

→ gradmalaysia RÉSUMÉ RESOURCE

The comprehensive guide to creating effective résumés

gradmalaysia.com

Graduate jobs, internships & careers advice



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WHEN TO USE WHICH

Before we delve deeper into the technicalities of résumés and cover letters, let's clear up a few things about CVs, résumés and cover letters.



CURRICULUM VITAE (CV)

What is it?

It is a comprehensive, detailed document containing the entire history of your education and career accomplishments.

What does it contain?

A full account of your:

- professional skills
- academic achievements
- extracurricular activities
- internship placements/work experience
- publications
- awards
- dissertations
- career history

How long should it be?

It is typically about 3-4 pages long but it can exceed that number depending on how much experience and achievements you have.

Is it for me?

It is if you are applying:

- overseas
- for academic, educational, or medical positions



RÉSUMÉ

It is a brief account of specific education and career accomplishments, which is tailored according to the jobs you apply to.

A customised list of your:

- professional skills
- academic achievements
- extracurricular activities
- internship placements/work experience

The general rule of thumb is to keep it less than two pages.

A résumé is the most fitting choice if you are a student or fresh graduate, as you may not have enough experience, achievements or accomplishments to write a lengthy CV.



COVER LETTER

It is a letter written to organisations, where you provide a short introduction of yourself and explain why you are a perfect fit for the job you are applying for.

An explanation on how your experience and qualifications have helped in developing the skills or personality traits required to perform the job advertised.

Your cover letter should fit within one page.

It **MUST** accompany your résumé or CV.



BUILDING YOUR RÉSUMÉ

A set of step by step guidelines to assist you in constructing your
résumé from scratch!

“

“Your résumé should be personalised to the role and tell a story that entices the
recruiters to read on.”

Sophia Ang Wui Jiun

Talent Attraction and Workplace Futurisation, Maybank

”

Source: gradmalaysia Banking and Financial Services 2019

Larry Hotter

larry.hotter@gmail.com

012-222-2222

CAREER OBJECTIVE

I recently graduated from the Wogharts School of Arts with a bachelor's degree in journalism. Currently seeking to explore a full-time position in the media industry as a creative copywriter, where I hope to grow my career with a forward-thinking organisation.

WORK EXPERIENCE

Part-Time Promoter

Feb 2018 – Aug 2018 (6 months)

Famous Bookstore, Times Circle Outlet

- Completed the required 20 phone calls per day to existing customers to remind them of ongoing promotions
- Proposed 3 new in-store locations for Captain Varmel promo banners and die-cut standees

EDUCATION

Bachelor's Degree in Journalism

March 2015 – March 2019 (4 years)

Wogharts School of Arts

- CGPA 3.7/4.0
- Obtained 3 Dean's List nominations
- 1st trimester, 1st year
- 'Tears of a Wizard' was named as one of the top three Final Year Projects (FYP) within the faculty in 2019

EXTRACURRICULAR & VOLUNTEER ACTIVITIES

Basketball Team

Sept 2015 – Jan 2018 (2 years 4 months)

Wogharts School of Arts

- Elected Team Captain for the 2015/16 season
- Finished as Regional Champions in the 2016/17 season of the Postman Malone League

Secretary

Jan 2015 – Jan 2016 (1 year)

Student Council

- Functioned as Secretary and compiled all council meeting notes for distribution to all student council members
- Organised the annual blood donation drive on 5th March which resulted in 45 students donating blood for accident victims

Volunteer

Sept 2015 – Current

Hungry Kitchen

- Assisted with preparing, serving and cleaning up two evenings each month as well as during special events such as Hari Raya and New Year's Eve

SKILLS

- Proven leadership and organisational skills both inside and out of the classroom within a variety of groups and settings
- 4 years experience in German language learning, expert level
- 2 years experience in design software learning (InDesign, Illustrator and Photoshop), intermediate level

REFERENCES

Abdul Rashid

Assistant Dean

Wogharts School of Arts

a.rashid@wogharts.edu.my

CHECK THE APPEARANCE

BAD RÉSUMÉ

1 FONT TYPE

- ✗ Font faces: Comic Sans MS, Curlz, Impact, KG Second Chances Solid
- ✗ Font sizes: Less than 10 point (Body text)
16 point and above (Headlines)

2 COLOUR CHOICES

- ✗ Bad choice of colour combination makes the résumé
 - a) difficult to read
 - b) unprofessional

3 PAGE MARGINS

- ✗ Uneven margins on each side of the document cause the résumé to look messy

4 SPACING

- ✗ Inconsistent spacing between points
- ✗ Too much space between sections

5 BULLET POINTS

- ✗ Inconsistent bullet point alignment

LARRY HOTTER

1 NO 22, LORONG 14, PERSIARAN DESA PERMAI, JALAN BATU SEREMBAN, 01000 KANGAR, PERLIS

3 CAREER OBJECTIVE

Seeking job with where I can looking to utilise my skills in all the relevant areas. I understand that as a fresh graduate I lack the experience but I am willing to learn in any relevant position.

