



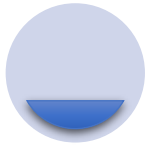
Campus Recruitment Training Workshop



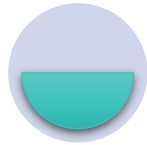
Campus
Credential



Session Flow



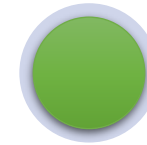
Resume
Building



Psychometric
tests



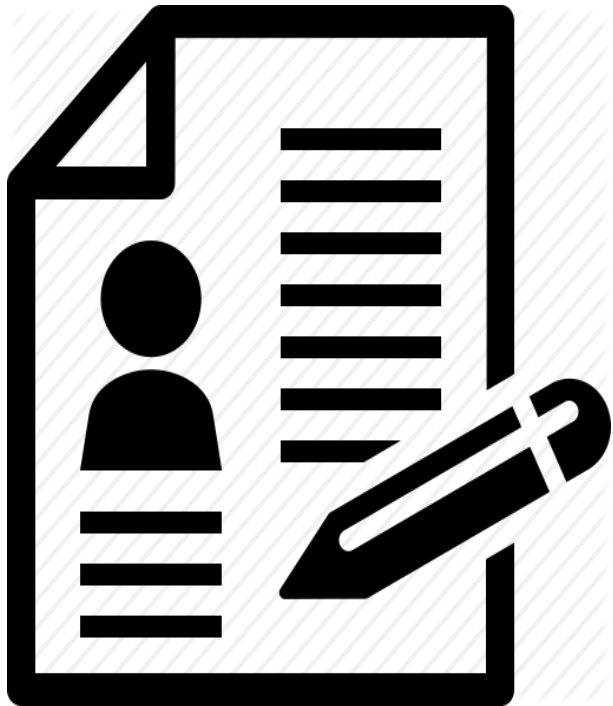
Personal
Interview
Preparation



Group
Discussions



How To Build A Good Resume



A resume is the first
impression that a
company has of any
candidate

You need to have a general
template ready and
customize it as per the
company/role that you are
applying for



CV Format



Font: Times New Roman, Arial, Calibri, etc. (max 2)



Font size – 11 or 12



Use bold or italics for emphasis



1" pg margin & 1.5 pt line spacing



Left aligned



Header – contact info
(font size – 14/16)



Text printed in solid black ink



Deactivate hyperlinks
(your E-mail)



CV Format

Header Info

Akash Shah – BE (Automobile)

201/2 A Concord, 2nd Cross Lane, Bandra (W), Mumbai - 400092.

