



ASSEGAF HAMZAH  
& PARTNERS

087/ALSANCI/VIII/2020

# ALSA INDONESIA CAREER GUIDELINE

in collaboration with

ASSEGAF HAMZAH  
& PARTNERS

Content Writer:

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National Board ALSA Indonesia 2020-2021)

Assalamualaikum Wr. Wb.,  
Shalom,  
Om Swastiastu,  
Namo Buddhaya,  
Greetings.

First and foremost, I would like to praise and thank the Almighty God, who has granted countless blessings, knowledge, and opportunities for each and every one of us. It is His blessings that enables us to unite under this prominent organization. ALSA Indonesia as one of the National Chapters under ALSA International; comprises of 14 members of Local Chapters from reputable universities. It aims to edify members' knowledge and skills, nurture future connection and provide a boundless benefit for its members of their future prospects. Further to cast the primal role of members to plan and to provide an impactful course of actions towards the society and government. It has been manifesting its core values: legally skilled, academically committed, socially responsible, and internationally minded, by enabling each member and the society to understand the diversity of legal system, culture, and human characteristics from various jurisdictions.

A constant support from various partners throughout these past years has led ALSA Indonesia to achieve its current status as a leading organization. ALSA Indonesia Career Guideline in collaboration with Assegaf Hamzah and Partners Law Firm is one of the concrete reflection of generous support from our partners. This guideline provides us an edifying knowledge in regards to tips and tricks in enhancing our preparation to pursue our career ahead. It is a concise and perfect guideline, mainly for those who are jumbled with the hearsay of CV, motivation letter, and interview do's and don'ts spreading all over the place. More importantly, this guideline was supported and has been assessed by one of the most prestigious law firm in Indonesia, AHP Law Firm.

Thus, I am proud to welcome the readers to grasp and enjoy the guideline and I aspire this masterpiece could serve as an insightful source of knowledge to educate and subsidize everyone's career journey in pursuing their dreams.

ALSA, Always be One!

Wassalamualaikum Wr. Wb.,  
Shalom,  
Om Shanti Shanti Shanti Om,  
Namo Buddhaya,  
Warm regards.



**Khalifah Al Kays Yusuf**  
President 2020-2021

**“All our dreams can come true, if we have the courage to pursue them.”** – Walt Disney –

Hi everyone,

Welcome to the 2020 ALSA Indonesia Career Guideline.

Whatever stage you're at in your career planning – whether you're absolutely certain of your next steps, or if you haven't even begun thinking about life after university – this Career Guide is here to assist you.

Your career will play a big role in your life, and the working world is a challenging one, filled with competition, promotion, comradery, and laughter. Finding the right career for you is very important. Not only will it make it easier for you to wake up every day, but it will also give you the spark to go about your day.

We hope that the information that we shared here can help you in getting that dream job!

Best wishes,

**ASSEGAF HAMZAH  
& PARTNERS**

## A. Curriculum Vitae

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Curriculum Vitae or known as CV is a summary of an individual's education and work history to show your potential in 1-2 pages (preferably in English). In Indonesia, we usually use CV as our documents for job applications along with other supporting documents or portfolios.

Your CV should reflect the kind of skills and experience that the employer would value. Before making your CV, make sure you have researched the job description that you are applying for, so you will be structuring your CV related to the positions.

A Curriculum Vitae does not have any mandatory form because **it depends on the company you are applying for**. However, there are several things we suggest you to put in your CV, such as:

### a. Profile

The Personal Details is one of the essential things we must be aware of because it is how employers can reach us. The things you must put in your personal info are **Name, address, phone and home number, linked-in** (optional), and **professional email address**. On a personal summary, you can describe yourself in **a brief explanation**, including your area of expertise.

There are different opinions regarding putting pictures on CV because it can be distracting yet helpful for employers to see. If you decide to put your profile picture on your CV, use a professional outfit and make sure it is a **clean, clear, and professional picture**. Keep your profile as informational as possible and do not put non-relatable additional info such as religious, political view, relationship status, etc.

### b. Work / Organizational History

Sort your work or organizational history in the order of present to past experiences. In this section, you can put your professional experience, such as **work history, internship experience, volunteering, organizational experience, etc**. Insert some brief explanation regarding the position, activities, and/or achievements that you get from your experience!

### c. Educational Background

To keep your CV dense, you do not have to insert in all of your educational backgrounds (elementary, middle school and high school). Just put your **last educational background**, including your GPA and thesis title. You can mention your moot court experience, IELTS score, the Advocate Profession Special Education Program (*Pendidikan Khusus Profesi Advokat*) and Advocate Profession Examination (*Ujian Profesi Advokat*) on this section too!

### d. Achievements & Skills

Adding some legal achievements and skills can determine the employer's view of you! Whether it is a **scholarship, cumlaude status, student exchange, double degree, or a championship**. Put relevant skills that would be helpful for the job, such as legal research, analytical and logical reasoning, legal drafting, etc.

### e. Other Information / Experience

There is other information you can put on your CV, such as your hobbies, languages and interests outside the law field, which can show added value.

Should we design our CV and make it colorful?

