

E-MAGAZINE | 30 MARCH 2023

ALUMNI IN TOUCH

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EISSN:

2976-3495

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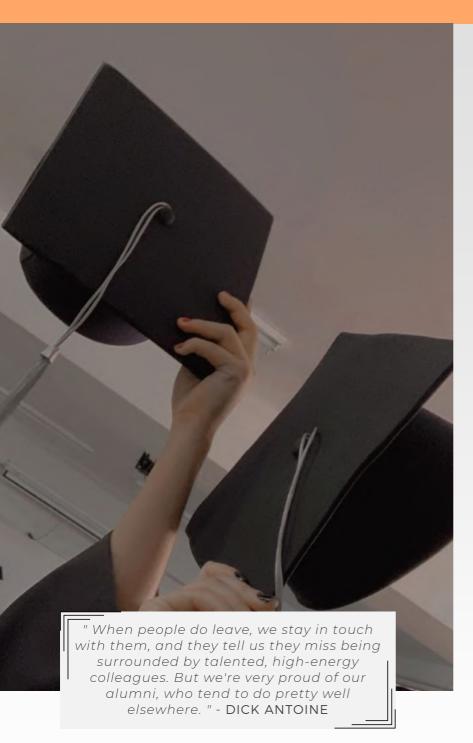
PUBLISHER:

PERPUSTAKAAN TUN ABDUL RAZAK UNIVERSITI TEKNOLOGI MARA SARAWAK

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Published by: Perpustakaan Tun Abdul Razak Universiti Teknologi Mara Cawangan Sarawak, Kampus Samarahan, Jalan Meranek, 94300, Kota Samarahan, Sarawak, Malaysia.

EISSN:

2976-3495



EDITOR'S NOTES

First and foremost, I believe it is never too late for me to wish everyone a happy and promising new year 2023.

Since we are still threatened by the viruses of post Covid-19 pandemic, we must continue to observe our SOPs and never take this virus for granted.

This e-magazine is mainly focusing on Management of Business Records and how it is related to the Alumni as its core business. The Alumni can help with global admissions and recruitment professional efforts. career and development, local and state advocacy or lobbying and through their generous philanthropic support. All articles and write-ups included in this e-publication are based on research or non academic research of the university. The purpose of publishing this e-magazine is strenghten the engagement of the alumni in university and how to strengthen this relationship so that we can create meaningful values in return to our graduates. One of the best parts of being part of an alumni association is the network that comes with it. An alumni network connects you, as a graduate, with a number of professional contacts and other graduates from your university.

"Being willing to share the lessons learned on your journey, strategies for meeting challenges, and find opportunities for growth and connection are a few good moves. It all starts with a question, 'Hello, how can I help you?'"

Last but not least, strike for the best and strive for excellence throughout our most productive year in UiTM.

Have faith!

▶ Lots of Love, MS Suriani Jack Chief Editor

EDITOR'S NOTES



CRYSTAL CHARLENE CHARLES

24 YEARS OLD
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EDITOR'S NOTES



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Acknowledgement

Alhamdulillah, in the name of Allah, we would like to thank and express our gratitude to Allah SWT for blessing us with the ability to finish this assignment. With our perseverance and hard work, we finally succeeded in finishing this Management of Business Records project. The time spent in researching and debating the concepts was worthwhile.

First of all, we would like to express our gratitude to Ms. Suriani Binti Jack, an IMR652 lecturer at University Teknologi Mara Kampus Samarahan in Sarawak, who taught our Management of Business Records (IMR652) course. She had given us instructions on how to finish this task. She always reminds the students and provides instructions on how to do this assignment. Then, we would want to express our gratitude to all of our friends for their assistance and ideas. They also offered us ideas and a helping hand.

Many people, especially those on our team, have provided valuable feedback on this work, inspiring us to enhance it. Without the hard work and cooperation of our group members, we won't be able to do this mission. The members of the group are Aeimysyariza, Angelyca, Suriana, Theresa, and Crystal.

