

JAM

Just a Minute in the interview process is to check the candidate's communication and grip on the language.

By this JAM session, the interviewer/ies to test the following skills of the candidate:-

- Self Confidence
- Communication Skills
 - Spoken English & fluency
 - flow of thoughts
 - flow of speech
 - Coherence
- Spontaneity & Gk
- Time Management
- Sense of humour

Advantages through JAM:-

- You can show your language skills and can create good first impression.
- You can exhibit your communication skills.
- You can get an entry into the next rounds.
- You can establish that you are the most suitable candidate for the post.

Topic - Hyderabad

"Well, hmmm - - - (long pause) well, Hyderabad.

OK. Hyderabad. Fine, Hyderabad is very old city. There are so many problems in this city. Traffic is horrible. There is no proper planning in this city. Musi River emanates very awful odours all the way. Communal riots, this threat always lurks around this city. Unfortunately Hyderabad's name is linked with many terrorist attacks and terrorist outfits. You see, Dilsukhnagar bomb blasts still haunt my memory - - - - -"

What is your instant feeling?

Though the language skills are good, the candidate has given wrong signals about the his personality.

Interviewer gets following feeling:-

- ~~Smile~~ Candidate is not spontaneous
- He is negative in his thoughts &
- He is not looking at the brighter side of the world.

Step-by-step approach for JAM

- Smile! Be confident. Don't be nervous.
- Begin with a thanking note.
- Define the topic in simple language.
- Give brief details - Past/Present/Future of the topic.
- Speak with clear and audible voice.
- Use correct grammar.
- Comprehensive approach related topics viz - Social, Political, Economical, Legal/Language and Technical (SPELT).
- "KISS" Principle (Keep it Smiling and Simple)
Straight
- Positive outlook
- Conclude with a thanking note.

Topic - Hyderabad.

"Thank you very much sir, for giving me this opportunity." (Thanking note)

Hyderabad is one of the historical cities of our country. Hyderabad is the capital city of Andhra Pradesh. Hyderabad is the entry point to South India.

Hyderabad is one of the historical cities

of our country, Hyderabad is the capital city of Andhra Pradesh. Hyderabad is the en

Hyderabad has got more than four hundred years of vibrant history. (Define the topic)

During the Nizam's period Hyderabad witnessed great technological advances and wonderful growth. At present, Hyderabad is the hub of IT industry. It is the prime center for many top level MNC Companies, it is regarded as the educational nerve center for the country. I am very confident that Hyderabad is going to enjoy the status of the most important cities in the world in the coming years.

Of course, at present few minor political disturbances are taking place.

However I am confident that very shortly we can witness the smooth sail of industrial growth and positive flow in all walks of life, in this city.

Don'ts during JAM Session

- Don't be nervous
- Don't make grammatical mistakes.

- Don't cut short your sentences
- Don't blabber
- Don't keep silent
- Don't give big pauses and search thought
- Let there be no mother-tongue influence
use neutral accent.
- Don't be rude.
- Don't be pompous, verbose, don't use
flowery language
- Don't beat about the bush.
- Always be to the point.

How To PRACTISE

- Select a topic and keep practicing.
first simple topics like, pen, pencil, car, bike etc
extended to family members - Class mates, filmstars
cricketers
- Slowly to current issues and political problems.
- Practice 10 to 20 topics a day.
- Use simple language and keep your presentation
simple and straight.
- Think in English, speak English always.

Role of Women in Society :-

Women are the crucial part in our society. Equal to men, women are also working in the modern society and have many jobs and duties. But we can't neglect the women less power and authority. They are created as a partner for men and they have to look after to make her walk and lead success in the course of life.

Every woman plays a responsible role in a mother, daughter, sister and wife. As these responsibility roles help in developing and creating a good society. They are still some members who abuse women and criticize them. But it is not correct. We have seen thousands of legal cases of domestic violence among the country. Women are facing with another problem that is molestation, rape, eve teasing either in working area or surrounding place.

The important unit of society are the woman, As she takes whole responsibility, the woman is the reason to make a family, the family makes homes and homes will make society. We cannot include society without the role of women and with the existence of them, we can develop the society.

GLOBAL WARMING

Global Warming is due to increase of earth temperature because of greenhouse gases, like releasing carbon dioxide from burning fossil fuels or deforestation which absorb heat and would escape from earth.

