

CV Preparation & INTERVIEW Tips

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AGENDA

1

CV preparation

2

Interview Tips

CURRICULUM VITAE

...an overview

First things first,

- **What is a CV ?**

Latin for “**course of life**”

- **How much time do you think a prospective employer spends on a CV?**

Usually, not more than **30 sec**

KEY ELEMENTS TO INCLUDE IN YOUR CV

...the absolute essentials

Contact information

- Mobile phone, Email
- LinkedIn, Twitter profiles

Summary

- Your personal statement highlighting skills, achievements and what you bring to the table

Academic Details

Skills

Internships

Academic Projects

Extra curriculars

- Position of Responsibility
- Achievements
- Projects from competitions

Additional information

- Languages
- Interests
- Personal blog etc

COMMON MISTAKES IN THE LAYOUT

- **Font size too small**
 - The minimum should be 10 (11 is better)
- **Too much continuous text**
 - Use bullet points instead. It is extremely tiring to read continuous text on a resume
- **Excessive use of bold, underlining, italic**
 - Use this powerful feature to really highlight areas of impact
- **Running into multiple pages**
 - Ideal length is 1 page
- **Either too much or too less white space**
 - Create white spaces to declutter and improve readability

COMMON MISTAKES IN THE CONTENT

- **Spelling mistakes**
- **Inconsistent use of tenses**
 - **Analyzing & designed** solution to fix ABC
- **Repetitions leading to poor usage of space**
 - **Winner- Olympiad.....2009**
 - **Winner-Olympiad.....2008**  **✓ Winner, Olympiad.....2009, 2008**
- **Too many acronyms**
 - **Project SLATE to conduct RCA resulting in 70% OEE**
- **Verbose statements describing project, but lacking to show real impact of the work**
 - **Created user form via VBA to allow easy data entry and minimize errors for weekly report**
 - **Using VBA created enhanced user form eliminating manual errors challenge and saved 3 mandays/week for the team**
- **Under-valuing/ under-selling your contribution**
 - **Assisted in preparing logistics and event planning for 500 students**
 - **Led/coordinated the logistics planning and virtual delivery for ABC event that attracted 500 students from various universities, largest turnout in last 5 years**

WHETHER INTERNSHIP, ACADEMIC PROJECT OR EXTRA CURRICULARS

QUANTIFY YOUR IMPACT

REFLECT...

- **What was the problem statement?**
- **What did you learn?**
 - About the industry
 - About working in teams
 - About navigating complex/ambiguous challenges

REFLECT EVEN MORE...

- **What was your contribution?**
 - What problem did you solve?
(*shows your capacity to think and solve problems*)
 - What recommendations you made
(*shows how you apply your learning*)
 - Was your recommendation implemented?
(*shows quality of your work*)
- **What was the impact?**
 - Cost saving?
 - Operational efficiency?



Designed a marketing pitch for the new coding club

Designed a marketing pitch for the new coding club, securing cash sponsorships of INR 50k from 2 Fortune 500 companies

WHAT GOOD DOES NOT LOOK LIKE?

...lets review few examples!

Example 1:
Both LAYOUT and CONTENT
needs improvement

1. Too much
White space

EDUCATION

██████████ | Industrial and Systems Engineering Aug 2017 - Present

- Bachelor of Engineering
- Minor in Computer Science
- Minor in German
- Science and Technology scholarship
- Expected to graduate in May 2021
- CAP: 4.57/5.0

██████████ Student Exchange Program Apr 2020 – Aug 2020

- Took four modules on economics, project management, operations research in energy industry and in automobile industry each
- Experienced German university teaching styles and worked with local as well as international students for projects. Learnt to cope with different working styles of people with different cultural backgrounds
- Gained solid knowledge and understanding for the four modules taken

██████████ | Language Immersion Award Jun 2018 – Jul 2018

- Strengthened my German written and spoken skills
- Gained a deeper understanding of the German and European culture through learning and interacting with the locals

WORK AND INTERNSHIP EXPERIENCES

██████████ | Teaching Assistant Aug 2020 – Present

- Worked as the lab tutor for the module Systems Thinking and Dynamics. Helped with conducting the lab session and explaining the related concepts regarding the software used: the Stella Architect, and the module in general
- Learnt to view the subject in different perspectives w and way of thinking in order to answer their queries

2. Page number
missing

██████████ | Production Coordinator Intern Jan 2020 – Feb 2020

- Worked at Micron factory in Xi'an, China and helped with production-related activities, like production-related data and safety projects
- Helped to build an excel macro to better manage and analyze production-related data, and also contributed my own understanding towards the safety-related project
- Exposed to the complete production line, and gained knowledge and experience in production, inventory management etc.

