



Singapurajobs.com
Internship Movement

Students' Guide



Presented by:

SingapuraJobs.com

NO. 1 JOB SITE IN SINGAPORE

Table of Contents

1. What is Internship? - - - - -	01
2. How to find Internship? - - - - -	03
3. Steps in Applying and Preparing your Internship - - - - -	03
4. Tips in Resume Preparation - - - - -	04
Tips in Cover Letter Preparation - - - - -	05
Tips in Interview Preparation - - - - -	06
Top 5 Interview Questions - - - - -	07
Resume Examples (Business & Design) - - - - -	08
Resume Examples (Software Engineering) & Cover Letter - - - - -	09
5. Six Key Benefits of Internship - - - - -	10



Student Guide : **INTERNSHIP MOTIVATIONAL HACKS**

1. What is Internship?

Internship is...

A fixed period of job training opportunity for anyone who are eager to explore their career interest ahead of a formal employment. Many schools now adopt an Internship scheme or program as part of an academic credit fulfilment

WHY INTERNSHIP MATTERS?

Using internship as a stepping stone, you not only gain relevant experience, you develop applicable skills for securing a job in your chosen field.

Definitely a win, nothing to lose!



3 KEY REASONS for doing Internship

Gain Real Work Experience

"During my internship, I experienced a bit of everything that I will not gain through studying. My 'On-Job-Training' was extremely valuable as it made me realise the career path I could be eventually pursuing. Being able to gain work experience made me understand more about my abilities and interest. I do see myself becoming more confident than before, I guess the good experiences gave me confidence and the bad experiences made me grow stronger. I'm very glad my internship has helped me to understand the industry that I am about to embark and instil confidence in myself."

- Zachery, UNIMAS

Build Professional Network

"Personally, I feel very privileged and honoured to have the opportunity in meeting with a variety of people (colleagues, clients and professionals alike) during my 3 months internship. Through the communications and interactions with them, it helped me establish relationships, resources and connections that could possibly open new doors and seek mentorship. Given the pressure to communicate professionally at work, I feel that my English has greatly improved through constant use and that I am now more fluent in discussions, communicating or even presentations. I'm also certain that connections will go a long way in building my career path."

- Alicia, SEGI College

Valuable Lessons Learnt & Applying What You've Studied

"I learnt that it is important to manage my time wisely during my internship to be both creative and productive. I had the chance to propose some new ideas and I am excited that my internship allowed me to incorporate my creativity in the tasks assigned to me. It has been challenging (putting knowledge to real-situations) especially when working on proposals, strategies and meeting deadlines. On the whole, I felt good to contribute as a team player and seeing progress in my work."

- Natalie, NIIT

BE POSITIVE! BE AN INTERN!

TO GET THE JOB I WANT
i need **EXPERIENCE**
but to get THE EXPERIENCE
i need **THAT JOB**



DID YOU KNOW?



• You need more than a degree to get hired.



• Graduates with work experience are more attractive than those without.



• Employers prefer those with experience more than grades.

Student Guide :

INTERNSHIP MOTIVATIONAL HACKS

MYTH VS FACTS

SEEK OUT THE TRUTH ABOUT INTERNSHIP

So hard to get; only top students can get it.



• Yes it is a competitive world out there, not everyone are book smart, but you can be street smart! Besides there are a lot of places to look.

Unpaid, free labour, not worthy at all.



• Some internships are paid (eg. allowances / accomodation / transport, etc).
• Sense of Job Satisfaction - You get to learn valuable skills, build network and build-up your resume.

Just another part-time job.



• Internship is not a part-time job, it is more than that.
• You are trained under a supervisor for a particular job role that will ultimately give you an opportunity in gaining relevant skills and experience in understanding the particular industry.

Merely doing entry-level tasks or trivial, unimportant work.



• Involve with projects that can be challenging, complex and important – can be pretty rewarding.
• Be accountable, responsible and multi-tasks.
• Becoming a team-player.

Did?
YOU KNOW?

