INTERVIEW MASTERY

Types of interviews

HR

Technical

Behavioral

Panel

What recruiters look for?

Attitude

Clarity

Confidence

Culture fit

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THINGS TO DO THE DAY BEFORE INTERVIEW

Research the company beforehand

Social media presence

Prepare for the FAQs well

Prepare and organize all the documents beforehand

Prepare some questions for the interviewer

Seek help/rehearse your answers

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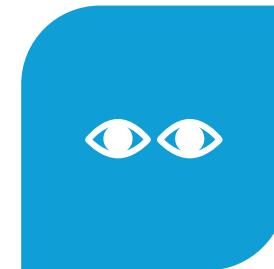
GET READY WITH

MULTIPLE COPIES OF RESUME/CV

DRESSING

PUNCTUALITY

COMPLETE KNOWLEDGE OF YOUR RESUME

TO ANSWER THE INTERVIEWER: BE READY WITH

$ How can you benefit them?

How are your past achievements related to the company's profile?

Words ready about your previous organization and work-profile(applicable for internships you did as well)

INTERVIEW ETIQUETTES

DON'TS AT THE INTERVIEW

Place your mobile in silent mode/flight mode

Don't smell like a smoke

Don't make excuses for delay

No hard or too firm handshake

Don't talk over your interviewer

Don't act desperate about the job

Don't make an impression of interest only in salary

Your interview is not over till you drive down the road.

An interview is not just about skills

WHAT IS OBSERVED AT AN INTERVIEW?

- Punctuality
- Dressing
- Grooming
- Body language
- Behavior
- Etiquettes

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WHAT ARE ETIQUETTES?

- Good manners

- Polite nature

- Make you look cultured

- Teach you how to behave in a society

- Improves confident interactions

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PUNCTUALITY

DRESSING

Women

- A neatly ironed blouse and skirt/pants, Indian formals(with accordingly draped dupatta).

- No bright colored dresses

- Hair should be cut recently or pleated neatly

- No prominent make up

- Less jewellery, no anklets, no funky gadgets

- Polished shoes/sandals

- Mild perfume

Men

- A neatly ironed shirt and trousers, tucked and tied, with cuffed buttons.

- No bright colored dresses

- Hair recently cut, neatly combed and gelled (if required)

- Neatly shave and groomed

- Less jewellery, no funky gadgets

- Polished formals shoes

- Mild perfume

GROOMING

- Hair
- Eyebrows
- Eyes
- nose
- Lips
- Jewelry
- watch

- Nails
- Dress
- Smell
- Footwear

ETIQUETTES TO REMEMBER

At the waiting hall

While entering the interview room

Before you sit

Offering your resume

Handshake

Hand gestures

Sitting position

Placement of hands

Positioning your legs

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Assignment Activity

Prepare, print and carry your resumes with you to the tomorrow's session

FAQs AT INTERVIEWS

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Keep the following ready before your interview:

- What are you best at?
- Which technical skills are you strong at?
- What are your strengths?
- What are your weaknesses?
- What is unique about you?
- Why are you looking for a job?
- Leadership – initiation, problem solving, critical thinking

TELL ME SOMETHING ABOUT YOURSELF

Elevator pitch/TMSAY

Name

Qualification

Skillset

Projects ad accomplishments

Aim/goals

Why this job!

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Example

- "I'm a software engineering student with a strong foundation in full-stack development and a passion for solving real-world problems through technology. I've worked on several projects, including a task management app and a chatbot, and recently interned at XYZ Corp where I improved backend performance by 30%. I'm now looking to apply my skills in a dynamic team environment."

confidence, enthusiasm and the passion that you answer with

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WHAT ARE YOUR STRENGTHS?

WHAT ARE YOUR STRENGTHS?

- I'm highly analytical and detail-oriented, which helps me write clean, efficient code. I'm also a strong communicator, which makes collaboration easy in cross-functional teams."

how positive do you think of yourself

WHAT ARE YOUR WEAKNESSES?

WHAT ARE YOUR WEAKNESSES?

- "I used to struggle with delegating tasks, but I've learned that trusting teammates and focusing on my strengths improves team productivity.

Can you identify your weakness and cover it up

WHY SHOULD WE HIRE YOU?

WHY SHOULD WE HIRE YOU?

- "I'm a quick learner, I work well with others, and I'm genuinely excited about this role. I've built solid skills through my projects and internship, and I'm ready to contribute and grow with your team.

- I bring a blend of technical skills, adaptability, and a growth mindset. I've demonstrated initiative in my projects and internships, and I'm eager to contribute meaningfully to your team.

WHERE DO YOU SEE YOURSELF IN 5YEARS?

WHERE DO YOU SEE YOURSELF IN 5YEARS

- I see myself as a senior developer or tech lead, mentoring juniors and contributing to strategic decisions in product development.

- In the next five years, I plan to hone my expertize in project management. I would like to collaborate on more complex projects and learn from experienced professionals in the field. I also plan to pursue a certification in Agile methodologies to streamline processes and deliver higher-quality results

Never give a straight answer of being the CEO of the company

WHAT MOTIVATES YOU?

• Solving complex problems and seeing my work make a real impact motivates me. I also enjoy learning new technologies and improving my skills."

• What motivates me is the desire to be better than yesterday. I want to improve myself in someway so that I can become the best possible version of myself.

COMPANY ORIENTED QUESTIONS

Why should we hire you?

- I bring a strong foundation in software development, a collaborative mindset, and a passion for continuous learning. I'm confident I can contribute meaningfully to your team.

Prove that you are the best fit for this job.

Prove that you are the best fit for this job.

- My technical skills, adaptability, and proactive attitude make me a strong match for this role. I've demonstrated success in similar environments and am eager to contribute.

Why did you choose this career?

Why did you choose this career?

- I've always been fascinated by technology and its potential to solve real-world problems. Software development allows me to combine creativity with logic.

Why are you applying for a different field from yours?

Why are you applying for a different field from yours?

- While my academic background is in a different field, my interests and skills have evolved toward this domain. I've taken steps to upskill and am confident in my ability to contribute

Why should we hire a fresher instead of an experienced professional?

Why should we hire a fresher instead of an experienced professional?

- As a fresher, I bring fresh perspectives, a strong willingness to learn, and adaptability. I'm also cost-effective and can be molded to fit your company's culture and processes

What do you know about our company?

What do you know about our company?

- Positive attributes of the company – established year, CEO, head-quarters, global presence, products/services, clients names, platforms they work on, etc

Random interview or serious?

SKILL ORIENTED QUESTIONS

Why were you keen towards only one technical skill?

- I focused on one skill first to become really good at it. Now that I'm confident, I've started learning other skills too. I believe it's better to master one thing properly before moving on

- I chose to specialize in one technical skill initially to build a strong foundation and deliver high-quality work. Depth in one area has helped me understand core concepts better. Now, I'm expanding into other technologies to become more versatile and contribute across different domains

How do you stay organized and manage your time effectively?

