

# Resume Building Bootcamp



Kodi prakash  
senapati

**K. PRAKASH SENAPATI**

**WED: 2<sup>ND</sup> OCT 24@ 6PM**

**THR: 3<sup>RD</sup> OCT 24@ 6PM**

**FRI: 4<sup>TH</sup> OCT 24@ 6PM**

# DAY-1 : AGENDA

## — FOUNDATION OF RESUME BUILDING

- **SESSION 1:** INTRODUCTION TO RESUME BUILDING

- **SESSION 2:** UNDERSTANDING AI TOOLS

- **SESSION 3:** RESUME AUTHENTICITY

- **SESSION 4:** TECHNICAL SKILLS



# DAY-2 : AGENDA

## — ADVANCED RESUME TECHNIQUES

- **SESSION 5:** ADDRESSING CAREER GAPS

- **SESSION 6:** CRAFTING ATS-FRIENDLY RESUMES

- **SESSION 7:** RESUME CONTENT USING GPT

- **SESSION 8:** JOB WEBSITES FOR REMOTE



## DAY-3 : AGENDA

# JOB SEARCH STRATEGIES & NETWORKING

- **SESSION 9:** FREELANCING PLATFORMS

- **SESSION 10:** BUILDING AN INTERACTIVE LINKEDIN PROFILE

- **SESSION 11:** JOB SEARCH SAFETY TIPS

- **SESSION 12:** Q&A AND FEEDBACK



# MY INTRODUCTION

- LEAD DATASCIENTIST @ NARESH IT → K. PRAKASH SENAPATI
- INDUSTRY EXPERIENCE → 17+YRS
- WORK EXPERIENCE → KROGER IT | GENPACT | VALUELABS | MPHASIS | ITFAS | KIABI | A3MAX |
- TEACHING EXPERIENCE → SYNERGISTIC SOFTWARE SOLUTIONS | IIIT-BANGALORE UPGRADE  
GREAT LEARNING | CORPORATE TRAINER | NARESH IT
- PERMANENT WORKING CLIENT → EUROPEAN BASED CLIENT
- TRAINING MODE → OFFLINE & ONLINE
- OFFLINE LOCATION → AMEERPET, HYDERBAD
- OFFLINE LAB → PHYSICAL LAB & ONLINE LEARNER → VIRTUAL LAB
- DURATION → 5-6 MONTHS & TIME → 8:30AM
- CLASS DAY → MON - FRI || 2<sup>ND</sup> & 4<sup>TH</sup> WEEK – SATURDAY
- MICROSOFT CERTIFIED DATASCIENTIST
- GOOGLE CERTIFIED GENERATIVE AI ENGINEER

GEN AI EXPERIENCE.txt



➤ LINKEDIN → [HTTPS://WWW.LINKEDIN.COM/IN/KODI-PRAKASH-SENAPATI-A95A60182/](https://www.linkedin.com/in/kodi-prakash-senapati-a95a60182/)

# SESSION:1 → INTRODUCTION TO RESUME BUILDING

## WHAT IS RESUME OR CV ?

- A resume is a summarize key document that presents an individual's background, qualifications, skills, work experience, certification and achievements to present employers. A well-structured resume can make a strong impression to help to get more job interview calls.

## IMPORTANCE OF STRONG RESUME

- First Impression
- Highlights Your Qualifications
- Differentiates You from Other Candidates
- Helps You Pass Applicant Tracking Systems (ATS)
- Showcases Your Achievements
- Reflects Professionalism
- Your Application to Specific Roles
- Leads to Job Interviews



# KEY COMPONENTS OF STRONG RESUME

- **Contact Information:** Your name, phone number, email, and sometimes a LinkedIn profile or portfolio link. Stronger competitive edge
- **Professional Summary or Objective:** A brief overview of your career goals or a summary of your key qualifications.
- **Work Experience:** A list of jobs you've held, typically in reverse chronological order, including job titles, company names, dates of employment, and key responsibilities.
- **Education:** Details of your academic background, including degrees earned, institutions attended, and graduation dates.
- **Skills:** A list of relevant abilities (e.g., technical skills, software proficiency, language skills)
- **Certifications or Awards:** Special qualifications or recognitions that are relevant to the job
- **Projects or Volunteer Work:** Optional sections that highlight relevant non-professional experience.

