

NUS BIZCareers

Start Early, Be Prepared

9 July 2026



Agenda

Short Intro

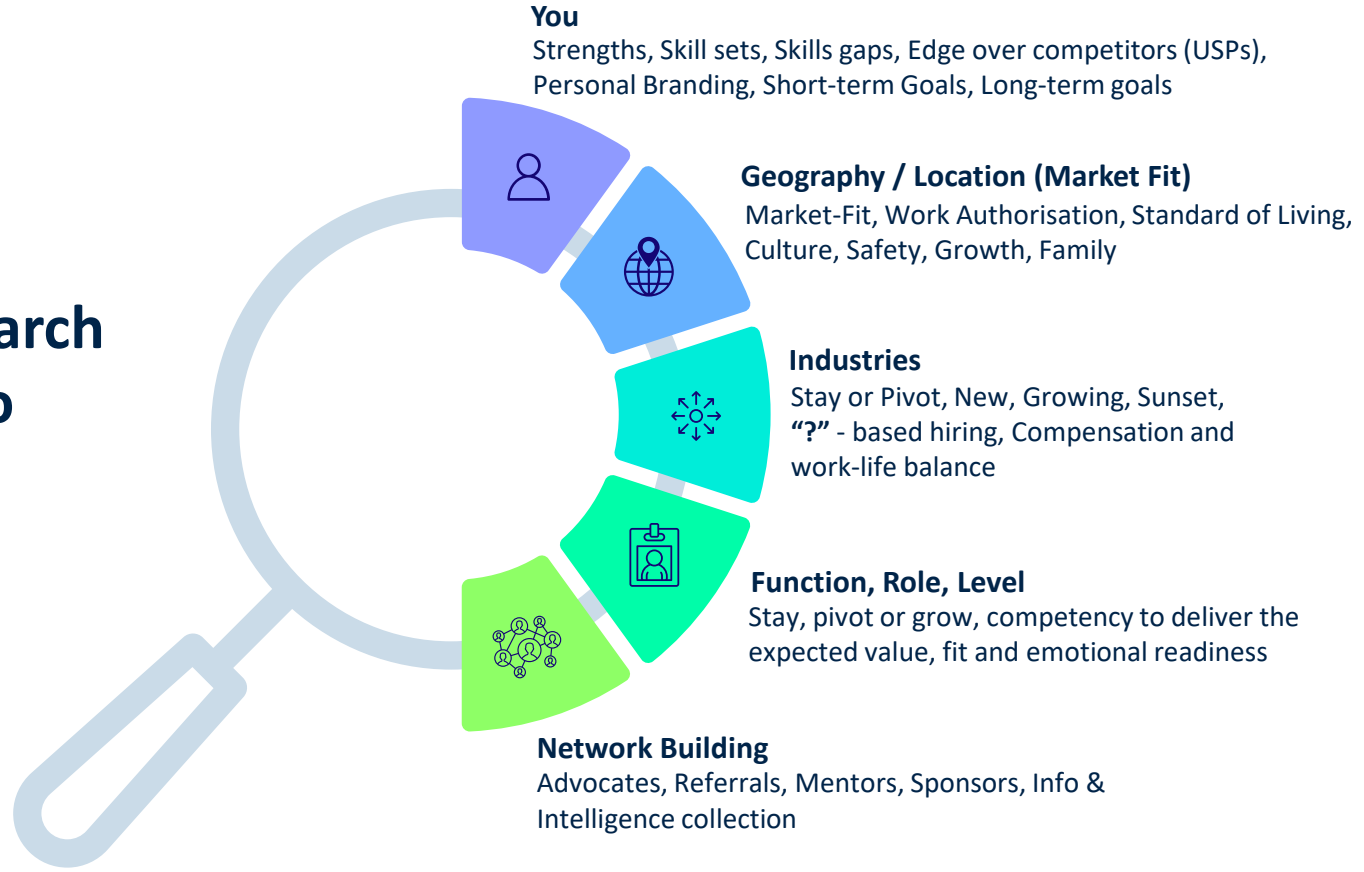
Research To Do

Timeline For Planning Ahead

NUS ATS-Friendly Resume Template

Q & A

Research To Do





LinkedIn

my
careersfuture

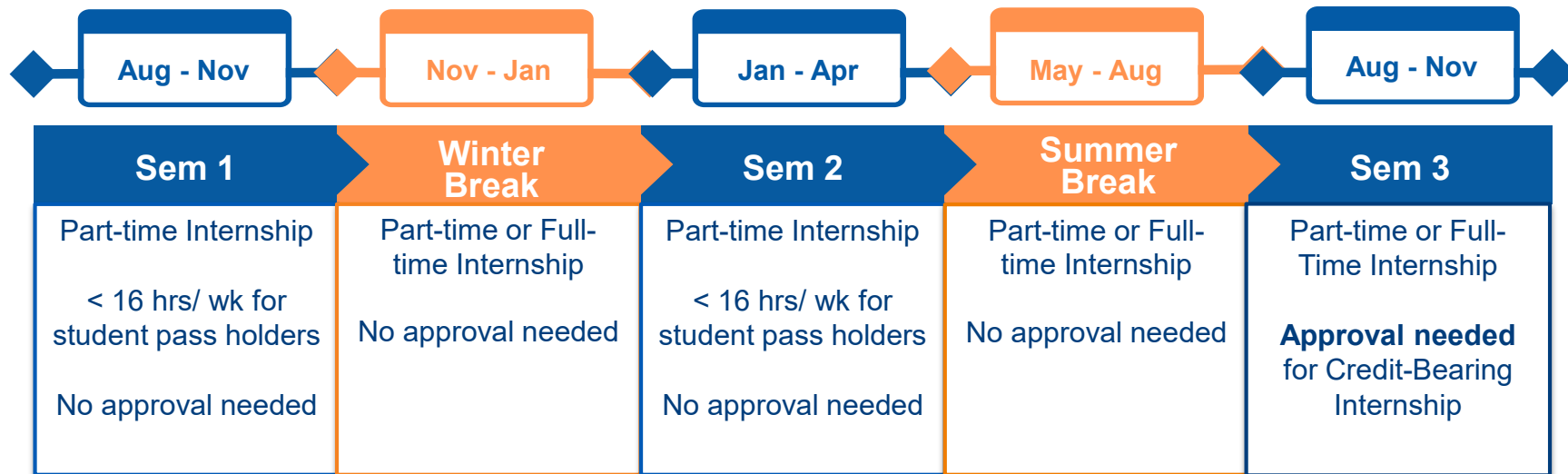


Top Talent
Pass Scheme



Hi-Potential Visa

Timeline



NUS CV

- **ONE (1) Page** unless > 10 yrs of work exp
- Chronological order (Latest First)
- Language and Software Skills

Your Name
abc@u.nus.edu | +65 90909090 | LinkedIn profile

EDUCATION

NUS BUSINESS SCHOOL, NATIONAL UNIVERSITY OF SINGAPORE Singapore
Master of Business Administration, Expected (month and year of completion, eg. Dec 2012) Aug 2011–Present

- Specialization if any, and CAP score (only if above 4.0, indicate that it is out of 5.0 – example 4.5/5.0)
- List awards, honors, noteworthy coursework
- Activities such as clubs. Format: Officer title, Club name
- (Optional) List GMAT (only if above 700)

NANYANG TECHNOLOGICAL UNIVERSITY City (if applicable), Country
Bachelor of Arts/Science, Major Aug 2000–May 2004

- Achievements, honors, GPA, class rank
- Thesis, study-abroad program, clubs, positions held

EXPERIENCE

COMPANY NAME 1 (Optional: briefly describe company, useful for local or small firms) City (if applicable), Country
Job Title (Optional: Division) May 2012 – Present

- Each bullet should describe results and achievements. Quantify how well you did the job. Bullets can be 1–3 lines long, and can include multiple sentences.
- List bullets in the order starting with the most significant, the one that is most impressive. Group responsibilities and activities in a way that is logical for the reader.
- Recent internship and work experience bullets are critically important, and must demonstrate leadership, teamwork, skills, drive, results, or your ranking in relation to your peers.

COMPANY NAME 2 (Optional: briefly describe company, useful for local or small firms) City (if applicable), Country
Job Title 1 (Optional: Division 1) Jun 2009 – Jul 2011

- Each position should contain between 2–4 bullets. Readers lose interest if sections are too long.
- Proceed with additional bullets that drill down to key achievements, describing the activities with action verbs, avoiding passive tense. Try to include numbers and results to quantify your achievement.
- Note of caution: make sure that your bullets do not sound like a job description, a list of all the tasks that you are required to complete. Describe specifics of what you worked on – your results and impact. For example, if you created daily reporting or analysis, how many people was it circulated to and what kind of impact did it have?