How do you stay organized and manage your time effectively?

- Simple:

"I use a planner and make a to-do list every day."

- Professional:

"I use tools like Notion and Google Calendar to plan tasks, set priorities, and track progress. I also review my goals weekly to stay aligned."

How do you handle change?

How would you approach a task that required you to learn a new skill quickly?

- "I'd start by understanding the core concepts through documentation and tutorials, then apply the skill in a small project to reinforce learning.. I practice vigorously and never give up on learning"

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What are your expectations from this job?

What are your expectations from this job?

- I expect to gain hands-on experience, contribute to impactful projects, and grow professionally through mentorship and learning opportunities."

What are your career goals?

- Simple:

"I want to become a good developer and work on big projects."

- Professional:

"My goal is to become a skilled software engineer, eventually leading teams and contributing to product strategy and innovation."

Have you attended any interview before this? If yes, what was the outcome and why?

Have you attended any interview before this? If yes, what was the outcome and why?

- Simple:

"Yes, I attended one. I didn't get selected, but I learned how to improve my answers."

- Professional:

"Yes, I've attended a few interviews. While I wasn't selected in one, I received valuable feedback that helped me refine my communication and technical preparation."

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What are you learning these days?

- Simple:

"I'm learning Python and how to build websites."

- Professional:

"I'm currently learning Python and exploring web development frameworks like Django and React to build scalable applications."

How do you keep yourself updated with developments in the industry?

How do you keep yourself updated with developments in the industry?

- I stay updated by following industry blogs, subscribing to newsletters like Hacker News and TechCrunch, and participating in developer communities

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BEHAVIORAL INTERVIEW QUESTIONS

STAR Method for answering Behavioral questions

- What is STAR method?

- Importance in interviews

Eg: Tell me about a time, when you made a mistake.

- **Situation:**

     I'm the kind of person who likes to learn from every mistake. When i started my work in my last role, i was eager to impress and so i took up many tasks and responsibilities without first considering how long each one wud take.

- **Task:**

     Although it was my task to ensure everything completed on time, i ended up missing an important deadline due to the workload i had committed to, which was entirely a mistake.

- **Action:**

After apologizing to my manager and i made sure to keep system in place to ensure this mistake never repeats. I kept a priority list of task and the time it wud take to complete each one.

- **Result:**

     By using a more methodical and considered approach on task completion i could safely take on responsibilities knowing everything wud be successfully completed on time and as requested.

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Tell me about your experience with problem solving.

- Simple:
  "I try to understand the problem clearly, break it into smaller parts, and then solve each part step by step. I also ask for help if needed."

- Professional:
  "I approach problem-solving by analyzing the root cause, breaking it down into manageable components, and applying logical strategies. I also collaborate with peers when necessary to ensure effective solutions."

How do you cope with stress?

- Simple:
  "I take short breaks, talk to someone, and focus on one thing at a time. It helps me stay calm."

- Professional:
  "I manage stress by prioritizing tasks, maintaining a structured schedule, and practicing mindfulness. I also believe in proactive communication to avoid last-minute pressure.

What was the toughest decision you made till date?

- Simple:
  "Choosing between two internships was hard. I picked the one that helped me learn more."

- Professional:
  "One of the toughest decisions was choosing between two competitive internship offers. I evaluated long-term growth, mentorship opportunities, and alignment with my career goals before making a choice."

Tell me about a time you made a mistake and how you learned from it.

- Simple:
  "I once missed a deadline because I didn't plan well. I learned to use a planner and set reminders."

- Professional:
  "During a project, I underestimated the time required for testing, which delayed delivery. I learned the importance of buffer time and now incorporate risk management in my planning."

Tell us a little about your hobbies and interests.

- Simple:

"I like reading, playing chess, and watching tech videos."

- Professional:

"I enjoy reading non-fiction, playing strategic games like chess, and staying updated with tech trends through blogs and podcasts.

Describe a time you took initiative for something

- Simple:
  "I started a coding club in college to help others learn programming."

- Professional:
  "I initiated a peer-learning group in college to support students struggling with data structures, which improved overall performance and engagement."

Can you handle working under pressure?

- Simple:
  "Yes, I stay calm, focus on the task, and ask for help if needed."

- Professional:
  "Absolutely. I thrive under pressure by staying organized, prioritizing tasks, and maintaining clear communication with my team."

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5 stories that you need to be ready with to crack a behavioral interview

- Leadership story to show that you can influence and lead
- Team work story that explain your team-playing skills
- Decision making situations
- Handling pressure situations
- Overcoming challenges and learnings from failures

RESUME BUILDING

Resume vs CV

Resume	CV
• 1-2 pages long	• 2 –20 or more pages
• Provides summary of your work experience and relevant skills for that job.	• Detailed version of your career, education and experience with accreditations.
• French – Summary	• Latin - Course of life
• More oriented towards non-academic	• More oriented towards academic
• Modified according to the job	• No modifications needed

A SOFTWARE FRESHER RESUME COMPRISES OF:

- Name
- Contact Information
- Career Objective (tailored to software roles)
- Education
- Technical Skills (languages, tools, frameworks)
- Projects (with tech stack and role)
- Internships/Experience
- Certifications
- Achievements
- LinkedIn/GitHub links

CONTACT

✉ info@resumekraft.com

☐ 202-555-0120

📍 Chicago, Illinois, US

in linkedin.com/resumekraft

SKILLS

Data Analysis

Problem Solving

Strategic Planning

Project Management

Communication Skills

Forecasting Abilities

Process Improvement

Financial Analysis

Leadership Skills

Team Collaboration

LANGUAGES

English

French

Arabic

German

EDUCATION

Masters in Business Administration
Feb 2010 - Feb 2013
sd

BBM
Mar 2008 - May 2010
sd

Steven Harry

MANAGEMENT ANALYST

SUMMARY

Dedicated and analytical Management Analyst with 5+ years of experience in conducting thorough research, analyzing data, and implementing effective strategies to improve organizational efficiency. Skilled in project management, data interpretation, and identifying areas for operational improvement. Strong communication skills and a proven track record of driving positive results. Committed to continuous learning and growth within the field of management analysis.

EXPERIENCE

Management analyst   Feb 2022 - Present
Bain & Company

- Conducting thorough research and analysis of existing business practices and processes
- Assisting with the development and implementation of strategies to improve operational efficiency and effectiveness
- Gathering and analyzing data to identify trends, patterns, and opportunities for improvement
- Creating and maintaining detailed reports and presentations summarizing findings and recommendations
- Collaborating with crossfunctional teams to identify and address organizational challenges and develop solutions
- Conducting interviews and workshops with employees and stakeholders to gather information and insight
- Monitoring and evaluating the impact of implemented changes and providing feedback for further refinement
- Providing support and guidance to management teams in decisionmaking processes
- Assisting in the development of budgets and financial forecasts based on analysis and recommendations
- Keeping up to date with industry trends and best practices in order to provide informed recommendations.