## SESSION:2 → UNDERSTANDING AI TOOLS FOR RESUME CREATION

List of

Resume-building AI tools and platforms offers unique features to help job seekers create effective, best impression & eye caching resumes.

Kickresume → <https://www.kickresume.com/en/>

Jobscan → <https://www.jobscan.co/>

Enhancy → <https://enhancv.com/>

Resumake → <https://latexresu.me/>

Reezy → <https://www.rezi.ai/>

Zety → <https://zety.com/>

Resume.com → <https://www.resume.com/>

Resume.io → <https://resume.io/>

Nova Resume → <https://novoresume.com/>

[CANVA → CANVA.COM](https://www.canva.com/)



## SESSION:3 → RESUME AUTHENTICITY

- **Resume authenticity** refers to the accuracy, honesty, and truthfulness of the information presented in your resume.
- It's crucial that all details—such as your work experience, skills, education, and achievements—are factual and verifiable.
- A resume that lacks authenticity can lead to serious consequences, both during the hiring process and in your career.
- An authentic resume is key to building trust, maintaining professional integrity, and avoiding potential risks.
- Honesty in your resume can lead to a more secure and fulfilling career in the long run, as it sets a foundation for success built on truth.
- Importance of showcasing genuine projects & need to present original skill.

# IMPORTANCE OF RESUME AUTHENTICITY



- **Accurately List Job Titles and Dates:** Make sure that your job titles and employment dates are correct. Don't alter job titles to make them sound more prestigious.
- **Avoid Exaggerating Skills:** If you aren't proficient in a certain skill, don't list it. Instead, focus on skills you genuinely possess.
- **Provide Verifiable Achievements:** Include accomplishments that can be backed up with evidence, such as performance reviews, sales numbers or completed projects.
- **Be Honest About Gaps:** If you have employment gaps, explain them honestly
- **Use References Carefully:** Ensure your references are legitimate and have a direct connection to your work history.

## SESSION:4 → TECHNICAL SKILLS & CERTIFICATION

- ❖ **BUSINESS ANALYST**
- ❖ **DATA ANALYST**
- ❖ **DATA SCIENTIST**
- ❖ **DEEP LEARNING ENGINEER**
- ❖ **GENERATIVE AI ENGINEER**
- ❖ **LLM DEVELOPER**
- ❖ **PYTHON DEVELOPER**



✓ DAY:1 → RECAP

## KEY TAKEAWAYS FROM DAY-1 Q & A SESSION

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=APPLQ  
PWRIBG&T=4378S](https://www.youtube.com/watch?v=APPLQPWRIBG&T=4378S)

# DAY-2 : AGENDA

## — ADVANCED RESUME TECHNIQUES

- **SESSION 5:** ADDRESSING CAREER GAPS

- **SESSION 6:** CRAFTING ATS-FRIENDLY RESUMES

- **SESSION 7:** RESUME CONTENT USING GPT

- **SESSION 8:** JOB WEBSITES FOR REMOTE



## SESSION:5 → ADDRESSING CAREER GAP

- Addressing a **career gap** as a student when applying for a job requires honesty and a focus on your skills, experience, and readiness to re-enter the workforce.
- **1. Acknowledge the Gap**
- **Be Honest:** Employers appreciate transparency. simple explanation such as "took time off for personal development, family responsibilities, further education or upskilling to AI
- **Avoid Apologizing:** Frame it positively. Don't treat the gap as something negative or a drawback.
- **2. Focus on What You Did During the Gap**
- **Skill Development:** During my career gap, I completed courses on Python programming and data science, which significantly enhanced my technical skills.
- **Freelancing/Consulting:** If you engaged in freelance or short-term consulting work, mention this experience. It shows that you stayed connected to your field and gained hands-on experience.
- **Personal Projects:** If you worked on personal projects (e.g., building a portfolio, developing an app, contributing to open-source software), include these in your application. They show passion and self-motivation.

