

# **My CV,** my career passport

**We know a lot about resume writing, as a foundational step for getting our portfolios in front of potential employers and recruiters. As digitalised processes become more prevalent in recruitment will it become even harder to make our resume stand out amongst the rest?**

*p.s. For the purpose of a succinct reference, 'CV' refers to both CV/Resume in this deck.*

# What do youths say?

01



**“The main concern I have when doing up a resume is the type of experiences to include. I get caught up as to whether I should include all of my job/volunteer/event experiences where I personally learned something valuable, or to only provide those that seem relevant to the job offering.”**

– Perlyn Wong, 21, Millennia Institute

02



**“I cannot seem to find the right words to really allow my achievements and experiences to shine through and impress my interviewers.”**

– Aaron Yu, 18, Singapore Polytechnic



# What do youths say?

03



**“As a student, how do I substantiate my limited working experience to help me stand out to recruiters?”**

– Glenda Wee, 19, Yale-NUS

## *Read:*

<https://www.fastcompany.com/90539925/how-to-breathe-new-life-into-a-tired-resume-format>

A screenshot of a Fast Company article. The top navigation bar includes 'UPDATES', 'COVID-19', 'CO.DESIGN', 'TECH', 'WORK LIFE', 'CREATIVITY', 'IMPACT', 'PODCASTS', 'VIDEO', and 'RECOMMENDER'. The article is dated '08-14-20' and is in the 'CAREER EVOLUTION' section. The title is 'How to breathe new life into a tired résumé format'. The sub-headline reads: 'Get comfortable adding some visual interest to your résumé's appearance, without sacrificing the essential facts about your background.' Below the text is a photograph of hands holding a pen and a smartphone over a document. The photo has a purple-to-blue gradient overlay.

**FASTCOMPANY**

UPDATES COVID-19 CO.DESIGN TECH WORK LIFE CREATIVITY IMPACT PODCASTS VIDEO RECOMMENDER

08-14-20 | CAREER EVOLUTION

## How to breathe new life into a tired résumé format

Get comfortable adding some visual interest to your résumé's appearance, without sacrificing the essential facts about your background.

[Photo: Kelly Sikkema/Unsplash]





**What can shine brightly externally  
is what's within.**

**We believe in the innate potential  
you have, and challenge you to take  
on positive mindsets and  
ownership in what you do.**

**Whichever challenges come your  
way, take the opportunity to  
develop your competencies, to be a  
stronger leader of your own life!**

## Unpacking the Issue – My CV, my career passport

# WHY IS MY CV SO IMPORTANT FROM AN EMPLOYER'S PERSPECTIVE?

Think about a time when you had to invest in a more expensive item, something you'll easily take almost 6 full months to save up for. What is your purchase process and the research you will do behind the item? Would you try to look into the specifications, brand, reviews etc to ensure your money is well spent?

Hiring a full time employee is a big investment companies make. When companies take on a hire for their business needs, companies have a pressure to bring in returns (in terms of market and growth goals) from the hires they've made. A good (or bad) hire can make (or break) the company's trajectory of growth.

### *Read:*

#### ***The Cost of Hiring a New Employee***

<https://www.investopedia.com/financial-edge/0711/the-cost-of-hiring-a-new-employee.aspx>



