

# Go Digital ASEAN

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digital skills to unlock new economic opportunities



# BUT FIRST,

Please scan the following QR Codes to answer the surveys before we begin today's session.



Pre-Training Survey



Trainee Recruitment Survey

# House Rules

Here are some rules and reminders to keep in mind.

01

Please ensure you have filled in both the Pre-Training & Recruitment Surveys.

02

Turn off your microphone. Feel free to type your questions in the chat box.

03

Questions will be entertained at the Q&A after the presentation.



# Today's Agenda

## What we'll learn:

- Cyber Security 101
- CV Writing
- Acing your Interview
- Digital Tools for Job Seeking

# CV WRITING



What do people look for in an outstanding CV

- Marketing tool: First impression is the one which lasts
- Request for an interview: We are always looking for jobs
- Your “big picture”: A detailed snapshot of your professional and academic life

## PURPOSE OF CV

- Clear – well organized and logical
- Concise – relevant and necessary
- Complete – includes everything you need
- Consistent – don't mix styles or fonts
- Current – Up-to-date

## 5 C'S OF CV

# DO'S



- Use a standard font size in.
- Include recent and relevant work experience (paid or voluntary).
- Be consistent in your layout.
- List your skills and achievements and back up with evidence.
- Keep it short (maximum 2 pages).
- Use positive action verbs such as “organised, delivered, accomplished, achieved”.
- Include a statement about your career aspirations and what you have to offer the employer.
- Be honest but positive (negatives can always be turned into positives).
- Proof-read for spelling, punctuation, grammar and meaning.
- Get someone to check it for you.

# DONT'S



- Do it in a rush.
- Leave gaps in employment.
- Lie.
- Include irrelevant personal details such as marital status.
- Simply write a list of duties under work experience (remember you are selling yourself!).
- Use flashy or large font.

There is no single way to write a CV. It is *your* document and can be structured and presented as you wish within a basic framework.

The important thing to remember is that this is the *first impression* an employer will have of you. It is your marketing brochure through which you are trying to sell yourself.

# What employers look for



- **Education** - ability to think clearly, analyse and assess information, draw conclusions, work independently, research
- **Work experience** - ability to get on with people, work under pressure, meet deadlines
- **Leisure interests** - ability to plan and organise, co-operate with others, compete, lead, work hard to achieve results
- **Specific skills** – e.g. driving licence, computer skills, foreign languages, artistic skills
  - Includes anything you were paid to do or was extensive and regular volunteer work
  - Only list items relevant to academic work
  - List most recent first
  - If listing research, include the lab and director/principle investigator



# Use an online tool!



Many cv/resume templates available online.



Plan for different job applications.



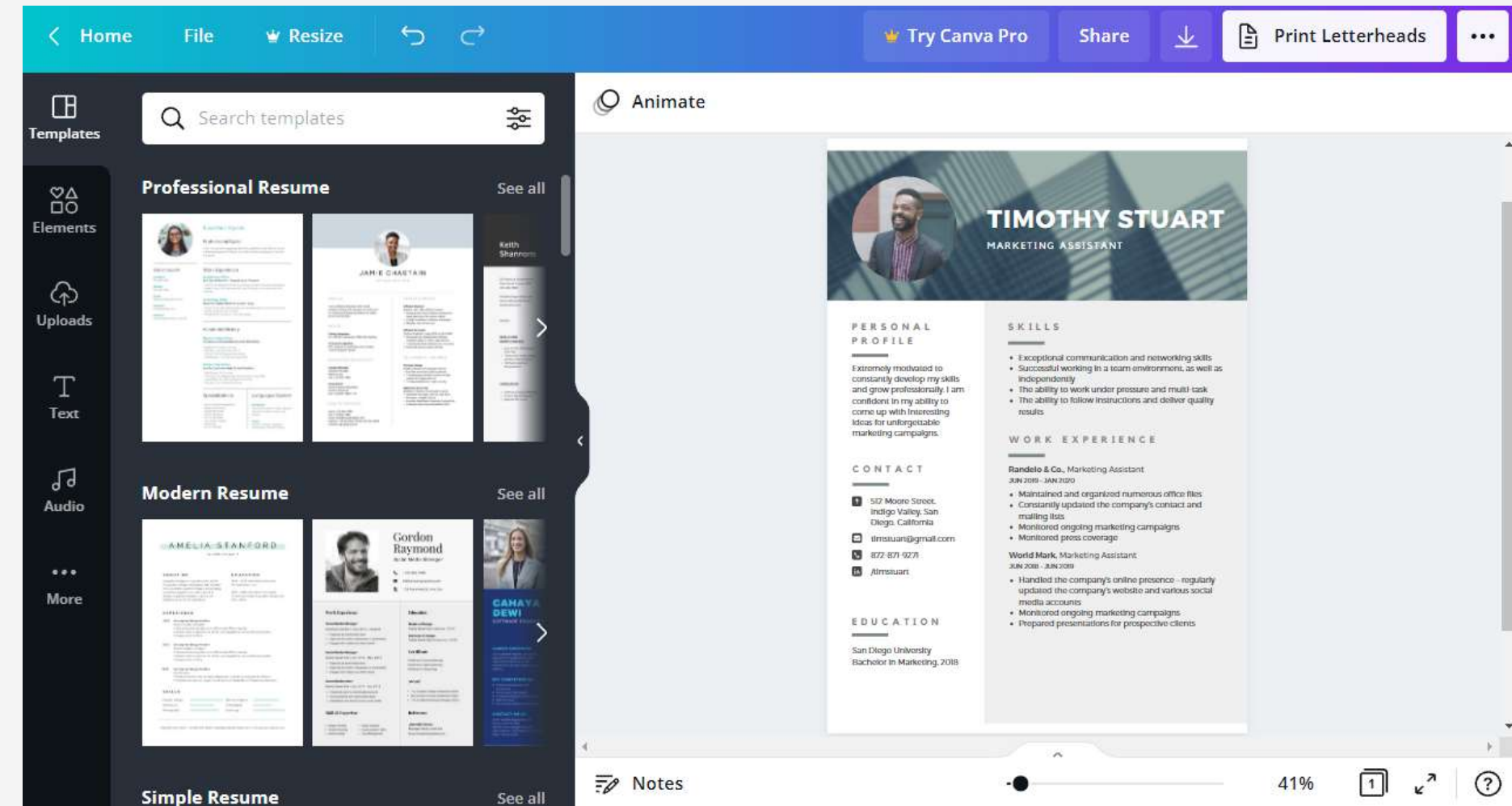
Good CV takes a lot of refining.