WORK

Promoter
Famous Bookstore

- Conduct promotion
- Answer call
- Attend meetings and write report

EDUCATIONAL BACKGROUND

Journalism
Wogharts Schools of Arts

EXTRACURRICULAR & VOLUNTEER ACTIVITIES

- Basketball Team
- Student Council
- Hungry Kitchen

SKILLS

- Leadership
- Motivated
- Microsoft Word & Excel
- Photoshop
- Willing to learn
- 5** • Microsoft Office
 - Dedicated
 - Honest
- Always on time
- Professional
- Disciplin

• Good language skill (English IO/IO, BM IO/IO, Cantonese IO/IO)

REFERENCE

References available upon request.

GOOD RÉSUMÉ

Larry Hotter

1 larry.hotter@gmail.com
012-222-2222

CAREER OBJECTIVE

I recently graduated from the Wogharts School of Arts with a bachelor's degree in journalism. Currently seeking to explore a full-time position in the media industry as a creative copywriter, where I hope to grow my career with a forward-thinking organisation.

3 WORK EXPERIENCE

Part-Time Promoter Feb 2018 – Aug 2018 (6 months)

Famous Bookstore, Times Circle Outlet

- Completed the required 20 phone calls per day to existing customers to remind them of ongoing promotions
- Proposed 3 new in-store locations for Captain Varmel promo banners and die-cut standees

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EXTRACURRICULAR & VOLUNTEER ACTIVITIES

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- Finished as Regional Champions in the 2016/17 season of the Postman Malone League

Secretary Jan 2015 – Jan 2016 (1 year)

Student Council

- Functioned as Secretary and compiled all council meeting notes for distribution to all student council members
- Organised the annual blood donation drive on 5th March which resulted in 45 students donating blood for accident victims

Volunteer Sept 2015 – Current

Hungry Kitchen

- Assisted with preparing, serving and cleaning up two evenings each month as well as during special events such as Hari Raya and New Year's Eve

SKILLS

- Proven leadership and organisational skills both inside and out of the classroom within a variety of groups and settings
- 4 years experience in German language learning, expert level
- 2 years experience in design software learning (InDesign, Illustrator and Photoshop), intermediate level

REFERENCES

Abdul Rashid
Assistant Dean
Wogharts School of Arts
a.rashid@wogharts.edu.my

4

1

FONT TYPE

- Font faces: Calibri, Cambria, Garamond, Helvetica and Sans-serif fonts
- Font sizes: 10 point to 12 point (Body text)
14 point to 16 point (Headlines)

2

COLOUR CHOICES

- Black and white, unless you are:
 - applying for a creative position;
 - sure of your confident colours (recommended two colours)

3

PAGE MARGINS

- Put 1-inch margins on each side of the document to create a well-balanced résumé

4

SPACING

- Single spacing in between points
- Put a blank space in between sections

5

BULLET POINTS

- Use bullet points to highlight achievements and accomplishments

PRO-TIPS!

#1 If you need to add more information and need to readjust the margins, do so only with the top and bottom margins. Leave the side margins untouched.

#2 You should always print your résumé on high-quality or generally good paper. This helps if you have a two-page résumé; you will be able to print it on both sides without ink leaking to the other side of the paper.

REVIEW THE STRUCTURE

1. HEADING OR IDENTIFICATION

Larry Hotter
larry.hotter@gmail.com
012-222-2222

What is it?

A clear and visible introduction with your main contact details.

What to include

- Your full name
- Your e-mail address
- Your mobile number

What to exclude

- Too much personal information (eg I.C number, home address, date of birth, marital status)

Why?

The presence of contact details on your résumé allows the recruiter/ employer to contact you, if they are interested.

2. CAREER OBJECTIVE OR SUMMARY

CAREER OBJECTIVE

I recently graduated from the Wogharts School of Arts with a bachelor's degree in journalism. Currently seeking to explore a full-time position in the media industry as a creative copywriter, where I hope to grow my career with a forward-thinking organisation.

What is it?

A short, clear and focused statement briefly summarises who you are and what you want from the company.

What to include:

- Your current level of work/education
- The position you are applying for (full-time, part-time, internship)
- Any relevant skills* and/or experience* you have

**As a student or fresh grad, you are not expected to have deep or broad work experience. Try to leverage on the skills and learning experiences you have gathered during university e.g. internships, part-time jobs, etc*

Why?

A career objective or summary can help you make the right first impression to recruiters, while making their job of sifting through candidates much easier.

3. WORK EXPERIENCE

WORK EXPERIENCE

Part-Time Promoter Feb 2018 – Aug 2018 (6 months)
Famous Bookstore, Times Circle Outlet

- Completed the required 20 phone calls per day to existing customers to remind them of ongoing promotions
- Proposed 3 new in-store locations for Captain Varmel promo banners and die-cut standees

What is it?

This section is where you should highlight all of your work experience.

What to include

- Start off the statements with action verbs (refer to page 13)
- State the **job title** and **duration of work** of your previous and/or current roles
- Always provide some form of quantification (refer to page 12)
- State relevant work experience from part-time jobs, internships, and even unpaid work

Why?