## Unpacking the Issue – My CV, my career passport

### TIP 1

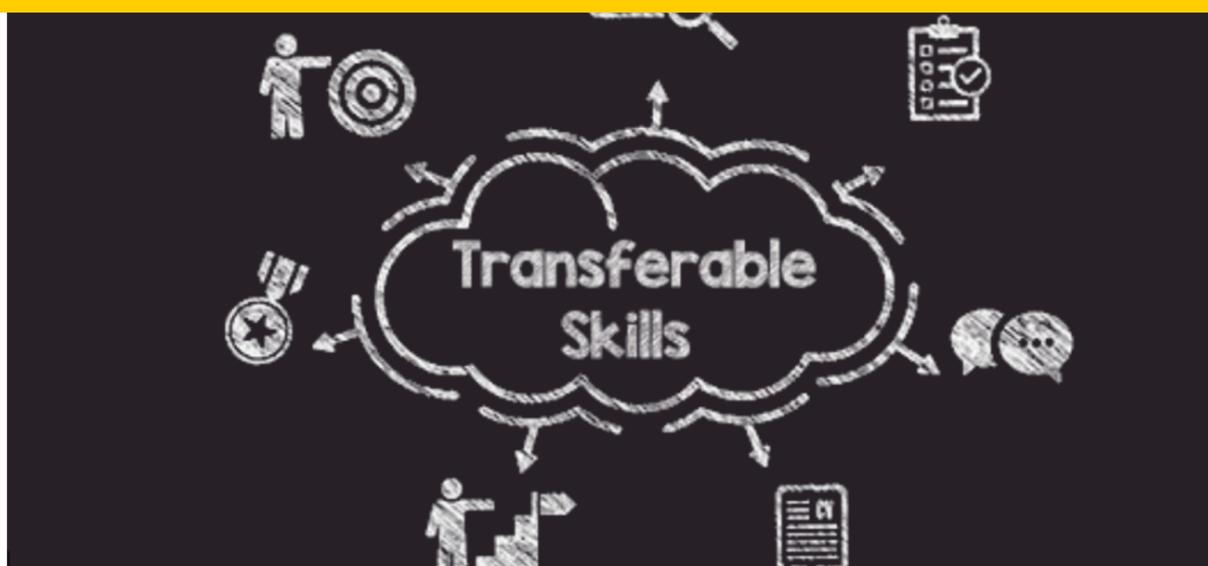
## Demonstrate contextual understanding

To write a CV that can stand out from the many others, you first need to be better at spotting and understanding what recruiters are looking out for. Recruiters appreciate that you have taken time to understand what the role entails and know clearly which areas you fit (or don't fit) the role.

A candidate who demonstrates contextual understanding of a company's needs and a keen sense of self awareness stands out from one who sends in a general skills summary and expects the recruiter to do the work of identifying the fit.

### *Read:*

<https://www.linkedin.com/pulse/what-transferable-skills-why-important-strategic-job-search-storani/>



## What are Transferable Skills and why are they important for Strategic Job Search

Published on September 23, 2019



**Tana Storani**

International Career Strategist | Personal Brander | LinkedIn Expert | Founder of Storani Careers [43 articles](#)

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# Unpacking the Issue – My CV, my career passport

## TIP 1

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### Demonstrate contextual understanding

*Skillset in practise: Analytical Thinking, Resourcefulness*

#### Do this:



**Download two or three sample Job Description (JD) listings of a role you're interested in applying for.** Putting them side by side, and piece together a general background research of these roles based on:

	JD1	JD2
Technical/ hard Skills listed/ required		
General/ soft Skills listed/ required		
KPIs/ Targets expected of the role listed		
Overall Department structure (General research)		
Overall company industry (General research)		

*\*note similarities and differences*



**Bonus – Reach out to a practitioner in this field of interest and share with them your observations!** Enhance your background research findings with their inputs.



## Unpacking the Issue – My CV, my career passport

### TIP 2

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## Showcase your *skills* journey, not your achievements

Don't have formal working experience? Don't let that restrict how you showcase your potential and your skills history. You would have had exposure working in project groups and co-curricular activities, working with people and solving problems.

These stints are just as important data points to show your history and aptitude to hone your skills further. Learn to frame these experiences as your skill trove, to excite potential recruiters to want to speak with you!

### *Read:*

<https://www.livecareer.com/resources/resumes/how-to/write/how-to-write-a-resume-when-you-have-no-work-experience>

### How to Write a Resume When You Have No Work Experience



By [Jacob Share](#)  
Job Search Expert

Published on: December 15, 2017



## Unpacking the Issue – My CV, my career passport

### TIP 2

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## Showcase your *skills* journey, not your achievements

*Skillsets in practise: Introspection, Analytical Thinking*

### Do this:



**Reflect and identify three or four of your significant school experiences (*includes major projects, achievements, activities*) that were meaningful/ impactful to your personal growth journey. For each of the experiences:**

1. Think about how you were involved (your role and what you did)
2. Think about the skills that were put to practice when you were carrying out your role
3. Reflect on the important leadership/ personal learnings you had from the experiences
4. Incorporate these reflections into your CV to showcase your skills journey.
5. Remember to be specific, direct but factual. Learn to use quantitative facts to give recruiters a perspective on your skills (e.g. 'I led a team of 12 people' is better than 'I led a team' in giving recruiters perspective.)

