

NURUL BALQIS AHMAD ZAKARIA
NOOR ALINA NAMAMI

JOB APPLICANTS'

Almanac

2022



APPLICATION FORM

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle _____ State _____

City _____ Email address: _____

Dates Employed: _____ to _____ Zip: _____

Years Attended _____ Original Attended _____

_____ or other items that _____ the above mentioned position.

JOB APPLICANTS' ALMANAC 2022



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We hereby declare that this module is our original work. To the best of our knowledge it contains no materials previously written or published by another person. However, if there is any, due acknowledgement and credit are mentioned accordingly in the e-book.

ACKNOWLEDGEMENT

PREFACE



DUE50032 - Communicative English 3 course is designed to serve as a guidance to assist mainly TVET students to secure their dream jobs.

If you have yet to map out the future of your career, this e-Book is a baby step on planning your application method, getting to know more about a particular job through Job Enquiries, drafting your High Impact Resume, preparing your boastful Cover Letter and getting ready for a Job Interview with full of confidence!



TABLE OF CONTENT



Get to know where to find job advertisements and the factors to consider before applying for any job.

[Unit 1 - Finding Suitable Job Adverts](#)



[High Impact Resume](#)



Learn the ideal resume content to be able to draft a good resume that caters to the job applied.



Study the ideal anatomy of a cover letter and its content to best suit your high impact Resume.

[Preparing An Ideal Cover Letter](#)



[How To Ace Job Interview](#)



Exposed to the difference of Modern Job Interview VS Traditional Job Interview sessions and how to nail it.

Chapter 1:

JOB ADVERTISEMENT



What is Job Advertisement?

Sources of Job Advertisements

Factors to Consider before Applying to a Job

Terms used in Job Advertisements



WHAT IS JOB ADVERTISEMENT

A job advertisement is a notice to inform about the availability of jobs. Public media commonly used to broadcast job vacancies include newspapers, newsletters, online job search engines, social media, company website and paid ads.

Job advertisements are written to inform people that a job is open and to attract applications.

Other similar terms for "Job Advertisement" are:

- Job announcement
- Employment ad
- Recruitment ad
- Job posting
- Hiring ad

Job advertisement is important for several reasons:

- To announce open positions to those looking for jobs
- To allow job hunters to make comparisons between similar jobs across different companies
- To allow companies to specify the types of candidates that they want to hire



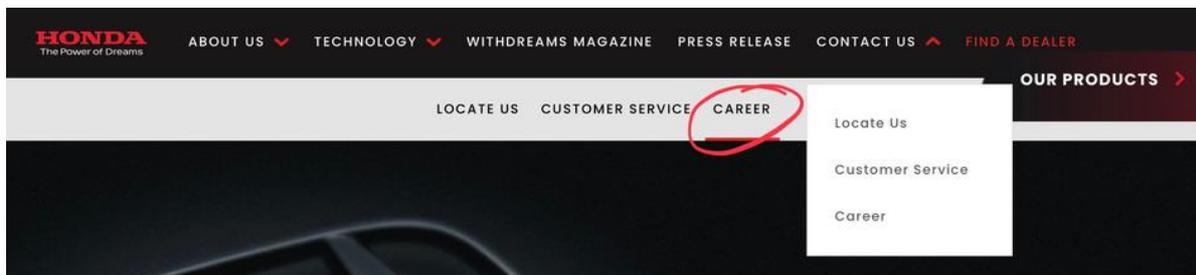
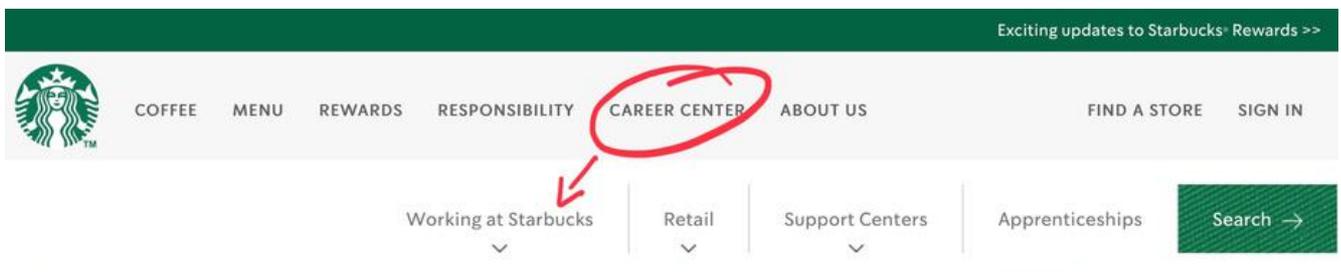
SOURCES OF JOB ADVERTISEMENT

The first step towards getting a job is to find what jobs are available out there. When a job becomes available, it is announced through a job advertisement. There are many sources from which job advertisements can be found. A job hunter must be able to search for jobs using as many sources as possible in order to maximize their chance of finding suitable jobs that they can apply to. A look into these sources will expose you to thousands of job vacancies that offer different types of positions across various industries. The challenge then is to decide which positions are most relevant for you to apply.

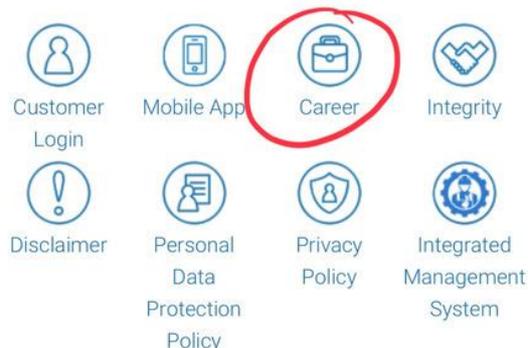
The logo for Indeed, featuring the word "indeed" in a blue, lowercase, sans-serif font with a registered trademark symbol. A blue arc is positioned above the letter "i".The logo for CareerJet, with "career" in orange and "JET" in dark blue, all in a bold, sans-serif font. The logo is enclosed in a thin black rectangular border.The logo for Glassdoor, featuring the word "glassdoor" in a green, lowercase, sans-serif font.The logo for JobStreet by SEEK, consisting of a blue circular icon with a grid of white dots on the left, followed by the word "JobStreet" in a bold, blue, sans-serif font, and "by SEEK" in a smaller, blue, sans-serif font below it.

In the current era that is led by modern technology and the Internet, many job seekers are depending on online sources to search for job openings. There are a variety of job search engines that you can use to find job advertisements. Using a job search engine is a quick way to get your hands on jobs that fit your criteria since you can filter your search by level of job/experience, qualification, field and location, among others. In Malaysia, some of the most popular job search engines are Jobstreet, Monster, Careerjet, Glassdoor and Indeed.

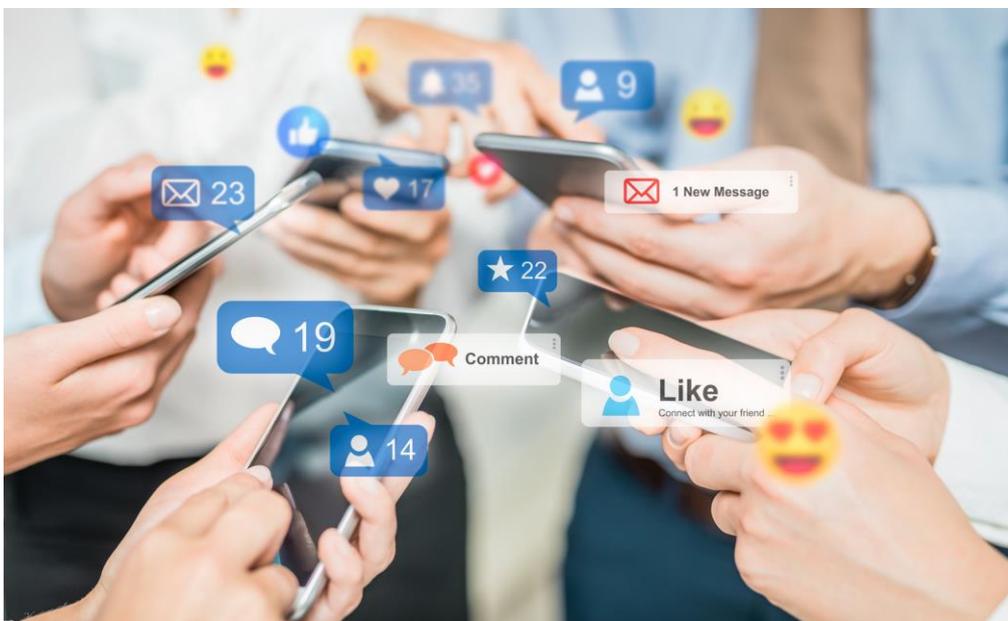
The higher education journey typically includes an internship to prepare students for a career in the field of their studies. The learning and working experience will have introduced students to many companies in their field. If you have a “dream” company that you would like to work for, a useful tip would be to search for job vacancies directly at the company’s website. There is usually a section on the website that advertises open positions offered by the company. When you browse the company’s website, look for words such as “career opportunities”, “join us”...