There are no suggestions regarding CV form, but we must adjust to the company we are applying to. If we are applying to a law firm, then the employer will expect a **professional CV**.

## SAMPLE RESUME

### John Reynolds

17 Reed St. • Boston, MA 02118  
jreynolds@post.harvard.edu • 617.555.6543

#### Education

**HARVARD UNIVERSITY** Extension School, Master of Liberal Arts, Biotechnology (May 2015)

- Relevant coursework: Business Analysis and Valuation, Entrepreneurial Leadership, Biostatistics, Clinical Trials and Regulatory Issues, Project Management
- Thesis: Assessing Acquisition Potential in the Medical Technology Market
- Faculty Aide Program: received a \$500 stipend for research investigating medical technology

**UNIVERSITY OF FLORIDA**, Bachelor of Science in Neurobiological Sciences (May 2008)

- Florida Bright Futures Award recipient: Full academic scholarship (2003-2008)
- Interdisciplinary Studies scholar with a concentration in Behavioral Neuroscience (Senior Thesis on abnormal repetitive behaviors in mice)
- Graduated from Honors Program

#### Professional Experience

**BRIGHAM AND WOMEN'S HOSPITAL** - Boston, MA (December 2009 - May 2015)

Senior Research Assistant

- Create and maintain computer databases for statistical analyses
- Prepare presentations, manuscripts, abstracts, and book chapters for publication
- Perform technical duties for clinical studies in the field of sleep medicine and cardiovascular health
- Redesigned and updated the Medical Chronobiology Program Web site

**HARVARD UNIVERSITY** - Cambridge, MA (January 2011 – May 2011; January 2012 – May 2012)

Teaching Fellow for the course, BIOS E-210, "The Physiology of Sleep"

- Prepared syllabus and created course materials
- Designed course Web site, led discussion sections, maintained correspondence with graduate students
- Organized guest lectures featuring several prominent researchers in the field of sleep medicine

**WGBH EDUCATIONAL FOUNDATION** - Boston, MA (August 2011 – January 2012)

Project Consultant for the HMS Sleep and Health Education Web site

- Conducted literature reviews and produced original multimedia content based on current research
- Reviewed site content to determine scientific accuracy

**HARVARD MEDICAL SCHOOL** - Boston, MA (March 2011 – January 2012)

Assistant Editor for the HMS Sleep and Health Education Web site

- Developed and revised scope and architecture of the site

#### Publications

Sleep Research Society: Lee, S. & Smith, W. (Co-developers: Lee, S. & Reynolds, J.) (2014). Fundamentals of the circadian system. In C. Amlaner, & O. Buxton, (Eds.), *SRS Basics of Sleep Guide*

Abstract: Neil, L., Jones, R., Lopez, A., Reynolds, J. (2014) Lack of Endogenous Circadian Rhythm of Platelet Aggregability. *SLEEP 2014 (Conference)*

#### Community Service

**Big Brothers Big Sisters of Massachusetts Bay**: Serve in both the school-based and community-based mentoring program in Dorchester, MA

(Sample of Professional Resume from Harvard Extension School, Resume and Cover Letters: An Extension School Resource)

Common Mistakes on CV

**a. Spelling and Grammatical Error**

As people in a law field, we **MUST** ensure that there are no typos or grammatical errors and write structurally on our documents because it would show how well your writing is. So, make sure to check your documents before you send it!

**b. Using language correctly**

- **Specific** rather than general
- **Written to express** not impress
- **Articulate** rather than “flowery”
- Written for people who **scan quickly**
- **Active** rather than passive

<b>LEADERSHIP</b>							
Accomplished	Achieved	Administered	Analyzed	Assigned	Attained	Chaired	Consolidated
Contracted	Coordinated	Delegated	Developed	Directed	Earned	Evaluated	Executed
Handled	Headed	Impacted	Improved	Increased	Led	Mastered	Orchestrated
Organized	Oversaw	Planned	Predicted	Prioritized	Produced	Proved	Recommended
Regulated	Reorganized	Reviewed	Scheduled	Spearheaded	Strengthened	Supervised	Surpassed
<b>COMMUNICATION</b>							
Addressed	Arbitrated	Arranged	Authored	Collaborated	Convinced	Corresponded	Delivered
Developed	Directed	Documented	Drafted	Edited	Energized	Enlisted	Formulated
Influenced	Interpreted	Lectured	Liaised	Mediated	Moderated	Negotiated	Persuaded
Presented	Promoted	Publicized	Reconciled	Recruited	Reported	Rewrote	Spoke
Suggested	Synthesized	Translated	Verbalized	Wrote			
<b>RESEARCH</b>							
Clarified	Collected	Concluded	Conducted	Constructed	Critiqued	Derived	Determined
Diagnosed	Discovered	Evaluated	Examined	Extracted	Formed	Identified	Inspected
Interpreted	Interviewed	Investigated	Modeled	Organized	Resolved	Reviewed	Summarized
Surveyed	Systematized	Tested					
<b>TECHNICAL</b>							
Assembled	Built	Calculated	Computed	Designed	Devised	Engineered	Fabricated
Installed	Maintained	Operated	Optimized	Overhauled	Programmed	Remodeled	Repaired
Solved	Standardized	Streamlined	Upgraded				

**c. Too long**

Usually, employers would prefer 1-2 pages long CV, 1 - page preferred because employers may not have time & generally skim quickly to know whether you are qualified or not. So keep it neat, professional, and structured!

