



Job Hunting Skills

(Session One - Resume Writing & Interview Skills)



Section – 01

Resume Writing



What is a Resume?

A resume is an accomplishment driven marketing tool for individuals seeking employment.

Think of it as:

An advertisement

YOU are the product

Goal is to get hiring managers to buy into what you're selling (giving you an interview)





What it is not

- It isn't a log of your job history.
- It isn't a summary of skills.
- It isn't going to automatically get you a job.



Resume Vs. CV

- A CV is used in academic and research-oriented job searches.
- A CV is of flexible length
- A CV is a record of your academic accomplishments and credentials.
- A resume is used in business, non-profit, government and other types of job searches.
- A resume should be 1 page, 2 pages max.
- A resume is not all-embracing; it should be targeted to a particular job in a particular field.



Why Care? Employer's Screening

“8 out of 10 resumes are discarded with only a 10 seconds glance”.

Employers may:

- Take into account **general presentation**
- Look for **key words**
- Use **software** to scan for key
- points or spelling/grammar errors



Why Care? Resume- hidden messages

Resume

- ☐ Neat
- ☐ Well-organized
- ☐ Error free
- ☐ Professional appearance

You

- ☐ Neat
- ☐ Well-organized
- ☐ Attention to detail
- ☐ Careful & Competent

Purpose

- To get you to an interview not a job!!!!
- A good Resume gets you a foot in the door, its up to you to sell yourself in person!
- An opportunity to show an employer why you are an ideal candidate for the job.
- Is your best marketing tool
- Communicates your qualifications
- Is your first and often only impression
- Draw attention to your relevant skills, experience, achievements and potential.



Purpose – continued

Your resume *should* persuade the selector that you are worth interviewing by providing:

- ✓ evidence that you have the knowledge, skills and ability to do the work (**CAN**)
- ✓ evidence that you are sufficiently motivated to do the work (**WANT**)
- ✓ evidence that you will fit the culture and lifestyle demands of the work environment (**FIT**)



USE

- Requested by an employer/recruitment agency
- Asked to apply in writing
- Making speculative applications – employment or work experience
- Making applications for PhD/Postgraduate courses – check requirements first
- For careers fairs
- As a reference document for application forms
- Tailored for Each use



Types of Resumes

TYPE OF RESUMES

- **Chronological**

Best for

Those whose work history is very closely related to the desired job

- **Functional / Skills Format**

Best for

Those who want to highlight their skills and people who are seeking a career change

- **Combination**

Best for

Those who have a mix of relevant skills and similar work experiences

CV formats: chronological

Use it if you:

- Want to show a vertical career progression.
- Want to apply to a job in a similar field.
- Want to promote upward career mobility

Don't Use it if you:

- Have major gaps in your employment history.
- Are changing your career path.
- Are change jobs every few months.



CV formats: Skills based

Use it if you:

- Have gaps in your employment history.
- Are changing your career industry.
- Want to highlight a specific skill set.

Don't use it if you:

- Want to highlight your upward career mobility.
- Are an entry level candidate that lacks experience.
- Lack transferable skills





CV Formats: Combination

Use it if you:

- Want to highlight a developed skill set within a specific career.
- Want to change your career path.
- Are a master of the subject you are applying to.

Don't use it if you:

- Want to highlight your education.
- Lack experience.
- Are an entry level candidate.



What Kind?

- Many resume samples out there
- No one “right” or “perfect” resume (no single way to write a CV)
(It is *your* document and can be structured and presented as you wish within a basic framework)
- Need to feel good about yours
- CVs should be checked, drafted, re-drafted and then checked again.
- Make sure that your CV is the best document you possess. It could make all the difference to get you that interview!



Basic principles

- 1) **Relevance:**
research yourself, sector, employer and job description.
- 2) **Order:**
put the most important information first and give it the most space.
- 3) **Format:**
make it easy to read (Font, size, spacing, margins etc.)
- 4) **Attention to detail:**
check spelling and grammar, beware of cut and paste!
- 5) **An effective covering letter.**





Contents – Contact Info

- **Name** (largest font on page, middle initial is optional)
- **Mailing Address**
- **Telephone Number** (Check that you have an appropriate voicemail message)
- **Email Address** (make sure it's appropriate)
- **Link to online portfolio** (optional, ensure it is relevant to the position)
- **LinkedIn Profile**



Contents - Resume Introduction

3 Choices:

1) Qualifications summary:

- Bullet point list (4 to 6 Points)
- most outstanding career achievements
- Avoid using generic statements
- Try to list your skills in a way to reflect your unique voice

2) Career objective:

- 2-3 sentence statement that provides an overview of your skills and experience
- Best for entry-level candidates

3) Professional profile:

- combination of both the career objective and qualifications summary
- most flexible of the three styles
- can be formatted as short paragraph or bullet-point list





Contents - Experience

- List your work experiences in reverse chronological order
- Only list experience that is relevant to the job you are applying for
- For each experience create heading including the company's name, city & state, your title, and the dates of employment (month and year)
- Each experience should have around 3-5 bullet points of your main duties and achievements.





