

Our programmes are tailored with the individual in mind.

As Workforce Singapore's appointed Career Matching Provider, we take pride in delivering high quality services to create a positive change to the Singapore labour market and enable better lives.

We work with individuals to provide guidance, support and training. Through our coaching, workshops and training we believe everyone can find the right job and improve their life through work.

**We are Ingeus.**

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## 1. SWOT Analysis *(By Subash Krishnan, Coaching and Development Specialist)*

Strengths, Weaknesses, Opportunities, and Threats (SWOT) is an effective tool for job seekers to prepare for a job interview. By conducting a personal SWOT analysis, you can identify your competitive edge and present yourself more effectively during an interview.

### Strengths

- Think about what you do exceptionally well that is relevant to the job. This might include technical skills, soft skills, experiences, certifications, or personal attributes.
- Consider your past successes and how they might be of interest to the potential employer. Have examples ready that showcase how your strengths have contributed to positive outcomes in previous roles.
- Are you particularly resilient, adaptable, or creative? Think about positive personal characteristics that give you a competitive advantage.

### Weaknesses

- Acknowledge any gaps in your skills or experience that are relevant to the job but be ready to discuss how you are taking steps to address them.
- Focus on weaknesses that are not critical to the job description. Present them in a way that shows your proactive attitude toward growth and learning.
- When discussing weaknesses, frame them as areas of development rather than insurmountable flaws.

### Opportunities

- Research the industry and the company to identify current trends. Demonstrating awareness of these trends, and how your skills align with them, can show that you are forward-thinking and a potential asset.
- If you have connections that could be advantageous to the company, or if you come with a strong professional network, this could be an opportunity worth mentioning.
- If you are engaged in any continuous learning or professional development that relates to the job, mention how this could benefit your potential employer.

### Threats

- Address the competition indirectly by emphasizing what makes you unique compared to other candidates
- If there are known challenges in the industry, be prepared to discuss how you might navigate them effectively, using your strengths.
- Be mindful of personal circumstances that could impact your job performance and have strategies ready to manage them.

Remember SWOT analysis is best done in reference to the job description and the organizational needs. If you can, do a SWOT analysis of the organization and compare it with your own personal SWOT analysis. You will be able to see clearly where your strengths can assist the business' weaknesses and how you can turn around the threats of the organisation into opportunities.

Happy SWOT-ing!

## 2. Testimonials From Satisfied Clients Who Benefitted From Our Programme



“ I highly recommend Ingeus for career coaching and planning services. After a 10-year gap in actively job-seeking, I quickly realized how much the landscape had changed and knew I needed professional support. From resume writing to interview preparation and salary negotiation, their help was invaluable.

My positive journey began with Manju, a team lead at the agency, who thoughtfully matched me with Daphne Ong—a coach perfectly suited to my needs. Daphne's candor and strategic insights were pivotal in helping me secure more meaningful calls from job applications. Her nuanced and targeted approach was especially valuable, as I was focused on finding the right long-term opportunity rather than a short-term role. I truly appreciated her constructive feedback, encouraging positivity, and unwavering support throughout the process. I'm so grateful to have worked with her.

A tip for job seekers: You play a significant role in landing that offer. Take the time to understand what you want—both short-term and long-term—and communicate those goals clearly to your agency and coach. Best of luck—you've got this! ”

- Google Review by Jovin Lai

“ I cannot thank my career coach - Daphne enough for the outstanding support and guidance during my job search. From expertly refining my resume to providing invaluable interviewing tips, every step of the process was seamless with her help. Daphne's career advice was spot on, and she motivated me when I needed it most during my transition. I felt confident and supported, which made a huge difference in my journey. Truly appreciate all the time, effort, and encouragement. ”

- Google Review by Adeline Nah

## 3. Improve Your Job Search Skills Through Career Accelerator Workshops

\* Applicable for Ingeus registered clients only.

### Module 1 Job Search Mastery

- Identify industries/job hotspots in seconds using modern online tools and information
- Techniques to get noticed by headhunters and generate more interview opportunities
- Beat the ATS and also save precious hours scrolling through pages of job listings

### Module 2 Resume & Cover Letter Preparation

- Know what is required for CVs today
- Create a CV that appeals to employers by focusing on your value proposition
- Prepare an effective and personalised cover letter

### Module 3 Successful Interview Techniques

- Interview coaching using proven techniques
- Overcome tough interview questions effectively
- How to prepare before you go for the interview

### Module 4 Build Personal Branding on LinkedIn

- Develop an online personal branding statement that differentiates you from others
- Learn how to apply it to develop a powerful LinkedIn account that gets the attention of recruiters
- Understand your core competencies and leverage on your unique set of skills and experience

### Module 5 Networking & Elevator Pitch

- Learn techniques and tips to overcoming barriers to networking and network with ease
- Discover ways to find networking opportunity and follow up meaningfully
- Develop and deliver your elevator pitch for networking or when you meet with employers

“Attending the various Career Accelerator workshops enables our clients to navigate better in today's competitive job market. These workshops are conducted online via Webex by our experienced Career Coaches, and you can tune in at the comfort of your own home.