This is called as greenhouse effect. Earth's climate is mainly effected by the first 6 miles of the atmosphere which have most of the matter creating the atmosphere. This is very sad that human beings are the cause to change the climate.

Effects of Global Warming:

- 1) Health :- Injuries and deaths will involve public health from heat waves and also more intense storms, floods and wildfires; more severe bad-air days; and create allergen potency disease pathways. Moreover global warming effects our health.
- 2) Food :- Climate effects threaten crops, livestock, and fisheries leading to heat induced declines in productivity, changes in rainfall timings and intensity by the effect, and also changes will take place in types of fish and pests.
- 3) Water use :- A changing climate leads to risks to the quality and supply of water for drinking.

irrigation, shipping and also for many uses. For existing seas can impose into coastal groundwater which is used for drinking.

Costs - The change in climate effects money, time and damaging, infrastructure, disturbing economic activity, change in medical expenses, losing work days and obtaining adaptations like migrating people out of difficulties.

Self-confidence * Self-confidence is the main thing to achieve success in everything.

Some Questions

- How many times were you not able to spend with people you wanted because of shyness and nervousness?
- How many times do you feel that you are alone wondering what to do while your friends get what they want?
- How many times you felt yourself sorry due to less confidence and observed helplessly while other moved forward?

I hope you believe that self-confidence plays an important role in everyone's life which change your life faster what you imagine. To obtain self-confidence it is not too difficult. It is very easy to develop. The main reason

GLOBAL WARMING

Global warming is increased in earth average surface temperature due to the effect of greenhouse gases, deforestation and burning of fossil fuels. When we burnt fossil fuels such as oil, petroleum and natural gas many chemicals are sent into the atmosphere which will deplete the ozone layer.

If ozone layer gets depleted it could have holes in it and sunrays will fall directly on the earth because of this phenomenon we could see a sudden change in rainfall pattern.

People are facing so many challenges because of global warming.

→ Sudden change in rainfall pattern.

→ Droughts and fires

→ Floods and hurricanes.

→ Malaria and skin cancer in new warmer regions.

Let's understand how we can save our environment.

→ We need to plant more trees

→ Reduce excessive usage of electricity and plastic.

→ Reduce excessive usage of water.

→ Use solar energy products and most important of all.

→ Create awareness among people about global warming.

I am sure, if we follow these steps we can save our environment.

FAVOURITE COLOUR

My favourite colour is white. It is calm, delicate and bright colour. The origin of any colour is white. It is the symbol of purity and peace, even our Indian flag has white colour indicating the peace of our nation.

White colour is used for identity and this is the reason politicians wear white colour attire which makes them look dignified. Doctors and nurses wear white colour coats which show the calm nature of the colour and angels are also dressed in white which shows their superiority.

Many things in nature are in white. Milk is white, the surf of sea waves are white, many fragrant flowers are white and the innocent smile of a child is compared to this color.

White color is a sign of sacrifice. White colour is also used as a sign of surrenderance to an enemy. White colour is also used as a symbol for beauty.

In summer many people prefer to wear white dress so that they can be affected less by the heat. White colour suits my personality as I am simple and honest person. It is a simple colour which resembles simplicity. I feel elated whenever I wear white colour dress. Thus the season I love white colour.

IMPACT OF SOCIAL NETWORKING SITES

In today's world, where everything is just on click away. Social networking sites have become the need of the present world.

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However, every coin has two sides and addiction to anything is always bad. Being on social networking site means one should be social but we are social more on networking sites and are keeping our self away from social life.

These networking are changing the mindsets of the youths, people are living in the virtual world and trying to present a virtual picture of their life and updating on social sites. We are not enjoying our real life but trying to pretend our virtual world to be perfect. We are publishing our personal life for a few minutes of attention among few people in the virtual world.

Too much use of social networking sites are making individuals dumb. Thus, today's youth are engaged in cyber crimes.

In the end I would like to say social networking is a medium through which we can learn things, broadcast our knowledge, experience and views.

We can either misuse this or use it for a better life. All depends upon us and the choice is ours.

TEAM WORK

Today I would like to share my views on team work.

Team work is the ability to work together towards a common vision. The ability to direct individual accomplishment towards organizational objectives. It is the fuel that allows common people to attain uncommon results as quoted by - Andrew Carnegie.

