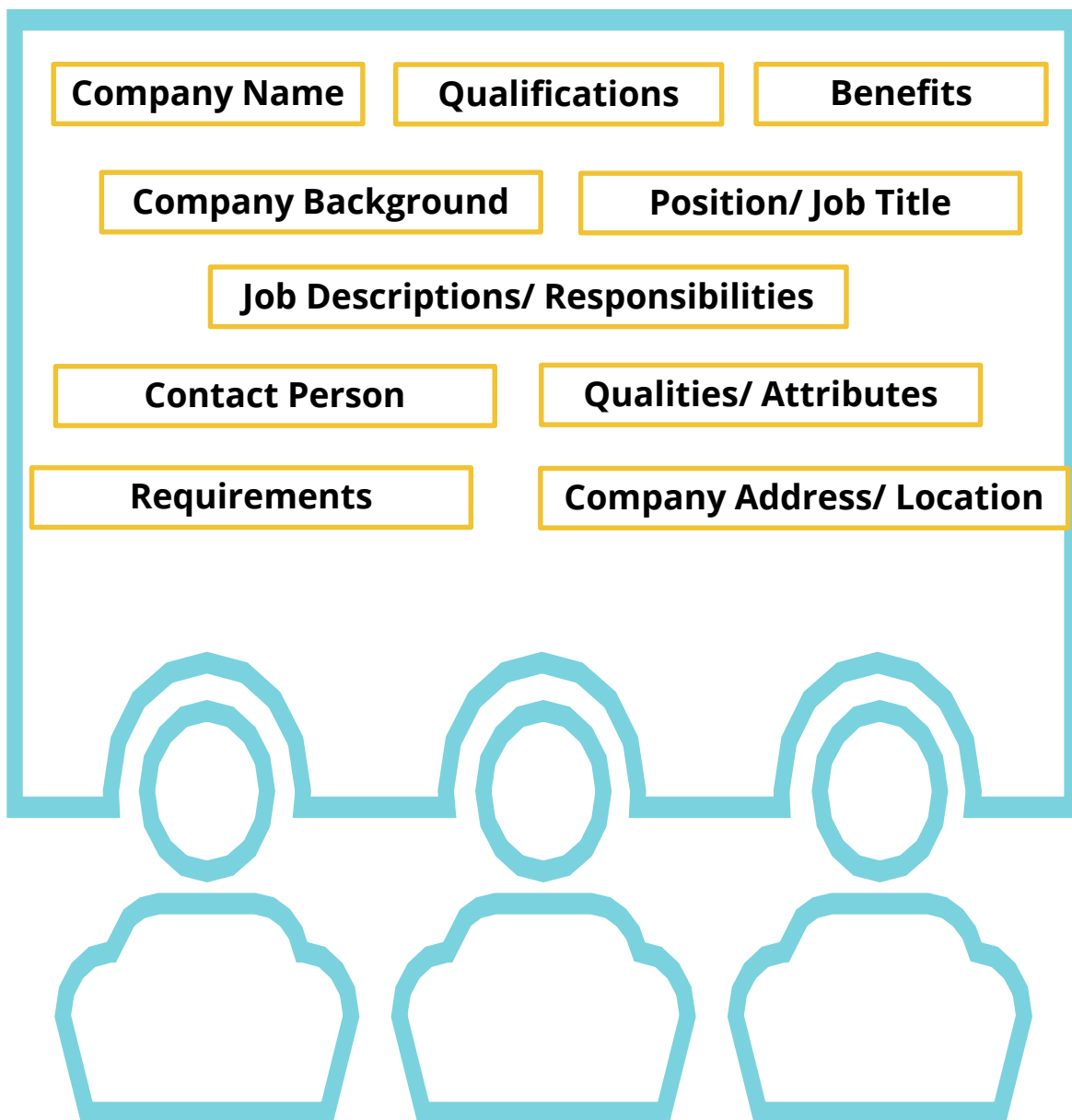
Are you truly **QUALIFIED** for the job?



Are you truly **OVERQUALIFIED** for the job?

Now, let's take a look of what you should consider when browsing through a job advertisement.

Information in a Job Advertisements





Advised On: 2020.01.03

CAREER OPPORTUNITY

www.JobStock.com.my



Company's background

SEMICO ENGINEERING SDN BHD is a manufacturer of small precision parts and tools for SMT semiconductor machines. Our production plant is located at Kuching, Sarawak and our sales office is situated at Penang, Malaysia and Philippines.

To meet with our Group's expansion plan, we are looking specifically for energetic, diligent and self-motivated individuals to join our team in Kuching plant.

QC ASSISTANT

Position/job title

Role & Responsibility:

- Carried out daily assign duty.
- Perform QC checking
- Ensure product quality

Job Descriptions/Responsibilities

Job Requirements:

- Candidate must passes at least a SPM, certificate of mechanical engineering or equivalent.
- Understand and interpret QA requirement & engineering drawing
- Fresh graduate encourage to apply
- Ability to work shift & perform overtime
- On job training provided
- Required language: Bahasa Malaysia, English & Mandarin
- Full time position available

Requirements

Benefit

Qualification

- *5 working Days a week **
- *ONLY shortlisted candidates will call for interview **

Working location: Sama Jaya Free Industrial Zone, Kuching

Interested candidates please send in your detailed resume with recent passport photo, current and expected salary to: hr@semicro.com.my

Action to be taken



PRACTICE!

ALL DAY, EVERY DAY

HI THERE. READY FOR YOUR NEXT PRACTICE?





PRACTICE 1

1. Where would you find job advertisements?

- 1.
- 2.
- 3.
- 4.

2. What would you expect to find in a job advertisement?

1. *Name of company*
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



PRACTICE 2

Advertised On: 2020-11-09



MIRECONT
Building Future Excellence Today

CAREER OPPORTUNITIES
www.JobStock.com.my

MIRECONT SDN BHD
We are an established Construction based company seeking for highly qualified candidates to fill in our current vacancies.

1. SENIOR/JUNIOR QUANTITY SURVEYOR/ QUANTITY SURVEYOR
(Kuching)

- Diploma/Professional Degree in Quantity Surveyor or Equivalent.
- Preferable with 2 years working experience in related field.
- Required Language: English, Chinese and Bahasa Malaysia
- Experience in handling government project (Added as advantage).
- Must have knowledge in tender and documentation.

2. ADMIN CLERK/ HR ASSISTANT (Kuching)

- Candidate must possess at least Diploma/Advanced Diploma/Higher/Graduate Diploma, Bachelor's Degree in Human Resources/Business Administration or equivalent
- Required Language: English, Chinese and Bahasa Malaysia
- At least 1 years working experience in the HR Admin position and experience in working at the construction company.

