

THE ESSENTIAL JOB SEARCH MANUAL

STEP BY STEP GUIDE FOR
JOB SEARCH, INTERVIEW PREPARATION,
COVER LETTER EXAMPLE AND
LINKEDIN STRATEGY



JAIDEEP PARASHAR

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Dedication

I am grateful to my family for their continuous & unconditional support throughout my life. I am always thankful to all my family members & friends.

I am grateful to Chris Haroun, for his coaching of business and finance. Chris' enthusiasm and dedication to serve his students makes a deep, everlasting impact on everyone.

I dedicate this book to thousands of people from all over the world who are part of my LinkedIn Journey, and have joined the job seeker learning series.

I also dedicate this book to millions of job seekers, who are looking for jobs to put a meal on the table.

Message to All the Reader

Dear Reader,

I would like to be the first person to tell you that your dream job is possible. Whatever your circumstances are, whatever challenges you are facing, your dreams can come true. When youth talk to me about job search, they talk about resume writing and job search only.

Resume writing and job search are two important factors, but they are not the only factors of job search. Many times, I get messages from youth about their hopelessness and irritation because of the slow process of job search.

Job search is a long process and sometime takes months before you get your first job interview. Even after getting the interview call, no one can assure about job security. So, if job search is a long-time process, you need a long-term strategy. From today onward don't consider job search as two-step process but a 10 step-formula.

Till you search your next job, regularly follow these 10 step-formula to balance your life; you may follow these steps even after getting your next job.

- Do regular exercise and keep your physiology in good shape.
- Take healthy diet and balance your diet with a proper intake of proteins and vitamins.
- Take plenty of water throughout the day. Take water after regular intervals of time.
- Be grateful for what you have. When you become grateful, you become limitless.

- Connect with the right people and grow your professional network.
- Review your progress to get the right feedback.
- Write journal regularly to focus on productive task.
- Stay motivated that you will see the light at the end of the tunnel.
- Relax and take proper sleep, as it improves your efficiency.
- Find sometime for your family as they are the most important pillars of your life.

Don't stop until you achieve your goals. Yes, it's difficult, but it's possible.

All my best wishes are with you.

Jaideep parashar

INTRODUCTION & THANK YOU!

August 2019, I started looking for ways to remove the pain of job search and interviews. The challenge is, during a job search everything works against you; you run out of time, money and energy. Even then there is no assurance of an interview call.

Finding a job is difficult and writing a book about job search is even tougher. There is so much to cover; and bigger challenge is that during job search, a job seeker gets even less time and inclination to read due to lots of stress, pressure and circumstances. Most job seekers face stress, lack of time, money & opportunity. Your future and career depend on your job and interview, which creates a pressure to perform.

In March 2020, after looking at the pain of job seekers, I started an education series for job seekers, so that I could help them. This was my fifth education series, where I talked about distinct steps which could help a job seeker. I got a very good response from job seekers and my followers.

After completion of the series, I decided that I would make the learning available in a book format, so I can reach out to maximum number of job seekers.

For you the challenge is finding a job, and for me, to provide you all resources in a simple easy-to-use format. Writing a book is not difficult, but meeting the expectation of a reader is difficult.

Instead of writing a deep and complicated book on job search, I have written this book in easy to read and use format so that this book will serve you like a guide. The first draft of the book had approximate 25000 words, but it was too heavy to read during a job search. To make it easier and a faster read, I opted to

downsize it to 15,000 words. Yet I felt, it could be further simplified.

Creating a product and creating an experience are two different things. After revising the draft again, I started working on the third time to create an experience for you.

After months of research and brainstorming about what to exclude, I present you 'The Essential Job Search Manual'.

I have designed 'The Essential Job Search Manual' to share different aspects of job search - from getting an opportunity, to facing the interview so you feel comfortable during your job search.

Throughout the book, I have provided enough resources which you need during your job search including cover letter template, counseling file, time management sheet and other premium resources. The resources are available throughout the book and a separate copy is also available on my website. If you need more copies of the template, visit my website and download for free.

If you want to read all chapters of the job seeker series, visit Job Seeker Series on LinkedIn.

If any of your friends also need these resources, you can forward a copy to your friends.

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CHAPTER 1 INTRODUCTION

"The secret of getting ahead is getting started."

- Mark Twain

The first step of every job search is knowing your profile inside out, to be sure about your requirements. Don't worry, if you don't know about it inside out, just look for the answer to the following questions and it will help you. Take a rough sheet or grab your journal to write down answers to the following questions.

1. Define Your profile.

You should define yourself from your profile perspective. If you have a profile of software developer, define yourself as a software developer.

2. What are the most important priorities in your job search?

Just be sure about all your priorities, so that you will have better understanding about your profile and the company you are looking for. If you have any problem in deciding priorities, the following questions will help.

- a. Are you looking for high salary or comfort?
- b. Are you ready to relocate?
- c. Are you serving a notice period?

3. Do you desperately need a job?

Maybe you are looking for a job for a long time, and now you are desperate to get a job. If yes, you should be ready to compromise with your salary expectations.

4. What is the most important criterion for your job search?

If you have any standard parameter, take it into consideration.

5. What expectations do you have from the company?

If you have any expectations from the company, be very clear about it. Be as much clear as possible.

6. What are your terms and conditions in job search?

If you have any terms and conditions, be sure about them.

CHAPTER 2 COMMUNICATION SKILLS

*" If you can't explain it simply, you don't
understand it well enough."*

- Albert Einstein

Communication skills hold values in every culture; and in the corporate world, communication skills are the heart and soul of business. Communication skills help in presenting yourself in a professional manner, so you can present your idea and thought effectively. If you have in-depth knowledge of your core field, but you don't know how to present it, you cannot perform as an excellent employee.

Let's take an example: There are two employees, one is A and the other is B.

A and B both are good persons with in-depth knowledge of their core fields. Even though B is efficient, he cannot present himself well because of lack of communication skills. In every meeting, A presents himself professionally while B fails to convey his idea.

In every team, B becomes the reason for delay in delivering the service and it affects everyone's work. The chances are very high that one day B would lose his job. Just to make sure that the candidate can perform well in the corporate world, interviewer pays special attention to communication skills, as it holds the key to success.

Communication skills can be divided in 3 types:

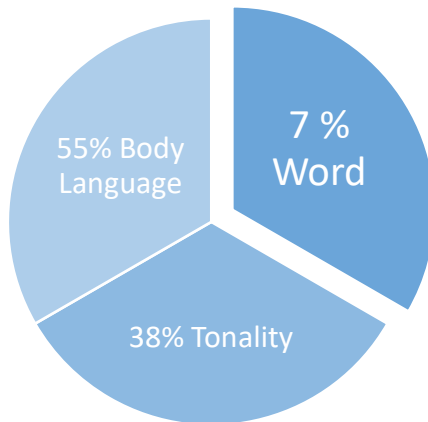
- a. Verbal
- b. Non-Verbal
- c. Written

Explanation:

a. Verbal:

According to Dr. Albert Mehrabian, communication skills are divided in 3 different parts:

- i. Words – 7 %
- ii. Tonality – 38 %
- iii. Physiology – 55 %



- i. Words: In communication, words stand for only 7% of your conversation.
- ii. Your voice and tone play a big role, but upto 38% only.
- iii. Rest 55% is your body language, facial expression, hand movements and gestures. Your body language is more important than your words and voice tone. To clarify, your interviewer pays very close attention to your body language.

