

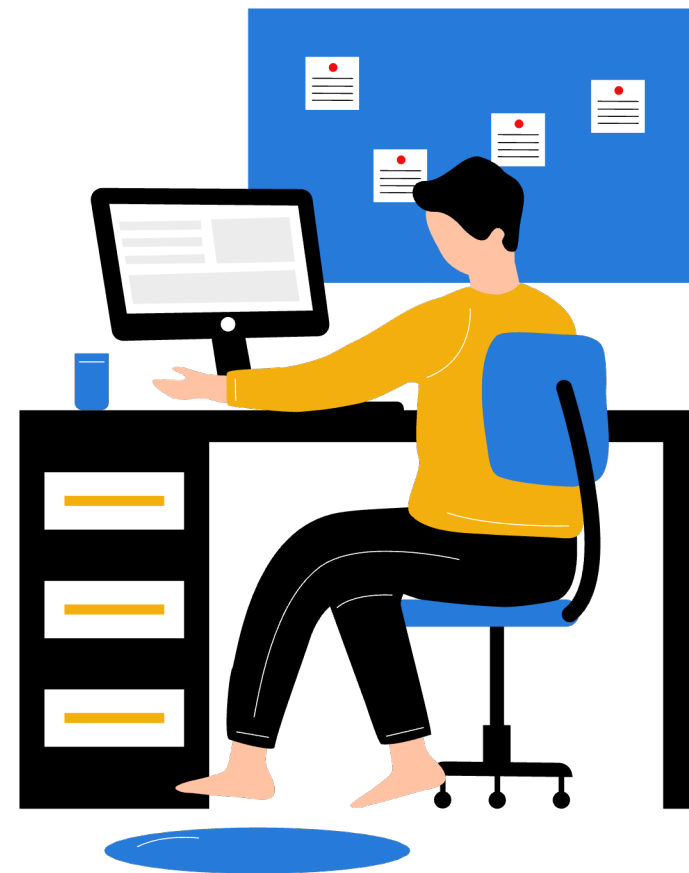
Job Application

# WORK EXPERIENCE

# Content

1. Work Experience: Common Phrases
2. Behavioural Questions
3. Describe a project

# Work Experience



# Work experience

=

what your responsibilities were

&

how you complete your tasks

=

your skills & professional accomplishments.



# Work experience

## **Achievement**

= "backup" / supporting evidence for your skills

= should not be defined only in personal terms but in terms of benefit to the employer



## EXAMPLE:

### Personal terms:

"My sales record gave me a deep sense of satisfaction"

### Benefit to the employer:

"As an employee for X Company, I developed innovations in A, B, and C, which the company has adopted organization-wide. We estimate that the innovations I introduced save the company x percent in costs for fulfilling each order."

# Frequently asked questions

- 01 Give me an idea of your experience
- 02 How does your work experience qualify you for this position?
- 03 What were your responsibilities in your last position?
- 04 What work experience do you have that prepares you for this position?

# Common Phrases

- I worked as + (a/an)] + [occupation] for (time).

Ex: “I worked as a software developer/an engineer/an HR manager for 2 years.”

- I have (time) of experience in being a [occupation]

Ex: “I have 5 years of experience in being a software developer/an engineer/an HR manager.”



# Common Phrases

- I was involved in + V-ing+ [project/area of involvement]

= Tham gia vào

Ex: “I was involved in writing software apps for our latest model of smartphones due to be launched last year.”

- I was responsible for + V-ing + [area of responsibility]

= Chịu trách nhiệm

Ex: “I was responsible for developing new software apps for our smartphones.”

# Common Phrases

- I managed the + [department/project]

Ex: “I managed the Finance Department/the sales project team.”

- I was in charge of + [department/project]

Ex: “I was in charge of the Sales Department/the hotel construction project.”

You may also mention who you reported to at work.

- I reported (directly) to the + [superior]

Ex: I report (directly) to the Head of Finance.”

# Common Answer

I have [time] of experience in being a [occupation].

I'm responsible for [your main task].

Most of my time is spent [your specific tasks].

# Common Answer

## Just Graduated

- Acknowledge yourself as a recent graduate.
- Focus on your skills and the knowledge you've learned, which should be relevant to the job.
- Show your hard work/ dedication (e.g. your free time spent on the necessary skills)

# Common Answer

## Just Graduated

For example:

I'm a recent graduate of \_\_\_\_\_ who is eager to apply the knowledge and skills I've learned in a work environment, specifically in the \_\_\_\_\_ industry. I believe that the high marks I received in \_\_\_\_\_ show that I have firm knowledge and skills to be an asset/ make valuable contribution to your company.

# Just Graduated

For example:

- I'm a recent graduate of \_\_\_\_\_.
- I am eager to apply the knowledge and skills I've learned in a work environment, specifically in the \_\_\_\_\_ industry.
- During my university years, I receive excellent/ good/ high scores/ marks/ scholarship/ positive feedback from my \_\_\_\_\_.
- This shows that I have the necessary knowledge and skills to be an asset/ make valuable contribution to your company.