Recruiters will pay attention to this section because the list of tasks, roles and responsibilities you've done will be one of the deciding factors on whether you are a suitable candidate for the position.



4. EDUCATION

EDUCATION

Bachelor's Degree in Journalism

**March 2015 –
March 2019 (4 years)**

Wogharts School of Arts

- CGPA 3.7/4.0
- Obtained 3 Dean's List nominations
- 1st trimester, 1st year
- 'Tears of a Wizard' was named as one of the top three Final Year Projects (FYP) within the faculty in 2019

What is it?

A concise summary of your education background.

What to include

- Focus on your **education after SPM**
- Any additional **courses** or **qualifications** that are useful for the **position** you are applying for

Why?

This section gives the recruiter an overview of your education background, focusing on the institutions, certifications and awards you may have received.

5. EXTRACURRICULAR & VOLUNTEER ACTIVITIES

EXTRACURRICULAR & VOLUNTEER ACTIVITIES

Basketball Team **Sept 2015 – Jan 2018 (2 years 4 months)**

Wogharts School of Arts

- Elected Team Captain for the 2015/16 season
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Volunteer

Sept 2015 – Current

Hungry Kitchen

- Assisted with preparing, serving and cleaning up two evenings each month as well as during special events such as Hari Raya and New Year's Eve

What is it?

A list of your extracurricular activities from university and volunteering activities.

What to include

- List your participation in activities, clubs, events
- Highlight **leadership roles** which showcase skills that are highly valued by employers

Why?

This section tells recruiters how active you were in participating in activities aside from your academics.

6. SKILLS

SKILLS

- Proven leadership and organisational skills both inside and out of the classroom within a variety of groups and settings
- 4 years experience in German language learning, expert level
- 2 years experience in design software learning (InDesign, Illustrator and Photoshop), intermediate level

What is it?

A list of relevant skills needed for the job you are applying for, written in complete one-line statements.

What to include

- Incorporate **quantification** (facts, figures, numbers, percentages, etc) into your statements as proof
- **Customise** this section of your résumé before submitting your job applications

Why?

Including the most relevant skills for the position you are applying for act as added evidence of your compatibility to the job.

7. REFERENCES

REFERENCES

Abdul Rashid
Assistant Dean
Wogharts School of Arts
a.rashid@wogharts.edu.my

What is it?

Contact details of experienced workers (eg supervisors, managers, lecturers) with whom you have worked closely with and are familiar with your work ethics. These references can give you a recommendation to recruiters.

What to include

- Name
- Title
- Organisation
- E-mail address

What to exclude

- More than 2 references
- Unnecessary phrases (eg 'References available upon request')

Why?

This section gives recruiters the option to contact these references for them to learn more about your character and your performance in your studies/work.

PRO-TIPS!

#1 The best career objectives display your **desire** and **compatibility** to the job you are applying for. Always fall back on suitable keywords and key phrases that match your **education**, **skills** and **experience** to the job.

#2 Use the same general format for **Work Experience**, **Education** and **Extracurricular & Volunteer Activities** sections. It makes your résumé more **visually consistent** and helps recruiters pick out the **relevant details**.



EVALUATE THE WRITING

1. CHOOSING THE RIGHT KEYWORDS

What is it?

- Keywords let the recruiter know – at one glance – which job you are actually applying for and that you have the right skills and/or work experience for it.

How-to

In three simple steps, this is what you can do to identify the right keywords for your résumé:

- 1) **Print out** the job ad you're applying to
- 2) Highlight or underline the keywords or key phrases you come across in the job ad (eg 'collaborate', 'multi-platform marketing strategy', 'content creation', 'increased subscribers')
- 3) **Use** the relevant keywords or key phrases in your résumé and cover letter.



2. TAILORING YOUR RÉSUMÉ

What is it?

- Every job application you send out should highlight the skills and experience that's relevant to the position you're applying for. It's no good using the same résumé or cover letter for all the jobs you're applying for.

How-to

Answer these questions to learn the art of crafting your résumé to the job and company you are applying for:

- What are the most important requirements?**

Most jobs require candidates to meet several different criteria or roles. Find out which requirements or roles are most important for the job you're applying for.

- How do I meet the job requirements?**

Start linking your **career objective** and the bullet points underneath each previous job in your **work experience** section to the job you are applying for. You want to make these as relevant as possible to the job!



3. QUANTIFY YOUR ACHIEVEMENTS

What is it?

- Quantification** is using numbers, percentages and statistics to quantify your accomplishments, which paints a clearer picture in indicating the success rate of your achievements. This will have a bigger impact on recruiters, as opposed to using vague statements.

How-to

- Insert all the details of the project as well as stating the exact numbers involved to show a solid and concrete achievement.
- ✗ Bad example: Helped create a phone application for the company.
- ✓ Good example: Assisted in the development of the myHealth mobile app for Hospital Ting which has 50,000 downloads as of 1st January 2019



4. USING RELEVANT ACTION VERBS

What is it?

