

## Chapter 1: RESUME

### Basic tips to build your Resume:

1. Understand the Job description before preparing your Resume.
2. Always tailor your Resume based on the Job Description.
3. Please Keep the Resume to 1 - 2 pages max (Preferably 1 page).

We urge you to ensure whatever you write in your Resume, you should know every bit of it because you should be able to justify your answers to the questions asked from the resume with scenarios/examples.

### Sections of the Resume:

- Contact
- Career Objective
- Qualification
- Technical Skills
- Internships and Projects
- Awards and Achievements
- Certifications
- Hobbies
- Languages Known

### To start with:

Write your complete name and add a suitable professional title based on the job profile you are applying for.

**Contact:** Write the phone number on which you are active on; you can also add one alternate number as well

**Email:** Have a professional mail id, i.e., with your full name; avoid all the fancy words. If you don't have one, create one.

It is also very much important to check your emails at regular intervals to make sure not to miss any important information.

You can also add your LinkedIn profile and your video resume link to your profile.

### **CAREER OBJECTIVE:**

- Do not copy and paste the career objective; always understand and write it in simple terms.
- What you will do for the company and what are your expectations from the company from a career perspective should be written in your Career Objective.

### **Qualification:**

Mention your qualification - stream - university/Institution - Year of graduation - your score.

Always mention your qualification details in anti-chronological order, i.e., your recent qualification first - Graduation(If you have done your Post Graduation mention that followed by your graduation) followed by PU/12th/Intermediate/Diploma details and then by SSLC/10th details.

### **Technical Skills:**

Always mention those skills which are relevant to the profile you are applying for, and make sure that you are confident to answer the questions based on the same.

**Note:** Application Tracking System - ATS

It is software that filters resume based on the Job Description.

Make sure that you mention the skills that are relevant to the Job description to avoid being rejected before even the interview.

### **Internship and Projects:**

Mention the name, tools/technologies used, and a small description.

### **Awards and Achievements:**

Mention those Achievements/Awards which are relevant to the job profile, followed by the others which exhibit your personality.

### **Hobbies:**

Always mention those hobbies which tell about the positive side of your personality.

### **Languages:**

Mention those languages that you are fluent in or Good at communication. English should be at the top of the priority list.

Don't mention everything in your Resume; make sure you have some information about yourself to have a conversation with HR/Interviewer or to answer the elevator pitch question.

Use simple fonts that are easy to read and space-friendly, like Times New Roman, Arial, etc.

Whenever you are sharing your Resume, make sure it's in Pdf format so that the alignment does not vary from one system to another.

Name your Resume with your name

Example: Prabhakaran\_Resume

Always make sure to proofread your document before sharing.

### **Don'ts of Resume:**

- Do not mention - Resume/Curriculum Vitae on your Resume.
- There should not be any grammar or spelling mistakes.
- Never lie on your resume.
- No religious affiliation.
- Do not use first-person pronouns(I, Me & My) in your Resume.
- There is no fixed format as to how a resume should be make sure to tailor your resume based on the job description
- Make sure your resume has the relevant information needed for the job profile and that you are confident enough to express or justify the same with relevant examples.

## Chapter 2: Elevator Pitch

Elevator Pitch in simple terms is nothing but “Tell me about yourself” or “ Introduce yourself”.

This question is asked to begin the conversation and to have some understanding of the candidate to take the interview process forward.

This is very important as the interviewer makes their first impression on the candidate and for the further process of the interview.

- Good Communication can be as simple as being able to make the other person understand what you are conveying to them.
- English is a language just like any other language that can be learned.
- Communication is a skill that can be developed through speaking, reading & writing.
- Exhibit your quality/skill without being nervous or overconfident.

### Don'ts during an elevator pitch:

- Do not use much of I, or we, only use it whenever required.
- Do not fake things about yourself.
- Do not start the pitch with low confidence.
- Do not exaggerate.
- Never lie or create sympathy.
- Do not start the elevator pitch with “myself”.