Interested candidates please send in your detailed resume with recent passport photo, current and expected salary to:

Email: mirecont.hr@gmail.com
mirecontsdnhd@gmail.com
karen.mrc2013@gmail.com

OR Fax to **082-464639** (Attn: Sharon Tay/Annes)

OR Call to Tel: **082-461212** for interview arrangement

1. What are the positions advertised in the job advertisement?

2. What is the academic qualification needed for senior/junior quantity surveyor position?

3. If you would like to apply for an admin clerk/ HR assistant, you must possess certain languages. State the languages.

4. Where is the location of the company?

5. If you would like to apply for the position, what should you do?



03

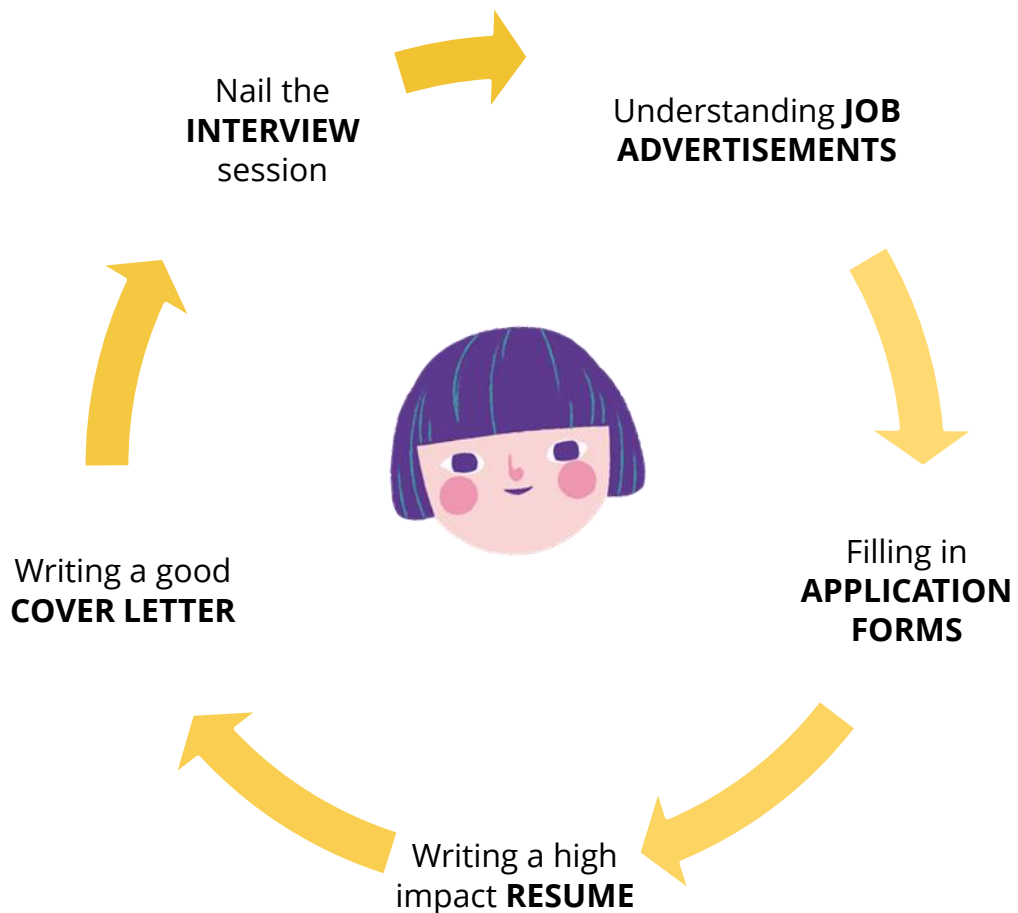
JOB RELATED ENQUIRIES

To script or not to script?



Job Hunting Process

Let's take a look at the cycle for job hunting process below.



These are the steps which you are going to go through while searching for the right and your dream job after graduation.

Prepare for Job Enquiries

Once you have found a suitable job advertisement, then what is the next thing that you can do?

Or you just wait for a miracle to happen itself without putting any effort at all?

Well, do not just wait at home. You can start your effort by having a chit chat session with the Human Resource people. Why? It is to gather information about the company as well as the position itself.

To look for a job vacancy, you can make enquiries on the telephone or go in person to where the jobs may be available.

For this purpose, appropriate communication skills are important.

You should plan a good impression of yourself by using a pleasant tone which shows confidence and enthusiasm.


In addition, you should be prepared with a list of key questions to find out how suitable the job is before making an appointment for interview.

Relevant questions asked in a polite manner would greatly improve the opportunity of obtaining an interview and will eventually help in securing the job if the interview is successful.

How to Enquire??


Well, once you decide to have a chit chat session with the Human Resource people, you need to know some of the important things which you can consider before making the call

PHONE CONVERSATION




In a telephone conversation, both speakers only depend on the words that they hear. As such, you have to be able to speak with clarity and appropriate tone so that your intended message gets across and not misunderstood. Below are some skills and telephone etiquette that you should arm yourself with so that you will be confident when speaking on the phone. It is very important to let people understand your questions. Therefore, when you ask a question, make sure that you form the question correctly.

VIA EMAIL




Nowadays, correspondence via email is heavily relied upon due to its immediacy. Therefore, if you are interested to obtain an information about a job that you were not able to find in the job advertisement, writing an enquiry email is a wise thing to do.

FACE-TO-FACE/IN PERSON

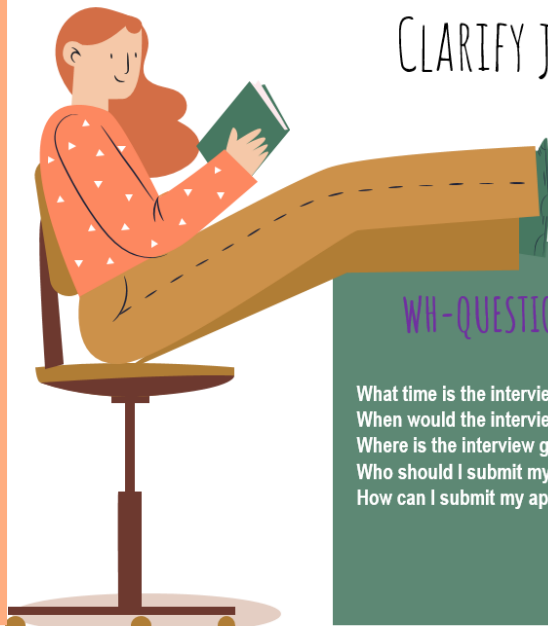


The telephone etiquettes are still applicable, with one difference. In face-to-face interactions, body language and eye contact matter a lot. When addressing people face to face, stand up, establish eye contact and smile. Shake hands firmly with your right hand. When greeting someone, repeat his or her name. If you forget someone's name, be honest and ask them to repeat it.



Your gestures, facial expressions and posture are also powerful forms of communication. Maintain eye contact and avoid distracting mannerisms such as fidgeting, playing with hair, tapping feet or chewing gum. Show your maturity by asking questions as clearly and concisely as you can. Avoid being vague about what you're asking. Show your seriousness by not asking questions which you can already get answers to by simple Internet search or from the job advertisements.

How to Enquire?



CLARIFY JOB ENQUIRIES: FORMING QUESTIONS

WH-QUESTIONS	USING MODALS
What time is the interview? When would the interview results be out? Where is the interview going to be held? Who should I submit my documents to? How can I submit my application?	May I know the dateline to submit my application? Is there going to be a test during the interview? Do I need to submit photocopies of my certificates? Could I change the date of the interview? Would you tell me who the interviewers will be?



EXAMPLE OF PHONE CONVERSATION

Jim: Good morning. My name is Amirul Fitri, and I'm calling to enquire about that job you advertised.

Personnel: Oh, yes! What did you want to know?

Jim: Well, I just wanted to ask a couple of questions.

Personnel: Go ahead, please.

Jim: Well, first of all, I wonder if I'd need to speak any other languages.

Personnel: Well, we'd prefer someone who knew some French.

Jim: Oh, that's fine. And then I wondered if I'd need any knowledge of electronics.

Personnel: No, you wouldn't. We'd give you all the necessary training.

Jim: Oh, right. Thank you. I'll send in an application then. Goodbye.

Personnel: Not at all. Goodbye.

(adapted from <https://ndla.no>)



POP QUIZ!

Let's check your understanding! Answer these questions about the dialogue.

