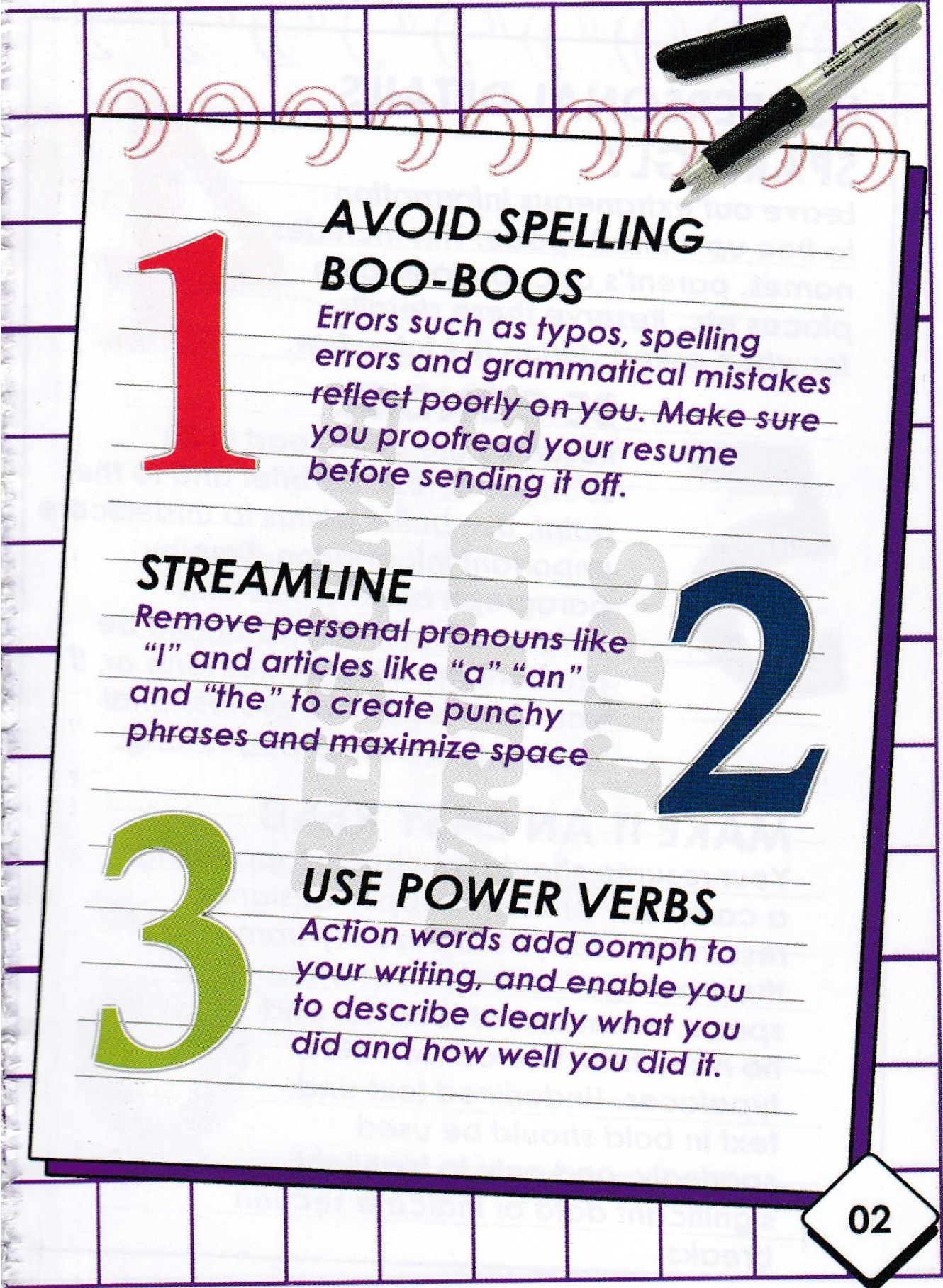


RESUME WRITING TIPS

The **SIX AREAS** that help in
resume writing are **AVOID SPELLING
BOO-BOOS, USE POWER
VERBS, STREAMLINE, USE
PERSONAL DETAILS
SPARINGLY, BE CONCISE,
and MAKE IT AN EASY READ.**



1

AVOID SPELLING BOO-BOOS

Errors such as typos, spelling errors and grammatical mistakes reflect poorly on you. Make sure you proofread your resume before sending it off.

