

CAREER GROOMING TALK



The Components of a Great Career Grooming Etiquette

4th December 2020

10:00am - 11:30am

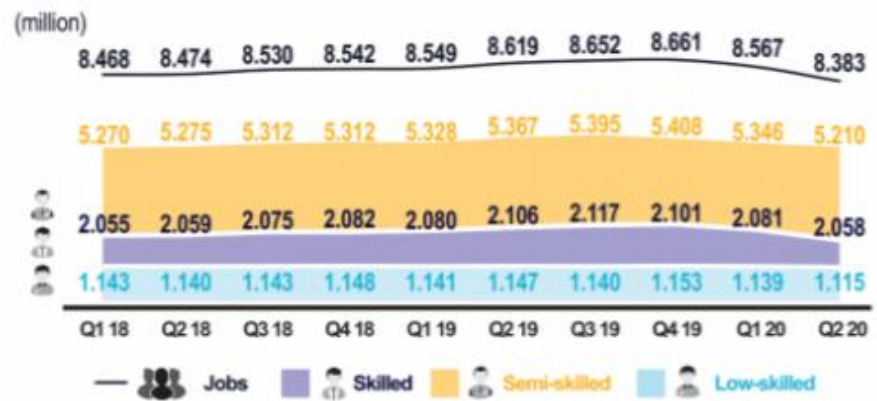
Google Meet



Hazi Hafizah Usolludin
International Islamic University Malaysia (IIUM)

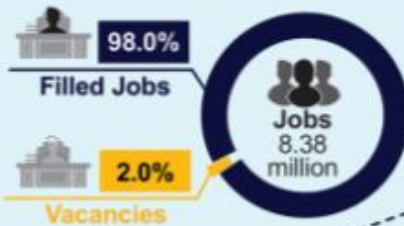
EMPLOYMENT STATISTICS SECOND QUARTER 2020

Total jobs in private sector dropped by **236 thousand** year on year to **8.38 million**