1. Why is Jim phoning the company?

2. What does the woman at the information desk say?

3. Which department is he put through to?

4. How many questions did Jim have?

5. What were the questions Jim wanted to ask?

6. What answers did he get to his questions?



04

RESUME

*How to prepare a high impact
resume?*

Why do you need a resume?

A resume is a:

- A marketing tool
- To obtain an interview, **NOT** a job

In short, it is your very first impression!

There are 3 types of resume:

- Chronological
- Functional
- Combination

STEPS OF CREATING A HIGH IMPACT RESUME

1. Read the job description
2. Include your contact information
3. Write a powerful summary statement
4. Choose the skills you want to highlight
5. Highlight education, training and certifications
6. Include relevant experience
7. Proofread

HIGH IMPACT RESUME

All outstanding resumes can be divided into 4 major components, they are:

1. Plan
2. Structure
3. Content
4. Design and Format

WHO NEEDS A RESUME?

You'll need to submit a resume if you're applying for a job with an organization that doesn't rely solely on standard, handwritten application forms. Companies that require resumes will say so in their job postings, and those that don't will ask you to fill out an application. But it's also a good idea to have a typed resume to submit with the application form, especially if your handwriting can be difficult to read.

It is very easy to create a resume with many websites offering free resume templates that you can download and edit offline.

You can also create a resume by using online platforms. Below are some great resume building websites that are free:

- <https://resume.io/app>
- <https://novoresume.com>
- www.zety.com



RESUME FACT!

There is no fixed format to a resume



•How you present it and arrange the information depends largely on the job and industry you are applying for.



For example, somebody applying into a creative industry may wish to layout his resume in an infographic format and present it to the employers via a video presentation."

RESUME GUIDE

There are some guidelines that are usually followed and which are recommended for fresh graduates:

- The length of your resume should be within two A4 pages only.
- Select and put important and relevant information only in your resume.
- Use active verbs to show that you approach things actively rather than passively.



RESUME GUIDE

- Make sure to have a proper structure of your resume. Pay attention on the headings, subheadings and bullet points to help segment your information.
- Make sure your layout is clear and consistent.
- Proofread and double check your resume before submitting. Never let one small mistake affect your chances for an interview session.



SAMPLE RESUME


CHRONOLOGICAL


ELON MUSK

TESLA FOUNDER



 (+1)650681 5000

 elonm1@mailinator.com

 Silicon Valley

+ ABOUT ME

“Aiming to reduce global warming through sustainable energy production and consumption, and reducing the "risk of human extinction" by "making life multi-planetary" and setting up a human colony on Mars.”

+ SOFT SKILLS

- Problem Solving
- Self-confidence
- Creative, Innovative
- Teamwork
- Adaptability
- Critical Observation

+ WORKING SKILLS

- Thinking through first principles
- Goal oriented
- Critical thinking
- Verbal and written communication
- Time Management
- Micromanaging
- Future focused
- Resiliency
- Creativity

+ EDUCATION

SEP 1992 – JUN 1995 **BACHELOR OF ENGINEERING**
Science in Economics at Wharton - Pennsylvania

SEP 1992 – JUN 1995 **BACHELORS**
Science in Physics at Penn's College of Arts and Sciences

+ EXPERIENCE

JUN 2006 PRESENT **SPACEX**
CEO and CTO
Plans to reduce space transportation costs to enable people to colonize Mars. Oversee the development of rockets and spacecraft for missions to Earth orbit and ultimately to other planets. Developed the Falcon 9 spacecraft which replaced the space shuttle when it retired in 2011.

JUN 2006 PRESENT **SOLAR CITY**
Chairman
Created a collaboration between SolarCity and Tesla to use electric vehicle batteries to smoothe the impact of rooftop solar on the power grid. Provided the initial concept and financial capital.

FEB 2004 PRESENT **TESLA MOTORS**
CEO and Product Architecture
Currently oversee the company's product strategy – including the design, engineering and manufacturing of more and more affordable electric vehicles for mainstream consumers.

+ ACHIEVEMENT

- IEEE Honorary Membership (2015)
- Businessperson of the Year by Fortune Magazine 2013
- Honorary doctorate in Design from the Art Center College of Design Honorary doctorate (DUniv) in Aerospace Engineering from the University of Surrey.

SAMPLE RESUME

FUNCTIONAL



Jane Doe

Junior Architect

A strong believer in the ability of the architecture and research combined with design thinking for strengthening our societies and having a positive effect on the world. Only together can we build a better future, therefore my communication and team-working skills.

✉ jane.doe@gmail.com

📞 920 - 119 44 512

📍 Copenhagen

🌐 jane-doe.com

📷 instagram.com/jane.doe

WORK EXPERIENCE

Intern Architect

Chaufontaine Architects

07/2016 – 06/2017

Achievements/Tasks

- Developed and executed online, social media and print marketing strategies for the new projects.
- Participated in all phases of the design and construction processes on 6 major projects nationally and internationally.
- Produced drawings and layouts and assisted the clients throughout the projects. Clients had a satisfaction rate of over 95%.
- Created 3D models, renderings and video animations.

EDUCATION

MSc Space Syntax: Architecture and Cities

Bartlett School of Architecture (UCL)

08/2014 – 06/2016

(UCL Architecture Department Excellence Award Winner)

- Spatial Dynamics and Computation
- Architectural Phenomena
- Buildings, Organisations and Networks
- Design as a Knowledge-Based Process

PERSONAL PROJECTS

NOTBLOX® Affordable Housing Project:
Assembling Sustainable Communities with
Insulating Concrete Forms (06/2016) [↗](#)

- The jury called this design "handsome and sophisticated" and commended it on its demonstration of the ease of its construction. The project also demonstrated many options for the use of vinyl.

The S House: A Passive House (09/2015) [↗](#)

- The form, structure and mechanical features of the building are integrated into a single shell. For example, the louvers also act as a screen along the facade of the building.

SKILLS

Presentation & Public Speaking



Active Listening



Perseverance



Teamwork



Written & Oral Communication



Creativity & Problem Solving



TECHNICAL (IT) SKILLS

Graphics

Hand Drafting, Sketching, Autodesk AutoCAD, ArgGIS, Adobe Creative Cloud Suite

Bim & 3D Modeling

Sketchup Pro, SU Podium, Autodesk Revit

Platforms

Windows & OSX Operating systems, Microsoft Office, Google Drive/Docs

Other

Basic Web Development, Model Building, Darkroom Techniques, Professional level Digital + Film Photography

LANGUAGES

English



Danish



German



Spanish



INTERESTS

Artificial Intelligence

Virtual Reality

Chess

Travelling

Painting

Marathons

SAMPLE RESUME

COMBINATION



SANDRA CAMPBELL

Web / Graphic Designer

PROFILE SUMMARY

Small text about yourself & your objectives. Write a powerful performance summary here. Highlight your most valuable skills, qualifications, achievements, credentials, & other distinguishing information in so far as it relates to & supports your current objective, integration keywords & qualifications aligned with the company's specific needs.

WORK EXPERIENCE

Design Specialist 2012-2015

XYZ Group Inc.

- Describe your accomplishments paragraphs can work or bullet points depending on your preferences .
- Demonstrate your knowledge of the company , matching the language in your resume to the language of their posting
- Add your text there

Graphic Designer & video editor 2015-2018

XYZ Group Inc.

- Describe your accomplishments paragraphs can work or bullet points depending on your preferences .
- Demonstrate your knowledge of the company , matching the language in your resume to the language of their posting
- Add your text there

Web Designer 2015-2018

XYZ Group Inc.