TEAM - Together Everyone Achieve More.

In order to build a strong team we need to have a common vision that drives everyone together. We need effective team players to build a strong team.

A team player is someone who is able to get along with their colleagues and work together in a cohesive group.

There are 5 stages in a team building:

1) Forming 2) Storming 3) Norming 4) Performing

Let us understand what are the skills that are required in building a strong team.

- a) Listen b) Question c) Respect d) Help e) Share
f) Participate

Most important of all every member should compliment and appreciate other team members. There should be a clear communication among team members.

CORRUPTION IN INDIA

Corruption in India is one of the most menacing threats that our economy has been battling with ever since the independence. At all levels of Indian bureaucracy, corruption has seemingly taken its toll and has been corroding the structure of our nation.

Be it private sector or public sector, Indian people have a tendency of misusing the public position in their favor to fulfill their motives and gain personal benefits. A recent unofficial data published by "The Hindu" estimated that, Indians had over \$1456 in scores bank. India stands among one of the most corrupt nations in the world.

Causes :-

When evaluating the causes responsible for corruption, the number seems to be infinite. However the main reason is lack implementation of the rules and laws.

There are numerous laws like Indian penal code and

the prevention of corruption act that have been framed to stop corruption but their implementation is missing.

Another prominent reason for corruption is lack of transparency in bureaucracy and governmental processes.

Consequences -: The consequences of corruption are grim. The whole system falls apart if the structure of government is struck by the storm of corruption.

The ones who are not so rich and unable to pay bribes official they don't get their work done on time and their files collect dust in the offices.

How to reduce corruption -: When it comes to fighting this adversary, the first blood must be drawn by general public. If there are no individuals that pay bribe then the structure automatically resurges again.

The implementation of laws should be stricter and increased transparency must be brought into action. Unless the general public becomes vigilant, corruption cannot be unplugged from our nation.

CUSTOMER SERVICE

Customer service is the service provided by the companies to their customers to resolve their queries.

It is beneficial for both customers and the companies.

If a company provides better customer service then they can ~~attract~~ attract new customers and can retain old customers.

With the increase in customer service centers popularly known as call centers or BPO's, there is increase in employment opportunities. The main criteria are good communication skills and telephone etiquettes.

Now a day's product quality and delivery are basis of business. The only difference left is superior customer service.

The modern mantra of getting success in business is superior customer services.

COLLEGE DAYS

College life is that phase in one's life when one learns the most important lessons of his/her life. It is for the first time when an individual is left to himself to make his own decisions. The importance of maintaining good and healthy relations with seniors, batch mates and faculty is known in this very important phase of life called college life.

The art of making things happen while working in a group or a team by coordinating with each other is well learnt during college days. For instance, when I worked in a group of four members on a project, it was the sense of being in one team that bind all of us together and motivated all of us to put in a collective effort in working towards achieving the goal of project completion.

Today, as a professional when I am asked to work in a team, it is very easy for me to coordinate with my team mates.

I developed the habit of listening to the ideas of all the people working in a group and have an elaborate discussion among the team members to decide on what needs to be done.

Another important lesson which I learnt during my college was to maintain good relations with my professors, seniors and also my batch mates. It always helped me to gather information about any subject or any other work.

GROUP DISCUSSION

"Group" is a collection of individuals who have regular contact and frequent interaction and who work together to achieve a common set of goals. "Discussion" is the process whereby two or more people exchange information or ideas in a face-to-face situation to achieve a goal.

GDs form an important part of the short-listing process for recruitment or admission in a company or institution. In this methodology, the group of candidates is given a topic or a situation, typically given some time to think about the same, and then asked to discuss it among themselves for a specific duration.

GD helps to achieve group goals as well as individual goals. The examiner can evaluate both the personality traits and group skills of candidates participating in a GD. It is basically a situation test wherein a sample of a candidate's group worthiness and potential as a worker comes out quite explicitly.

PREPARATION - Preparing for a group discussion requires immense practice, learning, studying which can be

done through mock GD's and certain Group discussion Tips. A candidate must prepare by studying various useful GD topics which can help him/her to understand the group discussion structure and flow.

