

Writing a CV

Facing an interview

To be used for educational purposes only
All rights reserved – India Alliance

Job advice

- **Job vs Career** – know the difference
- **Job**
 - Write a CV that is read (not scanned and tossed away)
 - Write a cover letter that grabs attention
 - Now that you have an interview call, how not to blow it
- **Career**
 - What am I good at?
 - What tasks do I enjoy?
 - When am I best / happy at work?
 - How do I manage my career? Think before you start ‘job hunting’; avoid the “job right NOW” approach

A good CV = 1 page

(no one has time to read more)

1. **"Personal data"** - name, address, mobile, e-mail.
2. **"Background"** - birth year, marital status, nationality
3. **"Work experience"** – latest first; yr/month to yr/month
4. **"Higher education"**
5. **"Academic & personal merits"** – only if significant
6. **"Publications"** – put in appendix
7. **"Language skills"** – rate, written/oral
8. **"IT-knowledge"**
9. **Keep it 1 page long!**
10. **If 2** – describe work experience and be result oriented

A good cover letter = 1 page

- **Business letter style** – Professional opening statement; get to the point
 - **Professional and personal content**
 - **Address to an individual** – make the effort to find one
 - **Name the job you apply for**
1. **Short intro** – did yesterday, now I do, tomorrow I want to ...
 2. **#1 Sales pitch** - Why did you apply for the job? Why are you perfect (no clichés!)? What are your aspirations?
 3. **# 2 Work related** - choose 2 examples – tailor to situation
 4. **# 3 About you** - hobbies & interests, motivators
 5. **Short closing** - ”I look forward to hearing from you soon,
Sincerely yours”
 6. **Proof read** – spelling and grammatical errors are a turn off

The Interview

- Dress code, language and behaviour
- "Google" the company/organisation
- Be truthful, but do not offer unsolicited information
- Focus and refocus on your successes
- Get directly to the point
- Listen!
- Mirror the interviewer

Favourite interview questions

- Tell me about yourself
- Why do you want to get into this field
- What are your short- and long-term goals
- What are your biggest achievements and disappointments
- Where do you see yourself in 5 years
- Why should we hire you
- What if you don't get this job

- Write simply and logically
- Write for non-experts
- Be clear about your abilities and shortcomings
- Be positive