STREAMLINE

Remove personal pronouns like "I" and articles like "a" "an" and "the" to create punchy phrases and maximize space

2

3

USE POWER VERBS

Action words add oomph to your writing, and enable you to describe clearly what you did and how well you did it.

USE PERSONAL DETAILS SPARINGLY

Leave out extraneous information to free up limited space. This includes names, parent's occupations, birth places etc. Reserve these details for when asked during the interview.

4

BE CONCISE

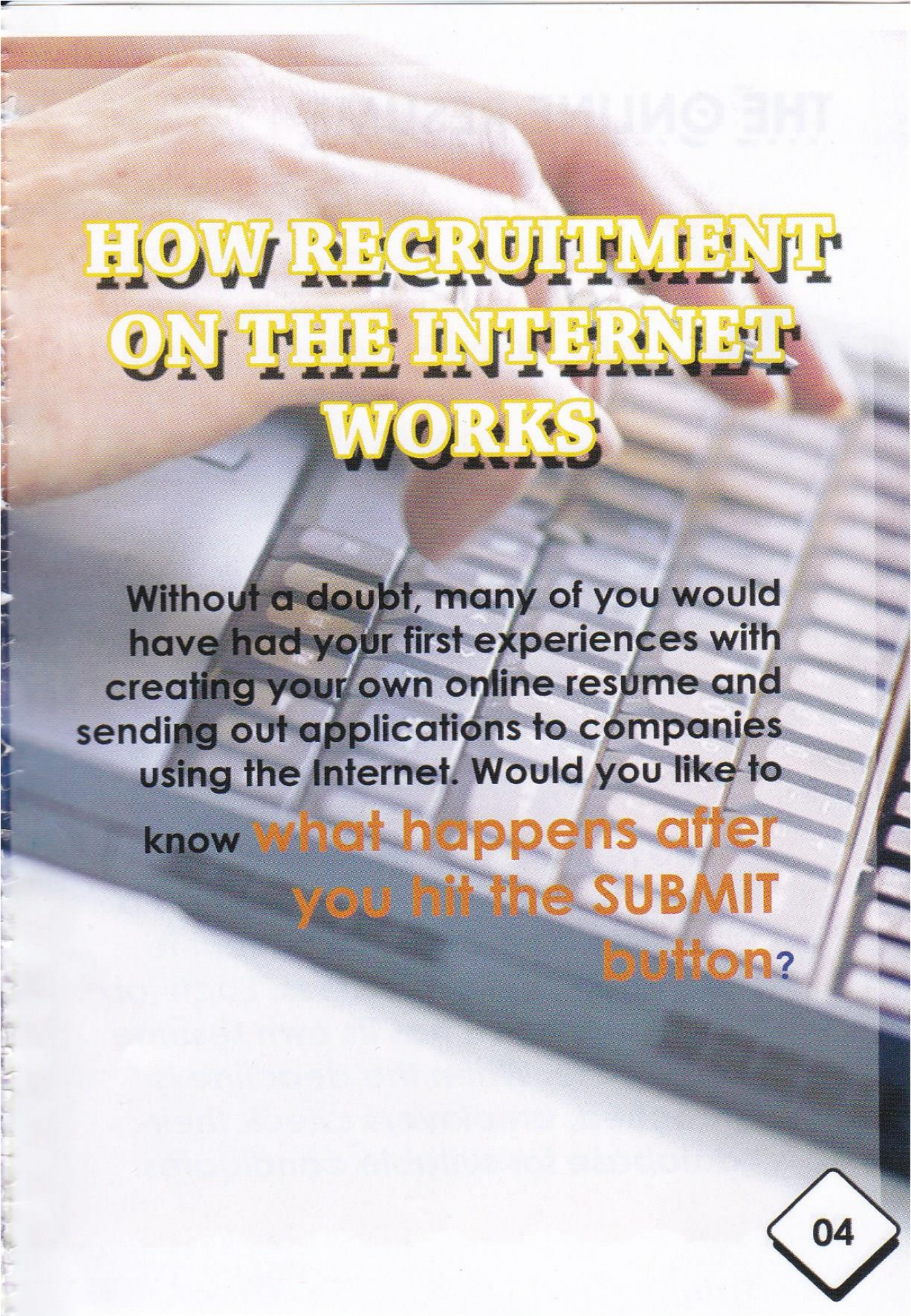
5

Resumes are often read in 30 seconds or less. Be brief and to the point. Use bullet points to underscore important information. Employ paragraph breaks lines and numbers. Your resume should be no more than two pages long or, if you have extensive professional experiences, three pages long.

