

# **Placement Preparation (7 Days)**

**MUKESH VYAS, CO-FOUNDER, WAE.**

# WAE



Digital

Be a Winner.....

presents

## Live Training of 7 Hours on Placement Interview Preparation

by



**Mukesh Vyas**

1-7-June  
6-7-pm daily

on

You Tube

# CONTENTS

1. Resume Building
2. Resume Customization
3. LinkedIn Usage & Writing Cover Letters
4. Strength & Weakness Identification
5. Interview Preparation Techniques
6. Interview FAQ-Overview
7. Problem Solving Skills for Interviews

# BASIC DRIVING CONCEPT

## Concept of Human Line

Devil

दानव



Super man

महा मानव



Human

मानव



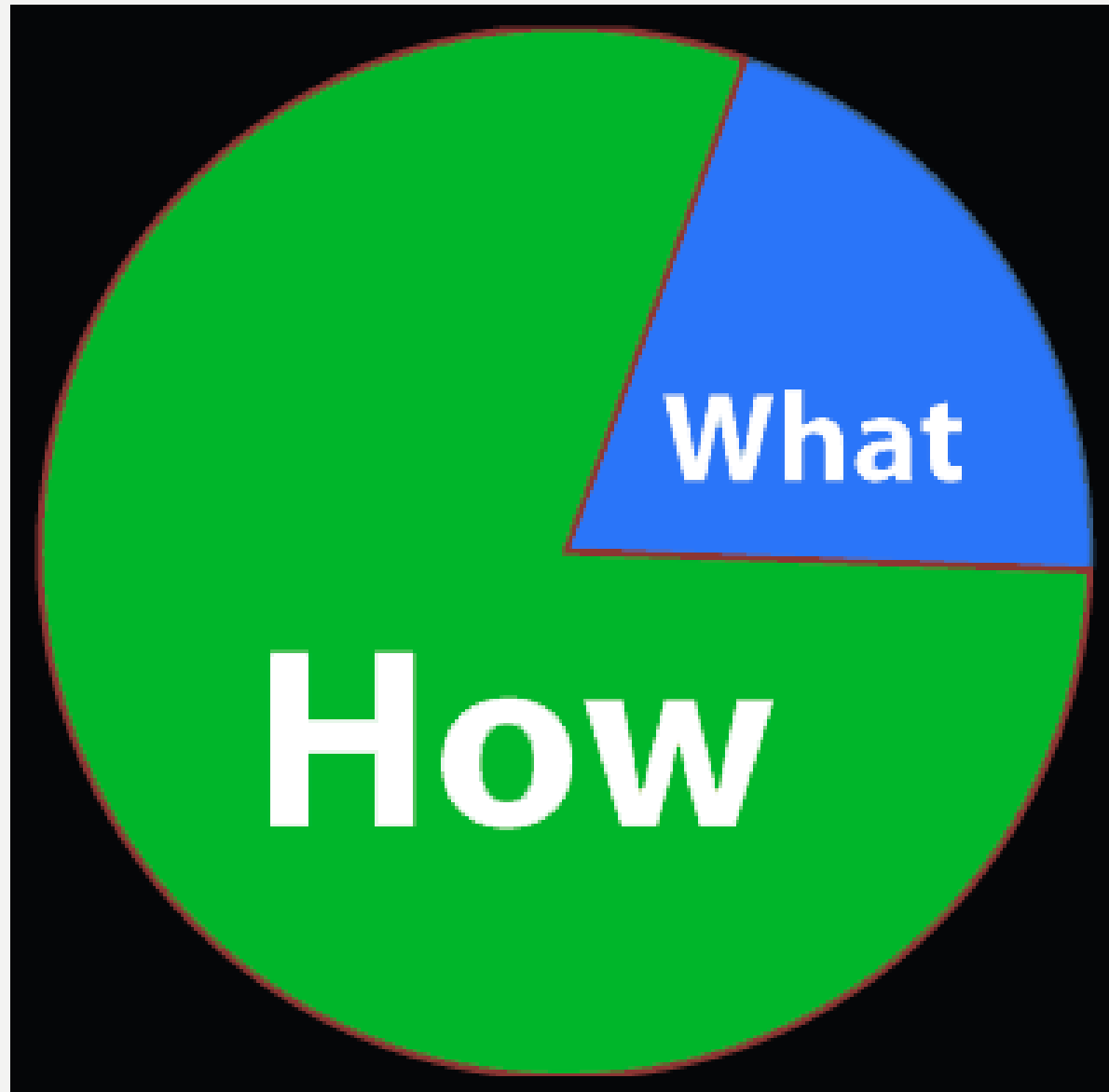
Human Line

मानव रेखा

Primitive Man

आदि मानव







# EFFECTIVE RESUME WRITING

[illegible]

**An Interview  
candidate has a  
Resume.**

# EYE OPENERS

- How is it different from a CV.
- 10 seconds is all the time an employer is going to give your resume in deciding to keep it or pass on it!
- Keep as brief as possible without sacrificing essential qualifications.
- Resume should be of 2 pages or less.
- Email id should be professional
  - Avoid
    - smartyrahullove@gmail.com
    - dashingritu@gmail.com
    - passionateashok@hotmail.com



\*\*\*\*\*

*Anita Resume*  
 11259 6<sup>th</sup> avenue  
 South Minneapolis, mn 56355  
 612-555-9998  
wickedpartygirl@email.com

Keep font easy to read and the same through resume.