IndahWater

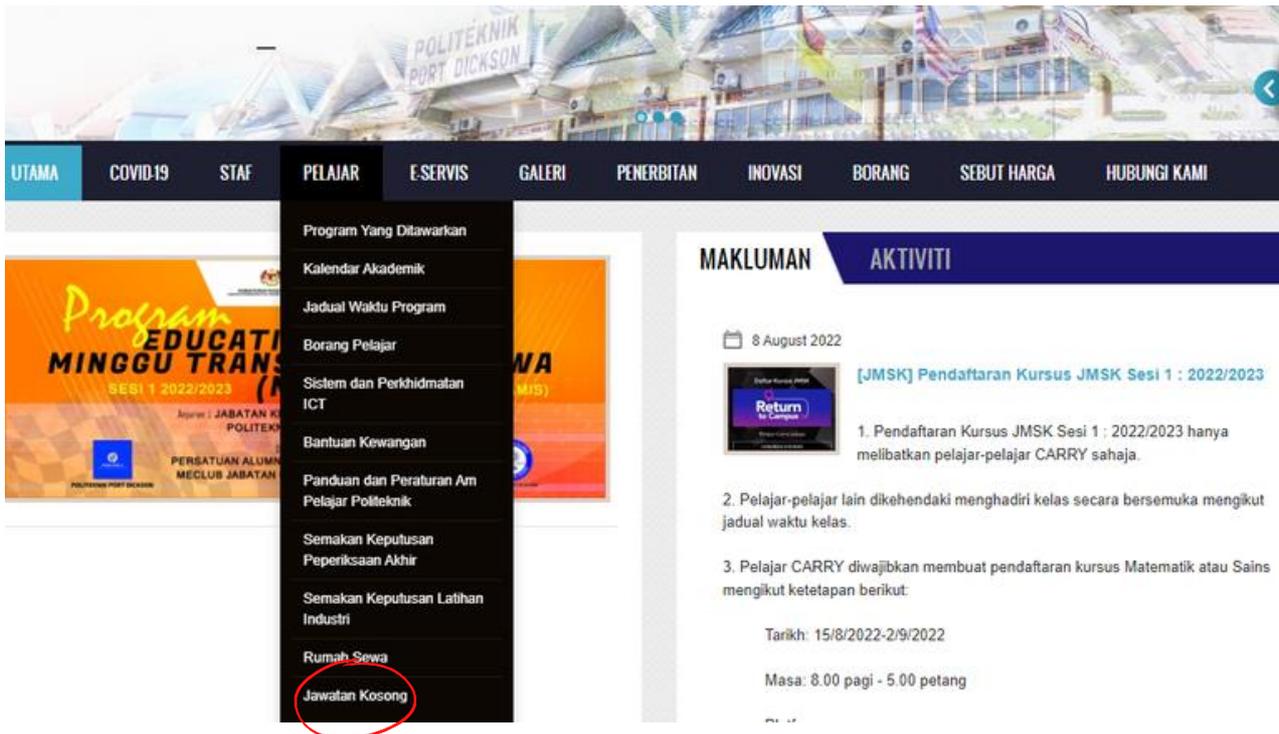


In relation to the company's website, it has become important for companies to actively manage social media platforms. Social media pages are useful for companies to ensure their visibility and showcase their good image to the public. If you aim to work for any company, do check out whether or not the company has social media pages, where they would also likely advertise job vacancies. Common social media platforms that companies use to communicate with the public include Facebook, Twitter, Instagram and LinkedIn.



FACTS

- In a study by Feldman et al, receiving specific information about the company and job specifications resulted in participants viewing the job ads as informative.



Your college website is another source of job advertisements. One of the efforts by higher learning institutions to encourage graduate employability is by posting relevant job openings on their website. This helps to ease job search by students who may not know where to start their job hunting process.

Print media was once the main source of job advertisements. Most newspapers have a dedicated section where they advertise job advertisements. Job seekers would scan the classified ads to look for suitable jobs. The advertisements are categorized according to fields. You would find subsections or categories such as “General”, “Sales and Marketing” and “Engineering”, among other categories. Other than newspapers, you may also find available jobs in magazines and printed newsletters (college, companies, communities, etc.)



In Malaysia, there are many efforts made by the government, non-profit organizations and private entities to assist fresh graduates and the unemployed to obtain jobs. One of the efforts is by organizing job fairs. Attending a job fair is a worthwhile experience. Not only can job seekers find many open positions under one roof, they can also speak directly to the representatives of the companies and ask anything in relation to the job. Besides that, you can use the opportunity of being at a job fair to send your application to multiple companies which speeds up your job hunting process. Additionally, you may also attend walk-in interviews at job fairs.



FACTS

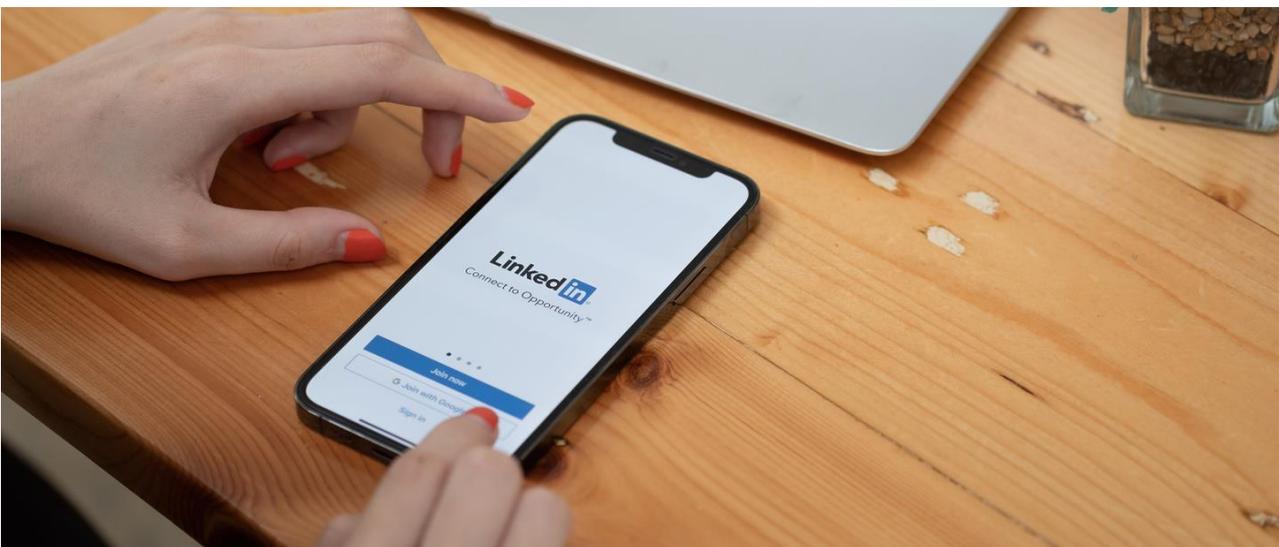
- In Malaysia, there are many job fairs organized throughout the year, such as Malaysia Career & Training Fair, Career Fair @MYDCF, MyStarJob Fair and Jamin Kerja Career Expo.

Tips when attending career fairs:

- Pre-register yourself. Since organizers are anticipating huge crowds at these events, they usually open online pre-registration so that job hunters can secure their attendance.
- Dress professionally so that you make the best impression to recruiters.
- Bring multiple copies of your resume and cover letter so that you can give them to recruiters or for the purpose of walk-in interviews.

Next, job availability can be found through networking. In job hunting, networking is the activity of interacting with others for the purposes of exchanging information and developing professional contacts. A quick and easy way to network with other professionals is by making use of online platforms such as LinkedIn. Essentially, it is a site for job seekers and professionals alike to connect with each other for job hunting or career development purposes. A useful feature of the site is that it allows job seekers to publish their resume for recruiters to see, and for recruiters to post about job vacancies.

A common tip recommended by career experts is to look up the hiring managers of the potential companies that you are applying to on LinkedIn and send an invite to connect. Make sure to touch up your LinkedIn profile, and have your resume and work portfolio ready to guarantee that you make the best impression on those recruiters.



Lastly, you may come across job advertisements from posters or flyers. These are either handed out to you or advertised in public places such as community notice boards or on the walls or front doors of shops. Be on the lookout for these as well to maximize your chances of landing a suitable job.

ACTIVITY 1: PRACTICE TIME!

Now it's time
to practice!



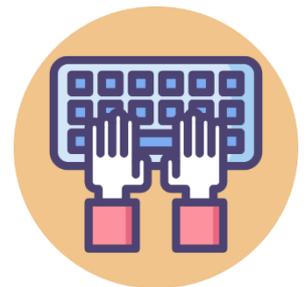
SIGNING UP TO JOB SEARCH ENGINES

Signing up to a job search engine can make the job search experience easier. When you sign up, please do the following:

1. Create a new email account specifically for job hunting purposes.



2. Fill in your details correctly (the website uses your personal details to send you relevant job alerts).



3. Choose any 3 job search engines mentioned in the notes and sign up using your newly created email account.



FACTORS TO CONSIDER BEFORE APPLYING TO A JOB



A simple online search would show you that there are quite possibly thousands of jobs in your field that you can apply for. The huge amount of choices can be overwhelming. This is where the process of filtration comes in. There are several criteria that a job seeker must consider and determine such as location, working hours and required

skills. Considering these criteria and matching them with their own abilities and personal preferences can help job hunters to filter and shortlist their choices. This will help them to only focus their applications on the jobs that are relevant to the personal preferences that they have identified during the filtration process. Let's look at the criteria that one needs to consider prior to applying for a job.

The first consideration is matching the field or sector of the job to your qualifications. In order to qualify for a job, it is important that you are formally educated and possess relevant certifications suitable to the field. Your level of qualification (certificate, diploma, degree, etc.) and specialization should allow you to significantly narrow down your search from the thousands of job vacancies that you find. It is important to be realistic during the filtration process and target the jobs that you are rightly qualified for. Besides, you might not have a high chance of getting a job that is outside of your field due to lack of knowledge and expertise.



Secondly, match the location where the company is located to your current residence. Location is an important factor to consider because you have to take into account the traveling time from your location to the company's address. You are lucky if you can find a suitable job close to home. If not, think about which you are willing to do more; relocate or travel long distances for work.