# ADDRESSING CAREER GAP

## 3. Highlight Transferable Skills

- **Soft Skills:** Emphasize any soft skills developed during your time away that are applicable to the job (e.g., time management, problem-solving, adaptability).
- **Continuous Learning:** Demonstrating that you used the gap to upskill or learn something new can be a strong selling point.
- **Certifications and Online Courses:** If you earned any certifications during the gap (e.g., LinkedIn Learning, Coursera, edX), highlight those under the "Education" or "Professional Development" sections of your resume.

## 4. Confidence in Interviews

- **Be Prepared to Discuss It:** Employers will likely ask about your career gap during the interview. Be ready to confidently explain what you did during that time and how it has prepared you for the role you're applying for.
- **Redirect Focus to Skills:** After addressing the gap, steer the conversation toward your skills, experience, and enthusiasm for the role.
- **Practice Positive Framing:** Practice answering questions about your gap in a positive light. For example: "Although I took a career break, I used that time to refresh my skills and stay up to date with industry trends."



# ADDRESS CAREER GAP

## 5. EMPHASIZE READINESS FOR THE JOB

- **IMMEDIATE AVAILABILITY:** LET EMPLOYERS KNOW YOU'RE READY AND AVAILABLE TO START WORKING IMMEDIATELY.
- **ENERGY AND ENTHUSIASM:** EXPRESS GENUINE EXCITEMENT AND MOTIVATION TO RETURN TO WORK. EMPLOYERS ARE MORE LIKELY TO HIRE SOMEONE WHO SHOWS EAGERNESS AND A PROACTIVE ATTITUDE.

### ○ **SAMPLE RESUME SECTION FOR CAREER GAP**

#### ○ **PROFESSIONAL EXPERIENCE →**

#### ○ **CAREER BREAK (MONTH/YEAR – MONTH/YEAR)**

*FOCUSED ON PERSONAL DEVELOPMENT, SKILL ENHANCEMENT, INTERNSHIP.*

- **COMPLETED CERTIFICATIONS IN PYTHON PROGRAMMING AND MACHINE LEARNING.**
- **CONTRIBUTED TO OPEN-SOURCE PROJECTS ON GITHUB, GAINING PRACTICAL EXPERIENCE IN WEB DEVELOPMENT.**
- **UNPAID INTERNSHIP WITH [ORGANIZATION NAME] TO SUPPORT DATA ANALYTICS FOR LOCAL COMMUNITY PROJECTS.**



## SESSION:6 → CRAFTING ATS FRIENDLY RESUME

- An **ATS-friendly resume** is designed to pass through an Applicant Tracking System (ATS), which many companies use to filter and rank resumes.
- ATS systems look for specific keywords, formatting, and structure, so it's essential to optimize your resume for these systems. Below are tips for crafting an ATS-friendly resume.

### 1. Use a Simple and Clean Format

- **Avoid Complex Formatting:** ATS systems can't read fancy designs, graphics, tables, or charts.
- **Use Standard Sections:** Stick to conventional sections like "Work Experience," "Education," "Skills," and "Certifications."
- Avoid creative section names like "Where I've Worked" or "My Journey," as ATS systems may not understand them.
- **Standard Fonts:** Use basic fonts like Arial, Calibri, Times New Roman, or Helvetica. These are easily read by ATS.
- **Consistent Formatting:** Ensure that bullet points, headings, and dates are consistent throughout the resume. Avoid embedded tables and columns, as ATS can struggle to interpret these.

# ATS FRIENDLY RESUME

## 2. Use Keywords from the Job Description

- **Avoid Keyword Stuffing:** Don't just throw a list of keywords into your resume. Ensure that each keyword is relevant and placed within a proper context.
- **Use Synonyms:** If a job description mentions both "data analytics" and "data analysis," include both terms in your resume to increase your chances of getting past the ATS.

## 3. Stick to Standard Headings

- Use standard headings like: **Work Experience, Education, Skills, Certifications**
- ATS systems scan for these specific headings. Avoid using non-traditional section names.

## 4. Optimize Job Titles

- **Use Industry-Standard Titles:** If your job title was unique or company-specific, consider using a more general industry-recognized title. For example, if your title was "Customer Happiness Specialist," you can change it to "Customer Service Specialist" to align with common industry terms.
- **Align with Job Descriptions:** Where appropriate, match your job titles to the ones used in the job posting, as long as it accurately reflects your role.