\* Border - either remove or use block (line) border for a more professional look

~~RESUME~~

**EDUCATION**

~~High School diploma 1995 - minneapolis, mn~~ not needed now that you are enrolled in College.

Working on my associates degree right now at Rasmussen College. Should be done in March 2010. Going for Medical Assisting

AAS Degree - Medical Assisting  
 Rasmussen College - St. Cloud, MN  
 Expected March 2010

→ may want to include "Relevant Coursework"

**EMPLOYMENT**

| Job Title                                                                                                                                                                                  | Company         | Location        | Dates                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------|
| Nursing Assistant                                                                                                                                                                          | TLC Care Center | St. Cloud, MN   | April 2006-present       |
| <ul style="list-style-type: none"> <li>Take care of patients</li> <li>Follow daily tasks</li> <li>Clean</li> <li>Document</li> </ul>                                                       |                 |                 |                          |
| Patient Care Tech                                                                                                                                                                          | ABC Health      | Sauk Rapids, MN | November 2003-April 2006 |
| <ul style="list-style-type: none"> <li>Take care of patients</li> <li>Clean</li> <li>Follow tasks</li> <li>Document activity</li> </ul>                                                    |                 |                 |                          |
| Customer Service Rep Savers                                                                                                                                                                |                 | St. Cloud, MN   | June 2002- November 2003 |
| <ul style="list-style-type: none"> <li>Cleaned store</li> <li>Rung up customers</li> <li>Gave change</li> <li>Counted stock</li> <li>Unloaded boxes</li> <li>Answered questions</li> </ul> |                 |                 |                          |

expand on each, include something different for each job

what did you do? Maintained clean and healthy living environment for residents and guests

How often? Confidential information?

Line up locations

Line up dates

Be more specific with your job duties.

\*\*\*\*\*

Anita - I would suggest not using a template resume as they are difficult to edit and will look the same as other candidates.

## Anita Job

555 Main Avenue  
Anywhere, MN 55368

Phone 555-123-4567  
E-mail anitajob@email.com

downsize this font one size

—> take out some space here

### Objective

Expand on this - what can you bring to a company?  
(To obtain a position as a Business Manager.)

\* make all font one size larger

### Education

ensure all points are the same size

- 2004-2006 St. Cloud State University St. Cloud, MN
- AA degree in Business Management 2006-Present Rasmussen College
- St. Cloud, MN
- B.S. degree in Business Management
- Expected Graduation date of December 2009

\*\* See notes below

### Work experience

- June 2000 - August 2005 ABC Administrative Staffing Sauk Rapids, MN

#### Office Assistant

- Assist with the implementation of the current database (Microsoft Access)
- Prepare and follow through with end of year inventory audit
- Assist with general office duties including data entry, filing and answering phones

\* no periods needed

GOOD

- September 2005-Present Granite City Technology St. Cloud, MN

#### Information Manager

- Assist with the implementation of the current online database and Access database
- Run the general office duties including data entry, filing, answering phones and pay roll into switchboard
  - May 2003 - August 2003 St. Cloud Parks & Rec St. Cloud, MN
  - June 2004 - August 2004

Make the job above look like this also. Keep consistency

### Summer jobs

You can leave that off.

#### Seasonal Highway Maintenance

- Flags for road construction
- General maintenance of snow plows
- Up keep of greenery along county roads

Format as you did above

## Summary

### Summary of Qualifications

- Experienced with proprietary software for data entry and retrieval; update and maintain customer data; familiar with general office equipment including copiers, fax machines, and 10-key calculators
- Good filing and organizational skills
- Proficient with Microsoft Office Suite

Suites? '03 and '07?

\*\* Format Education like this:  
AAS Degree - Business Management  
Rasmussen College - St. Cloud, MN

Grad Date

# WHY IS RESUME SO IMPORTANT

- **A marketing tool**
  - Your first tool for building a career
  - The first impression a prospective employer has about you
  - A selling tool that allows you to highlight to an employer how you can contribute to the company
- **Request for an interview**
  - Purpose of the resume is to get you an interview
  - Must capture the reader's interest and attention
  - Must convince the employer that you have the ability to fill their position
- **Your “big picture”**
  - A snapshot of what you believe are your most important experiences and qualifications



# CONTENTS OF A RESUME

## MANDATORY

- Identify Yourself
- Education
- Work or Professional Experience
  - Training / Internship
  - Industrial Projects
- Activities
  - Co-curricular
  - Extra-Curricular
- Computer Skills
- Professional Associations
  - IEEE, IETE etc
- Other Associations
  - SPIC MACAY, Toastmasters, MUN etc.