MAKE IT AN EASY READ

Your resume should be visually appealing, a carelessly printed, sloppily designed resume makes you a casualty from the word "go". Use a lots of white space, a font size at least 10, and no more than two conservative typefaces. Underlined text and text in bold should be used sparingly, and only to highlight significant data or indicate section breaks.

6



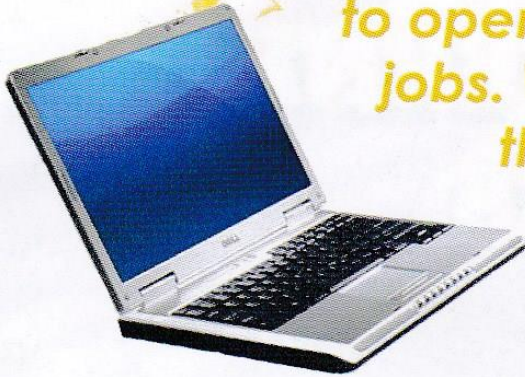
HOW RECRUITMENT ON THE INTERNET WORKS

Without a doubt, many of you would have had your first experiences with creating your own online resume and sending out applications to companies using the Internet. Would you like to know **what happens after you hit the SUBMIT button?**


THE ONLINE RESUME



Job seekers may create their resume on a recruitment website. The same website to open to employers to advertise jobs. When job seekers see a job they want, they send their application to the employer through the site.



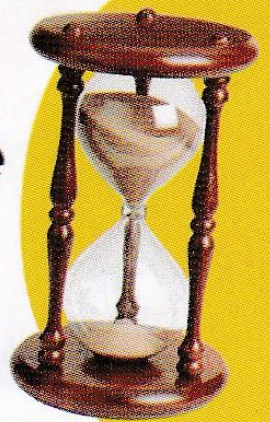
INTO THE EMPLOYER'S ACCOUNT



The resume is then send to the employer's resume database. It is a little like having your mail sent to designated PO Box address. Each job that is advertised has its own resume database. When the deadline is reached, employers check their database for suitable candidates.

CLICK, CLICK: SCREENING BEGINS

With the speed and range that the Internet offers, employers can now reach further into a wider pool of job applicants. This means that a resume now competes with those of hundreds of other hopeful candidates all banking on that one job. For the employer, Internet recruitment enables them to screen quickly through thousands of applications using software programs, thus **saving valuable time**. For example, if they want to see only resume of applicants with two years in marketing and with a Bachelor Degree and HTML skills, they only need to click the relevant criteria boxes, and within seconds, get the view a list of matching applications. However, this means that employers will not see the resume of other candidates who do not meet with their requirements.



FOCUS YOUR APPLICATION!



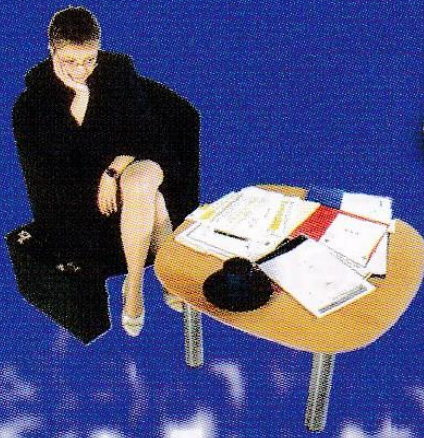
Your application needs to be focused. If you do not have the minimum requirements advertised for a job, don't waste either your time or the recruiter's by sending out a "blind" resume. Chances are, it will not be looked at, so save yourself the frustration and disappointment.

JobStreet.com

The process of job hunting can sometimes feel like you're fighting against the world without winning any battles. But, by understanding how Internet recruitment works, you can improve your chances of being called for an interview.

o **THE ELECTRONIC RESUME** is either **sent by email or saved in an electronic resume bank** or job sites to be viewed on the Internet by prospective employers. It is specially formatted for scanning and searching by optical scanning systems, and is fast becoming the popular choice among the job seekers as it is quick done, effective, and convenient for both job seekers and employers. It can come in different file formats, but recommended using the American Standard Code for Information Interchange (ASCII) as it is universally recognized by PC, Macintosh, UNIX workstations, and mainframe terminals. The three most common ASCII file formats are plain text, rich text, and hypertext.