+91-9700000000; email@gmail.com

Date of Birth: 27 September, 1992

Career Objective

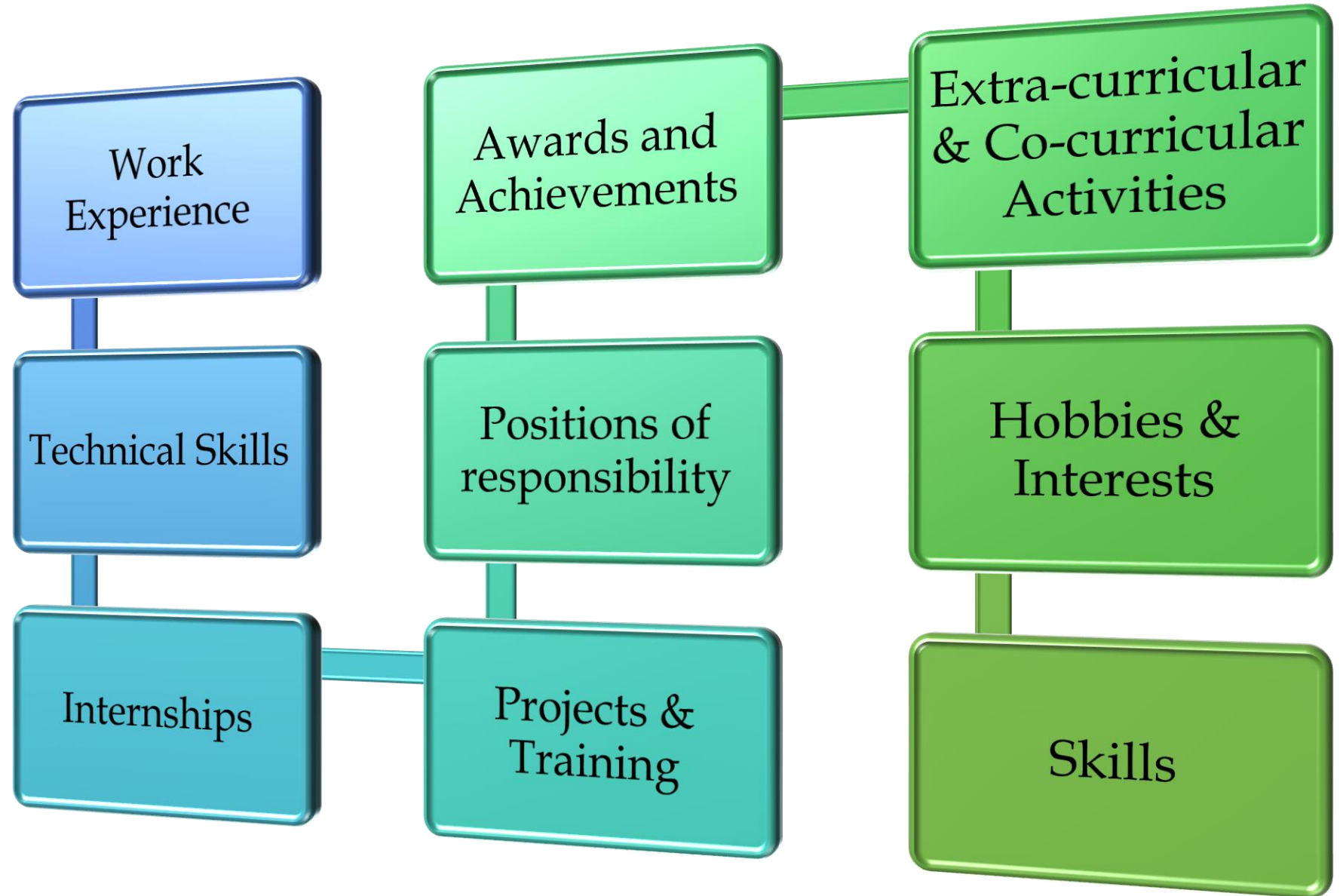
Academic Profile



Degree	Institute / School	Board	Year	Results
B.E. (Automobile)	M. H. Saboo Siddik College of Engineering	Mumbai University	2008	70%
HSC	M. H. Saboo Siddik Technical Junior College	Maharashtra State Board	2004	63%
SSC	St. Joseph's High School, Juhu.	Maharashtra State Board	2002	75%



CV Format





CV Statements

Avoid first person pronoun



Demonstrated professionalism, tact, and diplomacy while working with customers in high-pressure situations



I demonstrated professionalism, tact, and diplomacy while I worked with our customers in high-pressure situations