- b. Non verbal: Non verbal communication need not involve your word or voice, this is all about your body language and gestures. Every company and interviewer pays very close attention to your body language and facial expression in interviews.

- c. Written Communication: In the past, written communication played a significant role, but in the 21st century, your emails and online work get much focus.

Now you better know, why your body language and communication skills play a very critical role in both, corporate work and interviews. In every interview, pay very close attention to communication skills and body language to create the first impression. Always remember that you never get a second chance to create the first impression.

Solution: Nothing is more important than finding your own shortcomings during a job search. Normally what seems normal for you, maybe not normal for the interviewer. Everyday for 10 minutes, practise in front of mirror or camera to review your progress.

Observe all your expressions and gestures to evaluate your performance. If you feel your performance is not good enough, improve it, but don't let your success to chances.

CHAPTER 3 PERSONALITY DEVELOPMENT

"Your smile is your logo, your personality is your business card, how you leave others feeling after having an experience with you becomes your trademark."

- Jay Danzie

Personality development is a huge topic and covers many aspects of your personality, including physical, emotional, social and intellectual. In an interview, interviewer looks for basic manners and its discipline like your dressing sense, etiquettes, walking style, facial expression, tone of voice and other body movements.

- a. Body language
- b. Dressing

a. **Body Language:**

- i. **Eye Contact:** Eye contact is the most important part of your personality. The most important thing in a conversation is your eye contact. Actually, your eye contact tells a lot about your personality. If you avoid eye contact, it means you are hiding something. If you look down at the floor, it means you lack confidence. If you are looking at the roof while talking, that means you are searching for an answer. What is the right way to look? If you look directly in the eye of the interviewer, that is also against basic manners. The best eye contact is to look between the eyes and the nose, so it will not offend the interviewer and look very professional.
- ii. **Body Posture:** Instead of walking with shyness and timid steps, walk with confidence. Stretch your shoulders, pull your shoulders backward, and sit straight.
- iii. **Orientation:** When you walk, you tell a lot about you. When you walk without proper direction, you look to your side instead of straight ahead. When you enter

company premises, just focus on the direction you are going.

- iv. Looks and Appearance: Looks and appearance comprise many aspects such as dressing, watch and the accessories. You will read about them in greater details.
- v. Expressions: Facial expressions are the mirror of your personality, and show everything that runs in your mind when you attend an interview.
- vi. Accessibility: Accessibility is maintaining respectable distance. Don't come too close to the interviewer, or stand too far; both are wrong etiquettes. Maintain distance so you can have a normal handshake.

b. Dressing:

i. Shirt:

- Permitted colour: Always wear a formal shirt to create a good first impression, for example prefer white, sky blue and off-white colour to dark colours.
- Avoid shirts with checks, printing, or any slogan. These are basic formal manners, still sometimes candidates forget these basic disciplines.
- You should keep a good quality pen in the pocket. Pen need not be costly but should represent your profile.

ii. Trousers:

- Permitted colour: Prefer formal trousers with black or dark blue colour.
- Iron your trousers properly one day before interview.

- Trousers and shirt should match the standard of your profile.
- iii. Tie:
- Make the tie knot a perfect triangle.
 - The tie colour should be black, grey or blue.
 - Don't wear a tie with too much shining.
- iv. Socks:
- Socks colour should match the colour of your trousers.
 - Wear socks of full length to sit comfortably in the interview.
- v. Shoes:
- Wear a good pair of formal shoes.
 - Shoes should be clean and well-polished.
- vi. Belt:
- Wear formal belt and avoid all fancy looks.
 - Don't wear a party wear belt.
 - Match your belt color to that of your shoes.
- vii. Watch:
- Prefer a formal leather strap watch; and if you wear a metallic watch, make sure your watch fits your wrist.
- viii. Bag:
- Carry a professional-looking or executive bag.
 - Prefer colour black or brown.

ix. Appearance:

- Have a professional look on your face.
- If you prefer to keep a beard, better trim it properly.

CHAPTER 4 KNOW YOURSELF

"Knowing yourself is the beginning of all wisdom."

- Aristotle

The key to success is knowing yourself inside out.

KNOW stands for -

K: Keyword to present your profile

N: Network to connect with the right people

O: Objective of your career and profile

W: Width of all possible questions from your resume like:

Why: Why have you chosen the profile you are looking for?

When: When do you want to achieve all your goals?

Where: Where do you see yourself after 5 years?

Who: Who are you from inside?

What: What is the meaning of your name?

How: How your profile will increase efficiency for us?

Knowledge:

1. Write what specific knowledge do you have, and how can it help the corporate world. Build your idea based on your knowledge.
2. Network: After many observations and experiments, I have found that if you meet three professionals every week from your field, to talk about your career and profile, you would get one opportunity in the next 3-4 months.
 - a. Make a plan, how are you going to connect with the right people?

Read the LinkedIn chapter to learn how to reach out to the right people.

b. Make a list of 30 different people you will talk about your SWOT analysis. Write Name, Profile & Company.

Name

Profile

Company

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.
- m.
- n.
- o.
- p.
- q.
- r.
- s.
- t.
- u.
- v.
- w.
- x.
- y.

This is just a sample idea only, Download your Networking List File to prepare your networking list.

3. Objective:

- a. What is the objective of your career?
- b. How can you create a win-win platform for the company?

4. Width of: Find the width of everything about you and your profile. Challenge everything in your life and resume.

Why: Why have you selected this career?

When: When will you be able to join our company?

Where: Where do you see yourself after 5 years?

Who: Who do you want to be in your life?

What: What has compelled you to apply in your company?

How: How are you going to be fruitful to your company?

To get the width of your career and profile, just put a question mark in front of every line in your resume; and after putting the question mark, try to find the best reason for everything you have written in your resume.

CHAPTER 5 TIME MANAGEMENT

"Where the time and money go, results grow."

- *Jaideep Parashar*

Time Management:

One of the biggest challenges for job seekers is, how to manage time. Managing time, interview, preparation, travelling is challenging. Most of the candidates find it difficult to manage their own time, and they keep on jumping from one task to another without checking the efficiency of their time and work. Some time because of lack of time management, candidates forget to manage their most important task.

List of most important tasks for a candidate:

1. Preparation of interview
2. Reading newspaper
3. Follow up on last interviews
4. Exercise & meditation
5. Planning
6. Networking

It is not enough to be busy; the question is: what are we busy about? – Henry David Thoreau.

