

**Interview tips:
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**How to make a good impression
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Generally, you should:

- answer questions clearly and concisely;

- ask relevant, thought-provoking questions at appropriate moments, as this can show that you're genuinely interested in the role and really listening to the interviewer;

- avoid talking about any personal problems;

- be well-mannered with any staff that you meet before the interview;

- display positive body language, speaking clearly, smiling frequently and retaining eye-contact;

- don't badmouth any previous employers;

**Tips for controlling your nerves
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Nerves can make you forget to do things as simple as listen. This can result in you being thought of as unfriendly or inattentive. Some ideas for combating nerves include:

- being aware of the interview's structure, and the fact that they often begin with easier questions such as 'tell us about your time at university';

- pausing before answering a difficult question to give yourself thinking time, or asking for clarification if, at first, you're unsure what the question means;

- putting everything into perspective, reminding yourself that the worst thing that can happen is you not getting the job;

- taking deep breaths and not speaking too quickly;

- thinking about positive and happy experiences before the interview starts, and visualising yourself in complete control during the interview.

**
Remember Body Language ,avoiding bad Habit.
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- While the content of your interview responses is paramount, poor body language can be a distraction at best or a reason not to hire you at worst.

- Effective forms of body language smiling, eye contact, solid posture, active listening, nodding.

Resume Tips

Having a solid and effective resume can greatly improve your chances of landing that dream job.

Information That Every Good Resume should Contain the Following Tips :

STEP 1: Know the purpose of your resume

Some people write a resume as if the purpose of the document was to land a job. As a result they end up with a really long and boring piece that makes them look like desperate job hunters. The objective of your resume is to land an interview, and the interview will land you the job (hopefully!).

STEP 2 : Choosing a Proper Lay out for Resume

Chronological resume: Best for those who have mostly worked in the same field

Follow the below Order for chronological Resume:

1. List your employment history.
2. Provide information on your education.
3. Add additional sections as needed (Job specific skills,).

Functional Resume: Best for those who cannot show a steady career progression.

Follow the below Order for Functional Resume:

1. Education' or 'Skills,
2. Awards, and Achievements.

Combination Resume: Best for those who have specific skills and wish to highlight how they were acquired. (For Fresher Mostly)

Follow the below Order for Combination Resume

1. Education details
2. Graduation Project Details (If Any).
3. Information on your skills, awards, and achievements.

STEP 3 : Skills, Responsibilities and accomplishments

These Details should highlight your skills and your ability to do the job for which you are applying. Here use the proper Verbs for that describe your responsibilities.

STEP4:- Achievements instead of responsibilities.

Resumes that include a long list of “responsibilities included...” are plain boring, and not efficient in selling yourself. Instead of listing responsibilities, therefore, describe your professional achievements.

**Grow yourself in professional manner

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In order to increase the chances of getting promoted to the higher positions than others of your skills and experience level, you have to project yourself in such a way so that company’s senior executives could recognize your unique contribution to the company’s growth; you will see yourself excelling far beyond your peers.

**Here are five effective techniques to help you do just that:

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1.) Show you can organize — Maximum percentage of the people even who are the skilled around the globe is – to waste many hours because of being unorganized. Project yourself in well organized way to your superiors by organizing your workflow efficiently to get your recognition.

2.) Show you can use technology — In the tech driven business scenario, technologies are in demand so demonstrate your working knowledge of latest technologies whether online project management software or base computer, you will be one step ahead of those not as proficient as you are.

3.) Show you can execute — Many workers have a good talk game, but the one who put strong values and ethics into practice have actual growth so show your worth through your work in your area of expertise whether software development, networking, marketing sales, business promotion, or any other aspect of running a company, business leaders will consider your credit to the company as much higher than someone whose claim to fame is business theory rather than experience.

4.) Show you can adapt — The technology field is rapidly growing and evolving every day, so it’s of paramount importance that you showcase your ability to quickly adapt to the fluid modern workplace. So you should be flexible enough to adapt the new changes as per the requirement of the industry need.

5.) Show you can work together — Demonstrating that you are capable of understanding and utilizing cloud-based software such as [online document sharing](#) can be seen as a valuable asset to any company. As collaboration software continues to see explosive growth in the online space, more and more organizations are recognizing the need to employ and promote those who can best leverage the functionality of such cooperative solutions.

Using the above steps, you can consistently demonstrate yourself in a professional manner and certainly increase your employment likelihood among your colleagues and deserve the promotion to

the next position in the company's verticals. Adaptability and agility in the fast-paced business world are essential.