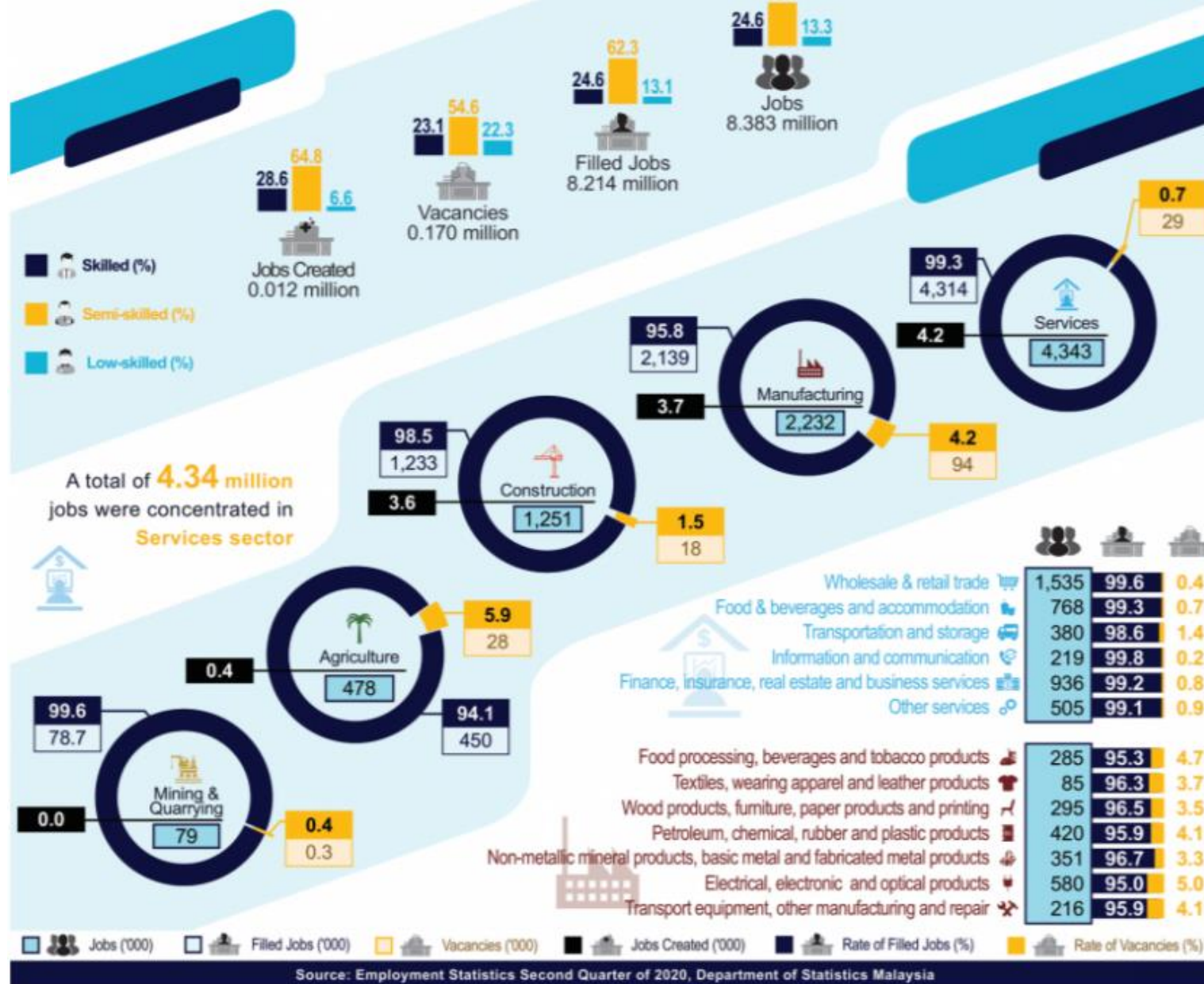


Notes: The sum of a category may differ from the total number of jobs due to independent rounding

98.0 per cent of jobs were filled



62.1 per cent jobs in private sector were in semi-skilled category



EMPLOYMENT STATISTIC Q2 2020

Let the applicant talk. Don't rush through your questions.

A great interview sounds just like any other engaging conversation. Communicate with the applicant properly and take time to think about your next questions.





Etiquette in Job Application



What does the company want?

Study the job post and learn what kind of person the position needs. Keep in mind the company's principles and goals while evaluating every potential employee.

What's Next!





How to apply for JOB!



- Search job thru Company Website, Job ONLINE, Social Media, Printed Job Vacancy, or Referral.
- Research the company about their company mission, current projects, and available positions.
- Search for jobs that fit your strengths and skill set.



- Write a resume that highlights your education, skills, and experience.
- Tailor your resume to each job description. Focus mostly on the skills and education you have that are directly related to the job you're currently applying for



- Ask at least 2 people to be references for you. Talk to the people you want to use as references to make sure they're okay with you providing their information to the employer.



How to apply for JOB!



- Write a cover letter. A cover letter is your chance to tell the employer exactly why you want the job and why they should hire you over the other candidates. Use an enthusiastic tone in your cover letter to convey your excitement for the job.



- Update your LinkedIn profile (you must have one). You don't need a LinkedIn profile to get a job, but it may help employers get more information about you. Make sure all of the information on your profile is current and accurate.



- Make sure your online presence is squeaky clean. Employers and recruiters often scour the internet looking for you, and any negativity they see may make them eliminate you as a candidate for the job.

A Cover Letter to Impress!

Cover Letter Format

1 Date and contact information
2 Salutation/greeting
3 Opening paragraph
4 Middle paragraph(s)
5 Closing paragraph
6 Complimentary close and signature

Anne Galindo
(123) 456-7890
anne.smith@email.com

January 23, 20XX

Dear Hiring Manager,

I'm excited to be applying for the Web Developer position at [Company Name]. I've been programming websites and using CSS to create user-friendly experiences since I was in middle school, so it's always been a passion of mine. I've also been intrigued by your company since it won Most Innovative at the National Web Development Awards two years ago. I strive to stay on the cutting-edge of web design and development, so when I saw this job posting, I knew I had to apply.

During my previous role at [Company Name], I built a website completely from scratch for a recently rebranded business, both ahead of schedule and within budget. I started by gathering requirements from my clients and holding a focus group to perform user research. My favorite part about web design is building a solution that impresses the client and meets the needs of users and customers. My new website was responsive, extremely fast, and included the latest e-commerce features. After launch, I continued to lead optimization efforts. Through A/B testing, I improved the click-through rate by 10% and reduced the bounce rate on the website's landing page by 35%. As your Web Developer, I would bring these skills to develop websites that exceed the expectations of clients and customers, and drive real business results.

