

# element

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AUSTRALIA'S PREMIER MAGAZINE FOR  
LIFE AND CAREER DEVELOPMENT

**SUMMER  
INTERNSHIPS,  
VACATION  
PROGRAMS  
and more...**

(end 2014 - early 2015)

**15 Exam Tips to  
Help You on  
The Big Day**

**Career Advice 101:**

**TOP 10 Resume Mistakes  
10 Ways to an Interview Suicide**

**Live and Work Better!**

**4 Questions to ask Yourself Everyday  
How to run Your Meetings like Steve Jobs**

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# editors' note



## **That's not my dog! I still wonder how it got into the picture...**

Anyway, welcome to the first print edition of Element Magazine!

We are so thrilled that you are actually holding it in your hands and are about to read it.

Element Magazine's sole purpose is to empower you for work and life, and in this issue, we have compiled a list of summer internships and vacation programs that can help you obtain the much needed work experience before you eventually hit the marketplace.

Apart from that, there are articles on life tips, study help, career advice and motivation.

We believe that this is only the beginning as we work towards creating an empowerment platform that trains, equips and develops the individual personally and professionally.

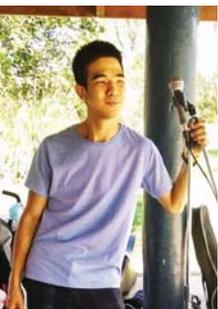
Enjoy and see you around!

Warmest regards,

**Dominic Soh**

Founder & Chief Editor

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## **"If You Fail to Plan, You Plan to Fail"**

Hi there!

We are excited that you have picked this publication up to have a read! Welcome to the First Print Edition of Element Magazine!

We hope that, by reading these articles, you will be enriched in your life skills and career development support. Element is all about helping you get an edge to increase the potential you have as a person, setting you up for big and important decisions ahead in your life. We hope this magazine would give you some motivation and information on how you can gain work placements, study tips, and a positive mindset.

We are all about adding value to your life and career, so this material we hope is only the start! We are working towards more opportunities to empower you with developing your skills and talents, to having a fruitful life.

Please give us some feedback as to how we can further benefit you!! Also give us a 'Hollaaa' if you liked the magazine!

Peace and Love.

Best regards,

**Michael Tan**

Cofounder & Editor

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# 4 questions you should ask yourself everyday

How do you start your day? By rushing to check off your to-do list? Reading through your emails? Why not take 15 minutes to ask these questions to ensure that you are really focusing on the things which truly matter?

Ask yourself these 4 questions and write the answers down. This gets you to rethink about your day's schedules and re-align yourself to your long term goals, and give you a better idea on the things you need to improve.

## At the start of each day, ask yourself:

### 1. What are my goals for today?

Many have long term goals, but what do these long term goals look like the short run? This stresses the importance of translating a long term goal into short term action. For instance, they may look like...

Long-term: To improve my sales figures by \$1.5 million in one year.

Short-term: Meet up with 3 clients today.

Long-term: To build up my leadership skills.

Short-term: Enquire about being more involved in my student club.

### 2. What are my challenges for today?

What are some things which will stretch and put you out of your comfort zone? A key trait of successful people is that they continuously challenge themselves and refuse to settle for mediocrity.

Every short-term action of yours is an excellent opportunity for growth and learning.

## At the end of each day, ask yourself:

### 3. Have I reached my goals for the day?

There is no point in setting goals if you ignore them and fail to keep track of them. Be honest with yourself, evaluate your day and determine whether you have achieved what you set out to do.

If so, give yourself a pat on the back and ask yourself what you have done well today in attaining your goals. If not, ask yourself what you can do better or differently the next day.

**There is no point in setting goals if you ignore them and fail to keep track of them.**

### 4. What have I learnt today?

Whether we succeed or fail, every single step of the way is a learning experience, and it is through embracing these lessons that we are able to improve ourselves and bring us closer to fulfilling our goals.

# 15 EXAM TIPS TO HELP YOU ON THE BIG DAY

YOU'VE PUT IN LONG HOURS TO REVISE AND STUDY FOR IT. WITH THE BIG DAY DRAWING CLOSE, USE THESE EXAM TIPS TO MAXIMISE YOUR PERFORMANCE ON THE DAY ITSELF.

