



Gurukul Technicals Institute

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FREE EBOOK

ENGLISH, CAREERS AND VOCATIONAL SKILLS

Job Interviews and Resumes for Freshers

Prepare a resume, practise answers and make a good impression

INSIDE THIS BOOK

- Finding jobs safely
- Writing a fresher resume
- The cover message
- Preparing for the interview
- ...and 7 more chapters, practice questions and a glossary

Beginner

Students finishing school, college or a course

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Job Interviews and Resumes for Freshers

A step-by-step guide to your first job search. Learn where to find real openings, how to spot job scams, how to write a one-page fresher resume and a short cover message, and how to answer thirty common interview questions. It also covers group discussions, online interviews, following up, handling rejection and your first week at work.

WHO IT IS FOR	Students finishing school, college or a course
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LEVEL	Beginner
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SUBJECT AREA	English, careers and vocational skills
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WHAT IS INSIDE	11 chapters, practice questions with answers, and a glossary
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HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Finding jobs safely

A fresher is someone looking for their first job, with little or no work experience. Every working person was once a fresher, so do not feel shy about it. Employers hire freshers all the time, because freshers are keen to learn and bring new ideas.

Where to look

- **Your college or institute.** Many have a placement cell that brings employers to the campus. Keep your details updated with them.
- **Company websites.** Most companies list openings on a "Careers" page. Applying there is usually the safest route.
- **Well-known job portals and professional networking sites.** Create a complete profile and upload your resume.
- **Government sources.** The National Career Service portal of the Government of India lists jobs and job fairs, and the weekly Employment News lists government vacancies.
- **Newspapers and walk-in interviews.** A walk-in interview is one where you simply turn up with your resume on the given day and time.
- **People you know.** Teachers, seniors, relatives and neighbours often hear of openings first. Tell them clearly what work you are looking for.
- **Apprenticeships and internships.** These let you learn on the job, usually with a monthly payment called a stipend. They are a good first step when you have no experience.

Job scams

Some people pretend to offer jobs only to steal money or personal details. A job scam can look very real, with a company logo and an official-sounding letter.

SAFETY

Never pay for a job. A genuine employer does not charge a registration fee, training fee, security deposit, uniform charge or laptop charge to give you a job or an offer letter. If anyone asks you for money, stop all contact.

Watch for these warning signs:

1. You get an offer without any interview, or after a short chat on WhatsApp.
2. The pay is far too high for simple work, such as "Earn ! 40,000 a month from home by liking videos".
3. They give you small paid "tasks" first, then ask you to put in your own money for bigger tasks.
4. They ask for an OTP, your bank PIN, or photos of your Aadhaar and PAN before any interview.
5. They pressure you: "Only two seats left. Pay today or lose the job."
6. The email or letter has many spelling mistakes, or comes from a free email address rather than the company's own.

Overseas jobs need extra care. Fake foreign job offers have trapped people abroad and forced them to work for scam gangs. Before you accept any overseas job, check that the recruiting agent is registered with the Government of India through the eMigrate portal of the Ministry of External Affairs.

REMEMBER

If you have lost money to a job scam, call the national cyber crime helpline, 1930, as quickly as possible, and report it at cybercrime.gov.in. Reporting quickly gives the best chance of stopping the money.

Writing a fresher resume

A resume (also called a CV, and sometimes biodata in India) is a short document that tells an employer who you are, what you have studied and what you can do. An employer may look at it for less than a minute, so it must be clear and easy to scan.

The parts of a fresher resume

- 1. Name and contact details:** your name in large letters, your phone number, a sensible email address (your name, not a nickname) and your city. A full home address is not needed.
- 2. Profile:** two or three lines saying who you are, your main skills and the job you want.
- 3. Education:** your highest qualification first, with the name of the course, college or school, and the year. Add marks if they are good.
- 4. Skills:** software, typing speed, languages and other abilities you can prove.
- 5. Projects, training and internships:** what you did and what you achieved. An internship is a short period of work, often for students, to gain experience.
- 6. Activities and achievements:** sports, volunteering, prizes, positions such as class representative.