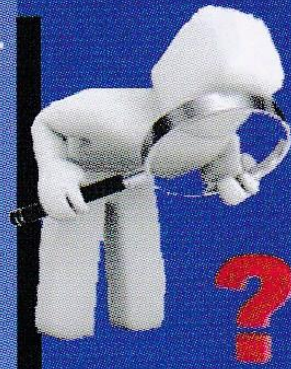




MASTERING INTERVIEW SKILLS

The interview is a crucial appointment for any job seeker, whether new to working life or experienced. It's not enough to show up for the meeting hoping that inspiration will hit you. While a well crafted **resume** will definitely help carry you to first base, it is the **interview** that will ultimately bring you to home base or lead you to strikeout. Therefore, knowing how to play the interview cat-and-mouse game cannot be overemphasized. There are different types of interview but the basic principles of doing well at an interview remain the same.

DIG UP all you can about the hiring company, and prepare ahead of time by anticipating questions and having ready answers in your head.



When you walk into the interview room, greet the interviewer(s) politely and confidently, shake his/her hands firmly and don't forget to **SMILE!**

After the interview, don't forget to thank the interviewer, and enquire about what will happen next. Back home, draft and send a **THANK YOU LETTER** to the interviewer(s) as soon as possible.





Here are **10 RULES** of thumb to ensure you do well at any interview:

1. COME PREPARED

Research beforehand the company's services, products, and operations - get the details from their annual report or website. This way, you will be able to intelligently discuss how your talents, skills, and experience can help the company reach its goals. Bring along **additional materials** for a successful presentation, such as an extra resume and work samples.



2. ARRIVE EARLY

The horrendous traffic is no excuse to be late for your interview. Make sure you leave for the interview early, with enough time to for a motor breakdown, flat tire, traffic jam or poor weather.



3. DRESS SMART



Remember what they say about **first impression**?

You may be tempted in this age of casual dressing to dress down, but be warned that conservative business suits still rule the hiring day. Formal clothes show you are professional minded, and consider the interview important enough to have taken pains to dress up.

4. REPLY CALMLY

Due to overeagerness or nervousness, some candidates blurt out their response even before the question sinks in, thus giving half-baked answers and annoying the interviewer(s), who might think you are disrespectful or too smart for your own good.

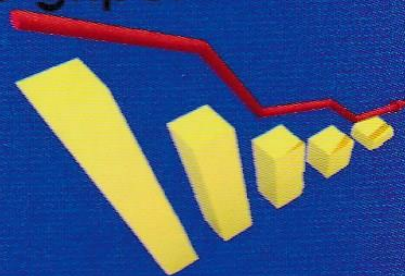
Listen carefully to the questions asked and organized your thoughts before answering. If you've done your homework, you will have ready answers for some of the standard questions thrown your way.

5. DON'T SHOOT YOUR EX-BOSS



It's amazing how some candidates think they can win sympathy points from the interviewer(s) by ranting against former employers. On the contrary, this will only mark you as a **potential troublemaker**, and raise serious doubts about the real reason you left your job. Concentrate on elaborating on your own accomplishments, and squash any impulse to gripe.

6. FOCUS ON THE COMPANY'S INTEREST



Of course, we'd love a dream job offer bundled with a fantastic pay package but this is one truth you needn't declare to your interviewer(s). Don't go to the interview intent on extracting information about what firm can give you. Remember that you are **marketing yourself**, so strive to convince the employer you're their best bet.



DON'TS

INTERVIEW BLOOPERS

- 1) Come unprepared
- 2) Arrive late
- 3) Dress sloppy
- 4) Reply in haste
- 5) Shoot your ex-boss
- 6) Focus on your own interest
- 7) Talk money too soon
- 8) Not asking questions
- 9) Act desperate or apologetic
- 10) Ignore proper etiquette

7. DON'T TALK MONEY TOO SOON

Making salary inquiries during the first interview is a big no-no. It suggests to the interviewer(s) that you are only interested in money. Don't broach the topic until you receive a definite offer. And, find out beforehand what the salary scale is for the position you are applying for in order to negotiate effectively.

