

## \* Resume (or) CV (Curriculum Vita)

- Resume :- Short (one page in most cases)
  - Junior Positions
  - Companies

Date : / /

Page No. :

## • CV

- Long
- Senior positions
- Universities & Research Labs.

\* Resume → (should have what you achieved)

- Name
- Address & Email
- Educational Qualifications
- Work Experience
- Achievements → Patents, Publications, Projects completed
- Awards
- Your skills
- Your technical society memberships
- Everything <sup>Imp</sup> About You - Pick the most Imp. (or) Most Recent.

## • Resume guidelines

- Do not make the font too small.
- No spelling & grammatical mistakes
- Don't write "Looking for a challenging job."
- No Address (or) Pan No.
- Avoid mobile phone number, date of birth & other sensitive data.
- Do not put false info.
- Don't put mundane (or) ordinary skills
- No proprietary info.
- No mention of salary past (or) expected.
- Avoid colors (or) decorations.
- Make PDF (or) platform independent.
- Update Frequently.
- No CAPA unless it is 10.0/10.0.
- No info on courses taken.

### \* Examples of Bad Resume :-

- Bad spelling & grammar
- Graphic, decorations & photo
- No specific details of past experience
- Use of hard-to-read fonts
- Listing of irrelevant experience
- Too many details & a long resume.
- Use of buzz words - go-getter, self-starter, highly-motivated
- Poor formatting
- Bragging & lying about your qualifications & achievements

Date :

Page No. :

### \* CV (Curriculum Vitae) :-

Name, Address, Email, Work Exp., Educational Qual, Society Membership, Awards, Invited Talks, Sponsored projects, consultancy Projects, Patents, Books written, Journal papers etc.

### \* Interview :- To meet you, to find out more about you, to test you.

#### \* Types of Interview :-

- One on One
- Panel
- Group discussion
- Meal
- Phone (or) studio-video
- On site
- campus

### \* Preparing for an Interview :-

- Consider Logistics - time, place, food, water,
- Company - their work, product
- Interview format - Presentation, group discussion,
- Your Questions for Interview Board.
- Your Dress
- Brush up your basics & fundamentals

### \* Self Evaluation before Interview :-

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

Date: \_\_\_\_\_  
Page No.: \_\_\_\_\_

### \* 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 organization?
- What are roles of diff. members?

### \* Research about the Org :-

- Find out → The vital facts of the org.
  - The corporate culture
  - Work atmosphere
  - Mission

### \* The Day of Interview :- → Sleep properly

- Dress neatly & decently, don't underdress.
- Arrive early
- Arrive with a positive attitude.
- Don't show your nervousness.
- Bring Certif's - diploma etc.
- Bring 2 copies of your resume
- Be prepared to wait.

Date :  /  /   
Page No. :

### • Your Entry :-

- Enter with a smile
- Greeting
- Don't sit unless told
- Turn off your cellphone

### • Your Exit :-

- Collect your materials
- Thanking the interviewer/panel
- Go out with a smile.
- Promote yourself & your strengths
- Answer the questions as best you can
- Show that your mind is active & you are trying your best.
- Use whiteboard (or) paper & pencil
- Find out more
- Be mindful of nonverbal communication
- Keep eye contact
- Prepare for a Follow-up.

### \* How to Promote Yourself?

- Show enthusiasm
- When possible talk about your strengths
- Mind your manners
- Be polite
- Be prepared to admit your weaknesses
- Don't talk negative abt your prev. company.
- Don't assume that Interviewers read your resume.

### \* Answer Ques. as best as possible

- Ask if you can use blackboard, pen (or) pencil
- Don't give up quickly.
- Know when to speak
- Don't look passive
- Pause for thought - don't rush
- Don't give long answers - watch the time
- Don't lie
- Understand ques. well before answering

## \* Non-Verbal Comm :-

- Hand-shakes/Hamite → fidgeting
  - Eye contact → speak clearly.
  - Stay focused
  - Posture

Date \_\_\_\_\_

Page No. :

## \* Video/ Phone Interview:

- Schedule the interview for when you can give 100 percent attention.
  - Take call in a quiet place with a good wifi.
  - Be prepared with lists of points of you
  - Listen actively & avoid interrupting the interviewer.
  - Speak clearly & slow enough.
  - Show enthusiasm in your voice to give an impression.
  - Make sure your face is lighted by not your back.
  - \* Phone Interview:-
  - Stand up during your phone interview.
  - Show enthusiasm.
  - Avoid saying "uh"; "um"; "er" or "you know".
  - 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.
  - Dress from head to toe as though you were having an in-person interview.
  - Pick a place with a neutral background.
  - Run through a practice video interview with a friend.
  - Pay attention to your body language - maintain good posture.

### \* The Questions Asked:-

→ Don't have any preconceived notion.

→ Know basis of your specialization

→ Reading habit helps.

→ Prepare on stock questions: "Why this company? What are your strong points?"

Date: \_\_\_\_\_

Page No.: \_\_\_\_\_

### \* Business Comm :-

#### → Business Writing

• Memos • Emails • Reports of Assignments • Proposals

• Call for Meetings • Minutes of Meetings • Letters

#### → Person - Person Communication

### Business Writing

#### • Info sharing within the Org.

→ Notices

→ Venues

→ Emails

→ Internal Reports

→ Meeting Minutes

→ Social Media

#### • Info sharing outside the Org.

→ Business Letters

→ Emails

→ General Reports

→ Proposals

→ Social Media

Primary purpose of Bus. Writing

→ What info

→ Who are recipients

→ Why

Goals: → Convey Info, Call for Action, Explain

Right: → Justify Inaction, Wish

Wrong: →

### \* Business Writing Tips:

① To the point, clear, not wordy, T.C's.

② Short sentences, Active voice: ⑥ Proofread thoroughly

③ Short paragraphs.

④ Simple words

⑤ Use the words Please & Thanks

⑦ Revise well before circulation.

Date : / /  
Page No. :

### Block Format :-

- Your address if not using letterhead
- Date
- Salutation - Dear, Mr. X / Mrs. Y
- Body
- Closing
- Signature
- Enclosures (if any)

### \* Business Emails :-

- ① A clear, simple subject line
- ② Use standard font
- ③ Address your recipient formally
- ④ Structure your msg clearly
- ⑤ Provide <sup>professional</sup> ~~nesta~~ call to action
- ⑥ ~~Professional~~ closing
- ⑦ Proof read
- ⑧ Use carbon copy & blind cc appropriately

#### Tips :-

- Polite & Formal
- Avoid personal emails
- New email threads for new topics
- No emojis
- Consider the culture of the recipient
- Use virus-free & machine-independent attachments

## \* Business Reports :-

→ Front Matter

• Executive Summary (1 page)

→ Background

→ Facts, Data & Key Findings (Factual, Objective & Based on Research)

→ Conclusion

→ Recommendations

→ References

→ Appendix

Date : / /

Page No. :

## \* Meeting Agenda :-

→ Title

→ Meeting Type

→ Date & Time

→ Venue

→ Who should attend

→ Action items to be discussed

→ Preparation for the meeting

## \* Minutes of Meetings :-

→ Title

→ Action items to be discussed

→ Meeting Type (Or) Name

→ Decisions taken

→ Date & Time

→ Time the meeting ended

→ Venue

→ Signatures

→ Attendees present (Quorum)

→ Start time

## \* Business Proposals :-

→ Report with extras

- Some (new or novel) work to be done

- Benefits of the work

- Deliverables

- Time Line (Gantt chart)

- Budget Estimate