KISS – Keep It Short and Simple

Use bullets when possible

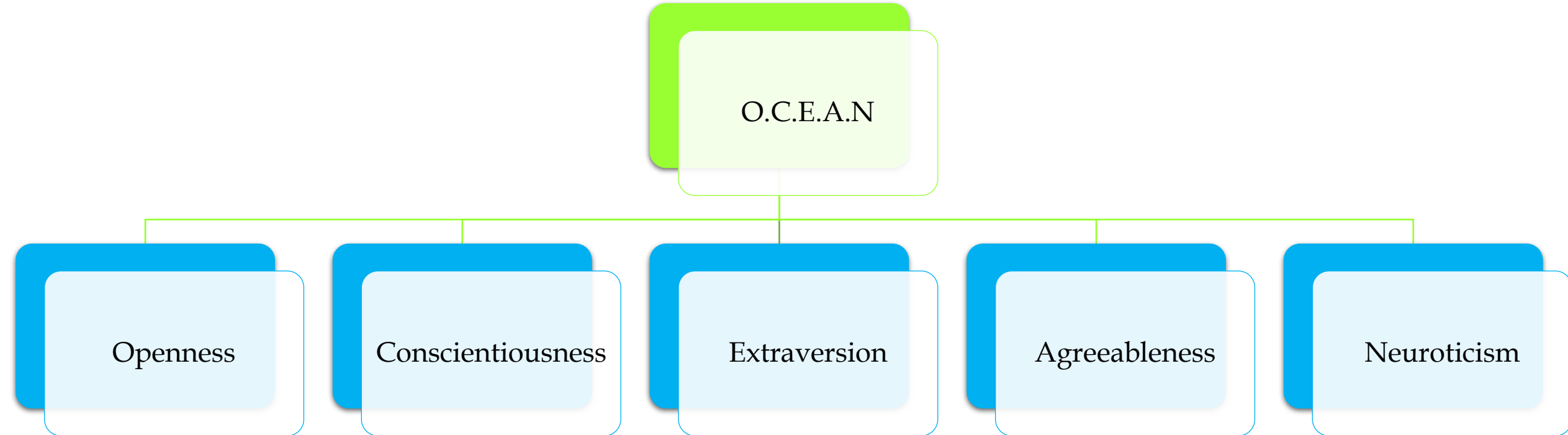
Go from general to specific

Use Plain English



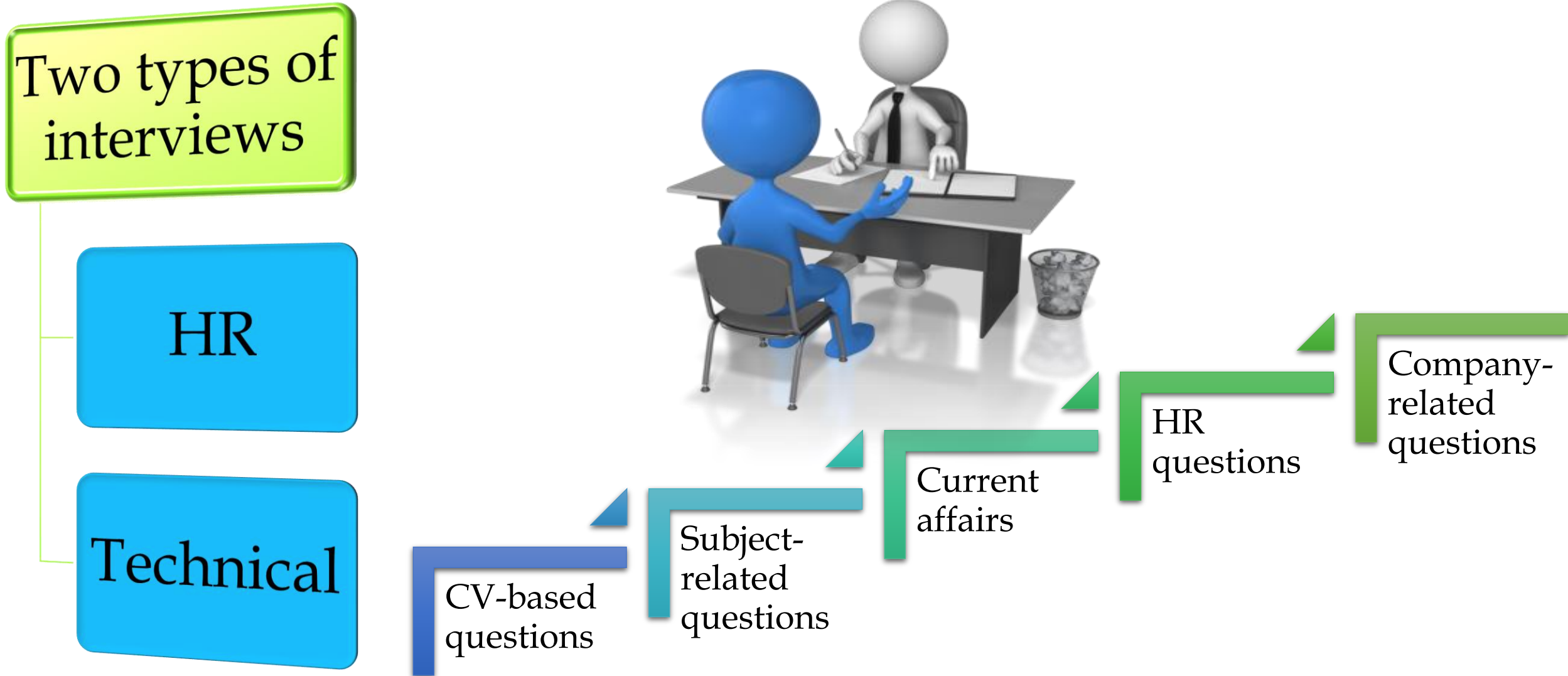
Psychometric Tests

Used to sketch personality characteristics. Testing is often for characteristics traditionally called The Big Five (O.C.E.A.N)





Personal Interviews





Commonly Asked Questions

Tell me about yourself

What would you like me to know that is not on your resume

What are the three most important events in your life

What was an experience in your life that you would want change

Describe yourself

How would your friends describe you

Your Goals

What new goals have you established for yourself recently

Where do you see yourself in the next 2/5/10 years

What does success/failure mean to you?

