CV writing tips & Interview Skills

Tuesday, May 4, 2021

Mr. NGUYEN QUYET

CEO VTI Academy

1

2009 - 2021

12-year-experience working in Information

Technology Industry

2

2014 - 2021

6-year-experience in training and resource development
(FPT Software, CMC Coporation, VTI Group)

3

2019 - 2021

CEO VTI Academy of VTI Group

Company Overview

Company Name	VTI JOINT STOCK COMPANY
Establishment	8/2017
CEO	Tran Xuan Khoi
Company Employee	850 Employees (As of 2/2021)
Address	• 6F AC Building, 78 Duy Tan, Cau Giay, Ha Noi • 7F ICT Building, 19 Lê Thanh Nghi, Hai Ba Trung, Ha Noi • 3F A-Z Cube Building, 1-2-9 Koraku, Bunkyoku, Tokyo • 2F Hiranomachi Century, 2-5-8 Hiranomachi, Chuoku, Osaka *As of 01/04/2020
Business	1. Business Application 2. Mobile Application 3. Cloud Service 4. AI/ML

VTI can meet the need of customers by developers with high skills and global mindset

Internal cultural activities

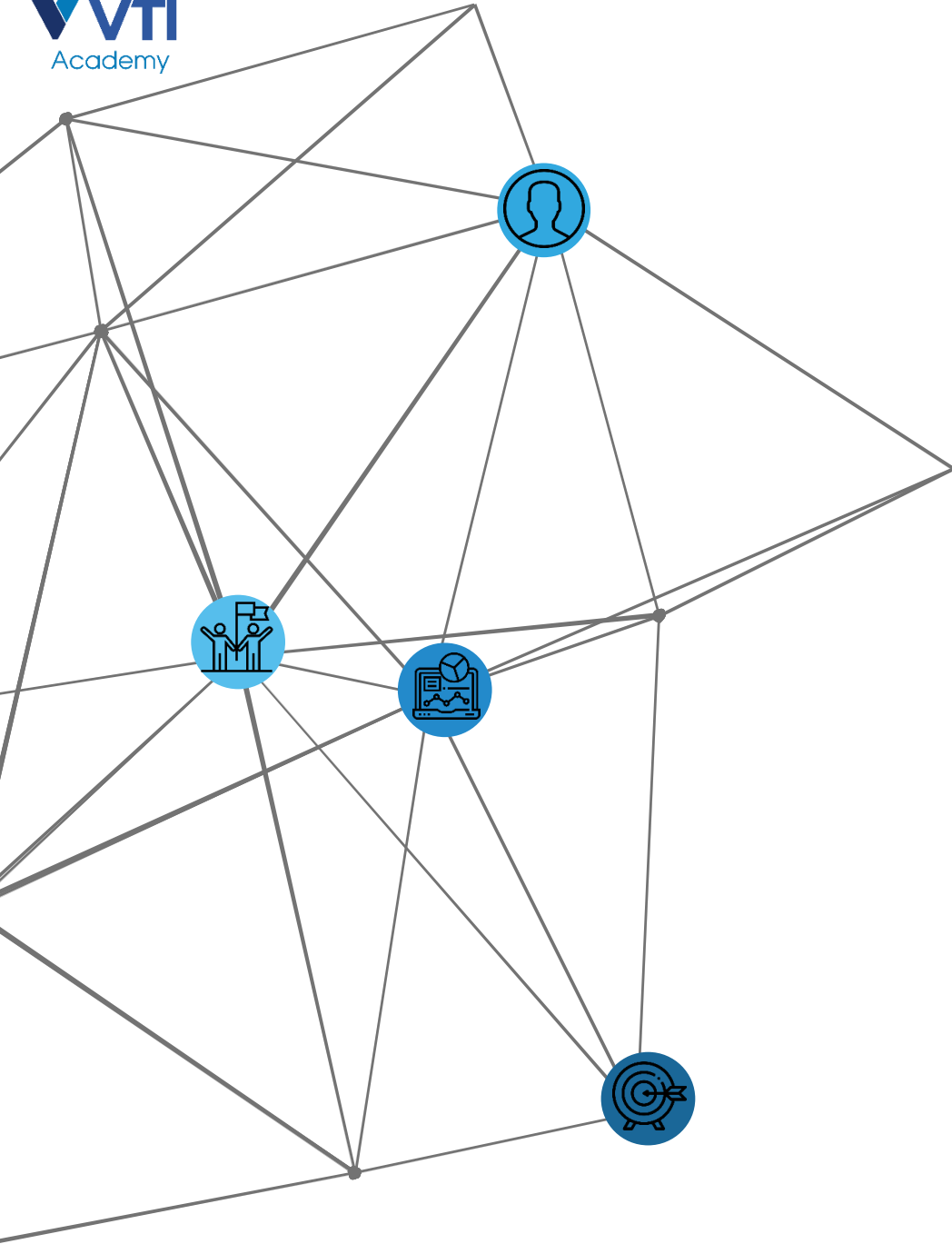# Contents

Preparation

Common Questions

Key points & Tips

Preparation

General

- **Profile**

- **Introduce** yourself

- **Remember** **what you've done**

- **Answers and remember general questionnaires relating to technologies you've studied/practiced**

- **Get interviewer info and their purpose**

Preparation
Personal Profile

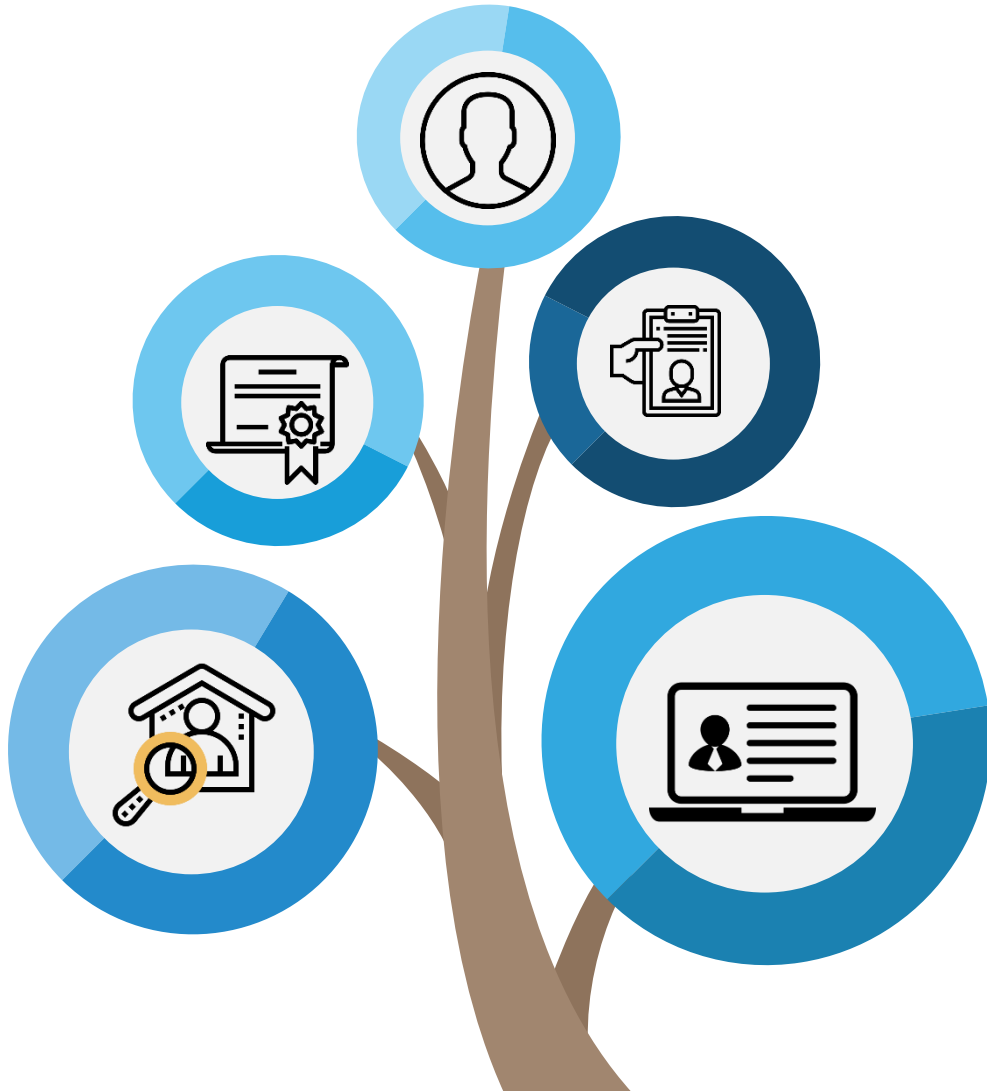**EVALUATED INFO**

Layout of Resume:

