



Take Your Education to The Next Step:  
**Start a Good Career**

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CSE Scientific  
Students Association

**CSE Department**

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1



Good Career

2



Terminology

3



Resume/CV & Cover Letter

4



Public Profiles

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Interview

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Resources

**1**

How to choose a career?

**2**

How to find a suitable job?

**3**

Know your preferences

**4**

How to get prepared for work?

**5**

A successful job application





**Choosing a career?** - How on earth?!

**Life Coaching techniques?**  
- WTH?!

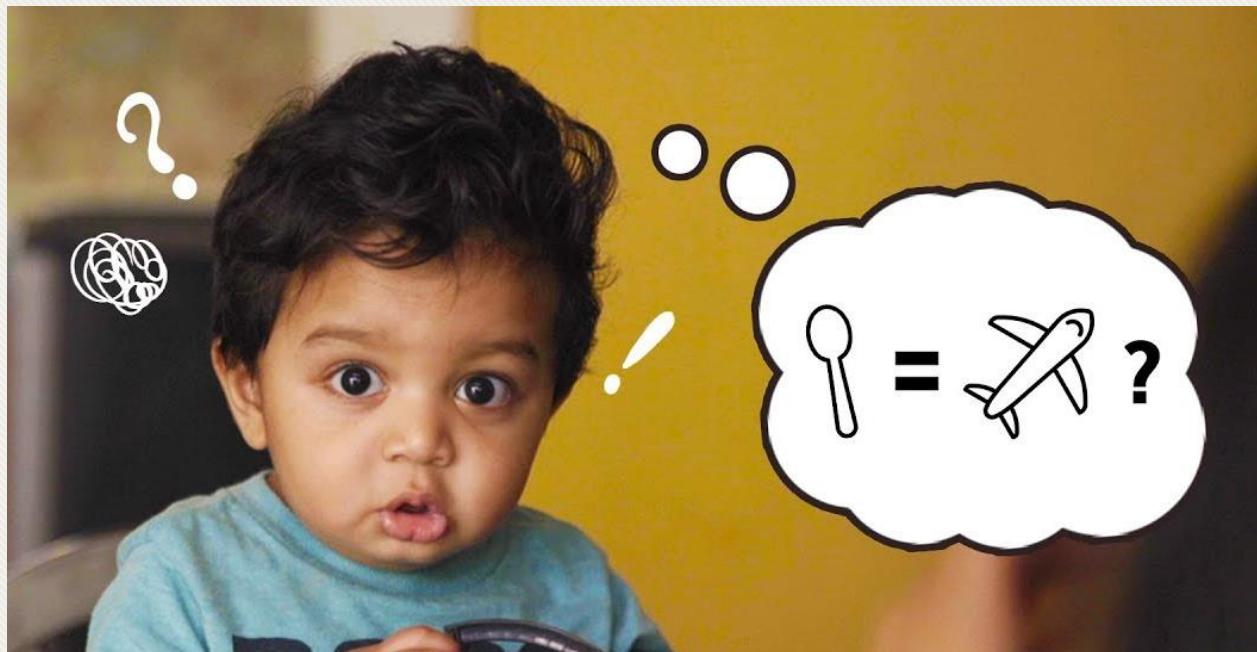
**How to encourage ourselves?** - Omg...

**Self Determination!** -  
- Huh?!

**Work/Life Balance!?**  
- Dear God!

**Personal Development vs. Career Development?**  
- For the love of God!

**Time Management!**  
- Hands on face!



**How to have a happier life?** - Jesus...



# How to Choose a Career?

- It is a really **hard question** to begin with!
- Some say it is related to **our way of living**. It's not always about **making money**.
- Surely, one cannot make **a recipe** for everyone.
- Maybe the first step you can do is **determine** these **three<sup>1</sup>**:

What are  
your Values?

What are  
your Talents?

What do  
you enjoy?





# How to Find a Suitable Job?

- There are many online boards and search engines:
  - [LinkedIn](#)
  - [Glassdoor](#)
  - [Indeed](#)
  - [Monster](#)
  - [Ed2010](#) or [MediaBistro](#) for editorial jobs
  - [eFinancialCareers](#) for finance-related jobs
  - [engineering.com](#) for engineering jobs
  - Setting up Google Alerts is useful, too.



