

FINAL PROJECT

MOCK INTERVIEW

TBW - FALL 2021

Deadlines

RESUME Submission:
8th Dec 2021 (Soft & Hard
Copies)

MOCK INTERVIEWS:
10th Dec – 17th Dec 2021

PHASE I

Resume Document Prefaced by Cover Letter

As undergraduate students well into the last half of your degree programs, it's high time for you to take your first steps into your professional lives. Search for internship or job opportunities in your fields of interest, ensuring that:

1. The advertisement for the opening is detailed, highlighting job requirements, work responsibilities and required skills explicitly and clearly
2. The posting is authentic and from a known organization / company
3. The job / internship is relevant to your degree program, and you are eligible for it (as students currently enrolled in bachelor's degree programs)

Select the job / internship you wish to apply for and design a resume that would help you stand out and be considered for this opportunity. Keep in mind all the requirements and guidelines for resume designing, such as formatting requirements, font styles and font sizes, core competencies and skill sets, and demonstration statements.

Deliverables for Project Phase I (Documents to be submitted)

- The job / internship posting you have designed your resume for
- The final, fully formatted resume document (PDF format) prefaced by a cover letter / letter of application

Submission Deadline: 8th December, 2021

PHASE II

Mock Interview

A mock interview will be conducted on the basis of the resume submitted. During the mock interview, students will have the opportunity to articulate what skills and experience they have to make them competitive for positions related to their career interests. You will be judged on the basis of the following factors:

- Timeliness
- Body Language
- Communication Skills
- Listening Skills
- Mannerisms/Attitude
- Ability to answer questions
- Overall Presentation
- Appearance

Interviews will be conducted according to the finalized list that will be provided later.

TECHNIQUES FOR INTERVIEWING EFFECTIVELY

The goal of writing an effective resume and letter of application/cover letter is to get an interview. The resume and letter of application/cover letter may open the door; only a successful interview will win you the job!

To interview successfully, consider the following suggestions.

1. Arrive 5-10 minutes early in professional interview attire. Professionalism starts with your appearance!
2. Prepare before your interview, so you can anticipate possible questions.
3. Practice answering the most common interview questions.
4. Take your time to really think about your answer before you speak.
5. Maintain eye contact with the interviewer and avoid looking down or away.
6. Bring supporting documents to the interview.
7. Remember to turn off your smartphones.

IMAGINE BELIEVE ACHIEVE!

LEARNING GOALS

1. Use the STAR Method to describe relevant experiences in a way that reflects knowledge of the job/internship position description and employer.
2. Identify appropriate verbal and non-verbal communication skills/techniques for an interview (e.g., eye contact, hand gestures, verbal pace, etc.).
3. Demonstrate professional behavior(s) including preparedness, professional attire, and respectful presentation.
4. Prepare professionally written and formatted career application materials (resume, cover letter, etc.)
5. Articulate their values, interests, skills, abilities, and goals
6. Develop confidence in relationship to their interviewing skills.