- Describe your accomplishments paragraphs can work or bullet points depending on your preferences .
- Demonstrate your knowledge of the company , matching the language in your resume to the language of their posting
- Add your text there

EDUCATION

Bachelors in Fine Arts 2010-2013

XYZ
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

Diploma in Digital Painting & Video Editing 2014-2016

XYZ
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

Masters in Animation 2016-2018

XYZ
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

CONTACT

- +123456789
- emailaddress@gmail.com
- # Street number, city, state
- www.slidetechnology.com

SKILLS



LANGUAGES



English



Spanish



French

CERTIFICATION

Digital Printing Certification

Finley & Figg | YYYY

Design Management Professional

Haskins & Purbright | YYYY

SAMPLE RESUME

COMBINATION



CONTACT



000 111 333



name@mail.com



12 Street Name
New York



LinkedIn.com/name

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi tristique sapien nec nulla rutrum imperdiet. Nullam faucibus augue id velit luctus maximus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Etiam bibendum, ante nec luctus posuere, odio enim semper tortor, id eleifend mi ante vitae ex. Sed molestie varius erat aliquet.

Karine LEMORCHIN
Job title

EDUCATION

School – Degree

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

School – Degree

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

School – Degree

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

School – Degree

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

WORK EXPERIENCE

Company name

Position

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi tristique sapien nec nulla rutrum imperdiet. Nullam faucibus augue id velit luctus maximus.

Company name

Position

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi tristique sapien nec nulla rutrum imperdiet. Nullam faucibus augue id velit luctus maximus.

Company name

Position

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi tristique sapien nec nulla rutrum imperdiet. Nullam faucibus augue id velit luctus maximus.

SKILLS

Photoshop CS

C++ / MySQL

Office 2017

Marketing

HOBBIES

Reading

Travelling

Music

LANGUAGES

French

German

SOCIAL MEDIA

Facebook.com/name

Twitter.com/name

LinkedIn.com/name

Viaduc.com/name

CONTENTS

RESUME



1 - Career Objective

2 - Personal Details

3 - Education

4 - Skills & Strengths

5 - Work Experience/
Internship

6 - Achievements /
Activities

7 - Awards/ Honours
/ Interest

8 - References

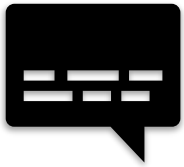
RESUME CHECKLIST

Contact Information



- Did I include:
 - Personal information like proper name, permanent address, phone number, and a professional email address
- Did I consider the possibility of my resume being scanned?
 - If yes - did I follow the guidelines for scanner friendly resumes?
 - Did I consider necessary changes if I am planning to send resume electronically?

Objective



- Does my objective accurately describes my interests?
- Does it focus on what I am offering to the employer, rather than what I hope to gain?

Education



- Did I list the official/proper name of my degree and major?
- Did I include the name of my institution?
- Did I list the month and year I earned my degree or expect to earn it?
- Did I list my GPA if 3.0 or higher or if it is specifically required by my potential employer?

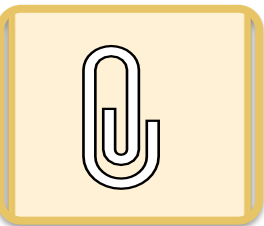
RESUME CHECKLIST

Experience



- For each job I list, did I include the organization's name, city and state, my job title, and the dates of employment
- Did I keep dates to the right side of the page, putting more emphasis on job title or employer (focusing more on what I did rather than how long)?
- Did I list relevant duties and accomplishments, quantifying them when possible?
- Did I start each phrase with an action verb?
- Did I use the appropriate verb tenses (present for current jobs, past for all others)?

Activities/Programmes Involved



- Did I include any significant and relevant course projects?
- Did I include the course name, semester taken and descriptions of my role/accomplishments (written as the jobs descriptions are, starting each phrase with an action verb)?
- Did I include any campus or community activities that demonstrate time management, volunteerism, leadership, and communication skills?

RESUME CHECKLIST



Skills & Strengths

- Did I include relevant skills (computer, communication, foreign languages, etc.)?
- Did I list specific skills rather than general statements/claims?
- Did I include my relevant personal attributes? Am I being honest in stating my personal attributes?

Appearance/Format



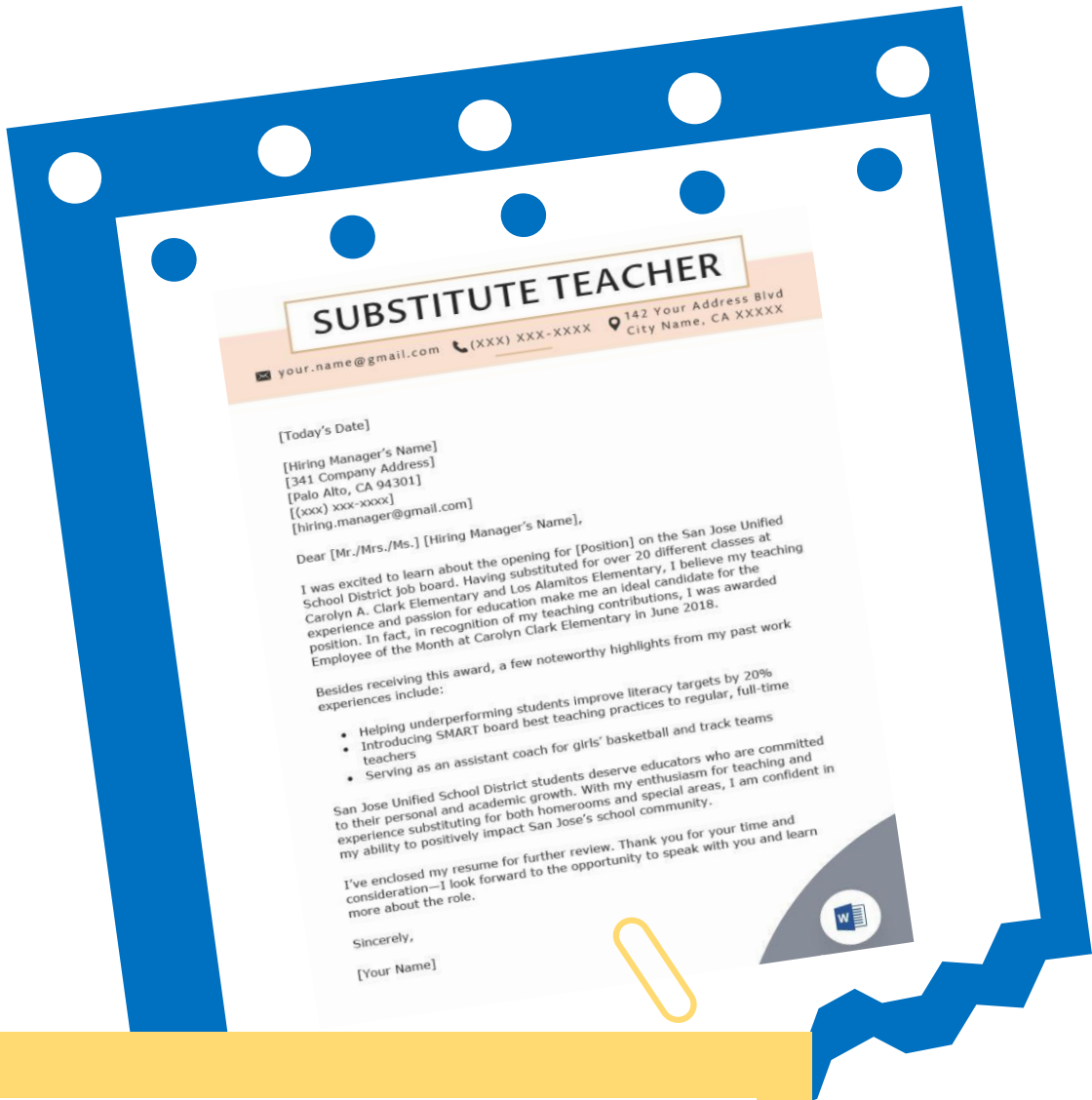
- Did I list the most important and relevant information first?
- Did I use an appropriate font and size (10-12 point)?
- If two pages, did I list my name and “page two” on the top of the second page?
- Did I spell check my resume and have at least three people proofread it to make sure there are no spelling or grammatical errors?
- Was I consistent with punctuation and the format in which I wrote dates (spelled out months, abbreviated, used numerals)?
- Did I use a consistent format for my resume throughout the entire document?
- Did I list my jobs, projects and activities within a consistent format?