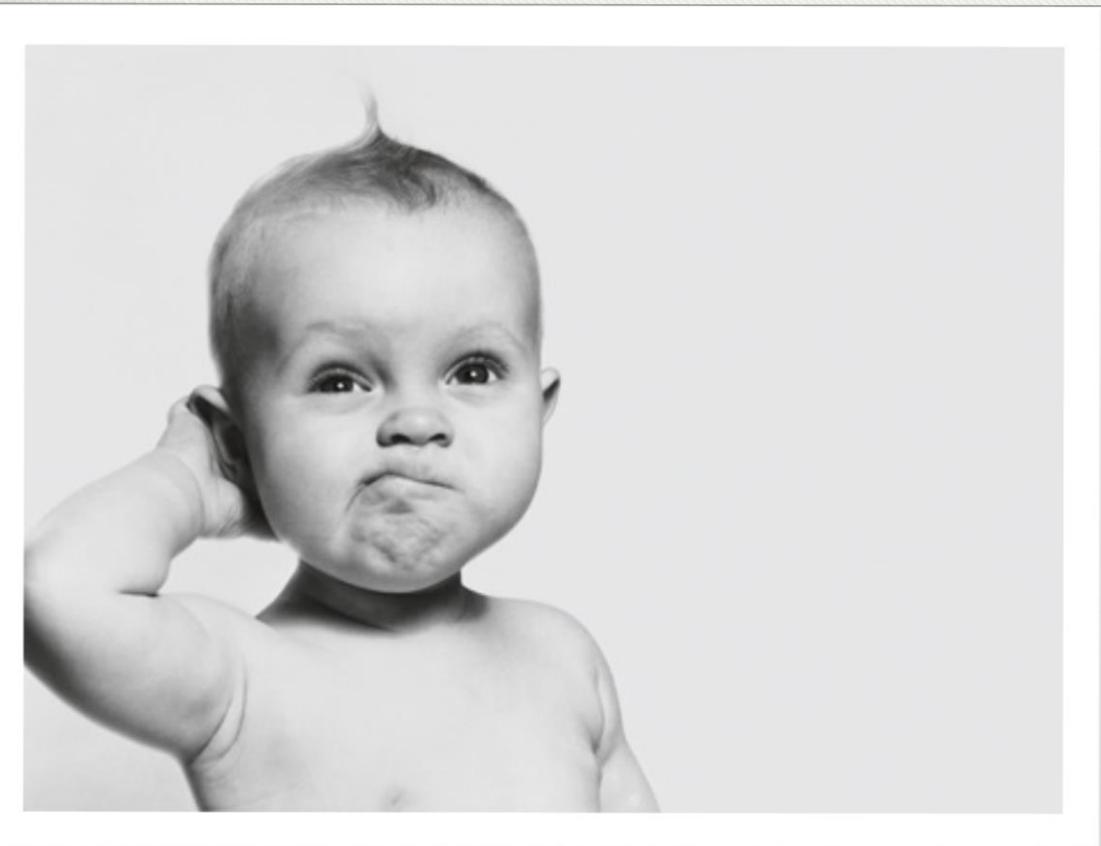
- The most successful activity to find a job:
  - Build up **your network**<sup>1</sup>



## Know Your Preferences

- There are thousands and thousands of jobs!
  - Searching through all of them is exhausting.
- You have to know “**what you want.**”
  - It’s called *Self Reflection*.
- A sample list:

– Job location	- Your role
– Company mission	- Time flexibility
– Remote or On-site	- Full-time or Part-time
– Growth Opportunity	- ...
- Separate your **job needs** and your **job desires**
  - Draw a distinction between **must-have** vs **nice-to-have**



If you don't find any preferences, ask yourself  
**if you'd be happy in any position.**



# How to get prepared for work?

- The opening ceremony is “**Interview!**”.
  - Since when do you have to get prepared for the interview?

**Acing an interview starts well before the interview itself — years before, in fact.**

Without a great resume, there is no interview.

&

Without great experience, there is no great resume.



Without great experience, there is no interview.

- If you lack encouragement or goal:
  - Think about the interview as a deadline.

**“The difference between a dream and a goal is a deadline.” – Steve Smith**



# How to get prepared for work?

- How to get experienced while education?
  - Take classes that have projects. (**And do them!**)
  - Get an Internship. (**They pave the way** of getting a job.)
  - Start building something on your own. (or **Contribute** in OSSs)
  - Participate in **Hackathons** (Programming contests.)
  - Accomplish online courses.
  - Use your nights and weekends.

**3-12 months before Interview(s):**

Make a target list of companies

Create targeted Resume(s)

Practice Interview

Send Job applications

Build Projects outside of School

Learn Multiple Programming Languages

Implement data structures and algorithms from scratch

Build your website/portfolio & Update your resume

Expand your Networks with other students, professors, ...



# A Successful Job Application

- A targeted **Resume/CV**
- A formal **Cover Letter**
- An active **Social Profile**
- An effective **Interview**



**1**

CV/Resume, Cover Letter, LOI, SOP, ...

**2**

Soft Skills & Hard Skills

**3**

Various kinds of Interviews



# CV/Resume, Cover Letter, LOI, SOP, ...

- **Resume** contains an outline of skills, capacities, and achievements
- **CV** is A Latin word which stands for *Curriculum Vitae* means **Course of Life** and is more extended than resume
- **Cover Letter** sent with a resume and conveys additional information about the applicant.
  - It targets a specific position.
- **Letter of Interest** is like Cover Letter but it doesn't target a specific position.
- **Statement Of Purpose (Letter of Intent)** is basically like Cover letter but targets for a University.
  - It's a bridge between your past and the future you are eager to build with the degree
  - It's about who you are, what has influenced your academic and career path so far, your professional interests.
- **Personal Statement** lets you share your experiences in your personal life, your education, ...
  - About who you are and what is your history
- **Letter of Motivation** like SOP usually forward-looking and connects your past career experiences to future.
  - is addressed to the admission members and show the reasons describing why you want to be accepted to the chosen program.
- **Study Plan** is like SOP and sometimes includes planned schedule.