- Logical, Clearly

- Brief (Should be presented in about 2 pages, chronological order: from Present to Past)

Important Information:

- Degree

- Experience

- Social Activities

Assessment The lack of Information:
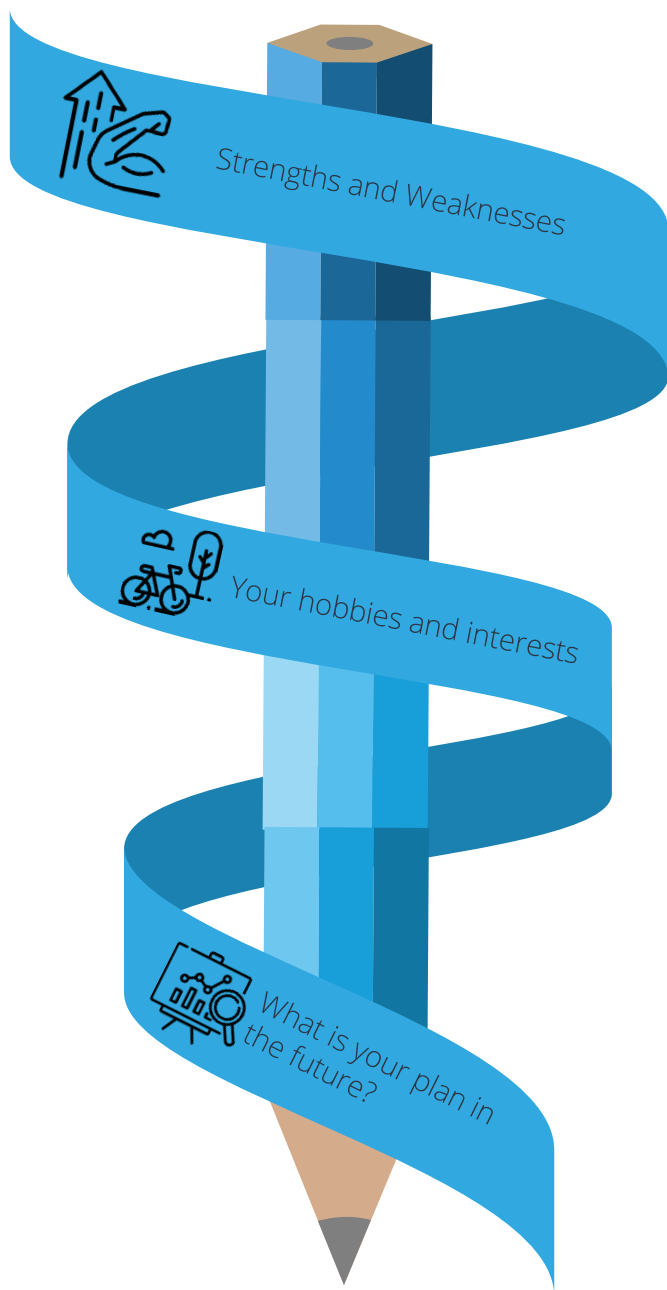
- Negligence

- Deliberately hiding information

Preparation

Introduce Yourself

Personal details

Objectives: give your name, personal information

- My name is … I am xx years old,
- I am still single, I live in …

Education / Qualification

- I graduated from ABC university in 201X…
- I studied a n-months course of xxx at the VTI Academy and graduated in 201x
- I have OCA, OCP,… certificates

Preparation
Personal Information

Strengths and weaknesses

Listing strengths that are useful to your job
Ex: teamwork, presentation, ...

Hobbies/interest

- Sport, Movies, ...
- Social activities
- ...

Future Plan

- I want to become expert in Java, .NET
- I try the best to be good manager
- ...

Strengths and Weaknesses

Your hobbies and interests

What is your plan in the future?

Preparation

Working Experience

Employment History

- I have been working in software development for xxx years...
- From 200x-200y, I worked for a company named...
- Then I joined VTI Group from ... to ...