Finally, we would want to express our gratitude to our parents who have consistently prayed for us and taken the time to understand our problems. We anticipate receiving and completing our assignment. We had put in effort and acknowledgement in our hunt for knowledge and concepts. We hope it was worth it.



TABUNG SERI KENYALANG

Tabung Seri Kenyalang (TSK) merupakan tabung khas bertujuan untuk membantu pelajar yang kurang berkemampuan dari segi kewangan sepanjang tempoh pembelajaran di Universiti Teknologi MARA Cawangan Sarawak. Sumbangan TSK meliputi bantuan kepada pelajar yang memerlukan kewangan membayar yuran, sara hidup, dan bantuan bencana alam. Semenjak penubuhan TSK pada tahun 2018, ia telah digunakan untuk:

- Membantu pelajar Bumiputera (B40) membayar yuran pelajaran, atau latihan atau kursus bagi tujuan pembangunan diri dan akademik;
- Membantu pelajar Bumiputera (B40) yang layak tetapi kurang berkemampuan untuk menjalankan latihan industri/praktikal;
- Membantu pelajar Bumiputera (B40) yang layak tetapi kurang berkemampuan menjalani program mobiliti (dalam dan luar negara);
- Memberi bantuan kepada pelajar yang ditimpa musibah seperti kemalangan, kematian ibu/bapa, bencana alam (banjir, ribut, kebakaran, dan tanah/bangunan runtuh).

Semua bakal graduan dipohon untuk menyumbang sebanyak RM10 sahaja kepada Tabung Seri Kenyalang bagi memastikan objektif penubuhan tabung dapat diteruskan.

Bayaran boleh dibuat melalui kod QR yang tertera. Sila isikan nombor pelajar dan nama graduan di ruang student/staff/participant ID (contoh: 20126422319 / SERAH). Resit pembayaran perlu dicetak dan ditunjuk kepada petugas di Kaunter 1 (Alumni). Kaunter akan dibuka dari jam 08.00 pagi sehingga 02.00 petang semasa sesi pengambilan jubah.

Semoga sumbangan semua graduan ini mendapat ganjaran yang sewajarnya dan seterusnya menyumbang dalam melonjakkan prestasi dan reputasi UiTM Cawangan Sarawak ke persada dunia.



Pn Suriani bt Jack Koordinator Jaringan Alumni 019-888 4422

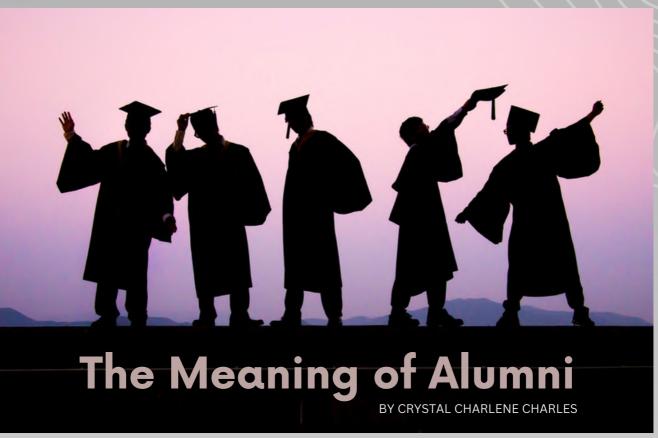


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ALUMNI

The definition of an alumni are;

- people who had attended or graduated from a certain university, college or school in the past.
- people who have associated with the same organization in the past. One can be an alumni even without graduating. An ex employee of an organization or contributor are examples of the term.

The masculine plural alumni is alumnus which refers to both men and women, or solely men. The term alumni is derived from the Latin word for student. Because this word's Latin base is masculine, it has historically been used to refer to men.

However, for groupings of women, the feminine plural alumnae is occasionally used. The Latin term indicates that "one who is being (or has been) nourished".



