

REFRESH

Summer
EDITION



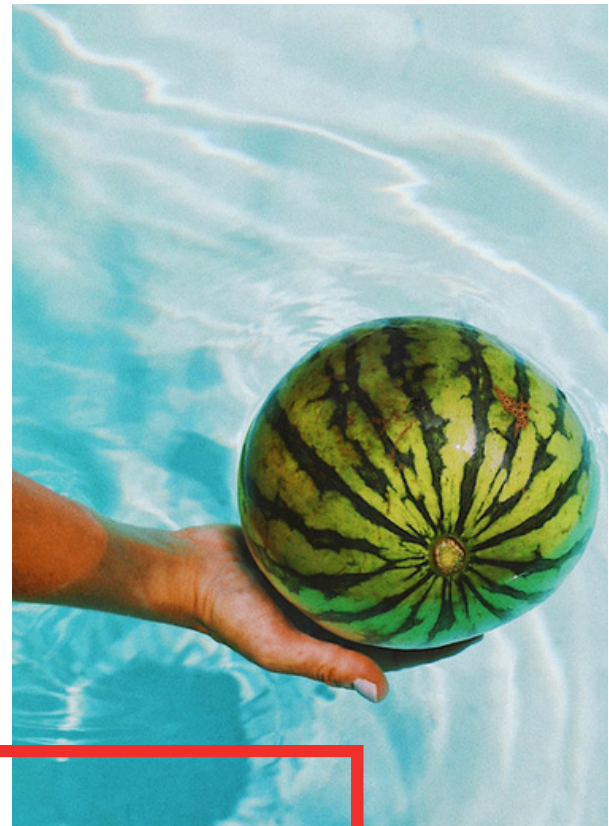
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REFRESH

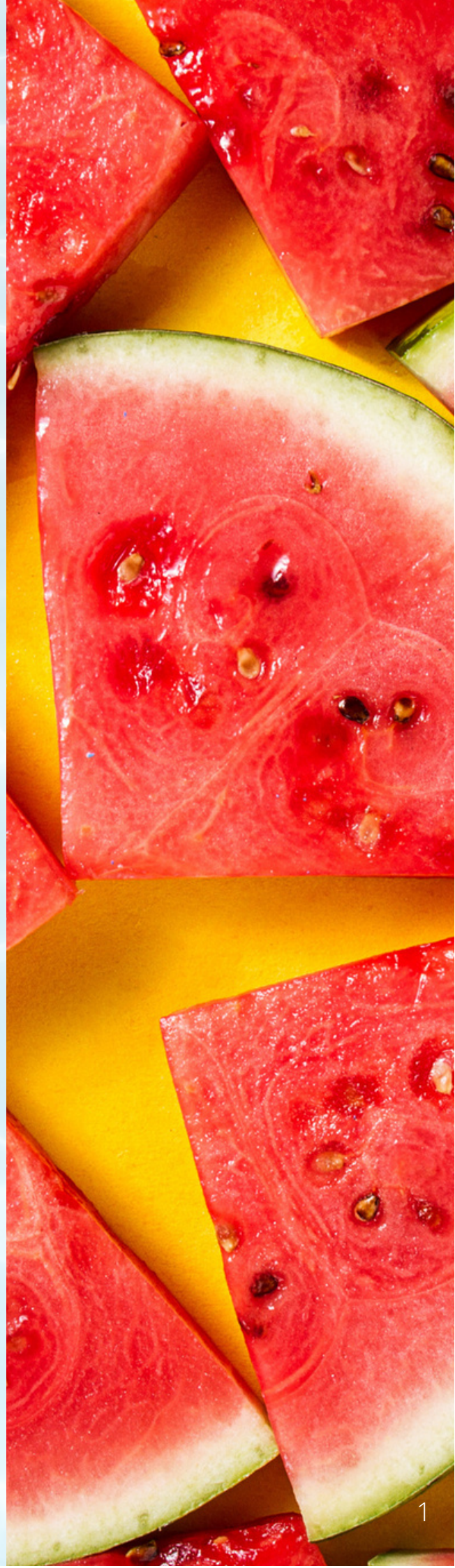
WELCOME

DISCOVER THIS SUMMER'S
EXCITING INSIGHTS FOR
EFFECTIVELY NAVIGATING
THE WORLD OF WORK.

