

# *Essential Tips*

courtesy of CEC-JPC

## Job Hunting Tips

By Destenie Chua





# #1: KNOW ABOUT YOURSELF

- *List down your :*
  - Interest
  - Talent
  - Skills
  - Values
  - Personal Characteristics
- Always ask yourself **“What am I interested in doing?”**

Discover  
yourself!

# CEC-JPC Essential Tips: Job Hunting Tips



## #2: BE YOUR OWN MATCHMAKER

- List down all careers that you have come across.
- Read the **job description** and **analyze** whether the job description suit for you or not.
- **RIASEC career model** will help you

Hooking  
yourself up  
with a job







# #3: BE KEYWORD SAVVY

- ✓ Make sure your profile full of keywords  
(captain, president, leader)
- ✓ Look through job postings and company profiles that appeal to you.
- ✓ Don't forget to use action words (managed, designed)

Highlight the  
keywords in  
CV!



Do your own  
homework!

# #4: RESEARCH ON THE JOB

- Browse through online and look carefully the job description.
- Have an idea about the **company, job & responsibilities** and **policies**.
- **Filter** and **make a list of potential companies** that you want to go for.



# #5: WHICH COMPANY TO LOOK FOR???

Make a wise  
choice by  
choosing right  
company!

- ✓ **Small and Medium Enterprises (SMC)**
  - The companies whose personnel numbers fall below certain limits.
- ✓ **Multinational Corporation (MNC)**
  - A company that is registered in more than one country or that has operations in more than one country.
- ✓ **Non-governmental Organizations (NGO)**
  - A non-profit, voluntary citizens' group which is organized on a local, national or international level



*Tune in next week for more*

*Essential Tips*

courtesy of CEC-JPC