- Action verbs** describe your accomplishments and activities to liven up your résumé (eg 'organised', 'participated', 'completed', 'developed', 'produced'). When you use action verbs, you are telling the recruiter how YOU performed the action, as opposed to how the action was performed by you.

How-to

Here's a sure-fire way in constructing your achievements and responsibilities by using action verbs:

- 1) Select the project you wish to include in your résumé. Make sure it fits the job description.
- 2) Choose an action verb which describes your role in that project.
- 3) List down the result of the project. This is where you can use exact figures or numbers to **quantify your accomplishment**.
- 4) Write it out in a complete sentence according to the formula:

ACTION VERB

Organised

+

PROJECT

the annual blood donation drive on 5th March

+

RESULT

which resulted in 45 students donating blood for accident victims

=

ACCOMPLISHMENT

Organised the annual blood donation drive on 5th March which resulted in 45 students donating blood for accident victims

5. AVOID TYPOS!

What is it?

- Typos are like landmines in your résumé: they are hard to spot and just one will do plenty of damage. Always double-check your documents, or get someone else to help proofread your résumé before it goes out to recruiters.

How-to

Those wiggly red, blue or green lines that sometimes appear underneath the text in Microsoft Word are there for a reason! Here's how to spot those mistakes:

Red lines: these appear when there is a potential spelling mistake. Which is why they only show up underneath single words, and not entire sentences.

Blue lines: formatting errors or inconsistencies, such as extra spaces between words.

Green lines: these appear when there is a potential grammatical error in your sentences.

Please note that sometimes these lines can be false alarms! Print out your résumé and check the hard copy just to be sure. Also, always save your résumé as a PDF file so that all formatting remains intact.



LIST OF ACTION VERBS

Creative Skills

acted, created, designed, developed, directed, established, founded, illustrated, initiated, integrated, introduced, invented, performed, planned, redesigned

Communication/People Skills

addressed, arranged, authored, collaborated, corresponded, debated, delivered, directed, documented, developed, drafted, edited, formulated, incorporated, interviewed, liaised, marketed, mediated, moderated, negotiated, participated, persuaded, presented, promoted, reported, translated, wrote

Financial/Data Skills

analysed, appraised, audited, balanced, budgeted, calculated, computed, forecasted, managed, maximised, projected, researched

Helping Skills

assessed, assisted, coached, counselled, demonstrated, diagnosed, educated, enhanced, facilitated, guided, motivated, participated, proposed, provided, represented, served, supported

Management/Leadership Skills

accomplished, achieved, assigned, chaired, coordinated, delegated, developed, directed, established, earned, evaluated, executed, handled, headed, increased, led, mastered, managed, orchestrated, organised, oversaw, planned, produced, recommended, regulated, reviewed, supervised

Organisation/Detail Skills

approved, arranged, changed, classified, collected, compiled, completed, controlled, defined, distributed, executed, expanded, filed, gained, generated, implemented, launched, monitored, operated, organised, prepared, processed, reinforced

Research Skills

analysed, collected, derived, discovered, evaluated, examined, extracted, formed, identified, inspected, interviewed, investigated, reviewed, summarised, surveyed, tested

Teaching Skills

adapted, advised, coached, communicated, coordinated, enabled, encouraged, evaluated, explained, facilitated, guided, informed, instructed, persuaded, taught, trained

Technical Skills

assembled, built, calculated, computed, designed, engineered, installed, maintained, operated, optimised, overhauled, programmed, repaired, solved, streamlined, upgraded

Other Verbs

improved, pioneered, resolved (issues), spearheaded, transformed

CRAFTING YOUR COVER LETTER

Create your own cover letter and send professional e-mails to employers!

“

“Proficiency of written English is crucial. In this regard, the cover letter/email can be the tool to impress prospective employers, hence flaunt it.”

Bonnie Tham

Head of People and Support, BDO

”

Source: gradmalaysia Banking and Financial Services 2019



Larry Hotter
larry.hotter@gmail.com | 012-222-2222

22 May 2019

Madam Jessie Jayaratnam
Director of Human Resource
Wide Net Media & Broadcasting Sdn Bhd
178, Winning Tower B,
Jalan Merpati, Kuala Lumpur

Dear Madam Jayaratnam,

I'm writing to apply for the position of Social Media Writer for the *Breakfast Club* website and magazine, as advertised on your Instagram account on 28 April 2019. Although I have limited experience as a social media account manager during my days as Secretary for the Wogharts School of Arts Student Council, I believe that my work experience as Part-Time Promoter for Famous Bookstore prepares me for the aforementioned role.

In your job posting, you stated that you require a Social Media Writer who understands both digital and print publications. During my time as Secretary for the Wogharts School of Arts Student Council, I was in charge of handling the Student Council's Facebook, Instagram and Twitter accounts, which had a combined follower base of 1,890 users. In my part-time role for Famous Bookstore, I worked on many different promotions for print publications, which included several best-selling books and graphic novels including the Captain Varmel graphic novel promo which coincided with the launch of the movie.