GD Topics

- ① Cryptocurrencies - Should one invest or not.
- ② Nepotism and its impact on professionalism
- ③ Volvo - from Internal Combustion Engine to Hybrid & electric cars.
- ④ Global warming and its Effect.
- ⑤ Brexit - Good or Bad decision.
- ⑥ Black money in India.
- ⑦ Reliance Jio 4G - Changing the Indian Telecom Sector
- ⑧ GST (Goods & Service Tax) in India.
- ⑨ Demonetization of 500 & 1000 Rupees Notes by Government of India.
- ⑩ One Billion and just one gold Medal.
- ⑪ Technology creates Income Disparities.
- ⑫ Is the world Really for cashless currency

(13) Is over Dependence on Technology Deteriorating the Human Brain?

(14) Venture Capitalist funding for startups - A Bubble about to Burst.

(15) Should we continue Increasing the number of IITs and IIMs

(16) Should Commercialization of Space Travel be Allowed?

(17) Make in India or Make for India.

(18) Are we prepared to harness nuclear energy safely for our future?

(19) TV is no longer an idiot box.

(20) Formulation of new states ~~led~~ leads to Development.

Topic 1: FORMULATION OF NEW STATES LEADS TO DEVELOPMENT.

Person
1 →

Hello friends, Today we have gathered here to discuss on the new states formulation in India. The discussion should be on whether such a formulation really leads to the development or not.

Person
2 →

Yes "1", to start with the fact that from year 2000, there were 4 new states that are created. Chhattisgarh, Uttarakhand, Jharkhand, Telangana are respectively formed from MP, UP, Bihar and AP. There are several changes we could observe that had happened in these 8 states altogether. They have their own good and bad effects.

Person
3 →

You are right "2". But I personally feel that there are more positive effects because of new states formation. Because considering Governance perspective, it would be far better to govern individual and relatively small state when compared to that of a large state.

Person
4 →

Absolutely. Because, starting from Haryana - Punjab till Bihar, Jharkhand, the improvements are found to be quite massive & substantial.

Even in case of the recently formed Telangana, it has started to deal with its own issues as primary education, Industrial infrastructure development and etc. And since AP has already many developed cities, it could move towards a rapid development in this phase.

Person 5: But we need to consider the emotional attachment of the Andhra people with Hyderabad. It's like being treated as strangers in their actual capital. It lies in the hands of Telangana government to treat other Andhra people with equal importance.

Person 6: It's not just about the emotional part. Almost half of the important educational institutes of Andhra were in Hyderabad. An IIT and an MIT (Warangal) were common for both the state's students previously. The students are almost in verge of losing their domicile status now. This is really pathetic. When considering in students' perspective. So, I don't think that this really leads to development rather than disaster.

Person 7: In this scenario the states from which new states are formed are really developed and they have the capability to develop their own renowned

educational institutes. They don't need to depend on the already existing ones. We can think about other divided states.

Conclusion -

Ideally, our nation needs a commission to make decision on the reorganisation of states. Politicians have short term political gains and narrow minded reasons. They should not be the reason for the formation of new states. For ex- Krishna committee was formed on understanding the people's concern in the division of Andhra and Telengana. Even with the formation of 4 new states, India has just crossed over half as many states in USA. Significantly the formation of sub-national units provides solution that could help in checking the economic divergence among different states, by maintaining the economic efficiency. Indian government must ensure that all the states formed are provided with equal opportunity to develop.

Facts from Topic -

1) New states formation - Chhattishgarh from MP on 1st November 2000.

Uttarakhand from Uttar Pradesh on Nov. 10th 2000

Jharkhand from Bihar on Nov 15 2000

Telengana from AP on February 2014

2) Jharkhand and Uttarakhand have more schools per 1000 children when compared to that of Bihar and Uttar Pradesh. It was 13 and 17 against 6 and 7.

3) Madhya Pradesh and Chattisgarh has reduced Infant Mortality rate to a considerable amount by 29 and 31 pte respectively.

4) In agriculture, Jharkhand has a yearly growth of 10%. While Bihar's growth was as low as 2% ~~bet~~ between 2000 and 2011

— X —

CRYPTOCURRENCIES — SHOULD ONE INVEST OR NOT

Person 1: Cryptocurrencies like Bitcoin are rising really fast and everyone is investing in them. They would become really big in coming years.

Person 2: Yes, you are right, cryptocurrencies have become the buzz word these days and everyone is either talking about them or are investing in them. Bitcoin, Ripple, Ethereum are the currencies which are really in the trending cryptocurrencies.