## Wake up early

Rise early to give your body and mind time to warm-up and prepare itself for the exam.

Also, this will ensure that you do not end up rushing through breakfast, hurrying out the door and blitzing to the examination room.

## Check the time and place of exam

Get the details right. You do not want to miss the exam itself or end up at the wrong venue.

## Have a good breakfast

Give your body the necessary sustenance to pull through the entire paper. Also, if you have a sensitive stomach, avoid "risky" foods which can upset your system – go for what you usually have instead.

## Equipment check

Brought everything you need?

Writing materials? Calculator? Exam time and venue? Student card/ID?

## Give buffer for travelling

Train delays, roadworks, traffic jams can happen.

Provide sufficient travelling buffer time so that you can arrive early.

## Watch your company

There might be others around you who are freaking out or having a nervous breakdown. Steer clear of them – you could use as much peace of mind as you can get.

## Use the washroom first

Relieve yourself before you head into the exam room. You don't want to waste precious exam time to answer mother nature's call.

**Write your name on the exam paper**

This sounds blatantly obvious, but people still forget to put down their names on the paper.

**Read the questions and plan for them**

Go through the questions, break them down and identify what they are asking for. Then, budget and allocate the time you have to answer them.

**Start on the easy questions**

Start with the easy ones first to get a confidence boost and to leave you with less things to worry about as the clock ticks by.

**When brain freezes, just write**

Mental blocks do happen. If so, just write something and you will be surprised on how the brain can get working the moment you start on something.

**Avoid question hogging**

When faced with a daunting question, don't spend too much time on it. Come back later and deal with the easier ones first.

**Ask, if in doubt**

If you're no sure what the question is asking for, ask the invigilator. There's no harm in asking anyway.

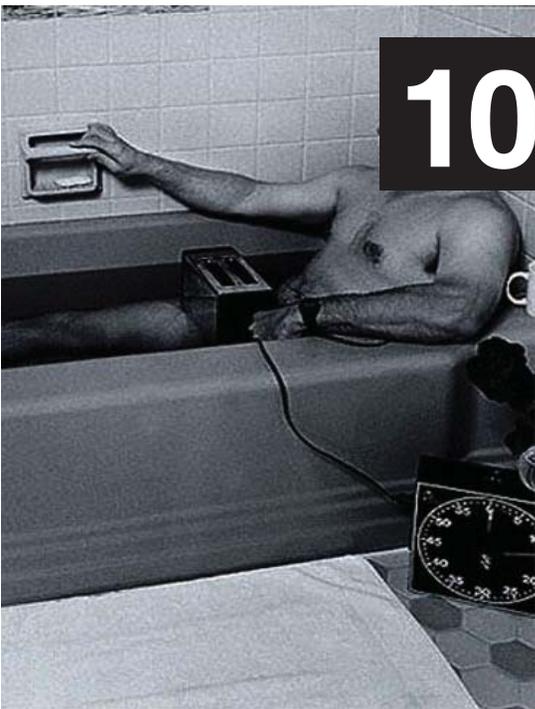
**Review and check your work**

Leave a few minutes before the end to check your work, so that you have answered all questions and have prevented unnecessary careless mistakes.

**Stay calm**

Relax! Be confident because you have done your best to prepare for this. Do what's needed and don't worry about things that are beyond your control.

**ALL THE BEST FOR YOUR PAPERS!**



# 10 ways to an Interview Suicide

Interviews are for you to communicate why you are the right candidate. However, many things can get in the way and these are 10 ways to ensure that you do not get the job.

## 1. Arrive late

Make everyone wait for you to arrive. Even if you are still having breakfast when the receptionist calls, just tell her that you are on your way. Also, plan to arrive on time because if anything unexpected does occur, you will definitely be late.

## 2. Dress inappropriately

Feel free to underdress for the occasion or wear anything you feel like. The job is more about your skills, talents and qualifications and not really about the clothing you cover yourself with, right?

## 3. Have poor body language

If the conversation is getting monotonous and you are starting to feel uncomfortable, just show it. It doesn't hurt to be honest about your feelings and it's best that you communicate that with your potential employers.