8. ASK AWAY

If the recruiter(s) ask you "Do you have any questions?" take him/them up on it. Good questions to pose include those on the company's directions, plans, culture, jobs specs, and your employers' expectations of you. This will show you are interested in the job as well as the company.



9. DON'T ACT DESPARATE OR BE APOLOGETIC

Jobs are hard to find, it's is true, but have some **pride**. Don't reveal an overeagerness to please or an overwillingness to accept everything. Maintain a good posture, shake hand firmly, flash friendly teeth, and strive for an alert, confident attitude.

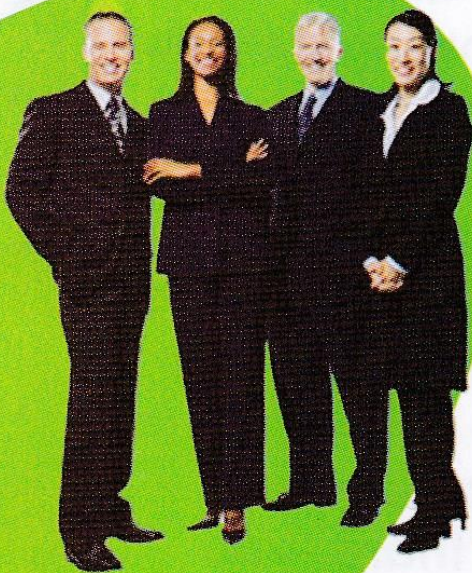




10.OBSERVE PROPER ETIQUETTE

Succeeding at interview requires following certain practices such as maintaining eye contact, wearing formal clothing, being on time, and being polite and respectful toward your interviewer(s). You should also send him/them a thank-you letter after the interview as a show of basic courtesy and as proof of your sincere interest in the position.

DRESSING RIGHT FOR THE INTERVIEW



If you have an interview coming up and you have not peeked into your wardrobe yet, it is time to do it immediately. The success of your job interview depends as much

on your **attitude** as it does on your **skills**, **experience**, and **qualifications**. Attitude comes across is how you carry yourself and how you dress.

The first impression you can make on your interviewer is based on the way you look.

According to **Joe Hodowanes**, a career strategy advisor,

"The way of person dresses is the single biggest non-verbal communication you can make about yourself."

Right dressing is a measure of the seriousness that you place on the position, as people tend to spend time on how they look if they consider an event important enough.

"Although proper dressing by itself will not get you the job, a poor dress sense may exclude you from future considerations,"

warns Gerry Ditching, managing partner of Filgifts.com.

Besides, given two equally good applicants, the company may choose to hire the person who is dressed more professionally.



LONG-SLEEVED SHIRT & DARK SLACKS

White is still the safest and the best color for shirts.

It is also appropriate for our tropical weather.

Also acceptable: pale shades such as beige, blue, and other pastels. Tuck in the shirt and do not roll up the sleeves. Never wear a short-sleeved shirt to an interview or any business purpose. Wearing a short-sleeved shirt will destroy your executive image.

TIES

Optional, But if you do wear one, choose a conservative pattern. Solids, small polka dots, diagonal stripes, small repeating shapes, subtle plaids, and paisleys are all accepted.

BELTS

Belts should match your shoes. Those with smaller buckles and squared lines look more professional.

SOCKS

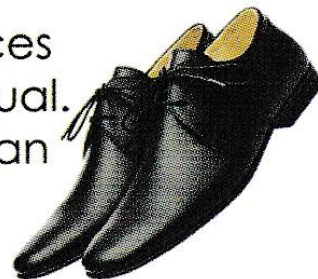
Black socks are the best, followed by blue or gray, depending on your attire. Never wear white socks! Check your sock length, too: no skin should show when you sit down or cross your legs.





SHOES

Black or burgundy leather shoes with laces on them, because tassel loafers are casual. Other suitable colors are brown, cordovan and navy.



HAIR

Keep neat, short, and preferably parted on the side. And shave off that facial hair.

JEWELRY




Wear no or little jewelry. The watch and wedding ring are the only acceptable pieces of jewelry that go with the male attire. Thin gold or leather-strapped watches look professional, but not digital watches. Also, avoid political or religious insignias, necklaces or bracelets. Definitely no pierced body parts, and covers up your tattoos!

