

PC512

# Technical Writing and Communication Skills

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# Resume or CV

- **Resume**

- Short (One Page in most cases)
- Junior positions
- Companies

- **CV**

- Long
- Senior positions
- Universities and Research Labs

# Resume

- Name
- Address & Email
- Educational Qualifications
- Work Experiences
- Achievements – Patents, Publications, Projects Completed
- Awards
- Your SKILLS – significant and special ones
- Your Technical Society memberships
- **EVERYTHING IMPORTANT ABOUT YOU** – Pick the most Important or Most recent

# Resume Guidelines

- Do not make the font too small
- No spelling and grammatical mistakes
- Do not write “Looking for a challenging job”.
- No Aadhaar or PAN no.
- Avoid mobile phone number, date of birth and other sensitive data
- Do not put false info

# Resume Guidelines (contd.)

- Do not put mundane or ordinary skills
- No proprietary info
- No mention of salary past or expected
- Avoid Color or decorations
- Make PDF or platform independent
- Update frequently
- No CGPA unless it is ~ 10.0/10.0
- No info on courses taken

# Examples of Bad Resume

- Read the blog:  
<https://resumegenius.com/blog/resume-help/bad-resume-examples>
- Examples on:
  - Bad spelling and Grammar
  - Graphics, decorations and Photo
  - No specific details of past experience
  - Use of hard-to-read fonts
  - Listing of irrelevant experience
  - Too many details and a long resume
  - Use of buzz words: go-getter, self-starter, highly-motivated...
  - Poor formatting
  - Bragging and Lying about your qualifications and achievements

# Curriculum Vita

- Everything Important about You in Detail
- Name, Address, Email, Work Experience, Educational Qualifications, Society Memberships, Awards, Invited talks, Sponsored Projects, Consultancy Projects, Patents, Books written, Journal Papers, International Conference Papers, National Conference Papers, Book Reviews, Magazine and Newspaper articles, Technical Reports, Courses taught, Professional Services (Committees Served, Editorship, Review work, Volunteer Work ...), PhD Theses Guided, MTech Theses Guided, BTech Projects Supervised, Research Interests, Teaching Interests, Administrative Achievements, Keywords, Personal data, Hobbies, A recent photo (?).

# Interview

- To meet you
- To find out more about you
- To test you

“If you handle the interview well you will show the employer that, in addition to your outstanding technical qualifications and background, you are a good communicator, an organized, prepared, and logical thinker, and someone who would add value to the organization.”

- Peter Fiske, *Put Your Science to Work*



# Types of Interview

- One-on-One
- Panel
- Group
- Meal
- Phone or Video
- On Site
- Campus

# Preparing for an Interview

- Consider Logistics – time, place, reaching the place, food, water, ...
- Company – their work, product, ...
- Interview format – Presentation, Group Discussion, ...
- Your Questions for the Interview Board
- Your Dress
- Brush up your basics or fundamentals

# Self-Evaluation before Interview

- How your present and past experiences relate to the position
- Your current and future career goals
- What skills and expertise you have to offer
- The skills that you would like to develop or improve
- Location, salary, and lifestyle priorities
- Kinds of people and environments you prefer
- Past experiences you want to highlight such as volunteer work, hobbies, ...

# Develop Your Own Questions

- What does the job entail?
- What are the opportunities for advancement?
- What about your professional development?
- What are the future goals for the organization?
- What are the roles of different team members?
- What is the culture like in the organization?

# Research about the Organization

- Find out:
  - The vital facts of the organization
  - The corporate culture
  - Work atmosphere
  - Mission of the organization
- Other research:
  - Competitors
  - Salary

# The Day of the Interview

- (Sleep properly the night before)
- Dress neatly and decently, Do not underdress
- Arrive early (1 hour)
- Arrive with a Positive Attitude
- Do not show your nervousness
- Bring your Certificates, Diplomas, ...
- Bring copies of your (updated) resume
- Be prepared to Wait ( in India)

# The Interview

- Your Entry
  - Enter with a smile
  - Greeting
  - Do not sit unless told
  - Turn off your cell-phone
- **Interactions**
- Your Exit
  - Collect your materials
  - Thanking the interviewer/panel
  - Go out with a smile

# The Interview

- Promote yourself and your strengths
- Answer questions as best you can
- Show that your mind is active and you are trying your best
  - Use white board or paper and pencil
- Find out more
- Be mindful of nonverbal communication
- Keep eye contact
- Prepare for a follow-up



# Promote Yourself

- Show Enthusiasm
- When possible talk about your Strengths
- Do not assume that Interviewers read your resume/CV
- Mind your Manners
- Be polite
- Do not talk negative about your previous company, job, ...
- Be prepared to Admit your Weaknesses

# Answer Questions as Best as Possible

- Do not give up quickly
- Know when to speak
- Ask if you can use blackboard, paper and pencil, ...
- Do not look passive
- Pause for thought – do not rush
- Do not give a very long answer – watch the time
- Understand the question well before answering
- DO NOT LIE

# Nonverbal Communication

- Handshakes/ Namaste
- Eye contact
- Stay focused
- Posture
- Fidgeting
- Speak clearly

# Video or Phone Interview

- Schedule the interview for when you can give 100 percent attention
- Take the call in a quiet place with a good reception/wifi.
- Be prepared with lists of points you want to make, your skills and accomplishments with specific examples, and questions to ask.
- Keep a copy of your resume and the position description nearby.
- Have your calendar available in case you need to set up another interview.
- Check your webcam, microphone and speakers/headphones.

# Video or Phone Interview

- Listen actively and avoid interrupting the interviewer; ask for clarification if you need it, and think out your responses before answering.
- Speak clearly and slowly enough so that the interviewer can understand you without difficulty.
- Show enthusiasm in your voice to give an impression that you are excited about the position and appreciate being considered.
- Make sure your face is lighted not your back.

# Phone Interview

- Stand up during your phone interview; this will help with your energy.
- Show enthusiasm for the position—be sure to smile—it will come through in your voice.
- Avoid saying “uh,” “um,” “er,” or “you know.” These fillers are more noticeable on the phone.
- Dress in business casual attire to help put you in an interview mindset.
- Have the company website open on your computer to reference.

# Video Interview

- Look directly at the camera, not the screen, to maintain eye contact with the interviewer.
- Dress from head to toe as though you were having an in-person interview.
- Pick a place with a neutral, uncluttered background.
- Run through a practice video interview with a friend to get used to the technology.
- Pay attention to your body language – maintain good posture and relax your shoulders.

# The Questions Asked

- Do not have any preconceived notion
- Know basics of your specialization
- Reading habit helps
- Rehearse on stock questions: “Why this company ...?”, “What are your strong points?”, ...



# Summary

- Resume/ Curriculum Vita (CV)
- Interview
- Preparing for an Interview
- Tips for a Good Interview

# References

- Interview Techniques Tips Building Your Career Tools, University of Dubai – Internship and Career Development Center
- Interviewing, University of California Berkeley.