ROLE OF ALUMNI

BY ANGELYCA ANAK **HENDRY**



Volunteering and financial support from alumni is crucial to the continued growth of any institution of higher learning. By creating avenues for stronger links between alumni. current students. and the institution. it may bring significant advantages in enhancing the educational experience of the student. Because every alumnus/a has gone through the process of being a student and graduating in their own unique manner, they have something distinctive to offer the institution.

Role model and inspiration

A successful alumnus may be an inspiring example to current students and is often well-liked by the community. Alumni who come back to provide their assistance to the school have already shown their worth by living through the same experiences as the current students and understanding the difficulties they confront. Time management, money management, character development, and career management are all areas in which alumni may provide invaluable insight and inspiration to current students. In this approach, alumni may help instil the correct values and attitudes in students that are consistent with what the institution wants to portray.

Career Mentor

As the number of college grads rises, the number of available jobs falls, increasing competition for employment. The importance of employment opportunities is magnified in certain fields. Students in their last year of school need to give significant thought to their future careers. Alumni may help current students by advising them on how to advance in their chosen fields and by helping them get entry to the educational or professional institutions where they formerly studied or worked. In order to help students and recent grads find jobs in certain industries, professors might consult with alumni for advice. Changes may be made to the university curriculum so that it better prepares students for the careers they want to one day have.

ROLE OF ALUMNI (CONT.)

BY ANGELYCA ANAK **HENDRY**



Providing knowledge and experience

In addition, former students may help universities create innovative academic programmes by sharing the knowledge they've gained in their fields of study. An alumnus's contributions to a university may take several forms, including those of guest lecturer, committee adviser, industry expert, and project partner. Because of this, their local university will progress for the better. If the institution is interested in doing research in the business sector, its alums may be able to help it break into relevant networks in Malaysia and elsewhere. This allows the university to advance within a certain sector by putting into practice the ideas that have been examined and evaluated with other specialists within that sector. If the institution is successful in spreading its acquired knowledge, it will gain national and worldwide clout.

Possibility to Participate in Continuing Education **Programs**

Those elder members of the alumni community who have found success may serve as a fantastic resource not just for recent grads but also for younger alumni. If the university's alumni network is effective and well-respected in the business world, in industry, and in the larger community, it will help younger graduates go forward in their jobs and advance professionally. More and more schools are now offering postgraduate courses to graduates who received a first or second class honours degree, helping them further their professions after graduation.

Efforts to attract students should be enhanced

Former students, and the students' friends and families, might be persuaded to enroll in the university of their choice by the encouragement of alumni. Students may also learn from the graduates about entering the workforce. A student's decision on where to enroll in college may be heavily influenced by the reputation of the institution and the professional achievements of its graduates. Besides that, alumni who want to participate voluntarily might serve as ambassadors, contributing to the university's active student recruiting activities. Depending on the alumni's abilities and positions, the projects may be carried out on a local, national, or worldwide scale.

ROLE OF ALUMNI (CONT.)

BY ANGELYCA ANAK **HENDRY**



Intensify attempts to raise money

Alumni, particularly older ones who are more financially secure, may ease the financial burden of college for kids from low-income families. It's like sparking an idea that will change the pupils' life for the better. Scholarships, cultural events, club and association outings, enabling infrastructure for individuals with disabilities (OKUs), and creative upgrades at the institution may all benefit from increased fundraising efforts if there is an active alumni association. The greatest endowments in the world are held by colleges like Harvard and Al Azhar, with significant contributions from graduates. Hundreds of academics in many disciplines are able to keep their jobs thanks to the endowment fund, which also allows for the continuation of very successful academic the funding program and of groundbreaking scientific research.

Promote the prestige of the university

The reputation of a school may benefit from the opinions and remarks of its alums, which can be shared via media or other physical or digital channels. The public may believe that the graduates have a better grasp of the difficulties now facing the institution because of their prior experience there. Successful graduates who have gone on to work in a wide range of fields, both at home and abroad, attest to the validity of the university's educational offerings, the significance of its research, and the strength of its student body as a whole. The greater the alumni's standing in their respective fields, the greater the university's public profile.

