

R E C R U I T M E N T

# INSIDER



**HOW TO SHINE IN FRONT OF A  
RECRUITMENT CONSULTANT**



ScienTec  
**CONSULTING**

PEOPLE FIRST, ALWAYS





## **TIP #1** Finding the Right One

In Singapore alone, there are close to 4000 recruitment firms, some specializing in a different niche. Firstly, to have an effective job search, it is important to know what you are good at, so that you'll know which firm to approach.

Recruitment firms handle different mix of employment such as permanent placement and temporary/contract assignments. Some focus on either generalization or a chosen specialization, while ScienTec has teams managing both service lines. It is important to research and understand before making initial contact.

Firms with specialization usually have a wider network and database compared to those that don't. Information about the firms should be readily available on their website, so just hop on in and you'll be able to find useful information that could help you in your career journey. If you have further questions, always reach out and contact them.





## TIP #2

# Zest Up Your Profile

Recruitment consultants look through hundreds of CVs a day, and only job seekers with well-crafted CV would catch the attention of the consultants. Tailor your cover letter and CV for the job you're applying for, instead of sending a generalized one as it reflects your understanding of what the recruiter is looking for. If you have a character reference (state your relationship with the referee – e.g. ex-supervisor, co-worker), feel free to include them so that recruiters can reach out to them whenever necessary.

It is a good practice to send an introductory email highlighting the value propositions – e.g. specific achievements with measurables. Keep it short, concise and relatable to the role scope that you are applying for.

## TIP #3

# Proofread



After you've completed your email, run through it several times to be sure that you've attached your CV and there are no typos in it. You don't want to be at a place where you realized your mistake after you've sent your email and try recalling it, because it can't be recalled 100%. Attention to details shows that you care, and it brings off an image of professionalism and credibility. If a week has passed and you haven't gotten back a response, don't be afraid to follow-up with a phone call to check in.



## TIP #4

# Building Meaningful Relationships

Building relationship with your Recruitment Consultant (RC) is important. It is more than just approaching them for immediate career opportunities. Once you've established the first contact, continue to cultivate this relationship – e.g. phone call/ quick messages. Even if you're not actively looking for a job, maintain regular contact with your recruiter.

In your career search journey, ScienTec takes time to catch-up with you and to see how you're doing after you've started your new role. There are times when the role scope isn't exactly how you expected it to be and it will be always good to talk to a neutral party.

If you're settling down well, that's great! Fast forward in future, when you're ready for the next move, you want a career partner who knows you well – e.g. your track records, skills and experiences. Whenever your RC has the right career opportunity, you would probably come to mind first. By tapping on their wide array of networks, it allows you to harness a competitive edge.

Your relationship with your recruiter is more than just transactional. Build it, Nurture it.







## TIP #5

# Welcome feedbacks

At ScienTec, we aim to create value for you. We are forthcoming with our feedbacks (e.g. – How to improve your CV, highlight achievements, guiding you on how to present your thoughts during the interview process, etc.) as we believe it could help improve the chances of landing you into a career of your choice. So be open to explore to adopt/adapt accordingly. The right recruiter always has your best interest at heart.



# **BEWARE!!**

## **OF THESE 6 PITFALLS**





# PITFALLS TO AVOID

Ø **Sending an email without a subject heading.** OR a text with only resume attached.

Ø **Being overly aggressive with the recruiters for the outcome of the application.** Follow-up with a phone call occasionally. The best way to do this is to ask the recruiters “What is the best way to follow up with you?”

Ø **Stating that you are willing to do “anything”.** Be specific in your area of interest as it shows that you have a clear direction and goal that you want to achieve. Don't just follow where the tide brings.

Ø **Sending in the same application multiple times.** OR to different recruiters in the same company.



Ø **Assuming the recruiter’s lack of responsiveness as rejection.** Recruiters receive hundreds of applications a day and it takes time to look through all of them and find a match. To make yourself stand out, present the most relevant achievement that you have that is in line with the position that you are applying for.

Ø **Going MIA.** It is a good practice to inform your recruiter that you’ll be away and that you can only be contacted via certain means such as email. You don’t want to be uncontactable as recruiters may think that you’re no longer interested in your application.





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