

Axed PMETs give workshops thumbs up

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ESTHER NG

estherng@mediacorp.com.sg

RETRENCHED PMETs who have trouble landing a job interview, could start by ditching pedestrian salutations such as “Dear Sir”, “To The Human Resource Manager” and opening lines such as “I wish to apply for the position of a sales executive as advertised”.

Find out, instead, the name of the HR manager or hirer, and focus on your unique selling point — for instance, “As director of sales in my previous company, I raised \$22 million in sales in three months ... I will be an asset to your sales team”.

And don't end with “I look forward to hearing from you soon” — ask for a meeting or a chat.

These were some tips PMETs got at a full-day Executive Workshop organised by the Employment and Employability Institute (e2i) on Thursday.

Fifty people attended what was the fourth such session, part of a series of e2i initiatives dedicated to laid-off PMETs.

Response has been so good, said an e2i spokesperson, that the Executive Workshop is fully booked till the end of next month.

“I found it very beneficial. I haven't written a cover letter and resume for the last nine years,” said engineer Low Wei Meng, 40, who was retrenched recently. “I realised the style has changed. A lot of what I knew is outmoded.”

Apart from resume writing, participants learnt interview skills, personality profiling and basic neuro-linguistic programming. IT administrator Rozita Tahir, 37, found all this an eye-opener.

“Now I know why I've not been getting calls for interviews — it was the way I wrote my resume. I also learnt new things like how to read body language,” said Ms Rozita, who was made redundant a few months ago.

Held once a week, the Executive Workshops are followed by a Professional Skills Programme (PSP) Fair the next day.

Some 100 PMETs attended Friday's fair, which featured training providers from Continuing Education and Training Centres offering PSP programmes in early childhood education, tourism, retail and customer service.

Mr Andrew Tan, 47, who had been working as an engineer for 18 years before losing his job in February, was keen on signing up for a place-and-train scheme, where applicants get a job offer along with the training.

"I'm going for the diploma in retail management. There seems to be more job opportunities in retail, plus I get \$1,000 while training," he said.

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