Management analyst   Feb 2017 - Jan 2022
McKinsey

- Conducts thorough analysis of an organizations operations, processes, and systems to identify areas of improvement
- Collaborates with management team to develop strategies and plans for enhancing efficiency and effectiveness of business operations
- Collects and analyzes data from various sources, such as financial records, customer feedback, and market research, to identify trends and provide insights
- Prepares reports and presentations summarizing findings and recommendations for management team and other stakeholders

Sample resume

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A STRONG CAREER OBJECTIVE

✕ "To work in a challenging environment…"

☑ "Aspiring software developer with hands-on experience in building web applications using React and Node.js, seeking to contribute to innovative tech solutions."

A FEW MORE CAREER OBJECTIVES

- "Detail-oriented computer science graduate with a passion for backend development, skilled in Java and MySQL, seeking to contribute to scalable software solutions in a dynamic tech environment."

- "Aspiring full-stack developer with hands-on experience in building responsive web applications using HTML, CSS, JavaScript, and React. Eager to apply problem-solving skills in real-world projects."

- "Recent engineering graduate with a strong foundation in data structures, algorithms, and Python programming. Looking to join a forward-thinking company to grow as a software engineer."

- "Motivated software fresher with internship experience in mobile app development using Flutter and Firebase. Seeking a role to innovate and learn in a collaborative tech team."

- "Tech enthusiast with a keen interest in cloud computing and DevOps, certified in AWS fundamentals. Ready to contribute to efficient deployment and automation processes."

- "Computer science graduate with a strong academic background and project experience in machine learning and Python. Looking to apply analytical thinking in AI-driven solutions."

- "Self-driven coder with a GitHub portfolio showcasing multiple web and desktop applications. Seeking a junior developer role to build impactful user experiences."

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EDUCATION/QUALIFICATION

- B.Tech in Computer Science

- Vasavi College of Engineering, Hyderabad

- Aug 2019 – May 2023

- CGPA: 8.6 / 10

- **B.Tech in Computer Science**, Vasavi College of Engineering, Hyderabad (2019–2023)
  CGPA: 8.6 / 10

  Intermediate (MPC), Narayana Junior College, Hyderabad(2017–2019)
      Percentage: 94%

      SSC, St. Paul's High School, Hyderabad (2016–2017)
  GPA: 9.5 / 10

Degree	Institution	Duration	CGPA/Percentage
B.Tech in Computer Science	Vasavi College of Engineering, Hyderabad	2019–2023	8.6 / 10
Intermediate (MPC)	Narayana Junior College, Hyderabad	2017–2019	94%
SSC	St. Paul's High School, Hyderabad	2016–2017	9.5 / 10

NAME SURNAME

Educator

Passionate and dedicated educator with a proven track record of fostering a positive and inclusive learning environment. Strong commitment to student success, utilizing innovative teaching methods to facilitate comprehensive understanding. Excellent communication and interpersonal skills to engage with students, parents, and colleagues effectively.

CONTACT

📞 +1 222 333 444

✉ surname.name@mail.com

📍 NY, USA

in /linkedin/in/surname.name

SKILLS

- Curriculum Development
- Classroom Management
- Smart Teaching
- Assessment and Evaluation
- Differentiated Instruction

SOFTWARE

- Microsoft Office Suite
- Google Workspace
- Moodle

LANGUAGES

- English (native)
- Spanish (bilingual)

INTERESTS

PROFESSIONAL EXPERIENCE

HIGH SCHOOL ENGLISH TEACHER – XYZ High School
Sept. 20XX – Oct. 20XX | NY, USA

- Developed and implemented a dynamic curriculum that enhanced students' critical thinking and analytical skills.
- Initiated and led a literature club with diverse literary works beyond the standard curriculum.

EDUCATIONAL COORDINATOR – ABC Education Foundation
Sept. 20XX – Oct. 20XX | NY, USA

- Developed and implemented a dynamic curriculum that enhanced students' critical thinking and analytical skills.
- Initiated and led a literature club, encouraging students to explore diverse literary works beyond the standard curriculum.

ESL INSTRUCTOR – Language Learning Center
Sept. 20XX – Oct. 20XX | NY, USA

- Developed and implemented a dynamic curriculum that enhanced students' critical thinking and analytical skills.
- Initiated and led a literature club.

EDUCATION

MA EDUCATION
University of Education
20XX - 20XX | NY, USA

BA EDUCATION
University of Education
20XX - 20XX | NY, USA

CELTA CERTIFICATE

20XX - 20XX | London, UK

AVA DAVIS
C Sharp Developer

✉ support@qwikresume.com   📞 (123) 456 7899   📍 Los Angeles   🌐 www.qwikresume.com

👤 PROFESSIONAL SUMMARY

As a C# Developer, responsible for identifying and resolving performance bottlenecks, ensuring our applications can handle increased loads and demands as our business grows.

⚙ WORK EXPERIENCE

C Sharp Developer   📅 Jan / 2024-Ongoing
Quantum Solutions LLC   📍 Phoenix, AZ

1. Implemented best practices for coding and software development processes.
2. Collaborated with cross-functional teams to gather requirements, design solutions, and deliver high-quality software products.
3. Designed, developed, tested, and maintained software applications using C programming language.
4. Wrote cleaned, efficient, and well-documented code that adheres to coding standards and best practices.
5. Troubleshot and resolved software issues in a timely and effective manner.
6. Led the migration of legacy systems to modern C# frameworks, successfully decreasing operational costs by 20% annually.
7. Implemented RESTful APIs using C#, facilitating seamless integration with third-party services and enhancing application functionality.

C Sharp Developer   📅 Jan / 2023-Jan / 2024
Cactus Creek Solutions   📍 Phoenix, AZ

1. Designed, developed, and maintained efficient, reusable code using C.
2. Created robust web applications, APIs, and services.
3. Implemented and integrated data storage solutions for optimal performance.
4. Identified and resolved bottlenecks and bugs in applications.
5. Devised strategies to improve application performance and reliability.
6. Collaborated with developers, UIUX designers, and system administrators.
7. Offered technical support for web, desktop, or mobile applications.

🎓 EDUCATION

Bachelor of Technology in Computer Applications   📅 Sep / 2016   May / 2020
State Technical College   📍 Atlanta

Studied application development and software testing.