Thirdly, observe the salary range for the job. Find out the remuneration package which includes the starting or basic salary as well as allowances. Starting salary for fresh graduates and entry level workers is still a hot issue in Malaysia. Many job seekers complain about the low starting salary that does not complement the



demands of the job. As a job seeker, you have to be proactive in researching the salary range for the position that you are applying to and learn why there are differences in the amount of salary offered.



Next, study the fringe benefits offered by the company. Fringe benefits are the additional benefit package provided for the staff when they are employed under a company. The scope of fringe benefits will vary from company to company, depending on how established and resourceful the company is. Fringe benefits can ensure

comfort and add to work satisfaction. Examples of fringe benefits are health insurance, scholarship to pursue education, bonuses, retirement benefits, number of annual leaves, meal subsidization, staff discount and many more.

After that, bear in mind the working hours practiced by the company. There are normal working hours, shift hours, flexible hours and remote working/work from home (WFH). Most companies operate during standard business hours (9.00 am to 5.00 pm), but certain companies operate on shifts or offer flexible working hours due to the nature of their operations. Taking into



consideration the working hours is important so that you have a mindset of what your day to day activities will look like. About a third of your day is spent at work, so you have to choose the working hours that harmonizes with your lifestyle and life responsibilities.

The job advertisement usually specifies the skills required for the job. This is another element to consider before making a decision to apply. A sure way to attract recruiters to hire you is by showing that you have the relevant and necessary skills required by the job. Job advertisements typically list down required skills such as:

- i) Computer/ Software
- ii) Language/ Communication
- iii) Machines/ Tools/ Equipment
- iv) Hands-on
- v) Skill-based certifications

Finally, analyze the job scope. You should evaluate whether or not the work responsibilities advertised in the job advert are in tune with what you have studied. Similarly, reflect on your work experience during internship and/ or previous jobs held to ascertain if they relate to the scope of the job on offer. Get to know the daily activities and tasks that you are expected to perform and evaluate whether you are capable of holding that position. As a fresh graduate, always check for this keyword; “training is provided”.

ACTIVITY 2: PRACTICE TIME!

Now it's time
to practice!

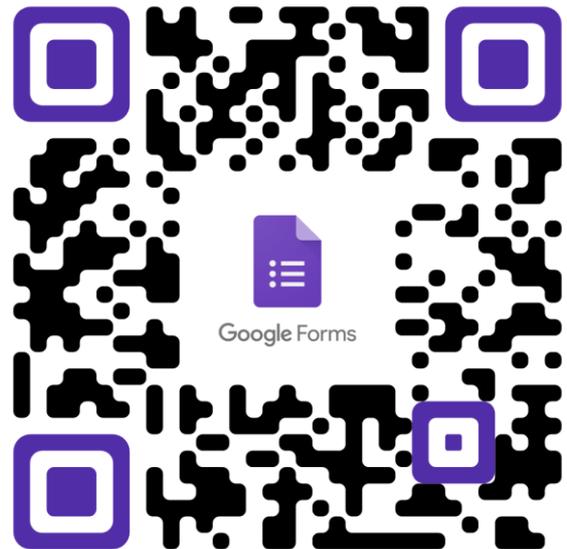


IDENTIFYING YOUR PERSONAL PREFERENCES FOR JOBS

Please scan on the QR code below to access a google form to enter your personal criteria for jobs. Identifying your personal criteria will help you to shortlist the advertisements down to only the most relevant to you.



Google Forms



Scan

TERMS USED IN JOB ADVERTISEMENTS

COMMON TERMS



ENTRY-LEVEL

Entry-level job requires little or no work experience

REQUIRED/ REQUIREMENTS

When something is required, that means you must have it

PREFERRED/ PREFERABLY

When something is preferred, that means it's fine if you don't have it

APPLICANTS/ CANDIDATE

Applicant/ candidate is the person who is applying for the job

ADDED ADVANTAGE

When something is an added advantage, it becomes a bonus if you have it

COMPANY CONFIDENTIAL

The company that you are applying to is kept confidential on the website



COMMON TERMS



PROCESSING TIME

How much time it takes for the company to process your application

SHORTLISTED CANDIDATES

From all candidates that apply, the number will be narrowed to a smaller group

REGULAR HOURS

Normal working hours

SALARY RANGE

The range of salary offered for the position

REMUNERATION PACKAGE

The total benefits that you receive as a staff; salary + bonus + employee benefits

HIRING MANAGER

The person in charge of managing the intake of new employees



TERMS USED IN JOB ADVERTISEMENTS

COMMON TERMS



VACANCY

An empty position that requires a new employee to fill it

LIAISE

To communicate, interact or work with

DRESS CODE

The rules of wearing clothes/ attire (to work)

RESUME

Formal document created by a job applicant to show his qualifications for a position

COVER LETTER

A letter of introduction attached to a resume

CV (CURRICULUM VITAE)

In-depth document describing the whole course of your career



ACTIVITY 3: PRACTICE TIME!

Now it's time
to practice!



SELECTING SUITABLE JOB ADVERTISEMENTS

In Activity 2, you have identified your personal preferences for jobs. Find 1 suitable job advertisement from each of the sources below that matches those personal criteria.

1. Job search engine (Jobstreet/ Indeed/ Monster, etc.)

2. Company website (any desired company)

3. Your college website

Chapter 2

RESUME



- What Is A Resume
- The Importance Of Resume
- Types of Resume
- The Ideal Resume Content
- Language For Resume



WHAT IS A RESUME?



The word resume originates from the French word *résumé*, which means “summary”. It is a formal document prepared by a person to summarize his knowledge, experience and skills for the purpose of getting a job.

Any person applying for a job must have a resume as a way to introduce himself and to show recruiters that he is qualified for the job. In a way, a resume is your self advertisement where you highlight relevant skills and accomplishments in relation to the job that you want to apply for.

When you send a resume to a company, it is usually requested that you send it along with a cover letter. The topic of cover letter will be discussed in the following chapter.



FACTS

- 76% of resumes are rejected due to an unprofessional email address.
- 88% of resumes are rejected due to a picture on the resume

WHY IS RESUME IMPORTANT?



Your resume is the number one required document by recruiters when you apply for a job. Before a company decides whether or not to grant you an interview, they want to meet you on paper, and that is your resume. Therefore, resume is important because it is the first impression that you are making to the company before they even see you. If your resume can quickly show your ability to handle the job scope, you have a higher chance of getting an interview.

Secondly, preparing a resume allows you to assess your skills. When you have your skills neatly outlined, it helps you to evaluate the job opportunities that are available to you in relations to the skills that you have.

Thirdly, a resume is important because it is used by the hiring companies to get a clear understanding of your experience, skills and strengths. Companies want to know how your skills can benefit their organization.

TYPES OF RESUME

There are 3 resume formats that you can use to organize your details for the purpose of job hunting. The 3 formats are chronological, functional and combination. It is important to get to know each format so that you can decide which format would best demonstrate your eligibility for the job.

Each format focuses on different elements. Each has its pros and cons that you should assess to ensure that the format you choose will effectively highlight your suitability for the position applied. Below is a comparison of the three resume formats.

Resume Formats	Chronological Resume	Functional or Skills-based Resume	Combination Resume
Overview	Lists your work history in reverse order, starting with your current or most recent job and working backwards.	Focuses on skills and strengths important to employers. Omits specific dates, names, and places. De-emphasizes a spotty work history.	Blends the flexibility and strength of the other two types of resumes.
Advantage	Easy to write. Emphasizes steady employment record. Employers like to see job titles, level of responsibility, and dates of your work history.	De-emphasizes a spotty work history. Allows you to highlight specific strengths and transferable skills that might not be obvious when outlined in purely chronological order.	Shows off a strong employment record with upward mobility. Show how the skills you have used in the past apply to the job you are seeking. Emphasizes transferable skills.

Disadvantage	Calls attention to employment gaps. Skills can be difficult to spot unless they are listed in the most recent job.	No detailed work history. Content may appear to lack depth. Disliked by many employers. It makes them think you may be trying to hide your age, employment gaps, lack of relevant experience, lack of career progression, or underemployment.	Work history is often on the second page, and employer may not read that far.
Best used	To emphasize past career growth and development in the same career. Or when the name of a former employer may be significant to prospective employer.	To emphasize transferable skills you have used in volunteer work, paid work, or coursework. Use this or a combination resume if you are a new graduate, have limited work experience, are changing careers or doing freelance work, or you do not want to call attention to your age.	To show off your skills developed throughout your work history instead of the specific positions you have held. Use when you are making a career change and names of former employers may not be obvious to prospective employer.
Don't use if	There are gaps in your work history, when calling attention to your age could be a problem, you have changed jobs often, or you are entering the job market for first time or after a long absence.	You want to emphasize growth or development or if your duties and responsibilities in recent jobs were limited.	Your experience is limited, or there are wide gaps in your work history.

THE IDEAL RESUME CONTENT



Basically, a resume should contain the following elements:

- Career Objective/ Resume Summary
- Contact Details
- Education
- Experience
- Skills

The Career Objective/ Resume Summary is a section in the resume that provides a one to two sentence introduction to your resume content. Career Objective and Resume Statement Summary highlight different things, so you should know which one works better and adds value to your resume.

Career Objective is a short statement that establishes your career goals such as your intention to earn the position, the skills you possess that you intend to utilize and enhance as well as how you can contribute to the company.

Meanwhile, the Resume Summary is a brief statement of your skills and experience that quickly highlights that you are a match for the job. Some of the information that you can include in this statement are your education, experience, skills and achievement.

