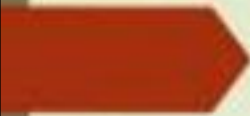




Job Application Letter & Resume Writing



Topics

- Resume & Cover-letter
 - Interview Techniques
- 

Cover-letter

- Cover letters are one page documents
- You send when applying for a job
- Introduce you to the hiring manager
- Justify your candidature



Format of Cover-letter

Sender's Address (Name, Address, Email, Mobile- country code)

Date Line (Accepted format) mm.dd.yyyy- 04.05.2021

Inside Address (Contact Person)

Subject

Salutation (Dear)

Para 1 (Source of information)

Para 2 (Skills and experience)

Para 3 (Suitability for the post)

Para 4 (Request for interview)

Complementary Close (Sincerely)

Signature Block

Name

Enclosure: 1. Resume

2. Educational Certificates

Dr Pooja Raj Srivastava

Kohinoor City

Pooja.Srivastava@vvt.edu.in

+91-8879824213

04.03.2021

Mr Williams (HR Manager)

Apple Inc.

New York, USA

Subject: Regarding the post of Information Technology Engineer (Software Developer)

Dear Williams,

Para1

Para2

Para3

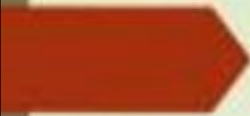
Para4

Sincerely,

Dr Pooja Raj Srivastava

Enclosure:

1. Resume



CV/ Resume

A CV or resume is your essential marketing material. It tells prospective employers why you are good fit for the job and the organization.

Types of CV and Resume

Chronological

- Whose work history is closely related to the desired job

Functional/ Skills Format

- Who wants to highlight their skills and people who are seeking a career change

Combination

- Who have a mix of relevant skills and similar work experience

Electronic

- Everyone

Difference between CV and Resume

CV

Resume



Content

Traces all experiences and accomplishments

experiences, & skills targeted to employer



Topics

Education, certifications, experience, awards

Education, Professional experience



Length

Ranges from 3-5 pages up to 20-30

Concise 1 page summary



[Your Name]

[Address]
[Town]
[Postcode]

[Write your Career Overview here]

Skills Summary

Skill	Tool
[Skill eg Graphic Design]	[Tool if applicable eg Adobe Photoshop]
[Skill eg Graphic Design]	[Tool if applicable eg Adobe Photoshop]

Professional Experience

[Month Year] - [Month Year]
[Company Name]

[Write an optional sentence here on what the company does]

[Job Title]

Responsibilities

- [Write your Responsibilities here]

Achievements

- [Write your Achievements here]

Technical Environment

- [List the Technical Environment here eg Java, C++, Linux, Ubuntu]

Education

[Year]

[Name of Qualification eg Bachelor of Information Technology]

[Name of Institution where Qualification obtained]

Certifications

[Year]

[Name of Certification eg Microsoft Certified Professional]

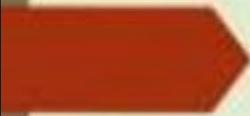
[Name of Institution where Certification obtained]

Training

[Year]

[Name of Course]

[Name of Institution where Course provided]




Elements of Resume-Writing

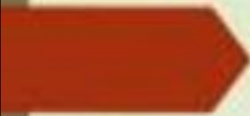
- Name, Address, Email, Mob
- Career Objective
- Work Experience
- Educational background
- Courses/ Training
- Awards/ Recognition
- Personal Details




Interview Techniques




An interaction of expert with candidate to ensure the suitability for the position



Preparing for job-interviews

- 
- Read your CV carefully
 - Know the company:
 - website
 - annual reports
 - competitors
 - area of operations
 - new products/ services launched
 - Read business news papers and magazines



Facing job-interviews

- Depth of information
- Self-confidence
- Interpersonal skills
- Honesty
- Posture/ Gesture
- Personal Appearance
- Wit

THANK YOU.....



DO YOU HAVE ANY QUESTIONS ?