Summary

The alumni play a key part in the growth of the school. Every alumnus has something to offer that can help current students, recent grads, other alums, their schools, and the world at large. In order to realize its goals, the university places great importance on the input of its alums, both in terms of shaping the direction of the institution and offering suggestions for addressing any problems that may arise. The alumni are a valuable resource for the university, and their efforts may help boost the institution's profile both at home and abroad. Last but not least, successful alums may serve as an example of societal cohesion and an engine of economic development and advancement within the context of bolstering state and national development.



CONNECT WITH ALUMNI

INTRODUCTION

Higher education students look forward to graduation because it gives them a sense of success and gives them hope for the future. The university still has work to perform once students leave and become alumni. A thriving community supports flourishing colleges, and developing that begins community innovative alumni management. It's crucial to involve recent graduates in your alumni programme as soon as feasible. If alumni get involved when they still have a strong sense of personal connection to the university, they are more inclined to contribute to the developing community as they move forward in their life. Alumni from universities can be a wonderful source for fundraising, student retention, and job networking. However, you need to take care of your relationship with them. So, here is some tips on how to connect with the alumni.





WORTHWHILE **EVENTS**

Who doesn't enjoy an enjoyable event? To entice former students back to campus, host captivating

performances or talks at your university. Additionally, think about planning reunions that offer the beneficial networking opportunities that recent graduates frequently seek. For examples, Utilize mobile-friendly event registration forms to easily gather alumni information and provide registrants the option to opt in to additional messages about events.



SECOND

MONTHLY CAMPUS NEWSLETTER

You should really consider creating a monthly e-newsletter for faculty, staff, students, and alumni if you haven't already. A key strategy for creating a sense of community at your university is to send out regular information about it. An email newsletter is a simple way to stay in touch with recent grads wherever they are as the majority of them frequently view emails on their phones. Furthermore, compared to other marketing channels, email marketing has the highest ROI. For examples, To collect e-news signups that are automatically added to your email list, use an online signup form with email marketing integration.

QUARTERLY ALUMNI MAGAZINES

Making a larger periodical exclusively for alumni can increase their loyalty to the institution. Stories on the outstanding work the university and its students are doing should included in the magazine. Include a section with succinct information on the lives and careers of university alumni. Sending alumni a printed copy of magazine the increase awareness of the university. For those who favour browsing online. they can also keep an online version.





FOURTH

STUDENT ALUMNI **MENTORSHIP**

The university can benefit from setting up a programmed that fosters strong relationships between current and former students. Students want to interact with those who have been

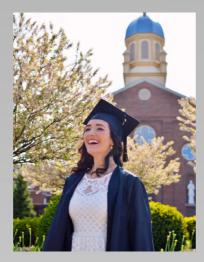
before them and learn how to be successful outside of the classroom. Students can be put in touch with alumni who shared their career, profession, or hometown. Encourage them in developing a network of business associates who may provide guidance on a career path, opportunities for internships, and general support in the "real world." For examples, create a record of former participants in a mentoring programmed who are open to meeting or conversing with students. Then, gather student requests for alumni connections using a mentorship request form. Giving alumni the opportunity to become mentors or look for mentors is an effective yet affordable approach to maintain contact. Younger graduates may benefit greatly from the assistance in the early stages of their careers, but this may also be a good chance for those wishing to switch careers or return to the workforce after a break. The opportunity to give back to their community by sharing their knowledge and advise may appeal to more seasoned alumni as well.



TAILORED SOCIAL MEDIA

Alumni should join the social media platforms such as Instagram, Facebook. Snapchat, Twitter and as many as other recent graduates do. Make sure all kev channels are active for university. On the websites like Facebook and LinkedIn, they can even set up social groups for graduates. iust Alumni can interact in these communities, share job vacancies, and reminisce about their time on university. Other than that, by creating "throwback" content also can encourage alumni to join these platforms.

