



PROJECTING SELF-ASSURED POSTURE

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What do job seekers ask about most often? What do they worry about? What are the trickiest part of the job-hunting process? The answer is "résumés and Interviews"! Whether you are looking for your first job or making a career change, at some point you will be sending out a résumé and someone will interview you.

A well designed résumé should: : Open doors to interviews with the employers you seek jobs with! Emphasize your success and unique strengths! Beat competition with a similar work history and education! Market yourself in terms of your skills, accomplishments and experiences into what your prospective employers can interpret well! Transform a blank piece of paper or your existing résumé into an irresistible advertisement for yourself! Help you in the interview preparation process! In today's competitive job market, companies are deluged with résumés and cover letters for a finite number of openings. Typically, employers will spend only 15-20 seconds on each résumé. The résumé is the employer's tool for eliminating candidates rather than the candidate's tool for gaining access to the company.

What is a résumé and why should you make a good résumé? It's something you probably never thought. It was - an advertisement for you - a well-written crisply prepared document that persuasively shows what you have to "sell" to an employer!

The primary purpose of a résumé is to get you interviews with the employers you want to see!

Some common complaints heard from recruitment managers are: The content is vague and confusing; Applicants have no idea what kind of jobs they are looking for; there is so much irrelevant information that it is hard to find out the important points; skills and accomplishments are not stressed; so many of the ones I see are sloppy and hastily prepared - not the kind of person you would want to hire; many are just visually unappealing; you just can't read them. Before applying to organizations, it is essential to target the companies that you wish to apply for and go about the job targeting process in a very methodical manner. It is important to discover one's skills, areas of expertise, utilise them to the best of your advantage and finally to make a right decision regarding your career interests, before you start applying for job interview calls. This way, you can be ensured of obtaining interview calls.

Covering letters when written well, helps trigger interest with the employers to peruse through the résumé. The cover letters should basically indicate the interest level of the candidates seeking jobs with organizations and should project their skills and accomplishments in line with organisation's requirements.

Once you have received that important job interview call, the next step is to "Survive Job Interviews."

Take Rahul, for instance who came for interview preparation assistance. He said " I have attended several interviews...but have been unable to get a job...where have I gone wrong? How should I handle sensitive/embarrassing questions?"

There could be several reasons for not succeeding in interviews. It could be lack of preparation or inability to handle sensitive/embarrassing questions or the inability to make that first impression. The reasons could be innumerable.

One of the key messages for interview success is that you should convey to the interviewer that you are seriously interested in a career in that particular field at that particular company. In addition to this you should do some homework about the company, its business, history, etc., before going for an interview. This way, you can impress the interviewer with your knowledge of that company, there by gaining a great advantage over your competitors.

What is a good job interview? It is a mutual exploration/exchange of information between the prospective employer and the candidate with the objective of seeing if a possible good match exists.

Interview preparation is important and how you conduct yourself during an interview can make even more of a difference. The overall impression you make is very important. Generally, your tone of voice, and your body language; capability, enthusiasm, confidence, flexibility, dependability, resourcefulness, easygoing manner, strong work ethic.

If you have a terrible interview, do not let it shake your confidence! Realise that everyone has a bad interview experience sooner or later. Learn from it, work on your performance, and keep looking for other opportunities.

The first minutes of the interview are the most important. An employer begins sizing up your potential the instant you walk in the room. Try to structure your responses in a way that conveys that you are someone the employer would want to hire. In other words, project yourself as someone who is likely to stay with the company for a number of years, who is achievement oriented, who will fit in well with the other people, who is likeable.
