

TOP RESUMÉ TIPS

that will
make you shine!

Tan Cheng Cai Joshua

267 Pasir Ris Street 21 Singapore 246810

+65 123 4567

TanCC_joshua@dmail.com

EDUCATION

Singapore Management University | 2012 to present

- Bachelor of Accountancy
- A-REIT Study Award in 2013 and 2014
- Expected Date of Graduation: May 2016

Student Exchange Programme (SEP), University of Sydney, Australia | Aug to Dec 2014

- Led a team of 8 students of different nationalities to participate in the University of Sydney Audit Case Challenge competition 2014, winning the top position
- Developed cross-cultural and interpersonal skills through working with an international team on a community fundraising project for the Sydney Disability Council

Temasek Polytechnic | 2009 to 2012

- Diploma in Business
- Dean's List from 2010 to 2012
- Graduated with GPA of 3.97/4
- Valedictorian

EXPERIENCE

Deloitte Singapore | May 2014 – July 2014

Audit Intern

- Acquired knowledge of and applied IFRS and US GAAP and Audit Methodology
- Worked on and completed 2 major engagements with the engagement teams for publicly-listed group of companies
- Facilitated in the planning and execution of a team building event for an Audit Group
- Awarded "Intern of the Week" during third week of summer internship

Citibank, Singapore | January 2012 – April 2012

Marketing Intern

- Assisted in marketing financial plans to clients with a success rate of 90%
- Developed four different charts for managers to use during customer-facing meetings
- Upgraded data entry system to ensure efficiency and a better presentation of data for every customer's portfolio
- Was part of the team awarded for best achievements in Q1

CO-CURRICULAR ACTIVITIES

SMU Volleyball Men's Team | 2012 to present

- Captained and led the team to win two IVP titles in 2014 and 2015
- Awarded "Most Valuable Player" in 2014 and 2015
- Nominated "Captain of the Year" in 2015
- Led the team to do volunteer work at an orphanage, teaching them basic volleyball skills

SMU Overseas Community Involvement Program (CIP) | June 2013

- Organised a trip to Chiang Rai, Thailand for community work
- Convinced and recruited 100 students to participate in the community work
- Constructed a community classroom and taught basic English and Mandarin to 250 underprivileged students in Chiang Rai
- Raised \$3,000 through a fundraising campaign prior to the trip

ADDITIONAL INFORMATION

- Proficient in Microsoft office
- Fluent in English and Mandarin
- Basic proficiency in written and spoken Japanese
- Enjoys an array of team sports
- Participates in Run for Hope Singapore annually
- Volunteers at elderly home care centers weekly

- Display your full name, contact details and address prominently at the top.
- Make your name eye-catching by enlarging and bolding.
- Ensure that your contact details are up-to-date.
- Emails should not sound funky but professional.
- Keep the formatting simple and clean so it's neat and easy to read. Font style and size should be kept consistent in the body. Bigger font size can be used for headings.
- Keep your resumé concise and limit yourself to 2 pages.
- Omit age, religious or political affiliations, marital status, or other non-required personal data.

- Always tailor your resume when applying for different job positions. It should reflect the skills and competencies of the specific role you are applying for entails.
- List down your most recent qualification in reverse chronological order, including University, Junior College/Polytechnic. Name any scholarships achieved.
- Reflect your expected Year of Graduation so that employers can have an idea on when you can start work.
- Highlight relevant information and achievements during your course of study (be honest and authentic about it!). Any participation in research programmes can be added if it is relevant to the job that you are applying for.
- Flaunt your overseas study experience if you have got it! Employers like graduates who have been exposed to international experience and possess global skill sets.

- Internships are one of the top things to list down to show your work experience.
- Showcase any competencies you have developed while highlighting your achievements and contributions.
- Read the job description carefully, prioritise and focus on writing down the more important and relevant skills acquired information/description.
- Leave out the work experience that is unrelated to the prospective job.
- Use action verbs and quantify your achievements wherever possible. Prove your competencies through results.
- Remember to state all the transferable soft skills that employers are looking out for.
- Each point should not exceed more than 3 lines.

- Share with us what makes you an all-rounder besides your academic achievements.
- Include activities that show leadership skills and other qualities you think employers would find valuable e.g. team player, project management skills.
- Display your differentiating factor through your CCAs, but do not overload your resume with CCAs. It is not meant to be exhaustive.

- What else makes you different? Be it your sports, hobbies, interests, community projects and skills! This will help you stand out and grab the attention of employers who will be looking through hundreds of resumes.
- Proofread your resume to ensure that you do not have any spelling, grammatical errors or typing errors.
- When submitting your resume, convert it to pdf format so that the formatting doesn't run, but pay attention to the specific file formats if given.
- Finally, ask yourself: Is your resume easy to read and does it look attractive? Ask for a reliable second opinion.