Technical Skills

- I have ... years working with Java, .NET, Testing,...
- I know some technologies/frameworks such as MVC, Spring, Android, WCF, WPF,...
- I already work with Oracle, MS SQL Server,... databases
- I have lot of experience developing web-base application...
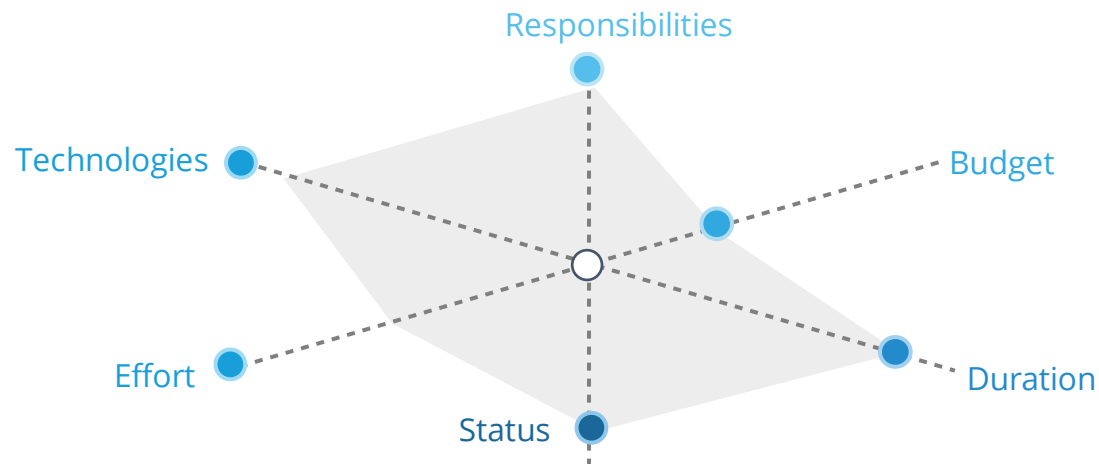- I also know some about Design, UML, Linux,...

Preparation

Working Experience

What you' ve done in your (mock) projects?

- Project description:
  - The objective of the project is to build a CMS, banking application...
  - The application is used to...
- Your responsibilities: developer, tester, team lead
- Technologies used:
  - It is a development/maintenance/re-engineer/conversion project...
  - It is a .NET/Java based app... and is a web-based/desktop app...
  - It has a standard J2EE, n-tier architecture...
  - ...
- Duration: 2 months
- Team size and effort: 60 man-days
- The good/bad/difficult of the project, lesson learnt...

Responsibilities

Technologies

Budget

Effort

Duration

Status

Preparation
Technical Knowledge

Answers and remember general questionnaires relating to technologies you've studied/practiced.

- Object Oriented Programming
- Core Java, .NET fundamental
- Common Frameworks (n-Tiers, MVC, Spring,…)
- Android, IOS
- Database (Join, Subquery, Procedure, Function…)
- Testing concept (Test Plan, Test Cases)
-

Preparation

Get requirement / info

1. Research the Organization and People who will interview you

2. Get information on project, work and position you are applying to

- How about the project?

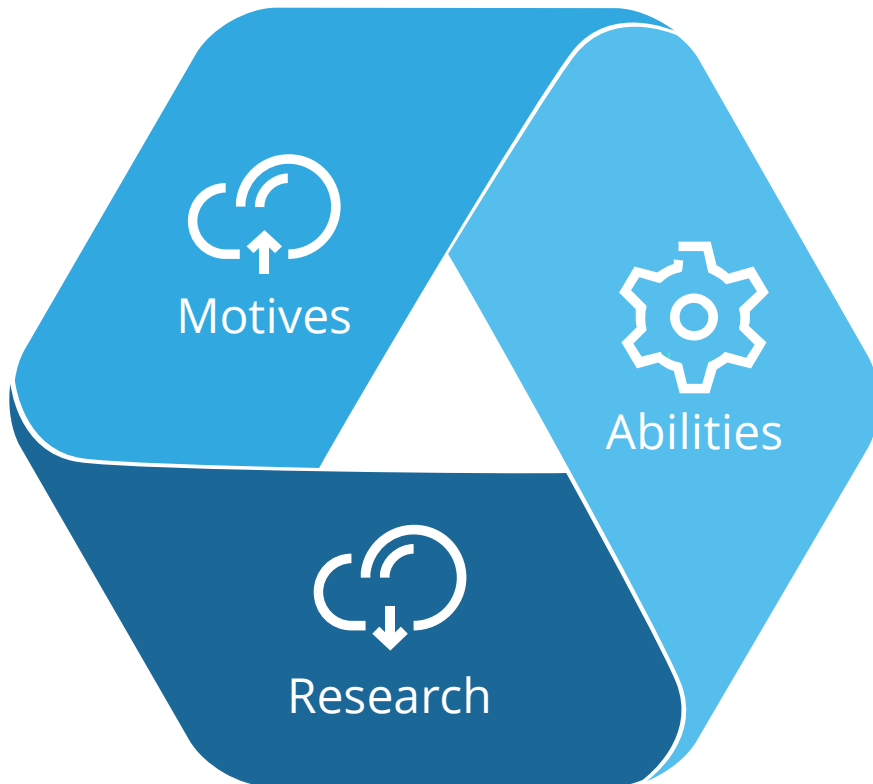- What kind of resource are they looking for?