Contents - Education

Include in your education section:

- The names of your university, community college, or technical school
- Location of the schools (city, state)
- Date of graduation (month, year)
- Degree(s)
- GPA (only include if your GPA is above 3.0, round up to the first decimal place , and use this format: GPA: 3.5/4.0)



Contents - Skills

Technical Skills:

- Helpful in showcasing your knowledge of specific systems
- breaking up this section into categories and list your skills within each
(**Software:** Proficient in Microsoft Office Suite, Visio, and Oracle
Programming Languages: Excel at HTML, C++, and Python)

Additional Skills:

- Fluency in other languages
- Knowledge of computer applications
- Ability to operate heavy machinery
- Avoid Generic statements and unrelated skills



Contents – Additional Sections

Certifications section:

- Most important of the other sections
- Largely dependent on your industry
- Make sure to thoroughly research your industry to find any relevant certifications or licenses you may have missed

Publications:

- Pertinent for graduate students who have published articles that are relevant to the job they are applying
- List your articles in reverse chronological order by publishing date.

Awards/Honors:

- Helps you stand out from your competition
- break them up into smaller sections (Academic, Volunteer positions, Scholarships etc.)



Dos

- ✔ Contain an Objective Statement
- ✔ Customizable for each job
- ✔ Pleasing to the Eye, Easy to Read!
- ✔ Lists skills, employers want to know what you can bring to their company.
- ✔ Relevant to the Job. It should fit with the job you are applying for.
- ✔ Keep your resume 1-2 pages
- ✔ List education and work experience in reverse chronological order
- ✔ Put your resume, cover letter, and references on professional style resume paper



Dos

- ✔ Include paid and unpaid experience to demonstrate the range of what you've done.
- ✔ Show the reader why you're a good match for a particular job.
- ✔ Make several resumes, with each one targeting a particular field.
- ✔ Look at other resumes to see how they are written.
- ✔ Use a standard font size in black ink.
- ✔ Be consistent in your layout.
- ✔ List your skills and achievements and back up with evidence.
- ✔ Proof-read for spelling, punctuation, grammar and meaning.



Dos

- ✓ Use headings which are appropriate to you and to the job
- ✓ Keep the content concise and focussed
- ✓ Leave some white space but not too much!
- ✓ Consider bullet format to avoid large blocks of text
- ✓ Separate the sections clearly – using appropriate headings
- ✓ Have your resume critiqued by a Career Service professional or employer
- ✓ Make it relevant and focus on skills/accomplishments
- ✓ Think of your resume as an ad for your qualifications, not an autobiography.



Don't / Avoid

- ✗ Do it in a rush.
- ✗ Leave gaps in employment.
- ✗ Lie.
- ✗ Use flashy or large font.
- ✗ Folding your CV
- ✗ Include irrelevant information – previous Salary, unroofed awards, prizes and publications etc.
- ✗ Personal information – marital status, religion, health, native place etc.
- ✗ Repeat information
- ✗ Use personal pronouns (I, my, me)



Don't / Avoid

- ✗ Outsource, do it yourself.
- ✗ Allocate space inappropriately to unimportant facts
- ✗ Cram the pages with detailed facts
- ✗ Spelling errors
- ✗ Put Too much, too little information
- ✗ Poor presentation
- ✗ Dull vocabulary
- ✗ Too general.



Section - 02

Interview Skills



Job Interview

- The most crucial 20- 40 minutes opportunity you have in your job seeking efforts
- The culmination of all your preparation, including education, and the key to opening the door to your career.
- Your goals for effective job interviewing:
 - Get the job offer
 - Land a stimulating & rewarding job
- Interviewer's goals in effective job interviewing:
 - Can you do the job?
 - Will you do the job?
 - Will you get along with the other employees?



Types of Interviews

One-to-One

- most often used
- Informal: Interviewer has a general idea of what will be asked, but after first question, follows conversation trend.
- Structured: Questions will be written out based on job requirements, and will be asked of every candidate.
- Unstructured: After one or two questions, the interviewer may sit back and wait for you to make the next move.



Types of Interviews

Group

- you will meet with more than one person at a time
- Teamwork is important, They want to see how effective you are as part of a group.
- Taking one question at a time
- Answer the person who asked the question. After finishing look around & see if anyone needs further clarification.
- Make eye contact with each member of the group.