Job Title 2 (Optional: Division 2) Feb 2007 – May 2009

- Text of the body is all set at 10.5 point font. If you need less space, you can raise it to 11 point. Minimum is 10pt. Leave the category (Educ, Exp, Skills and Activities) and contact info at the preset size.
- It is often best to list awards and promotions within the bullets for a particular position – it reinforces the point that you have excelled in that role. Also helpful to provide relative comparison, “accelerated promotions” or “one of only three Booz employees worldwide selected for this annual award” – context is key.
- If you use periods in one bullet, you must use periods in all bullets.

COMPANY NAME 3 (Optional: briefly describe company, useful for local or small firms) City (if applicable), Country
Job Title (Optional: Division) Jul 2004 – Jan 2007

- As the position becomes less recent, it makes sense that you would have fewer bullets for the position. You might condense what were 3 bullets into one. The assumption is that over time you have advanced in your career, and the interesting content is at the more recent point.

SKILLS AND ACTIVITIES (This section is required, but the title can be changed to best suit your needs/preference)

- Group like items together: one line each for special computer skills, certifications, languages.
- Lump personal hobbies or activities into one line, and choose items that are interesting and true – possible conversation starters.
- It is not recommended to include Word, Excel, Power Point in a resume as proficiency is assumed – only higher level and more specialized computer skills.
- For languages, indicate level of proficiency as one of the following: basic, conversant, proficient or native.

(Optional) ADDITIONAL INFORMATION (This section is NOT required; if used choose a title that suits your content)

- Use this section if you need an area for information that is not covered above such as: publications, your widely visited website/blog, details of your portfolio, your start-up, a non-work and non-school related honor/award – anything that makes you stand out as a unique and interesting candidate. Or, if you just need more space!

BIZCareers Orientation

Date : 30 July, Thursday

Venue: Shaw Foundation Alumni House

Time : 9.30am – 4.30pm (*Networking coffee/ tea starts at 9am!*)

Get To Know You

Objective: To profile you better to industry partners for opportunities

- 30-min session (4 in a group)
- Post-MBA career goals and motivation
- Overview of your skills and personality traits

Tip: Be familiar with using AI tool!



See you on 30 July at 9am!