  Required skills and positions

  No. of experienced-years

  Specific requirement

Preparation

Key Messages and Questions
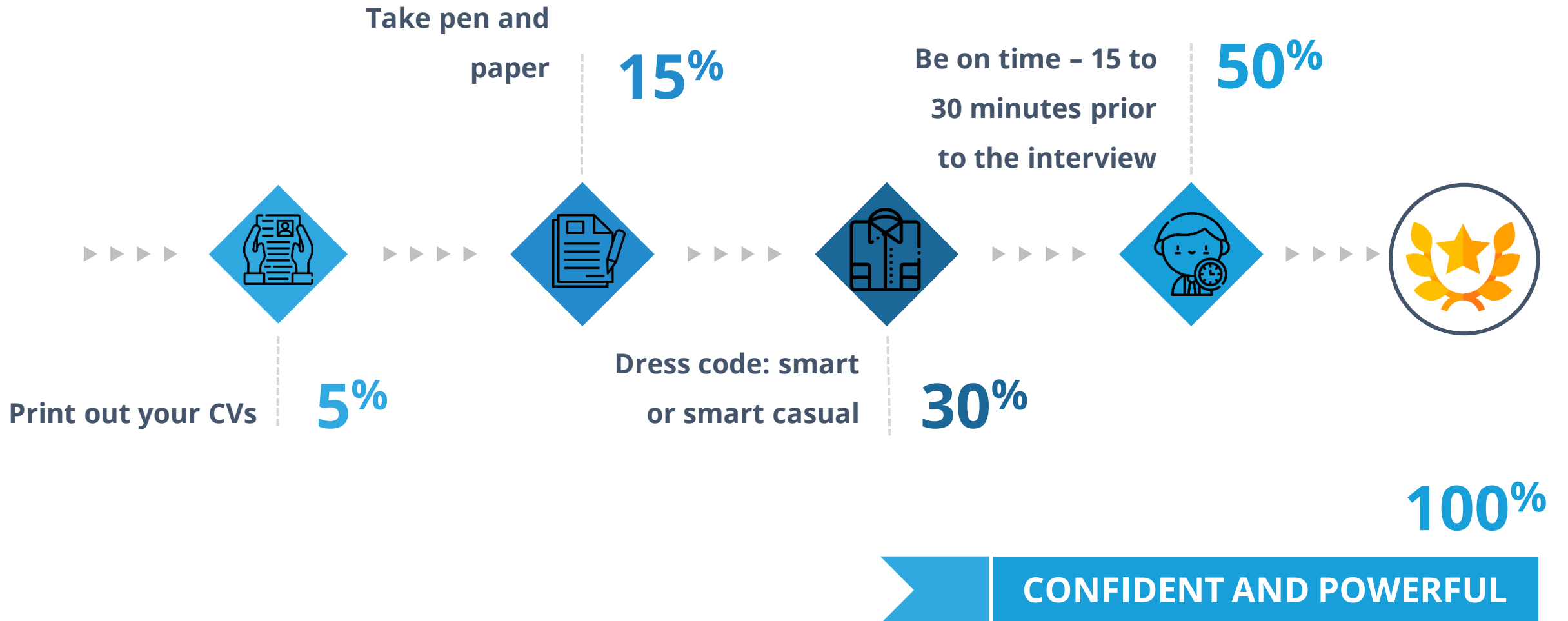
Motives

Abilities

Research

● **Why do I want this job/project?**
- I am familiar with the domain
- I am quite experienced with the techniques
- I am always interested in this domain, etc.