Personal details such as date of birth, religion, father's name and marital status are not needed on most private-sector resumes. Add them only if the employer asks. Do not add a photo unless the job post asks for one.

A sample resume

TEXT

ANANYA SHARMA
Jaipur, Rajasthan
Phone: 98XXXXXXX
Email: ananya.sharma@example.com

PROFILE

B.Com graduate with a certificate in computer accounting. Accurate with numbers, comfortable with spreadsheets, and keen to start as an accounts assistant.

EDUCATION

B.Com, [College name], Jaipur 2026
Class XII (Commerce), [School] 2023

SKILLS

- Accounting software: entries, invoices, bank reconciliation
- Spreadsheets: formulas, sorting, charts
- Typing: 35 words per minute
- Languages: Hindi, English

PROJECTS AND TRAINING

- Final-year project: recorded the monthly expenses of 20 local shops and presented the results as spreadsheet charts.
- One-month course in computer accounting.

ACTIVITIES

- Class representative, final year
- Volunteer, college book donation drive

Rules for a good resume

- Keep it to **one page**. Use one plain font, clear headings and enough white space.
- Begin each point with an action verb: built, organised, recorded, designed, led, completed.
- **Tell the truth**. Never invent a skill, mark or certificate. Employers check, and a false claim can cost you the job later.

- Match each resume to the job. Read the job post and use its words for the skills you really have. Many companies use an applicant tracking system, software that scans resumes for these words, so a simple layout without pictures or text boxes works best.
- Save it as a PDF with a clear file name, such as `Ananya_Sharma_Resume.pdf`.

Common resume mistakes

Mistake	Better
"Objective: to work in a reputed company"	Name the job and your real skills.
An email address like coolboy007	Use your name in your email address.
Every school prize since class 3	Keep only recent, relevant achievements.
Two or three pages	One clear page.
A selfie as the photo	No photo, unless the job post asks for one.

TIP

Print your resume and read it aloud slowly. You will catch spelling mistakes your eyes skipped on the screen. Then ask a teacher or friend to check it too.

CHAPTER 3

The cover message

A cover message is a short note you send with your resume. It tells the employer which job you want and why you suit it. By email, the note is the body of the email and the resume is attached.

A good cover message has five parts:

1. A polite greeting: "Dear Mr Mehta" if you know the name, or "Dear Hiring Manager".
2. Who you are and which job you are applying for.
3. Two reasons you suit the job, linked to what the job post asks for.
4. A line saying your resume is attached.
5. Thanks, your availability for an interview, and your name and phone number.

Here is the cover email Ananya sent:

TEXT

Subject: Application for Accounts Assistant
(fresher)

Dear Hiring Manager,

I am Ananya Sharma, a B.Com graduate from Jaipur, and I would like to apply for the Accounts Assistant position posted on your website.

I have completed a course in computer accounting, and in my final-year project I recorded and charted the expenses of 20 local shops. I am careful with figures and comfortable with spreadsheets.

My resume is attached. I am available for an interview at any time that suits you. Thank you for your time.

Regards,
Ananya Sharma
98XXXXXXX

If an employer asks you to apply by WhatsApp or text message, send a shorter version: a greeting, your name, the job, one line about your skills, and your resume as a PDF. Do not send voice notes or "Hi" with nothing else.

Before you press Send, check four things. Is the company name correct? (When you reuse a message, it is easy to leave another company's name in it.) Is the right file attached? Is the job title the same as in the post? Is the message short enough to read in under a minute?

REMEMBER

Always write a clear subject line. Avoid "Respected Sir", "Hi dear" and text-message spellings like "plz" or "u". Simple, polite, standard English makes the best first impression.

CHAPTER 4

Preparing for the interview

Good preparation is the biggest reason some candidates do well. Confidence comes from knowing you are ready.

Learn about the employer

Read the company's website: what it makes or sells, where it works, and any recent news. Read the job post again and list every skill it asks for. Next to each skill, write one example from your studies, project or life that shows you have it.