For fresh graduates that have limited work experience and acquired skills, a resume objective is recommended while those who have considerable work experience should opt for resume summary.

ACTIVITY 4 : PRACTICE TIME!

Now it's time
to practice!



WRITING A CAREER OBJECTIVE

Choose a resume writing tool to start drafting your resume. We recommend Canva or Microsoft Word.

- Ensure that the “Career Objective” section is positioned at, or near the top of the page.
- All of the following details should be summarized; your education, personal characteristics and work-related goals.
- Refer to the example :



Additionally, click on the icons below to access samples of career objectives to help your writing. Make sure you rephrase and personalize the statement to make it your own.



Your contact information should be put at the top of your resume. You would want potential employers to easily find ways to contact you. Missing, hidden or incomplete contact information will be costly to your job search efforts if companies are not able to get in touch with you. Make sure you have all the necessary details for communication purposes.

In the contact section, make sure to have your full name, city and state, phone number and email address.

Your full name should be highly visible in the resume, for the obvious purpose of indicating that the resume belongs to you. It is recommended that your name be written in capital letters to ensure visibility.

It is not necessary to have your full address specified in the resume. It is sufficient to list your city and state. Nowadays, companies prefer to use email to get in touch with candidates instead of mailing letters.

Be careful when typing out your phone number by making sure the numbers are correct. You can provide your land line (resident phone number) and your mobile phone number.

Your email address should sound professional. Use your first and last name in the email. If necessary, use minimal amount of numbers and symbols. You may need to use these if the combination of your first and last name is common and the address is already taken. Consider signing up for an email account specifically for job hunting purposes so that you do not miss out on important job alerts or interview opportunities.

ACTIVITY 5 : PRACTICE TIME!

Now it's time
to practice!



WRITING YOUR CONTACT DETAILS

Write your contact details by following the steps below:

- Ensure that the “Contact Details” section is positioned at the top of the page.
- List all of the following details; full name, position applied, city and state, phone number and email address.
- Your name should be the “header” of the resume. Make sure to use a bigger font size for your name.
- Refer to example below:



NOTE:

- It is useful to include the name of the position applied in your resume. Sometimes, a company may have opening for multiple positions. State the position so that the company can conduct the process of filtration and shortlisting effectively.
- Some companies still make it a requirement for candidates to include a photograph in their application. Refer to the job advertisement to check if a photo in your resume is needed.

The Education section is another important part of your resume. Where it is placed depends on your work experience.

If you have many years of experience, recruiters will find those experiences to be more relevant than your academic qualifications, therefore the education section can be placed below your work history.

On the other hand, you may want to place the education section above your work experience if you are a would-be or fresh graduate. At this point, your academic qualifications may be more impressive than your limited work experience.

Start with your highest qualification. For tertiary level education, the order should be PhD, Masters, Bachelor's Degree, Diploma and Certificate. When stating your tertiary education, include these details:

- Name of academic qualification (Diploma, Degree, etc.)
- Name of academic institutions
- Duration of studies

Additionally, fresh graduates may highlight relevant courses taken and their final year project or research to show their knowledge application.

You may also include your secondary school certification. Sijil Pelajaran Malaysia (SPM) is a national examination taken by form five students that assesses their knowledge gained throughout the upper secondary school years. Use the same format above to state your secondary education (name of certificate, name of institution and duration of studies).

ACTIVITY 6 : PRACTICE TIME!

Now it's time
to practice!



WRITING YOUR EDUCATION

Write your education by including the following details:

- Name of academic qualification (Diploma, Degree, etc.)
- Name of academic institutions
- Duration of studies
- Relevant courses taken
- Final year project title

Use the sample below as a guide.



EDUCATION

DIPLOMA IN MECHANICAL ENGINEERING (AUTOMOTIVE)

Politeknik Port Dickson, Negeri Sembilan | 2019 - 2022

- Completed courses such as Automotive Technology, Vehicles Dynamics and Engineering Mechanics
- Carried out practical duties and training through courses such as Automotive Workshop Practice and Engineering Drawing
- Final Year Project: Adjustable Conveyor Belt

SIJIL PELAJARAN MALAYSIA (SPM)

SMK Chini Timur, Pahang | 2014 - 2018

- Obtained distinctions for subjects such as Bahasa Melayu, English, Maths. and Technical Drawing

The work experience section should be organized in reverse chronological order (from latest to oldest). The details to include are:

- the position held
- name of the company
- duration of work
- 3 to 5 descriptions of job duties

If you have had several jobs, focus on only the previous work experience that are relevant to the job you are applying to. Similarly for fresh graduates who have had multiple part time jobs, it is recommended to mention work experience and skills that add value to the position they want to apply for.

There are 2 ways of writing the job duties. The first is to list the tasks that you were responsible for in the position held. This is to show the routine, day to day tasks that you carry out in a job. These work descriptions show what you are capable of doing and allow you to draw a similarity to the job descriptions of the position that you are applying for.



FACTS

- A single typo on your resume can take your dream job away. Recruiters will discard a resume if it has mistakes, according to 61% of them. Applicants with spelling problems will be disqualified by 43% of hiring supervisors.

Another way is to highlight your achievements while holding the positions in your previous work experience. By doing this, you are emphasizing on actions that lead to benefits or profits for the company.

To effectively write out your achievements, present each of them in 3 parts;

- the task performed
- the skill used to carry out the task
- the result/ benefit of the task

ACTIVITY 7 : PRACTICE TIME!

Now it's time
to practice!



WRITING YOUR EXPERIENCE

Write your work *experience* by including the following details:

- the position held
 - name of the company
 - duration of work
 - 3 to 5 descriptions of job duties
- When listing past work *experiences*, use past tense verbs consistently. Examples: “Performed”, “Carried out”, “Conducted”.

Use the sample below as a guide.



EXPERIENCE

Intern (Automotive)

New Era Sdn. Bhd. | January 2022 - June 2022

- Performed test drives, inspections, repairing, servicing and other diagnostic tests to identify issues and problems
- Carried out repair and service for cars
- Conducted minor and major service jobs such as parts replacements, inspections and cleaning



Lastly, you should have a section that features valuable work skills. There are two types of skills; hard skills and soft skills. Both are important in the eyes of recruiters. Hard skills are those that can be learnt and acquired through formal or informal learning process. They are skills that can be measured and performed. When recruiters look at your hard skills, they want

to gauge whether or not you have the technical abilities to carry out the work duties of the position they are offering. For example, a Computer Technician should possess hard skills such as repairing, installing and troubleshooting computer components which would directly help them to perform job-specific tasks.

On the other hand, soft skills are characteristics that make a person a desirable employee. Characteristics such as leadership, punctual and patience are those that indirectly help a person to carry out their daily work responsibilities. For example, an Accountant who is meticulous by nature tends to produce less errors in their work compared to those who aren't.

You should always refer to the job responsibilities and company requirements in the job advertisement to ensure that you tailor the content of your skills section in your resume to the job that you are applying for. This helps to present yourself as an appealing candidate to recruiters.

ACTIVITY 8 : PRACTICE TIME!

Now it's time
to practice!



WRITING YOUR SKILLS

Write your skills by including the following details:

- **Hard Skills**

- Language Abilities
- Proficiency in using Computer/ Software
- Proficiency in using Machines/ Tools/ Equipment
- Hands-on Skills

- **Soft Skills**

- 3 personality traits/ characteristics that correlate with the job duties

Use the sample below as a guide.

A graphic representing a resume skills section. It features a clipboard icon at the top left, followed by the word 'SKILLS' in a bold, blue font. Below this, there is a bulleted list of six skills. The background is a light blue and white gradient with faint, abstract shapes.


SKILLS

- Highly proficient in written and spoken Bahasa Malaysia and English
- Highly proficient in using Microsoft Office, AutoCAD, inventory management systems and real-time status tracking software
- Highly capable in using repair tools such as impact wrench, ratchets and pliers
- Highly capable in using diagnostic tools such as OBD scanner
- Timely, attentive, adaptable

RESUME KEYWORDS

Incorporating the right keywords in your resume is essential to ensure that you are appropriately highlighting your suitability for the job applied. Nowadays, there is a tool called Applicant Tracking System (ATS) that is used to collect and sort out resumes sent by applicants. The ATS scans for specific keywords in your resume to decide whether or not you match the job specifications. Learn more about ATS and how to cater your resume to be ATS-friendly by clicking the icons on the right.



The use of action verbs is highly effective in defining your capabilities to perform work in a particular position. Using the right action verbs can accurately express your competence in carrying out job-related duties. Please click on the icons below to access samples of action verbs for resume.



ACTIVITY 9 : PRACTICE TIME!

Now it's time
to practice!



WRITING A RESUME

Sufi has decided to apply for the position as shown in the job advertisement below. Write a resume for Sufi based on his profile and the job advertisement.



Electrical Technician
Ho Lao Engineering Sdn Bhd
Klang/Port Klang
Posted on 1-Aug-22

Apply Now

Responsibilities:

- To install and repair electrical equipment, lighting systems and circuitry
- To handle field wiring for machine
- To carry out preventative maintenance of electrical equipment and systems
- To work on troubleshooting any errors in installation and equipment

Requirements:

- Candidate must possess at least a diploma in electrical engineering or related fields
- Knowledge in using AutoCAD or Arduino
- Able to use creativity in analyzing and solving system malfunctions
- Fresh graduates are encouraged to apply

Additional information:

Career level:

Entry level

Qualifications:

Diploma, Degree or equivalent

Years of Experience:

1 year

Job Type:

Full time

Job specializations:

Engineering, Electrical



PERSONAL DATA

GENERAL INFORMATION

Full name:	Muhammad Sufi bin Safwan
Date of birth:	16 July 2000
Address:	A-14-12, Mariposa Condominium, Bulatan Perdana Putra, Park Avenue, 40400 Rawang, Selangor
Phone number:	019-9875324
Email:	sufisafwan01@gmail.com
Qualification (Highest):	Diploma in Electrical Engineering
Education Institution:	Politeknik Port Dickson
Work experience:	Intern (Engineering)
Name of Company:	TNB Berhad
Hard Skills:	Installation of lighting systems, preventative maintenance, troubleshooting, testing and diagnosing of electrical systems
Soft Skills:	Communication, Problem Solving, Creativity
Software:	Microsoft Office, Autocad, Arduino, Proteus
Languages:	Malay, English

Chapter 3

COVER LETTER



Types of Cover Letter

Why Cover Letter Is Essential?

