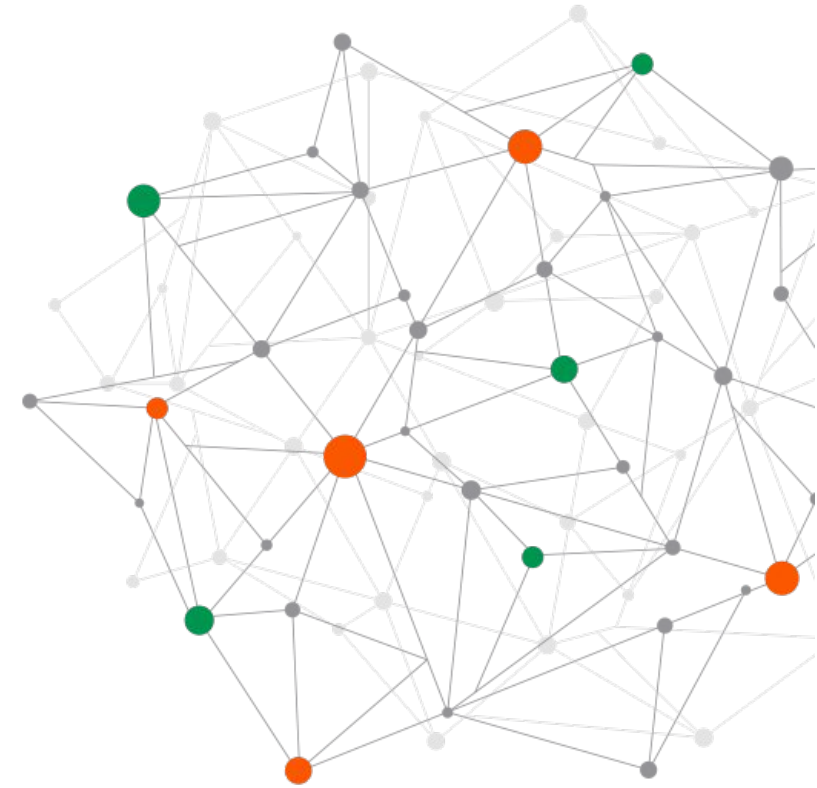


Interview Readiness Session 1:

Telling Your Story: From Resume to Interview

July 2023





WIIFM

1. Professional Personas
2. Resume Checklist
3. Cover Letter Writing
4. Interview Introductions
5. Interview FAQs
6. Virtual Interview DOs and DON'Ts



Create your Professional Persona.



Resume Checklist

1. Name and Occupation (not designation)
2. Contact Information
3. Objective (optional)
4. Biodata (optional)
5. Skills and Strengths
6. Work experience
7. Projects
8. Academic Qualifications
9. Accomplishments
10. References (optional)



Customise and Personalise

1. Order and reorder according to relevance, if not chronologically.
2. Think of your resume as an advertisement: what do you want the buyer to know?
3. Everything you put on your resume is a decision. Be prepared to justify.
4. Go through your resume in 30 seconds. What stands out?
5. Allude to their being more apart from what's on your resume. Use words like “relevant” to describe work experience, activities, achievements, etc.
6. Ensure spacing, alignment, spellings, punctuation, formatting, etc. are PERFECT and ERROR FREE.



Cover Letter: What is it?

1. A cover letter is a 250 - 400 word document that convinces the hiring manager of your competence.
2. A cover letter goes in your job application alongside your resume.
3. It is a document that supports the promises stated in your resume.



Structure

Contact Information

Include your name, phone number, and email — and the hiring manager's, too.

Body Paragraphs

Explain how you can help the company achieve its goals, showcasing your relevant experience, education, and skills. Express your excitement to join the company and start doing excellent work.

Sign-off

Use a professional cover letter closing, such as "Sincerely," "Regards," or "Best Regards," and sign your name.

YOUR NAME HERE

✉ Your.name@gmail.com
☎ (530) 137 - 2464
📍 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxxx]
(530) 137-2467
[hiring.manager@gmail.com]

Dear [Hiring Manager's Name],

I'm writing to apply for the Restaurant Manager opening at MOD Sequel. I have more than five years of experience managing restaurants and bars, and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as a Restaurant Manager for Bar Louie, I proved to be an efficient, enthusiastic, and strong leader. My value quickly became apparent to Bar Louie's shareholders after I single-handedly trained and prepared the entire waitstaff for opening night and beyond. Not only did our team meet sales goals each month for the first year, but the down payment for the property was even paid back after the first six months operating.

I believe MOD Sequel will be a great success for many years to come, and my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this industry has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

It would be a privilege to discuss your Restaurant Manager position in more detail. I'm happy to come by whenever it's most convenient for you. Thank you for your time, and I'm looking forward to hearing from you.

Sincerely,

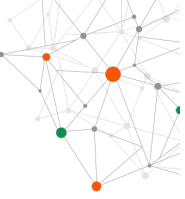
[Your Name]

Salutation & Intro

Greet the hiring manager by name. Then, grab their attention by highlighting your relevant area of expertise, why the position appeals to you, and how you'd be a great fit for the role.

Call-to-Action Paragraph

Tell the hiring manager to send you an invitation to attend a job interview. Don't end your cover letter with a weak statement about how you hope to hear from them — act like you deserve an invite.



What Should It Say?

- Your cover letter must highlight the relationship between the job you are applying for and your skill set and qualifications.
- It must resonate with all the claims made in your resume.
- Grab the Hiring Manager's attention in the first sentence and keep them interested till the conclusion.
- There are 2 main topics you need to include in your cover letter:
 - Why you're the perfect candidate for the job.
 - Why you're passionate about working in the company you're applying to.



