



Career Kickstarter

101



Introduction

Entering the professional world can be challenging but tackling this is well within your grasp.

This playbook is designed to help you master the art of job hunting, interview best practices, resume building, and more.

These tips help young professionals like you enter the professional world with an edge.



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Find your next job

A few questions to ask yourself before applying for a job



Would I wake up happy to go to work everyday?



“

Does my skill set align with the skills required for this job?

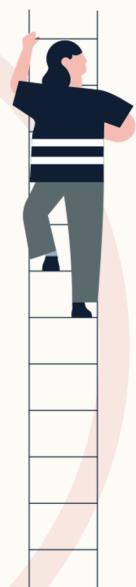


Am I doing this under pressure?

Are there opportunities for me to learn and grow?



Can this help me achieve my goals and dreams?



Resume building 101

Essentials for an eye-catching profile

Contact Information

Profile photo:	The more professional, the better #NoFilter
Name:	One that goes down in history
Cell Phone:	They'll call you
Email:	Always have a separate professional email ID
Objective:	#CareerGoals

Personal Information

Date of Birth:	The day you awkwardly listen to people sing “Happy birthday to you”
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Experience

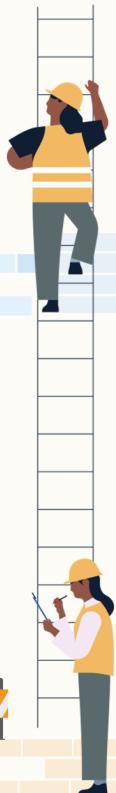
Internships:	The more, the merrier
Projects:	Blood, sweat and late submissions

Education

School name and year:	The case of the infamous ‘board exams’
College name and year:	Where 75% attendance was compulsory

Skills

Special skills:	Apart from what you’ve learnt in your syllabus
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The holy checklist of job applications

Things to keep in mind before applying for a job



Read about the company:

Make sure you do your homework about the company before going for a job interview.



Double check. Triple check:

You cannot afford to have typos in your applications as they are an instant deal-breaker.



Make sure your best self is accessible:

Keep your LinkedIn profile up-to-date.



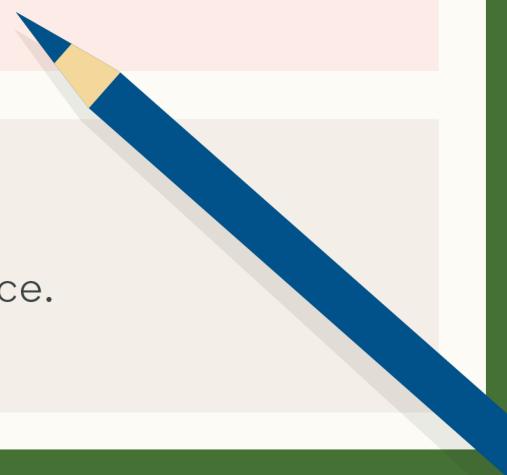
The importance of rejection:

Take rejection as a learning, and always ask for feedback.



A testimonial:

Everyone's preference is a reference.



First impressions, last impressions

Things to do in an interview



An investment in knowledge pays the best interest, so come prepared.



Right questions get you the right answers. If you have a doubt, don't hesitate to ask.



How you carry yourself speaks a lot about you, dress neatly.



Keep your eyes on the prize, money isn't always the end goal.



4

Making friends in the real world

Networking tips



The art of staying updated

Helping you stand out



Make reading the newspaper a part of your daily routine.



Podcasts are a great way to upskill while you commute.



Stay up-to-date on relevant topics and industries of your choice using LinkedIn.



Increase your vocabulary and sharpen your perspective by reading books.



We hope you're ready to begin your professional voyage.

Though you may still have sweaty palms, remember, you have an edge too. We hope this playbook will help you on your journey to success.

As the largest professional network, [LinkedIn](#) welcomes young professionals like you and aims to help take your career the distance!

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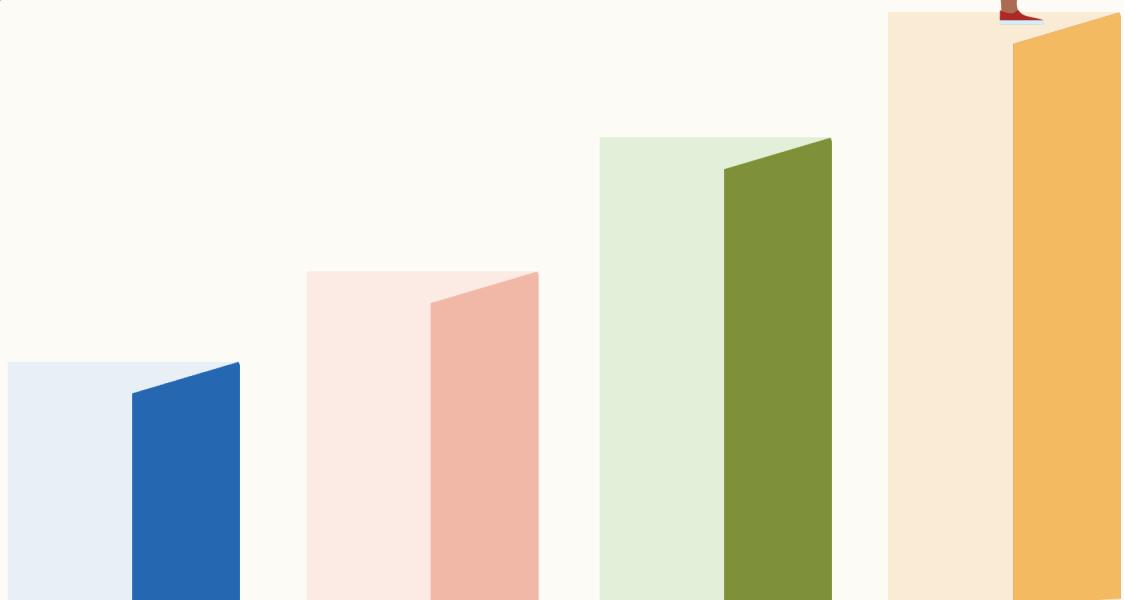
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new opportunities.