Person 3: I agree with both of you but what is the

basis of these currencies. People are really talking about these.

Person 4 These are digital currencies operable only on the internet and are not controlled by countries like conventional currencies like dollar, euro etc. They are based on blockchain technology and it has a distributed ledger hence it is very secure.

Person 5 That is correct but I don't see these currencies being used in large scale. Investment is fine but if these are currencies why are they not being used like conventional currencies?

Person 6 Retailers like Overstock, Expedia are accepting and even Microsoft accepted bitcoin till some time back. The main reason seems to be the price surge which is too much as compared to other investment instruments. People want returns and these currencies are giving the returns.

Person 7 The issue is that price not only rises but is falling also at the same pace. People are losing money as much as they are gaining. Plus there is no set of rules, there is no regulatory body to control the trades. There are many websites.

which help these trades and maintain buying and selling.

Person 8 Many countries have issued advisory in their countries for these currencies that they are not legal or the government is not liable for any losses etc.

Person 9 But same things have been said about them since the launch of bitcoin in 2009 but bitcoin is still here in 2018 and rising and becoming strong. Blockchain technology has become the buzzword for the technology. Companies and applications are unlimited.

Person 10 I think these are something which would definitely have an impact on the financial markets across the world but only time would tell their real value.

Conclusion:-

Cryptocurrencies have become very popular in the current market scenario. There are more than 1300 cryptocurrencies in the market. Bitcoin is the most popular and costliest cryptocurrency. These currencies are traded on website but are deregulated and distributed. Officially these are not under a regulatory body or bank.

Facts :-

- 1) Cryptocurrency is a digital currency which is encrypted used cryptography.
- 2) These are decentralized
- 3) Bitcoin, the first cryptocurrency, was launched in 2009 and is the most popular cryptocurrency
- 4) Bitcoin reached a price of 20000 \$ in Dec 2017

THREE IMPORTANT TIPS OF GD

Tip-1: Initiation Techniques

Initiating a GD is a high profit - high loss strategy. When you initiate a GD, you not only grab the opportunity to speak, you also grab the attention of the examiner and fellow candidates.

When you start a GD, you are responsible for putting it into the right perspective or framework. So initiate one only if you have in-depth knowledge about the topic at hand.

Tip-2: Body of Group Discussion

- Quotes
- Definition
- Question
- Shock Statement
- Facts, figures and statistics
- Short Story
- General Statement

1) Quotes → effective way of initiating a GD.

Eg: Customer is king ← Topic

There is only one boss: the customer
← Quotes

2) Definition:- Start a GD by defining the topic or an important term in the topic.

Ex:- Topic - Advertising is a diplomatic way of Telling a lie.

Defⁿ:- Any paid form of non-personal presentation and promotion of ideas, goods or services through mass media like newspapers, magazines, television or radio by an identified sponsor.

3) Question:- Asking a question is an impact way of starting a GD.

Ex:- Should India go to war with Pakistan
(Topic)

Ques:- What does war bring to the people?
We had four clashes with Pakistan. What have we achieved?

4) Shock Statement:- Initiating a GD with a shocking statement is best way to grab immediate attention and put forth your point.

Ex:- Topic:- Impact of population on Indian Economy

Shock Statement:- Population clock that ticks away relentlessly tracks 33 births a minute, 2000 an hour, 48000 a day about 12 million a year.

5. Facts, figure and statistics :- If you decide to initiate your GD with facts, figure and statistics then make sure to quote them accurately.

Ex:- You can say, approximately 70 percent of the Indian population stays in rural areas, but you cannot say 30 states of India instead of 28.

6. Short Story :- Use a short story in GD topic like :- Attitude is Everything.

Ex:- Initiated as "A child once asked a balloon vendor, who was selling helium gas balloon, child asked - whether blue or green color balloon will go high in the sky. Vendor told it not color of bal (outside) what is inside you make you to ~~bi~~ go high.

7) Use general statement :- To put GD in proper perspective.

Ex:- Topic :- Should Sonia Gandhi be prime ~~minis~~ minister of India.
:- Let's first find out the qualities

one needs to be a good prime minister of india.

Then we compare these qualities with those qualities of Mrs. Gandhi.

TIP 3:- Summarizing Or Concluding

Most GD's don't really have conclusions, but every GD is summarized. You can summarize what group has discussed in the GD in a nutshell.