APPOINTMENT SCHEDULE

Monday		Tuesday	
JOB	FOCUS	JOB	FOCUS
8		8	
9		9	
10		10	
11		11	
12		12	
1		1	
2		2	
3		3	
4		4	
5		5	
Wednesday		Thursday	
JOB	FOCUS	JOB	FOCUS
8		8	
9		9	
10		10	
11		11	
12		12	
1		1	
2		2	
3		3	
4		4	
5		5	

Friday		Saturday/Sunday	
JOB	FOCUS	JOB	FOCUS
8		8	
9		9	
10		10	
11		11	
12		12	
1		1	
2		2	
3		3	
4		4	
5		5	

*Customize your time table as per your requirements.

*Download the advance version of your Appointment Schedule file from my website.

Time Devotion List:

Download your Ideal Time Devotion List to manage your time during job search. Here, I have just attached a sample activity for you.

Write how much time you devote to which activities.

1. Exercise/Meditation:
2. Planning & Preparation:
3. Recreation:
4. Interview/Follow Up:
5. LinkedIn/Networking:
6. Free Time:
7. Sleep:

Note: At least 60% of the time should go to job search related activities.

To further strengthen your time management during job search, I have customized your 24 hours schedule to help you stay focus on your job search. I have prepared an advance time management file for you. Download your Advance Time Management file & stay consistent in your job search.

CHAPTER 6 LINKEDIN

"The road to success and the road to failure are almost exactly the same."

- *Collin R. Davis*

LinkedIn:

LinkedIn is a professional social networking website focused on career growth. LinkedIn has become a premium and more reliable source to connect to the job seeker and to the job provider. The HR also rely on the Candidate's LinkedIn profile to see all credentials.

Profile:

1. About:
 - a. About section is the most important part of LinkedIn profile, where candidates need to write about themselves. They should write summary of their careers and all relevant information about the same.
 - b. There need be no exaggeration of achievements.
 - c. 'About me' should be simple and sober.
 - d. Key competences will give added advantage to the profile.
2. Experience:
3. Education:
4. Licenses & Certificate:
5. Skill & Endorsement:
6. Accomplishment:

Mention all details to the best of your knowledge, don't exaggerate in your LinkedIn profile. Reach to your former colleagues to see if you can get both recommendations and endorsements. Both recommendations and endorsements are important aspects of your profile.

Everyday I receive lots of connection requests from all over the world, but unfortunately, most send their requests without paying any attention to professionalism. When you send your connection request, always write a message. Either you can type your own message or you may use my format. I always prefer this message to any other message style.

Message for connection request:

Greetings Name of the person

I am Your Name from Your Location. One line to introduce yourself. I would like to join your professional network. Could you please give me the honor to join your network? However, I assure you that it will be a win-win platform.

Regards

Your Name

Example

Greetings John,

I am Jaideep Parashar from India. I am a professional author and researcher. I would like to join your professional network. Could you please give me the honor to join your network? However, I assure you that it will be a win-win platform.

Regards

Jaideep Parashar

After the approval of your connections request, send a personal message to connect and establish a personal bonding. Never take things for granted.

Message for job request:

Hello Your Name,

Thank you for giving me the honor to be your connection. One line of professional introduction. If you come across any such opportunity, I will be highly grateful to you. If you think that I can assist you in any meaningful manner, feel free to inform me.

Regards

Your Name

Note:

- a. Don't forget to attach your resume.
- b. Attach your cover letter with your resume.
- c. After 2 days, send a 'thank you' note for their valuable time.
- d. Do you know how many candidates send their applications with such professionalism? The answer is not affirmative.

LinkedIn is a platform where we learn during the process. So, don't wait for the perfect time to start your job search on LinkedIn. To design your LinkedIn profile, just check my LinkedIn profile and you will get a fair idea about it:
<https://www.linkedin.com/in/jaideeparashar/>

LinkedIn:

1. A connection is a person connected to you at the first degree, to whom you can send a direct message.
2. LinkedIn allows only 30000 first degree connections, after that you can only follow others.
3. Add the place as per your job location.

4. Use the main search bar to reach out to the right people and job.
5. Send a message for the connection request.
6. After connection: send a personalized message no longer than 300 characters and attach your updated resume.

Do:

1. Connect with HR and freelancer.
2. Search jobs through LinkedIn search.
3. Engage with all your connections.
4. Write your own post according to your profile.
5. Share, comment and like posts of your connections to reach maximum audience.
6. Be visible to HR and companies.

Don't:

1. Don't send your outdated resume to your connections.
2. Don't forget to attach your cover letter with your resume.
In last 1 years, I have not received even a single cover letter.
3. Don't send resume even before introduction. I often receive candidate resumes without introduction.

In my book, [Master the Art of Successful Career](#), I have written an entire chapter on Social Media & Business. If you need more resources and ideas on social media, business and LinkedIn, then read Master the Art of Successful Career based on 12 years of research.

CHAPTER 7 NETWORKING

"You can have everything in life you want if you will just help enough other people get what they want."

- Zig Ziglar

Networking is the process of connecting with the right people to share information and knowledge. Why is networking so important? Without creating awareness, a candidate can't make a big impact. Even if you are the best candidate, but if the hiring manager doesn't know you, how will you get an opportunity? Networking is not going to find jobs for you; but it will find the right people, who can connect with the right opportunity.

In March 2020, there was lockdown in many countries and people were losing their jobs. The pain and suffering were everywhere. To help people, I served as many people as I could. I offered all my services to whoever needed without any charges. All my services were free, still I had to work hard to reach out to people. Even if your services are free; but if people don't know about you, how will they come to you? The same thing is true for you; if hiring managers and other relevant people don't know you, how will they come to you? Let's talk about the single mistake people make when they think about networking. People think that networking is a place where you go to get something. That's not right, networking is actually a place where you go to serve people.

How to reach out to the right people?

There are two ways to meet people; one is in physical presence, and the other is online. When you build your network, just remember the following points.

- Join network to share knowledge and requirements.
- Serve your network to the best of your abilities. I served all my connections through every possible means when they were in need.
- If you have any reference, share the information, it can help the other person.

- Share your experience; if anyone in your network is working on any project, share your experience or if possible, join to help him or her.
- By sharing your experience or idea, you can build confidence.
- If you have any important update or knowledge which can help people in your network, share it.
- Always prefer quality over quantity. If you have a network of 10000+ passive connections on social media, it would not serve your purpose.
- How many connections are enough on social media to get a job reference or an opportunity?
- On 14th August 2019, I opened my account on LinkedIn and started building my network. In the next 2 months, I got an opportunity from a startup, even when I had less than 2000 connections.
- Build your network as per your requirements.
- Don't share unnecessary information or messages with your network, as everyone's time is precious.

CHAPTER 8 COVER LETTER

"Most of the important things in the world have been accomplished by people who have kept on trying when there seemed to be no help at all."