Some of the most popular and simple content to produce is throwback content. With #ThrowbackMonday. you can keep it classic, or you can be creative and create your own hashtag. Drive traffic to your website by linking to a photo gallery or article in the alumni portal.



SIXTH

THOUGHTFUL SURVEY

Giving alumni a voice in surveys is a good approach to keep alumni involved with their university. You can ask alumni about their thoughts on the aforementioned topics

through questionnaires that you can disseminate. To learn how your alumni assess their time as students, what your graduates need from you, and how you may forge lasting ties with alumni, you might also think about sending a generic alumni engagement survey. This is because, a valuable tool for drawing out information from the alumni group and using that information to create future engagement strategy is an alumni feedback survey. for instances, university may also use listening survey as a chance to ask former students to join the website or update their contact details so can connect with them more easily in the future.





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Sistem Kajian telah dibuka pada 9 Disember 2022 dan akan ditutup pada tarikh akhir

28 Februari 2023



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The importance of Alumni in Touch

Creating an engaged, supportive alumni network is crucial to an institution's success. If communication stops once graduates leave an institution, their understanding of the university will become stale. Instead, they should be kept informed so they can remain engaged and keep abreast on the progress of the university.

Alumni contribution

Alumni can assist students in finding jobs at their own companies. Alumni can actively participate in volunteer initiatives, including student mentorship programs. They might also have a big impact on giving merit-based scholarships to students. Finding a rewarding work option for graduates might be difficult. With the assistance of their alumni, institutions can strengthen their relationships with their graduates by assisting them in gaining the right recognition for their skills.

Career Conversations

Alumni and friends can share professional advice with a select group of prospective and current students during career conversations. These gatherings are intended to be intimate networking opportunities that provide students the chance to ask their most pressing questions about a particular career field. A programme that pairs alumni with students one-on-one to offer career counselling and coaching, including resume and cover letter checks, is open to alumni, parents, recruiters, and students.

Alumni contribution to social media

Social media is crucial for alumni involvement and is especially important for recent grads who spend hours on these platforms. Maintaining interaction with students after they graduate is necessary to develop lasting ties. In order to continue engaging with these students after they graduate, you must have a strong social media strategy and provide high-quality material. Alumni help students by advertising open positions, their careers, and internships on social media if a company offers full-time or internship roles and is interested in hiring students. Alumni can help students identify the best jobs that will boost their career prospects by using social media.







Mentorship and Scholarships

Alumni can get involved in community service projects. including mentoring young people in their fields of interest. They also make a substantial contribution to the distribution of scholarships to deserving students. In order to offer their expertise and best practices in a particular industry, connect with students.

Helps in Campus Placement

Through career counseling, alumni hope to encourage campus hiring for students looking for suitable placement in businesses, industries, and academic and research institutions in the public and private sectors.

Guidance for Higher Studies

In an effort to aid students in obtaining admission to top institutions for advanced study in specialised subjects, alumni are also attempting to offer substantial career assistance through career counselling.

The advice is based on recent placement data as well as projections of industry and trends educational for future. In addition to holding workshops to provide training in this area, institutions have begun arranging speaker sessions and panel discussions to attract accomplished alumni to offer career guidance.

Arranging Internship for students

The importance of internships for students and their value as a tool for industry and academic partnership are both well known. Alumni are attempting to set up internships for kids to obtain real-world experience in respectable businesses for a set amount of time.



Ways to create network with Alumni



Network with Alumni

One of the most important decisions you will make in life is which school to attend. It influences your educational experience and connects you to a network of accomplished graduates who can help you progress your career.

