



Interviewing Skills

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Credits

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FREQUENTLY ASKED QUESTIONS

1. What are the most important aspects of a resume?

Ans:

- Focus
- Appearance
- Keywords
- Transferrable Skills
- Accomplishments

2. What is the purpose of a resume?

Ans:

- To get a job interview.
- To structure the interview process.
- To remind the interviewer of you after you're gone.
- To serve as the basis for justifying the hiring decision to others.

3. How many pages should my resume be?

- One page is usually preferred for college students and new grads, but those with rich campus backgrounds and work/internship experience may need two pages.
- While two-page resumes are suitable for many job-seekers, the trend is toward short, tight resumes.
- While three or more pages may be indicated at the senior level, the trend is to limit the resume to one or two pages and create addenda for additional content.
- Job-seekers should never sacrifice readability (tiny type, narrow margins) just to squeeze a resume into a certain number of pages.
- When a resume spills onto an additional page, it should fill up at least half of that page. If not, try to condense.

4. What are the musts that should be included on a resume?

Ans: the lists of the items that must be included in a resume are:

- Name
- Address(es)
- Phone numbers
- Email address
- Education
- Experience

5. How should the address be listed in a resume?

Ans:

- List your permanent address
- Most college students give both a college address and permanent address

6. What does a resume need to be sharply focused?

Ans: The reader needs to be able to tell in a quick glance what you want to do and what you would be good at. A recent study indicates

that the reader will spend as few as 6 seconds screening your resume, so you need to focus the reader's attention quickly.

7. Should career objective be included on the resume?

Ans: Objective Statements have fallen out of favour. Many employers and recruiters claim they don't even read them. That's because most objective statements are badly written, self-serving, too vague, and not designed to do what they're supposed to do, which is to sharpen a resume's focus.

8. What is the Resume Ingredients Rule?

Ans:

- Organize the information on your resume in accordance with your desired impact on the reader. This rule should govern which information you present and the order in which you present it.
- That's why you always list your work experience in REVERSE chronological

order -- because your most important and applicable jobs are likely to be the most recent.

- You don't want the first thing that the employer sees to be bagboy at the supermarket or waitress if you've had more important and relevant jobs.

9. What should be always listed under the Education section?

Ans:

- If you have multiple degrees, list the most recent first.
- For each degree, ALWAYS list NAME of your degree FIRST.
- Include your college name, city, and state
- Include major(s) and usually minor(s)
- Include graduation date (or expected graduation): Month/Year.
- Once you've been out of school a year or so, you can omit the month.

- Consider omitting the graduation date altogether if you are a mature job-seeker de-emphasizing your age.

10. What are the most important design elements for a resume?

- Use a mix of bold type, italics, bold italics, varying font sizes, small caps, and upper-case lettering for emphasis and to control the reader's eye -- but don't go overboard with typographic variations.
- Type should be between 10 and 12 point. 11-point type is ideal.
- Balance the material on your page.
- Allow sufficient white space with margins of .75" to 1". Note that Microsoft Word's default margins of 1.25" are generally wider than needed.
- Bulleted lists are extremely reader-friendly.
- Be consistent with headings so the eye can follow a pattern.

- Do not use justified text blocks. Type should be flush left with occasional centering.
- Do NOT italicize your entire resume or large blocks of type as italics are hard on the eye.
- Don't use more than two fonts.
- Underlining tends to add clutter.