- **Dale Carnegie**

Cover letter

A cover letter is a single page letter written to introduce yourself to the person or organization of the job, you are applying for. Resume must accompany a cover letter. Although the cover letter is highly important, yet only 1% of the candidates attach their cover letter.

A cover letter is not a replica of a resume. It is a way to connect your skills to the job.

The chief aim of a cover letter is to encourage the person or organization to study your resume, and to explain how you are the most suitable candidate for the post.

Points to remember about cover letter:

- Cover letter is not the replica of your resume.
- It's your opportunity to talk about your skills and experiences. If you need to explain any specific reason, maybe a gap year or about your last job, you may explain it in the cover letter.
- Talk about how you will fulfill the company's requirements.
- Cover letter is an opportunity to stand apart from others.
- The tone of the cover letter should match that of the company's, by keeping it's culture in mind.
- Use facts and number of past achievements to show your suitability.
- Make your opening line memorable.
- Keep your cover letter, focused on the job you are applying for.
- "To whom it may concern" is an over-used phrase in the cover letter and reduce the chances of catching attention

of an interviewer. Do proper research to find out who will read your cover letter. Address your letter to the particular HR or hiring manager.

- Keep your cover letter short and simple.
- Make 2-3 paragraphs only. Refer to the sample cover letter on the next page. These are sample formats for reference only.
- Use A4 size paper to write your cover letter.

Here, I have included 2 cover letter sample for you to analyze the format. To prepare your Cover Letter Template download cover letter template & prepare your own cover letter.

YOUR NAME

@: your-email@gmail.com

call +1-xx-xxxx-xxxx

Date (*mention date of application; e.g.; 26th August 2020*)

Contact Name (*mention name of the person*)

Company Name & Address (*mention name & address of the company*)

Dear Mr. / Mrs. / Ms. XXX(*mention the name*)

This is the paragraph to introduce your cover letter and build rapport with the reader. The introductory paragraph should not be lengthy.

This is the body paragraph to showcase skill, experience as per requirements of the company. Body paragraph can be upto 2 paragraphs.

This is the extension of the last paragraph to further explain your points. There is no ideal length for the body paragraph, but it should fulfill your purpose.

Closing paragraph is the ending part of the cover letter, to tell the hiring manager for the action to call you for an interview. This is the right place to ask interview to check your resume.

Thank you for your time and consideration.

Best Regards,

Your Name

Enclosure: Resume

Jaideep Parashar

Contact: +1 XXXXXXXXXX

E-Mail: YYYY@gmail.com

28 August, 2020

Mr. Name

Sample Company

Place

Dear Mr. Name

I am writing to apply for the position of Business Counsellor. My **X years** of experience includes responsibilities such as public dealing and client relationships.

While my resume is attached for your perusal, a list of accomplishments indicative of my experience includes:

- **Incisive acumen in** implementing solutions to customer needs with an aim to improve customer contentment.
- **Showcased excellence in** managing service functions and streamlining the working standards operating system for enhanced effectiveness and efficiency.
- **Extensive Counselling** of Business Persons for 4 years and **12 Years of** research in the field of **Business Success and Management** with an aim to be better every day.

I believe that my strong background in IT, combined with my extensive knowledge in **Business Analysis and Consulting**, makes me ideally suited for the Business Counsellor role.

I bring to your company my years of relevant study and my drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Thank you for your time and consideration.

Jaideep Parashar

Enclosure: Resume

Do:

1. Proof-read your cover letter.
2. Use vocabulary as per the standard of job profile.
3. Be honest, explain plainly in your cover letter.
4. Keep word limit between 200-350 words and only in 1 page of A4 size.
5. Font size should not be smaller than 12.

Don't:

1. Don't use informal language in cover letter.
2. Don't use fancy font to grab the attention of the reader.

CHAPTER 9 RESUME

"Give me six hours to chop down a tree and I will spend the first four sharpening the axe."

- Abraham Lincoln

Resume

R: Refer to the company need

E: Enlist your transferable skills

S: Specific relevant information only

U: Understand the need of the company

M: Mention references at the top of the resume

E: Effectively craft your content

List to Include

Name

City

State

Country

Profile Summary

Experience

Education

Certificates

Achievements

Project/Assignment/Training if any

Publications if any

Don't:

1. Don't put your personal details on your resume.
2. Avoid photographs, use only if stated clearly.
3. Resume must not contain any family details.
4. Don't lie on a resume.
5. Don't exaggerate your achievements in your resume.

Resume Length:

1. For freshers: 1 page
2. For experience holders: 2-3 page

Check:

1. Always check grammar to avoid making a bad impression.
2. Use Oxford dictionary if you are not sure about the spelling.
3. Don't repeat the same word again and again; instead replace it with another equally important word.
4. Use formal language in the resume.
5. Always proof-read yourself, or ask family members or friends to proof-read your resume.

Font Size:

1. Always use font of Times New Roman.
2. Font size should be around 11.

CHAPTER 10 TELEPHONIC INTERVIEW

*"It is during our darkest moments that we must
focus to see the light."*

- Aristotle Onassis

Telephonic Interview:

Most of the job seekers think that a telephonic interview is just like a normal interview call, and they can manage telephonic interview without much preparation.

But this is not true, your words and speech reflect your confidence and command over subjects. People can't see your smile on the phone, but they can judge your overall suitability through your confidence and communication.

Here are some brilliant advices to follow for a telephonic interview:

- Always wear a formal dress, even in a telephonic interview. This will reflect in your confidence. What you wear, reflects in your personality and psyche.
- Even if the person knows you or has communicated with you in the past, still introduce yourself.
- Smile a lot whenever you can, an interviewer can't see your smile, but can hear it.
- Always keep a glass of water next to you, and have it whenever required.
- Have a separate copy of the resume handy, in case you need to refer to it. Send a copy to the interviewer in advance, even if he or she doesn't ask for it.
- Always keep a pen and diary nearby, if you need to write any important information or message.
- Take a small pause between two sentences, it shows confidence, and gives time to think.
- Give sufficient time to your interviewer to speak. When interviewer completes his or her statement, only then start with your answer.
- Keep one more cell phone at standby, in case some problem comes up with the network.
- Always sit straight on the chair, it psychologically does matter a lot.

- Take a deep breath before the interview call.
- If you feel that you need more time to think about a particular answer, freely ask for time.
- Don't forget to express your gratitude to the interviewer for their valuable time and patience.
- Send a formal message or email within 24 hours to share your experience and any additional information.
- Wait patiently for the response of the interviewer.
- If you don't get any response within 7 working days, send a formal message and remind about the interview response.
- Charge all your electronic devices before the interview.
- Check all electronic gadgets, and make sure that all work properly.

Practice: Practise a mock interview with friends or family members. Practice makes a man perfect.

CHAPTER 11 VIDEO INTERVIEW

"I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times I've been trusted to take the game winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed."

- Michael Jordan

Video Interview:

Corporate world has adopted the culture of meeting through Zoom or Skype. This culture has made the scope of video interview, especially for free-lancers and those who work from remote locations.