Internship is not merely a mandatory requirement that you need to fulfil in order to graduate.

Self-Reflection

What is your strength?

What kind of skills do I have?

What experiences do I have?

It is important to know yourself before making a decision on where to go for internship. Focus on your strength instead of weakness as you are going to 'market' yourself. Or Simply try on a personality test online!



TIP: Highlight your strengths, skills, experiences and align them as closely to the job you are applying for. If you do not have any prior work experiences, focus on your skills (not limiting to leadership, time-management, problem-solving, etc) and explain based on your personal experience in overcoming certain issues; drawing relationship to the job.

2. Student Guide: HOW TO FIND INTERNSHIP?



Understand your School Internship Requirements

If your internship is compulsory, ensure to find out the criteria, duration and requirements in fulfilling the internship for academic credit. Do get hold of the school letter or application form in advance. Double check if there are any specific rules and regulations required by your school and what needs to be submitted by the potential employer.



Shortlist the Right Company

Identify the industry to enter and sort out a list of companies to target. Depending on your passion and interest, you should decide early on what best suits you or stick to your field of study.

Remember: It is important to know the company's background to impress your potential employer



Research via Internet, Career Fairs and your Circle of Network

Be proactive and start your research early. When unsure, find people to speak to (eg. lecturer, senior or mentor).

Additional Considerations

Be aware of any possible factors that may affect your ultimate choice of an internship opportunity. This should come hand-in-hand with your research.

Remember: It is important to consider the possible factors in advance to avoid any inconvenience at a later stage; before making an informed decision.



LOCATION



"Should I choose a location near to home or not?"

ACCOMMODATION



"Do I need to find a place to stay?"
"Can I secure accommodation quickly?"
"Does the company offer a place to stay?"

TRANSPORTATION



"Will I face any issues in getting to work?"

OTHER POSSIBLE COSTS



"Can I afford the rent/ travel expenses/ visa application fees?"

OPPORTUNITY



"Should I join the company that is offering a permanent position upon successful internship, but that would mean leaving overseas to work."

3. Steps

IN APPLYING & PREPARING YOUR INTERNSHIP

1

Prepare your Cover Letter & Resume (Refer to Job Seeker's Guide)

3

Standby the necessary doc (eg. Reference Letter / Reply Slip Form / Approval Letter) meant for the potential employer to fill-in, endorse & sign off

5

Attend Interviews and follow up closely

2

Contact your faculty/ program coordinator for full information on your internship requirements.

4

Confirm Interview Date and Time & Prepare for Interview

6

Submit the signed documentation from employer to school for approval or acknowledgement

4. Tips in Resume Preparation

See [Job Seeker's Guide](#) for more coverage!
Or Visit <http://sarawakjobs.com/job-seekers-guide/>

- Keep it straight and simple
- Align and tailor your resume to the role or position that you are applying for
- State and demonstrate your skills and experiences

- Display your contact details in header
- Use a standard professional typeface like;

Times New Roman
Arial Georgia
Palatino
Lucida Sans
Courier Calibri
Verdana

QUANTIFY YOUR EXPERIENCES,
inject with action verbs ;

- Lead a team of 20 students
- Lead and ensured a smooth event
- Supervised & motivate new trainees

Remember: Be more detailed in your cover letter and interview, illustrate on relevant past experiences. For example on how you react to customers concerns and how you eventually resolve them; or what you have learnt in your internship and past work experiences.

JOHN DOE



**NETWORK / SYSTEM
ENGINEER**

EDUCATION

- 2010 Professional Certificate/NITEC
Mechatronic Engineering
ITE Dover, Singapore
- 2003 Diploma in Mechanical Engineering
Polytechnic Kuching Sarawak
3.64/4(Grade B/2nd Class Upper)
- 2010 SPM
SM Technic Matang.
Grade 1/10 Credits

EMPLOYMENT

- 2012 - 2014 HRS Marketing Pte Ltd
Network/System Engineer
Conceptualized, developed and deployed cross-platform media codec algorithms.
- 2008 - 2012 Korvac Payment Services Pte Ltd
Technical & Helpdesk Support
Distinguished as the only developer to deploy multi-platform processes and developed optimized framework.
- 2004 - 2008 Woodland Sunny Food Pte Ltd.
Senior Production Technician
Designed and initiated upgrading of system.
- 2003 - 2004 KKB Engineering Berhad
Assistant Engineer
Organized and consolidated media department infrastructure and facilitated team work.