05

COVER LETTER

Writing your Cover Letter



A good cover letter

will introduce yourself in a memorable, personal way during a job application.

WHAT IS A COVER LETTER

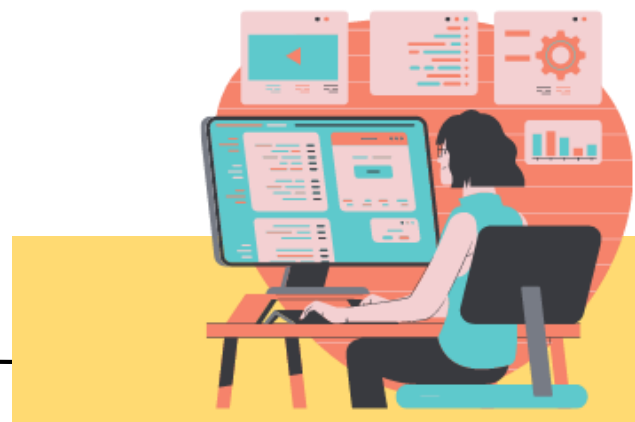
A cover letter is document sent with your resume to provide additional information on your skills and experience.

Employers use cover letters as:

- a way to screen applicants for available jobs
- to determine which candidates they would like to interview.

There are two types of cover letter:

- Solicited Letter - letter written in response to a job advertisement or a referral
- Unsolicited Letter - letter which you write to inquire about the possibility of a job opening or vacancy.



PREPARING YOUR COVER LETTER

Make sure that you give enough information to interest the reader. Don't overwhelm them with irrelevant information.

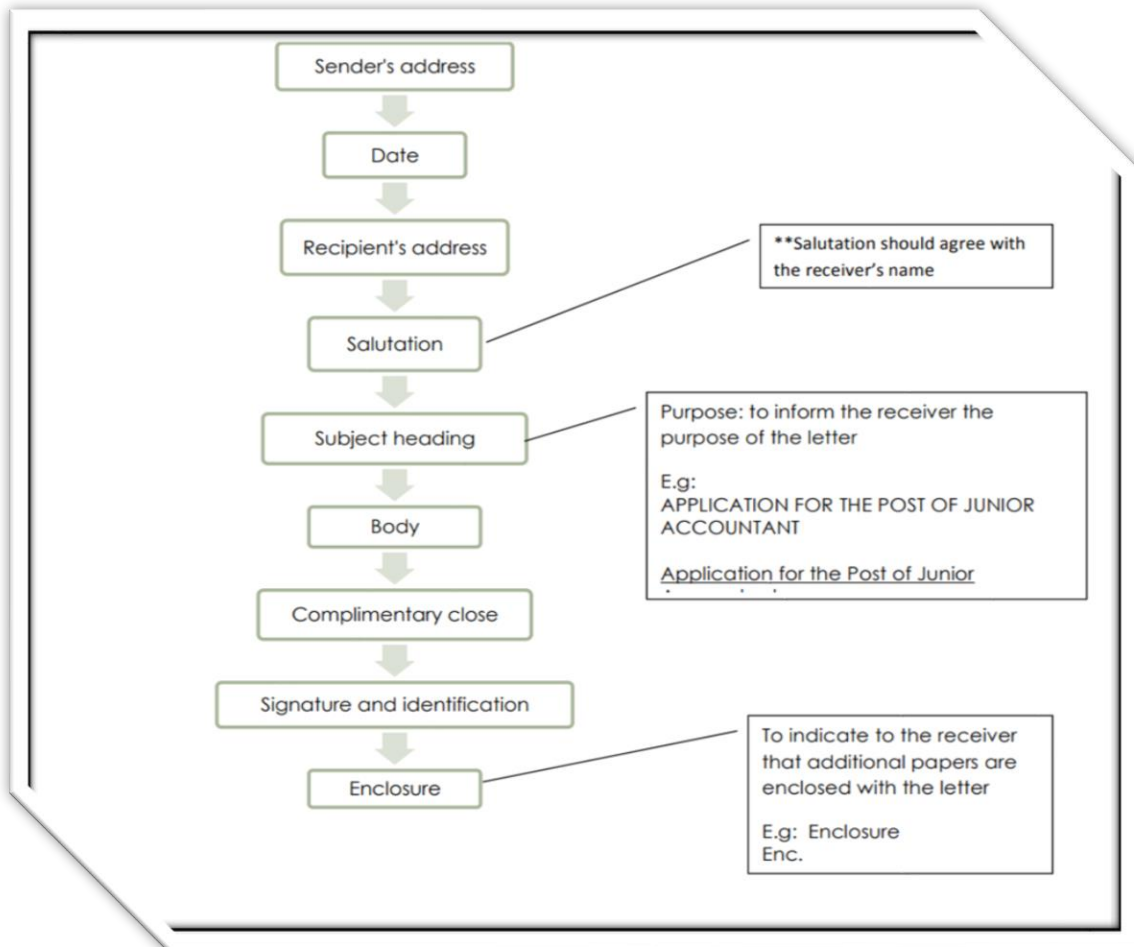
Do research the company, and address the letter to a specific person.

Answer an ad if you have 50% of the skills or background that the ad requires.

Mention the person who referred you if appropriate.



COVER LETTER FORMAT



**Salutation

Address	Mr. Anas Hasrizal Manager MRCB Holding 41000 Klang Selangor	Manager MRCB Holding 41000 Klang Selangor	MRCB Holding 41000 Klang Selangor
Salutation	Dear Mr. Hasrizal	Dear Sir	Dear Sirs
Complimentary close	Yours sincerely	Yours faithfully	Yours faithfully

COVER LETTER SAMPLE

Muhammad Aakif Syafrin
JC5735 Jalan Sebatu Putra 3
Taman Sebatu Putra
77300 Merlimau
Melaka

17th April 2021

The Human Resource Manager,
Solar Energy Power Sdn Bhd
35000 Klang
Selangor

Dear Mr Aydan Syazwi

RE: APPLICATION FOR A POSITION AS AN ELECTRICAL ENGINEER

As a highly motivated and detail oriented individual, I wish to express my interest in the position advertised on your company website for an electrical engineer dated 15 February 2021.

I recently graduate from University Kebangsaan Malaysia majoring in Electrical Engineering, with the CGPA of 3.85. Throughout my studies, I have learnt skills related to engineering such as Computer Science, Programming Languages, Statistics, System Design and Analysis, Conceptual, Logical, or Physical Data Modelling and Process Management. I strongly believe my skills and knowledge in engineering would fit me well to this position and I would be a good addition to the team in your company.

