



RESUME CLINIC

By

**POLYTECHNIC PORT DICKSON
JOBSTREET AMBASSADORS**

TIMELINE OF THE DAY

- INTRODUCTION TO JOBSTREET MALAYSIA
- HOW TO USE THE JOBSTREET MOBILE APPLICATION AND WEB FORM APPLICATION
- HOW TO PREPARE A MARKETABLE RESUME USING

JobStreet.com



INTRODUCTION

- **JobStreet.com** is a job portal founded in Malaysia, 1997.
- it is now Southeast Asia's largest online employment company.
- established job portal website with 80000 corporate customers and 11 million jobseekers.

INTRODUCTION

- **JobStreet.com** help to facilitate the matching job opportunities between jobseekers and employers, in Malaysia, Philippines, Singapore, Indonesia and Vietnam.
- featuring **LINA**- the job matching engine
- featuring **SIVA**-job posting platform for employer

SEEK ASIA



Over
500,000
Corporate Hirer



Over
24 Million
Candidates



Over
6,000 People
working for SEEK globally

JobStreet.com Malaysia



Over 3.7 Million
Total registration



Over 80k
Employers

Over 9 Million
Visits



Over 2.5 Million

Total unique visitors



Over 64 Million
Total page views



26

Page views
Per unique visitor



Over 11min

Time spent
Per unique visitor







HOW TO USE THE **JobStreet.com** MOBILE APPLICATION AND WEB FORM APPLICATION



HOW DO I GET STARTED?




No. 1 Job Site in Malaysia

 Malaysia ▾

[Log In](#)

[Sign Up](#)

[Employers](#)



27,072 jobs in Malaysia

Most Quality Jobs • Most Quality Employers • Most Trusted

[Free Sign Up](#)

[Search Jobs](#)

[Professional Identity](#)

[Your Personal Page](#)

[Richer Job Ads](#)

HOW DO I GET STARTED?

← → ↺

Secure | https://www.jobstreet.com.my

☆ ⋮

JobStreet.com
No. 1 Job Site in Malaysia

🇲🇾 Malaysia ▾

Log In Sign Up Employers

×

Candidate Sign Up

- ✓ Stay connected with relevant career opportunities
- ✓ Get jobs that are more relevant to you delivered daily
- ✓ Let employers with the right jobs find you

By signing up, I have read and agreed to JobStreet.com Terms of Use and Privacy Policy.

Sign Up with Facebook

It's fast and easy. We'll never post anything without your permission

OR

First Name

Last Name

Email

Password

?

☒ Receive promotions from JobStreet.com

Sign Up

Already a member? [Log in Now](#)

Professional Identity

Your Personal Page

Richer Job Ads

Step 1-PERSONAL PARTICULARS

Let your profile work for you

Stay connected with relevant career opportunities



I have work experience

OR



I am a student / fresh graduate

Nationality *

Malaysia ▼

Currently residing in *

Malaysia ▼

State ▼

Preferred specializations *

Add specialization (Max 5)

Preferred work locations *

Add work location (Max 3)

Monthly salary expectation * ?

MYR ▼

Expected Salary

Working since * ?

Year ▼

Next

Step 2- EDUCATION

← → ↻ Secure | <https://myjobstreet.jobstreet.com.my/resume/create-profile-about-me.php?wbt=signup&wb=login&x=rspb3leb2osnsc8mdtv717k5g3> ☆

Let your profile work for you
Stay connected with relevant career opportunities

☐ I have work experience OR ☒ I am a student / fresh graduate

Nationality *
Malaysia ▼

Preferred specializations *
× Civil Engineering/Construction

Monthly salary expectation * ?
MYR ▼ 1,500

Currently residing in *
Malaysia ▼ Negeri Sembilan ▼

Preferred work locations *
× Johor × Kuala Lumpur × Melaka |
You can only select 3 items

Next

Step 3- EDUCATION

Home

Services

Resources

Company

Blog

JobStreet.com

Sign Up

Log In

Let your profile work for you

Build your profile and get noticed by employers

1

2

3

Boost your profile with your highest qualifications

Institute/University *

POLITEKNIK PORT DICKSON

Qualification *

Diploma

Graduation Date *

2018

May

Institute/University Location *

Malaysia

Field of Study *

Engineering (Civil)