EXAMPLE

Imran in Lucknow is applying for an IT support job. He makes this table the night before.

The job post asks for	My example
Basic hardware and printer setup	Set up two printers and the Wi-Fi in our college lab
Good communication	Explained phone settings to elderly neighbours, step by step

The job post asks for	My example
Willingness to learn	Learned to set up a small office network from online tutorials

Now every claim he makes in the interview has a real story behind it.

Prepare your stories with STAR

Many questions ask you to describe something you did. The STAR method gives your answer a clear shape:

Letter	Stands for	What to say
S	Situation	Where and when it happened
T	Task	What you had to do
A	Action	What you did, step by step
R	Result	What happened in the end, and what you learned

Prepare three or four STAR stories before any interview: a team project, a problem you solved, a time you learned something quickly, and something you are proud of.

Practise aloud

Read the thirty questions in the next two chapters and answer each one aloud. Practise with a friend playing the interviewer, or record yourself on your phone. Your answers should sound natural, not memorised word for word.

Get your folder ready

- Several printed copies of your resume
- Original certificates and mark sheets, with one set of photocopies
- An identity card, such as your Aadhaar card
- Passport-size photos, a pen and a small notebook

TRY THIS

The evening before, check the address and plan to arrive 15 minutes early. Lay out your clothes and folder, and go to bed on time. Being calm and rested counts for more than last-minute reading.

CHAPTER 5

Questions about you

Employers ask these questions to understand who you are, how you think and how you speak. The sample answers come from two freshers: **Ananya**, a B.Com graduate applying for an accounts assistant job, and **Imran**, who has a diploma in computer applications and is applying for an IT support job. Use them as models, but build your own answers from your own life.

1. Tell me about yourself. Keep it to about a minute: education, skills, one achievement, and the job you want. Imran: "I'm Imran Khan from Lucknow. I've just completed a diploma in computer applications. I enjoy fixing computer problems, and I've set up printers and Wi-Fi for neighbours and our college lab. I'm looking for my first job in IT support."

2. What are your strengths? Name two strengths and prove each with an example. Ananya: "I'm accurate and patient. In my project, I checked over 600 entries and found every error before submitting."

3. What is your weakness? Choose a real but small weakness, and show what you are doing about it. Imran: "I used to be nervous speaking in front of groups. I joined a speaking club at college, and I now present much more confidently."

4. Why should we hire you? Link your skills to the job post. Ananya: "You need someone accurate with entries and spreadsheets. I've trained in exactly that, and I learn quickly."

5. Where do you see yourself in five years? Show that you want to grow, ideally with them. Imran: "I'd like to be handling bigger technical problems, perhaps leading a small support team, after learning a lot here."

6. What do you do in your free time? Answer honestly, and pick an interest that shows something good about you. Ananya: "I play badminton every morning, and I read about personal finance."

7. Why did you choose your course? Imran: "I was always the person at home who fixed the phone and the TV. I wanted to turn that interest into a career."

8. Tell me about a project you did. Use STAR, and say what you did. Ananya: "For my final-year project, I wanted to see how small shops track spending. I recorded the monthly expenses of 20 local shops for three months and charted them in a spreadsheet. I found that electricity and transport were their biggest costs, and I learned how to present figures clearly."

9. Describe a time you worked in a team. Ananya: "Four of us organised a book donation drive. I kept the records and tracked every donation in a spreadsheet. We collected over 300 books for a village school."

10. Tell me about a problem you solved. Imran: "Our lab's printer stopped printing before exams. I checked the cables, found an old driver, installed the right one, and it worked. I then wrote the steps on a card for the lab."

11. What is your greatest achievement so far? Choose something you worked hard for, and say why it matters. Imran: "Finishing my diploma with good marks while working part-time at a mobile repair shop. It taught me to manage my time."

12. How do you handle pressure? Ananya: "I make a list, do the most urgent task first and break big tasks into small steps. That's how I managed exams and my project in the same month."