You mentioned in the job advertisement that you are looking for a candidate with good AUTOCAD skills and a team player. During my course work and attachment period I was tasked with assignments where I had to make presentations and prepare designs using AUTOCAD software. Apart from that, I am also well equipped with good communication skills, teamwork, leadership and the ability to adapt to new things quickly. I spent my degree years by participating in programs and activities which contributed a lot towards my personal growth. Thus, I firmly believe I have all the skills and qualities needed by your company and it would enable me to perform the position as technical engineer well.

I look forward to an interview with you where we can discuss the value I will be bringing to your company. You can reach me on this number 0133530386.

Yours sincerely

Encl: resume

A COVER LETTER SHOULD INCLUDE ALL THESE:

1. WHY
ARE YOU
WRITING
?

2. WHY ARE
YOU
INTERESTED
IN THE JOB?

3. WHY ARE
YOU
QUALIFIED?

4. WHAT IS
YOUR NEXT
STEP?



Writing the Opening Paragraph

Example 1

I am applying for the position of Site Supervisor advertised in *The New Straits Times* on 16th February 2016.

Example 2

I am applying for the position of Site Supervisor advertised in *The New Straits Times* on 16th February 2016.

Example 3

I understand from Encik Airil Rizman, who is an accountant with your company, that you will shortly be opening a position for an Accounts Executive. I would like to be considered for that position.





Example for Body Paragraphs

For fresh graduates who has limited work experience

I expect to graduate from Politeknik Port Dickson in December 2016 with a Diploma in Electronic Engineering (Computer). I know how to operate computer software such as Microsoft Office 2010 and how to set up a local area network system. During my six months practical training at Inspiratronics Sdn Bhd has taught me the importance of being hard working and systematic. My diploma programme has included several courses in programming and maintaining such as Electronic Computer Aided Design (ECAD) Computer System Diagnosis and Maintenance and Programmable Logic Controller (PLC) & Automation.

For candidates with extensive work experience

My previous work experience at Tetuan Farizah, Esther & Co as a secretary for two years has taught me the knowledge of current legal practices and terminology as well as experience of providing efficient administrative and secretarial support to lawyers and legal executives. Whilst working in my current role I have developed the necessary communication skills required to liaise effectively with the courts, local authorities, solicitors and the police. I possess excellent organizational and time management skills and also fully understand the need for accuracy and complete confidentiality when handling legal documents for submission to clients or opposing counsel.





Examples for Closing Paragraphs

Example 1:

As you can see from the enclosed resume, my qualification and experience closely match your requirements for the position of Marketing Executive. I look forward to an interview at your convenience. I can be reached at 012 2345555 or 06 6622046.

Example 2:

I hope my qualifications, work experience, skills in technical drawing and the additional information on my resume indicate to you my genuine interest in working for your company. I am available for an interview at any time convenience to you. I can be contacted through my email hakimi_ppd@yahoo.com.my or 016 6789934.

***State your expected salary **only** if you are asked to do so.

Some job advertisements ask the applicant to state his/her expected salary, and so this must be done. Instead of stating the exact salary you expect to earn, it is better to give a range. For example:

- As a diploma holder, I expect my salary to be around RM1200-RM1500.
- With five years experience as a Charge man, I expect a salary between RM4000-RM5000.
- My present salary is RM1000 but with three years experience, I would expect to receive a higher salary in my next position.



Examples for Closing Paragraphs

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- With five years' experience as a Chargeman, I expect a salary between RM4000-RM5000.
- My present salary is RM1000 but with three years' experience, I would expect to receive a higher salary in my next position.





WRITING UNSOLICITED COVER LETTER

Since the aim of both unsolicited and solicited letters is to secure an interview, the content of both letters is nearly the same.

The major difference is in the opening paragraph. In an unsolicited letter, you want your prospective employer to read on, so your opening paragraph must be persuasively written.

For example:

Having obtained a Diploma in Journalism and some invaluable experience as a reporter, I believe I have much to offer your company. I am enquiring as to whether you have any suitable vacancies at The Sun.





SAMPLE PHRASES TO INCLUDE IN YOUR FINAL PARAGRAPH

Strong cover letter closings are enthusiastic and confident.

"I am very excited to learn more about this opportunity and share how I will be a great fit for XYZ Corporation."

It is always a good idea to explain what you find attractive about working for the company and how you intend to bring your skills and passions to the table

"I believe this is a position where my passion for this industry will grow because of the XYZ opportunities you provide for your employees."

By adding this to your conclusion, you will be able to add some flare and excitement to your cover letter.

"If I am offered this position, I will be ready to hit the ground running and help XYZ Company exceed its own expectations for success."





SAMPLE PHRASES TO INCLUDE IN YOUR FINAL PARAGRAPH

Remember, the main highlight of your cover letter would be how your potential employer will benefit from your experience and qualifications.

"I would appreciate the opportunity to meet with you to discuss how my qualifications will be beneficial to your organization's success."

Your "call to action" statement is **IMPORTANT** . Remember, the purpose of your cover letter is to land an interview.

"I will call you next Tuesday to follow up on my application and arrange for an interview."

"I believe that I can make positive contributions to ABC and I look forward to discussing my capabilities in more detail. I am available for a personal interview at your earliest convenience. Thank you for your consideration."

"I would like to meet with you to discuss your opportunity in more detail and will call next week to see when your schedule might allow time for a brief meeting. Thank you for your time."

EXAMPLE OF COVER LETTER BODY

Dear Sir / Madam

Application for an Administrative Position

I am writing to inquire if there is a vacancy in the Administrative Department. With my relevant working experience and educational background, I believe I am qualified for the position in your company.

2. I am a fresh graduate of Politeknik Merlimau Melaka, specialized in Business Administration.

3. I am proficient in languages and know how to use various computer software for handling documents. I am attentive to details, I am able to work with people in any levels.

4. In the summer vacation last year, I work for a large food company as an administrative assistant. In this summer job, I contributed to setting up proper work procedures for workers in Jakarta to follow, and revised the HR system for the headquarters in Sungai Besi.

5. At present, I am studying an MBA at the University of Malaya to further upgrade my knowledge in the field and plan to take other language course to enhance my language skills.

Enclosed, please find my resume for your reference. My contact number is 1234-7777. Feel free to contact me if you would like to meet me for an interview. I look forward to hearing from you soon.

Yours faithfully

(adapted from <https://hk.jobsdb.com/>)

COVER LETTER CHECKLIST



- Is my cover letter consistently formatted, with 1" margins and font size between 11-12pt and only ONE PAGE length?
- Did I personalize the cover letter to describe my interest in the position and company?
- Did I double check that the cover letter is addressed to the correct contact, company, and that the company name is correct throughout the document?
- Is my cover letter error free including correct grammar, spelling and punctuation?
- Did I select my most relevant experiences to present my background to meet the reader's needs?
- Did I specifically address my ability to perform the job they are hiring for?



Task 1 : Write the elements of a cover letter using the following information below.

Application Date	Employer Contact Information	Salutation	Signature
Subject Heading	Complimentary Close	Middle Paragraph	Final Paragraph
Name	First Paragraph	Applicant's Address	Enclosure

Your address 1. _____
 Post Code, City
 State

Date 2. _____

Name 3. _____
 Title / Position
 Company Address
 Post Code
 State

Dear Mr./Ms. Last Name: 4. _____

Application for the Post of _____ 5. _____

The first paragraph of your letter should include information on why you are writing and where did you get the information about the job. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant the interview or appointment you requested in the first paragraph. 6. _____

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text. 7. _____

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it. 8. _____

Yours Faithfully/ Yours Sincerely 9. _____

Handwritten Signature (for a hard copy letter) 10. _____

Typed Signature (for an e-mail application)
 (_____) 11. _____

Encl: Resume 12. _____



06

JOB INTERVIEW

*Demonstrate the Ability to Handle
Job Interviews*



A job interview is a selection process used by organizations to help determine whether a job candidate has the necessary knowledge, skills, and abilities to do the job. It may also be used to see if there is a good fit between the applicants and organization from a standpoint of culture and values

WHAT TO DO BEFORE A JOB INTERVIEW?