When I saw the job posting on your Instagram account, I knew that I could offer my skills and experience to your company. My drive to continuously improve both my digital and traditional marketing skills makes me a strong candidate for this position.

I have included my résumé so you can learn more about my education background and my work experience. Please feel free to call me on my mobile at 012-222-2222 if you would like to discuss this career opportunity with me at any time.

Thank you for your time and consideration.

Sincerely,

Larry Hotter

CREATING AN EFFECTIVE COVER LETTER

A cover letter should answer the question, ‘**Why should I hire you?**’. You should always personalise your cover letter for every job position or company you’re applying to.

1 ADDRESS THE HIRING MANAGER BY NAME

- Find out the name and designation by checking the company website or calling up the department.

2 POSITION APPLIED FOR

- Be specific and clear with what job position you want.
- State where you found out about the job vacancy.

3 EDUCATION AND WORK EXPERIENCE

- Briefly explain how your education background and any work experience make you suitable for the job.

4 SKILLS AND PERSONALITY TRAITS

- Explain briefly how these experiences and qualifications have helped in developing the skills or personality traits required to perform the job being advertised.

5 INTERVIEW REQUEST

- Lead the hiring manager to your résumé and make a formal request for an interview.
- Don’t forget to include your contact details, should they wish to get in touch with you.

6 MANNERS MAKETH MAN

- Maintain the polite tone of your message by thanking the hiring manager in advance for his or her time.

7 SIGN OFF PROFESSIONALLY

- End the letter with your name printed at the bottom and a signature if you are preparing a hard copy application.

Larry Hotter
larry.hotter@gmail.com
012-222-2222

22 May 2019

Madam Jessie Jayaratnam
Director of Human Resource
Wide Net Media & Broadcasting Sdn Bhd
178, Winning Tower B,
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4 When I saw the job posting on your Instagram account, I knew that I could offer my skills and experience to your company. My drive to continuously improve both my digital and traditional marketing skills makes me a strong candidate for this position.

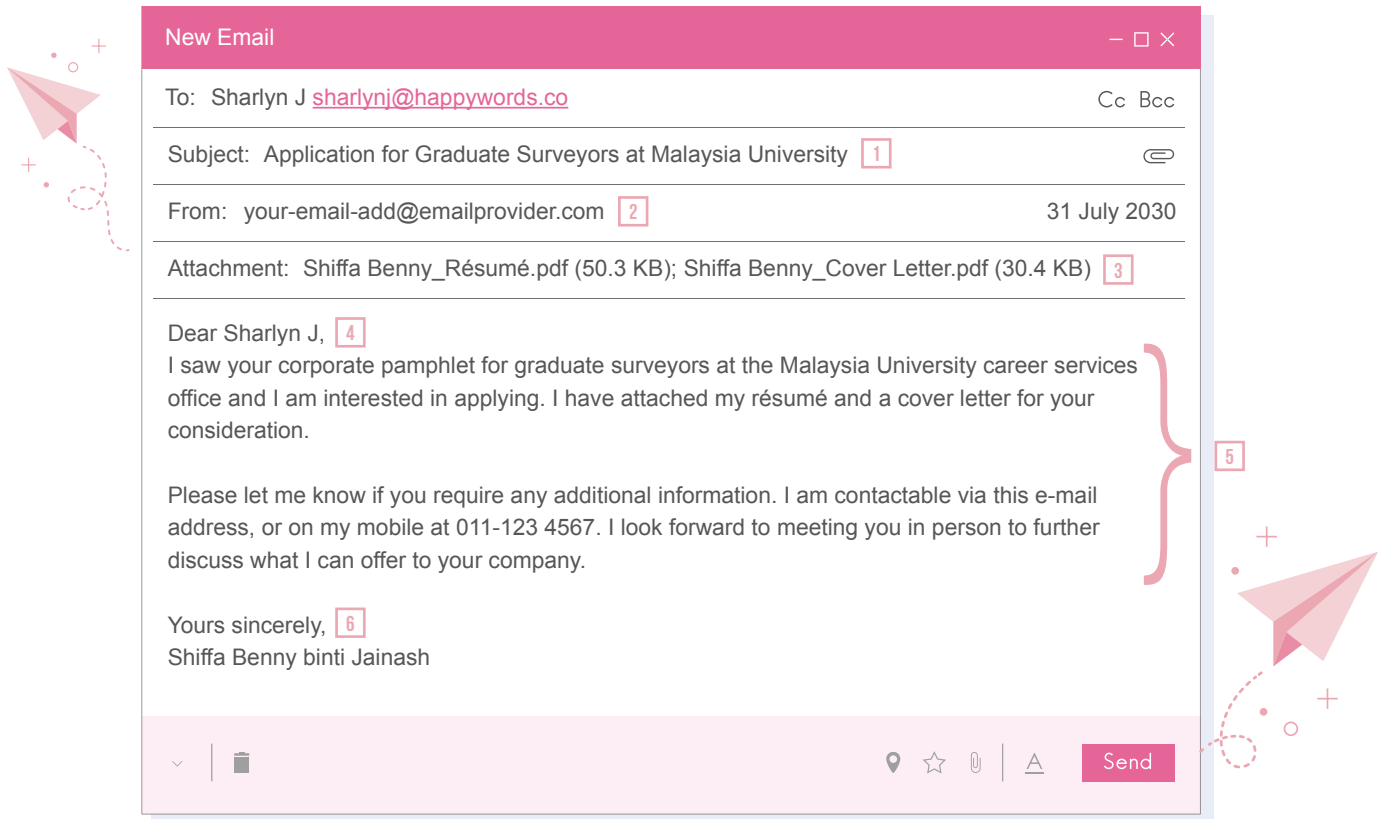
5 I have included my résumé so you can learn more about my education background and my work experience. Please feel free to call me on my mobile at 012-222-2222 if you would like to discuss this career opportunity with me at any time.