Next

Step 4- WORK EXPERIENCE

MyJobStreet - Create Prof. X

myjobstreet.jobstreet.com.my/resume/create-profile-experience.php?x=unaag6jh3nlef492chpf3pkm51&wb=qual

Let your profile work for you

Let employers with the right jobs find you

1 ————— 2 ————— 3

Stand out with your work experience

Position Title *
Marketing Executive

Company Name *
JobStreet.com Sdn Bhd

Joined Duration *
2015 Jan To ☒ Present

Specialization * ?
Marketing/Business Development

Role *
Brand Management

Industry *
Advertising / Marketing / Promotion / PR

Position Level *
Junior Executive

☒ Allow relevant employers to search for your profile and view contact details


Mobile number * ?
60 Number

Complete

WORK EXPERIENCE

MyJobStreet - Add & Edit x Company Profiles and Re x GENERATE IMAGES - Go x

Secure | <https://myjobstreet.jobstreet.com.my/resume/edit-work-experience.php?x=a2sc8bj2lbro5tplt0l90mkup7&action=edit&type=we&index=0&we=7877823083>



JULIE MARLINA
View my profile

- Experience
- Education
- Skills
- Languages
- Additional Info
- About Me
- Uploaded Resume
- Privacy Setting

Position Title *	Trainee Assistant		
Company Name *	XYZ Sdn Bhd		
Joined Duration *	2016	Jan	
To	2016	Jun	<input type="checkbox"/> Present
Specialization *	Engineering - Civil/Construction/Structural ?		
Role *	Clerk of Works/Site Supervisor		
Country	Country		
Industry *	Construction / Building / Engineering		
Position Level *	Fresh / Entry Level		
Monthly Salary	Currency		
Experience Description	prepared and submitted progress report on timely manner. performed meeting at site. assisted Project Manager with company's monthly report.		

Can always update work
experience eg.
after INTERNSHIP

Step 5- VALIDATE ACCOUNT

[Home](#)[Search Jobs](#)[Company Profiles](#)[MyJobStreet](#) ▾[f Friends](#)[Education](#)[More](#) ▾[JULIE MARLINA](#) ▾**JobStreet.com**
No. 1 Job Site in Malaysia

Search Jobs By Title, Skills or Keywords...

[Advanced](#)[Employers](#)

Email Status

Welcome. Please validate your email address juliemarlinahasan@gmail.com.

[Validate now](#)

If you do not receive the email, please check your Spam folder or [edit](#) your email if it is incorrect.

**Julie Marlina Hasan**

Diploma, Civil Engineering (May 2018)
POLITEKNIK PORT DICKSON

[Update My Profile](#)

Last updated: 16 Sep 2017

[Interview Invitation](#)[Upcoming Interviews](#)[Applications](#)

LiNa Recommends

The most relevant jobs based on your profile and application

M&E Manager (M&E Contracts Tendering) Classifieds

Tomtek Malaysia Sdn Bhd (298931-K)

📍 Kuala Lumpur

Dip/Deg in M&E. To oversee M&E tendering & contracts. To check & analysis the tender reports quotations & price comparison. To manage & supervise junior estimators. To advise & work closely with M&E Engr. & QS team (C&S) at

My Saved Jobs

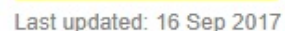
**LiNa Job Alert (22)**

Latest jobs based on your preferences

**My Job Alert (22)****Create a Job Alert**

Top Employers






- Yearly Bonus












Step 7- COMPLETE ALL NEEDED DETAILS

← → ↻ Secure | <https://myjobstreet.jobstreet.com.my/resume/edit-work-experience.php?wb=&x=rspb3leb2osnsc8mdtv7l7k5g3> ☆

JobStreet.com
No. 1 Job Site in Malaysia


Search Jobs By Title, Skills or Keywords...  Advanced Employers

 JULIE MARLINA
[View my profile](#)

-  Experience
-  Education
-  Skills
-  Languages
-  Additional Info
-  About Me
-  Uploaded Resume
-  Privacy Setting

To improve your chances of employers shortlisting you, please complete:
▶ Skills , Languages

Experience



Experience Level Fresh graduate seeking my first job 

This is optional for you to fill in. However if you have any internship, part-time job or volunteering experience, we strongly recommend you include them here.