💡 SKILLS

Azure

Cloud Computing

Performance Optimization

HTML

Agile Methodologies

✈ INTERESTS

📄 Technology   📄 Fishing
📄 Astronomy   📄 Martial Arts
📄 Community Service

💪 STRENGTHS

✦ Adaptability   ✦ Leadership
✦ Stability   ✦ Teamwork
✦ Thoroughness

🏆 ACHIEVEMENTS

⭐ Led a team of developers in migrating a legacy application to a modern C# architecture, reducing maintenance costs by 25%.

⭐ Developed a high-performance C# application that improved data processing speed by 30%.

⭐ Optimized existing C# codebase, resulting in a 40% reduction in memory usage.

⭐ Collaborated with cross-functional teams to gather requirements and deliver C# solutions that met business needs.

⭐ Created a custom C# library for data manipulation, which was adopted by multiple teams across the organization.

Resume with education details:

TECHNICAL SKILLS

- **Tailor your skills** to the job description

- **Avoid listing outdated or irrelevant tools**

- **Mention certifications** separately under a "Certifications" section

- **Include project-based skills** (e.g., "Used React and Firebase in a task management app")

TECHNICAL SKILLS FORMAT

- **CATEGORIZED BULLET FORMAT**

Programming Languages   : Python, Java, C++
Web Technologies   : HTML, CSS, JavaScript, React
Databases   : MySQL, MongoDB
Tools & Platforms   : Git, VS Code, Postman
Cloud & DevOps   : AWS (Basics), Docker (Beginner)
Others   : Data Structures, Algorithms, REST APIs

- **INLINE FORMAT**

Technical Skills: Python, Java, HTML, CSS, JavaScript, React, MySQL, Git, Docker, AWS

- **SKILL PROFICIENCY FORMAT:**

- Python – ★★★★☆

- JavaScript – ★★★☆☆

- React – ★★★★☆

- MySQL – ★★★☆☆

- Git – ★★★★☆

LIAM JOHNSON
Analytics Enthusiast | Data Science | Problem-Solving

📞 +1-(234)-555-1234 @ help@enhancv.com 🔗 linkedin.com
📍 San Diego, California

SUMMARY

An ambitious data aficionado eager to apply knowledge in descriptive, predictive, and prescriptive statistics to practical challenges. Excels in data preparation, analysis, and presenting findings in an understandable manner. Aspires to shape sustainable, accessible, and inclusive business practices through data science. Skillset includes Python, R, SQL, and statistical modeling, with a goal to drive real accountability and professional growth in a supportive team environment.

EXPERIENCE

Data Analysis Volunteer
Open Data Initiative
📅 02/2023 - Present 📍 San Diego, California

- Analyzed over 1TB of open-source datasets to identify key trends and patterns, contributing to three major public research projects.
- Employed statistical methods to clean and prepare data, enhancing the quality of information available to community stakeholders.
- Created compelling visualizations using Tableau that increased the comprehension of complex data sets for non-technical audiences.
- Presented findings to a team, enhancing strategic discussions and enabling data-driven decision-making for upcoming initiatives.
- Collaborated with cross-functional groups to align data analysis outcomes with organizational goals, resulting in optimized data resources for public use.

Project Contributor
Code for America
📅 01/2023 - 02/2023 📍 San Diego, California

- Contributed code to a civic tech project, addressing local issues and positively impacting 10,000+ residents.
- Participated in hackathons, developing solutions for data-driven challenges faced by non-profits in San Diego area.
- Assisted in the research and development of algorithms that improved service delivery efficiency by 15%.
- Engaged in peer reviews and collaborative problem-solving sessions to enhance project outcomes.

VOLUNTEERING

Data Analyst Volunteer
San Diego Data Science Group
📅 01/2023 - Present

Supporting the non-profit community with data insights to drive social change initiatives.

- Processed and analyzed survey data from local social programs to assess impact and efficacy.
- Led the development of an interactive dashboard to help visualize community needs and resource distribution.
- Organized data collection drives that increased available information for analysis by 20%.
- Facilitated workshops to teach basic data literacy to other volunteers.

EDUCATION

Bachelor of Science in Computer Science
University of California San Diego
📅 01/2019 - 01/2023 📍 San Diego, California

ACHIEVEMENTS

⭐ **First Place in Local Hackathon**
Led a team to win a local hackathon by developing an app for optimizing city transport routes, affecting 30,000+ daily commuters.

✨ **Data Visualization Recognition**
Received accolades from a community organization for designing a visualization that elucidated key insights from complex demographic data.

🚩 **Academic Scholarship Recipient**
Awarded a prestigious academic scholarship for excellence in computer science studies during my Bachelor's degree.

⭐ **Contributor to Non-Profit Success**
Analysis of community survey data led to a 25% increase in funding for key social programs in San Diego.

SKILLS

| Data Analysis | Statistical Modeling |
| Machine Learning | Python | R | SQL |

COURSES

Certified Data Science Professional
Completing an industry-recognized certification focused on practical applications of data science from DataCamp.

Advanced Machine Learning with Python
Developed an in-depth understanding of machine learning algorithms using Python through a course provided by Coursera.

PASSIONS

⭐ **Open-Source Contributions**
Passionate about contributing to open-source projects that make a difference in the community.

🚀 **Innovative Problem-Solving**
Enjoys tackling complex data problems and finding creative, impactful solutions.

⭐ **Continual Learning**
Dedicated to lifelong learning, especially within data science and analytics fields.

Powered by Enhancv

MASON THOMAS
Data Scientist | Data Visualization, Modeling | San Francisco, CA

📞 +1-(234)-555-1234 @ help@enhancv.com 🔗 linkedin.com
📍 San Francisco, CA ⭐ Extra Field

SUMMARY

Data Scientist with 2 years of experience in data visualization and predictive modeling, adept at utilizing Tableau and SQL to drive impactful business decisions. Passionate about leveraging data for innovative solutions and eager to contribute to a collaborative environment.

EXPERIENCE

Data Scientist
Anheuser-Busch
📅 03/2022 - 10/2023 📍 San Francisco, CA

- Successfully developed and maintained 15 highly interactive Tableau dashboards, improving data transparency and leading to a 20% increase in decision-making efficiency.
- Led a cross-functional team to design a custom predictive model that resulted in a 12% revenue growth through targeted marketing strategies.
- Optimized SQL data extraction processes, reducing operational costs by 15% and enhancing data retrieval speed by 30% for quicker insights.
- Innovated new methods of integrating structured and unstructured data, improving data accessibility across departments and resulting in more informed business strategies.
- Collaborated with marketing teams to provide analytical support that increased campaign effectiveness, impacting over 100 campaigns company-wide.
- Developed technical documentation and led training sessions to enhance team proficiency with industry tools and analytics, boosting team efficiency by 25%.