Get reconnected

If your alumni association only has your old email address from three jobs ago, they won't be able to inform you of recent activities or upcoming ones! Don't forget to change the contact information they have on file. Yes, that might include making one or two fundraising calls during the year, but considering the chances you'll receive in return, it's a tiny price to pay. Consider staying connected on social media as well. Some school alumni organizations have active Facebook and LinkedIn sites.

By: Theresa Seri Anak Gordon







Get involved in your alumni association

Volunteers are one item that most alumni associations desire more than donations! The heart of the association is typically made up of full-time school personnel, but alumni like you frequently drive event planning, alumni coordination, and other ad hoc efforts. If you have the time and desire, think about joining a committee. This will allow you to make contact with alumni who share your interests. Additionally, it is a wonderful way to volunteer and support your school.

Become a resource

Consider helping out in various areas of your institution, similar to working for alumni groups. While admission committees look for volunteers to interview incoming freshmen, career services offices frequently appeal to their alumni network for experts who can advise and mentor current students. These are excellent methods to help your alma mater while also advancing your career.

Be a good referral partner and a people connector

Contrary to popular belief, networking is much more than merely meeting new people. The fundamental value of networking is the ability to establish connections with people who can benefit each party. One of your alumni network connections might have a client service opening that calls for competence in fraud detection.

Alumni associations aren't just for schools

Many businesses have vibrant networks of former employees and alumni, which is a great way to broaden your network of business contacts and advance your career. The first that come to mind are consulting and other major professional firms, but it never hurts to see if your previous employer has an official alumni network. Your former coworkers often succeed, rising to positions of leadership or founding their own businesses. Those relationships might be quite useful.





What is alumni engagement?

Alumni engagement is the word used to describe how institutions retain and develop relationships with prior graduates (or alumni) in order to create a powerful professional network. Strategies for involving alumni should begin long before students graduate. Long-lasting networks and more fruitful interactions are facilitated by this.



Start alumni engagement early

If institutions are offering a mediocre student experience, it will be difficult for them to develop significant interaction with alumni.

The basis of a student's relationship with the institution is established long before they become alumni because students only attend college for a (relatively) brief period of time and are alumni for the rest of their lives. While it's quite simple for students to lose their affection for their college, if they didn't enjoy their experience, it's challenging for it to rekindle once they've graduated.

Create enduring connections by making existing students feel appreciated and by emphasising that the journey doesn't end when they graduate.



By: Suriana Binti Norsalim



1. Be consistent

happen Engagement of alumni won't overnight, thus a consistent strategy is required for long-term success. Create a plan, put it into action in the short term, and ensure the institution is dedicated to the long-term results.

2. Invest in your alumni

There shouldn't be a one-sided relationship between alumni and their alma mater. Effective alumni outreach should give chances for professional and individualised support, such as professional networking events and career services, continuing education options, and usage of campus amenities.

Make an attempt to connect alumni through reunions, directories, and technology. You can also give continuing education in the professions chosen by graduates, as well as additional possibilities for general education like speaking engagements and seminars.

3. Ask for feedback

Always keep the channels of communication open. Alumni should feel free to offer suggestions for improving the university in any area. Accept and value any criticism as a vital component of your commitment to greatness.

Alumni opinions and suggestions should be sought out by alumni engagement programmes as they create their development plans. By regularly asking alumni for comments, the programme can be incrementally modified while measuring the effectiveness of the current approaches.



STRATEGIES TO IMPROVE ALUMNI ENGAGEMENT

4. Reduce direct financial requests

Donations shouldn't be the exclusive goal of outreach. Although the end goal for institutions is financial support, this can't be the only correspondence alumni receive. Give your attention to helping others, and financial contributions will follow.

5. Provide targeted, interesting news

The diversity of the alumni is enormous. A person's background, age, and views can differ greatly. So that messages are directed to the appropriate persons, alumni should be segregated. Are new graduates as interested in the same news as those who graduated fifty years ago? Who is more likely to make a donation? Messaging must convey this. If graduates are all treated equally, it is impossible to create engaging and entertaining content.