CONTACT

ADDRESS
15 Hoe Chiang Road 16-06 Euro-Asia Centre,
Singapore
MOBILE
016-123 4567
EMAIL
johndoe@email.com

CAREER OBJECTIVE

To acquire a position as a Network and System Engineer and engage with an organization that offers longterm career prospect. Willing to face new challenges to fulfill the company vision and expand.

PROFESSIONAL SKILLS

Operating System:
Windows 8/7, Windows Xp and Linux.
Programming
Languages:
C, C++, .NET (ASP.Net, VB.Net and C#)
Database :
Microsoft SQL Server, Microsoft Access.
Web Technologies :
HTML, JavaScript, VB Script
Platforms:
Microsoft Visual Studio 2005, 2008

SKILLS

Community Manager
Research/Analytical
Organization
Communication
Team Player

- State your objectives clearly and be concise, meaning short and straightforward

- Highlight your skills tailored to the position and company background / industry that you are applying for

- If you have no relevant work experience, list out your skills (i.e. Having certification in a specific program may draw as an instant valuable skillset that is beneficial to the company) (or a serious hobby for instance football where you were captain and won for the school).

TIPS!



- CHECK AND PROOFREAD YOUR WRITINGS:
- Eliminate any possible typo...because why would a company want to hire a person who can't even spell correctly when there are spell check tools?
- Always get a third party (preferably someone with working experience) to review your writings, seek for opinion.
- Ultimately check and double check.

CV ATTACHMENT FILE NAME & TYPE

- Use a professional file name like "JohnDoeCV.pdf"
- Usually PDF format will suffice, or otherwise Word doc.

Tips in Cover Letter Preparation

See [Job Seeker's Guide](#) for more coverage!
Or Visit <http://singapurajobs.com/job-seekers-guide/>

TIPS!



- Inject impact: "Why am I the perfect candidate"
- Demonstrate interest in the company and explain why the position interests you. Touch on things like how you could contribute to the company, how you could be a great fit and what are your competitive advantages
- A good cover letter can secure you an interview!

- Display your contact details in header.
- Demonstrate professionalism in your writing and overall formatting
- Use this opportunity to brand yourself to the perspective employer.

- Don't bore your employer, instead Hook them! Begin with a sentence that will likely catch the reader's eye - an interesting or entertaining fact that relates you to the company.
- Or do your research, find out issue and propose a solution - Project your passion, ambition and eagerness to work with the company.
- Avoid typical salutations, example like "Dear Hiring Manager..."

- State how you can contribute to the company. Be precise; do not beat around the bush.
- Don't assume everything written will be read. Make your points concise, present your writing in a format that is easy for the reader's eye like using bullet points or highlight the important key points.

Your name,
Your address
Post Code, City,
State, Country

Your Contact Info

Name or Title of Person
Their address,
Their Post Code, City,
State, Country

Employer's Contact Info

Date: [01 JANUARY 2015] DAY MONTH YEAR (IN CAPS)

Dear Name of Person/ Mr./Sir/Miss/Madam/,

Salutation

Ref: APPLICATION FOR [JOB TITLE] POSITION

Your Statement of Purpose

In reference to the subject above, I, [Your Name] am interested in being part of your company as advertised at [Newspaper or website]. The nature of my background [Qualifications] has prepared me for this position. I enclose my CV and resume for your further reference.

