



# ECG GUIDE

For RP Graduates

## Supporting Your Journey Beyond Graduation

To better support your journey beyond graduation, check out the **ECG Guide** below to kick-start your career preparation or to explore further education opportunities. The guide provides useful information on taking the next steps towards achieving your career goals.

Have questions or need further advice? You are welcome to stay connected with our friendly Education and Career Guidance Counsellors who will guide and inspire you towards achieving your aspirations.

## 10 Steps to Take Upon Graduation

After graduation, you may be uncertain of your future plans or are unsure of the options available to you. Here are some tips to guide you in taking the next steps.

### 1. Rediscover Yourself

Start with the end in mind. Do a stocktake of your key interests, strengths and skills you have honed over the years.

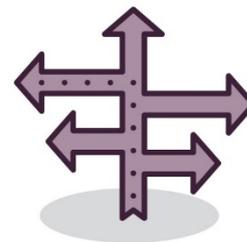
Ask yourself this question – “What are some career goals that I have?” This question also applies if you are planning to pursue further studies after graduating from RP.

If you are still uncertain about your next step, take the self-assessment test available on [MySkillsFuture](#) portal and find out about strengths and career interests.

### 2. Consider Your Options

You can consider any of the following options upon graduation:

- Full-time Employment
- Work and Study
- Further Studies



When considering these options, you may begin by charting out your short-term goals.

term

If you are thinking about taking on full-time employment, consider practical aspects like employment remuneration package, work location and career progression.

If you are considering study while working full-time, you may check out [RP ACE's SkillsFuture Work-Study Programmes](#) or other [SkillsFuture Work-Study Post-Diploma Programmes](#) designed to provide Polytechnic graduates like you a head-start in careers related to your discipline of study.

If you are considering further studies, think about your preferred course(s) of study, available financial resources and family commitments amongst others.

### 3. Research the Market

To discover career opportunities related to your diploma course you can:

a) Find out from your lecturers and industry mentors (e.g. colleagues and supervisors from your internship company) about the relevant qualifications you should possess to work in your preferred industry, as well as the work culture and environment of the same industry.

b) Be open-minded – explore beyond careers that are directly related to your diploma course. Find out about the adjacent industries and jobs and consider applying for these adjacent jobs. Adjacent jobs are jobs that you could potentially apply for, but are perhaps lacking in one of two required skills.



### 4. Prepare a new or enhanced resume and cover letter

Gather all your work experiences, including internship and part-time work, and list the skills and competencies you have acquired both at work and in RP. Work on enhancing your **resume and prepare a cover letter** that you can progressively update.

### 5. Gather at least two to four references you can share with potential employers

Think of people whom you may list as your referees in your resume. You will need to seek your referees' agreement to be included in your resume before submitting their names, job titles and contact details to your potential employers.

If you performed well during your internship, consider requesting a letter of commendation or reference from your internship supervisor. Good references may also come from supervisors from your part-time employment or organisations you have worked at or volunteered in.

### 6. Polish your interview skills

Perfect that elevator pitch! It is very important to plan and **prepare for an interview**. The lack of adequate planning and preparation for an interview is the one of the greatest pitfalls of candidates at the job application stage.

### 7. Prepare for an outfit you can wear to job interviews

While you can never be overdressed, do you really need a power suit to ace that interview? Plan for an appropriate **interview outfit** and dress according to the workplace requirements.

## 8. Planning to go further studies?

If you are planning to go for **further studies**, you can begin by:

- a) Researching about further studies at local and foreign universities;
- b) Finding out about the application period(s) of your preferred course(s); and
- c) Familiarising yourself with the entry requirements and selection criteria of your preferred course(s). You should find out about course interviews, portfolio submission, interview tests, etc.

If you are considering further studies at a private education institution (PEI), you can also conduct research by visiting the **Committee for Private Education's website** to prepare and familiarise yourself with the PEIs.

## 9. Find a Mentor

Having a mentor who shares rich experience and tips to work around challenging situations is definitely a plus as it makes that transition to work life less stressful and eases the initial steep learning curve.

## 10. Meet your ECG Counsellor

You are always welcome to discuss your career options and further studies opportunities with an Education and Career Guidance Counsellor. During this circuit breaker period, you can receive career counselling and other career-related services from the ECG Counsellors via online platforms.

To access the online career-related services and schedule an online appointment with an ECG Counsellor, visit [go.gov.sg/ecgappt](https://go.gov.sg/ecgappt).

RP Career Centre is committed to help you become career-ready.

Get in touch with your ECG Counsellors today!



## References:

- FastWeb - [10 Steps Every Student Should Take to Prepare for Graduation](#)
- MySkillsFuture - [Website](#)
- Indeed - [Prepare for an interview](#)
- Post-Diploma - [SkillsFuture Work-Study Programmes](#)
- Committee for Private Education - [Website](#)

## Shortcuts to Resources

Speed up your job search process! Use these Tools and Resources to guide you in seeking employment.

1. **MySkillsFuture** is a one-stop education, training and career guidance online portal that guides you to plan your training and career progression. The portal hosts various self-assessment tests to help you **discover your career interests, skills and work values**. You can also **search** for suitable specific and adjacent jobs by exploring industry insights across major sectors.