# ATS FRIENDLY RESUME

## 5. Use Simple Bullet Points

- **Avoid Special Characters:** ATS may misinterpret special symbols, so stick with simple bullet points (• or -) instead of decorative ones.
- **Action-Oriented Statements:** Use action verbs to describe your achievements and responsibilities (e.g., "Developed," "Implemented," "Led," "Analyzed").
- **Quantify Achievements:** Where possible, quantify your achievements (e.g., "Increased sales by 20%" or "Managed a team of 5 developers").


## 6. Avoid Headers, Footers, and Text Boxes

- **Headers/Footers:** ATS systems may not be able to read text in headers or footers, so avoid putting important information like contact details or your name in these areas.
- **Text Boxes:** Don't use text boxes for formatting sections or content, as ATS systems struggle to parse these elements.

## 7. Use Plain Section Titles

- **Professional Summary:** Keep this section brief, and use it to include important keywords relevant to your experience and the job.
- **Skills Section:** List specific hard skills relevant to the job (e.g., Python, SQL, project management). ATS systems often scan this section for critical qualifications.

# WEBSITE'S TO CHECK ATS SCORE PERCENTAGE

- list of websites that allow you to check whether your resume is **ATS-friendly** and provide a score based on how well it matches the job description:
  - **Website:** [Jobscan.co](https://www.jobscan.co)
  - **Website:** [resumeworded.com](https://www.resumeworded.com)
  - **Website:** [skillsyncer.com](https://www.skillsyncer.com)
  - **Website:** [zety.com](https://www.zety.com)
  - **Website:** [resumatch.io](https://www.resumatch.io)
  - **Website:** [topresume.com](https://www.topresume.com)
  - **Website:** [rezi.io](https://www.rezi.io)
  - **Website:** [cultivatedculture.com](https://www.cultivatedculture.com)
  - **Website:** [resumechecker.com](https://www.resumechecker.com)
- 

## **SESSION:7 → RESUME CONTENT CREATION USING CHATGPT**

- **Using ChatGPT to create technical content can be highly effective for generating RESUME, PROJECT documentation, blog posts, or explanations of complex concepts. By using ChatGPT anyone can create accurate, relevant, and clear strong technical resume.**
- **1. Define Your Topic Clearly**
- **2. Request Structured Content**
- **3. Ask for Code explanation**
- **4. Detailed Explanations for Complex Concepts**
- **5. Request project Documentation or API Guides**
- **6. Request Updates on Latest Technologies**
- **7. How a project can be summarized → DIABETIC PREDICTION USECASE FROM ML**

# SESSION:8 → JOB WEBSITES FOR REMOTE OPPORTUNITIES

- Website: [weworkremotely.com](https://www.weworkremotely.com)

- Website: [remoteok.io](https://remoteok.io)

- Website: [flexjobs.com](https://flexjobs.com)

Website: [toptal.com](https://toptal.com)

- Website: [remote.co](https://remote.co)

- Website: [remotehub.com](https://remotehub.com)

- Website: [justremote.co](https://justremote.co)

- Website: [stackoverflow.com/jobs](https://stackoverflow.com/jobs)

- Website: [skipthdrive.com](https://skipthdrive.com)

- Website: [pangian.com](https://pangian.com)

- Website: [outsourcely.com](https://outsourcely.com)

Website: [europe remotely.com](https://europe remotely.com)

Website: [remoteive.io](https://remoteive.io)

Website: [angel.co](https://angel.co)

Website: [dynamitejobs.com](https://dynamitejobs.com)

Website: [jobspresso.co](https://jobspresso.co)

Website: [careervault.io](https://careervault.io)

Website: [workingnomads.co](https://workingnomads.co)



✓ DAY:2 → RECAP

KEY TAKEAWAYS FROM DAY-2  
Q & A SESSION

[HTTPS://WWW.YOUTUBE.COM/LIVE/B  
3L5UJX3WZK?SI=QXVPPQZVRHXTWX](https://www.youtube.com/live/B3L5UJX3WZK?SI=QXVPPQZVRHXTWX)  
ID