Business Data Analyst
Diageo
📅 09/2020 - 02/2022 📍 San Francisco, CA

- Analyzed a dataset of over 1 million entries, identifying trends that improved sales forecasts accuracy by 8% through advanced modeling techniques.
- Implemented data visualization practices with Tableau, elevating stakeholder presentations and increasing engagement by 35% during meetings.
- Streamlined data cleaning processes using R, significantly reducing the workflow by 40% and increasing the accuracy of analysis.
- Collaborated closely with IT to troubleshoot database issues, ensuring data integrity and seamless updates that enhanced business operations.
- Facilitated workshops to enhance analytics proficiency, which resulted in greater team cohesion and adoption of data-driven decision frameworks.

Junior Data Analyst
Constellation Brands
📅 07/2018 - 08/2020 📍 San Francisco, CA

- Collected and managed data from various sources, increasing database comprehensiveness by 25% and improving report accuracy.
- Assisted in building SQL queries that supported a project leading to a 10% increase in quarterly sales performance.
- Produced automated reporting that reduced manual labor by 30%, enhancing overall productivity for the analytics department.
- Conducted detailed market analysis that provided strategic insights, contributing to a successful product launch and a 15% market penetration.

EDUCATION

Master of Science in Computer Science
Stanford University
📅 01/2017 - 01/2018 📍 Stanford, CA

PROJECTS

Open Source Visualization Dashboard
Developed a real-time visualization dashboard in collaboration with the open-source community for tracking environmental data. Check it on github.com/masont/env-dash.

SQL Query Optimization Project
Contributed to an open-source SQL repository improving queries for large datasets. View the project on github.com/masont/sql-opt.

KEY ACHIEVEMENTS

💡 **Increased Decision-Making Efficiency**
Developed Tableau dashboards that led to a 20% improvement in organizational decision-making efficiency.

🚩 **Revenue Growth from Predictive Models**
Led a team to create a predictive model contributing to a 12% growth in revenue through more effective marketing.

💬 **Cost Reduction Through Process Optimization**
Optimized SQL processes, resulting in a 15% reduction in operational costs and 30% faster data access times.

⭐ **Successful Product Launch Analysis**
Conducted analysis that supported a product launch, achieving a 15% increase in market penetration.

SKILLS

Tableau, SQL, R Programming, Data Modeling, Data Management, Predictive Analytics

TRAINING / COURSES

Data Visualization with Tableau
Completed with Udacity, this course covered advanced Tableau techniques and dashboard creations.

Statistical Learning
A Coursera course taught by Stanford professors, focusing on practical uses of statistical methods in R.

PASSIONS

Predictive Analytics
Passionate about creating models that forecast future trends, contributing to anticipating business needs.

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GitHub LINKS:

Recruiters and hiring managers love seeing GitHub links because it:

- Shows hands-on experience
- Proves you can code, document, and version-control your work
- Demonstrates initiative and real-world project skills
- Showcases your skills and experience
- Validates your technical skills
- Standout resume

PROJECTS FORMAT

Project Title   : GitHub Link

Tech Stack   : React, Node.js, MongoDB

Description   :   Built a full-stack web application for managing tasks with real-time collaboration features

Highlights:

- - Implemented JWT-based authentication and role-based access control.
- - Integrated WebSocket for live updates across users.
- - Achieved 95% test coverage using Jest and Cypress

INTERNSHIPS

Software Engineering Intern – ABC Tech, Bangalore

Duration   : (May 2024 – July 2024)

Worked on   : Backend development for a fintech platform.

Key Contributions:

 - Developed RESTful APIs using Django and PostgreSQL.

 - Improved query performance by 40% through indexing and query optimization.

 - Collaborated with a team of 5 using Agile methodology.

ACHIEVEMENTS

- Winner, HackTheFuture Hackathon 2024 – Built an AI-powered resume analyzer.

- Top 5% in LeetCode Weekly Contest #350

Includes dates and issuing organization

CERTIFICATIONS

- Certified AWS Cloud Practitioner – Amazon Web Services, 2023.

- Sun Certified Java/dotnet specialist, VALID TILL 2030

- SIEMENS certified SAP consultant, 2024

ONLINE PROFILE LINKS (LinkedIn, GitHub, Portfolio)

- LinkedIn   : linkedin.com/in/yourname

- GitHub   : github.com/yourusername

- Portfolio   :yourname.dev

SAMPLE RESUME

SOFTWARE ENGINEER

from Resume Genius

Email: youremail@gmail.com
Phone: 895-555-5555
Address: 4397 Aaron Smith Drive
Harrisburg, PA 17101
LinkedIn: linkedin.com/in/yourprofile
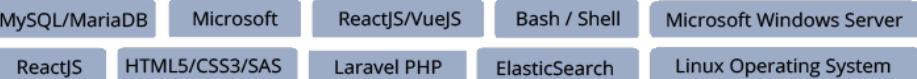
RESUME OBJECTIVE

- 8+ of experience facilitating cutting-edge engineering solutions with a wide range of e-commerce application and technology skills
- Proven ability to leverage full-stack knowledge and experience to build interactive and user-centered website designs to scale
- Extensive expertise in large system architecture development and administration, as well as network design and configuration

SKILLS

| MySQL/MariaDB | Microsoft | ReactJS/VueJS | Bash / Shell | Microsoft Windows Server |
| ReactJS | HTML5/CSS3/SAS | Laravel PHP | ElasticSearch | Linux Operating System |

EXPERIENCE

SENIOR WEB DEVELOPER / SYSTEMS ARCHITECT

New Enterprise / San Jose, CA / September 2013 - Present

- Structure several internal systems comprising order entry/management tools, conversion/revenue reporting, and production workflow tracking, as well as design custom REST APIs built in Python, Laravel PHP, and NodeJS
- Successfully installed Linux servers and virtualized environments using Docker, Hyper-V, and Amazon Web Services
- Designed and implemented PHP web application, streamlining high-server traffic resource configuration and allocation

SENIOR PROGRAMMER

E-Commerce Agency / San Bruno, CA / June 2010 – August 2013

- Successfully generated back-end programming utilizing LAMP stack; Linux (CentOS 5/Redhat), Apache with Kohana 2, PHP 5, CSS, JavaScript/jQuery, and MySQL frameworks
- Created e-commerce sites integrated with PayPal, Authorize.net, and other payment APIs
- Provided leadership as a subject matter expert (SME) on hosting issues, client and staff logins, and general upgrades/maintenance of servers
- Implemented new C# class library for the SQL server database access layer, and updated previous web page frameworks

EDUCATION

B.S. COMPUTER SCIENCE
Miami State University
Miami, FL / 2010

A.A. PROGRAMMING
Miami State University
Miami, FL / 2008

CERTIFIED WEB AND MOBILE DEVELOPER
2014

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CAIUS KESSLER

Software Engineer Intern

✉ ckessler@email.com   📞 (123) 456-7890   📍 Seattle, WA

in [LinkedIn](#)

CAREER OBJECTIVE

Highly-driven computer science student with growing knowledge in Bitbucket, Oracle, and Java, seeking a software engineering internship at Microsoft. As a Microsoft Certified: Azure Developer Associate, I'm ready to contribute my passion and skills to help drive innovation as a global technology leader.