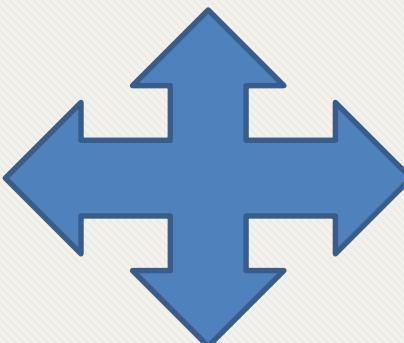
Don't Worry! There are many templates out there!



# Soft vs. Hard Skills

- Soft Skills:
  - Frank behavior
  - Resource Management
  - Multitasking
  - Responsibility of office equipment
  - Goal Setting and meeting goals
  - Communication
  - Creativity
  - Self-Confidence
  - Stress management
  - Documentation
  - Teamwork
  - Self Control
  - Work Ethic

Hard skills require a higher level of IQ or the **Intelligent Quotient** of a person



Soft Skills can be called the EQ or the **Emotional Quotient** of a person

- Hard Skills:
  - Logical Thinking
  - Programming Languages
  - Programming Frameworks
  - Technical abilities
  - Language Proficiency
  - Specific Software
  - Analysis tools
  - Algorithm design
  - Debugging abilities
  - Testing abilities
  - Requirement gathering
  - Research



# Various Kinds of Interviews

Based on the count of people involved	Based on the planning involved	Based on judging the abilities	Based on the facilities or settings	Based on the task
Personal interview	A structured interview	Behavioral-based interview	Telephonic interview	Apprenticeship interview
Group interview	Unstructured interview	Problem-solving interview	Online interview	Evaluation interview
Panel interview		Depth interview	Job Fair interview	Promotion interview
		Stress interview	Lunch interview	Counseling interview
			Tea interview	Disciplinary interview
				Persuasive interview



1

What are the purposes of a Resume?

2

Sections of a Resume



3

Resume quality control

4

Targeted Resume

5

Cover Letter



# What are the purposes of a Resume?

- **Resume** is the most important part of a job application.
- It's main purpose is to get you **an interview**, not a job!
- It's not a 1h task! You have to keep refining it throughout your career.
- Don't worry about Resumes' contents in different countries.
  - In USA, it isn't normal to have picture or marital status, but in Germany it is.
  - In USA, Resumes are normally **1-page**, or 2-page if you are experienced.
- The important thing is to communicate your experience in a concise manner.
- **In average**, hiring managers only spend **6 to 10 seconds** on a Resume<sup>1</sup>.
- There are many templates and Resume generators on the web.

Remember that: **Less is More!**

**PROFILE**  
Brief CV introduction where the holder can give his/her basic information. It is often used to showcase personal details such as name, address, contact information, and sometimes a short bio or summary of qualifications and interests.

**ACHIEVEMENTS**

Year	Achievement	Description
2010	BIG PROJECT	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
2011	BIG PROJECT	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
2013	BIG PROJECT	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
2014	BIG PROJECT	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**EDUCATION**

Year	Education	Description
2006 - 2009	LOREM IPSUM DOLOR SIT AMET	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
2009 - 2013	LOREM IPSUM DOLOR SIT AMET	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
2013 - NOW	LOREM IPSUM DOLOR SIT AMET	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**WORK EXPERIENCE**

Year	Position	Description
1997-2001	LOREM IPSUM DOLOR SIT AMET	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
1997-2001	LOREM IPSUM DOLOR SIT AMET	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
1997-2001	LOREM IPSUM DOLOR SIT AMET	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

<sup>1</sup> <https://cdn.theladders.net/static/images/basicSite/pdfs/TheLadders-EyeTracking-StudyC2.pdf>



# Resume Sections

## 1. Header

- Name, which is very noticeable.
- Appropriate contact information.
- Links to other online profiles.