Position Title *


Company Name *

Joined Duration *

Year  Month 

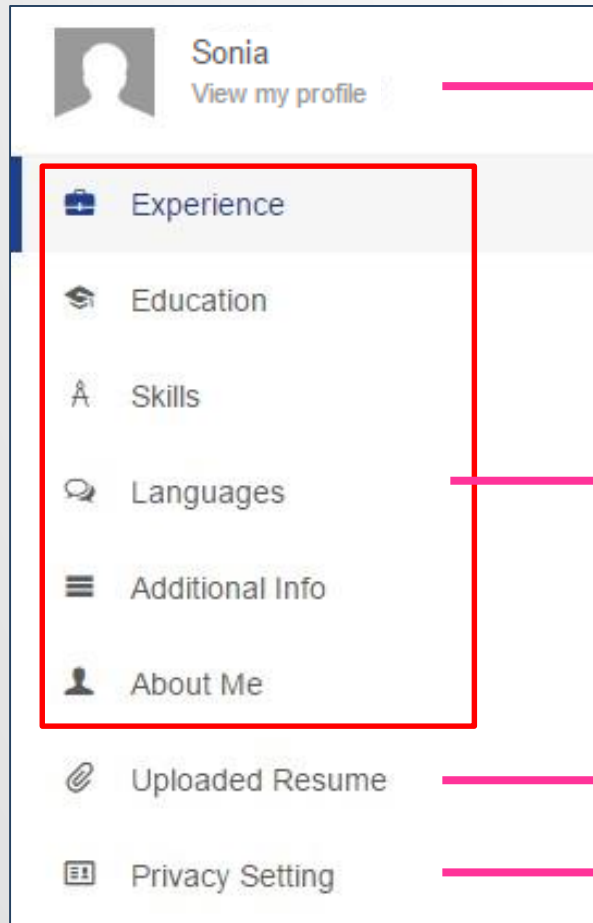
To

Year  Month  ☐ Present

Specialization * 

Role *

COMPLETING YOUR PROFILE



Your full profile can be viewed here

Edit your details

Upload a copy of your own resume

Open your Profile for potential employers to view

WHO IS LINA AND HOW DOES IT HELP ME?

Who is LiNa?

- LiNa is not a person but LiNa is an integrated system by JobStreet.com who will assist job seekers like yourself in finding the right job!

How can LiNa help me?

- LiNa does the searching for you
- LiNa will find job match based on data that been provided



WHO IS LINA AND HOW DOES IT HELP ME?

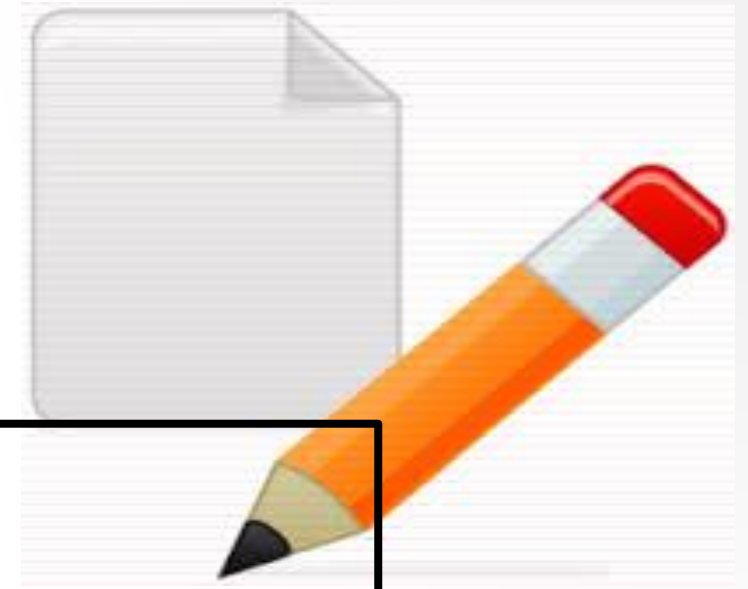
Even when you are not looking for a job, LiNa provides you with:

- **Information** on how and which industry is hiring
- **Insight** into the variety of jobs related to your area of interest
- **Opportunities** to consider your career advancement





**NOW LETS FILL IN
AND COMPLETE THE
NEEDED DETAILS**



**DON'T FORGET TO ADD
ADDITIONAL INFORMATION
ABOUT YOUR
CO-CURRICULAR
ACTIVITIES**



JULIE MARLINA

[View my profile](#)



Experience



Education



Skills



Languages



Additional Info



About Me



Uploaded Resume



Privacy Setting

Additional Info

Expected Monthly Salary *

MYR

1,500

Preferred Work Location *

Johor

Kuala Lumpur

Melaka

☐

I want to work in any Overseas location

Other Information

2017

Represented Politeknik Port Dickson in the Build and Break Competition at Politeknik Ungku Omar, achieved 11th placing out of 57 IPT's in Malaysia.