Although a video interview has the same principles as a face-to-face interview, yet consider the following points as must:

1. Tech Gadget
2. Dressing
3. Environment
4. Essentials resources
5. Do's
6. Don'ts

1. Tech:

- a. Always check your system and make sure it works smoothly.
- b. Prefer an internet connection with a speed of at least a broadband.
- c. Audio device or computer audio must work properly.
- d. Use high quality webcam for video clarity.
- e. Keep all your tech devices fully charged.

2. Dressing:

- a. Always prefer formal clothes in an interview.
- b. Wear formal shirt of white or off-white color.
- c. Tie must be formal with a perfect triangular knot.

3. Surroundings:

- a. Opt for a quiet, well-lit place for a video interview.
- b. Don't start a video call from a public place.

- c. Background of the room should be neutral and free from big posters or slogans.
 - d. Put your system on a desk to maintain a straight body posture during the interview.
4. Essentials:
- a. Keep an extra copy of your resume beside the system.
 - b. Have a good quality pen and notepad to note down if you need to take notes.
 - c. Have the login information and URL handy.
5. Do's List:
- a. Always smile and nod when you listen to the interviewer.
 - b. Use open palm gesture when you speak.
 - c. Put a glass of water on your table, in-case your interview goes on for a long time.
 - d. Sit straight in the interview.
 - e. Make eye contact or look at the camera of your system to show confidence.
 - f. Check your devices before the interview.
6. Don'ts List:
- a. Don't make haste in an interview.
 - b. Don't use a dim-light room.
 - c. Don't forget to mention 'thank you' after the interview.

CHAPTER 12 PROFIT PROFIT PLATFORM

"Do or do not. There is no try."

- Yoda

According to Stephen R. Covey, highly effective people always think win/win. It means benefit for everyone.

Profit-Profit Platform:

The corporate is a vast world where there is enough scope for the growth of everyone. In the corporate, all companies work to build a platform for the growth of all stake holders. But sometimes this platform gets divided in a different horizon, instead of inclusive growth for all stake holders.

Without understanding all these platforms, job satisfaction is a challenge for the employee and the employer. If the employee charges too much, he may lose the job in the long run; and if the company keeps the employee overworked and underpaid, the employee will leave the job. Both conditions are not good in the long run. So, here we will see how the company and employee can make a common platform to get mutual growth.

A platform basically gets divided in 4 different parameters:

- a. Loss-Loss platform
- b. Loss-Profit Platform
- c. Profit-Loss platform
- d. Profit-Profit platform

Explanation:

- a. Loss-Loss Platform:
 - i. This is a platform where both, the company and employee would face loss.
 - ii. The company doesn't want to pay much, and the employee avoids work by making excuses.

- iii. The company tries to put extra targets on the employee, while the employee avoids even his own work.
- iv. Here, employees don't use their creative ideas for the growth of the company, and soon started feeling burnt out.
- v. This platform is good for neither the company nor the employee.

b. Loss-Profit Platform:

- i. In a loss-profit platform, the employee will lose while the company makes a profit at the expenses of the employee.
- ii. The employee overworks and get less salary and feels burnt out soon. In the long run, the employee would leave the company.
- iii. When a well-trained employee leaves the company, it causes huge monetary loss to the company.
- iv. Both, the company and the employee, look for another suitable candidate and company respectively, and in the process, lose productivity.
- v. This platform is the major reason of burn-out and reduced productivity in the long run.

c. Profit-loss platform:

- i. The profit-loss platform is beneficial for the employee at the expenses of the company. The company will lose while the employee makes a profit at the expense of the company.
- ii. The candidate gets more pay, less work and fewer responsibilities, while the company pays more, gets less results and faces delays in its projects.

- iii. No business wants to live in a profit-loss platform, so the company will ask the employee to leave the company.

- d. Profit-Profit Platform:
 - i. The ideal platform for both, the company and the employee, where both work for mutual gain and growth.
 - ii. Here, the company progress is the candidate progress, and candidate progress means company progress.
 - iii. The employee uses his knowledge and creative ideas for the growth of the company.
 - iv. The company most willingly shares benefits and incentives with the employee.
 - v. An ideal platform to build long-term relationship between the company and the employee.
 - vi. The company would keep the employee and talent for a long time.

The best solution: In an interview, try to create a profit-profit situation; so that you can get maximum returns in the long run and the company will appreciate your view point. It can be a basic or mutual understanding, still this is the best scenario. In the interview, if you go with this mindset and understanding, your interviewer will definitely appreciate it.

CHAPTER 13 GD

"Life is 10% what happens to me and 90% of how I react to it."

- *Charles Swindoll*

Group Discussion:

Group Discussion refers to a communicative situation, that allows individuals who share a common interest, to share their opinions in a formal and controlled manner.

1. Aim of Group Discussion:

To find the suitability of the candidate about the job profile.

2. Prerequisites of a group discussion:

- a. Panelist gives a topic for Group Discussion.
- b. Candidates get time for preparation and planning.
- c. After a few minutes, the Group Discussion starts and candidates manage it.
- d. The most important part of a group discussion is its starting.
- e. Panel or examiner will not interfere after the announcement of the topic.
- f. Candidates regulate the Group Discussion within themselves and take their time to give their opinions about the topic.
- g. In closing, a candidate talks about the conclusion of the whole discussion.

3. What a company looks for, in a Group Discussion:

- a. Company looks for soft skills of the candidate.
- b. Group Discussion shows one's ability of cooperation and team work.
- c. Company judges how a candidate behaves in a stressful situation.

d. A good way to judge communication and leadership skills of the candidate.

4. Group discussion format:

a. Usually a Group discussion has 7 to 10 participants with a time of upto 10-15 minutes.

b. The invigilator gives the brief discussion and topic.

c. The examiner's job is to judge candidates based on their performances.

d. A candidate can speak 'n' number of times in a group discussion. There is no limitation about minimum or maximum number of time.

e. Group discussion has 3 phases:

a. Initiation

b. Continuation

c. Closing

f. Participants have to decide their opening and closing statements.

5. Myths about Group Discussion:

a. Myth: A candidate can't speak more than 1 time.

Truth: You can speak 'n' number of times in a Group Discussion.

b. Myth: Participants should present many facts.

Truth: Articulation of words with facts is the better approach.

c. Myth: Only a good starting is enough in Group Discussion.

Truth: Beginning plays a very crucial role, but continuation in the Group Discussion is also important. Starting and closing a group discussion, both play a very important role in final selection. If a candidate gets an opportunity of both initiation and closing, he must pick both the opportunities.

- d. Myth: Speaking louder in Group Discussion gives you more time to speak.

Truth: Speaking loudly and being assertive creates a negative impression. However, speaking clearly with moderate tonality can give more attention.

- e. Myth: In Group Discussion, a company tests a candidate's knowledge only.

Truth: Testing candidate knowledge is not the prime focus, rather checking suitability of the candidate is the main focus. Written exams are a much better option, if the company needs to check knowledge, while a group discussion assesses interpersonal and communication skills.