## 2. Education

## 3. Professional Experience

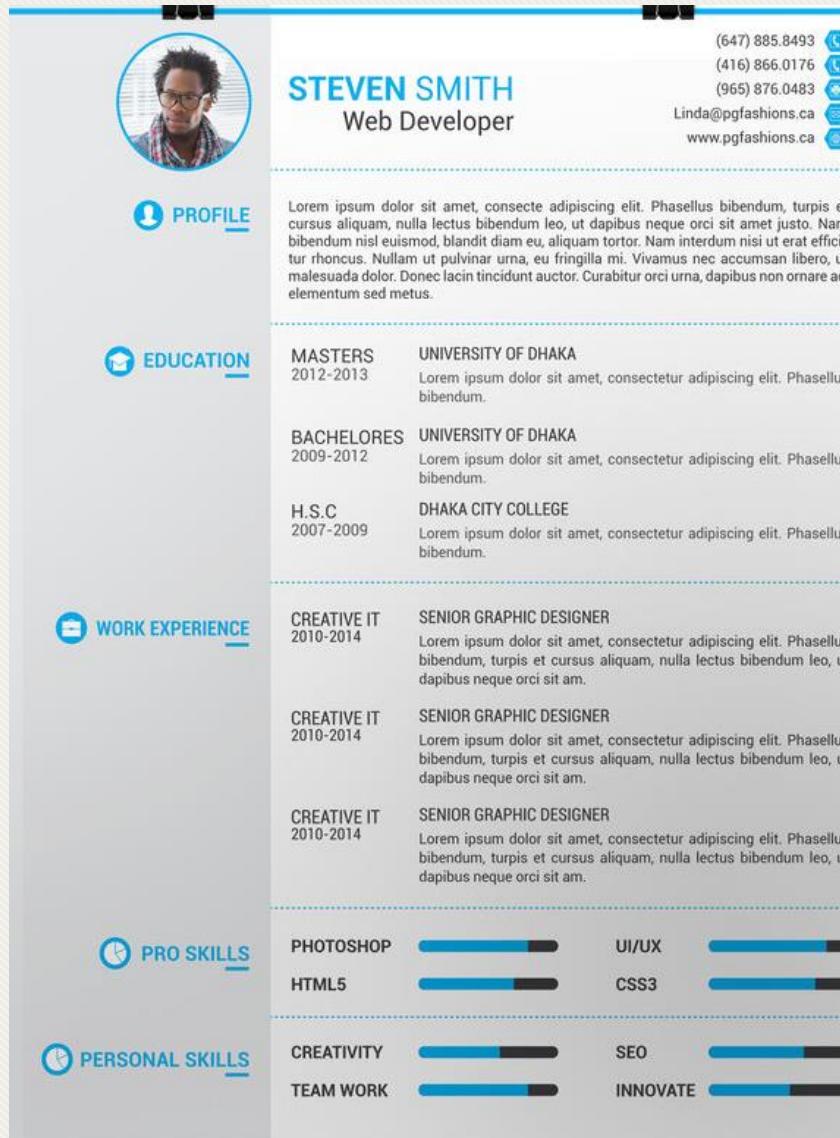
## 4. Skills Section

## 5. Apply to a University? Include:

- Research Interests
- Publications

## 6. Optional sections (can be found in CVs):

- Hobbies
- References
- Volunteer Activities
- Honors and Accomplishments
- Projects



- If any section is not strong, emphasize others.
- Volunteer work shows:
  - You can work in a team.
  - Meet the deadlines.
  - Multi task
  - But remove them if you have professional experience (not in CV)
- In Skill section, write as technical as possible.
  - Not Microsoft apps
- Don't write down soft skills
  - Demonstrate them in other parts



# Resume Sections cont.

- Use action verbs. Why?
  - Before your resume reaches a set of human eyes, it passes through an applicant tracking system (ATS).
  - These systems filter resumes based on keywords, which often include action words.
  - They highlight your skills and experience
  - They make your resume easier to read.
- In projects, always show three things:
  - What you did?
  - How you did it?
  - What are the results?
- Use Numbers (report quantitatively)
  - Best way to provide Evidence about your skills
  - Compare these:

Increased the web application speed.

Reduced object rendering time by **75%** by implementing **distributed caching**, leading to a **10%** reduction of the whole web application latency.

Changed a lightbulb

Single-handedly managed the successful upgrade and deployment of new environmental illumination system with zero cost overruns and zero safety accidents!

A Joke!

**BUSINESS NEWS DAILY**

## RESUME CHEAT SHEET

**PHRASES TO USE**

<b>Communication</b>	<b>Organizational Skills</b>
<ul style="list-style-type: none"> <li>writes clearly and concisely</li> <li>speaks effectively</li> <li>listens attentively</li> <li>openly expresses ideas</li> <li>negotiates/resolves differences</li> <li>leads group discussions</li> <li>provides feedback</li> <li>persuades others</li> <li>provides well-thought out solutions</li> <li>gathers appropriate information</li> <li>confidently speaks in public</li> </ul>	<ul style="list-style-type: none"> <li>handles details</li> <li>coordinates tasks</li> <li>punctual</li> <li>manages projects effectively</li> <li>meets deadlines</li> <li>sets goals</li> <li>keeps control over budget</li> <li>plans and arranges activities</li> <li>multi-tasks</li> </ul>
<b>Management Skills</b>	
<ul style="list-style-type: none"> <li>leads groups</li> <li>teaches/trains/instructs</li> <li>counsels/coaches</li> <li>manages conflict</li> <li>delegates responsibility</li> <li>makes decisions</li> <li>directs others</li> <li>implements decisions</li> <li>enforces policies</li> <li>takes charge</li> </ul>	
<b>Interpersonal Skills</b>	
<ul style="list-style-type: none"> <li>works well with others</li> <li>sensitive</li> <li>supportive</li> <li>motivates others</li> <li>shares credit</li> <li>counsels</li> <li>cooperates</li> <li>delegates effectively</li> <li>represents others</li> <li>understands feelings</li> <li>self-confident</li> </ul>	
<b>Research and Planning</b>	
<ul style="list-style-type: none"> <li>forecasts/predicts</li> <li>creates ideas</li> <li>identifies problems</li> </ul>	