██████████ | Business Development Associate May 2019 – Aug 2019

- Worked under the Siemens PLM Software summer internship program, and was assigned two business projects that could help the company with its business development
- Made achievements for both projects, helped much with the early business development of one product particularly which is still in its incubation stage
- Learnt much about working for business related projects and the industry knowledge

██████████ Jul 2018 – Aug 2018

- Taught a group of students from alma mater back in China English to prepare them for overseas education opportunities
- Targeted different areas like grammar, essay writing or pronunciation for different students helped them to improve
- Helped a majority of them to pass the exam and obtain the overseas studying opportunity

CO-CURRICULAR ACTIVITIES AND VOLUNTEER EXPERIENCES

██████████ | Subcommittee member Feb 2019 – August 2019

- Facilitated a number of club events
- Helped with the nationwide photographic competition – "Montage" organized by the NUS Photography Society annually as well as its final exhibition at the National Museum of Singapore
- Learnt event planning and project management skills

ADDITIONAL INFORMATION

- Fluent in English and Chinese (both spoken and written) and basic in German (both spoken and written)
- Proficient in Microsoft Office (including advanced functionalities such as various add-in solvers and data analysis tools), capable in programming languages C, Java and python
- Enjoy doing sports such as Badminton and Basketball
- Avid in photography

3. Verbose, no
impact

4. Verbose, no
impact

WHAT GOOD DOES NOT LOOK LIKE?

...lets review few examples!

Email: [REDACTED] Mobile: ([REDACTED])

EDUCATION

- [REDACTED] (Aug 2019 – Jun 2020)
Master of Science (Mechanical Engineering) / GPA: 4.50/5.00
- [REDACTED] (Jul 2015 – May 2019)
Bachelor of Technology (Mechanical Engineering) / GPA: 8.95/10.00

INTERNSHIPS

- [REDACTED] (Dec 2018 – Apr 2019)
Reducing Inventory Gaps Using the Principles on Industry 4.0
 - Analyzed 5 months of data for 450 models of automotive glass from Oracle ERP and MS Excel and ran a Pareto analysis to narrow down the models causing inventory record issues.
 - Developed a system to improve inventory records of finished goods up to 70% using Quality Control tools and employed FMEA to analyse the failure possibilities for proposed solutions.
- [REDACTED] (May 2018 – Jun 2018)
 - Part of a 5 member team to analyse conversion of 2-wheel to 4-wheel drive in an ATV.
 - Identified the engagement issue of rear output sliding gears with the dog teeth of the main drive gear in the transfer case and solved the issue by dismantling, re-working and assembling it.
- [REDACTED] (May 2017 – Jun 2017)
 - Studied the manufacturing methods and assembly of different types of pulverisers.
 - Suggested a method to improve a pulveriser's manufacturing process to reduce the production time of the bowl mill by 3 minutes by adjusting the rotation speed of the lathe spindle.

ACADEMIC PROJECTS

- [REDACTED]
 - Determined temperatures of 184 interior points with boundaries divided into 400 elements in a variety of two-dimensional geometries using Boundary Element Method.
 - Adopted a Meshfree Approximation Method to reduce computational load and numerically analysed scenarios in MATLAB involving fluctuations in boundary conditions in the geometries.
- [REDACTED]
 - Brainstormed a mobile application idea to eliminate the need for an intermediary to procure fuel for bunkering purposes and proposed a platform to directly connect suppliers and customers.
 - Analyzed the fuel supplier network and propositioned a model to reduce ordering time.
- [REDACTED]
 - Designed tubes of an integrated solar collector with the capacity store heat up to 45°C using SolidWorks and finalised the design in Catia V5.
 - Evaluated tube material, cross-section and phase change material using simulations with various heat transfer conditions in Ansys and constructed a working prototype.

AWARDS & ACHIEVEMENTS

- [REDACTED] (Aug 2019 – Jun 2020)
Certificate of Academic Excellence
Top 15 percentile with a GPA above 4.0
- [REDACTED] (Jun 2018 – May 2019)
Dean's Scholarship for Academic Excellence
Top 2 percentile

CO-CURRICULAR ACTIVITIES & COMMUNITY SERVICES

- [REDACTED] (Jun 2015 – May 2016)
Completed Diploma in Sanskrit (First Class)
- [REDACTED]
Organised animal well-being camp for the National Social Service by leading a team of volunteers.

PAPER PRESENTATION / CONFERENCE ATTENDED

- [REDACTED]
Presented a paper on "Fabrication of Al-Cu-SiC composite using conventional and two-step sintering".
 - Utilized powder metallurgy to obtain composite made of Aluminium, Copper and Silicon Carbide.
 - Calculated Vickers' hardness of samples obtained from conventional and two-step sintering.