**You'll find that no two skills journeys are identical, that's what adds to the uniqueness of your resume!**



# Unpacking the Issue – My CV, my career passport

## TIP 2

### Showcase your *skills* journey, not your achievements

*Skillsets in practise: Introspection, Analytical Thinking*

#### **\*BONUS RESOURCE!\***

Check out this page for a soft skills list for your CV:

<https://www.thebalancecareers.com/list-of-soft-skills-2063770>

## Top Soft Skills Employers Value With Examples



ARTICLE TABLE OF CONTENTS [Skip to section](#)

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- [Teamwork](#)
- [List of Soft Skills](#)
- [Critical Thinking](#)
- [Positive Attitude](#)
- [Work Ethic](#)



Image by Ran Zheng © The Balance



## Unpacking the Issue – My CV, my career passport

### TIP 3

## Bring personality into your portfolio

Beyond it being a mere listing of your achievements and experiences, your CV is an extension of your personal brand. What's your work journey like? What drives you in your professional capacity?

As you develop clarity of your personal brand, incorporate it into your CV. As a recruiter stumbles upon your profile, your personal brand will also excite them to want to know you more as a person!

### *Read:*

<https://www.forbes.com/sites/celinnedacosta/2018/11/27/why-your-personal-brand-is-your-new-resume/#28415a384e4b>

## Why Your Personal Brand Is Your New Resume



**Celinne Da Costa** Contributor ©

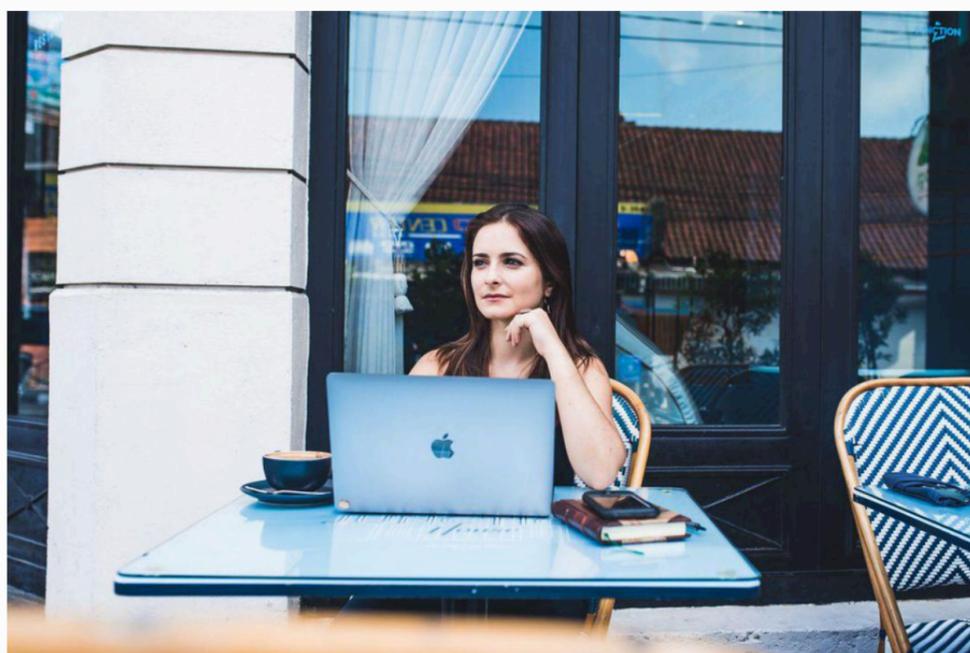
ForbesWomen

*Celinne Da Costa is a writer, speaker, and brand story coach teaching entrepreneurs to become confident leaders with powerful stories, influential brands, international media coverage, and thousands of raving followers.*

### TWEET THIS



It is essentially your golden ticket to networking with the right people, getting hired for a dream job, or building an influential business.



## Unpacking the Issue – My CV, my career passport

### TIP 3

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## Bring personality into your portfolio

*Skillset in practise: Introspection, Communication*

### Do this:



**Study some CVs to get a concept of what constitutes a personal brand.**

Sample: <https://business.linkedin.com/marketing-solutions/blog/best-practices--thought-leadership/2016/5-free-ways-to-build-your-personal-brand-on-linkedin>

Based on the sample profiles (or you can find your own), identify 3 key words you would associate with each sample profile here. Note how they convey a personal brand through visuals, phrasing and language on their profile.