• accepts responsibility

- meets goals
- identifies resources
- gathers information
- solves problems
- defines needs
- analyzes issues
- develops strategies
- assesses situations

**ACTION WORDS**

advises	establishes	improves	oversees
compiles	examines	influences	prepares
critiques	generates	invents	recruits
coaches	guides	motivates	resolves
designs	hypothesizes	negotiates	supervises
directs	illustrates	orders	trains
			upgrades

**WORDS TO AVOID**

tries	objectives
cliché	responsibilities include
references available	loves
upon request	

**FONTS TO USE**

Arial	Garamond
Calibri	Georgia
Century Old Style	Times New Roman
	Trebuchet MS



# Resume Quality Control

- Make sure it looks nice:
  - No miss-alignment
  - No weird colors or formatting
  - Make sure the readers' focus is on the important words
- Make sure links are clickable
- No spelling or grammatical errors
  - Most companies throw out your resume just because of a typo. Why?!
  - It means you don't pay attention to the details. And that is a **red** line!
- Almost everything on the 2<sup>nd</sup> page is ignored.
  - Remember the 6s span.
  - Keep the most important things on the 1<sup>st</sup> page.
- Share the resume only as a PDF with a proper name.
  - Name your resume by your first and last name.
  - No strange file types. That includes **.doc**, **.docx**, **.tex**, **.txt**, **.ppt**, or even **.exe**!

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## About

Despreneur is a magazine about design, technology and entrepreneurship. Nowadays designers play major roles in successful startups and established companies. A Despreneur, coined by us, is a new breed of human being – a designer with entrepreneurial mindset. If you are a designer who has an entrepreneurial fire or an entrepreneur with a passion for design, here you will find everything you need – information about design careers, kickstarting and successfully running your own business.

## Job Experience

2013-Current	<b>Despreneur</b> London, UK Founder and editor-in-chief of the educational magazine for design entrepreneurs.
2013-2013	<b>Studio N3RD</b> London, UK Full-time user interface designer at Studio N3RD. My responsibilities included concept development, user experience design, user interface design and front-end development.
2009-2010	<b>WebDesignFan</b> Panevezys, Lithuania Founder and editor-in-chief. Successfully branded and managed web design oriented online publication. In a short span of time built a community of creatives including 50,000 unique visitors/month, 1,500 RSS subscribers and 15,000 Twitter followers.
2008-2009	<b>Iniwoo - Graphics can Talk!</b> Panevezys, Lithuania Founder and editor of blog for creatives focusing on tutorials and resources of digital design industry. Blog was successfully sold.

## Education

2011-2013 Business Academy Aarhus
Multimedia Design & Communication
1991-2011 Naujamiestis Secondary School
High school education