Be proactive rather than reactive.



Try out Canva, or any other online software.



# COVER LETTERS



- Never send a 'naked' CV
- Should be three short paragraphs
- Opening paragraph - WHY you are writing
- Paragraph 2 - SHOW knowledge of employer, highlight your skills
- Paragraph 3 - REFER to your CV and availability

Do check online for the different templates available, but remember - DO NOT COPY word for word, they will know.

A photograph showing a person's hands clasped together on a wooden desk. In the background, a person wearing a grey suit jacket and light-colored trousers is visible. On the desk, there is a laptop and a pair of glasses. The text "Acing your Interview!" is overlaid in the center of the image.

**Acing your Interview!**

# PROFESSIONAL ATTIRE

## MALES

- Suit (Solid colours only)
- Long sleeve shirt
- Belt
- Tie
- Dark socks & proper shoes
- No Jewelry
- Neat, professional hairstyle
- Limit the aftershave
- Neatly Trimmed Nails
- Portfolio

## FEMALES

- Suit (Solid colours only)
- Baju kurung (Well fitted)
- Suit skirt should be long enough
- Proper shoes
- Limited Jewelry
- Neat, professional hairstyle/Tudung
- Light makeup
- Neatly Trimmed Nails
- Portfolio

## ✦ Always

- Research the company with a focus on customers and competition
  - Research can be done on the internet, by reading annual reports, and by talking with credible people in the industry
- Provide examples of when you have successfully worked in team environments
- Demonstrate creativity and responsibility

**Watching youtube videos on interviews helps alot too!**

- ❖ Recommendation:
- ❖ "**STAR**" framework to structure your responses:
  - ❖ What was the **SITUATION**?
  - ❖ What was your **TASK**?
  - ❖ What **ACTION** did you take?
  - ❖ What was the **RESULT**?
    - ❖ Commonly used interview method in business and consulting fields.
    - ❖ Interviewee is requested to analyze a problem/situation and present a solution.
    - ❖ Employer assesses analytical ability /thought process, not the accurateness of the response.

A group of people are gathered around a table in a meeting room, looking at a laptop screen. The room has large windows with a view of greenery outside. The text "DIGITAL TOOLS FOR JOBSEEKERS" is overlaid on the image.

# **DIGITAL TOOLS FOR JOBSEEKERS**

# GENERAL INFORMATION MATERIALS

- Online Courses for Job Seekers and Professionals – Grow with Google
  - Google Job Seekers Course and Guides – Grow with Google

## THE JOBSEEKER'S TOOLKIT

- Resume Writing
  - Resume - Jobscan
- Resume Templates and Builders – The Balance Careers
  - Anatomy of the Perfect Resume - Glassdoor
    - How to Write a Resume - Glassdoor
  - The Anatomy of a Perfect Resume – Top Resume
  - Resume Summary Examples – The Interview Guys
- What Kind of Skills to Include in a Resume – Balance Careers
  - Resume Guide – The Balance Careers



# BASIC INTERNET TOOLS

## Gmail

- Google Account Help

## Google Meet

- Google Meet in Gmail Quick Start
  - Google Meet Video Tutorials
- Star or Join a Video Conference with Google Meet – Grow with Google

## Google Drive

- Organize and Share Files on Google Drive (Video Tutorial)
  - Google Drive Video Tutorials
- Google File Storage, Collaboration, and Docs

**Q&A**



**Don't forget to complete your final post-training survey and  
get your cert from Google!**

**FOR MORE INFO.**

EMAIL:

**HELLO@BIGBWNPROJECT.COM**