WORK EXPERIENCE

Data Entry Specialist

Expedia Group

📅 May 2021 - current   📍 Seattle, WA

- ***Processed and entered 1,200+ travel records per week*** into Oracle databases.
- Utilized Java-based tools to import and export data, reducing data transfer time by 34%.
- Developed and deployed a Django-based web interface, increasing data accessibility for remote team by 22%.
- Generated data-driven insights, supporting key business decisions and driving a 6% increase in revenue.
- Gathered monthly reports on data entry metrics, helping strategic planning and resource allocation.

PROJECTS

Tech Pursuit

Creator

📅 2020 - 2021

- Designed a robust database architecture utilizing Oracle, ***enhancing game performance by 38%.***
- Streamlined game development process by integrating Visual Studio, reducing overall project time by 11%.
- Implemented version control and collaboration using Bitbucket, leading to a 21% decrease in code conflicts.
- Enhanced game character AI using Java, increasing positive user reviews by 29%.
- Conducted extensive playtesting and user feedback analysis every month, eliminating game bugs.

EDUCATION

B.S.
Computer Science
University of Washington

📅 September 2020 - current

📍 Seattle, WA

Relevant courses

- Computer Science I and II
- Discrete Mathematics
- Data Structures and Algorithms
- Computer Organization and Architecture
- Operating Systems

SKILLS

- Visual Studio
- Bitbucket
- Oracle
- Django
- Windows
- Java

CERTIFICATIONS

- Microsoft Certified: Azure Developer Associate
- Oracle Certified Professional: Java SE 11 Developer

HOBBIES

- Food Photography
- Travel Photography
- Video editing and post-production

MARCELINE ANDERSON

SOFTWARE ENGINEER

PERSONAL PROFILE

A software engineer with hands-on experience in all levels of testing, including performance, functional, integration, system, and user acceptance.

AREAS OF EXPERTISE

- Hands-on SQL experience
- Java, Ruby, PHP and Python experience
- Microsoft ASP.NET MVC, Web API experience
- Working knowledge of C, C++, and C#

WORK EXPERIENCE

SOFTWARE ENGINEER
Healthmade Solutions | 2015 - Present

- Directs software design and development
- Evaluates interface between hardware and software
- Advises customers regarding maintenance of software system

JUNIOR ENGINEER
RealPro Software Inc. | 2014 - 2015

- Stored, retrieved, and manipulated data
- Modified existing software to correct errors and optimize efficiency
- Prepared detailed reports

GET IN CONTACT

Home: 123-456-7890
Mobile: 123-456-7890
hello@reallygreatsite.com
www.reallygreatsite.com
123 Anywhere Street, Any City, State, Country 12345

EDUCATION HISTORY

UNIVERSITY OF EL DORADO
Bachelor of Software Engineering, 2014

- President, Computer and Technology Organization
- Vice President, Programming Club
- Member, Video Game Society
- Member, Student IT Helpdesk

BEECHTOWN ACADEMY
Graduated Class of 2010
Honor Roll

- President and Founder, Computer Club
- Student Council President
- Debate Team Vice President
- Member of the Math Team
- Member of the Chess Team

OTHER SKILLS

- The ability to analyze complex technical information
- Can analyze, design and implement database structures
- Detail oriented
- Excellent problem solver

RESUME

LAST UPDATE:31-01-2015

RAMY MOHAMED FARAG
SENIOR SOFTWARE DEVELOPER

+ EXPERIENCE

- More Than 6 Years' Experience in:
  - Software Development.
    - Web based application (6 years)
    - Windows based applications (4 Years)
    - Android mobile applications (3 Years)
  - Projects quality auditor.
  - Servers administrator.
  - Databases administrator.
  - Good experience in web designing.

+ PERSONAL DATA

Current Address: Cairo - Egypt
Mobile: +201011133990
Email: programmer.ramy@gmail.com
Chatting: programmer.ramy@skybe.com
Birth: 20-09-1984
Nationality: Egyptian
Gender: Male
Marital Status: Engaged
Military Status: Completed

+ EMPLOYMENT

OCTOBER 2014 — SEPTEMBER 2012
KPTC (Full Time)
(Kuwait Public Transport Company)
Location: MURGAB - Kuwait
Website: www.kptc.com.kw

Work Nature
- Senior software developer.
- Windows, Web and Mobile systems.
- Coordinate the resolution of design issues.
- Training company employees.
- Follow up employees feedback.
- SEO (Publishing sites on search engines).
- Convert PSD to Html and Css.
- Making maintenance for old systems.
- Support my collages if there is work pressure.

Projects
- Web Applications:
  - Archiving system.
  - OMRAH system.

+ APPS TYPES I DID

- Web applications
- Windows applications
- Android mobile applications

+ SYSTEMS I DID

- Human resource system
- GPS tracker system
- Recruitment system
- Archive management system
- SMS system
- Real estate system
- Playground reserve system
- Guards system
- Contractors system
- Employees releases system
- Phone system
- License system
- Omrah system

If you wish to express your strengths

JOHNATAN WRIGHT

Criminal Investigator

📞 474-509-8723   @ johnatan.wright@yahoo.com   🔗 delayed-hectare.net
📍 Powlowskiview, Egypt

SUMMARY

Experienced Criminal Investigator with a passion for seeking justice and protecting the community. Proficient in crime scene investigation, surveillance techniques, and forensic analysis. Recognized for successfully leading complex investigations resulting in numerous convictions. Collaborative problem-solver with strong analytical thinking and effective communication skills. Bachelor of Science in Criminal Justice from the University of Washington. Proud of successfully disrupting an international drug trafficking network and receiving commendations for outstanding investigative work. Fluent in English and Spanish. Excited to apply my expertise and contribute to the next generation of intelligent systems at AI2.