DO's

- Speak fluently and politely
- Respect contributions of every speaker.
- Try to stick to the discussion topic. Don't mingle irrelevant information.
- Be aware of body language.

DON'T'S

- don't lose your temper.
- don't shout.
- don't dominate the discussion.
- don't interrupt wait for speaker to finish
- don't draw too much on personal experience.

PRESENTATION SKILLS ①

A presentation is a means of communication which can be adapted to various speaking situations such as talking to a group, addressing a meeting or briefing a team.

Presentation is

- It is a strategies for becoming a better Public speaker.
- Strategies for developing strong presentations.
- Strategies for calming nerves.

Six strategies are

- Planning
- Practice
- Engaging your audience
- Body Language
- Thinking Positively
- Calming Nerves

Planning -

(2)

→ Structures What you want to say

You should know exactly what you want to say and the order in which you want to say it. Clarity of ideas and good organisation should result in a lively, logical and compelling message.

→ Strong opening

Try to attain attention of the audience. Use Humor in between your presentation. Make it little entertaining and humorous.

→ Closing Remarks.

Close your presentation with certain statement or Quotes. It looks good if keep some Questionnaire for the audience. Ask Questions from audience and answer it with proper explanation.

Practice

Rehearse your presentation multiple times. If you really want to sound great, write out your speech rather than taking chances winging it. Take videos of yourself, playing it back

to evaluate which areas need work.

Engaging Your audience

(3)

- Add some story or humor.
- Add positive Visualizations.

Images

Videos

Visual effect

flow charts.

Body Language

- Research shown that up to 94% of communication is non-verbal.
- Don't stand in one position keep on moving to & fro a little.
- Refrain from crossing your arms.
- Avoid gestures that feel unnatural.

Thinking Positively

- You need to find something (topic) you do have some feeling for and relate it to the subject you are presenting.

Calming nerves -

- More and more practise will help us to overcome nervousness.

SEVEN LAWS OF PRESENTATION

(4)

- Learning what to do and what not to do.
- Feelings are a poor Indicator of how you are doing.
- Presenter's job is to get them to want more of what you have got.
- When you're making a presentation you're in-charge.
- Repetition is Death
- There is always a message and passion is mandatory.

Ways to Improve Presentation

- 1) Practice
- 2) Transform Nervous Energy into Enthusiasm
- 3) Attend other presentations.
- 4) Arrive Early
- 5) Adjust to Your Surroundings
- 6) Meet and Greet
- 7) Use positive Visualization
- 8) Remember that Most Audiences are Sympathetic

9) Take Deep Breathe

(5)

10) Smile

11) ~~Success~~ Work on your pause

12) Don't try to cover too much material

13) Actively Engage the Audience

14) Be Entertaining

15) Admit you don't have all the answers.

16) Drink Water.

RESUME WRITING

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→ Resume is a document used by a person to present their background, technical skills and qualities to that Employer.

- * It help employer to know you better
- * It also gives an idea of your Writing Skill.
- * It provide your contact information & Personal details.

→ Basic Structure and element of Resume.

1) Name :

- * Name should be dominant in bold, letter with arial (font) & on the left side of resume.
- * Below name address in very short.
- * On right hand side phone number & below that e-mail address in bold.

2) Career Objectives : Effective and to the point

* It describes three questions

1) Who I am?

2) What I want to be?

3) How will I make your company successful.

* Don't use same career objective for different job.

* Don't copy career objective from Internet. P

Eg-1: To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful.

Eg-2: I seek a job as a software engineer in a IT company, where I can use my knowledge of JAVA and Oracle. I wish to contribute to an organization goals through my technical skill, hardwork & creativity.

3) Academic Details

* As a fresher, It is must to write academic details of graduation, 1st & 2nd year of intermediate, 10th & B.Tech

* It gives an idea of your performance.

* Write always in backward direction.

4) Skill set

* Technical skill: Write a detail about your technical knowledge you have but you should be sound on that.

* Other skill: Writing about these strength

Like leadership quality, Anchoring, Management Skill & Sports skill.

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Eg:- I was selected as an college representative to direct a group of ten students in an event.

Eg:- Because of my strong interpersonal and team management skill. I was selected as a college representative. By my college to direct a group of 10 students.

Eg:- I worked as a Anchor
→ I handled and addressed music concert functional event in my college.