With my competence and the ability, I bring the energy and commitment to the table and thrive in your organization's innovative environment. I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile such as [Name of Company you're applying for]. **Also elaborate on relevant experiences**

I would be delighted to discuss further with you at your convenience. I can be reached anytime via email at youremail@mail.com or phone at 01x-xxx xxxx. Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours faithfully,
Your name
Phone number

Sign off

Introduction & Hook Them

Your experience, their solution

Finish strong and next-steps expectation

- Finish strong, let your confidence shine!
- Re-emphasise to the company why you want to work for them, why you believe you are a good fit for them.
- Sign off to you cover letter to project your sincerity, that the writings are true and reflects your professionalism.

TIPS!



- Who is your audience? Impress your potential employer to stand a better chance of being hired if you greet appropriately.
- Always get a third party (preferably someone with working experience) to review your writings, seek for opinion.

Tips in Interview Preparation

See [Job Seeker's Guide](#) for more coverage!
Or Visit <http://singapurajobs.com/job-seekers-guide/>

Introduce Yourself

- Introduce yourself (Practice, Practice, Practice!)
- Get out of your comfort zone
- "SELL YOURSELF"
- Display your competencies
- Be Confident!

Research the Company

- Research on the company
- Background understanding about the company vision and mission, or type of business
- Having insights on what the company is doing, or even the on-going projects helps

Communicate, Interact, Ask

- Communicate, Interact & Ask Questions
- Don't let the interviewer do all the talking
- Try asking: "What they most enjoy about their job? What they are looking for in the potential employee?"



Sell Yourself

- First you've got to know your strengths and weaknesses (Focus on your strengths and align to the job description)
- Demonstrate interest, enthusiasm, react and think on your feet
- Draw relationship on experiences that can demonstrate your ability, skills to undertake the given role

Don't Feel Intimidated

- Make eye contact, smile and speak with confidence
- Turn around to be an interviewer instead - interview your potential employer!
- Use body language and gestures to aid your interaction



WOMAN'S ATTIRE

Dress & Jacket

Options :

- Suit
- Business style dress

Stockings:

Optional stockings
or leggings

Heels :

Low or High



MAN'S ATTIRE



Dark Business Suit

Matching Vest
Optional

Formal Shirt

Conservative Tie

Leather Shoes & Dark Socks

Be etiquette in asking for time extension to consider an internship offer.



Demonstrate professional courtesy in your conversation/emails/calls.



Be polite, express enthusiasm and thank your potential employer for the offer before requesting for an extension



Demonstrate professional courtesy in your conversation/emails/calls

Example on how to respond

Subject line
Inbox x

Sender <noreply@sender.com>
Feb 19 (1 day ago)

to user

Dear (Name of Person Who Made the Offer)

Thank you for your offer! I appreciate you taking the time to teach me more about the company. I am a strong believer in your mission to... and hope to become directly involved with your work at some point.

However I am still waiting for a reply from xxx companies as well, and if you have not secured another candidate, I do like to request for time extension to consider your offer.

Looking forward to receive an extension and possibly in keeping the option of reapplying later on.

Sincerely,

Your Name



- ✓ Tell me about yourself
- ✓ What are your strengths?
- ✓ Give an example or a situation in which...
- ✓ Tell me what's not on your resume.
- ✓ What are your career goals (a.k.a. where do you see yourself in ___ years)?

Do you know... TOP 5 INTERVIEW QUESTIONS!

What if I don't have any working experience? Or I don't have any special skills?

Focus on your strengths, think of creative ways to document your abilities that you can possibly showcase to your potential employer. For example, compile a portfolio that you can exhibit certain key skills i.e. a video presentation to illustrate visual works; a video of you giving a presentation or working in a school event; a video of you creating a lyric? Truth is.. [Be aware of your talent](#), discover yourself. Even a serious hobby can mean something!



Resumes Examples

Jane Bong

Address Line 1, Address Line 2, City, State
+6010-1234567 jane.bong@email.com

CAREER OBJECTIVE

To obtain an Administrative internship at xyz company that utilizes my x skills, y skills, and z skills in order to gain experience in the field of xyz.