DOs and DON'Ts

- Most of the content of your cover letter should be factual, without any fluff or generalizations.
- Don't talk about what the company can do for you, but what you can do for the company.





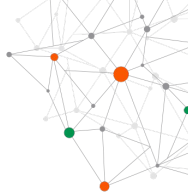
NO	YES
<p>Google is a prestigious company and I would be honoured to be one of its employees. I have heard that the company values their employees and they are treated very well. I would be proud to be called a Googler.</p>	<p>Being a dedicated user of Google’s products and services throughout my education and career, I feel at home with the company’s ideology and vision and would like to use my skills to contribute to the company’s growth.</p>



Double Check!

Ensure:

- No spelling errors
- No grammatical errors
- Proper spacing and alignment
- Coordination and consistency with respect to your resume
- Courteous language that is persuasive and to the point



CONNOR HAMILTON

• WEB DEVELOPER •

PROFILE

Experienced web developer adept in all stages of advanced web development. Knowledgeable in user interface, testing, and debugging processes. Bringing forth expertise in design, installation, testing and maintenance of web systems.

EDUCATION

- 2016 - 2017 Really Great University
Master of Computer Science
- 2013 - 2016 Really Great University
Bachelor of Computer Science

EXPERIENCE

- 2022 Thynk Unlimited • San Francisco, CA
Senior Web Developer
 - Planned, developed, tested, deployed, and maintained web applications.
 - Provided effective troubleshooting and remediation for web applications.
 - Wrote SQL statements and stored procedures.
- 2021 Studio Shodwe • San Mateo, CA
Senior Web Developer
 - Worked well independently and within a team setting.
 - Effectively translated client requirements into application designs and systems requirements.
 - Followed policies and procedures related to application methods and quality standards.
- 2019-20 Rimberio Co • Cupertino, CA
Junior Web Developer
 - Worked as a productive team member to design, code, test, report, and debug operations.
 - Managed front-end and back-end development in the company's systems.
 - Successfully identified, diagnosed, and fixed website problems.

SKILLS

Visual Design	<div></div>	Database	<div></div>
UX/UI	<div></div>	Management	<div></div>
Adaptability	<div></div>	Accessibility	<div></div>

+123-456-7890 • hello@reallygreatsite.com • 123 Anywhere St., Any City • reallygreatsite.com

CONNOR HAMILTON

• WEB DEVELOPER •

TO:

Rufus Stewart
Paucek and Lage
123 Anywhere St.,
Any City, ST 12345
+123-456-7890

Dear Mr. Stewart,

As a passionate Developer and long-time fan of Paucek and Lage, I was elated to see an opening for a Senior Web Developer role. I have experience in HTML, CSS, and JavaScript. Combined with my internship in front-end web development, I am confident I have the skills to help Paucek and Lage succeed.

During my internship with Arowwai Industries in Mountain View, CA, I gained hands-on experience coding websites and applications. One of my projects was developing a web-based application for an event management client using React and Material-UI. The app helped increase their event signups by 40%. Through my internship, I also gained valuable teamwork and communication skills that will make me a great asset to Paucek and Lage.

Similar to Paucek and Lage, I am dedicated to building easy-to-use, user-friendly websites and applications. I am inspired by the work your company does. I want to bring my experience in web development and my passion for finding creative solutions to help your team excel.

I have attached a copy of my resume detailing my education and experience. I can be reached anytime by phone at +123-456-7890 or email at hello@reallygreatsite.com. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,
Connor Hamilton

+123-456-7890 • hello@reallygreatsite.com • 123 Anywhere St., Any City • reallygreatsite.com



The Interview: How to Introduce Yourself

Mention these key pointers in your self-introduction in an interview:

- Who are you?
 - Personal background and history. (State your name only if absolutely necessary)
- What do you do?
 - Occupation (college details)
 - Hobbies
 - Extra curricular activities
- What do you want to do?
 - Call to action W.R.T the company



Remember PAW (Personal, Academic,Work)

Every good answer to “tell me about yourself” should consist of:

Personal - 5-10% should be about you as a person, while still keeping it relevant to the company.

Academic - 70 to 75% of your answer should then be about your academic background (university, academic achievements, etc.).

Work - Finally the last about 20% of your answer. Focus on your Internship experience and accomplishments here.

Keep in mind, though, that the PAW rule isn't set in stone.



ACTIVITY

Write your introduction in 50 words.



FAQs

- Tell me about yourself.
- What are your strengths?
- What is your biggest weakness?
- Tell me about a time you faced a problem and how you solved it.
- What is your biggest failure?
- Why this company?
- Why should I hire you?
- Where do you see yourself in 5 years?
- What makes you stand out?
- Tell me about xyz experience.
- Tell me about xyz project.
- Do you have any questions for me?



Identifying Disguises

The same question can be asked in many ways. Don't get confused or thrown off your game.

- Introduce yourself.
 - Tell me about yourself.
 - Walk me through your resume.
 - Tell me something about yourself that's not on your resume.
- What are your goals?
 - Where do you see yourself in five years/ ten years?
 - Why do you want to join this company?
 - What is your plan after college?
 - What is your ambition?
- What are your strengths?
 - Why should I hire you?
 - What makes you stand out compared to your peers?
 - What makes your special?



DOs and DON'Ts

- DO test out the video platform, audio and video.
- DO check your internet connection and camera settings.
- DO be strategic about where you conduct the interview.
- DO look and sound the part.

- DON'T go in unprepared.
- DON'T be too casual.
- DON'T read off your screen.
- DON'T lose focus.



Your Virtual Appearance





Conclusion

- Give the recruiter context
- Be honest but not naive
- Don't monologue
- Immerse yourself in the interaction



Any Questions?

Thank You



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