By: Suriana Binti Norsalim

6. Connect with alumni through social media

Rich material and interesting conversation facilitated by Facebook, LinkedIn, and Twitter. Create a social media presence and even think about using a service specifically designed to connect your alumni in a private network.

7. Communications should feel personal

Real people are more likely to respond favourably to communications. Do not repeatedly send material to the same person or a generic alumni email.

8. Maintain relationships

Even though fresh graduates are less inclined to give financially to their old mater, universities shouldn't disregard them.

Engage alumni as soon as possible after prevent a loss araduation to communication that could result in a lasting break in relationship. Building relationships later on is far harder than keeping them up.

9. Keep an up to date database

Without an up-to-date alumni database, effective alumni outreach is difficult.

Prior to graduation, try to collect students' contact information; after that, whenever possible, periodically request updates (e.g., by email or at alumni events).

10. Make introductions amongst interested alumni

Making introductions among alumni assists in fostering comradery and a sense of community.

Facilitate introductions during gatherings, through an online community, or even directly by giving members access to the alumni database



11. Involve alumni in campus life

Invite alumni back to school as often as you can to reconnect with current students. You can accomplish this in a variety of ways, such as through seminars, competition panels, lectures, retreats, mentorship, or student body activities.

When alumni interact with students, it fosters meaningful connections that both sides can benefit from as they move through life.

12. Assign a reasonable budget

To make money, you must first spend money. The budget must ultimately reflect institutions' commitment to making alumni a priority if many of the aforementioned tactics are to be successful. The long-term benefits will be enormous if done effectively.



TABUNG BENCANA UITM

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https://bit.ly/TabungBencanaUiTM



TIPS TO GET A JOB AS A FRESH GRADUATE

1. Plan ahead

Make a list of the positions you are interested in and the businesses you want to apply to. This will provide a clear picture of the work stream you are aiming for.

2. Optimise your online search

Improve your online search skills. You can utilise numerous networking and job search including LinkedIn, services, Indeed. AngelList, Seek, and others, for free in order to find a decent job.

3. Don't use generic CV formats

Try coming up with a unique resume format to set yourself apart from the competition. If you have any, be sure to emphasise your abilities, skills, and experience in the application to give it more weight.

4. Apply directly online

Many part-time and casual employees work for large organisations in a variety of positions. On their official websites, under the 'careers,' 'jobs,' or 'employment' area, you can find information about the open vacancies. These chances may also be found on certain businesses' "news" or "about us" pages.





5. Be on the lookout

Keeping an eye on the local businesses in your host nation that employ casual workers during breaks is a wise strategy. Fast food restaurants, department stores, shops, and even cafes might fall under this category.

Bonus point

Don't let your location or degree limit your employment options. It's a good idea to keep your options open in case other employers are looking to hire qualified foreign workers like you. Please feel free to submit applications for positions in fields unrelated to your study if you find them compelling or are passionate about them.

6. Follow up with companies

Don't wait around for days or weeks for the employers to answer. Try to phone or email the applicant who submitted the application to follow up, but do not pester them excessively.

TIPS TO GET A JOB AS A FRESH GRADUATE



7. Seek assistance from your university's career centre

Ask for assistance from the career centre at your university. The staff can be of great assistance to you by providing information on various job openings, job fairs, and skill-building seminars. In addition to coaching you at every stage, some centres also provide resume aid to help you develop an excellent one.

10. Start early, get a job before semester ends

It is smart to start your job search before your semester is up. With this, you can avoid waiting and start working before you finish your studies or start right after the break.

8. Socialise, it always helps

Build your network early in your academic career because it can be quite helpful while hunting employment. Joining numerous forums and taking part in meetups give you a head start in networking and expanding your social circle.

9. Build 'you' as a brand

These days, employers must have a strong internet presence. Make sure the professionalism of all your social media profiles is apparent. In order to impress potential employers, try to blog on subjects related to your field of study.



By: Suriana Binti Norsalim



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