6 Thank you for your time and consideration.

7 Sincerely,
Larry H
Larry Hotter

EMAILING EMPLOYERS

Here are some tips on e-mailing a recruiter during your job application process.



1 SUBJECT

- Use an informative title that looks suitably professional, like in the example shown above. The key is to stand out in a full inbox.

2 EMAIL ADDRESS

- Keep your e-mail address professional:
- Your initials and surname (eg *s.benny@gmail.com*), or
- Your full name (eg *shiffa.benny@gmail.com*)

3 ATTACHMENT

- Your résumé and cover letter should be saved with your name, and saved as a **PDF file**.
- Remember to check that you've actually attached your documents before sending the e-mail.

4 PROFESSIONAL GREETINGS

- Start your greeting with 'Dear' followed by the recruiter's name.
- If the recruiter replies with a 'Hi' and your first name, then take their lead and do likewise in all your future correspondence.
- Nonetheless, always be sure to maintain a professional tone.

5 EMAIL BODY TEXT

1. State how you found out about the job vacancy and your interest in applying for the job advertised.
2. Mention each file you have attached; namely your résumé and cover letter.
3. Provide your contact details, such as your phone number.
4. End the message with polite closing remarks. Other remarks include 'Thank you for your consideration' or 'Thank you for your time'.

6 SIGNING OFF

- End your e-mail as you would a 'proper' cover letter.
- You should make the effort to get a contact person for your application and address that person directly – so you may sign off with 'Yours sincerely' and use your full name.

PRO-TIP!

If you are contacting recruiters through other job search mediums (eg LinkedIn), you may apply the same rules in terms of constructing the body of the message.



EMPLOYERS' INSIGHTS

Find out what employers want (and don't want) to see in your résumé!

“

“Your preparation for the real world is not in the answers you’ve learned, but in the questions you’ve learned how to ask yourself.”

Bill Watterson

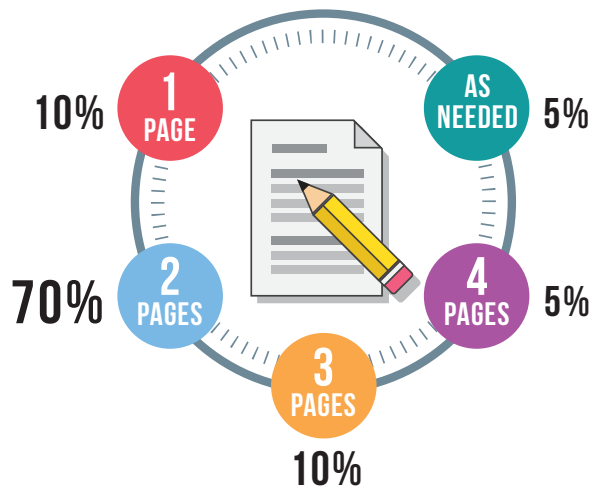
”

WHAT EMPLOYERS WANT (WEW) STATISTICS

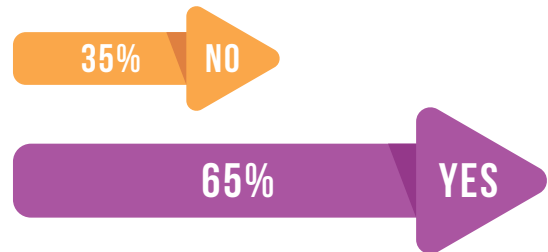
What is needed in a fresh graduate's application? Take a look at the data presented in the next page to see what these organisations had to say.



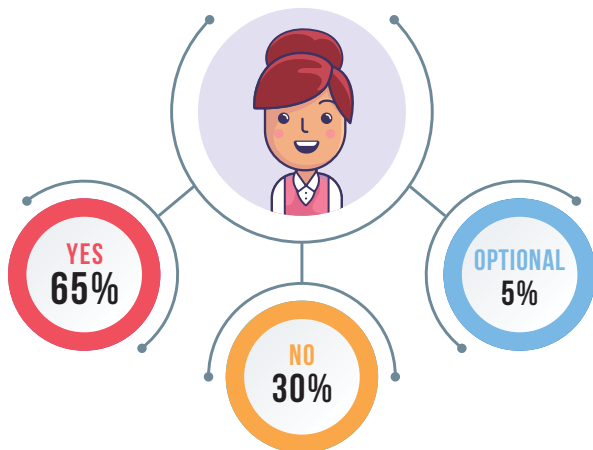
What is the maximum number of pages for a résumé?