13. Why are your marks lower in one year? / Why is there a gap in your studies? Be honest and brief, then move forward. Imran: "My father was unwell that year, and I helped at home. My marks improved again the next year."

14. Are you willing to relocate or work in shifts? Answer truthfully. If you have a limit, say it politely now; it is better than leaving the job later. Ananya: "I can work anywhere in Rajasthan. For a move further away, I would need to discuss it with my family first."

15. How do you keep learning? Imran: "I watch technical tutorials and practise on an old laptop. Last month I learned how to set up a small office network."

TIP

Keep most answers between thirty seconds and one minute. If the interviewer wants more, they will ask. Long answers lose attention.

CHAPTER 6

Questions about the job

These questions test whether you understand the job, the company and the working world. The last one, "Do you have any questions for us?", is your chance to ask something thoughtful.

16. Why do you want to work here? Mention something specific you learned about the company. Ananya: "Your firm works with many small businesses, and that's where my project experience lies."

17. What do you know about our company? Give two or three facts from your research. Imran: "From your website, I learned that you look after computers for schools and offices in Lucknow, and that you have recently started installing CCTV systems."

18. What do you think this job involves? Put the main duties from the job post in your own words. Ananya: "Recording daily entries, preparing invoices, matching the bank statement with the books, and helping at month end. I practised all of these in my accounting course."

19. You have no experience. Why should we take a chance on you? Imran: "I don't have office experience yet, but I've solved real problems for our lab and my neighbours. I learn fast and I'm ready to put in the effort."

20. What are your salary expectations? Before the interview, find out the usual pay for this role from the job post or from people working in the field. Then give a range: "Based on similar roles, I was hoping for ! to ! a month, but I'm open to discussing it." If you truly don't know, say: "I'd like to know the usual range for this role. Learning is my main aim right now."

21. When can you join? Give a real answer that you can keep. Imran: "I've finished my course, so I can join from next Monday."

22. Have you applied elsewhere? It is fine to say yes. "Yes, I'm applying to a few companies, but this role interests me most because..."

23. How would you handle an angry customer? Imran: "I'd listen without interrupting, apologise for the trouble, find out exactly what went wrong and tell them clearly what I'll do next. If I couldn't fix it, I'd pass it to a senior quickly."

24. What would you do if you made a mistake at work? "I'd tell my senior straight away, help fix it, and note what to do differently next time."

25. What would you do if you disagreed with your manager? "I'd ask to speak privately and explain my view politely, with reasons. If the manager still decided otherwise, I'd follow the decision."

26. Which software or tools can you use? List only what you can really use, and say how well: "I'm comfortable with spreadsheets and accounting software, and I type at 35 words a minute."

27. How do you organise your work? "I write a to-do list each morning, sort it by deadline and importance, and tick off tasks as I finish them."

28. What motivates you? Ananya: "Getting things exactly right. I like the moment when the accounts match."

29. Can you work without close supervision? Give an example. Imran: "Yes. Before exams, my teacher gave me ten lab computers to update and left it to me. I finished in two days and gave him a short note of what I had done."

30. Do you have any questions for us? Always say yes and ask one or two. Ananya: "Yes, thank you. What training do new staff receive?" More good questions are listed in the chapter on what to do after the interview.

REMEMBER

Never speak badly about a former college, teacher or employer in an interview. It makes the listener wonder what you will say about them one day.

CHAPTER 7

HR rounds, technical rounds and group discussions

Many companies interview freshers in stages, called rounds. Each round has a different purpose.

Round	What it checks	How to prepare
Aptitude test	Basic maths, reasoning and English	Practise sample papers with a timer.
Technical round	Knowledge of your subject and practical skill	Revise your course; be ready for a test, such as typing, a spreadsheet task or a small program.
HR round	Attitude, communication, salary, joining date	Practise the questions in this book aloud.
Group discussion	Teamwork and speaking in a group	See below.

HR stands for human resources, the department that hires people and looks after staff matters.