**d. Distracting**

Using a lot of design, color, unprofessional / different font, and unorganized format can be distracting for the employer. The purpose of the CV is to introduce you and what you can offer for the job, so focus on the content of CV instead of other distracting forms.

There are suggestions for fonts that you can use in your CV to make it more professional

- Gill Sans
- Garamond
- Georgia
- Cambria
- Roboto

Note:

- Documents are **converted correctly into a .pdf format**
- Use **professional email**
- Emphasize your most **relevant strength**.
- We must put **relevant experience** about a job that you're applying for.

## **B. Email**

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Nowadays, e-mail is an essential in professional communication. Ease of communication that is provided via e-mail can affect your reputation personally and professionally. Hence, there are several email etiquettes to guide you on writing emails.

When writing a **professional email**, be sure to use a professional email address because first impressions really matter! The employer's email inbox only shows your email address and the subject of the e-mail. So a good email subject line is vital, put a clear email subject line on the job position you are applying for. **The subject line should be the main topic of the e-mail**, such as "Trainee Associate Application - Khalifah Al Kays Yusuf".

Address your email to a specific person who is in charge of hiring an employee (you can do a little research before writing your email). For all formal greetings, use **Dear + Recipient's title + Name / Division**. Keep your letters concise, factual and use lots of action words as a marketing strategy.

The first sentence of an e-mail is how to start a professional email, you can start your **opening paragraph** by introducing yourself in a brief explanation and state your interest and how you heard about the organization. Then, you can elaborate the purpose of the email on the **middle paragraph(s)**, which explain why you are interested in this type of work and point out one or two relevant school / work experiences. Be brief, yet specific.

Close your email with a **closing paragraph** to express your enthusiasm on dedicating yourself to the job and the organization. Also, thank the reader for their time and consideration. Lastly, stating that you are looking forward to hearing the following information about the job application.

It is essential to end a professional email message in a professional manner. Place an appropriate closing and set up a “signature” for your email, along with your contact information. Here are several samples professional email closing remarks:

Best, Sincerely, Regards,	Best regards, Thank you, Respectfully,	Kind regards, With gratitude Thank you for your consideration,	With appreciation, All the best, Looking forward to hearing from you,
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An email “signature” should contain several contact information, so that employers can see the information to contact you. Here are some email closing formats that you can use!

Format	Sample
Closing remarks,  <b>Full Name</b> Title Address Phone Number e-mail address LinkedIn URL (optional)	Sincerely,  <b>Khalifah Al Kays Yusuf</b> President of ALSA National Chapter Indonesia Bulaksumur, 55281 Phone: 555-555-555 e-mail: example@alsaindonesia.org LinkedIn: linkedin.com/example-92754/

## C. Interview

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The interview is one of several opportunities from the employer to know and learn about you. Many of the applicants did not pass this stage, so we need much preparation for the interview process.

### Before the interview

**“Research! Research! Research!”**

Prepare your knowledge!

#### a. Yourself

Before you are doing an interview, think about your skills, experience, and values that fit the job and the company. Practice how to introduce yourself and answer questions. Besides self-knowledge, take your time to read about your thesis and your interest in the law field. **Understanding your Curriculum**

**Vitae is A KEY** because the employer will ask about your skills and experience based on your CV.

### b. The company and the job

Researching information about the company will show how well you know your “future office”. Hence, before doing an interview you must seek more information about the company and the job you are applying for. It is usually listed on their website. Several facts you must learn about the company are their **history, board structure, vision, area of practices, characteristics, and their achievements.**

### During the interview

#### a. Boost up your confidence

Proper grooming can represent your work, ethics and mindset. Hence, when you get dressed for an interview, your appearance must be clean and neat. Make sure you smell fresh, your hair is neat and especially wear a proper interview outfit! From an appearance, it can increase your confidence level.

**“Confidence gets you hired!”**

Remember, the interviewer can see how anxious you are. There are several things you can do to show your level of confidence, such as:

- Keeping a **good eye contact** while listening and speaking.
- **Smile and shake hands firmly** with the interviewer.
- Do not fidget, **be still**. Be careful to not tap your hands and feet either.

#### b. Listen to other and evaluate yourself

Many people are stubborn and do not want to be criticized for making mistakes. In a job interview, make sure you can **accept suggestions, admit mistakes and dare to correct yourself**. It shows how well you can do teamwork and stay humble.

### References:

Interview with Human Resources Development at Assegaf Hamzah & Partners Law Firm

Bowie State University, Interviewing Guide: First Interviews, Second Interviews, Informational Interviews

Harvard Extension School, Resumes and Cover Letters: An Extension School Resource, Cambridge: Harvard University, 2019

John Hopkins Carey Business School, Email Etiquette Guide, 2017

<https://careersidekick.com/show-confidence-interview/>

**ALSA,**  
Always be One!

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