ACCESSORIES

As much as possible, use leather briefcases or folders to hold copies of your resume. Use narrow briefcases and avoid plastic folders and plastic ball pens as they are out of place.





THREE-PIECE BUSINESS SUITS, BLOUSE SLACKS, AND CARDIGAN TWIN-SETS

Sleeves shirts should be rejected. Short-sleeved blouses are okay when they are tailor-cut and have features such as a sports collar or double-breasted design to create a business-like look. Skirts can either be long provided they do not create a Cinderella or barn dance look, or short where they fall no shorter than two inches from the knee. Nothing too revealing, please!

PANTY-HOSE OR STOCKINGS

A must for professional grooming, but nothing with overly fussy patterns. Bring an extra pair, just in case the ones you are wearing run.

SHOES

Closed shoes or pumps with at least 1 1/2-inch heels suggest a more professional look. Dark colors are best.

HAIR

Hair longer than shoulder length should be worn up or pulled back. Don't let it fall in front of your face, and don't keep trying to fix it during the interview. Avoid large hair ornaments and trendy hairstyles.





MAKE-UP

Be subtle; natural is the key word. Light shades of lip coloring and nail polish are recommended.

JEWELRY

Be conservative. Studs of gold or silver or pearls are best. Do away with gaudy fashion jewelry, and pieces that clank and clatter when you move.

ACCESSORIES

Folders and bags should add to the total professional look. Women should match their purse color with their shoe color.



FREQUENTLY ASKED QUESTIONS



You're on the spot! Don't get caught with your guard down. Here are 10 of the most frequently-asked questions during an interview.

Caution: This is merely a guide not to be treated as foolproof answers, because there are none.

1

Tell me something about yourself?

Prepare a two-or-there minute presentation where you briefly introduce yourself (where you're from), your personal interests (hobbies, community involvement, etc), work history, and recent career experience, focusing on the latter two.



2

Why do you want to join the company?

Your answer to this one tells them your **motivations** for wanting to join the company. So dig up the facts about the company, its culture, and market performance.

Don't offer
"give me"

oriented answers such as

"Oh, because it's such a cool place to work,"

"I like your salary and benefits package," or

"My friends are already here, and it makes it easier for us to hang out together."

Instead, demonstrate how you can chip in to achieve the company's goals and how your skills and experience match their requirements.



Why are you looking for new job?

3



This may seem like a straightforward question, but it is very easy to slip up here if you are unprepared. Keep in mind that relating anything in a negative light is bad form. Even if you got fired from your last job, try to keep your

explanation **honest**, brief and **positive**. Since most terminations happen because of an ill fit between the company and the employee, and not so much because of lackluster performance, you could also try this angle.

If you left voluntarily, don't dwell on the negative reasons for leaving; instead, demonstrate how can you make a significant contribution to the present company objectives.





Here are some **sample answers** that may work:

I wanted to move my career in a **new direction**. (Make sure you mention the new direction)

My company was restructuring, and I choose to search for better **opportunities** elsewhere.

I decided to make a change because I wanted to keep **developing new skills** but was enable to do this is my previous company.

What position are you interested in?

4

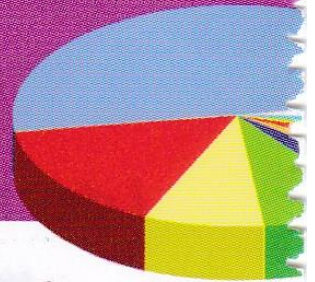
Vague answers such as " I want an exciting job " or " I want to grow my skills in this area ", show lack of career focus and motivation. Instead **zoom in an experience if you**

are given this position. Here's a good example:

"My communication skills are excellent, and I can market a product well, as my two years experience as marketing officer at university/company A will prove. I believe I understand the consumer industry well, and can add value to your marketing efforts".

5

What do you consider
are your strengths and
weaknesses?



This is the time to be **honest**, but don't go to extremes. You don't want to confess at this point that you are really terrible of organizing events etc and rarely meet deadlines just yet, but neither do you want to make yourself out to be the next best thing since sliced bread. So, be as **clear** and **concise** as you can in describing qualities you possess that demonstrate your sense of responsibility in making it a point to learn from your mistakes and shortcomings.

What do you know about our company?