These workshops provide valuable insights, practical skills and networking opportunities that can help you move forward in your job search journey. It focuses on enhancing critical job-related skills, such as communication with clarity, improving our personal branding (via resume and / or LinkedIn) or even debunking the myths about networking. You will gain hands-on experience through exercises, discussions during workshops and the resources provided. You not only learn from our knowledgeable workshop facilitators but also from other workshop attendees as they might share their past experiences as well. At the end of day, you will realize that you are not alone in this journey and help is readily available.”

- By Adrian Tan, Coaching & Development Specialist



Module 1 Job Search Mastery	Module 2 Resume & Cover Letter Preparation	Module 3 Successful Interview Techniques	Module 4 Build Personal Branding on LinkedIn	Module 5 Networking & Elevator Pitch
26 May 2025 16 Jun 2025	27 May 2025 17 Jun 2025	29 May 2025 19 Jun 2025	02 Jun 2025 23 Jun 2025	03 Jun 2025 24 Jun 2025

## May to June Timetables

Date	Time	Module Title	Email Address
26/05/2025 (Monday)	1.30pm - 4pm	M1: Job Search Mastery	<a href="mailto:CA.M1@ingeus.com.sg">CA.M1@ingeus.com.sg</a>
27/05/2025 (Tuesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	<a href="mailto:CA.M2@ingeus.com.sg">CA.M2@ingeus.com.sg</a>
29/05/2025 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	<a href="mailto:CA.M3@ingeus.com.sg">CA.M3@ingeus.com.sg</a>
02/06/2025 (Monday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	<a href="mailto:CA.M4@ingeus.com.sg">CA.M4@ingeus.com.sg</a>
03/06/2025 (Tuesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	<a href="mailto:CA.M5@ingeus.com.sg">CA.M5@ingeus.com.sg</a>

Registration opens from 28 April to 22 May 2025

Date	Time	Module Title	Email Address
16/06/2025 (Monday)	1.30pm - 4pm	M1: Job Search Mastery	<a href="mailto:CA.M1@ingeus.com.sg">CA.M1@ingeus.com.sg</a>
17/06/2025 (Tuesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	<a href="mailto:CA.M2@ingeus.com.sg">CA.M2@ingeus.com.sg</a>
19/06/2025 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	<a href="mailto:CA.M3@ingeus.com.sg">CA.M3@ingeus.com.sg</a>
23/06/2025 (Monday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	<a href="mailto:CA.M4@ingeus.com.sg">CA.M4@ingeus.com.sg</a>
24/06/2025 (Tuesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	<a href="mailto:CA.M5@ingeus.com.sg">CA.M5@ingeus.com.sg</a>

Registration opens from 26 May to 12 June 2025

## Steps to register for Career Accelerator Modules

1. To register your interest for each Module, do email to the respective email address (copy coach in the email), according to the Sample Email as shown below. Upon receipt of your email, you will receive a system generated email to acknowledge your interest for the workshops.
2. Confirmation email and Webex Meeting Link for the modules you have successfully registered for, will be sent to you few days before the modules, with the joining instructions.

### Sample Email 1 - to register for M1: Job Search Mastery

1. Send an email to: [CA.M1@ingeus.com.sg](mailto:CA.M1@ingeus.com.sg) (copy coach)
2. Subject: Registration for [M1: Job Search Mastery - 26/05/2025](#)

Module	Date of Workshop	Clients Name	Client's Email Address	Name of coach
M1	26/05/2025	John Smith	<a href="mailto:jsmith_@hotmail.com">jsmith_@hotmail.com</a>	Coach A



## 4. Events for May to June 2025



### WSG Events & Activities

Click the image on the left-hand side to view the [WSG CareersFinder](#), your personalised upskilling and career recommendations.

Click the image on the right-hand side to view the [WSG Workepedia](#)

- ✓ Upcoming Online Career Events
- ✓ Upcoming Physical Events
- ✓ Workshops & Seminars



## 5. Resources For Your Personal Journey

WSG | SkillsFuture Jobseeker Support Scheme starting from April 2025

<https://www.wsg.gov.sg/home/individuals/jobseeker-support>



### SkillsFuture Jobseeker Support (JS) scheme to Benefit Around 60,000 Singapore Residents per year from April 2025



#### Up to \$6,000 in payouts

The JS scheme provides up to \$6,000 over 6 months to lower- and middle-income Singapore residents who are involuntarily unemployed and actively looking for a job.



#### Comprehensive support to bounce back from employment setbacks

The JS scheme, together with support for job search and training programmes, aims to provide greater assurance to involuntarily unemployed Singapore residents and enable them to find a job that better matches their skills and experience.



#### Stacks on top of other schemes for those with greater financial needs

Those who require greater financial support can tap on the JS scheme in addition to other social assistance schemes and SkillsFuture training allowances.

## Survey

We appreciate  
your feedback

Do look out for our survey link which will be emailed to you and help to complete the survey. Thank you!

You can contact us at: <https://ingeus.com.sg/contact-us>  
Or email us at [feedback@ingeus.com.sg](mailto:feedback@ingeus.com.sg) if you have any feedback on our service and/or any suggestion/s on how we can improve this newsletter.