Cover Letter For Fresh Graduates

Drafting Your Cover Letter With No Work Experience

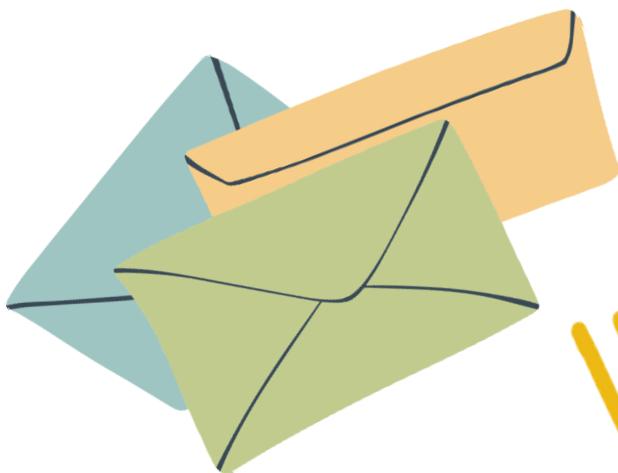
Entry - Level Cover Letter Format & Sample

Cover Letter Sample With Work Experience



TYPES OF COVER LETTER

- Here are some examples of the various formats for cover letters used by job seekers when applying for positions:
- **Job Application Letter:** A letter of application is written to submit a resume for a particular position. This is a typical cover letter that you would send with a résumé when looking for work.
- **Referral Cover Letter:** In a referral cover letter, the name of the person who recommended you for a position is mentioned. This can be a terrific approach to attract an employer's attention, especially if the person making the suggestion is well-known to the business.
- A **cold contact cover letter** is sent to a business that hasn't advertised any job openings. Essentially, it's a sales pitch. In essence, it serves as a sales pitch for the services you can provide to a business.
- **Email Cover Letter:** When submitting a resume by email to apply for a job, you should also include a cover letter.
- A **letter of interest**, commonly referred to as a **prospecting letter**, asks about potential job openings at a specific organization.
- **Networking Letter:** A networking letter asks for aid and guidance with the job search. These can be addressed to coworkers, people you met at industry events or professional conferences, or people you connected with on professional social networking sites like LinkedIn.
- **Value Proposition Letter:** A value proposition is a succinct description of the candidate's distinctive qualities.



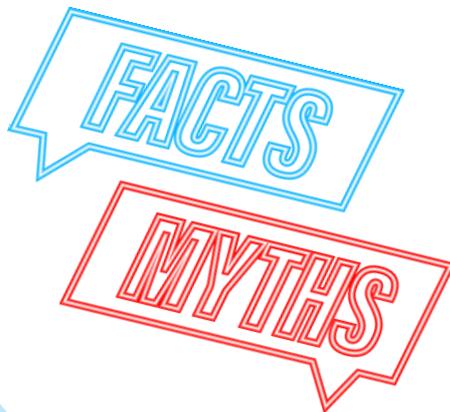
What is?



- A Cover Letter is a document sent with your Resume to provide additional information on your skills and experience. It is attached to your job application that shows why you're the best candidate.

WHY COVER LETTER IS ESSENTIAL?

- Many job seekers send a cover letter along with their resume when applying for positions or asking about openings because:
- A cover letter gives you the **opportunity to present yourself** and your job application to a company, either directly through the letter or through a network contact, as in the case of a networking cover letter.
- **Demonstration of qualities and skills:** It gives you the chance to showcase your personality while showcasing your understanding of the organization or individual you're delivering it to.
- **Give context:** Instead of simply repeating the talents and experiences listed on your resume, an effective cover letter gives them context. It narrates your hopes and goals for your career.



I CAN MAKE THINGS UP TO MAKE MYSELF MORE APPEALING: MYTH!!

Definitely brag about yourself, show employers what you're capable of! BUT don't lie!!! Everyone has different strengths they bring to the table, and that's what employers want to see



COVER LETTER FOR FRESH GRADUATES

If you're a recent graduate or a student, you might not have much work experience. As a result, creating a CV and cover letter may be difficult. After all, what information can you provide in these two forms if you have never held a job?

- [Academic Achievements and Extracurricular Activities for Your Cover Letter](#)

You can talk about your volunteer efforts, academic accomplishments, involvement in clubs or extracurricular organisations (especially if you held leadership positions), and internships. Your educational background is also advantageous. Include information that is pertinent to the position you desire (use the job description as your guide to the qualities and training the employer seeks).

- [Grades and Honours](#)

It is a good idea to indicate on a cover letter that you are an honours student with a GPA above than 3.5 as well as any honours societies you have been inducted into.

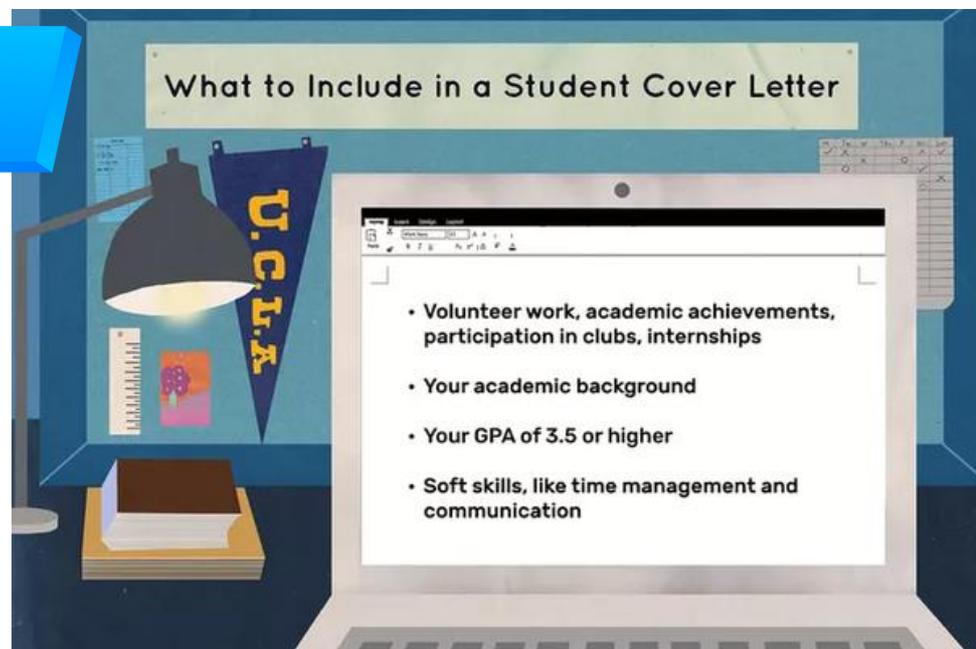
- [Capabilities and Skills](#)

Soft skills—interpersonal "people" abilities like imaginative thinking, communication, teamwork, or time management—can also be mentioned. Having good time management can make it easier for you to get along with the clients or customers you'll be working with.



FACTS

Your aim in your cover letter is to demonstrate how you would contribute to the company by outlining the abilities you possess that would enable you to do well in the role.



DRAFTING YOUR COVER LETTER (WITH NO WORK EXPERIENCE)

The steps below explain how to write a cover letter with no experience.



1. Review the job description and do some research on the organization's website.

Before you start writing your cover letter, make sure your information relates to the preferred and necessary abilities specified on the job description.

Study their website, social media profiles, and any other platforms that contain information about their business. Any information you gathered can be mentioned, along with an explanation of how it fits with your own objectives or principles.



2. List your contact information on top of the document

You can put your name, phone number, and email address in the top left corner of the page when you start your cover letter.

To give them more information about you and your online presence, include links to your online portfolio and social media accounts (if you have any).



3. Welcome the reader and give a brief introduction of yourself.

"Dear Hiring Manager" or "To Whom It May Concern" is a polite way to begin. Provide the recruiting manager's name in the salutation if you already know it. Next, introduce yourself to the reader, expressing your eagerness for the job opportunity and stating your name.

If a friend or coworker who has worked for the company in the past or present suggested you to the position, you may add their name after asking their permission.

DRAFTING YOUR COVER LETTER (WITH NO WORK EXPERIENCE)

The steps below explain how to write a cover letter with no experience.



4. Describe your accomplishments and talents that are pertinent to the role.

Mention your qualifications and how they relate to the job. You might also include any honours or achievements you have received that might be useful to the business. For instance, mention in your cover letter that you served as president of an academic club at your university. Describe how winning the presidency helped you grow and improve your leadership abilities



5. Remind them of your qualifications for the job.

You should explain why you are the greatest choice for the job and the company in your two body paragraphs. By noting that you have reviewed the company's website and agree with their specific principles, this might be a fantastic opportunity to discuss the values or aims you share with the organisation.



6. Request an interview from them.

Restate your desire in the post and how you would value speaking with them again.

Thank the readers for their time. Write "Sincerely," followed by your complete name at the bottom of the letter to formally close it.