6

This is where your research should serve you well. Don't respond by repeating each fact your picked up about the company, because this can seem either arrogant and practiced an therefore, insincere. Talk about the company's major products and services, markets and latest developments, by all means. Display the **eagerness** to learn more about the company by asking question yourself.



7

What do you consider to be your greatest achievements?



This question helps the interviewers to gauge your success at managing people/project/yourself. Mention two

28



or three achievements that demonstrate the variety of strengths. For instance, relate how your organizational **skills** helped you pull off the successful event, or how your problem-solving skills effectively resolved a management/production crisis, and how your **ability** to handle pressure enabled you to deliver an important report within the deadline in spite of hindrances



Where do you see yourself five years from now?

Of course, you would want to have reached a certain level of career success by that time. Say so. State realistic expectations, and share with the interviewers your plan and strategies to achieve the success. Be **sincere, speak from heart, and be humble.**

What tasks did you perform in your last job?



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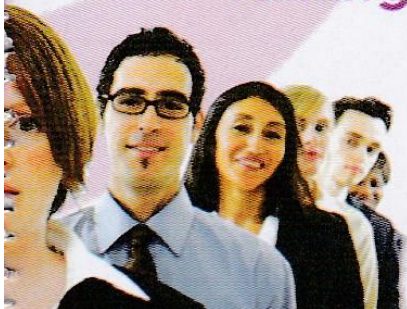
Be honest and to the point, even if your

assignments don't exactly match those you would be required to do in your new position if you get the job. Take the opportunity to **mention any special projects** you volunteered for or positions you were elected to in committees in your previous company that show that you have relevant work experience necessary to take on the job at present company.

10

How would you establish good working relationships with new colleagues and supervisors at this company, if selected for the job?

Be **enthusiastic** and **positive** as you tell your interviewers that you worked well with former colleagues and supervisors at your previous placement. Spend a few minutes talking about your networking skills and ability to interact with different people at different levels of the office hierarchy.



TYPES OF INTERVIEW

Companies resort to different interview formats depending on what they hope to discover about the candidate and which stage of the selection process the candidate is at.

A. SCREENING INTERVIEW

A screening interview is conducted by human resource professionals to weed out unqualified applicants. The interviewers vet resumes they have received to consider salary expectations, probe for undisclosed work-related problems, and generally look for clues to eliminate a candidate as being unsuitable for the job being offered. Follow their lead, ask general questions, give direct answers and don't volunteer information that could jeopardize your chances of landing the job.

B. THE ONE-ON-ONE INTERVIEW

After passing the screening interview, you may be interviewed by the actual decision-maker who will want

to find out if you are indeed the candidates they seek.

Establish **rappor**t with interviewer, and demonstrate that you're the one the company really needs for the job.



C. TELEPHONE INTERVIEW



Though less ideal than the one-to-one interview, a telephone interview is as important as any other type of interview. Get the interviewer's complete name, designation, and contact details.

Remember to **talk in a clear, confident** voice, slow enough for the interviewer to understand you and to take notes. Keep your answers concise and focused. The advantage of this type of interview is that it allows you to have your resume and notes in front of you as you talk to the interviewer.