CORE COMPETENCIES

- Customer Service
- Cost Efficient
- High proficiency in operating and general maintenance of office equipment
- Detailed and Organized
- Clerical support
- Able to multi-task

EDUCATION

STAFFORDSHIRE UNIVERSITY
MBA (Masters in Business Administration), May 2014
• GPA: 3.3/4.0

CALIFORNIA STATE UNIVERSITY
Bachelor of Science in Economics, Oct 2010

- Summa Cum Laude
- Dean's List
- GPA 4.0/4.0

PROFESSIONAL EXPERIENCE

LISTENUP! • SEATTLE, WA • WINTER 2014 – PRESENT

Marketing & Sales Intern

- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Direct or coordinate the supportive services department of a business, agency, or organization.
- Brainstormed ideas for Marketing Director's email marketing campaign.
- Researched company competitors to assist with developing an industry outlook report

WHARTON UNIVERSITY • WINTER 2014 – PRESENT

President of Management and Technology Club, Aug 2004 – May 2006

- Hosted networking event that included 35+ employers.
- Ran weekly meetings and worked with club committee to ensure advance club objectives.
- Promoted club on campus and doubled membership size from 25 to 50 members.
- Arrange for on-site job coaching or assistive devices, such as specially equipped wheelchairs, to help clients adapt to work or school environments.

Example 1 : For Business Studies Students

RELEVANT COURSEWORK

WHARTON UNIVERSITY

COMM 130: Visual Communication, May 2014

- Team Presentation – analyzed Apple's recent MacBook and iPhone campaigns.
- Dream campaign project – strategized a visual campaign for a made-up trend.

ADDITIONAL SKILLS

- Adept at Adobe Photoshop CS6/CC, InDesign CS6/CC, Illustrator CS6/CC
- Proficient with Microsoft Office – especially Word, Excel, and PowerPoint.
- Comfortable with Microsoft Windows 7, 8, 10, and Mac OSX.

INTERESTS

- Adept at Adobe Photoshop CS6/CC, InDesign CS6/CC, Illustrator CS6/CC
- Proficient with Microsoft Office – especially Word, Excel, and PowerPoint.
- Comfortable with Microsoft Windows 7, 8, 10, and Mac OSX.

Example 2 : For Design Students

RESUME

**Edward
Doe**

Graphic Designer

Address: 1234 Park Avenue,
City, State, Country
Phone: (+60) 10-1234567
Email: edwarddoe@email.com

EDUCATION

Bachelor of Art
Orlando State University 2012
Diploma in Computer Graphics
Miami Technology School 2009

CERTIFICATION

- Web Graphic Design Certificate 2013
- 2012/13 Dean's List

EXPERIENCE

2014 - Present **Visual Design Intern**
Hot Studio
Created unique branding collateral for several of Hot Studio's clients, such as SFMOMA and YBCA.
Wire-framed interfaces for the redesign of various websites including eBay and Ancestry.com; crafted high-quality visuals while keeping the client's needs, the website's usability and user experience in mind.

2013 - Present **Student Association President**
UCLA
Recruited more than 26 members over the span of 2 months through interesting and fun design-related recruitment events, which I personally planned and hosted.
Organized consistent and enlightening gatherings for the discussion of trends within the design industry and invited various professionals in the field to come and lecture on their specialties.

RELEVANT COURSEWORK

- Developed and designed branding collateral, including a logo, a website, business cards, letterhead, etc. for an imaginary company
- Crafted custom logos for internet websites per customer specifications.
- Assisted in visual media component creation for film magazines and TV.