7. Check your work for errors in spelling, grammar, and clarity.

You can send the cover letter to coworkers or family or read it aloud to yourself. They might spot a mistake in your document that you might have overlooked.

ENTRY-LEVEL COVER LETTER FORMAT

[Your name]
[Your phone number]
[Your email address]
[Your online portfolio link and/or social media pages links]

[Date]

[Name of employer]
[Mailing address of employer]

Dear [hiring manager's name],

[Greet the hiring manager and state your name as well as the position you're applying for. These second and third sentences can mention how you found the position and express enthusiasm for the job. You can also detail who you heard about the position from if a friend or colleague referred you.]

[This first sentence in your second paragraph can introduce the skills you've gained from educational courses, volunteer experience or extracurricular activities. You can feature examples of these specific skills and tie together how you can apply them to this job position during these next few sentences. Mention any other related achievements or awards and how they may benefit the company as well.]

[Your next paragraph can explain why you're the best candidate for the role. Mention any details you noticed on their website that you believe reflects your passion or motivations. You can also explain your dedication to learning more about the role and your willingness to develop new skills in the position.]

[In your closing paragraph, explain your excitement for the role one last time. Thank the employer for their time and request an interview. Mention that you look forward to hearing from them soon.]

Sincerely,

[Your name]
[Your signature]

ENTRY-LEVEL COVER LETTER SAMPLE

The example below can be used as a guide to help you build your cover letter if you have no experience:

Melor Binti Merqein
011 - 12345678
melor@gmail.com
<https://www.instagram.com/melor>

16 August 2022

Ranhill Bersekutu Sdn Bhd
Suite 2302, Level 23 Plaza Permata
No 6 Jalan Kampar off Jalan Tun Razak
50400 Wilayah Persekutuan Kuala Lumpur

Dear Pn. Rashidah Sulaiman,

My name is Melor, and I am thrilled to express my interest in the Structural Engineer position at Ranhill Bersekutu Sdn. Bhd. I was excited to learn about this position from my friend and former classmate, Taufiq Daniel. I believe my strong communication and time-management skills will help me excel as an employee at your company.

As a recent graduate from Politeknik Port Dickson, I gained strong hands-on practical experience as an Assistant Civil Engineer. As a Project Leader for the Final Assessment in our polytechnic, I led my teammates in coordinating the project of a civil structure and inculcated the green elements for a more sustainability features of our project. My team has won The Best Final Project 2022 under the category of Civil Structure. I can apply these same beneficial skills to create thoughtful and engaging projects in your company.

My dedication to finishing projects within tight deadlines make me the perfect candidate for you and your company. If I were to work as a Structural Engineer, I would enjoy expanding my skills as I create informative material that captures the attention of your clients' target audiences. Your website mentions your passion for helping promote your clients. I share this passion with you.

I'm very excited to learn more about your company and to develop my skills further. Thank you very much for your time and attention. Please reach out to me when you are available to arrange an interview. I look forward to hearing from you soon.

Sincerely,

Melor Merqein

ENTRY-LEVEL COVER LETTER SAMPLE

Martin Lane

Marketing Student

✉ martin@novoresume.com

📍 San Francisco, CA

🐦 @martin.lane

📞 0041 222 222

🌐 linkedin.com/in/martin.lane

📷 instagram.com/martin.lane

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue.
San Francisco, CA

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

Currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

Previously, I held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you and discuss the internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9876 or by email at martin@novoresume.com.

Thank you for your consideration.

Sincerely,
Martin Lane

COVER LETTER SAMPLE WITH WORK EXPERIENCE

Michelle Meindert

Project Manager

✉ michelle@novoresume.com

☎ 0041 222 222

📍 Amsterdam, NL

📄 michelle.meindert

🌐 linkedin.com/in/michelle.meindert

🐦 @michelle.meindert

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue.
Amsterdam, the Netherlands

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects moving, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship-building experience, I have a solid educational foundation and passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification of my experience. I would love to meet with you and discuss the position in detail.

Thank you for your consideration.

Sincerely,
Michelle Meindert

COVER LETTER SAMPLE FOR CAREER CHANGE

Enzo Fulgenzio
Marketing Professional

enzo@novoresume.com

0041 222 222

Los Angeles, CA

linkedin.com/in/enzo.fulgenzio

@enzo.fulgenzio



To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue.
Los Angeles, CA

Dear Ms. Johnson,

With a formal background in marketing, paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$25,000 for the event.

I am confident that the skills I developed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 123-654-0987 or email me at enzo@novoresume.com

Thank you for your consideration.

Sincerely,
Enzo Fulgenzio

THE IDEAL ANATOMY OF A COVER LETTER

HOW TO MAKE A PERFECT COVER LETTER?

<p>HEADING</p> <p>SALUTATION</p> <p>OPENING PARAGRAPH Get them hooked and make them read on</p> <p>SECOND PARAGRAPH Why you are the perfect fit for the company</p> <p>THIRD PARAGRAPH Why the company is the perfect fit for you</p> <p>CLOSING PARAGRAPH</p> <p>FORMAL CLOSING</p> <p>POSTSCRIPT Seal the the deal</p>	<p>1 {</p> <p>2 {</p> <p>3 {</p> <p>4 {</p> <p>5 {</p> <p>6 {</p> <p>7 {</p> <p>8 {</p>	<p>Jane Redlock Marketing Specialist</p>	<p>Flowerville, 06/01/2017</p> <p>Ms. Katherine Bloomstein Head of Marketing</p> <p>XYZ Company 099 Peony Street Flowerville, Ohio 55675</p> <p>Dear Katherine,</p> <p>As a lifelong enthusiast of XYZ's marketing initiatives, I was thrilled to see your posting for the position of Digital Marketing Manager. I am positive I can help with XYZ's upcoming challenges. I have experience with leading successful national online campaigns with budgets over \$300,000. What is more, I have succeeded at expanding ABC's client base by 19% since 2011.</p> <p>In my current position at ABC, I have supervised all phases of our online marketing initiatives, both technical and creative. Last year, my key challenge was to design and optimize nine product websites for ABC's most strategic products and improve our SEO results as well as enhance the UX. Here we are a year later:</p> <ul style="list-style-type: none"> • Eight of the nine websites I optimized have achieved and secured their spot in the top 3 results on Google. These are organic, non-paid results for 10+ key search terms; • The incoming search engine traffic to all nine websites comprises 47% of the total organic traffic for key terms and phrases. <p>I know that XYZ's current plans involve developing a comprehensive online portal focused on healthcare-related issues. This project is a perfect match for my personal and professional interests and an exciting opportunity to create a unique online base of knowledge for patients and healthcare professionals. I would love to leverage my knowledge of SEO marketing and online growth marketing to achieve groundbreaking results with this initiative.</p> <p>I would welcome the chance to discuss your digital marketing objectives and show you how my success at ABC can translate into digital and online marketing growth for XYZ.</p> <p>Kind regards, Jane Redlock</p> <p>P.S. — I would also value the opportunity to show you how my e-detailing solutions grew the combined sales of three ABC flagship products by a record-breaking 13% in one year.</p>	<p>Personal Info</p> <p>Address 062 Magnolia Street Flowerville, Ohio 55675</p> <p>Phone 419-333-8888</p> <p>E-mail jane.redlock@gmail.com</p> <p>LinkedIn linkedin.com/in/janeredlocktw</p>
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YOUTUBE TIME: HOW TO WRITE A COVER LETTER



<https://www.youtube.com/watch?v=EcFOr9Jo00A>



ACTIVITY 10 : PRACTICE TIME!

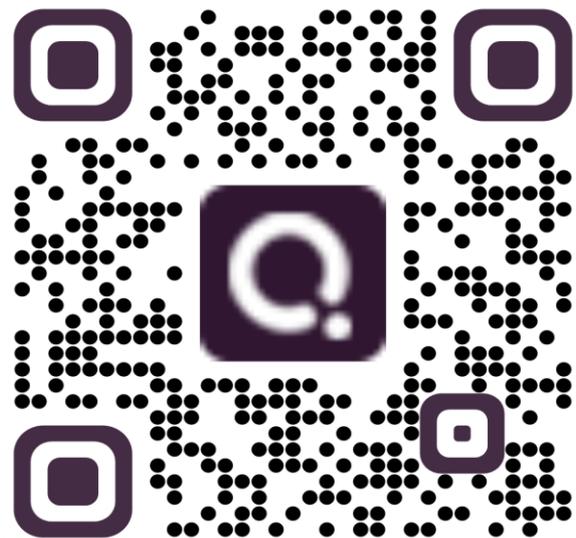
Now it's time
to practice!



SCAN FOR QUESTION : ORGANISING COVER LETTER IN A LOGICAL MANNER



QUIZIZZ



Chapter 4

JOB INTERVIEW



Dress To Be Hired

Job Interview Accessories

Job Interview Makeup & Hairdo

Job Interview Shoes

Modern Job Interview - How To Do Well In A Virtual Interview

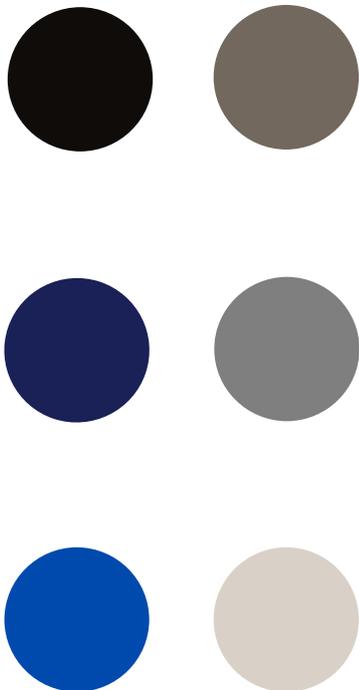
Virtual Interview Platforms

Modern Job Interview - How To Ace In A Face-To-Face Interview

Job Interview Questions And Answers



DRESS TO BE HIRED



That first glance matters, and you'll only have a few seconds to make the best impression.