PREPARE! PREPARE! PREPARE!



1 Take time to analyze the job!

- Study what the company is looking in a candidate
- Start identifying and listing the skills, knowledge and professional qualities critical to the job
- Then, list down your assets and match them to the job description!

2 Find as much as you can about the company

- Helps you prepare to answer questions related to company
- You can prepare questions to be asked to the interviewer
- You can decide if the company and its culture would be a good fit for you

How to research the company



WEBSITE

check out the company website, specifically the “About Us” page.

READ

read articles about the company in industry magazines or websites

Reviews

check out company reviews from clients, and from current and former employees.

WHAT TO DO BEFORE A JOB INTERVIEW?

PREPARE! PREPARE! PREPARE!



3

Search and practice answering common interview questions

- Take the time to practice answering interview questions you will probably be asked.
- Some favorite questions:
 - *Why do you want to work with our company?*
 - *Can you work under pressure?*
 - *What are your strong points?*
 - *What are your weak points?*
 - *What salary are you expecting to make?*
 - *Why we should hire you instead of others?*
- Be prepared to share information on your involvement in activities, clubs and work experience.

STRATEGIES TO ACE THE INTERVIEW SESSION

- Be honest and think quickly
- Speak clearly and maintain eye contact with the interviewer
- Explain what you can do for the employer and why you want the job
- Remember to use good examples to illustrate your point and your skills.
- Express yourself in a positive manner



WHAT TO DO BEFORE A JOB INTERVIEW?

PREPARE! PREPARE! PREPARE!



3

Practice Interview

- Take the time to practice answering interview questions you will probably be asked.
- Some favorite questions:
 - *Why do you want to work with our company?*
 - *Can you work under pressure?*
 - *What are your strong points?*
 - *What are your weak points?*
 - *What salary are you expecting to make?*
 - *Why we should hire you instead of others?*



What Are the 5 Most Common Interview Questions?



Tell me about yourself



Why should we hire you



What are your strengths and weaknesses



Why do you want to work for this company



Where do you see yourself in 5 years

Take a look at these common interview questions and think about how you would answer them.

1. Tell me about yourself:

This is the ice breaker question. Start by providing a short statement by mentioning about your background (name, academic qualification) and things you have done and jobs you have held that are related to the position you are applying for.

2. What experience do you have in this field?

Mention the information which are specifically related to the position you are applying for. What if you do not have any experience related to the position? Do not worry, tell about anything close to it.

3. Do you consider yourself successful?

The trick to answer this question is to specifically mention yes and then briefly mention why.

4. What do you know about this organization?

To answer this question, you have to study and research on the company background. Find out where they have been and where they are going. Try to find any relevant current issues and the major players of the organization.

5. Why do you want to work for this organization?

Be careful when answering this question. Make sure to relate your academic qualification with the position and the skills which you can offer to them. They would want to know what and how can you contribute to them.

6. Are you a team player?

Undoubtedly, you are a team player. Prepare examples of situations, activities or programs that show you are a team player. Focus on specific incidents where you perform for the good of the team rather than for yourself



7. Explain how you would be an asset to this organization

It gives you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship.

8. Why should we hire you?

Point out how your academic qualification, skills and experience meet the organization needs.

9. What irritates you about co-workers or previous company?

Be careful, this is a trap question. Do not talk bad about your co-workers or your previous company. A short statement that you seem to get along with folks is great.

10. What is your greatest strength?

Mention about your skills, attributes that can benefit the position and the company.

11. Where do you see yourself five years from now?

This is a tricky question. Explain your career goal and what you can do to achieve it.



12. What is more important to you: the money or the work?

Of course, money is always important, but the work is the most important.

13. What would your previous supervisor say your strongest point is?

Explain about your positivity and skills. Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solver.

14. Tell me about a problem you had with a supervisor

This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well be below the interview right there.

15. Tell me about your ability to work under pressure.

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

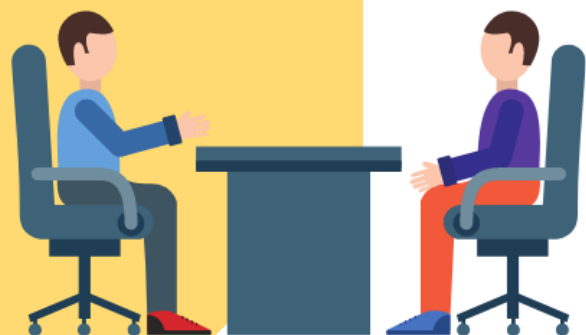


16. Are you willing to work overtime? Nights? Weekends? / Would you be willing to relocate if required?

You should be clear on this with your family prior to the interview if you think there is a chance it may come up. This is a straight loyalty and dedication question. The answer is always yes.

17. Do you have any questions for me?

Be prepared to ask a question at the end of the interview session. For example, how soon will I be able to be productive? And what type of projects will I be able to assist on, are examples.



WHAT TO DO BEFORE A JOB INTERVIEW?

PREPARE! PREPARE! PREPARE!



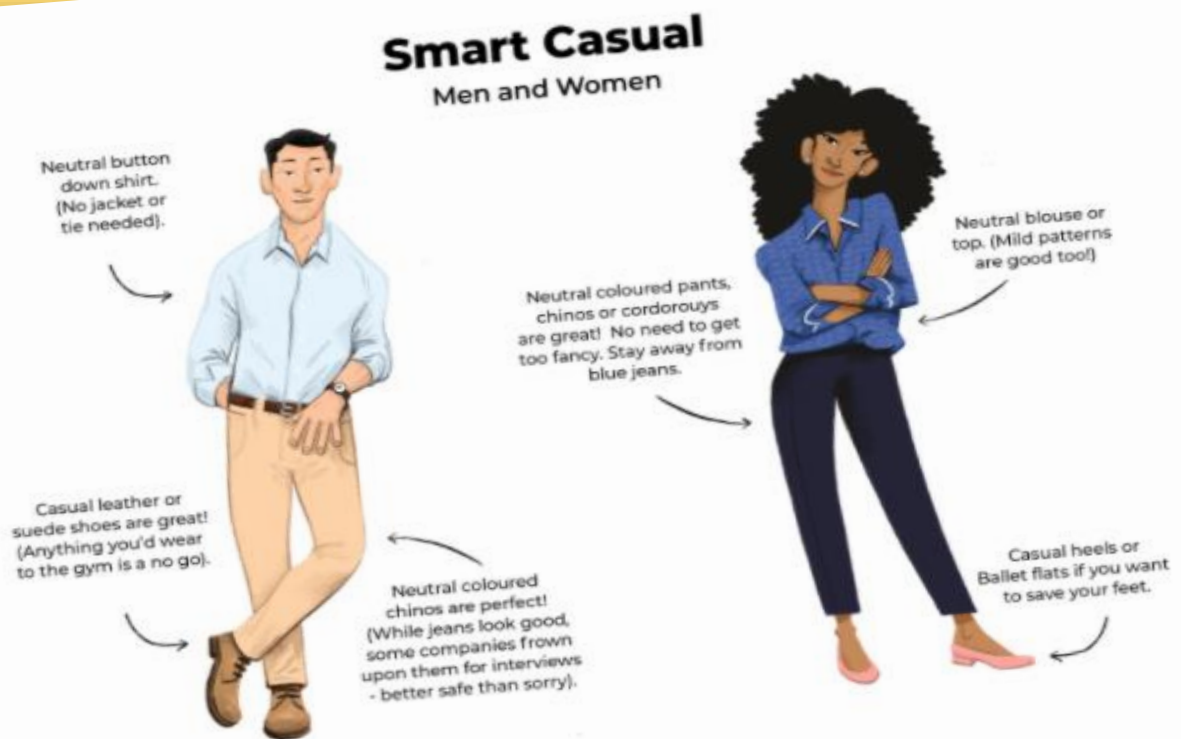
4

Prepare Your Interview Attire

- Regardless of the type of job you're interviewing for, that first impression should be a great one.
- When dressing for an interview for a professional position, dress accordingly in business attire.
- If you're applying for a job in a more casual environment, such as a store or restaurant, it's still important to be neat, tidy, and well-groomed, and to present a positive image to the employer.

