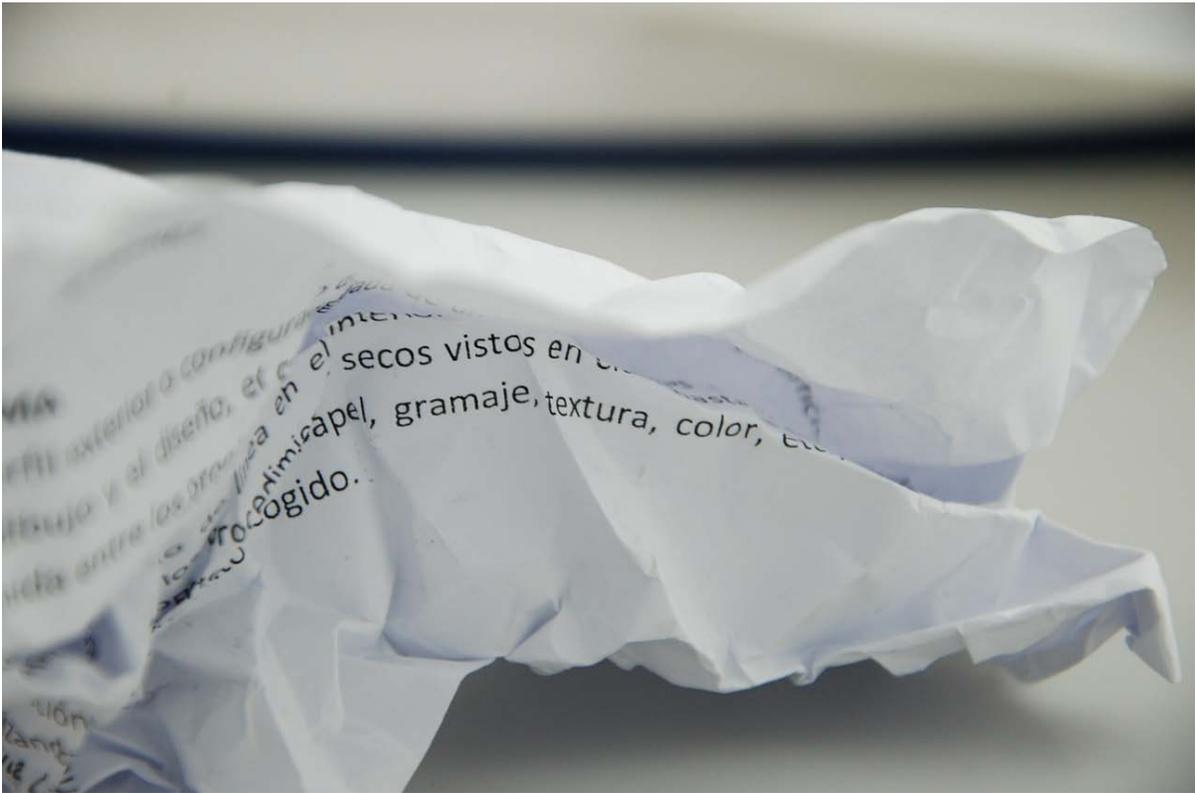


# Tips for Resume with No Working Experience



Experience and education in resume are very important for job application. Employers most of the time will make consideration highly based on your experience. But what to do if you are freshly graduate/ soon-to-be graduate who do not have any relevant experience in working? Or maybe you are changing your job which you have never worked in that relevant field. Lacking experience doesn't kick the opportunities away from you in getting your desired job. Here SarawakJobs we have five steps for you to boost your resume!

## **1. Set GOALS which are clear**

Clearly indicate your interests in a summary about yourself at top of the resume. Reader wouldn't have to guess about you if they have read about who are you and what you want to achieve generally in your career. Most of the time, employers hires people in line with the vision and mission of company. You need to show that you are highly passionate in the industry and how your short term and long term goals are relevant to the company.

## **2. Say about Your SKILLS**

Writes about skills can help a lot in telling the readers about what you are capable of, and why you are valuable candidate and can be hired by them. Impressive job titles are not the only way to strikingly get the attention of the employers. You may customize your resume according to what the employers stated in the job description, while this does not mean that you can bluff about your skills, but just carefully highlight your skills with what employees are looking at. Make sure the skills are those organizational skills, e.g. people skills. Don't have a degree in that relevant field in not a big matter if they have stated that earlier in job description, and learn to sell your skills but not degree.

## **3. THINK Outside the Box**

With no skills related to the job? Think again. Maybe you have something that you have done earlier which would finely describe about you? Have you worked for a research project in your university? or did you work part-time before? Whatever they are, you should take some time to think what you have done earlier and relate what your contributions/skills with the skills needed in the job. E.g. part-time job which you could mention about your time management skills and able to work with the dealines. Since you may not have a lot of experience, it is important to include coursework, class projects or extracurricular activities that are related to your target job. Don't forget about the awards you received earlier too.

## **4. VOLUNTEER when you can**

Talk about your volunteering experience when you do not have any real working experience. Showing your social responsibility is a bonus in your resume. So what if there is no paycheck for what you did? What employees keen to hear are what you have done and learnt during the volunteering, and how they may need you in their organization. If you do not have any volunteering experience then start to do it now. Volunteering doesn't have to take up a big deal of your time, but can boost your resume and even give you networking opportunities plus the work offers fulfilment.

## **5. Present your PERSONALITY**

When you still feel that your resume is a little skinny, do not shy to include a section titled "Interests and Hobbies." You may feel like totally out of the job, but it actually effectively shows what kind of person you are. Don't forget that your cover letter may have some of your personality elements, as long as your letter and resume still look professional, e.g. no scrapbooking samples or photos of your pets. You will never know if your hobby may make a personal connection with the employee.

*If you are lack of working experience, the secret to writing an effective resume is to focus on your skills in all ways. For students, recent graduates or entry-level candidates, a functional resume more powerfully showcases your skills and highlights your true potential as an employee, get ready for the job!*