## OPTIONAL

- Objective
- Special Abilities
- Reference Statement

# Personal Information (Identify Yourself)

## MANDATORY

- *Name*
- *Email Id*
- *Mobile No.*
- *In the soft copies you can mention*
  - *Link of your LinkedIn Profile or any other Professional Website Link.*
  - *If you have any other link where your credentials have been aggregated, then provide it as well.*

## OPTIONAL

- *Date of Birth*
- *Father's Name*
- *Permanent Address*

# EDUCATION

- *Tabular Format Only.*
- *Follow the Reverse Chronological Order.*

| Year | Degree                              | Institution(Board)                     | CGPA / % |
|------|-------------------------------------|----------------------------------------|----------|
| 2012 | Masters Degree<br>(Mechanical Engg) | Indian Institute of Technology, Kanpur | 9.0/10.0 |
| 2010 | Bachelors Degree<br>(Civil Engg)    | Indian Institute of Technology, Kanpur | 9.5/10.0 |
| 2006 | XII                                 | Delhi Public School, Kanpur(C.B.S.E)   | 85%      |
| 2004 | X                                   | Delhi Public School, Kanpur(C.B.S.E)   | 80%      |

# PROJECT / TRAINING / INTERNSHIPS

- *What, Where & When.*

- *Representation format*

  - *Project Details*

  - *Activities carried out*

  - *Results or Outcomes*

- **Tips**

  - *Don't use Abbreviations.*

  - *Use simple and clear vocabulary with action words.*

  - *Mention Software / tools / technologies used.*

  - *Quantify the results as far as possible.*

# AWARDS / ACHIEVEMENTS / POSITIONS OF RESPONSIBILITY

## ○ Awards / Achievements

- *This is your differentiator or USP.*
- *Mention Scholarships without Award Money.*
- *Mention Year of achievement.*

## ○ Positions of Responsibility

- *Depicts your non-academic skills.*
  - *Leadership*
  - *Creativity*
  - *Working in a team.*
- *Entrepreneurial skills.*
- *Value added to the activities.*
- *Initiatives taken.*



# SKILLS / EXTRACURRICULAR ACTIVITIES / INTERESTS

- **Technical Skills**

- Coding
- Software
- Networking / OS
- Designing

- **Non-Technical Skills**

- Languages
- Networking skills with example
- Any other skill that you may have acquired

- **Extracurricular Activities**

- Sports, Music, Dance, etc.
- Talent & level of Proficiency to be shown
- Team events to be included

- **Hobbies**

- **Interests**

# FORMATTING GUIDELINES

- Font Size & type
  - Same Size in Content.
    - Name can be in larger size.
  - Type
    - Normal, Bold & Italics only and no underlining. Bold only for emphasizing.
  - Style
    - Arial, Calibri & TNR
  - Colour
    - Black
  - Only One font in entire CV



Education



Awards and Scholarships



Work Experience



Internship



Project



Research



Achievements



Certification



Training



# WRITING AN OBJECTIVE

- Optional
- Should be used at top of your resume.
- Normally preferred for people with 2 or less years of experience.
- Avoid flowery language and be specific.
- For more than 2 years of experience use Summary to provide Profile briefing.
  - It should talk specifically about what you would like out of the company and what you can provide to the company you are applying to.



## **Example:**

Obtain a position as an android application developer where I can apply and hone my core software skill set

# CHARACTERISTICS OF A SUCCESSFUL RESUME

- *Focuses on skills. Uses action words to define the responsibilities of your job-related experience.*
- *Easy to read and understand.*
- *Visually powerful and free of gimmicks.*
- *One page, or at most 2 pages long.*
- *Language is grammatically correct.*
- *Spelling has been checked.*
- *Formal Style*
- *Should not contains the pronouns “I” or “me”.*
- *No lies, even small lies should be avoided.*



***Tailor the resume to the job*** that you are applying for only highlight those skills that are relevant for the job you are applying for.

# BASIC CHECKLIST

- Neat, clean, and professional looking.
- Margins at sides and bottom.
- Layout makes reading easy. Use of white space is effective
- Important titles should be emphasized. Experiment with fonts & styles; **bold**, *italic*, and underlines. No more than 2 or 3 different sizes.
- Information is logically recorded.
- Use Action Verbs for accomplishments & results.
- Bullet points when possible for accomplishments.
- Quantify your results whenever you can.
- Format – chronological
- Get it reviewed by someone before freezing it.



# WRITING AN EFFECTIVE COVER LETTER

- **Purpose:**

- Type of Position you are seeking.
- What caused you to apply.
- Explain things that your resume can't
- Explain your outlook on your new career path

## Constituents of an Effective Cover Letter

- ❖ **Introductory Paragraph:**

- ❖ This states why you are writing to the recruiter/employee.

- ❖ **Main body of the letter:**

- ❖ Highlights of your profile, key credentials and Strengths.

- ❖ **Closing Paragraph:**

- ❖ **Examples:**

- "Should you require further information..."
- "Look forward to a face to face discussion".
- "Thank you for your kind consideration."