If you're interviewing remotely, it's best to avoid very bright colors, stripes, and wearing the same color as your background.



Which attire is ideal for an interview session? Depending on the position and the nature of business you're interviewing with, the answer will vary.

You should always dress to make a good impression, but how you present yourself will differ depending on whether you're applying for a professional position or a job at a formal corporation, a casual startup, or for a short summer internship.

Here are the fundamental building blocks of what **WOMEN** should wear to a professional interview:

- Suit in navy, black, or dark gray
- Suit skirt just below or above the knee
- Coordinated blouse
- Conservative shoes
- Limited jewelry
- No very large dangling earrings or arms full of bracelets
- No jewelry is better than cheap jewelry
- Professional hairstyle
- Neutral-colored pantyhose
- Light makeup and a limited amount of perfume
- Clean, neatly manicured nails
- Portfolio or briefcase

Here are some pointers for **MEN** who are attending corporate job interviews:

- A suit with a solid hue like navy, black, or dark grey is appropriate.
- White long sleeve shirt or one that matches the suit's hue
- Belt in leather
- Tie
- Conservative leather shoes and dark stockings
- Almost no jewellery
- Neat, business-like hairdo



JOB INTERVIEW ACCESSORIES

The old adage "less is more" applies when dressing for an interview.

Don't wear too many accessories; for example, you don't need to wear a stylish scarf and a large, strong statement necklace. It's crucial to select accessories that will complement your interview outfit rather than overpower it.

Minimize the amount of fragrance and perfume you use, wear natural makeup, if necessary, keep your hair in a professional style, and limit the amount of jewellery you wear.

Jewelry

Women should avoid dangling earrings and arms full of bracelets, and men should wear little or no jewellery other than a watch and/or wedding band.

Depending on where you are interviewing, you might want to consider hiding tattoos and taking out rings if you have piercings.



DO WEAR

low heels, loafers/mules, booties,
light jewelry, watches



DON'T WEAR

athletic shoes, casual sneakers,
flip flops, chunky jewelry



INTERVIEW APPROPRIATE TOTE BAGS



THE PREPARY



Spend some time thinking about what works with the interview attire you have picked. Carefully chosen accessories assist an outfit blend, and make you look assured and competent.



YOUTUBE TIME: JOB INTERVIEW MAKE UP & HAIRDO



<https://www.youtube.com/watch?v=ckl8yIEY72I>

Hair and cosmetics

When it comes to hair and makeup, less is more. Be subtle and avoid going overboard. Avoid scrunchies and bulky hair clips, and keep your hair basic. For nail polish, the same is true. You don't want the interviewer to even notice the colour of your nails, so keep them short and avoid wearing too much brightly coloured nail lacquer. Examine these interview hairstyles for ladies as well as these cosmetics dos and don'ts.



JOB INTERVIEW SHOES

High-Heels

Dress heels are a suitable option for the majority of professional roles and can be paired with business-casual wear to somewhat dress up your look.

Keep the following points in mind when deciding which pair of pumps to wear:

- Colors/Patterns - Solid coloured shoes are best.
- Choose pumps with heels less than 4 inches high.
- Platform: Opt for a heel without one.

Flats

For an interview context, flats are (nearly) always appropriate. Make sure the shoes you choose are tidy, fully covered, in a good condition, and present a professional image.

Pick a pair of flats in suede, leather, or pleather.

A great option is a **closed-toe** shoe with a low or mid-height heel that is about 2-3 inches.

Court shoes meet all the criteria for a good interview heel: they are classy, attractive, and provide a good level of coverage.



A VISUAL GUIDE TO MATCHING SUITS AND SHOES



BLACK



CHARCOAL



NAVY



GREY



LIGHT GREY



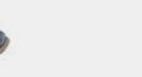
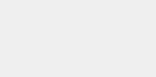
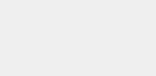
WHITE



CHAMPAGNE



BLUE INDIGO



KHAKI



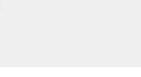
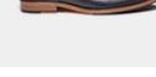
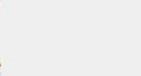
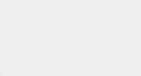
BROWN



LIGHT BROWN



OLIVE GREEN



MODERN JOB INTERVIEW: HOW TO DO WELL IN A VIRTUAL INTERVIEW



While COVID-19 made virtual interviews an obligation, their popularity among companies is expected to stay after the pandemic. Employers find virtual interviewing practical because it streamlines the interview process, eliminates schedule difficulties, saves money, and increases the candidate pool. In this article, we go over the **TOP STRATEGIES** for succeeding in your upcoming virtual interview. How to do well in a video interview?



1. Check your technology in advance

2. Look presentable

3. Prepare in advance

4. Eliminate distractions

1. Check your technology in advance

A PC with a camera and microphone, software like Google Hangouts or Zoom, and a steady internet connection are necessary for a virtual interview. Check all of your technology to make sure it functions properly and can be utilised for communication at least one day before your virtual interview. To accomplish that, you must have a working computer that complies with technical requirements, download any required software, and check that your internet connection is capable of supporting streaming video.



2. Look presentable

You ought to present yourself professionally in both a face-to-face interview and a virtual one. By doing this, you not only come across as professional and enthusiastic about the chance, but you'll also feel more prepared and in control. You should anticipate that an interview conducted remotely, such as from your home, would be just as professional as one conducted in an office. If you're unsure, business casual is a decent standard to follow.



3. Prepare In Advance

Like in any interview, spending time in advance preparing, will yield the greatest outcomes. Just because you are using a computer doesn't mean you should rely on finding up the information on Google. To avoid appearing rehearsed and unnatural, you should prepare so you can speak naturally without pausing and clicking around or reading aloud from a script. Employers could provide you with a list of questions in advance that they expect you to respond to; this helps navigate your research.

We have a
VACANCY



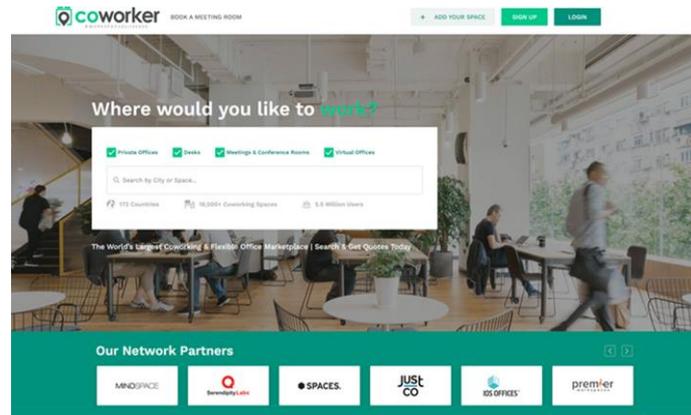
What is?

A virtual interview is one that is conducted online, occasionally over the phone, and frequently via the use of video conferencing and other online communication tools.



4. Eliminate Distractions

A peaceful area with few distractions is the ideal setting for an interview at home. Pick a spot that looks tidy and professional so the interviewer can concentrate on you and not the surroundings. If you don't have an office of your own, you may want to consider a rental working space that has garnered popularity post pandemic. For example, [COWORKER website](#) allows you to browse through a co-working space available ranging from daily, monthly to yearly basis depending on your area. Meanwhile, [Co-Labs](#) is one of the poised examples for a rental working space available largely in Klang valley area.



Passport Access



Health & Safety Compliant



Discount & DPerks



Recreational Lounge



Snack Lab



Free Hot Beverages



All Events Access



Fast Internet



Nap Pods



Meeting Rooms



Business Class Printing



Mentorship Programs



Hot Showers



Nursing Room



Dedicated Storage



Daily Cleaning



Cafe



Breakout Areas



Photography Studio



Members' Lounge



Workplace Wellness



Concierge



Boardroom

VIRTUAL INTERVIEW PLATFORM

Before COVID-19, a study revealed that video technology was being used by at least 60% of hiring managers and recruiters. Fast forward to this year, a poll of HR leaders found that as many as 86% of organizations are now using virtual technology to interview candidates.

Not only do hiring managers like video interviewing, but as many as 57% of candidates do too. Moreover, 98% of candidates interviewed via video tend to perceive the employer as innovative - a reputation you'll definitely want to have.

THE BEST VIDEO INTERVIEWING PLATFORMS LIST

Here's a shortlist of the best virtual interview software:





YOUTUBE TIME: HOW TO ACE A FACE-TO-FACE INTERVIEW



<https://youtu.be/gS59HGkZgK8>

Meeting potential employers face-to-face is significantly different than doing so over video conference. If you're used to networking through digital channels, it is crucial to get ready for the realities of in-person interviews.

In a face-to-face job interview, the team leader and the hiring manager are frequently present.

Although there may occasionally be a presentation, an F2F interview often entails going over your graduation CV, going over your skills and experience, and learning more about your interest in the position.

Here are the **TOP 4 ADVICES** for acing a face-to-face interview if you've made it this far, which indicates that you're on the right route for success.

WHAT!?



Face-to-face interviews involve travelling to a site, usually your prospective workplace, to meet a one or more hiring managers or team leaders. Sometimes referred to as F2F interviews, these meetings usually represent the final stage of a hiring process.