Which is more important to you: money or job profile

Who do you admire and why

Why this company

Your strengths and weakness

Your hobbies and interest

Why should I select you? Why should I select you and not him?

Key takeaway from this workshop/seminar /training

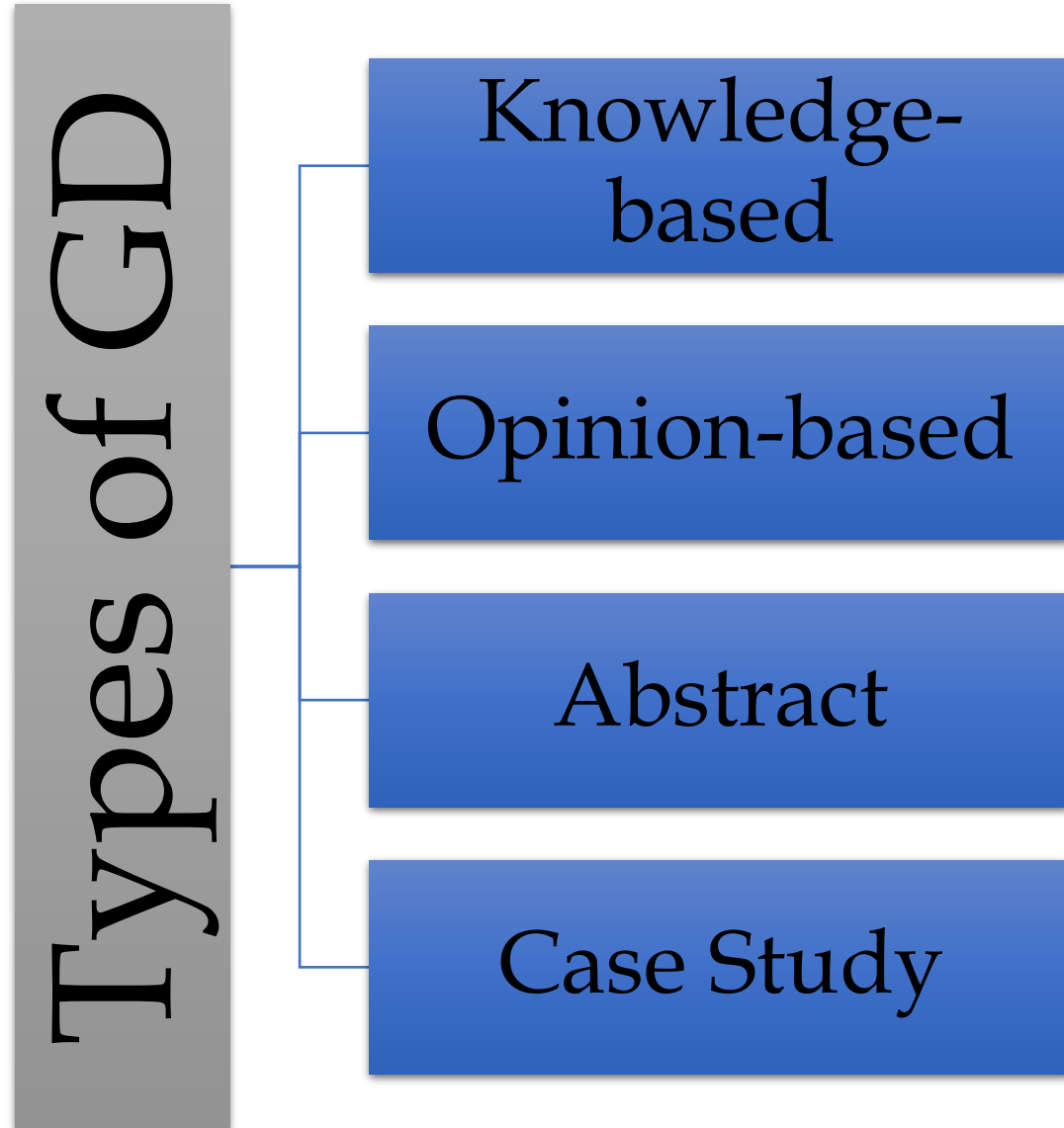
What was your project/internship about

Your favorite subject

What is your career objective

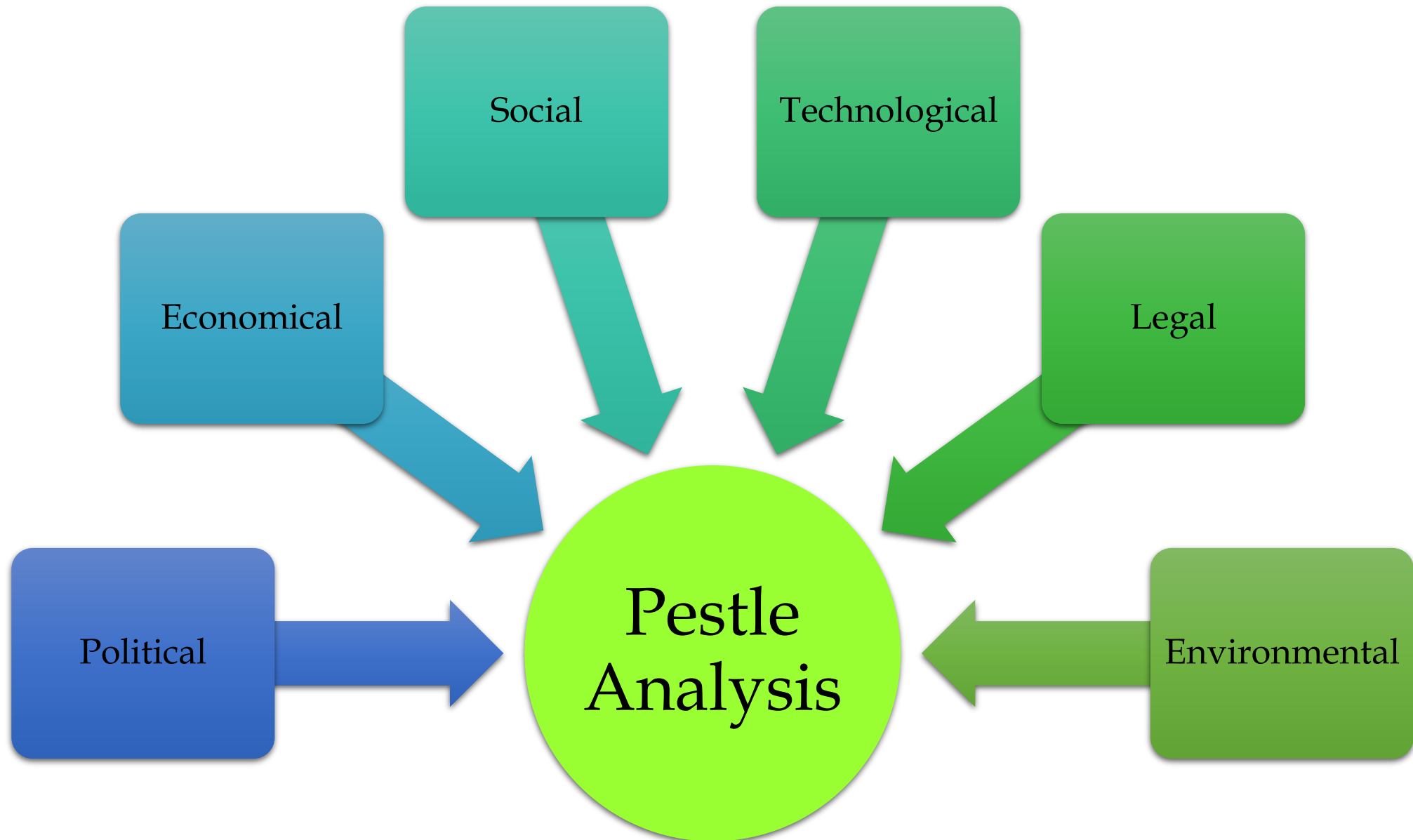


Group Discussion





Group Discussion



*Thank
You!*



Campus
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