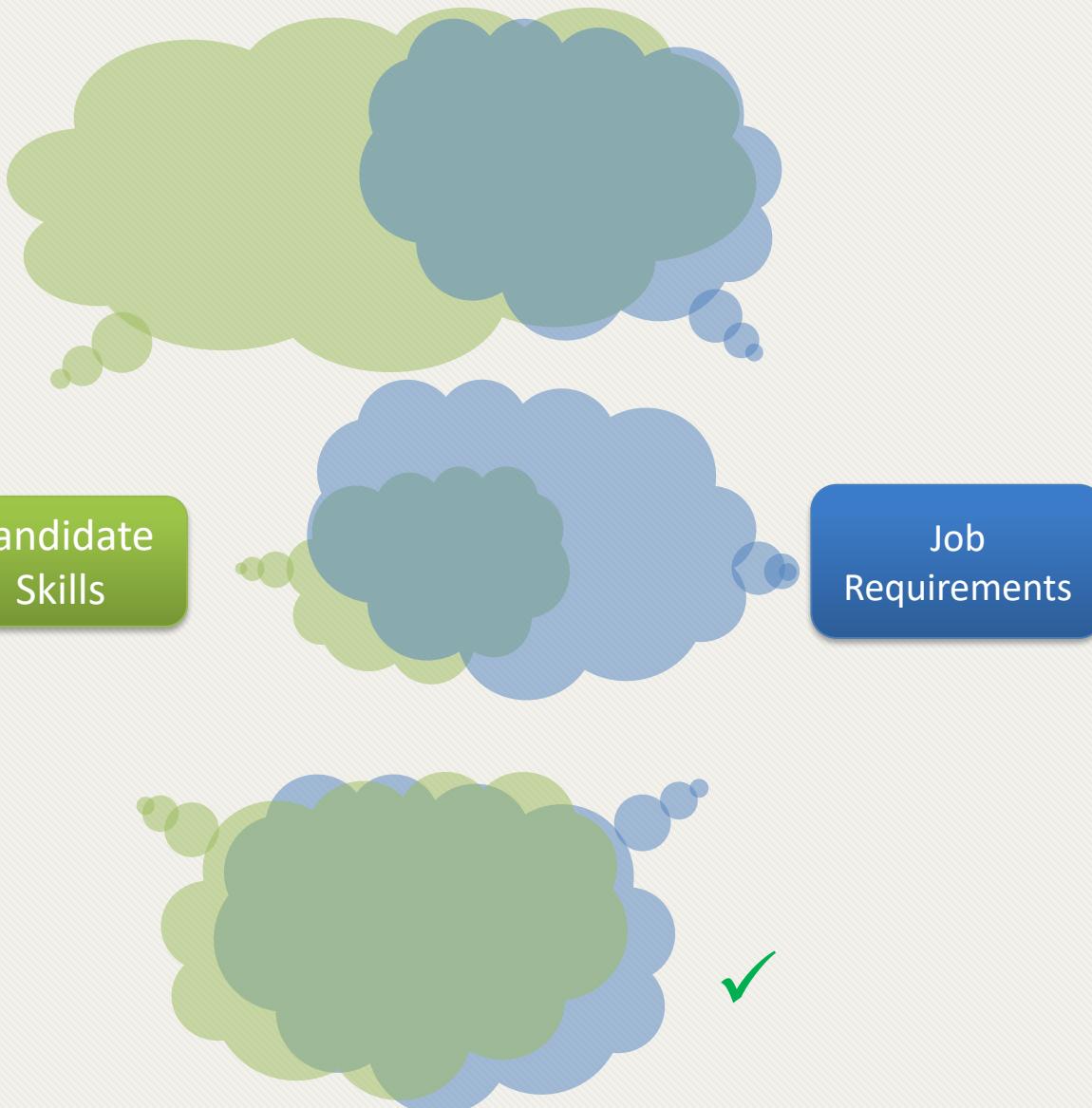
## Skills

Web Design	★★★★★
UI/UX Design	★★★★★
Social Media	★★★★★
Blogging	★★★★★
Web Development	★★★★★
Branding	★★★★★



# Targeted Resume

- What is a targeted resume?
  - Why editing a resume for a specific job?
  - To maximize the overlap between job requirements and the job candidate skills.
- One Master Resume and a couple of targeted ones.
- Edit targeted resumes
  - The first thing on the resume has to be the most relevant activity that the job candidate has.





# Cover Letter

- A **targeted formal letter**, it is ineffective to copy/paste
  - 1-page letter, addressed to the HR manager of the company
  - Usually 4 paragraphs (Intro, 2 body paragraphs, and a conclusion)
  - It has to be concise, captivating, and contains memorable information.
  - You have to show you have a big picture in mind.
  - You have connect previous relevant experiences with their position
- Starts with why you are excited and passionate about this job.
- Next, expand how you find this job as your ideal one
  - Show a lot of passion. Sometimes it counts more than your current skills.
- After that, expand your related experiences and projects
  - 1 detailed project is better than multiple, vague, and general one.
- In the conclusion paragraph, show your gratitude and mention why you are a good a candidate and how you fit into the company.

John Doe  
Customer Service Professional

To:  
Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc.  
321 Employment Avenue.  
San Francisco, CA  
21 March, 2019

john.doe@gmail.com  
416-821-9879  
San Francisco, CA  
linkedin.com/in/john.doe  
john.doe

Dear Ms. Johnson,

With a formal background in marketing paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public Relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and the public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$10,000 for the event.

I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 416-821-9879 or email me at john.doe@gmail.com.

Thank you for your consideration.

Sincerely,  
John Doe





1

Why online profiles are important?