## DAY-3 : AGENDA

# JOB SEARCH STRATEGIES & NETWORKING

- **SESSION 9:** FREELANCING PLATFORMS

- **SESSION 10:** BUILDING AN INTERACTIVE LINKEDIN PROFILE

- **SESSION 11:** JOB SEARCH SAFETY TIPS

- **SESSION 12:** Q&A AND FEEDBACK



## SESSION:9 → FREE LANCING PLATFORMS

List of popular freelancing platforms along with their websites:

1. **Upwork** → [www.upwork.com](http://www.upwork.com)
2. **Fiverr** → [www.fiverr.com](http://www.fiverr.com)
3. **Freelancer** → [www.freelancer.com](http://www.freelancer.com)
4. **Toptal** → [www.toptal.com](http://www.toptal.com)
5. **Guru** → [www.guru.com](http://www.guru.com)
6. **PeoplePerHour** → [www.peopleperhour.com](http://www.peopleperhour.com)
7. **Freelance Writing Jobs** → [www.freelancewriting.com](http://www.freelancewriting.com)
8. **DesignCrowd** → [www.designcrowd.com](http://www.designcrowd.com)
9. **We Work Remotely** → [www.weworkremotely.com](http://www.weworkremotely.com)
10. **99designs** → [www.99designs.com](http://www.99designs.com)

These platforms cover a wide variety of freelance work, from design and writing to software development and consulting. You can browse through their websites to explore opportunities that match your skills and interests.

# HOW TO GET MORE INTERNSHIP PROJECTS

- List of online platforms that connect students with internship opportunities..

**Internshala** → Website: [www.internshala.com](http://www.internshala.com)

- Overview: A popular platform in India that connects students with internships in various fields, including engineering, marketing, design, and more.

**Handshake** → Website: [www.joinhandshake.com](http://www.joinhandshake.com)

- Overview: A platform widely used in the U.S., Handshake helps students find internships, part-time jobs, and entry-level positions, often connecting directly with universities.

**WayUp** → Website: [www.wayup.com](http://www.wayup.com)

- Overview: A U.S.-based platform that connects students and recent graduates with internships, jobs, and networking opportunities with leading companies.

**LinkedIn** (Internships Section) → Website: [www.linkedin.com/internships](http://www.linkedin.com/internships)

- Overview: LinkedIn's job section offers a dedicated filter for internships, allowing students to apply for internships with companies across the globe.

**InternMatch** (Now Chegg Internships) → Website: [www.internships.com](http://www.internships.com)

- Overview: A platform under Chegg, helping students find internships in a variety of industries.

# HOW TO GET MORE INTERNSHIP PROJECTS

**AngelList** → Website: [www.angel.co](http://www.angel.co)

•**Overview:** Primarily focused on startups, AngelList connects students and young professionals with internship opportunities at high-growth startups worldwide.

**Idealist** → Website: [www.idealists.org](http://www.idealists.org)

•**Overview:** This platform focuses on internships and job opportunities in the nonprofit sector, suitable for students interested in social impact work.

**LetsIntern** → Website: [www.letsintern.com](http://www.letsintern.com)

•**Overview:** An India-based platform that connects students with internships, live projects, and part-time jobs across multiple industries.

**Enternships** → Website: [www.enternships.com](http://www.enternships.com)

•**Overview:** A platform offering internships and entry-level job opportunities at startups and SMEs (small to medium enterprises) across Europe.

**CareerUp** → Website: [www.careerup.com](http://www.careerup.com)

•**Overview:** A global internship placement service that helps students find internships in various industries, including business, finance, and marketing.

# LIST OF WEBSITE TO APPLY JOBS

List of popular job websites where you can apply for jobs India & Abroad

**Indeed** → Website: [www.indeed.com](http://www.indeed.com)

•Overview: One of the largest global job search engines, Indeed aggregates job listings from company career pages, job boards, and staffing agencies.

**LinkedIn** → Website: [www.linkedin.com/jobs](http://www.linkedin.com/jobs)

•Overview: A professional networking site that also features job postings. You can apply for jobs and connect with recruiters directly through LinkedIn.

**Glassdoor** → Website: [www.glassdoor.com](http://www.glassdoor.com)

•Overview: A job search platform that also provides company reviews, salary information, and interview insights from employees, helping applicants better understand potential employers.