3 TIERS OF INTERVIEW ATTIRE

SMART CASUAL



Smart Casual: This dress style is fun and light while still being professional. Choices should be neutral and fit well, but don't need to be overly formal.

While people at the company maybe dressed more casually, this is the bare minimum for any interview.

From <https://cultivatedculture.com/what-to-wear-to-an-interview/>

3 TIERS OF INTERVIEW ATTIRE

BUSINESS CASUAL



Business Casual: We're not breaking out the full suit here, but we are definitely on the more formal side compared to Smart Casual.

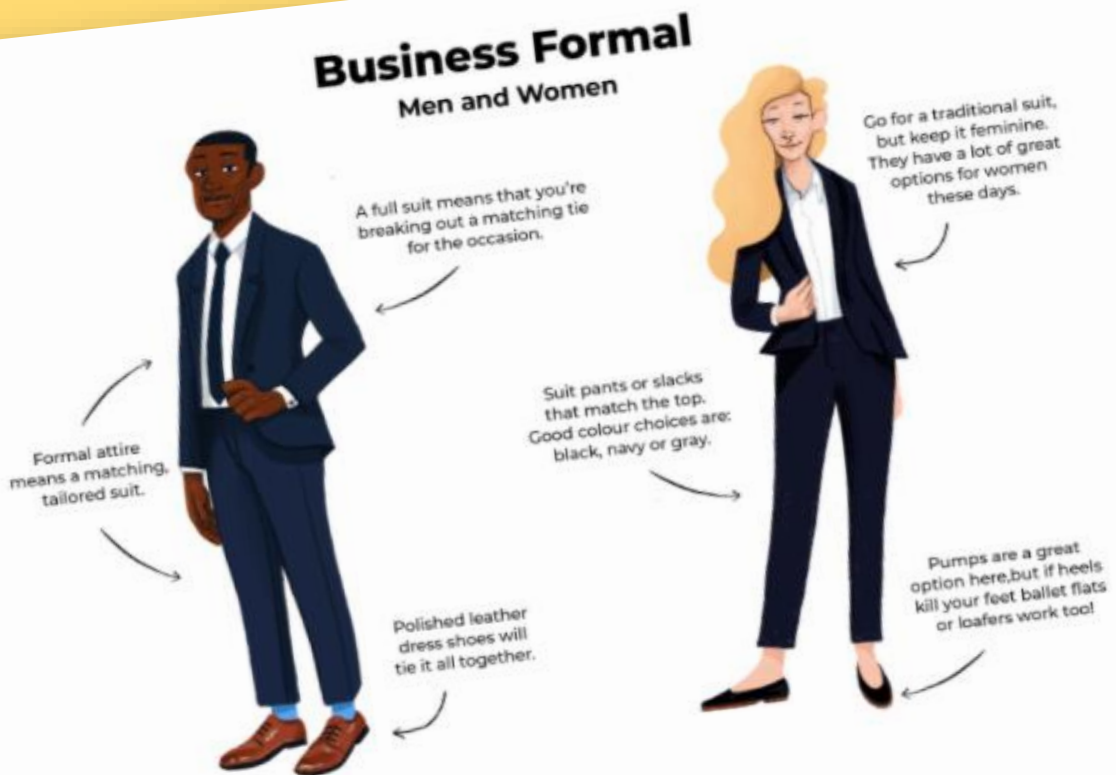
For guys this usually means a sport coat, slacks, and leather shoes. For women, this is a neutral blouse (with a blazer or sweater if needed), tailored dress pants, and fancy flats or pumps.

This is the most common style for interview attire.

From <https://cultivatedculture.com/what-to-wear-to-an-interview/>

3 TIERS OF INTERVIEW ATTIRE

BUSINESS FORMAL



Business Formal: This is your traditional, conservative business look. Think bankers, lawyers, consultants, etc. We're talking full suit and dress shoes for both genders. That said, just because it's formal doesn't mean it can't show a bit of your personality!

From <https://cultivatedculture.com/what-to-wear-to-an-interview/>

3 TIERS OF INTERVIEW ATTIRE

BUSINESS FORMAL



The Best Colors to Wear to a Job Interview



The Balance / Theresa Chiechi



TIPS!

- Check your interview attire the day before and check for stains, tears or any missing buttons
- Make sure that your interview attire is clean AND well ironed
- Avoid body piercing jewelry (except for women's earring)
- Avoid using (strong) perfume, cologne, and aftershave
- For the men, trim your facial hair; make sure that your beard and/or mustache is well-trimmed and neat. Avoid stubble that looks like a few days of growth
- Wear clothes that fit
- Do not wear flashy jewelry or watches.

WHAT TO DO BEFORE A JOB INTERVIEW?

PREPARE! PREPARE! PREPARE!



5

Get Ready for Your Interview

- Prepare your portfolio. Your portfolio should contain:
 - Copy of your resume
 - Relevant certificates
 - A list of questions to ask the interviewer
 - Small notebook to scribble important details
- Make sure you know what **NOT** to bring including your cellphone (or at least turn your phone off), gum, or anything else beyond yourself and your credentials.

WHAT TO DO DURING AN INTERVIEW

THE DOs & THE DONTs



- Practice interview etiquette
 - Watch your body language
 - Shake hands firmly
 - Make eye contact as you articulate your points
 - Pay attention
 - Be attentive
 - Look interested

Toward the end of the interview, let the recruiter know that you believe the job is an excellent fit and that you are highly interested. You'll know if the interview went well if it runs longer than 30 minutes, you discuss salary, or you get an invitation to a second interview.

WHAT TO DO DURING AN ONLINE INTERVIEW



ONLINE INTERVIEW TIPS



Make sure you have a stable internet connection.



Speak clearly, and politely ask for a question to be repeated in case you didn't hear it properly.



Pause after each question to be sure that the interviewer has finished speaking.



Do not interrupt. Wait for your turn to speak.



Look at the camera from time to time to maintain good eye contact.



Ask for the next steps in the recruitment process.
Onboarding may take a while as Human Resource operations are affected by community quarantine.



Thank the interviewer for his/her time, and wish them well. A simple "take care" can go a long way especially at this time.

 **JOBS180.COM**
MORE THAN JUST A JOB SITE

**VIRTUAL
CAREER
FAIR**

REFERENCES

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- <https://www.best-job-interview.com/images/5mostcommoninterviewquestionsgraphic>.
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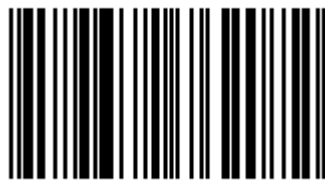
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