2

Optimize LinkedIn

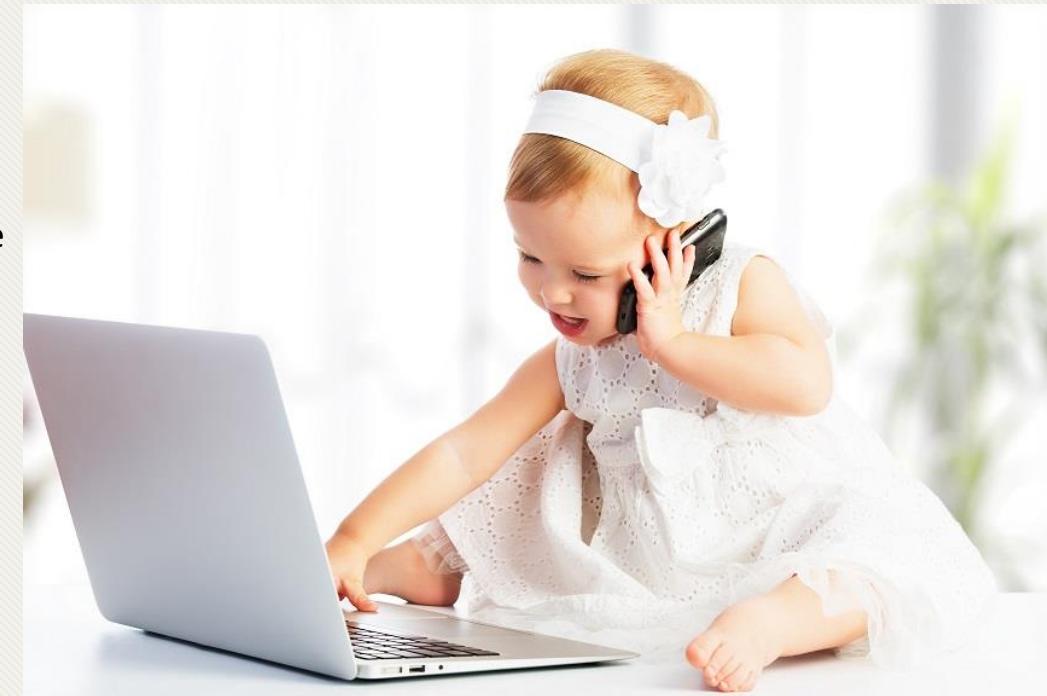
3

A few notes on GitHub



# Why Online Profiles?

- The more activity/information about you online, the more chance for you to find new opportunities.
  - Or even have the opportunities find you.
  - You don't know where the opportunities come from, but you have to make sure that you won't miss out an opening.
- Networking give you access to more job boards.
  - Even joining job boards that are not open to public.
- Personal branding can be done effectively using online tools.
- Why **LinkedIn** ?
  - Almost 630m LinkedIn users.
  - At least 100m jobs are posted every month<sup>1</sup>





# Optimize LinkedIn

- Make your own Elevator Pitch.
  - It's like a *sales pitch* or *sales talk*
  - What do you want employers to know about you?
  - What are you most proud of?
  - What is your dream job? What is your passion in your career?
- Include as many keywords as possible in your pitch.
  - It helps bots to find you faster.
- Write as the first person.
- Include your abilities and most important experiences

## My Elevator Pitch

I'm a **Java** developer who loves working with **big data** and **parallel-processing** platforms and programming models (such as **Apache Spark**). Recently I am working on **optimizing** the performance of programs, especially with **GPUs** and other parallel architectures, and want to give it a shot to **Machine Learning**, too. I also have an insatiable enthusiasm to work as a **teacher**, and right now I am struggling to find a way to combine my deep passion for **education** with my experience in **computer science**.



## Optimize LinkedIn cont.

- **Headline:**
  - Appropriate name and username
  - Your current job title
  - Or your last degree
- **Profile Picture:**
  - A professional picture from your head and shoulders with high resolutions.
  - No inappropriate environments, no selfie, and not including other people
  - Don't worry about your online trace! They have already had everything<sup>1</sup>
- **Summary**
  - It's your elevator pitch
- **Work experience and Accomplishments**
  - Add course, projects, and honors or awards
  - Consistent with your resume
- **Boost your visibility by:**
  - Post, like, comment, endorse, recommend, ...
  - Follow your colleagues, teachers, friends, families, ...





# Optimize GitHub

- Learn Git!
- A good Profile picture.
- Your name and username.
- Contribution chart
  - First thing HR will take a look at
- Starred Repos & Contributed Repos
- Commit messages
- Documentation
  - Repository READMEs
  - It's really important.
  - You'll thank yourself more than anyone.
  - Watch the course on *Writing READMEs*<sup>1</sup>



Linus Torvalds  
torvalds

[Follow](#)

Linux Foundation

Portland, OR

[Block or report user](#)

## Organizations



Overview    Repositories 6    Projects 0    Stars 2    Followers 101k    Following 0

Popular repositories

<b>linux</b> Linux kernel source tree C    81.7k    28.6k	<b>uemacs</b> Random version of microemacs with my private modifications C    447    68
<b>test-tlb</b> Stupid memory latency and TLB tester C    240    79	<b>pesconvert</b> Brother PES file converter C    122    15
<b>subsurface-for-dirk</b> Forked from Subsurface-divelog/subsurface Do not use - the real upstream is Subsurface-divelog/subsurface C++    104    33	<b>libdc-for-dirk</b> Forked from Subsurface-divelog/libdc Only use for syncing with Dirk, don't use for anything else C    54    20