D. STRESS INTERVIEW

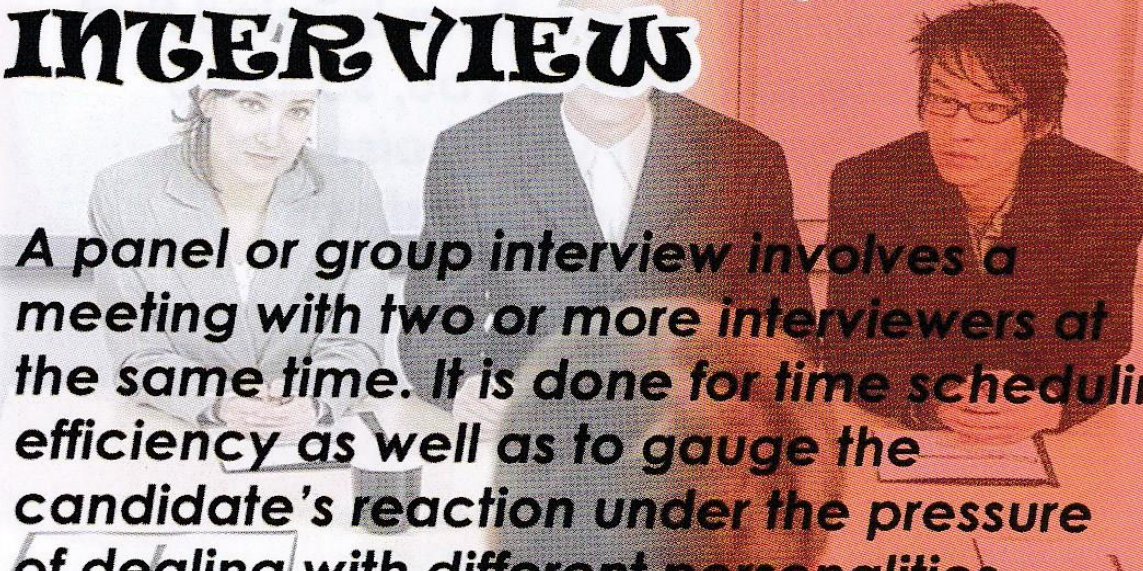
An interviewer may choose to conduct a stress interview a deliberate attempt to test how well (or not!) you **cope in stressful situations**. He may make you wait needlessly long for your turn to see him, and then throw sarcastic questions, and subject you to long silences or icy stares. Bear in mind that he is only trying to unnerve you, so keep your cool and maintain your poise. Be courteous, and answer all questions calmly and thoughtfully, asking for clarification when the need arises.

E. BEHAVIORAL INTERVIEW

Your previous behavior is used to **predict future performance**. You are asked to recall and describe past situations

where you are demonstrated good time management and teamwork or leaderships skills, or were able to resolve conflicts successfully. Describe the scenario, the measures you took, the outcome, and the lessons learned. Be prepared to give details.

F. GROUP/PANEL INTERVIEW



A panel or group interview involves a meeting with two or more interviewers at the same time. It is done for time scheduling efficiency as well as to gauge the candidate's reaction under the pressure of dealing with different personalities. Create rapport by remembering each individual's name, **smiling**, and **rotating eye contact** when answering.

WHAT DO INTERVIEWERS LOOK FOR?



In most interviews, knowing what the interviewer is looking for means you have won half of the battle. The other half of the battle: be prepared to show your knowledge about the organization, ask tactful questions about the job, and give a good impression what you can do better than others, if you are offered the job.

The interviewer has two methods of judging your suitability for the job. First, by questioning you and evaluating your **skills** and **experience** based on what you tell him. Second, by **observing person-to-person** now you can handle the interview.

If you have planned well for interview, for example by showing that you are knowledgeable about the

organization, the interviewer will assume that you are also capable of planning and making a good of your tasks. The converse is also true: a bad performance of the interview could mean unsatisfactory performance later on the job.

If you have the experience and ability to do the job, make sure that you do not let your performance at the interview let you down. Since in the most cases the interviewer has no prior knowledge of the candidates except from their letter of application, the **first impression** you give is extremely important. If you feel you are of average intelligence or have a few qualifications, do not worry. The most important factor is your **actual achievements** and the **positive way** which you put these across the interviewer.

The six areas that help the interviewer select the right person for the right job are intelligence, qualifications, adaptability, impact on others, motivation and achievements.

1

INTELLIGENCE

Means your cognitive powers to take in and interpret information.

You should be **quick to understand questions** posed by the interviewer, and to provide simple, concise answers to them. Nevertheless, a person who is too intelligent, and who gives long, complicated answers to simple questions may give the impression that he is thinker not a doer.

QUALIFICATIONS

Are necessary for certain professional jobs. So make sure you **passes the formal qualifications required** or the **experience needed** when applying for the position. It is important to show knowledge of and interest in a professional institution in your field of work, as this will reflect your enthusiasm toward the profession.

ADJUSTMENT

Means **adaptability to life in general** and **work in particular**.

The interviewer would like to know whether you can withstand and stress, whether you can retain control even in unfavorable situations, whether you can emotionally stable, and whether you can do things on your own initiative. Most important of all is your relationship with the people around you.

IMPACT

On others means anything from the use of simple language, the way you speak and dress, to your physical appearance throughout the interview. Talk from personal experience, make sense of the things that happen around you, think in term of things and not people. If you can do these, you are more likely to give an impression of a mature person and problem-solver much in demand by the employer.