**Monster** → Website: [www.monster.com](http://www.monster.com)

•Overview: One of the oldest job search engines, Monster allows job seekers to upload resumes, apply to jobs, and get career advice.

# LIST OF WEBSITE TO APPLY JOBS

**CareerBuilder** → Website: [www.careerbuilder.com](http://www.careerbuilder.com)

•Overview: CareerBuilder offers job postings along with resume posting services, career advice, and resources for job seekers in a variety of industries.

**SimplyHired** → Website: [www.simplyhired.com](http://www.simplyhired.com)

•Overview: A job search engine that aggregates listings from across the web, including company career sites, job boards, and classifieds.

**ZipRecruiter** → Website: [www.ziprecruiter.com](http://www.ziprecruiter.com)

•Overview: Known for its easy-to-use mobile app, ZipRecruiter helps job seekers apply for jobs and get matched with companies based on their profile.

**AngelList** → Website: [www.angel.co/jobs](http://www.angel.co/jobs)

•Overview: A platform focused on startups and tech companies, AngelList connects job seekers with roles in high-growth companies.





# LIST OF WEBSITE TO APPLY JOBS

**Naukri (India)** → Website: [www.naukri.com](http://www.naukri.com)

**Overview:** One of India's largest job search websites, offering listings for jobs, internships, and fresher positions across industries.

**JobStreet (Southeast Asia)** → Website: [www.jobstreet.com](http://www.jobstreet.com)

**Overview:** A leading job portal in Southeast Asia, connecting job seekers with employers in Malaysia, Singapore, the Philippines, and other regions.

**Reed (UK)** → Website: [www.reed.co.uk](http://www.reed.co.uk)

**Overview:** A UK-based job board offering job listings, courses, and career advice for professionals in various industries.

**Totaljobs (UK)** → Website: [www.totaljobs.com](http://www.totaljobs.com)

**Overview:** A UK job search site offering listings across a wide range of industries, with career advice and job alerts.



# SESSION:10 → BUILD AN INTERACTIVE LINKEDIN PROFILE

**Building a strong LinkedIn profile is crucial for creating a professional online presence, connecting with industry peers, and attracting job opportunities. Here's a step-by-step guide on how to build an effective LinkedIn profile.**

- 1. Create a Professional Profile Photo**
- 2. Add a Background (Cover) Photo**
- 3. Craft a Compelling Headline**
- 4. Write a Strong Summary (About Section)**
- 5. Fill in Your Work Experience**
- 6. Add Education , Skills & Endorsements**
- 7. Request Recommendations**
- 8. Highlight Certifications and Courses**
- 9. Showcase Projects, Publications, and Accomplishments**
- 10. Engage with Content**
- 13. Follow Companies, Influencers, and Groups**
- 11. Set Job Alerts**

# SESSION:11 → JOB SEARCH SAFETY TIPS

## 1. Research the Company

- **Why it matters:** Verifying the legitimacy of a company helps you avoid fake or fraudulent job postings.
- **How to do it:**
  - Check the company's official website, LinkedIn profile, and online reviews (e.g., Glassdoor).
  - If the company lacks an online presence or has negative reviews, proceed with caution.
  - Look for direct contact information like an official email address (e.g., not a generic one like Gmail or Yahoo).

## 2. Avoid Sharing Sensitive Personal Information

- **Why it matters:** Scammers often ask for personal information to commit identity theft or fraud.
- **How to do it:**
  - Do not provide personal details like your Social Security number, bank account, or credit card information upfront.
  - Legitimate employers will not ask for sensitive information during the initial stages of hiring.

## 3. Be Wary of Unsolicited Job Offers

- **Why it matters:** Receiving job offers out of the blue is a common tactic used by scammers.
- **How to do it:**
  - If you receive a job offer you didn't apply for, be cautious.
  - Verify the sender's details, research the company, and avoid clicking on links or downloading attachments from unknown sources.

# JOB SEARCH SAFETY TIPS

## 4. Beware of "Too Good to Be True" Offers

- **Why it matters:** Jobs that promise unusually high salaries, fast employment, or require little effort can be scams.
- **How to do it:**
  - Question offers that guarantee large sums of money with minimal qualifications or experience.
  - Compare the salary and benefits to similar jobs in the same field.

