

ECG Starter Pack

A guide to help you get started on your ECG journey.

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[Nature Illustrations by Storyset](#)

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- Make a copy of this document for your own use. It would be easier for you to edit digitally (eg. to add rows to tables) than with pen and paper.
- This document contains 2 main sections: “**Occupational Daydreams**” and “**University and Course Comparison Worksheet**”. You may wish to fill them up simultaneously as each section can give you ideas for the other section. Or you may choose which section is more relevant currently and focus on that section entirely.

A. OCCUPATIONAL DAYDREAMS

STEP 1: RIASEC Code

Go to your [Skillsfuture Portal](#) and take the self-assessment tool tests.

The Holland Code test tool helps to identify your strongest career interest among the six RIASEC work categories: Realistic, Investigative, Artistic, Social, Enterprising and Conventional. Take the RIASEC profiler to discover your interest and explore what types of jobs are more suitable for you.

STEP 2: Career Exploration

You may utilise AI to aid in your exploration and applications. AI is a powerful tool that you can use to your advantage. Here are some dos and don'ts to help you stay safe.

Do:

- Use AI to help streamline your desired courses/ careers.
- Take advantage of AI tools to practise for standardised tests.

Dont:

- Include personal information.
- Depend on AI to do your application for you. AI is meant to help you, not replace your own work.

Some AI Prompts to consider using. These prompts can help you understand your strengths, explore your preferences, and help you in your university applications.

1. What are some potential career options that align with my [interests] and [strengths]?
2. What should I study in university to help me achieve my [career goals]?
3. What steps can I take now as a student to increase my chances of getting into [desired course]?
4. What are the potential future careers if I decide to pursue [university course]?
5. What skills and knowledge do I need to excel in this [university course/career]?
6. I have [interests]. What skills have I learned from it and how can I use this in my future education/career?
7. What are the common obstacles faced in [desired course/career] and how can I overcome them?
8. How can I make my [CCAs] stand out in a college essay?
9. Compare the job prospects and earning potential of [career 1] and [career 2].

Tips for generating prompts:

1. Be clear and specific.
 - a. E.g. What are 5 career paths for someone pursuing a degree in business analytics in Singapore?
2. Keep it concise.
 - a. E.g. What are the key differences between early decision, early action, and regular decision in US college applications?
3. Define the format (list, paragraph, etc)
 - a. E.g. List 5 factors I should consider when considering a university course.
4. Request step-by-step/ point answers for complicated questions.
 - a. E.g. List 5 steps I, a student, can take to increase my chances of getting into my desired course and university.
5. Iterate
 - a. Try multiple variations of the same prompt.

STEP 3: Career Choices

Below, **list the occupations you have considered** when thinking about your future. List some of the careers from [MySkillsFuture recommended list](#) based on your RIASEC profile. You can include those that you've daydreamed about, as well as those you have discussed with others. Try to recount a history of your tentative choices and daydreams. Reflect why you wish to pursue this program.

Occupations and whys

1. Business - want to set up business in future

2. Dentistry - unsure

3. Finance - dont like it because of admin work, prefer a role with social interaction

- 4.

- 5.

STEP 4: Reflecting

Use this spider chart to assess some of the skills that you currently possess, intend to attain in the future, and those that are necessary for your desired courses/ careers.



Below are some questions to ask yourself when exploring a career or building a portfolio that can best showcase your skills.

Skill	Career	Portfolio
Communication	How important is effective communication in the career I am considering?	How well do I express my thoughts and ideas verbally and in writing?

