

Job Hunting Workshop

Sponsored by Quality Enhancement Support Scheme

Job Hunting Workshop – Learning Outcomes

- Learn structure and techniques to create a winning resume.
- Target your resume for specific jobs.
- Strengthen your knowledge and techniques to effectively tackle the interview process.
- Improve your confidence and your first impression at job interview.

Your Winning Resume

Personal Details

- Names, addresses, phone numbers and emails

Personal Statement

- Why do you want to work in this industry?
- What skills make you right for the role (hint: use the job description)?
- Where do you want to go in your career?
- Knowledge and skills gained through education and work experience (if any).

Your Winning Resume

Education

- Institution name, dates of study, degree and degree classification.
- Relevant course modules, strong grades.
- Final year project or dissertation that is relevant to the job.

Work Experience

- Job title, company name, dates of employment, key duties and achievements.
- In general, start with the present day.
- If you have work placements that relate to the roles you are applying for, prioritise them and place them at the top of your work experience to ensure they get seen.
- Mention any unpaid internships, freelance or voluntary work you have done.

Your Winning Resume

Professional Qualifications and Skills

- Start with the skills most relevant for the role.
- Mention any languages you speak.
- List software packages you can use.
- List professional development and training courses you have taken or you are currently attending.

Hobbies and Interests (*optional, do it right if you choose to include it*)

- Briefly cover things you do outside of studying or work.
- Don't simply list things: if you like swimming, say you love swimming because you like to keep fit.
- Present your hobbies differently; instead of saying you like shopping, say you have an interest in fashion.
- Remember to mention achievements, try and relate them to the job you are applying for.

Reference available upon request

Types of Job Interview

One on One Job Interview

- You are interviewed by one representative of the company, most likely the human resource person or the manager of the position you are applying for.



Panel Interview

- You will be interviewed by a panel of interviewers. The panel may consist of different representatives of the company such as human resources, management and employees.



Group Interview

- Multiple candidates will be interviewed at the same time.



Phone Interview

- A phone interview may be for a position where the candidate is not local or for an initial prescreening call to see if they want to invite you in for an in-person interview. You may be asked typical questions or behavioral questions.



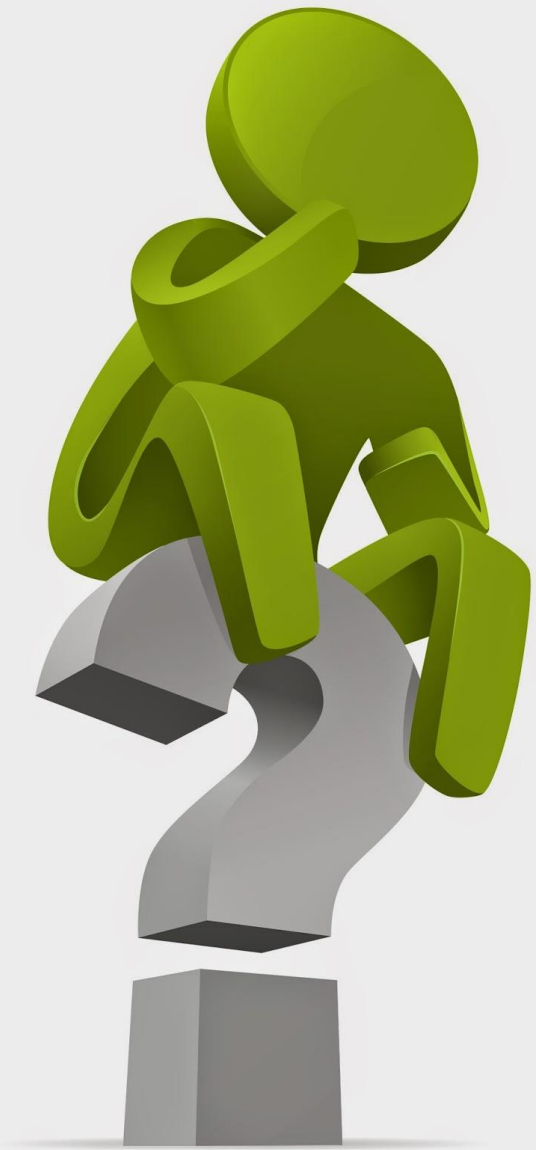
Common Interview Questions

1. Can you tell me a little about yourself?
2. How did you hear about the position?
3. What do you know about the company?
4. What do you know about the role, why do you want this job?
5. What are your strengths?
6. What are your weaknesses?
7. Why should we hire you?
8. Where do you see yourself in five years?

More Job Interview Tips

- Able to address interviewer(s) and other interviewees (if in group interview) by name.
- Make your voice heard is more important than make your voice loud.
- It is okay to not agree with points discussed at the interview. It is okay to be controversial but never swear and make sure you have a well-articulated, polite and appropriate argument.
- Don't look at your cell phone at the interview, turn it to silent mode or power off.
- Take notes.
- Don't become too informal.
- Appropriate eye contact.
- Sit up straight, Smile.
- Dress appropriately.

Be (At Least Be Seem) Confident



Questions ?