RecruitmentXperts Limited
invites you to submerge
yourself in our very fun,
eye-catching and captivating
Summer Edition of our
REFRESH Newsletter with
pertinent information for
employees at any level of
the organization.

Do Enjoy

Recruitment
Xperts_{Ltd}





GOING ON VACATION LEAVE?

We've got you covered with a few tips to make your handover very successful

Oh wonderful! You're going on vacation and we are just as happy for you to have some much needed rest

and relaxation. However, before you jet off to the white sands, there are impacts both those internal and external some things you are going to need to the organization so please alert others do to ensure continuity as you make in your department of your upcoming your way to the airport. Here are a few things that will make the handover quite smooth.

Plan your handover aware of your leave and your return which to them will be most important. Your handover is certainly not an after thought and it's not meant to be done 5 minutes before leaving work the day before your leave. Take the time to identify the important outstanding tasks so that you can have a neat and tidy handover. It's usually a good idea to have a handover meeting that won't take more than 10 to 15 minutes if planned well.

Tie up any loose ends so that you can have a neat and tidy handover. It's usually a good idea to have a handover meeting that won't take more than 10 to 15 minutes if planned well.

Share your contact information with the person you are handing over to so that they can reach you if needed. Also, remember to create an out of office message so that persons who try contacting you during this period are aware of your leave and your return which to them will be most important.

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TOP FIVE

MOTIVATIONAL AUDIOBOOKS

Power of Habit
The Magic of Thinking Big
Goodbye Things
Eat the Frog!
How to Relax

Visit the link below for more...

<https://thestrive.co/top-motivational-audiobooks/>

Slay your Summer Job

Depending on where you live the summer or July/August holidays will be coming to an end soon. If you were fortunate to cop a summer job, we hope you've put your best foot forward. It's not just a summer job after all but an opportunity to showcase what you have to offer to an employer in the future. If you haven't slayed your summer job yet, don't worry there's still some time left to leave a lasting impression.

Be serious

This isn't a pretend job, it's a real job so approach it that way. Take your assignments seriously even if they appear menial to you. Employers take notice when you do outstanding work even with the simplest of tasks.

Be professional

In every way possible maintain your professionalism. You should be professional in the way that you communicate verbally, non verbally and electronically. Regardless of the culture you think exists at the company, you should remain professional. You should also dress in a professional manner. This is a summer job not a summer jam so business attire is expected.

Be enthusiastic

This last point may seem trivial but in many ways it can be the most important. Show your enthusiasm for the job! Don't mope around the office looking like "woe is me." Be pleasant and eager to work. Employers are happy to feel positive vibrations emanating from employees. Your bright and positive disposition can sometimes outshine your performance giving you an edge over other interns.

Summer

Mix



BEYONCÉ - BREAK MY SOUL



[click to listen](#)



HARRY STYLES - AS IT WAS



[click to listen](#)



KES FT. J PERRY - LIKI TIKI



[click to listen](#)



TEMS - FREE MIND



[click to listen](#)



ELTON JOHN & DUA LIPA -
COLD HEART (PNAU REMIX)



[click to listen](#)

SUMMER SOFT SKILLS

Which ones are you building this summer?



What are soft skills?

These are skills or attributes that augur well for positive employee relations

OUR TOP 3 SOFT SKILLS

- 1) **Interpersonal Skills** – In most instances you are going to be communicating and interacting with the public be it children or adults and your customer service abilities would be necessary.
- 2) **Teamwork** – It's very likely that you are going to be part of a team and it is critical that you are able to act as a team player in achieving team goals.
- 3) **Work Ethic** – Although it's third on our list, it's certainly not least. This is one of the most important skills to enhance as it demonstrates your responsibility and commitment to the job and its assigned tasks. It also assists in building character as a disciplined and dependable employee.