EXPERIENCE

Senior Criminal Investigator
Federal Bureau of Investigation

2022 - Ongoing
Seattle, WA

Led complex investigations into organized crime, terrorism, and cybercrime. Developed and implemented innovative investigative techniques resulting in a 40% increase in successful convictions. Collaborated with international law enforcement agencies to disrupt criminal networks.
- Conducted thorough interviews and interrogations to gather evidence and obtain witness testimonies
- Analyzed financial records and conducted forensic accounting investigations
- Coordinated multi-agency task forces to execute search warrants and apprehend suspects

Detective
Seattle Police Department

2017 - 2022
Seattle, WA

Investigated and solved a wide range of criminal cases, including homicides, robberies, and sexual assaults. Utilized advanced surveillance techniques and forensic analysis to gather evidence and identify suspects. Testified in court as an expert witness.
- Led a team of investigators in the successful apprehension of a serial burglar
- Developed and maintained confidential informants to obtain critical information
- Collaborated with prosecutors to build strong cases for successful convictions

Special Agent
Drug Enforcement Administration

2015 - 2017
Seattle, WA

Conducted undercover operations to infiltrate and dismantle drug trafficking organizations. Gathered evidence and built cases against high-level drug traffickers. Coordinated with international partners to disrupt drug smuggling networks.
- Led a multi-year operation resulting in the seizure of $10 million worth of illicit drugs
- Developed and implemented intelligence gathering strategies to identify key individuals involved in drug trafficking
- Provided training and mentorship to new agents on investigative techniques and procedures

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MY LIFE PHILOSOPHY

I am dedicated to seeking justice and protecting the community. My attention to detail and tenacity have led to numerous successful convictions.

STRENGTHS

💡 **Analytical Thinking**
Demonstrated ability to analyze complex information and draw accurate conclusions, resulting in successful investigations and prosecutions.

⭐ **Effective Communication**
Strong written and verbal communication skills, enabling clear and concise presentation of investigative findings and collaboration with team members and external stakeholders.

⚙ **Adaptability**
Proven ability to quickly adapt to dynamic and challenging work environments, adjusting investigative strategies as necessary to overcome obstacles and achieve objectives.

SKILLS

Crime Scene Investigation ·
Surveillance Techniques ·
Interview and Interrogation ·
Forensic Analysis · Criminal Profiling ·
Collaborative Problem-Solving ·
Risk Assessment ·
Law Enforcement Databases ·
Report Writing · Legal Knowledge

Keywords for Java/Python

- Front-end tools   : HTML, CSS, BootStrap, React or Angular
  Databases   : Oracle, MySQL, Post Gre SQL…
  Programming Languages: JavaScript, Java…
  Frameworks   : Hibernate, Spring, Spring Boot with
  MicroServices …

- Front-end tools   : HTML, CSS, BootStrap, React or Angular
  Databases   : Oracle, MySQL, Post Gre SQL…
  Programming Languages: JavaScript, Python…
  Frameworks   : Django, Flask, Fast API…

Keywords for Data analytics position

- Database   : SQL Server, MySQL, Oracle DB
- Programming Language : Python
- Libraries   : NumPy, Pandas,Matplotlib
- IDE   : JuPyter Notebook, Pycharm,

    Visual Studio, SSMS

- BI Tool   : Excel, Power BI
- Keywords : Data Management, Data Cleansing, Data Modeling, Statistical Analysis, Data Preparation, EDA , Data Visualization, KPIs

Keywords for Data Science

- Programming Skills   : Python,SQL
   Data bases   : MySqL, PostGreSQL
   Libraries   : Numpy, Pandas, Matplotlib, Seaborn,
  Tensorflow, Scikitlearn, Nltk,Pytorch
   Core Skills   : Machine learning, Deep Learning,
  Transfer Learning, NLP, Generative Ai

  Keywords   : Data Cleaning, Model Evaluation, Model Deployment,
  HyperParameter Tuning, Model Benchmarking, Data Lakes and Ware
  houses, Data Modelling, Model fine tuning.

JAM & GROUP DISCUSSION

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Elevator Pitch

- Name

- Professions or skilled at

- Prowess/how did you do best at what you are

- How does that help the company

- Why were you interested in this role

Elevator pitch example

I'm a recent graduate in Computer Science, and I'm skilled in **Python programming, web development, and basic data structures and algorithms**.

I've built several personal projects, including a task management web app and a weather dashboard using APIs. I also participated in college hackathons and completed online courses to strengthen my skills. I enjoy solving problems and continuously improving my code.

My ability to learn quickly and adapt to new technologies means I can contribute to your team's goals efficiently. I'm eager to take on challenges and work collaboratively to build reliable software solutions.

I'm excited about this role because it offers the chance to work on real-world applications, learn from experienced developers, and grow in a professional environment. Your company's focus on innovation and mentorship aligns perfectly with my career goals.

WHY JAM!

- To check the fluency of English

- Flow of speech

- General knowledge

- Confidence

- Time management

- Thought Process

WHILE JAM

- Smile when topic is given
- Maintain a pleasing body language
- Thanking verb to begin
- Have a clear voice
- Express your thought in simple words
- Short sentences make it easier for you
- Have general knowledge

STRUCTURE OF JAM

- Opening statement

- Supporting argument/reasoning/examples

- Counterpoint/Refute the opposing POV

- Closing statement

Example-JAM

- Opening statement:
  - I firmly believe that confidence in communication is more important than perfection. As Maya Angelou said, 'People will forget what you said, but they will never forget how you made them feel.

- Supporting Argument:
  - In the workplace, a confident speaker can inspire teams, lead meetings, and build trust—even if they make small grammar mistakes. On the other hand, a perfect speaker who lacks confidence may struggle to connect.

- Counter point:
  - Some may argue that perfection shows professionalism. But in reality, confidence is what makes communication effective—especially in high-pressure situations

- Closing statement:
  - So, let's focus on building confidence first—because communication is not just about words, it's about presence.

JAM TOPICS

- Unemployment
- Globalization
- Team Work
- Internet
- Pollution
- Women Empowerment
- Dowry
- Favorite Color
- COVID-19
- Cashless Economy
- Social Media and its impact
- Demonetization
- Pros and cons of online learning
- Global Warming
- Online shopping vs Offline Shopping
- College Life
- Best idea I ever received

- Role Model
- Impact of Startups
- Government vs Private Jobs
- Impact of cinema on youth
- Impact of communication skills
- Brain Drain
- Addiction
- Smartphones
- Social Networking Sites
- Role Of Computers
- Favorite Color
- Favorite Movie
- Role Model
- Education Stress on Students
- Digital Media Market vs Traditional Market
- Online Shopping vs Traditional Shopping

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UNDERSTANDING GROUP DISCUSSION

- Share your opinions on a topic for specific duration

- Evaluates your communication, knowledge, leadership skills, listening skills, social skills, and ability to think on the spot

- Controversial, factual or Abstract topics

Do's at a GD

- Be a good listener
- Articulate your sentences well
- Structure your thoughts before you present them
- Respect others for what they are
- Be open-minded and acknowledge the fact that they think different

Don'ts at a GD

- Don't interrupt others while they are talking; if need be, do so politely
- Avoid dominating the conversation
- Avoid displaying lack of interest or negative attitude
- Keep your talk in line with the group discussion

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RULES OF GD

- Initiate with an interesting point

- Respect time

- Respect others' opinion

- Add points

- Include shy students

- Ask opinions

- Keep your tone

- Unlike debate

GROUP DISCUSSION PHRASES

- In my opinion
- I agree with you
- I'm afraid I might have to disagree with you
- I support your opinion
- What's your opinion on this?
- Can you clarify your point please
- To summarize what we have discussed
- In conclusion, I believe that
- Does anyone else have to add something

GROUP DISCUSSION TOPICS

- CHAT GPT
- Inflation
- Climate change
- Cyber crimes
- Gig Economy
- The rise of Gen AI
- Israel - hamas war
- Electric vehicles

GROUP DISCUSSION TOPICS

- Is social media more harmful or beneficial for society today?