**Identify 3 key words you would like to build your Personal Brand around.**

**1**

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**2**

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**3**

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**Think of how these 3 key elements can be enhanced in your resume/ cover letter through visuals, phrasing and language. Touch up your CV accordingly!**



## Unpacking the Issue – My CV, my career passport

### TIP 4

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## Update Update Update

Your CV is not something you only pull out when you're at crossroads looking for work. It should be maintained periodically, like a form of personal housekeeping, so that your portfolio is constantly updated. Updating your CV is a great process for self reflection to ensure that you're on track with your career goals!

Increasingly, digital CVs on platforms like LinkedIn are the place where headhunters and potential employers look out for talent. You want your “digital name card” to be most updated!

### *Read:*

<https://www.themuse.com/advice/how-to-update-your-resume-in-30-minutes-and-turn-in-an-impressive-typo-free-version>

## How to Update Your Resume in 30 Minutes— and Turn in an Impressive, Typo-Free Version

by [Sara McCord](#)



## Unpacking the Issue – My CV, my career passport

### TIP 4

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## Update Update Update

*Skillset in practise: Discipline*

### Do this:



**If you don't yet have your portfolio up on a platform like LinkedIn, do consider setting up one! If not, you should at least have one CV soft copy on hand.**



**Set a periodic reminder on your personal calendar for a CV update. We recommend a 6 monthly reminder, to prompt you to do your CV updates**

1. Jot down new significant experiences (if you're still studying) or new workplace achievements (if you're working).
2. Also include some of the additional involvements you've had - started a side hustle, picked up an interesting new skillset, volunteered for work with charitable causes
3. With the jotted list, identify if they are (i) relevant and worthy of adding on to the CV, (ii) you may also consider adding them in replacement of some of the earlier CV items.
4. Comb your new updated CV and check on consistency of flow, grammar and personal brand.
5. Save your work, and good job! You'll repeat this 6 months later and the process will get easier over time!



# GLEAN!

## AN INDUSTRY PERSPECTIVE



### **Hosea Lai**

Head of Social Impact  
(Corporate Social Responsibility)  
LinkedIn APAC

### **What is your story**

Be it mentioning past internships, volunteering experiences, whatever the content - it is important to think of your story, a narrative when crafting your CV. Look for a single, consistent storyline of your experiences that cuts across all the work that you have done.

### **Who is it for**

I've seen many CVs where candidates use their CV as an information dump. Applicants are probably thinking, 'let me put in as much information as possible so that recruiters can pick the ones that are relevant.'. Remember that recruiters are busy people, and may be working on multiple roles at the same time. You have to do the thinking for them, not the other way round.

### **How to get it to recruiters**

While writing a CV is tough work, do not think that once you submit your CV, your work is done. I've seen amazing candidates NOT get an interview, just simply because their CV did not even get in front of the recruiter. Look for ways to get your CV to the recruiter - through referral programmes inside organisations, get your networks to forward your CV to the recruiter etc - so that your chances are increased.



**SEARCHING FOR YOUR  
PASSION IS NOT  
'PROACTIVE;' IT'S  
ACTUALLY QUITE PASSIVE,  
BECAUSE EMBEDDED IN  
THE PURSUIT IS THE  
ERRONEOUS BELIEF THAT  
WHEN SEEN IT WILL BE  
IMMEDIATELY  
RECOGNIZED.**

**THE REALITY IS THAT A  
LIFE-LONG PASSION IS  
MOST OFTEN REVEALED  
THROUGH WORKING  
PASSIONATELY ON  
SOMETHING YOU HAVE  
IMMEDIATE ACCESS TO.**

**– KENT HEALY**



# Keen to invest in your learning and growth?

- ③ Enrol in Facilitators' Training to build your facilitation and communication skills
- ③ Access our content pieces and educational resources to enrich your world view
- ③ Sign up for our complimentary Career Roundtables and Mentorship Programmes to invest in your personal growth

**All these and more, shared on our website and Social Media channels!  
Don't miss the free opportunities to develop yourself!**



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