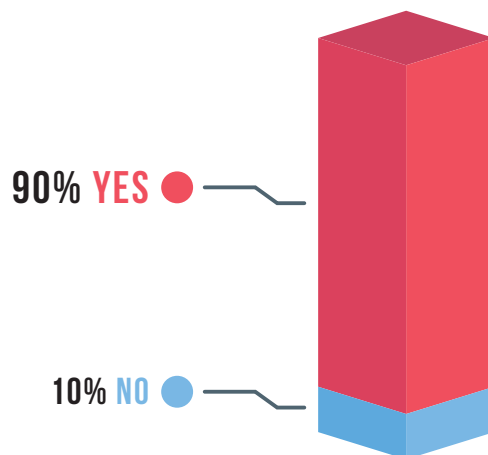
Is a cover letter needed along with a résumé?



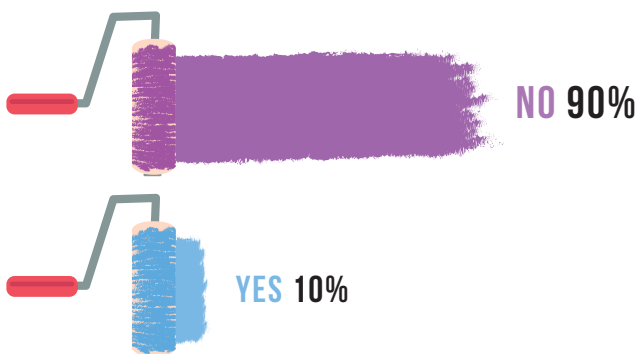
Should a professional photo be in a résumé?



Should applicants include their career objective in their résumés?



Is it necessary for applicants to send in fancy résumés?



Do you prefer references to be included in résumés?



Source:

- gradmalaysia How To Get Hired 2019
- gradmalaysia Banking and Financial Services 2019
- gradmalaysia How To Get Hired 2018

RÉSUMÉ Q&A

gradmalaysia Résumé Resource speaks to employers on the FAQs regarding résumés.



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SYLVIA LIAN LI TENG

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**Great
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What is the single most important element candidates should highlight in their résumé?



SIEW FONG Key accomplishments that differentiate them from their peers should be highlighted. Anything that makes them unique and maximises their strength, really. Apart from a good academic track record, this can range from leadership positions to awards received. If possible, quantify achievements, as numbers stand out amongst text and it also reassures the recruiters. The usage of big verbs such as led, drove, tracked, etc. accentuates the message that the candidate wants to portray to the recruiter.

What makes a bad résumé?



SYLVIA For graduates looking for their first job, it's important to keep the following things in mind when preparing their résumé. Firstly, in terms of length, it's best to keep it at 2 pages. This means you will need to prioritise the content, so only include information that adds value to your personal branding; if it doesn't, it's probably best to leave it out. Design-wise, if it's messy or poorly formatted, it might not come across as a good résumé, and this can be made worse if there are spelling or grammatical errors, so always make sure to double check your résumé.



MUHAMMAD JUNADI A good résumé contains information on previous work experiences for an experienced applicant, or on extracurricular activities for fresh graduates. Experience is a plus in the eyes of recruiters. It is considered an asset to ensure smooth continuity in operations at a reduced cost, as the applicant wouldn't have to undergo training. Applicants can be the value-added employee to the company. Fresh graduates who lack working experience still have a chance of standing out by highlighting their extracurricular activities during their study days. This demonstrates the type of person they are, for example how active and passionate they are in learning new things; an important element in getting things going in the workforce.



ZETTY A good résumé should have the right chronological order of employment history, academic qualifications and skills so we may get a clear overview of the candidate's experience and credibility. Throughout my role as recruiter, a bad résumé:

- Is filled with opinions rather than objective information, and lacks quantitative evidence or accomplishments.
- Has more than 2 pages. A résumé that is too wordy makes it harder for employers to scan through in a short period of time.
- Contains poor grammatical inaccuracies. Spelling errors, inconsistent fonts (sizes or types), and misalignments are also an eyesore.
- Is full of information that is irrelevant to the job application.



SOPHIA Candidates should indicate their area of interest in their résumé. They know themselves better than anyone else, hence specifying their interest would not be so difficult. It's bad for a candidate to state a vague interest like "in the area related to my studies". This statement is too broad and is asking the recruiter to figure out which position the candidate should be considered for. When a recruiter has hundreds of applications to screen, it is likely that they will skip those who did not specify their interest and move on to other applications.



KENT Generally, bad résumés make it difficult for recruiters to get to know you and see how well you'd fit the position. Some examples are:

- Your picture taking up more than half a page of your résumé! Content is more important than how you look.
- A résumé with incomplete contact details.
- An improper email address such as *jazon-roxtheworld329837@example-email.com*.
- A résumé that is not tailored to the position/employer you're applying for. For example: applying for an engineering role while your résumé indicates for a position as a lawyer.
- Typos and grammatical errors.