# QUESTIONS

Describe **a previous project** you were involved in.



## Behavioural Questions: (câu hỏi phỏng vấn hành vi)

<b>S</b> <b>Situation</b>	Detail the background. Provide a context. Where? When?
<b>T</b> <b>Task</b>	Describe the challenge and expectations. What needed to be done? Why?
<b>A</b> <b>Action</b>	Elaborate your specific action. What did you do? How? What tools did you use?
<b>R</b> <b>Results</b>	Explain the results: accomplishments, recognition, savings, etc. Quantify.



# Behavioural Questions:

With **STAR** approach, your interviewer should get to know about your:

- **priority setting** ( khả năng quản lý độ ưu tiên)
- **decision making** ( khả năng đưa ra quyết định)
- **meeting deadlines** (khả năng hoàn thành công việc đúng thời hạn)
- **assigning tasks** ( khả năng điều phối công việc)

Describe **a project** as a fresher:

- The way you **solved a problem** in the project.
- Your **role** in the project.
- Your imagination or creativeness in the concept of the project.



Remember to:

- Specify about the **skills and features** needed to complete the project
- Discuss the **goals & highlights** of the project
- **Relate** that project to the current company or job you are applying for

# Describe **a project** as a fresher:



Project **introduction**



**Goals** or **challenges** in the project



Personal **contribution** and your **role** in the project



**Results** of your project

# Describe **a project** as a fresher:

## 1. Project **introduction**

- **Name/ Type** of project
- **Size** of the project
  - Duration
  - Cost
  - Complexity
  - Number of team members
  - ...



Describe **a project** as a fresher:

## 2. **Goals / Challenges** in the project:

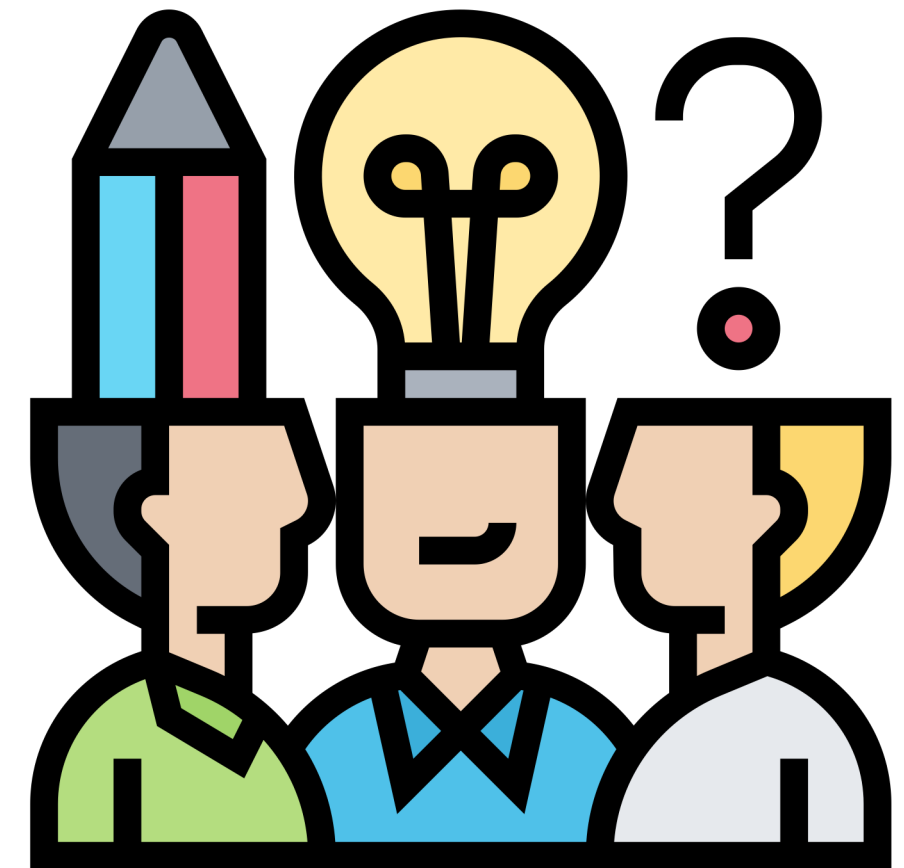
- What are the **purposes** of the project?
- What are the **challenges** your team encounter?
- How do you/ your team **overcome** such challenges?



Describe **a project** as a fresher:

### 3. Personal **contribution** and your **role** in the project

- **What tasks** you completed
- **How** you did the tasks (stages of development)
- What **tools/ technology/ platform** you used



Describe **a project** as a fresher:

#### 4. **Results** of your project

- What are your **accomplishments**?
- What are the **drawbacks**?
- What are your **solutions** for the future project?
- What can you **learn** from this project?