EXAMPLE

A typical aptitude question: "A shirt costs ₹ 800. The shop gives a 10% discount. How much do you pay?" Ten per cent of ₹ 800 is ₹ 80, so you pay ₹ 800 – ₹ 80 = ₹ 720. Practise questions like this until you can do them quickly without a calculator.

The technical round depends on the job. An accounts candidate may be asked to pass (record) a simple journal entry or explain a bank reconciliation. An IT support candidate may be asked what they would check if a computer does not start. A data entry candidate may take a typing test. A programming candidate may be asked to write a short program. Revise the basics of your own subject well, because interviewers for fresher jobs usually ask about the basics.

In a technical round, you may get a question you cannot answer. Do not guess wildly. Say honestly: "I'm not sure about that, but this is how I would find out," and describe the steps. Interviewers respect honesty far more than bluffing.

The group discussion

In a group discussion (GD), a small group of candidates discusses a topic while evaluators watch. Topics can be general, such as "Should mobile phones be allowed in schools?", or about current events.

- 1. Listen** to the topic carefully. Take ten seconds to note two or three points.
- 2. Start** the discussion if you have a clear point; it shows confidence. If not, join early with a good point.
- 3. Support your points** with examples and simple facts you are sure of.
- 4. Respect others.** Do not interrupt or shout. Bring in a quiet member: "Priya, what do you think?"
- 5. Summarise** at the end if you get the chance.

EXAMPLE

Useful GD phrases: "I'd like to add a point..." · "I agree with Rahul, and I'd add that..." · "I see it a little differently, because..." · "To sum up, most of us feel that..."

CHAPTER 8

Online and phone interviews

Many first interviews now happen on a video call or by phone. They need the same preparation as a face-to-face interview, plus some technical checks.

Before a video interview

1. Install the app named in the invitation and test the link a day before.
2. Charge your laptop or phone, and keep a backup internet option, such as a mobile hotspot.
3. Sit facing a window or a lamp, so light falls on your face, not behind you.
4. Choose a quiet room with a plain wall behind you. Tell your family the time so you are not disturbed.
5. Keep the camera at eye level. A few books under the laptop will do.
6. Put your phone on silent and close other apps and notifications.

During the call

- Dress fully and neatly, as you would for an office.
- Look at the camera, not at your own picture, when you speak. This feels like eye contact to the interviewer.
- Keep your resume and a notebook beside you, but do not read your answers.
- If the call drops, rejoin quickly. If you cannot, send a short message: "My connection dropped. I'm rejoining now."

Some companies use a recorded video interview: questions appear on the screen and you record your answers within a time limit. Prepare exactly as for a live call, and use any practice question the system offers to check your camera and sound.

For a **phone interview**, sit in a quiet place with your resume, a pen and paper in front of you. If the line is unclear, say "Sorry, could you repeat that, please?" rather than guessing the question. Smile while you speak; it makes your voice sound warmer.

TRY THIS

Ask a friend to interview you on a video call for ten minutes. Record it if you both agree. Watch it back and check your light, sound, background and how often you looked at the camera.

CHAPTER 9

Dress, body language and the interview day

People form a first impression within moments of meeting you. Neat clothes and calm body language help that impression match your real ability.

What to wear

- Clean, ironed, simple clothes in plain colours.
- A formal shirt and trousers with formal shoes and a belt, or a salwar kameez, saree or formal shirt and trousers. All are fine for an interview.
- Neat hair, trimmed nails, and little or no perfume.
- Clean, polished shoes. Shoes are easy to forget, so check them too.

Body language

Body language is what your posture, face and hands say without words.

Do	Avoid
Greet with a smile, and a handshake or a namaste	A weak, limp handshake or no greeting
Sit up straight, leaning slightly forward	Slouching or leaning back in the chair
Look at the interviewer's face while talking	Staring at the floor or the ceiling
Keep your hands still and relaxed	Playing with a pen, your hair or your phone
Nod to show you are listening	Crossing your arms or checking the time

On the day

1. Reach 10 to 15 minutes early. Use the time to calm down and check your folder.
2. Switch your phone to silent before you enter the building.
3. Be polite to everyone: the guard, the receptionist and other candidates. Some employers ask them for their opinion.
4. Wait to be asked to sit. Say "Thank you" when you do.
5. At the end, thank the interviewer and ask about the next step.