● **What can I contribute to the success of the project?**
- Tell about your strong points which suitable to the project, etc.

● **What else do I need to know?**
- Do you have a training program?
- Who would I report to directly?
- What are my opportunities? Etc.

Preparation

BE READY!

Take pen and paper

15%

Be on time – 15 to 30 minutes prior to the interview

50%

Print out your CVs

5%

Dress code: smart or smart casual

30%

100%

CONFIDENT AND POWERFUL

Questioning Methods

Câu hỏi giả định

Câu hỏi cần ứng viên phải giải quyết các tình huống giả định hoặc phản ứng với một tình huống nhất định (câu hỏi case-study).

Câu hỏi đóng

Câu hỏi có tính chất xác nhận thông tin (câu hỏi mở đầu phỏng vấn, câu hỏi warm-up).

Câu hỏi mở

Câu hỏi đòi hỏi suy nghĩ và bắt buộc ứng viên bộc lộ thái độ và ý kiến cá nhân (câu hỏi hành vi).

Câu hỏi dẫn dắt

Câu hỏi có câu trả lời đơn giản và có câu trả lời người tuyển dụng muốn nghe.

Types of Questions

Break the ice questions

Technical questions
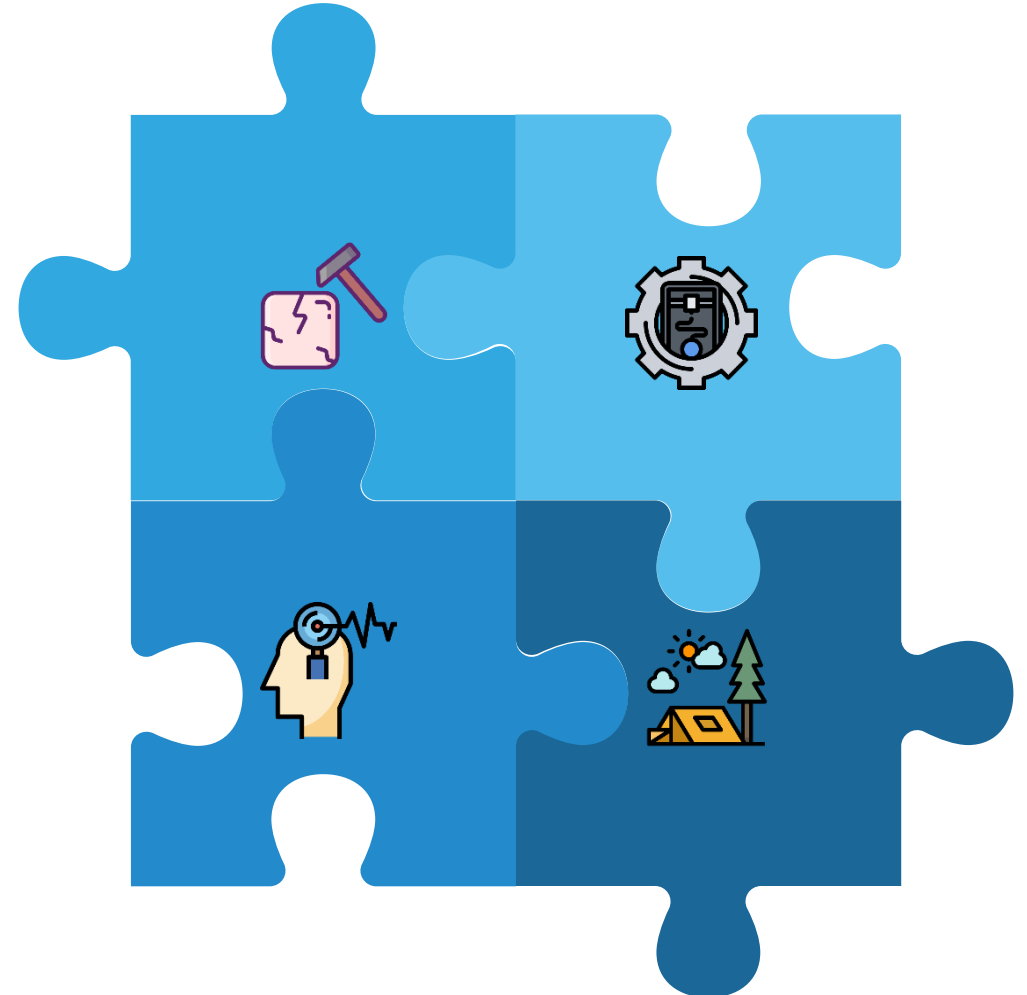- What is the difference between overloading and overwriting?
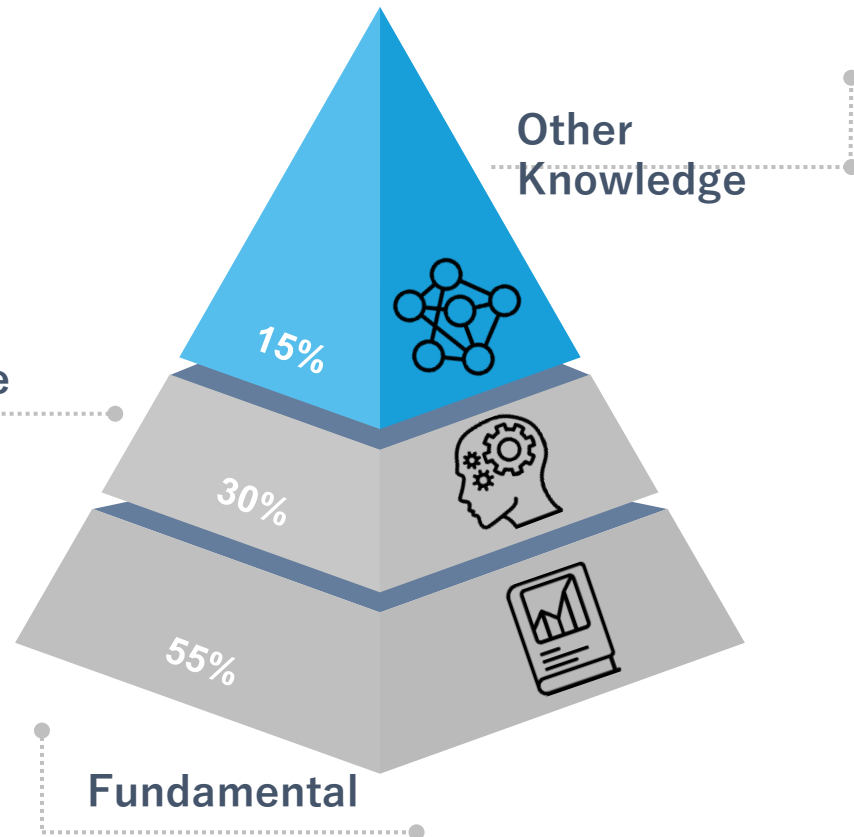
Behavioral questions
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Give an example of an occasion when you used logic to solve a problem.
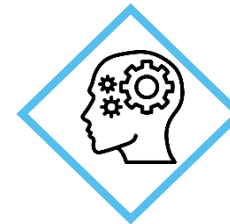
Social activity questions

Technical Q&A

Other Knowledge

15%

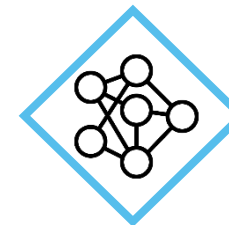**Knowledge**

30%

55%

Fundamental

Fundamental
- Object Oriented Programming
- Core Java / .NET
- HTML / Java script / CSS / XML
- Database
- Test Plan, Test Case

About what you have done/studied
- Frameworks (MVC, Spring Boot, Laravel...)
- Mobile (Android, IOS)
- Design patterns
- React JS, Angular...

Others
- Algorithms
- ...