	• What specific roles or positions require strong communication skills? • What steps can I take to improve my communication skills?	• Am I a good listener and able to understand and respond to others effectively? • Can I adapt my communication style to different audiences and situations?
Creative	• Are there any specific industries or professions that value and prioritise creativity, and do I have an interest in pursuing those opportunities? • Do I have a natural ability to think outside the box and come up with innovative ideas, and how could I leverage this strength in my career choices? • Have I considered the long-term potential for growth and advancement in a creative career, and do I feel confident in my ability to succeed in this field?	• How can I showcase my creative skills through projects or work samples in my portfolio? • How can I highlight my unique creative voice or style in my portfolio, and what techniques can I use to stand out from other candidates? • Have I included any collaborative or group projects in my portfolio, and how can I showcase my ability to work effectively in a team setting?
Technical	• Do I have a natural aptitude for technical skills? • Am I willing to stay updated on the latest trends and remain competitive? • Will my (or lack of) technical skills affect my chances of entering my desired industry?	• How can I showcase my technical skills through projects or work samples in my portfolio? • How can I showcase practical application of my technical skills in a real-world scenario? • In what ways can I continue to enhance and improve my technical skills?
Teamwork	• Am I able to collaborate and work well with others in a group setting? • Can I contribute my ideas and expertise while also supporting and respecting my team members?	• How does teamwork and collaboration play a role in the career path I am interested in? • What specific job roles or industries value strong teamwork skills?

	Do I have the ability to communicate and coordinate with others to achieve common goals?	How can I build and demonstrate my teamwork abilities through extracurricular activities or volunteer work?
Leadership	- What opportunities exist for leadership roles in the field I want to pursue? - What training or experiences can help me develop my leadership skills? - How can I demonstrate my leadership potential to potential employers or recruiters?	- Do I have the ability to motivate and inspire others to achieve shared objectives? - Am I able to take charge, make decisions, and delegate tasks effectively? - Can I communicate a clear vision and strategy to guide a team or group towards success?

STEP 5: Evaluating

Now that you have identified several career interests, **assess your situation and ask yourself some difficult questions**. Take each job you have identified and answer the following questions for each option.

Career option	What qualifications are required?	What pre-requisite subjects do I need to study at school to qualify for the university program?	What skills are required (eg: programming, language)?	Can I obtain these skills through other means and still get into the industry?	What is the best thing about this job?	What is the worst thing about this job?	What is the average starting salary for this job?	Transferable skills that can be used for potential switch in careers (eg: customer service, marketing)
Exercise and Sports Science	Degree	-	-	-	-	-		

Tips:

- Look at the [Industry Insights](#) on MySkillsFuture for general information about specific careers.
- Search on job portals such as [Jobscentral](#), [Jobstreet](#), [LinkedIn](#) to see what are the necessary requirements to apply for the jobs
- Do research on your potential career by asking people already in the industry. Ask them how they got into the industry, what they like and dislike about the jobs. You can reach out to these people on LinkedIn or family and friends in those industries.
- You can also check out the career pathways these people took to get to where they are (*eg: what did they graduate with and what job did they take up? Did they switch careers?*)
- Try on internships or apply for [The Advisory Mentoring Program](#) to get one-on-one mentorship from people already in the industry.

Adapted from Career counseling strategies - a practical handbook. December 2015, Publisher: Eikon Cluj Napoca, Editor: Eikon Cluj Napoca

B. UNIVERSITY AND COURSE COMPARISON WORKSHEET

The goal of this worksheet is to help you reflect, review and research better. You may use word/excel to input these details or if you prefer writing, you may create an ECG journal. The heading in each column is a guide only and you may edit it to any other heading/factors that are important to you.

For more information about the matrix, you may visit: https://www.mindtools.com/pages/article/newTED_03.htm. See attached worksheet.

A. University Comparison

University	Location (Rural/Urban etc)	Weather	Cohort Size	Tuition Fee	Accommodation Cost	Prominent Grads	What I like about the uni	What I dislike about the uni

B. Course Comparison

Course	Possible Careers	Prominent Graduates	Similar Courses	What I like about this course	What I dislike about this course	Description of internship opportunities

C. Finding a Major (*Adapted from University of Illinois's website go.illinois.edu/majors*)

What am I good at?	When am I most happy?	What's important to me?	Who or what inspires me?	How do I want to make a difference in the world?

You now have a better idea of the course/s and universities you are interested in. It is time to ***put your plan into action***. Using the table below, take note of the administrative details which will help to ensure a smooth application experience. The headings below can be edited as well.

D. University Administrative Details

University	Course	Application Deadline	Admissions Tests needed? Deadline?	References needed? Deadline?	Personal Statement needed? Deadline?	Interview Needed? Deadline