REMEMBER

Nervousness is normal, and interviewers expect it from freshers. Breathe slowly before you go in: breathe in for four counts and out for six. Then speak a little slower than usual.

CHAPTER 10

After the interview

The interview is not over when you walk out. What you ask at the end, and what you do in the next few days, also count.

Questions to ask

When the interviewer asks "Do you have any questions?", ask one or two of these:

- "What would a normal day in this job look like?"
- "What training do new staff receive?"
- "What would you expect me to achieve in the first three months?"
- "What are the next steps in the selection process?"

Do not ask about leave, salary hikes or holidays in a first interview, unless the interviewer brings them up.

Following up

Send a short thank-you email within a day: thank them for their time, mention one thing you discussed, and repeat your interest in the job.

For example:

TEXT

Subject: Thank you for the interview,
Accounts Assistant

Dear Ms Kapoor,

Thank you for meeting me today. I enjoyed learning how your team handles accounts for small businesses, and I am even keener to join you. Please let me know if you need anything more from me.

Regards,
Ananya Sharma

If they gave you a date for the result and it passes, send one polite follow-up message a few days later. Do not call again and again.

Handling rejection

Almost everyone faces rejection many times before getting a job. It does not mean you are not good enough; often another candidate simply fitted that job a little better.

1. Feel disappointed for a day, then move on.
2. If you can, politely ask for feedback: "Could you tell me one thing I could improve?"
3. Write down the questions you found hard, and practise them.
4. Keep a simple list of every application: company, job, date, result. It shows your progress and stops you from losing track.

TIP

Treat every interview as practice, even one you are not sure you want. Each one makes the next easier.

CHAPTER 11

Your first week at work

Congratulations! Read the offer letter, the letter that offers you the job, carefully before you accept: the job title, pay, working hours, place of work and joining date. Ask HR about anything unclear. Remember that you should never have to pay to receive an offer letter.

Joining day

Carry your offer letter, identity proof, certificates, passport-size photos and bank account details for your salary. There will be forms to fill in, and you may sign an appointment letter, the formal letter confirming your job. Read before you sign.

Settling in

- **Be on time**, every day, from day one.
- **Learn names**. Write down the names and roles of the people you meet.
- **Ask questions and take notes**. It is much better to ask than to guess and make a mistake.
- **Understand what is expected**. Ask your manager what good work looks like and how it will be checked.
- **Protect company information**. Never share passwords, client details or office files with anyone outside.
- **Stay out of gossip**, and be friendly and respectful to everyone.

Communicating at work

If you will be late or are unwell, tell your manager before your start time, by the method your office uses. Reply to work messages within the working day, even if only to say "I've seen this and will reply by tomorrow." When you finish a task, say so: managers like to know where things stand without having to ask.

Your first salary

Your salary will usually be paid into your bank account. Each month you may get a payslip, which shows your pay and any amounts taken out, such as for a provident fund (a savings scheme for your retirement). If you do not understand a line on it, ask HR.

Everyone deserves to feel safe at work. If anyone's behaviour makes you uncomfortable, tell HR or a senior you trust. In India, larger workplaces must have a committee to handle complaints of sexual harassment, and HR can tell you how to reach it.

DID YOU KNOW

Many companies have a probation period at the start, a trial time during which both you and the employer see whether the job is a good fit. Your offer letter will say if there is one, and how long it lasts.