### Structure of Elevator Pitch:

#### 1. Name

Start with My name is... or I am .....

If the Interviewer addresses you by your name then start with nature.

#### Nature

Use such words or statements which will exhibit or showcase some of your good qualities such as your personality, abilities, attitude, etc. as examples

(a) I am an optimistic and hard-working person.

(b) I am a Kind and sincere person, etc.

**Note:** Please do not randomly use optimistic, hardworking, sincere or any such personality-based qualities, make sure you mention something about your personality only that you can explain if asked questions on that.

## 2. Qualification

I am **A/An** \_\_\_\_\_ graduate of \_\_\_\_\_ branch/stream/department from \_\_\_\_\_

**Note:** For Vowels use **An**, for consonants use **A**. ( A, E, I, O, and U are vowels)

## 3. Experience (If any)

## 4. Internship

- I have one internship on the topic followed by skills and technology involved, also mention what kind of internship it was, in case they ask you about it in detail else there is no need to mention it. (Paid/unpaid/learning internship)
- Paid internships are those where the company pays you a salary or stipend, not the one which you pay for. ( only for your understanding)
- The Internships which you pay for are mostly called learning Internships.

## 5. Projects

Mention the final year project synopsis in brief with the tools/languages/technologies used. Also include the outcome of the project.

## 6. Skillset

As you are now applying for an IT/Software job it is important to mention the IT/software industry-based skills that you are learning or already know.

Example: Java, Python, Web, SQL, Testing, Full Stack, etc

## 7. Certification

- Mention your learning/training internship at KodNest.
- If you have any other certificates, mention them in the priority order of technical certifications first and non-technical certifications later.

## 8. Achievements

Can be both technical and non-technical.

## 9. Hobbies

Speak about those hobbies which add a positive statement to your personality.

Make sure to prepare your elevator pitch using the above guidelines and practice well.

# Chapter 3: Group Discussion

## Points to remember about group discussion:

**Listen** to the subject(Topic) carefully.

**Put down** your thoughts(write them down on a piece of paper).

**Initiate** the discussion if you know the subject well, If you don't know the subject well, wait for others to speak to get clarity about the topic before you make your contribution to the discussion.

- Do not initiate the discussion if you don't have sufficient knowledge or information about the given topic.

**Listen** to others if you don't know the subject.

**Support** your point with some facts and figures, don't randomly mention your point without a proper explanation.

**Make** short contributions of 25 -30 seconds 3 - 4 times this shows you are involved in the discussion throughout.

**Give** others a chance to speak, and make sure everyone gets a chance to express their points.

- Do not try to dominate the discussion.
- Do not put others in an embarrassing situation by asking them to speak if they do not want to.

**Speak** politely and pleasantly.

Respect the contribution of other members as well.

- Do not over-speak or intervene or snatch others' chances to speak.
- Do not speak irrelevant things and distract the discussion.

**Disagree** politely and agree with what is right, agreeing to what is right will not put you down in anyways.

- Do not argue or shout during the discussion.

Summarize the discussion if the group has not concluded.

Make sure to have proper **eye contact** with all the members of the group.

- Do not look at the evaluator or a particular group member only.
  - Do not pose negative **body gestures** like leaning back on the chair, knocking on the table with a pen, etc
  - Do not display low self-confidence with a shaky voice and trembling hands.
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- Interviewers want to know about your attributes and skills and how your competencies match those specific to the job.
  - Good preparation is essential and by planning and practicing your answers, you can boost your confidence and increase your chances of getting the outcome you want.
  - I believe that you will all put these practices to the best use and ensure you are constantly working on these areas.
  - There are no shortcuts to getting better at communication and the best way to start is by speaking regularly, reading regularly, and practicing regularly.

**WISH YOU THE BEST, ROCK YOUR LIFE.**