- f. Myth: Candidate should know everything to crack a Group Discussion.

Truth: Candidate should have decent knowledge about the topic and surroundings.

DO:

1. Make proper hand gestures and facial expressions.
2. Keep your voice calm and sober.
3. Take small but significant pauses when you speak.
4. Stay with the topic.
5. Speak what is right, not what you feel.

Don't:

1. Finger pointing is not acceptable in Group Discussion.
2. Laughing too much comes under unpleasant manners.
3. Don't interrupt other members while they speak.

CHAPTER 14 HR

*"The Way to Get Started Is To Quit Talking And
Begin Doing."*

- Walt Disney

Instruction: Although there is no pattern to determine the questions the interviewer is going to ask, yet these following are the 20 most expected questions. I can add one or two more pages of answers, but that's not going to help you. My job is not to find answers for you, but to find the best way of getting the job. Although these are the most frequently asked questions, and lots of answers are available, yet doing your own research is the best way to find the answer. By doing research, you can add all the varieties to your answer to fit to your requirements.

Most expected questions:

- Why should I hire you?
- Have you ever had a conflict with your boss or colleagues?
- What are your top 3 limitations?
- If I ask your friends to define you, what would they say?
- Why did you leave your last job?
- What are your salary expectations from us?
- Why do you feel you are the right person for the job?
- Are you a detail-oriented person?
- What is the most important value for you?
- Are you a team leader or a team member?
- What is your best achievement so far?
- Do you have any questions for me?
- What type of work culture do you prefer?
- What is your vision for the company?
- Sell me this pen!
- Are you willing to relocate or travel?
- Who is your favorite hero and why?
- Why are you interested in working with us?
- Are you an introvert or extrovert?
- What is the title of the last book you have read?

CHAPTER 15 REVIEW

PROGRESS

*"Don't Let Yesterday Take Up Too Much Of
Today."*

- *Will Rogers*

After every interview, review your performance to increase chances of your selection. Write your answers in a separate notebook or take the print out of Interview Review Progress.

Analyse your progress:

i. Rating: Rate your performance on the scale of 1 to 10 (where 10 is the highest marks).

- a. First Impression - _____
- b. Confidence - _____
- c. Subject knowledge - _____
- d. Enthusiasm - _____
- e. Overall performance - _____

ii. What 3 things have you learned from the interview?

iii. What went wrong in the interview (write in brief)? Think about any point which went wrong in the interview or your performance was not good.

iv. How are you going to improve your performance? You should come up with 1 strategy or idea to improve your performance in the next interview.

- v. What one thing went well? Think about what was the best part of the interview, and how you can repeat it in the next interview.

- vi. One area where do you need improvement? You should find out one area, where you need improvement.

CHAPTER 16 ETIQUETTES

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel."

- Maya Angelou

Etiquettes:

- Don't look at your watch every time:
- Checking your watch again and again in the interview shows that you are not interested in the interview.
- Always carry two pens with you:
- If one pen stops working, you may use another.
- If someone from outside comes in the interview room and the interviewer introduces you to him, you should also show all respect and dignity to him.
- It's corporate etiquette, that you keep your voice under control.
- If you have stated a wrong fact or an answer, you should accept your mistake.
- You should move to your seat facing those sitting in front of you.
- Be an example of social values and good moral etiquette. Don't argue with the interviewer.
- Use perfume in moderation only. If you can smell your perfume in the evening, it's too much.
- When you enter the interview room, you must be the first person to greet everyone.
- Don't talk ill of your previous colleagues or batch mates or your past job or organisation.
- Use open palm gesture when you speak during the interview. Showing your palm is the right manner to build confidence.
- Putting your elbow on the table is against good etiquettes, as the table belongs to the interviewer.
- Before asking your questions, take permission from the interviewer.
- During a hand shake, hold hands firmly but not over two seconds.

- Don't close your fist, as it's not morally correct to show your fist. Instead, put your hands on your lap.
- Making distracting noise by your feet is not right in formal culture.
- Sitting professionally is right in every formal meeting. Keep your back straight when you sit.
- Let the interviewer complete the question first.
- Finger pointing comes under bad moral values. Don't point your fingers.
- Never give a wrong answer or fact to prove yourself right.
- If the interviewer question offends you, stay calm and do not raise your voice.
- Say 'thank you' to the interviewer for his time and opportunity.

CHAPTER 17 NETIQUETTE

*"Don't Let Yesterday Take Up Too Much Of
Today."*

- *Will Rogers*

Net Etiquettes:

Social media is part of everyone's life, including the job seekers. Your social media behaviour is another way to see your suitability in the corporate world.

Social media is an excellent platform to connect with people, relatives, alumni and colleagues. The corporate world accepts social media communications, but it expects certain discipline from its colleagues, members and family, as your social media behaviour speaks a lot about your suitability in the corporate world.

Every company expects decency from its colleagues not only in office but also in social media as well. There are certain points every job seeker should follow; these points are called netiquettes.

Most Important Netiquettes:

1. Email:

- a. Social Netiquettes not only comprises your social media accounts but your emails.
- b. Keep all your emails formal, don't communicate in informal manners.
- c. Before sending your email, proof-read to avoid all spelling mistakes and grammatical errors. If English is not your first language, install and use some grammar check software before sending the email.
- d. Don't send email without the subject of the email.

f. Reply to an email within 24 hours as it shows your professionalism and commitment. Job seekers should show their readiness by sticking to the 24 hours formula.

Formal Email Format:

To

Name of the person

Designation

Company Name

Place

Date: DD/MM/YYYY

Subject: Mention the subject of the email.

Salutation,

I would like to inform that <here introduce your subjects and explain your subject>.

This is the second paragraph and should be used to explain your status or reference to the reader.

The third paragraph is the closing part of the email. Here, you need to close your email by requesting to take the necessary action.

Best Regards,

Your Name

Contact Number: +91 xx-xxx-xxxx

Email ID: youremail@gmail.com

2. Social Media:

- a. Keep your social media account as per the standard of your job profile. If you are an aspiring artist, you can show some creativity.
- b. Don't share fake news or unethical messages on your account.
- c. Keep your profile picture as per the standard of your profile. If you are an aspiring author or management trainee, your profile picture shows your ambitions.
- d. Keep your profile updated and content conscience.
- e. LinkedIn is your passport to the future, so on LinkedIn always keep your words specific and compact.
- f. Don't put negative and immoral words on the platform.

3. Algorithm:

- a. Algorithm and artificial intelligence plays a big role in social media.
- b. Always pick relevant words on the social media.
3. Don't take things for granted as algorithms also don't do so.
4. Communicate effectively and mention everything as per the timeline.
5. Your Facebook, LinkedIn, Instagram accounts tell a lot about you. So, keep them professional.
6. Never think that Netiquettes don't matter, they actually matter a lot.

