



**Office of Corporate Linkages
and Placements**



PSDF

SKILLS FOR SUCCESS

RESUME WRITING & INTERVIEWING SKILLS

WORKSHOP





LET'S GET THIS OUT OF THE WAY

Difference between CV and Resume and which one is better?

CV: Curriculum Vitae

- Latin word: “Course of Life”
- History of education and work experience.
- Mostly used in teaching, seeking grants etc.
- Length of a CV is variable i.e. 2-3 or more.
- Talks more about skillset of an individual and their achievements.

Resume

- French word: Summary
- A document no longer than one page.
- Shorter, focused and targeted list of experience, skills and accomplishments.
- Highly flexible.
- Mostly used for corporate jobs.



COMPONENTS OF A RESUME



Format

- Header: Name, **Address**, Email Address, Phone Number
- Objective: Optional, Clear, Concise, Target Company Perspective
- Education: Highest to low, Bachelors and above, Include years
- Work Experience: Reverse Chronological Order
- Research/Projects: If any
- Honors/Activities: Mention significant achievements in education or work related. Mention hobbies related to job.
- References: Better not to mention on the resume. But prepare your references, just in case. Choose the best.

DO'S & DON'TS: SELL YOURSELF PROPERLY

Do's



- Professional
- Try and stick to one page
- Stick to the truth
- Focus on achievements & results
- Consistent writing style
- Continuously update your resume
- Keep it simple and easy on the eyes
- Grammar and Punctuation
- Check for spelling mistakes and proofread

Don'ts



- All Capital Letters
- Unusual spaces between lines and paragraphs
- Your picture (only if asked and keep it professional)
- Several fonts
- Focus on yourself and your needs
- Use Templates
- Long sentences
- Word file over PDF
- Mix the order of information



ANY CHANGES DURING COVID-19?

Mention New Skills in your Resume:

- Remote work skills: Mention your proficiency in software like Zoom or MS Teams etc. Indicates your telecommunication skills. Mention in the skills section.
- Adaptability: Specify ways you've taken up new roles, dealt with change, or helped with your company's pivot.
- Achievements: Sum up your biggest accomplishments in each role at the top of your resume under the title.
- Include a resume title: e.g. Certified HR Professional, Digital Marketing Manager. Mention under the contact information.
- LinkedIn Profile: Include your LinkedIn URL. Mention under the contact information.



HOW TO GET THE ATTENTION OF THE RECRUITER?

- Focused: Focus on competencies required by the employer.
- Action words: Use effective action words in your resume. (Google)
- Concise: Your resume should be short. Recruiter should be able to read important information from your resume in the shortest time.
- Resume should look attractive. Professional templates.
- Tailor your resume based on the position you are applying against. Match your resume content to the job specification.

INTERVIEWING SKILLS



Conventional Interviews

- One to One Interviews
- Panel Interviews
- Telephonic Interviews

Interviews during Pandemic

- Telephonic Interviews
- Virtual Interviews i.e. Skype, Zoom, WhatsApp etc.

INTERVIEWING SKILLS



Preparing for Interviews

Conventional Interviews

- Request for address/location of the place where the interview is going to take place.
- Ensure good hygiene
- Wear your best suit (go for one color block clothes instead of printed clothes)
- Reach at least 10 minutes before the interview or inform the HR if you are going to be late due to unforeseen circumstances.

Contemporary Interviews

- Ensure good internet connectivity
- Phone signals are strong
- Quiet room with no interruptions
- Lighting should be good
- Clear voice
- Use your laptop instead of a mobile phone
- Check video and audio before the interview
- Make a test call before the interview

INTERVIEWING SKILLS



General Instructions

- Gain knowledge about the organisation and the interviewer, if you can. Check out their LinkedIn, website, social media forums, talk to people who work there etc.
- Read the job description of the position.
- Peruse your resume and ensure that the recruiter has your updated resume.
- Rehearse your answers with examples for typical questions e.g. Introduce yourself – 30 seconds elevator pitch, strengths and opportunities etc.
- Take time over difficult questions and seek clarity, if required
- Talk about “I”
- Be modest but share your achievements as well. Use examples
- Be informative.

INTERVIEWING SKILLS



Initial Impression

- Sell yourself as soon as you are in the building. Believe me there are eyes everywhere.
- Walk tall and sit straight
- Make eye contact and be comfortable
- Wear masks and avoid shaking hands
- Introduce yourself properly
- Avoid bringing a huge bag with yourself
- Put your phone on silent and keep it in your pocket/bag
- Be reasonably animated.
- Minimise things you do when nervous
- Scents, perfumes should be avoided. Instead use deodorants
- Avoid controversial topics etc.

INTERVIEWING SKILLS



What kind of questions, should you expect?

- Motivational Questions:
 - Why do you want to join this company?
 - Why did you pick this field?
- Competency Based Questions:
 - Talk about skills and behaviors which helped you previously. Share examples. Articulation should be good.
 - Past behavior indicates future success.
- Technical Questions:
 - Which HRIS have you worked on previously?
 - Do you have hands-on experience of using Monitoring frameworks.
- Strength Based Questions:
 - What are you good at?
 - Are you good with numbers?

INTERVIEWING SKILLS



What kind of questions, should you ask?

- What is the culture of the organisation?
- What is the process of performance appraisal?
- Opportunities to grow, both personally and professionally.
- Would I be working in a team?
- What are the new projects, the organisation is working on these days?
- When am I likely to hear back from you?
- Salary? Let them know about your expectations when asked.
- Other benefits.

INTERVIEWING SKILLS



Interview Caveats

- Being too friendly
- Not listening to questions carefully
- Statements without substance
- Find a fine line of enthusiasm
- Mumbling, speaking slow or slouching
- Knowing nothing about the company
- Making controversial remarks about previous employer or manager

30 SECONDS ELEVATOR PITCH



What is 30 Seconds Pitch?

- Idea behind the elevator pitch is to be able to introduce yourself at anytime. Answer of the question “Describe yourself”.
- You can use it at a career fair, or a conference etc.
- It is important to memorize it, but it should also sound natural. Practice.

- Step – 1: Who are you? And What do you do?
- Step – 2: Why should the recruiter care about what you are saying? Why are you better than other candidates?
- Step – 3: What do you want? Make it sound like you want a challenge or have an impact where you work.

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THANK
YOU
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