Participated in the Malaysia Run Program organized by Politeknik Port Dickson
Committee Members of Politeknik Port Dickson, Chess Club.

Action Verb List for Resumes & Cover Letters

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed



generate

YOUR RESUME



JULIE MARLINA

[View my profile](#)

**DON'T FORGET TO
UPLOAD YOUR PHOTO**



Julie Marlina Hasan

Diploma, Civil Engineering (May 2018)

POLITEKNIK PORT DICKSON

☎ (+60) 173182511 | ✉ juliemarlinahasan@gmail.com | 💰 MYR 1,500 | 📍 Negeri Sembilan

Last Updated: 23 Sep 2017



Download profile as Word

📁 Experience

🎓 Education

🔧 Skills

🗨 Languages

☰ Additional Info

👤 About Me

📎 Uploaded Resume

🔒 Privacy Setting

🎓 Education

May 2018

POLITEKNIK PORT DICKSON

Diploma in Engineering (Civil) | Malaysia

☰ Additional Info

Expected Salary

MYR 1,500

Preferred Work Location

Johor, Kuala Lumpur, Melaka

Other Information

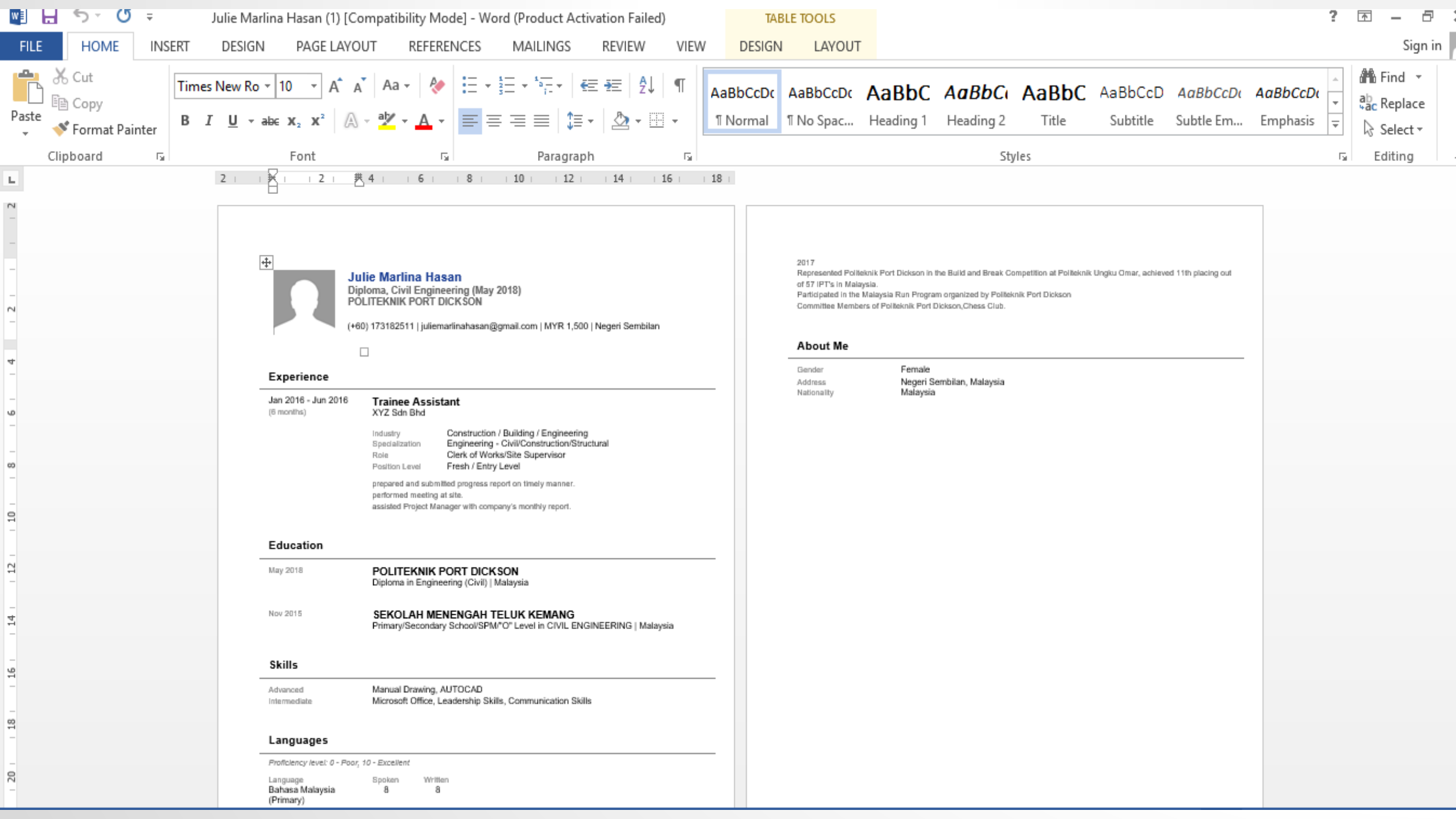
2017

Represented Politeknik Port Dickson in the Build and Break Competition at Politeknik Ungku Omar, achieved 11th placing out of 57 IPT's in Malaysia.



RESUME SAMPLE GENERATED USING

JobStreet.com





Madurai Veerran Yohoratnam
Diploma, Civil Engineering (Jan 2019)
Politeknik Port Dickson

(+60) 1133607289 | swagmadurai@gmail.com | MYR 1,600 | Klang, Selangor

Education

Jan 2019 **Politeknik Port Dickson**
Diploma in Engineering (Civil) | Malaysia

Skills

Advanced AUTOCAD, Manual Drawing, Microsoft Office

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Tamil (Primary)	9	8