2. Access the **Skills Framework** to learn about the job opportunities and career pathways within various industries.

3. Visit the website of **Committee for Private Education** to further research on essential information while deciding on further studies at a private education institution.

4. For foreign graduates, you may find out from the Ministry of Manpower (MOM) website information on **eligibility and application for different work passes**. For **tuition grant matters**, visit the Ministry of Education (MOE) website for more details.

5. Make an **appointment** with your ECG Counsellor today and gain exclusive access to updated Labour Market Information and stay attuned to market expectations and employer demands.

### References:

- MySkillsFuture - [Website](#)
- MySkillsFuture - [Skills Framework](#)
- Committee for Private Education - [Website](#)

## Your Branding

Speed up your job search process! Use these Tools and Resources to guide you in seeking employment.

1. Impress hiring managers with a **S.A.R. resume**
  - **Tailor your resume** for the position
  - Ensure a neat format and error free resume
  - Showcase your **Skills** through the use of action verbs
  - Describe **Actions** taken to accomplish the tasks
  - Quantify your accomplishments with positive **Results**
2. Complement your resume with a well-written cover letter
  - **Customise your cover letter** for the job position
  - Address the cover letter to the hiring manager
  - Have a strong opening and closing in the letter
  - Highlight relevant experience from your resume in the letter
3. Prepare yourself adequately to **ace the interviews**
  - Research about the company
  - Be punctual and dress appropriately
  - Prepare your portfolio
  - Ask appropriate questions
  - Follow-up with a Thank you note after the interview
  - Check out these **useful tips to prepare for an Online Job Interview**
4. Set up a LinkedIn account and actively manage it. Here is how you can create a LinkedIn profile. **Get Started.**



### References:

- Indeed - [Ace the Interviews](#)
- Wired - [Tips for Online Job Interview](#)

## Find Jobs

There are many job and career portals available for job search purposes and you will be able to perform keyword search on most of them. With this keyword search function, you can view available jobs either by companies, job positions or categories such as sectors and skills.

You are always encouraged to conduct a broad-based job search to enhance your chances of being called for an interview and securing a job. To begin a broad-based job search, indicate your key skills in the relevant search fields to access more adjacent jobs. While these adjacent jobs may not be directly related to your diploma course, they are still potential job areas which you may consider in your job search.



Check out this list of career portals which you can visit for your job search:

- [RP Career Portal](#) (Job portal in partnership with e2i)
- [MyCareersFuture.gov.sg](#)
- [Careers@Gov](#)
- [SkillsFuture Work-Study Post-Diploma Programmes](#)

Begin by registering your job preferences at these portals to receive job email alerts for potential job positions that match your specified preferences.

## Quick Tips

Whether you are seeking employment or contemplating further education, bear in mind your goals and reasons for making the decision.

Check out these tips and strategies that may be useful while exploring your options:



### 1. **Broaden your search**

Instead of waiting for that perfect job, focus on getting your foot into the specific or adjacent industry. Adjacent opportunities often turn out to be a good stepping stone towards getting your dream job. This could mean accepting a job position offered by your internship company, a job that pays a lower than expected salary, or other job positions that do not meet some of your expectations. In times of uncertainty, try to keep your options open and explore beyond your dream or ideal job.

### 2. **Have realistic salary expectations**

If you are offered a salary that is lower than expected, stay positive by giving your best and performing above expectations. Your positive work attitude will be recognised and paid off by your employer eventually as you consistently produced good results.

### 3. **Keep applying and do not give up**

You may have to apply for many jobs and be called for a few interviews. Persevere and continue to conduct research on the industry, study each potential company carefully and understand each job offer thoroughly. Leverage and highlight your relevant skillsets to help potential employers see the fit between you, the organisation and the job role.

### 4. **Think out of the box**

It is not uncommon for job seekers to face stiff competition when securing employment. When encountering such challenges, tap on your connections and keep an open mind. Seek advice and guidance and consider every job opening as a potential one for you.

## Speak to an Education and Career Coach or a Career Advisor

Your transition from polytechnic to the world of work may be an exciting yet daunting process. If you are an RP alumnus within three years of graduation or completion of NS, you can seek education and career guidance services at RP Career Centre. Visit [go.gov.sg/ecgappt](https://go.gov.sg/ecgappt) to book an appointment with our Education and Career Guidance (ECG) Counsellors or Career Advisor.

## Education and Career Guidance Counsellors

For Current Students and Fresh Graduates



**Ms Alice Ku**  
SAS / SOI



**Mr Loh Lip Chiang**  
SAS / SHL



**Ms Susan Tan**  
SHL / SOH



**Ms Patricia Goh**  
SMC / SOH



**Mr David Aw Yong**  
SEG / SOI



**Ms Amalina Mohamad**  
SEG / STA

## Career Advisor

Supporting RP Continuing Education and Training (CET) learners:



**Mr Norazman Ab Hamid**

## References:

- Workforce Singapore (WSG) - [Website](#)

“ *Stay open minded. Things aren't always what they seem.*

**Scottie Waves**