Would you prefer all résumés to have a standardised format or would you pay more attention to résumés that have a unique style?



SIEW FONG As a professional services firm, we do not need our applicants' résumé to be fancy. I personally believe that a candidate should spend more effort constructing perfect bullet points rather than crafting a decorative résumé. Simplicity is key. A résumé highlighting crucial personal details, academic qualifications, key extracurricular activities and accomplishments as well as relevant working experience is more than sufficient for us as recruiters to assess the candidate's suitability.



MUHAMMAD JUNADI Chronological yet unique, as not only would it be easy for recruiters to scan the application, but the appearance of the résumé would be eye-catching as well. A unique résumé showcases the creative side of the candidate. It is not necessary, but most employers will use an applicant's résumé as a reference during the interview.



SOPHIA It is necessary to have a résumé that is easy for the recruiter to scan through. Again, a recruiter has hundreds if not thousands of applications to review. You would definitely want a format that shows the various sections such as the 'objective' indicating your area of interest, whether you are applying for an internship or permanent role, experience, education/qualifications and any extracurricular activities. Don't forget to indicate the year you obtained your degree/qualification, the period of your work experience/internship and the earliest date as to when you are able to start work (if you are offered a job).

Do you accept visumés, and do you think visumés would replace résumés in the future?



SYLVIA At the moment, we do not accept visumés as part of our application process, and I don't think it will replace résumés anytime soon. Not every candidate has the ability to make good videos, so résumés put candidates at a level playing field unless the industry has a niche of its own. Visumés may enhance the current recruitment process but this is purely optional, as long as the standard practice of interviewing candidates face-to-face remains.



ZETTY Presently, we do not accept visumés. We prefer 'traditional' résumés as they are more thorough in exemplifying an applicant's past experiences. But I believe in the acceptance of visumés as an alternate form of documentation because visumés:

- Allow employers to gauge the personality and body language of applicants before deciding to interview them.
- Enable employers to have a better sense of the applicant's communication prowess.
- Provide an insight on how well an applicant can convey their experiences and credentials he/she might have shared in their résumé.

Overall, I foresee a future where visumés would complement résumés rather than a total replacement.



KENT We are seeing more and more visumés being submitted for job applications and this provides opportunities for applicants to highlight their personality and presentation skills. When creating your visumé, make sure that you are dressed for the job, that you present yourself professionally, and that the video is well edited/produced. However, it could be a drawback for candidates who don't speak well in front of a camera, causing varying levels of production and presentation which makes it hard for recruiters to measure everyone equally. While visumés could potentially be the future of recruitment, it wouldn't replace résumés immediately. At the moment, we don't accept visumés.

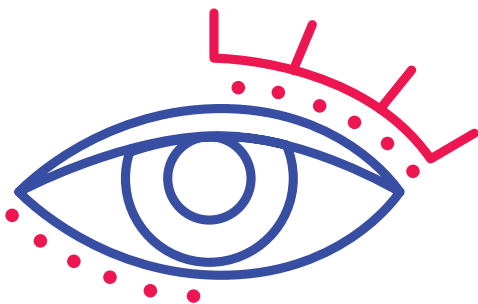


CHECKLIST

Time to review your résumé!

CHECK THE APPEARANCE

- ☐ Are the contents labelled correctly?
- ☐ Is the résumé visually appealing?
- ☐ Do the design elements (font, colour, spacing, bullet points) improve the readability of the résumé?
- ☐ Are the design elements used consistently throughout the résumé?
- ☐ Does the résumé have 1-inch margins on all sides?

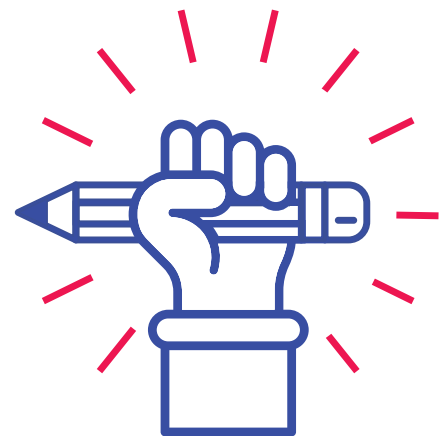


REVIEW THE STRUCTURE

- ☐ Does the résumé include the candidate's full name, email address, and contact number?
- ☐ Is the career objective supported by the contents of the résumé?
- ☐ Is the content (eg education, extracurricular activities, internship/ work experience) arranged in a chronological order?
- ☐ Are the skills listed in the résumé relevant to the job applied for?
- ☐ Does the résumé have a minimum of 1 references?

EVALUATE THE WRITING

- ☐ Does the résumé include appropriate industry-related keywords?
- ☐ Is the information in the résumé tailored to the job's requirements?
- ☐ Are the achievements and accomplishments quantified?
- ☐ Are action verbs used to start off the sentences explaining the candidate's accomplishments?
- ☐ Is the résumé free from typos? (no spelling or grammar mistakes)



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