English	9	9
Bahasa Malaysia	8	8

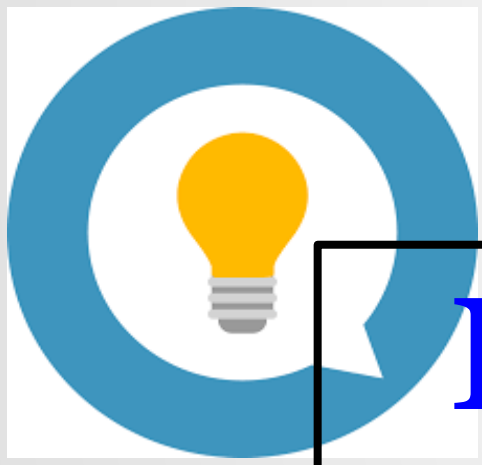
Additional Info

Expected Salary MYR 1,600
Preferred Work Location Selangor

- Other Information
- Responsible with Politeknik Port Dickson Industrialized Building System (IBS) in designing and project planing
 - Team leader for Build and Break competition 2016 and achieved 2nd runner up
 - Participated in Water Rocket competition 2015 represented SMK Sri Andalas
 - Participated in Solar Car competition 2015 represented SMK Sri Andalas and achieved 1st runner up
 - Participated in Chess competition 2016 in state level represented SMK Sri Andalas

About Me

Gender Male
Age 19 years
Address 20, Lengkungan Sri Damak 11, Taman Sri Andalas, 41200, Klang, Selangor, Malaysia
Nationality Malaysia



HOW TO PREPARE MARKETABLE RESUME USING

JobStreet.com





“In today’s job market, your resume needs to immediately stand out”

WHY JOBSTREET??



Header image &
logo



Company
pictures



Salary matching



Why join us?



Company
overview



Job roles &
responsibilities



Company review
& ratings

A woman with long dark hair in a ponytail, wearing a light orange shirt and black pants, is sitting cross-legged on a tall stack of books. She is using a laptop that displays a green line graph. The stack of books is composed of several thick volumes with various colored spines (blue, red, brown, green). In the background, a city skyline with various skyscrapers is visible under a bright blue sky with scattered white clouds.

JobStreet Education

THANK YOU