SKILLS AND CERTIFICATIONS

- [REDACTED]
Digital Skills: ADAMS, AutoCAD, PTC Creo, Minitab and Arduino
- [REDACTED]
Certifications: Mechanics – Motion, Forces, Energy and Gravity from Particles to Planets (Coursera), Excel Skills for Business Specialization (Coursera), Becoming a Six Sigma Black Belt (LinkedIn)

Example 2:
Good CONTENT,
LAYOUT needs
cleanup

Example 3:
Clean LAYOUT,
CONTENT needs
more polishing

[REDACTED]
+65 [REDACTED] [REDACTED]@gmail.com

EDUCATION

[REDACTED] Aug 2017 - Present
Bachelor of Engineering (Chemical Engineering), Honours
Current CAP: 4.20
Expected Date of Graduation: May 2021

WORK AND INTERNSHIP EXPERIENCES

[REDACTED]cher Apr 2020 – Jun 2020

- Studied surface reaction chemistry of catalysts using Density Functional Theory methods
- Performed simulations of Hydrogen on CuZn nanoparticles using High Performance Computer systems
- Obtained successful results that contributed to a manuscript which has been submitted for publication

[REDACTED] Jan 2020 – Apr 2020

- Analyzed composition of metal samples using ONH analyzer and Arc-Spark Optical Emission Spectrometer
- Improved attendance system which allowed worker's salaries to be calculated more efficiently
- Devised innovative ideas with a team which led to the improvement of safety standards regarding equipment usage

[REDACTED] Dec 2018 – Dec 2019

- Researched on the feasibility of customizable drugs using High-Performance Liquid Chromatography analysis
- Designed drug models using AutoCAD software and constructed them using a 3D-printer
- Mentored new students that embarked on the project allowing for continuity of the project

CO-CURRICULAR ACTIVITIES

Leadership

[REDACTED] Aug 2018 – May 2019

- Led the team during trainings and Inter Hall Competition
- Developed targeted training regimes to improve individual weaknesses of team members
- Improved the team's standing in the Inter Hall Competition from 6th to 4th

[REDACTED] Dec 2013 – Jan 2014

- Led the expedition up Mount Seoraksan, Korea successfully and efficiently despite the harsh weather conditions
- Created a duty roster which ensured daily tasks were evenly distributed among team members
- Organized a volunteer project to build multiple toilets which greatly assisted an elderly community

ADDITIONAL INFORMATION

- Skills: AutoCAD, Aspen HYSYS, Microsoft Office, Six Sigma White Belt Certification
- Languages: English (proficient written and spoken), Tamil (written and spoken)
- Volunteer Experiences:
 - Chen Su Lan Methodist Children's Home (Weekly Tutoring)
 - HCA Hospice Care (Bimonthly planning and conducting of activities)
- Interests: Sports enthusiast, travel and food lover

ALGO TO CREATE A WINNING CV

...if there could be one !

Activity	Approx. Time required
Create a Master CV (4/5 pages)	1 or 2 weeks
Trim it to 1-2 pages	1 week
Run through your buddy/mentor/seniors/alumni	--
Embed the feedback	2 days
Run through your buddy/mentor/seniors/alumni	---
Finalize	3 days

**Congratulations, you made great first impressions !!
Your winning CV got you to 1st round of interview!!**

**Now, are you ready to
ace the interview?**



TYPES OF INTERVIEWS

Focus for
today

Technical

Core subject specific

- Case studies
- Coding

Behavioral

Questions that deal with
**past work experience and
situations**

- Tell me about a time when you handled a challenging situation.

Situational

Questions that deal with
**hypothetical situations in
the future** and what you
would do in that situation

- What would you do if you are assigned a task that you have never done before?

HOW TO PREPARE FOR INTERVIEWS

...the first step

"Knowing yourself is the beginning of all wisdom." - Aristotle

- **Start with writing your auto-biography**
Your life story is unique, so learn to tell it impactfully !!
 - Spend time to reflect and really know who you are
 - What's your life story?
 - What experiences shaped you into who you are today?
 - Which experiences are etched in your memories?
 - Think of every single achievement and learning moment?
- **This auto-biography will be your go-to reference not just NOW but for years to come in your career**
- **This will help you identify most appropriate examples from your life that can be used to answer any behavioral interview question**
 - Use the handbook we share today to start drafting your responses to such questions
 - Apply STAR framework to structure your answers in a logical way

STAR FRAMEWORK

... Situation, Task, Actions & Results

This model helps to construct sentences to meet the set selection criteria

Situation

- **Set the context** by describing the circumstance where you used the skills or qualities and gained the experience.

Task

- What was **your role** in completing this task?

Actions

- What **you did and how** you did it.

Results

- What **you achieved**. Relate this to the position you are applying for.

INTERVIEW IS A CONVERSATION, NOT AN INTERROGATION!

...getting ready!

Interviews are about getting more insights into the role, building a relationship with the interviewer, and highlighting how you can add value

- ✓ Prepare detailed notes and answers to possible questions
- ✓ Apply STAR framework
- ✓ Practice in groups with batchmates
- ✓ Give mock interviews

The more you practice...

...The more ready you are to have the CONVERSATION !

All the best!!!