- Work from Home vs. Work from Office

- Climate Change and Its Impact: How serious is the threat, and what measures should governments take?

- Will AI replace jobs or create more opportunities?

- Should the Voting Age Be Reduced to 16?

- Importance of <u>Soft Skills</u> in Professional Life

- How critical are interpersonal skills in building a career?

- Does globalization harm local industries or promote growth?

- Cashless Economy – A Step Towards Corruption-Free India?

- Should celebrities and athletes earn as much as they do?

- Gender Equality in the Workplace

- Impact of artificial intelligence on future employment opportunities

- Role of social media in shaping public opinion and democracy

- Digital privacy concerns in the age of big data

- Cryptocurrency and its potential to replace traditional banking

- Impact of remote work on company culture and productivity

- Future of autonomous vehicles and their societal impact

- Digital addiction and its effects on mental health

- Robotics in healthcare and elderly care

- Smart cities and urban development

- Internet censorship and freedom of expression

- Climate change mitigation strategies

- Renewable energy transition challenges

- Plastic pollution solutions

- Sustainable agriculture practices

- Water conservation methods

- Urban farming initiatives

- Wildlife conservation efforts

- Carbon pricing and emissions trading

- Ocean acidification impacts

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GROUP DISCUSSION TOPICS

- Is Automation the Future of Manufacturing?

- The Role of Engineers in Climate Change Mitigation

- Can India Become a Global Leader in Technology?

- Importance of Research and Development in Engineering

- How Relevant is Coding for All Engineers?

- Are Electric Vehicles the Future of Transportation?

- The Impact of 5G Technology on Communication Systems

- Should Renewable Energy Be Prioritized Over Fossil Fuels?

- How Can Blockchain Revolutionize the Tech Industry?

- Can AI have emotions one day?

- Should robots be given citizenship?

- What if Google crashed for a day?

- Would you upload your brain to the cloud?

- Can engineering ethics be coded into AI?

- Mars colonization: Engineering or fantasy?

- Can engineers design happiness?

- What if electricity was never discovered?

- Could blockchain power a transparent government?

- What happens when AI becomes smarter than humans?

- Is "green computing" an achievable goal?

- Should there be a carbon tax on tech companies?

- Will coding be irrelevant in 10 years?

- Is engineering still a relevant career in 2050?

- Should colleges teach emotional intelligence with AI?

- Can you replace exams with real-world projects?

- Would you take a degree from ChatGPT University?

- Are internships more valuable than degrees now?

- Will VR replace classrooms for engineers?

- Would you hire someone based on GitHub instead of GPA?

- Can LinkedIn become your new college resume?

- Is failure the best innovation tool?

- Can curiosity be engineered?

- Would engineers make better politicians?

- Is laziness a secret driver of innovation?

- Can technology teach us to be more human?

UNDERSTANDING DEBATE

- Two teams
- For and against
- Research about the topic
- Stick to your opinion and give examples accordingly
- Use evidence and facts to support your opinion
- Don't argue without concrete evidence about a point
- Don't use offensive language
- Listen carefully before contradicting
- If you are silent for more than a few seconds, the other team wins
- Don't make assumptions

DEBATE PHRASES

- Define The Topic

- Present the Affirmative team's line

- Outline briefly what each speaker in their team will talk about

- Present the elevation points

- The other side team should accept and confirm their opposition

- Points 1.2.3 continue

- The first speaker in team 2 should raise their point strong and show rebuttal to the opponent's point

- Most of the debates continue with rebuttals with complete reasoning for each

- When you are defending a point your should have a strong reason

DEBATE TOPICS

- **Censorship -** Is censorship necessary in certain topics?

- **Immigration -** How can immigration policies be improved?

- **US-Iraq War -** Was it necessary?

- **Social Media -** Should there be more regulation in its use?

- **Animal Rights -** Should animals have the same rights as humans?

- **Parenting Styles -** Is authoritative parenting better than other styles?

- **Advertising -** Are there any ethical issues with advertising?

- **Gay Marriage -** should it be legal?

- The sale of human organs should be legalized.

- Birth control should be for sale over the counter.

- The sale of human organs should be legalized.

- Birth control should be for sale over the counter.

EMAIL WRITING

Write an email/letter with the following details:

Imagine

- You are working in an organization
- You need 3days leave
- You have reporting manager
- You have team under you

PROFESSIONAL EMAIL STRUCTURE

1. Subject line

2. Greetings

3. Introduction

4. Purpose of E-mail

5. Detail/context

6. Call to Action/Request

7. Closing

8. Signature

SAMPLE EMAIL

1. Subject Line

- Request for Leave Approval – July 15 to July

2. Greeting

- Dear Mr. Ramesh,

3. Introduction (if needed)

- I hope you are doing well. My name is Anjali Verma, and I'm working as a Software Developer in the Mobile Applications team

4. Purpose of the Email

- I'm writing to formally request leave for three days, from July 15 to July 17, due to personal reasons.

5. Details or Context

- I have ensured that all my current tasks are on track, and I've briefed my teammate about the pending items to ensure continuity during my absence.

6. Call to Action / Request

- I kindly request you to approve my leave for the mentioned dates. Please let me know if you need any further details.

7. Closing

- Thank you for your understanding and support. Looking forward to your approval.

8. Signature

- Best regards,
  Anjali Verma
  Software Developer | Mobile Apps Team
  +91-9876543210

SAMPLE EMAIL

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COMMON MISTAKES TO AVOID IN EMAIL WRITING

MISTAKE	WHY IT'S A PROBLEM	FIX
No subject line	Confusing for the reader	Always add a clear subject
Using slang or emojis	Unprofessional	Keep the tone formal
No greeting or closing	Feels abrupt or rude	Always greet and thank
Long, unstructured text	Hard to read	Use short paragraphs
Typos or grammar errors	Reduces credibility	Proofread before sending

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VIRTUAL INTERVIEW ETIQUETTES

- Prepare your environment
- Test your tech
- Dress professionally
- Be punctual
- Maintain good body language
- Communicate clearly
- Keep notes handy
- Handle glitches gracefully
- Follow-up

VIRTUAL INTERVIEW DON'TS

- Joining late

- Poor light or background

- Casual dress

- Not testing the equipment

- Interrupting the interviewer

- Sounding robotic/unnatural

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