SKILLS

Adept at Adobe Creative Suite CS6

Creative and Conceptualizing

Microsoft Windows and Office

Communication skills

CORE QUALIFICATIONS

- Exceptional sketching and drawing abilities
- Superior familiarity with esthetic design concepts and layout principles
- Outstanding knowledge of Flash PowerPoint Adobe Illustrator and Photoshop
- Excellent creative visualization and design abilities
- Strong artistic and technical abilities
- High expertise in XML JavaScript CSS PHP and HTML
- Good oral and written communication skills

REFERENCES

Name of referee	Name of referee
Designation	Designation
Phone: (123) 123 45 67	Phone: (123) 123 45 67
Email: isomeone@email.com	Email: person@email.com

JOE DOE

89 ABC Road, 089316, Singapore | joedoe@email.com

+ PROFESSIONAL PROFILE

- ⊙ **Awards and Recognition:** Frequently praised for excellent analytical skills.
- ⊙ **Communication:** Friendly, outgoing, and charismatic personality well suited for a fast paced, customer service oriented restaurant

+ PROFESSIONAL EXPERIENCE

- ⊙ Jan. '16 – present **Front-End Engineer Intern** ABC Institution
 - Re-designed and built (using HAML, SCSS, and javascript) the new job posting pages on www.looksharp.com.
 - Leveraged the Looksharp API to construct a 3rd party plugin for employers to use to show their Looksharp job postings on their career sites.
- ⊙ Oct. '15 – Dec. '15 **Computer Science Club** XYZ Institution
 - Co-founded of the Computer Science Club after gathering support from over 200 students.
 - Hosted and emceed the first CS Hackathon on campus where over 20 students spent 12 hours building some amazing apps!

+ EDUCATION

- ⊙ May '14 – Present **B.S. in Computer Science** XYZ University, City, State
Honors Program, Dean's List
GPA 3.33/4.0

+ RELEVANT COURSEWORK

- Feb '14 – Present **COMPSCI 118 Javascript Fundamentals**
 - Learned to leverage REST APIs for client-side development work and built a single page app that allows student to research coursework more efficiently.

+ SKILLS & PROGRAMMING LANGUAGES

- ⊙ C/C++
- ⊙ JS
- ⊙ CSS3
- ⊙ MatLab
- ⊙ HTML5 +
- ⊙ PHP & MySQL
- ⊙ Assembly
- ⊙ Java, Python, C#

Resumes Example

Example 3 : For Software Engineering Students

Cover Letter

Example of Cover Letter Format

Your name,
Your address
Post Code, City,
State, Country

9TH NOVEMBER 2016

Attn : Miss Yong (Name or Title of Person)
Their address,
Their Post Code, City,
State, Country

Dear Miss Yong,

Ref: **APPLICATION FOR [JOB TITLE] POSITION**

I have been admiring XYZ Firm's television and print ad campaigns since I was eight years old and was excited to find your firm's xyz internship position through Looksharp!

As a marketing major at XYZ University, I have found that I am adept at marketing and truly enjoy advertising projects. Through my marketing courses and my experience as a Public Relations Chair of xyz club, I have honed x, y, and z skills which I can contribute as a xyz intern. Some of the qualifications I possess are:

Interest in Marketing:

- Marketing Major.

Strong Communication Skills:

- Contacted clients to promote services as a Marketing & Sales Intern at ListenUP.
- Composed and edited articles for xyz University newspaper.

Creativity:

- Utilized Photoshop and PowerPoint to design mock products and a presentation for COMM 130: Visual Communication course.

I align closely with your firm's focus on creative, results-driven marketing campaigns. I believe that I would be a great addition to your company and look forward to being interviewed at your earliest convenience. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Jessica
Enclosed: resume

5. Six Key Benefits of Internship

EXP+

Gain first hand exposure to real-world situation and make it your very own true work experience.



Grow your passion. Great chance to make mistakes, hone your skills and capabilities, preparing yourself in reaching your ultimate dream ahead.



Accumulate networks for future opportunities and references.



Better understanding of different job roles: Personal growth experiences and exposure to different job opportunities.



Makes you think out of the Box! You have better chances on how to increase your marketability to your future employers.



Think, learn and be positive! Great way to discover more about yourself.





SingapuraJobs.com
NO. 1 JOB SITE IN SINGAPORE

KEEP IN TOUCH WITH US ANYTIME



info@SingapuraJobs.com



www.facebook.com/SingapuraJobs/



www.Singapurajobs.com