## 5. Watch Out for Requests for Payment

- **Why it matters:** No legitimate employer will ask you to pay for a job.
- **How to do it:**
  - Avoid companies that ask for payment for job applications, training, background checks, or placement fees.
  - If a job requires upfront payment for any reason, it's likely a scam.

## 6. Use Caution with Job Boards

- **Why it matters:** Some job boards may have less rigorous screening for job listings, allowing scams to slip through.
- **How to do it:**
  - Stick to reputable job boards like LinkedIn, Indeed, or Glassdoor.
  - Report any suspicious job postings to the job board administrators

# JOB SEARCH SAFETY TIPS

## 7. Be Wary of Unstructured Interviews

- **Why it matters:** Scam jobs often skip the usual hiring process, like formal interviews, and may offer the job too quickly.
- **How to do it:**
  - If the recruiter doesn't conduct a formal interview or rushes you into accepting the job, take it as a red flag.
  - Most legitimate employers will schedule an interview and discuss job details in person or via video call.

## 8. Verify Job Details

- **Why it matters:** Legitimate job postings will clearly outline roles, responsibilities, and required qualifications.
- **How to do it:**
  - Ensure the job listing includes the company's name, location, and a detailed description of the position.
  - If any information seems vague or inconsistent, ask for more details or avoid applying.

## 9. Trust Your Instincts

- **Why it matters:** If something feels off during the job search process, it's essential to follow your instincts.
- **How to do it:**
  - If you feel uncomfortable or unsure about a job opportunity, don't proceed. Take time to verify information. Avoid pressure tactics that push you to make quick decisions.

# JOB SEARCH SAFETY TIPS

## 10. Keep a Record of All Correspondence

•**Why it matters:** Maintaining a record of emails, messages, and job application details can help if you need to report suspicious activity.

•**How to do it:**

- Save copies of all job-related emails and messages.
- Keep track of companies you've applied to and interview dates.

## 11. Set Up Privacy Settings on Job Portals

•**Why it matters:** Controlling who can view your information on job portals helps protect your privacy.

•**How to do it:**

- Use the privacy settings to restrict access to your resume and personal details.
- Limit visibility to recruiters and companies you trust or are applying to.

## 12. Report Suspicious Jobs or Employers

•**Why it matters:** Reporting scams helps protect other job seekers from falling victim.

•**How to do it:**

- Report any suspicious activity to the job portal you're using.
- If you've been a victim of a scam, report it to local authorities or the appropriate consumer protection agency.

✓ DAY:3 → RECAP

**KEY TAKEAWAYS FROM DAY-3  
Q & A SESSION**



## SESSION:12 → Q & A FEEDBACK

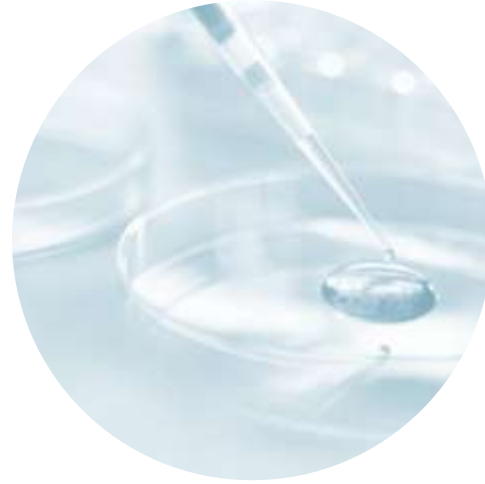


- DAY-1 (2nd Oct) →  
<https://www.youtube.com/watch?v=aPPIQpwRIBg&t=831s>

- DAY-2 (3rd Oct) →  
<https://www.youtube.com/live/B3L5UJx3wzk>

- DAY-3 (4th Oct) →





# THANK YOU

**K.PRAKASH SENAPATI**  
**KODIDATASCIENTIST@GMAIL.COM**

**[HTTPS://NARESHIT.COM/](https://nareshit.com/)**

**[HTTPS://WWW.LINKEDIN.COM/IN/KODI-PRAKASH-SENAPATI-A95A60182/](https://www.linkedin.com/in/kodi-prakash-senapati-A95A60182/)**