2,484 contributions in the last year



1

Before Interview

2

During Interview

3

After Interview



# Before Interview

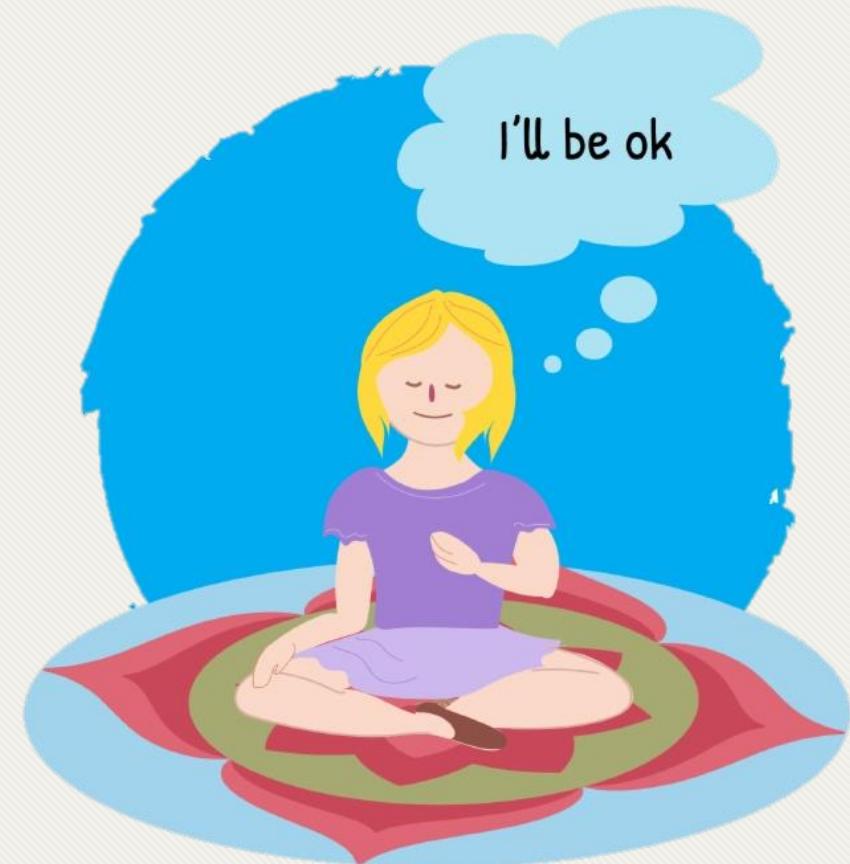
- Memorize your resume!
  - You have to be able to talk about your resume sections in details.
- Practice Interview (better with real HR managers)
  - It is also a good way to networking. (thumbs up!)
- Prepare your questions from the interviewer.
  - It shows that your are interested into the position.
  - It shows that you have put a little preparation in it.
  - It gives you a good position in their mind.
- Research about these areas:
  1. About yourself!
    - Write down your relevant qualifications
    - How you can meet their expectations.
    - How you can add value to the company





## Before Interview cont.

- Research about these areas:
  - 2. About the employer
    - You can use [Glassdoor](#) and [Vault](#) to get reviews from employees
    - Their CEO, HR, HM, ...
    - History and culture of the company
- Work on your self-confidence and stress.
  - You are maybe not an actor, so you need to manage your feelings when you are speaking in front of others. **Practice** is the key.
- Being on-time is late!
  - Be there around 15 minutes earlier.
- Dress nicely and professionally.
  - Wear a nice perfume, moderately!
  - Pay attention to their culture. You have to fit in it!





## During Interview

- The first impression almost decides the interview outcome
- Bring a pen & Notebook
  - It shows you are detailed oriented.
  - Also resume/CV & cover letter
- Be confident, not arrogant.
- Makes eye contact, do not stare like a creep!
  - It shows confidence
- Give a firm handshake, not more than 2 seconds!
  - Do not hug or kiss the interviewer! (hands on face!)
- Smile! And be energetic, not too much enthusiastic.
- Never interrupts, always speak when you are asked for.
  - Be an active listener.
- Never put your hands in your pocket.
- Don't make any annoying noises, and don't chew gums





## During Interview cont.

- Don't play with your hair
  - It looks unconfident, anxious, or uncomfortable
- Turn off your phone.
- Don't bring anything strange to the interview.
- Try not to tell any jokes.
- Prepare for behavioral questions:
  - Why do we have to hire you?
  - What are your weaknesses?
    - Don't say something like: "My greatest weakness is that I work too hard!"
  - Why do you want to work for this company?
  - Why are you leaving your current company?
  - Other behavioral questions<sup>1</sup>.
- Ask the interviewer your questions.
- Substantiate your strengths with specific examples. (short stories)



Power of  
"Yet"

### Growth Mindset Vs. Fixed Mindset<sup>2</sup>

- If you don't know any special skill or software, and you are asked about it, don't answer with "~~No, I don't know~~".
- Try to go with: "**Not yet. I will work on it.**"
- It shows you have a growth mindset.



## After Interview

- Give a firm handshake and show your gratitude.
- Send an Email as well.
- Check the status with your employment
  - Not fast, not late
  - “I haven’t heard about them since 4 years ago!  
Do you think I should send an email?!”





- Book: Cracking the coding Interview
  
- Udacity Courses:
  - <https://www.udacity.com/course/strengthen-your-linkedin-network-and-brand--ud242>
  - <https://www.udacity.com/course/refresh-your-resume--ud243>
  - <https://www.udacity.com/course/craft-your-cover-letter--ud244>
  - <https://www.udacity.com/course/optimize-your-github-profile--ud247>
  - <https://www.udacity.com/course/full-stack-interview-prep--ud252>
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- <https://www.instagram.com/sharifcareerschool/>
- <https://www.businessnewsdaily.com/15157-job-hunting-101.html>
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- [How to Ace a Job Interview: 10 Crucial Tips](#)
- [Interview Videos in wisestep](#)
- [Management consultancy International](#)
- [Mc Graw Hill education video](#)
- [bright side: 12 things that ruin first impression](#)



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- <https://www.businessnewsdaily.com/6391-the-only-resume-cheat-sheet-you-will-ever-need.html>
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### More Resources:

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- <https://www.wikihow.com/>
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- <https://career-resource-center.udacity.com/>
- <https://career-resource-center.udacity.com/networking/informational-interviews>

# Thank You 😊



Instead of Blaming darkness let's light a candle



**Questions, Comments,  
and Ideas are Welcome!**