Double Click to PLAY

RXL Summer Word Search

S	P	S	T	N	E	M	T	I	U	R	C	E	R
T	I	O	T	M	H	T	I	N	R	R	M	U	A
A	H	P	E	E	T	S	N	G	A	S	I	T	L
R	S	P	M	I	N	E	T	P	R	G	E	K	X
A	N	O	P	U	O	R	E	S	O	N	P	H	T
E	O	R	L	T	I	Y	R	S	E	I	I	I	G
T	I	T	O	I	T	A	V	L	P	T	H	B	K
U	T	U	Y	J	A	G	I	A	D	N	S	R	A
S	A	N	M	O	P	N	E	B	N	U	R	N	A
K	L	I	E	B	U	I	W	O	N	H	E	O	M
I	E	T	N	S	C	R	R	U	R	O	D	I	I
L	R	I	T	E	C	I	N	R	X	A	A	R	R
L	E	E	P	A	O	H	R	U	L	L	E	I	D
S	C	S	A	C	A	R	E	E	R	I	L	I	I

OCCUPATION
SKILLS
RECRUITMENT
RELATIONSHIP
LEADERSHIP
HIRING
LABOUR
EMPLOYMENT
JOBS
OPPORTUNITIES
INTERVIEW
RXL
HUNTING
CAREER

*Solution on page 12

SUMMER-READY RESUME

Get the look!



TEMPLATE

If you are using a résumé template, choose a template that suits the job you are applying for. Not every template is going to be appropriate. For example, a marketing/graphics job could use a more playful template with a splash of colour. However, a finance job would be more conservative in terms of colours and would require a more traditional layout.

FONTS

Do not go all crazy with your fonts! Yes there are many different types of fonts at your disposal but you do not have to use all. Stick to one font which will give your résumé a clean and uniformed look. There are standard résumé fonts that should be considered since they are not only professional but more importantly easy to read. One very safe font to use is the ever classic Times New Roman. Other acceptable fonts include Arial, Verdana, Calibri and Tahoma to name a few. .



FORMATTING

Apart from keeping the résumé to one to two pages, ensure that your margins aren't too thin. Not because you are trying to reduce the number of pages means that your work experience would start at the extreme left page edge and go to the extreme right page edge. Page margins should be about 1 inch left, right, top and bottom. Bolding and italics can be used but you have to know when to use them. If you want to highlight headings or job titles, bold and italics is fine. However, it should not be used anywhere you feel something should stand out or for blocks of words.



THOUGHTFUL TIPS

Traveling abroad?
Here are 5 helpful tips:



1. Plan ahead - create a checklist
2. Get sufficient sleep before you travel
3. Pack light - leave the wardrobe at home
4. Pack a few snacks to nibble on
5. Sanitize, sanitize, sanitize!

Managing Summer Job Income Tips



1. Determine your disposable income
2. Save at least 30% of your disposable income
3. Have a separate account for savings
4. Create an emergency or rainy day fund
5. Enjoy your summer!



Recruitment
Xperts Ltd

**Yield the results you
want with quality
recruitment!**

**RECRUITMENTXPERTS
LIMITED**

More than just recruitment

✉ jobs@recruitmentxperts.com



www.recruitmentxperts.com



How do I

Register?



STEP 1

Send your resume to jobs@recruitmentxperts.com (file attachment in Ms Word or pdf format).

STEP 2

Within three (3) business days, we will send you an email link to our online job application form. (If you do not receive an email from us, please contact us at 622-9779/628-9139/628-5126.)

STEP 3

Complete the form and upload along with your certificates (pdf format).

Your online registration process is now complete. You will be contacted for screening interview when we have identified a suitable position that fits your profile.

S	P	S	T	N	E	M	T	I	U	R	C	E	R
T	I	O	T	M	H	T	I	N	R	R	M	U	A
A	H	P	E	E	T	S	N	G	A	S	I	T	L
R	S	P	M	I	N	E	T	P	R	G	E	K	X
A	N	O	P	U	O	R	E	S	O	N	P	H	T
E	O	R	L	T	I	Y	R	S	E	I	I	I	G
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K	L	I	E	B	U	I	W	O	N	H	E	O	M
I	E	T	N	S	C	R	R	U	R	O	D	I	I
L	R	I	T	E	C	I	N	R	X	A	A	R	R
L	E	E	P	A	O	H	R	U	L	L	E	I	D
S	C	S	A	C	A	R	E	E	R	I	L	I	I