Types of Interviews

- Basic/traditional interview
- Telephone interview
- Group interview
- Interview during a meal or social occasion
- Serial interview

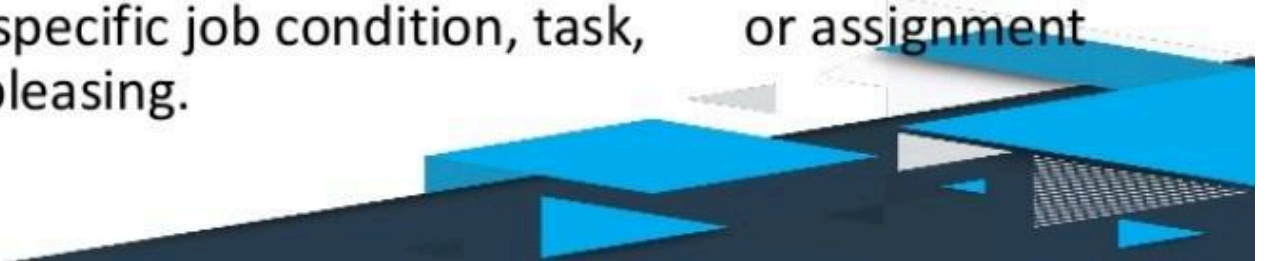




Types of Interviews – Behavioral Interviewing

Questions:

1. In your own words, define the word “challenging”. Tell me about the most challenging course you have ever taken.
2. Tell me about a job or difficult course where you picked up things more quickly than others.
3. Give an example of a specific job condition, task, or assignment that was particularly displeasing.



STAR Technique

- **S**ituation – describe the situation, problem, or issue that you encountered.
- **T**ask – describe the tasks/responsibilities you took on to help solve the problem.
- **A**ction – discuss the steps you actually took to effect a solution.
- **R**esult – describe the positive results of your actions.



5 Stages of Interview Process

1. Icebreaker

- Greetings
- First Impressions
- Small talk

2. Personal Qualifications and Interest in Position

- Abilities, Skills, and Work Experience
- Accomplishments and Activities
- Goals

3. Organization and Position

- Employer may test your knowledge of the company.
"Why do you want to work for this company?"
"What do you know about this department?"
- Other general questions regarding the company or the job.
"What is your geographic preference?"
"Are you willing to relocate?"



5 Stages of Interview Process

4. Candidate Questions

- Your chance to ask questions about job

"What type of on the job training do you provide?"

"What makes your company different from its

competitors?"

5. Close and Follow-Up

- Find out who makes next move
- Thank the interview for their time
- Evaluate your performance
- Send a thank you note within 24 hours



Know Yourself

- Employment objective and how it relates to the position and the employer
- Educational background and how it relates to the position and the employer
- Work experience
- Abilities and skills

Always be able to give examples!





Know the Employer

- Research! Research! Research!
- Prepare to demonstrate your knowledge of the profession and the company
- Prepare to give reasons for your interest in working in that profession/company
- Develop questions in advance to ask about the job/organization



Interview Preparation

- **Situational Knowledge**

- Where/when the interview takes place
- Arrive 10 minutes early!

- **Physical Preparation**

- Get plenty of rest
- Dress for success

- **Mental Preparation**

- Knowledge of company
- Practice a mock interview

- **Written Preparation**

- Take extra resumes, references, etc.
- Make notes
- Ask questions



Tips for Successful Interviewing

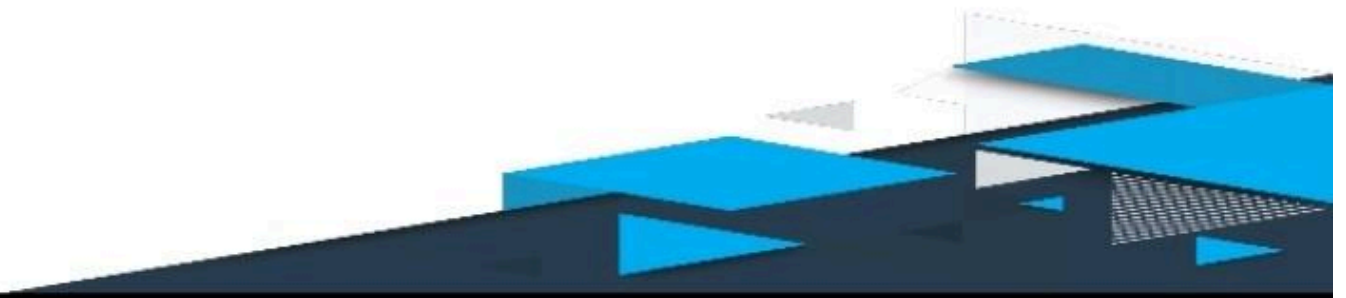
- Interviewing is a two-way process
- Never give “yes” or “no” answers
- Listen carefully and react
- Use specific examples to make your case
- The interview begins the minute you step onto the company lot
- Be positive!





Tips for Successful Interviewing

- Think like an employer
- Don't criticize past employers or co-workers
- Be aware of illegal questions
- Maintain professionalism, even if the employer does not
- Be prepared for the unexpected
- Be aware of body language
- Be well-groomed



After the Interview

- Evaluate your performance
- Send a thank-you note within 24 hours
- Keep records of important dates and details for the follow-up



JUST REMEMBER...

- **BE CONFIDENT – Sell Yourself!**
- **Have FUN and ENJOY the interviewing process**
- **When in doubt... MOCK INTERVIEW!**





Thank You