TOP 4 ADVICES FOR ACING A FACE-TO-FACE INTERVIEW



1. Use your face to face communication skills

- The employer will determine whether you are a good fit for the position and for their organisation during the in-person interview.

However, it's also a moment for you to consider whether you would like to work for their organisation.

You should use a face-to-face interview as an opportunity to demonstrate your communication abilities.

In addition to what you say, employers will be watching for how well you respond to their queries and how you convey your views.

Make sure your words are clear and avoid talking at length about unrelated topics.

You want to seem enthusiastic, positive, and interested in the employment role being given.

4. Be yourself in a face to face interview

- Final top interview suggestion is to be yourself because you've gotten this far because the firm values you and your experience.

Additionally, it can be the last face-to-face experience you have with employees prior to starting your employment, so you want them to trust your real self rather than the one they just saw in the interview.

FACE-TO-FACE INTERVIEW

2. Do your research

- Make sure you've browsed the company's website and have some background knowledge about it. This not only demonstrates your initiative but also your genuine interest in the business (and that you aren't simply seeking for any graduate job). Make sure you've read the job description several times while getting ready for an in-person interview, and make an effort to cite it as often as you can in your responses.

3. provide actual examples When responding to interview questions.

- Almost without exception, situation-based competence interview questions will be asked, such as "tell me about a time you had to deal with a tough circumstance."

- You have the opportunity to shine in these questions and demonstrate your suitability for the position based on the knowledge and abilities you have acquired via your studies or in previous graduate jobs. Never say "I don't know" or "pass," as a general rule. Make sure you're prepared for all possible interview questions and know how to be ready for an in-person interview early on. This is one of the greatest interview tips.

5 TOP INTERVIEW QUESTIONS AND ANSWERS



COMMON QUESTIONS

SAMPLE ANSWERS

1. Could you please tell me about yourself and your background?

- Interviewers enjoy learning about applicants through stories. Make sure your story has a strong start, an exciting middle, and a satisfying conclusion that will make the interviewer want you to get the job.



"I am Jane Doe, a recent college graduate from the University of Wisconsin-Madison.

I have just graduated with honors in Biochemistry. I know my way around a lab and have had multiple opportunities to put my knowledge into practice as a chemistry research assistant.

The lab felt like home, which is why I'd love to work as a lab assistant. I am passionate, hard-working, and extremely responsible. I am also looking forward to putting to practice all the things I learned during my time at university"

2. How did you hear about this position?

- Employers are interested in knowing if you are actively searching for employment with them, learned about the position from a recruiter, or were referred to the position by an existing employee. They essentially want to know how you found them.

- If you sought out the role yourself, be explicit about what attracted you to it. Bonus points if you can match your values with the organization's objective. You need to persuade the recruiting manager of the reasons why you choose their business over all others.

"I have always had a keen interest in the technology sector and when I saw the job role advertised online, I was excited at the prospect of working for a top tech brand that's leading the future of the industry. You have a very impressive portfolio of high-tech software and big clients and having worked in sales for 2 years now I am confident that I can help to grow this portfolio and become a strong asset to your team!"



5 TOP INTERVIEW QUESTIONS AND ANSWERS



COMMON QUESTIONS

SAMPLE ANSWERS

3. What are your biggest strengths?

- You should limit your response to this question to no more than three strengths. Select 1-2 professional skills that will help you shine at your career, as well as 1-2 personal (unrelated) skills.

"My biggest strength is that I'm good at picking up new skills. I've worked a variety of different odd jobs - things like working as a waiter, house-keeper, cook, and a lot more (as you've probably seen on my resume).

For most of those jobs, I ended up picking up all the needed skills within 1 or 2 weeks (with basically no previous experience)."

4. What is your biggest weakness?

- After all, you don't want to discuss your weaknesses at an interview, therefore the question is sure to be challenging.
- Mentioning that you are attempting to overcome this issue and are aware of how it negatively impacts you is also a good idea. Just add a benefit as a counterbalance if you can; think of it as two sides of the same coin.

"Well, as a recent graduate, I'd say my biggest weakness is the lack of real-life work experience.

While I've worked on a dozen software projects in the university, I don't have the experience of working in a fully agile environment with an experienced team. I am, however, willing to do my best and catch up as fast as I can."

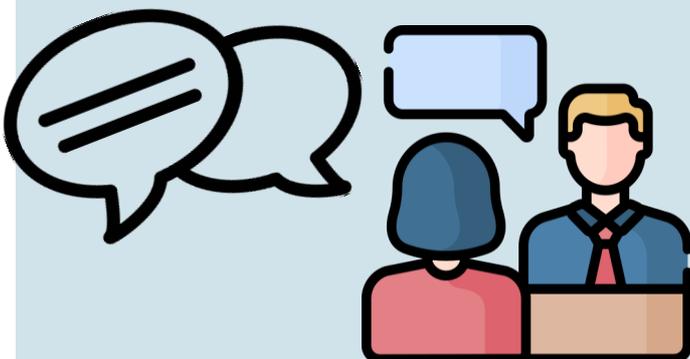
5. Why should we hire you?

- The fundamental concern at hand is how to sell yourself without appearing pompous, anxious, or desperate. The best course of action in this situation is to avoid extremes.

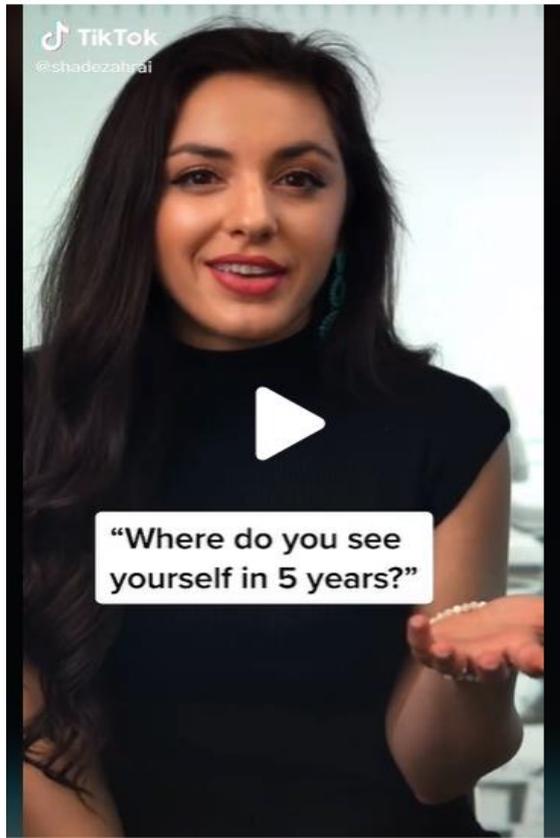
"I have just the right skill-set to excel as an executive assistant. While I haven't previously worked as a personal assistant, I pretty much fit the bill for the role.

I'm extremely organized, having managed several project teams in my university. I led the organization of Event #1 and Event #2. This involved continuous communication with companies, speakers, and sponsors.

I'm very meticulous and organized, and I'm more than capable of helping the CEO in aligning our team goals together. "



TIKTOK TIME: SAMPLE Q & A



<https://www.tiktok.com/@shadezahrai/video/6956012095221648642>



https://www.tiktok.com/@shadezahrai/video/6948319204432940289?is_from_webapp=1&sender_device=pc&web_id=7133264216627463681



MORE INTERVIEW QUESTIONS AND ANSWERS

scan me



<https://www.themuse.com/advice/interview-questions-and-answers>



INTERESTING FACTS

Recruiters check your social media profiles.

93% of recruiters Google your name and look for you on social media. Use this to your advantage by creating a professional looking range of profiles. Make sure you keep anything personal off social media or update your privacy settings so those posts are only visible to your immediate network.

DID YOU KNOW?

<https://www.giveagrada.com/graduates/interview-questions>



ACTIVITY 11 : PRACTICE TIME!

Now it's time
to practice!



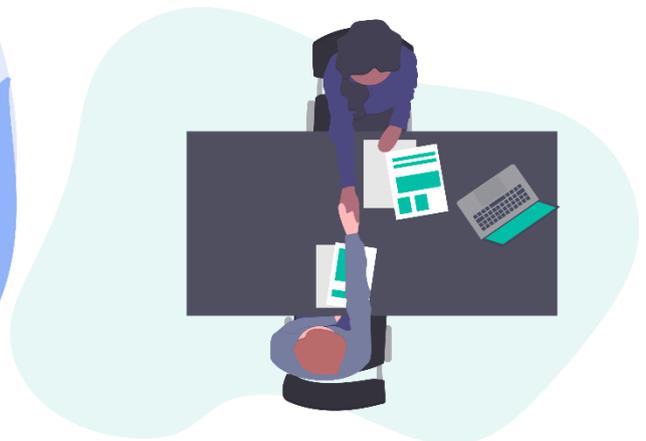
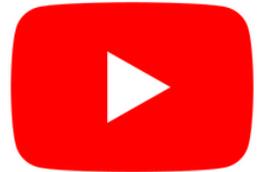
SCAN FOR QUESTION : JOB INTERVIEW PRACTICE



Common Interview Questions & Answers



<https://youtu.be/Si4GLEQoqLA>



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<https://www.thebalancecareers.com/>

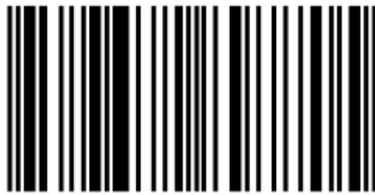
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JOB APPLICANTS' ALMANAC
2022



APPLICATION FORM

PERSONAL INFORMATION

First Name _____
City _____
Email address: _____

Years Attended _____
Dates Employed: _____ to _____
Zip: _____

efficiency, special skills or other items th
forming the above mentioned positio