Practice questions

1. What is a fresher?
2. Name four places where a fresher can look for jobs.
3. A company asks you to pay a "registration fee" before an interview. What should you do?
4. List three warning signs of a job scam.
5. Which helpline number should you call quickly if you lose money to a job scam?
6. What should you check before accepting an overseas job through an agent?
7. Name the six main parts of a fresher resume.
8. How long should a fresher resume be?
9. Why should a resume use a simple layout without pictures or text boxes?
10. Give three action verbs you could use in a resume.
11. What are the five parts of a cover message?
12. What does each letter of STAR stand for?
13. How long should most interview answers be?
14. How should you answer "What is your weakness?"
15. How can you answer a salary question without stating a number you are unsure about?
16. What should you say in a technical round when you do not know an answer?
17. Give two rules for behaving well in a group discussion.
18. Where should you look when you speak in a video interview, and why?

19. List three things to avoid in your body language.
20. Give two good questions to ask at the end of an interview.
21. When should you send a thank-you email after an interview?
22. What four things should you check in an offer letter?

ANSWER KEY

Answers

1. Someone looking for their first job, with little or no work experience.
2. Any four of: the college placement cell, company careers pages, well-known job portals, the National Career Service portal, Employment News, newspapers and walk-in interviews, people you know, and apprenticeships or internships.
3. Refuse and stop all contact. Genuine employers never charge for a job.
4. Any three of: an offer without an interview; pay far too high for simple work; paid "tasks" followed by a request for money; requests for an OTP, PIN or ID photos; pressure to pay quickly; spelling mistakes or a free email address.
5. 1930, the national cyber crime helpline. Also report at cybercrime.gov.in.
6. That the recruiting agent is registered with the Government of India through the eMigrate portal.
7. Name and contact details; profile; education; skills; projects, training and internships; activities and achievements.
8. One page.
9. Because many companies use applicant tracking systems that read plain text more easily, and a simple page is easier for people to scan.
10. For example: built, organised, recorded, designed, led, completed.
11. A greeting; who you are and the job; two reasons you suit it; a line about the attached resume; thanks, availability and contact details.
12. Situation, Task, Action, Result.
13. Usually between thirty seconds and one minute.

- 14.** Name a real but small weakness and explain what you are doing to improve it.
- 15.** Give a range based on research, or say you would like to know the usual range and that learning is your main aim.
- 16.** Say honestly that you are not sure, and explain how you would find out.
- 17.** Any two of: listen carefully; support points with examples; do not interrupt or shout; bring in quiet members; summarise at the end.
- 18.** At the camera, because it looks like eye contact to the interviewer.
- 19.** Any three of: slouching, crossing your arms, avoiding eye contact, fidgeting with a pen or phone, checking the time.
- 20.** For example: "What would a normal day in this job look like?" and "What training do new staff receive?"
- 21.** Within a day of the interview.
- 22.** The job title, the pay, the working hours, the place of work and the joining date (any four).

WORD LIST

Glossary

Applicant tracking system

software that many companies use to sort and scan resumes for key words.

Appointment letter

the formal letter that confirms your job and its terms.

Aptitude test

a test of basic maths, reasoning and language skills.

Body language

the messages your posture, face and hands send without words.

Cover message

a short note sent with a resume, saying which job you want and why you suit it.

Follow-up

a polite message sent after an interview to thank the employer or ask about the result.

Fresher

a person looking for their first job.

Group discussion

a selection round in which candidates discuss a topic while evaluators watch.

HR (human resources)

the department that hires people and handles staff matters.

Internship

a short period of work, often for students, to gain experience.

Job portal

a website or app that lists job openings.

Job scam

a fake job offer used to steal money or personal details.

Offer letter

a letter from an employer offering you a job.

Placement cell

the office in a college that helps students find jobs.

Probation

a trial period at the start of a job.

Profile

the two or three lines at the top of a resume that sum you up.

Recruiting agent

a person or firm that finds workers for employers, often for jobs abroad.

Resume

a short document listing your education, skills and experience.

Round

one stage of a company's selection process.

STAR method

a way to answer questions by describing the Situation, Task, Action and Result.

Technical round

an interview stage that tests your subject knowledge and practical skills.

Walk-in interview

an interview you attend without an appointment on a given day and time.



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