5) Personal details :-

- father's Name
- Hobbies
- Strength

6) Signature

Always submit your resume with signature

Tips for Resume:

- Never fold your resume.
- Always take printout don't photocopy
- Avoid Paragraph → Write in bullet point.
- Backup your project with technical & real time application.

- font size is 12, for heading 14, font style is Arial/times of new roman. (9)
- Try to use key words in your resume
- Use action words because it is impressive & giving more impact to the sentence.
- Check for homonyms (Accept, Except)
- Check for fullstop & comma (,)
- Do proof reading, Read resume in back ward direction.

INTERVIEW SKILL

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- * An interview is one to one conversation. The interviewer ask the question. The interviewee view, respond with participant taking terms.
- * Interviewer usually takes place face to face but in modern communication technology, it is by video conferencing or telephonic interview.
- * Interview's can range from constructed and open ended conversation in which there is no predetermine plan with pre arranged questions.
- * They can follow diverse format.

Q1. Tell me about yourself?

- tips :
1. Start with your name
 2. give your place information with some abbreviation.
 3. Education in short.
 4. family detail in short.

Ans-i I am _____. I am from pearl City Hyderabad. I am pursuing my btech in CSE from Sri Indu Institute of Engineering and technology and Intermediate from _____ with _____. About my family my

father is strongest pillar and motivator for me is a _____ and my mother is a homemaker / _____. I have 11 Siblings.

Q2. Why do you want to work at our Company?

Ans2. Tips: 1) Tell them about what you like about Company.
2) Relate it to your short and long term career goal.

Ans2. Sir, It is a great privilege for any one to work in a reputed company like yours. When I read about your company, I found that my skills are matching your requirements. Where I can showcase my technical skills to contribute to the company growth.

Q3. What are your Strengths?

- * Adaptability
- * Hard working
- * Honest
- * Flexibility

- * Optimistic
- * fast decision Making
- * persistence
- * Self motivated

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I am honest, self motivated and hard working girl/boy with positive attitude towards my career and my life.

Q4. What are your weakness?

- * Straight forward.
- * ~~Impatient~~ Impatient
- * Sensitive
- * more talkative
- * Trust people very quickly
- * I can't say no when some one ask for help.
- * Take decision very quickly
- * Gets nervous when they talk to Strangers
- * To speak lie is difficult for me.
- * I am a bit lazy about which I am not interested

I can't say no when someone ask for help and I am a bit lazy about which I am not interested.

Qs. Why should I hire you?

- ★ Share your knowledge
- ★ Work experience
- ★ Skills related job
- ★ Career goal.

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Eg: Sir as I'm a fresher, I have theoretical knowledge but I can do hardwork for my organisation and I will put all my efforts for the good progress of organization. Being punctual and sincere & can finish the work given to me on-time and my best to fulfill all the needs of company from me.

Qb. Tell me what you know about this company.
Study about company in detail.

- ★ Do the back ground work about new projects.
- ★ Know the nerves of their owners and partners.
- ★ Research about the company current issues.
- ★ Update your knowledge about the competitors.

Eg: It is one of the best fastest growing company in India the work environment

of the company is very good. People feel proud to be a part of company as company provides full support to their employees in professional front it has many branches across the world. So I have good opportunity to show my talent. (14)

Q7. Why are you looking for a job change?

- * Thanks to previous organisation.
- * Explain what you learn from past job experience.

Q8. What are your salary requirements?

- * Never share your salary requirement as a fresher.
- * Experience candidate can share their expected salary.
- * Always say as per the company norms for the job.

Eg. I am a fresher. Salary is not first priority for me. This is a big platform to start my career and I also want to improve my knowledge and skill and gain experience, so I expect a considerable of salary.

According to my economical ability and your company norms which will fulfill my economical needs.

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Q9. What are your career goal?

- * Short term goal
- * Long term goal

My Short Term goal is to get a job in reputed company where I can utilize my skills and improve my career path. My long term goal is to be in respectable position in the Organisation.

Q10 finally, Do you have any question to ask me?

- * Express thanks
- * Salary Structure
- * Job timing
- * Over-time allowance
- * Training period
- * Transport facility

Thank you for giving this opportunity. Sir, I would like to know about the bus timings and transport facility and what will be the job

location and Salary scale for this job
in your organization.

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