



MICROSOFT
6750 Ayala Avenue, Makati City

Microsoft, one of the biggest software companies, develops and sells a number of products for business and consumer use. Aside from its well-known Windows operating system, other products include enterprise applications, server and storage software, as well as video game consoles

ACCENTURE

MSE Building, Ayala Avenue 1200,
Makati City

> accenture

Recognized for being a global leader in its field, Accenture helps its clients achieve high performance through global management consulting, technology services, and outsourcing. The company helps others maximize their performance to achieve their own vision



MACQUARIE
6750 Ayala Avenue, Makati City

Macquarie is a leading provider of various financial services. By combining entrepreneurial drive and robust risk management, the Macquarie Group assures client and investor confidence. The company delivers innovative products, services, and strong investment returns

INDRA

Tower 1, Rockwell Business Center, Ortigas
Avenue



indra

Operating in more than 128 countries, Indra is on the cutting edge of high value-added solutions and services. With innovation as the cornerstone of their strategy, Indra develops solutions which address real and specific needs of their customers efficiently.



YAPAK IT GROUP

5th Floor, Elizabeth Hall, Katipunan Avenue,
Quezon City

Yapak IT Group consists of professionals with diverse backgrounds and different areas of specialization. The team provides its clients services like IT consultancy, customized system and application development, and turnkey solutions which help businesses grow

COMPANIES





TIPS+ CHECKLIST

RESUME WRITING

1. **BE BRIEF**
DON'T WORRY ABOUT FRAGMENTED SENTENCES. KEEP YOUR SENTENCES SHORT. USE BULLET POINTS!
2. **BACK UP YOUR CLAIMS**
INCLUDE RELEVANT INFORMATION AND EXPERIENCES WHICH WILL HELP PROVE WHAT YOU'RE SAYING
3. **TAILOR YOUR RESUME**
USE YOUR RESUME TO TARGET THE POSITION YOU WANT. FOCUS ON YOUR EMPLOYER'S NEEDS.
4. **USE PLAIN ENGLISH**
KEEP THINGS SIMPLE, AND GET STRAIGHT TO THE POINT.
5. **USE ACTION VERBS**
DON'T WRITE IN THE PASSIVE VOICE. PRESENT YOURSELF AS THE DOER OF THE ACTIONS.

WORK TTD:

- ☐ **LEARN TO ADAPT**
YOU'LL MOST LIKELY END UP WITH A POSITION THAT'S NOT REALLY YOUR FORTE. LEARN TO ADJUST AND MAKE THE MOST OUT OF YOUR SITUATION.
- ☐ **ACT LIKE AN ADULT**
YOU'RE WORKING WITH ADULTS NOW. ACT LIKE ONE.
- ☐ **LEARN THE JARGON**
IT'S EASIER TO COMMUNICATE AND WORK WITH YOUR CO-WORKERS IF YOU KNOW WHAT THEY'RE TALKING ABOUT.
- ☐ **BE COMFORTABLE**
LEARN TO SOCIALIZE. YOU'RE PROBABLY GOING TO MEET AND TALK WITH A LOT OF PEOPLE. SO BEING COMFORTABLE AROUND THEM IS A MUST. MAXIMIZE THE CHANCE OF LEARNING FROM YOUR COWORKERS.

INTERVIEW TIPS

1. **FOCUS ON THE INTERVIEWER**
EXPLAIN WHY YOU'RE QUALIFIED FOR THE POSITION. MATCH YOUR QUALIFICATIONS WITH WHAT THE INTERVIEWER IS LOOKING FOR.
2. **BE TRUTHFUL**
DON'T BE AFRAID ADMIT THAT YOU DON'T KNOW SOMETHING. BETTER TO BE TRUTHFUL RATHER THAN TO LIE ONLY TO BE GIVEN A JOB YOU DON'T KNOW HOW TO DO!
3. **PAUSE!**
YOU DON'T HAVE TO FIRE BACK AN ANSWER RIGHT AWAY. PEOPLE GENERALLY SPEAK QUICKLY WHEN NERVOUS. TAKE A SHORT PAUSE AND SLOW DOWN WHEN YOU NOTICE YOURSELF RACING.
4. **PRACTICE MAKES PERFECT**
CONSIDER HAVING A ROUGH OUTLINE OF YOUR ANSWERS TO A GIVEN TYPE OF QUESTION. PRACTICE THESE ANSWERS IN FRONT OF A MIRROR.
5. **DRESS WELL**
DRESS WELL TO INCREASE YOUR CONFIDENCE AND BOOST YOUR PROFESSIONAL IMAGE!