CHAPTER 18 DO LIST

*"Failure Will Never Overtake Me If My
Determination to Succeed is Strong Enough."*

- *OgMandino*

- Do carry an extra copy of your resume.
- Proof-read your resume or ask a friend to proof-read your resume.
- Reach at least 15 minutes before the interview.
- Do comb your hair properly.
- Do use perfume only in moderation, prefer light perfume.
- Do take proper sleep a day before the interview.
- During a hand shake, hold the hand firmly, but not more than two seconds.
- Smile a lot, as it reduces the pressure of interview and augments your personality.
- Treat everyone with respect.
- Maintain eye contact with the interviewer.
- In the interview, answer the question and support your answer with relevant experience.
- If you are not sure, ask politely to repeat it. Asking for repetition is better than making a mistake.
- Do proper research about company and prepare for your expected questions wisely.
- Do sit properly in your chair and look confident.
- Use open palm gesture in the interview to look confident and create a better impression.
- Speak firmly, like conversation.

CHAPTER 19 DON'T LIST

*"We May Encounter Many Defeats but We
Must Not Be Defeated."*

- *Maya Angelou*

- Don't carry too many things in the interview.
- Don't look at your watch continuously.
- Don't be hopeless and desperate in the interview.
- Don't avoid eye contact, as it shows lack of confidence.
- Don't talk about salary, until the interviewer invites you to talk about it.
- Don't make an excuse, as it creates a bad impression.
- Don't tap your feet on the floor.
- Don't talk ill about your present or past company.
- Don't give up hope in the middle of an interview, as things can turn around any time.
- Job searching and job switching are difficult tasks, don't look desperate in the interview.
- Don't put your hands on the interviewer's desk.
- Don't cross your arms in front of your chest.
- Don't argue with the interviewer.
- Don't interrupt the interviewer when he or she asks any question.
- Don't lie in the interview.
- Don't forget to show your gratitude for their time.

CHAPTER 20 COMPANY RESEARCH

*"Knowing Is Not Enough; We Must Apply.
Willing Is Not Enough; We Must Do."*

- *Johann Wolfgang Von Goethe*

Company and hiring managers prefer those candidates who go the extra mile to bring the result or at least put some solution on the table.

Some candidates show high command in their subject and talk fluently about their experience, but cannot talk about their vision for the company because they don't know how to align their experience with that of the company.

In an interview, company research and information gives not only the confidence but also show your readiness to the hiring manager.

Many times, job seekers come up with the question of how much research is enough and what particular points we need to look for.

There is no specific answer and but there are some specific points every job seeker needs to look for:

a. Senior Management:

- Name of the founding member
- Director of the company
- Chief Executive Officer

b. Company:

- Foundation Date
- Head Quarter of the company
- Employee Strength
- Number of Customers
- Number of countries in which the company works
- Name of immediate competition

c. Statement:

- Vision Statement
- Mission Statement

d. Financial status of the company:

- Past financial quarter status
- Last one year financial details
- When the company went for stock
- Number of investors

Following are the best sources to find the answer:

- a. Visit the company website, as it shows authentic and updated information.
- b. Search google to find all relevant details about the company.
- c. LinkedIn is also a trusted source where a candidate can find the answer.

Download your copy of Company Research File, before every interview do a through research about company.

CHAPTER 21 NOTES

*"Imagine Your Life Is Perfect in Every Respect;
What Would It Look Like?"*

- *Brian Tracy*

Check the list one day before the interview: You should have all of it ready one day before the interview.

- Resume
- Extra resume
- Cover letter
- Pen
- Notepad
- Company Research Point
- Formal dress
- Watch
- Extra pen
- Traffic route check
- Read 'do's' list again
- Read 'don'ts' list again
- Polished Shoes
- Tie
- Take proper sleep

Download your copy of Notes List & before every interview check your preparation.

CHAPTER 22 ATTITUDE KNOWLEDGE

*"You Are Never Too Old To Set Another Goal Or
To Dream A New Dream."*

- C.S. Lewis

One question which comes in the mind of every candidate. What does the company actually look for in the candidate? There can be infinite number of answers to this question. Companies, hiring managers or decision makers look for two things before hiring the candidate - the necessary knowledge and the right attitude. If you are a candidate looking for a long-term job, consider to evaluate whether you have both, the knowledge and the right attitude. Every day I receive messages on social media where candidates talk about their knowledge, but they never talk about their right attitude. If you are a candidate and look unprepared or without the right attitude, why do you think a company is going to hire you.

Companies don't only look for the right candidate, they also look for the right attitude. A right attitude not only shows your willingness to work, but also your eagerness to learn. Every company needs such candidates, and it is your job to be that candidate. I have seen candidates with right knowledge keep looking for job for months without success.

During a job search, always evaluate two things - your knowledge and your willingness; if you lack in knowledge and willingness, work on them, as your job depends on it. As a candidate you should always present yourself as the right candidate, with both knowledge and attitude; or look for a company where your present knowledge and attitude is necessary.

Attitude Knowledge:

Let's look into the Attitude Knowledge from both, the candidate's and the company's point of view.

- a. Wrong Attitude Wrong Knowledge

b. Right Attitude Right Knowledge

Wrong Attitude Wrong Knowledge:

It means a candidate has less knowledge and no determination to work. From a company perspective, this candidate is totally unfit for the job as he or she can't qualify and there is no determination to work. Why would any company hire such candidate? If you think that because of any reason, you also lack knowledge or attitude, this is the right time to work on both.

Right attitude right knowledge:

This candidate is the right fit for every company. This candidate has strong determination to work for the company, and the right knowledge to qualify for the job.

CONCLUSION

*"Fake It Until You Make It! Act as If You Had All
The Confidence You Require Until It Becomes
Your Reality."*

- *Brian Tracy*

In 2017, I met someone who took two years to get a job; but once he got his dream job, his life was settled. Job search is not only about a job, but also about life.

Your life depends on your career and you can't leave your life to chance. Whenever you feel hopeless or disappointed, tell yourself that great endeavor takes time. I know that your dream and your job are great, and great things do take time. Job search is just a hurdle and nothing more; and like every other hurdle, you can cross this hurdle too.

Those who are ahead of you, haven't reached there because of luck, but they are there because of consistent hard work and efforts. Every single day, rise like a champion, work like a warrior and don't stop until you reach your destination. You are not a job seeker; you are a champion in the process, waiting for the right opportunity. Success is your destiny.

KEY TAKEAWAYS

1. 10 Step-Formula

- Do regular Exercise and keep your physiology in good shape.
- Take healthy diet and balance your diet with a proper intake of proteins and vitamins.
- Take plenty of water throughout the day. Take water after regular intervals of time.
- Be grateful for what you have. When you become grateful, you become limitless.
- Connect with the right people and grow your professional network.
- Review your progress to get feedback.
- Journal writing to focus on productive task.
- Stay motivated that you will see the light at the end of the tunnel.
- Relax and take proper sleep, as it improves your efficiency.
- Find sometime for your family as they are the most important pillars of your life.