## 4. Misrepresent info on your CV

The media and industry is infamous for sensationalising, twisting and sugarcoating information. Since that's already happening, why not use that to your advantage?

Worked 4 years and 2 months in your previous role? Why not round it up to 5 years?

## 5. Don't do your research

If you don't do your homework, just wing it! Improvise on the spot and use industry jargon to sound well-informed. Mention things like "you're looking forward to be an instrumental member in the organisation

and I possess a strong set of leadership and problem solving skills.

## 8. Badmouth your ex-employers

If you had bad experiences with your current or previous employer, feel free to

Quick ways to kill the interview: be late, wing it, dress poorly, appear disinterested, inflate your CV, badmouth your ex-employers.

and helping it become the market leader in its industry"

## 6. Don't ask questions

Don't bother with asking questions because that will only protract the interview session and waste everybody's time. If the interviewer asks if you have any questions, just say "no" and move on.

## 7. Give vague and unclear responses

"Describe in detail your previous experience in leading a team": Erm...I like leading teams because they bring everyone together for a common purpose.

"Why are you choosing to join our organisation?": I like your company's logo

be frank and honest about it here. After all, you get to vent all the built-up resentment in you and the interviewer gets to learn how to be a better employer.

## 9. Prematurely ask about pay and benefits

It's perfectly fine to bring these up because you've got bills to settle and a life to live, right? And there's no such thing as a free lunch, so just be upfront about this.

## 10. Don't follow up

Once the interview is over, don't bother about sending an email of thanks and for them allowing you to come in for an interview. After all, life is short, you're a busy person and you've got more interviews to go for.



# top 10 Resume Mistakes

The job search process is tough and this makes it even easier for unavoidable mistakes to happen while you are crafting and sending out your resume.

Here are the top 10 mistakes to avoid so that your application can stand out from the crowd.

# 01

## typos and grammatical errors

Use spellcheck and revise it before sending. Also, get someone else to proofread it for you and you might get additional insight and opinion.

Bad grammar and typos can give employers a negative impression and may cause them to think “Is this applicant even serious about applying?”

# 02

## lack of specifics

Avoid being vague. Instead, go into the details of what you have done and accomplished.

“Worked in a restaurant for 3 years” is not as effective as “Recruited, hired and trained over 20 employees in a restaurant with \$1.5 million in sales, for 3 years.”

# 03

## attempting “one size fits all”

Generic and all-purpose resumes will not fit the bill for employers and they also tend to be undifferentiated from the crowd and masses.

Instead, craft a resume which lists and details your skills, qualifications and achievements which are highly relevant to the position you are applying.

# 04

## highlighting duties instead of accomplishments

Instead of saying...

- Attended group meetings and recorded meeting minutes
- Worked with children in a day-care center

...say

- Recorded meeting minutes in a laptop and compiled them in an online directory for easy future reference
- Developed 4 daily activities to engage preschool children and organised a full-day excursion for them

# 05

## going too long or cutting things too short

There are not really any fixed rules to this. If you can trim 5 pages down to 2, good! However, if one page is not sufficient to detail your skills and experience, then stretch it to 2 pages.

# 06

## a bad objective

Statements like “Seeking a challenging role that offers professional growth” is not as position-specific as “A challenging graduate marketing role that allows me to contribute my skills towards fundraising for non-profits.”

# 07

## no action verbs

Action verbs excite and attract more attention than passive ones. Instead of saying you are “Responsible for...”, mention that you “Resolved and addressed user queries in tech support for over 3000 staff.”

# 08

## leaving out important info

Worked on the side? Took on some pet projects during the holidays? Then use them to your advantage! Highlight the soft and transferable skills you gained like leadership, team management, communication skills, etc.



# 09

## visual clutter

Does your resume look “busy and noisy” to the eyes? If so, reduce clutter by minimising the types of fonts, increasing the spaces between sections and use a grid/table layout to it look more organised. You can also place information of higher priority on the top (objective, education, work experience) followed by secondary information (extra-curricular activities, miscellaneous skills).

# 10

## incorrect contact info

Ensure that your contact details are right. Don’t take them for granted because employers use them to get in touch with you.