Others

Hobbies / Interests

- I like doing something
- I normally spend time in doing something in my free time
- Football is my favorite sport

Opinions

- I think the world is flat
- I think a good developer should be:
  - Able to understand the requirement. Requirement understanding is critical to write a right software
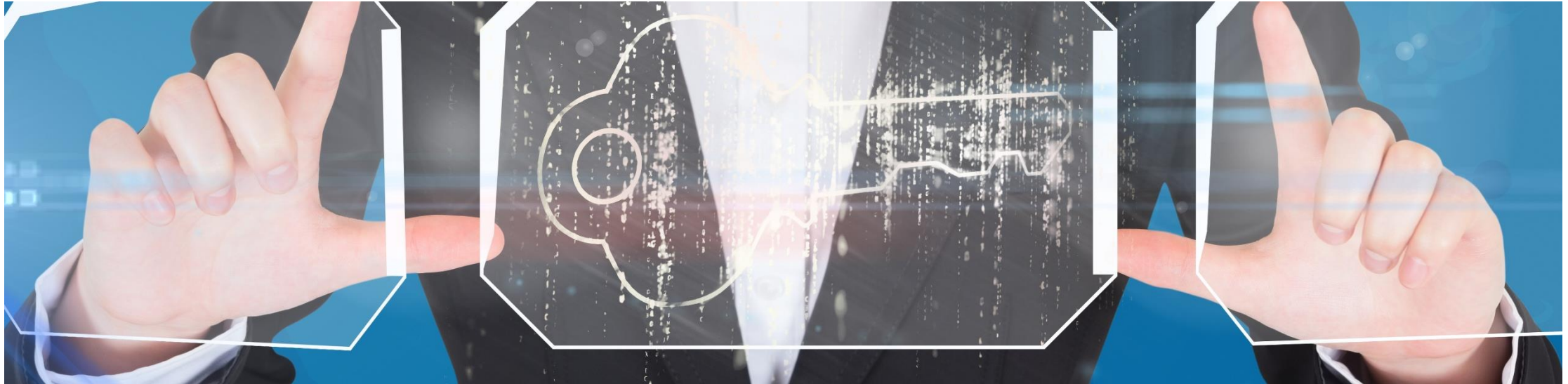 - Able to read/understand design document

Future Plan

- Want to have chance working abroad to improve my English
- Want to join different projects to gain different technical skills, domain knowledge
- Plan to get a ABC certificate in next 6 months...be come a team leader

Interview
Key Points and Tips

Be confident

- Be relax, natural, nice... It is not a fight!
- Positive thinking
- Highlight what you are good at

Show that you are reliable

- Be on time
- Don't look away

Show an interest

- In Company, In people, In role
- Open to learning more

Interview

Key Points and Tips

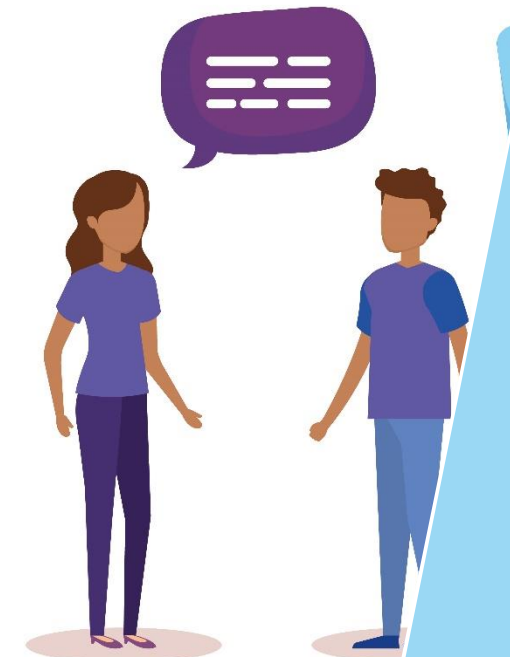**Show ability in communication**

Question back

Interview
Key Points and Tips

Show ability in
Communication

Be ware that the way you act in the interview somehow reflects the way you work in the reality, so:

- Speak slowly and clearly

- Answer the question directly – right to the point

- Avoid a single Yes or No answer. Try to have a brief discussion or provide a reason for Yes or No

- Avoid long silence

- Ask if the question is not clear or you cannot catch the point

- If you do not know the answer, say you do not have the answer right now but will study later

- Use Body language if necessary

- Explain some difficult things by drawing to board/paper.

CAREER PATH FOR INFORMATION TECHNOLOGY MAJOR

Project Management (PM)

Bridge System Engineers (BrSE)

System Architecture (SA)

Tester Leader

Business Analysis (BA)

CAREER PATH FOR INFORMATION TECHNOLOGY MAJOR

Chief Technology Officer

CEO

HR

Collaboration with Enterprises in Hanoi

Contact Us

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