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TCS ID Course

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Preparing for an interview key factors

- Research about the company
- 1) Do a deep study of the company
- 2) Shortlist few points about their press releases
- Prepare for interviews.
- 1) Prepare thoroughly for key questions
- 2) Plan for 2 questions for the interview.

• Importance of Resume.

1) Resume has the power to get you an interview for your dream job

2) Organisation use the resume to shortlist potential candidates.

Types of Resume.

- 1) Chronological Resume
- 2) Functional Resume.

Resume Writing

DO's.

- 2) Be cautious while mentioning your hobby.
- 3) Use formal, readable fonts.
- 4) Use bullets instead of paragraphs.
- 5) First page should catch the attention of the interviewer.

#### Don'ts

- 1) Don't exceed 2 pages.
- 2) Don't exceed 3 to 5 bullets per section.
- 3) Don't lie about your achievements.

#### Importance of cover letter:

1) It tells employer how qualified you are for the job.

2) A cover letter expresses the points that

your resume might cover.

3) The cover letter tells the employer the job role that you are interested in.

### Group discussion.

- 1) Points to remember in group discussion.
- 2) Clarity.
- 3) Body language.
- 4) Listening.
- 5) Tone of voice.
- 6) Appropriate language.
- 7) Courtesy.
- 8) Confidence.