2. Cover Letter Revision:

- Cover letter is not the replica of your resume.
- It's your opportunity to talk about your skills and experiences. If you need to explain any specific reason, maybe a gap year or leaving your last job, you may explain it in the cover letter.
- Talk about how you will fulfill the company's requirements.

- Cover letter is an opportunity to stand apart from others.
- The tone of the cover letter should match that of the company's, by keeping it's culture in mind.
- Use facts and number of past achievements to show your suitability.
- Make your opening line memorable.
- Keep your cover letter, focused on the job you are applying for.
- "To whom it may concern" is an over-used phrase in the cover letter and reduce the chances of catching attention of an interviewer. Research to find out who will read your cover letter. Address your letter to the particular HR or hiring manager.
- Keep your cover letter short and simple.
- Make 2-3 paragraphs only. Refer to the sample cover letter on the next page. These are sample formats for reference only.
- Use A 4 size paper to write your cover letter.

3. A telephonic Interview Reminder:

- Always wear a formal dress, even in a telephonic interview. This will reflect in your confidence. What you wear, reflects in your personality and psyche.
- Even if the person knows you or has communicated with you in the past, still introduce yourself.
- Smile a lot whenever you can, an interviewer can't see your smile, but can hear it.
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- Keep one more cellphone standby, in case some problem comes up with the network.
- Always sit straight on the chair, it psychologically does matter a lot.
- Take a deep breath before the interview call.
- If you think that you need more time to think about a particular answer, freely ask for time.
- Don't forget to express your gratitude to the interviewer for their valuable time and patience.
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- If you don't get any response within 7 working days, send a formal message and remind about the interview response.
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5. Company Research Key Takeaways:

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- Name of the founding member
- Director of the company
- Chief Executive Officer

b. Company:

- Foundation Date
- Head Quarter of the company
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- Number of Customers
- Number of countries in which the company works:
- Name of immediate competition

c. Statement:

- Vision Statement
- Mission Statement

d. Financial status of the company:

- Past financial quarter status
- Last one-year financial details
- When the company went for stock
- Number of investors

Do's List:

1. LinkedIn:
 - a. Connect with HR and freelancer.
 - b. Search jobs through LinkedIn search.
 - c. Engage with all your connections.
 - d. Write your own post according to your profile.
 - e. Share, comment and like posts of your connections to reach maximum audience.
 - f. Be visible to HR and companies.

2. Cover Letter:
 - a. Proof-read your cover letter.
 - b. Use vocabulary as per the standard of job profile.
 - c. Be honest, explain plainly in your cover letter.
 - d. Keep word limit between 200-350 words and only in 1 page of A4 size.
 - e. Font size should not be smaller than 12.

3. Video Interview:
 - a. Always smile and nod when you listen to the interviewer.
 - b. Use open palm gesture when you speak.
 - c. Put a glass of water on your table, in-case your interview goes on for a long time.
 - d. Sit straight in the interview.
 - e. Make eye contact or look at the camera of your system to show confidence.
 - f. Check your devices before the interview.

4. Group Discussion:
 - a. Make proper hand gestures and facial expressions.
 - b. Keep your voice calm and sober.

- c. Take small but significant pauses when you speak.
- d. Stay with the topic.
- e. Speak what is right, not what you feel.

5. General List:

- a. Do carry an extra copy of your resume.
- b. Proof-read your resume or ask a friend to proof-read your resume.
- c. Reach at least 15 minutes before the interview.
- d. Do comb your hair properly.
- e. Do use perfume only in moderation, prefer light perfume.
- f. Do take proper sleep a day before the interview.
- g. During a hand shake, hold the hand firmly, but not more than two seconds.
- h. Smile a lot, as it reduces the pressure of interview and augments your personality.
- i. Treat everyone with respect.
- j. Maintain eye contact with the interviewer.
- k. In the interview, answer the question and support your answer with relevant experience.
- l. If you are not sure, ask politely to repeat it. Asking for repetition is better than making a mistake.
- m. Do proper research about company and prepare for your expected questions wisely.
- n. Do sit properly in your chair and look confident.
- o. Use open palm gesture in the interview to look confident and create a better impression.
- p. Speak firmly, like conversation.

Don'ts List:

1. LinkedIn:
 - a. Don't send your outdated resume to your connections.
 - b. Don't forget to attach your cover letter with your resume. In last 1 years, I have not received even a single cover letter.
 - c. Don't send resume even before introduction. I often receive candidate resumes without introduction.

2. Cover Letter:
 - a. Don't use informal language in cover letter.
 - b. Don't use fancy font to grab the attention of the reader.

3. Resume:
 - a. Don't put your personal details on your resume.
 - b. Avoid photographs, use only if stated clearly.
 - c. Resume must not contain any family details.
 - d. Don't lie on a resume.
 - e. Don't exaggerate your achievements in your resume.

4. Video Interview:
 - a. Always smile and nod when you listen to the interviewer.
 - b. Use open palm gesture when you speak.
 - c. Put a glass of water on your table, in-case your interview goes on for a long time.
 - d. Sit straight in the interview.
 - e. Make eye contact or look at the camera of your system to show confidence.
 - f. Check your devices before the interview.

5. Group Discussion:

- a. Finger pointing is not acceptable in Group Discussion.
- b. Laughing too much comes under unpleasant manners.
- c. Don't interrupt other members while they speak.

6. General List:

- a. Don't carry too many things in the interview.
- b. Don't look at your watch continuously.
- c. Don't be hopeless and desperate in the interview.
- d. Don't avoid eye contact, as it shows lack of confidence.
- e. Don't talk about salary, until the interviewer invites you to talk about it.
- f. Don't make an excuse, as it creates a bad impression.
- g. Don't tap your feet on the floor.
- h. Don't talk ill about your present or past company.
- i. Don't give up hope in the middle of an interview, as things can turn around any time.
- j. Job searching and job switching are challenge tasks, don't look desperate in the interview.
- k. Don't put your hands on the interviewer's desk.
- l. Don't cross your arms in front of your chest.
- m. Don't argue with the interviewer.
- n. Don't interrupt the interviewer when he or she asks any question.
- o. Don't lie in the interview.
- p. Don't forget to show your gratitude for their time.

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RESOURCES PROVIDED FOR JOB SEEKER

List of resources:

1. Networking List
2. Appointment Schedule
3. Time Devotion List
4. Cover Letter Template
5. Review Progress File
6. Company Research File
7. Advanced Time Management
8. Notes List

Download:

1. Visit <http://jaideeparashar.com/the-essential-job-search-manual/>
2. Download the file as per your requirements.
3. Customize the files.

ABOUT THE AUTHOR

Jaideep Parashar is an author, counselor, and business consultant. He has worked in both corporate and government sector. His exceptional privilege of meditation in a Himalayan Town has shown him the path of a purpose and vision. He is a life long learner, reader, and has read hundreds of biographies, autobiographies and self-help books. After resigning from Govt. Job, he has moved to the corporate sector.

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