One of the factors that really attracted me to this role is that [Company Name] values giving back to the community. In my spare time, I run free web development workshops for at-risk youths. In these workshops, I teach them the basics of HTML/CSS and JavaScript and serve as a mentor. As I grow in my career, applying my skills to help others and make an impact on the world becomes more important—I believe this role would give me that opportunity.

Thank you for your consideration and time. I'm looking forward to learning more details about the position and company.

Sincerely,
Anne Galindo

indeed
career guide

- A cover letter is a 250 - 400-word document that convinces the hiring manager of your competence.
 - A cover letter goes in your job application alongside your resume.
- Your introduction to the cover letter should grab the hiring manager's attention and keep it all the way until the conclusion.
- There are 2 main topics you need to include in your cover letter: why you're the perfect candidate for the job & why you're passionate about working in the company you're applying to.
- Most of the content of your cover letter should be factual, without any fluff or generalizations.

A WORD THAT MAY CHANGE THE PEOPLE PERCEPTION



"I have good communication skills....."

"I believe I have a sense of communication because i had organise a small technical seminar at the university where i needed to contact the speakers, arrange the seminar venue, invite the attendees, attract sponsor etc."

- "I haven't been contacted yet," or "How long will it take for you to go through the applications?"
- "Have any decisions been made," or "Can you give me a little information about the hiring time frame?"

EMAIL Job Application

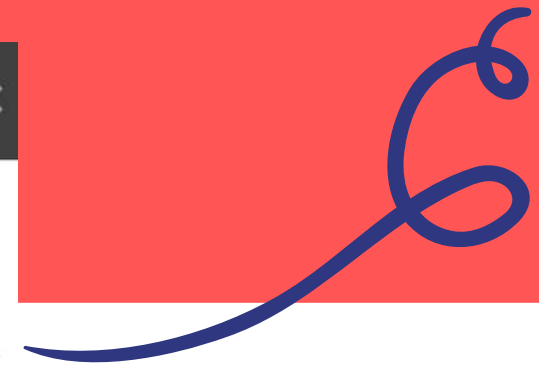


New Message [Close] [Maximize] [Refresh]

From Hazi Hafizah Usolludin <hazieusolludin@gmail.com> Cc Bcc

To

Subject



01

02

- To set up a professional email account for your job search. Avoid unprofessional email addresses like partyperson@email.com. Stick to addresses that simply include your name and some numbers.
- Your document should be sent in PDF format. Use your name as the file name, so the employer knows whose resume and cover letter it is

[Undo] [Redo] Sans Serif [Font Size] [Bold] [Italic] [Underline] [Text Color] [List] [List] [List]

Send [Text Color] [Attach] [Link] [Emoji] [Image] [Video] [More] [Trash]

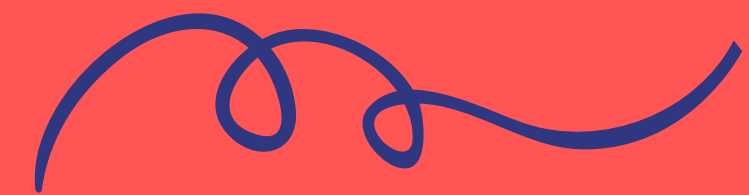
A TIPS FOR EFFECTIVE JOB HUNTING



More than 80% of students who had full time jobs before graduation connected face-to-face with employers

- Employers interviewing on campus
- Speaking with company representatives
- Attending employer information sessions

- Attending career fairs
- Participating in internships
- Networking



Etiquette in Resume Preparation



STRUCTURE your RESUME



Personal Information



Career Objective/
Professional Summary



Education



Work Experience



Project Develop (at the university)



Skills and Abilities



Achievements



RESUME Tips!

Use Action Verbs



Good

Responsible

People person

Experienced

Effective

Better

Supervised product distribution

Handled high-level clients and managed donor relationships

Generated weekly reports using quantitative analysis

Examined areas of weakness and proposed solutions

RESUME Tips

Use Numbers



Good

I recruited volunteers

I assisted in fundraising events

I managed a team

I conducted an impact assessment

Better

Recruited over 150 volunteers across five locations

Executed two major fundraising events which raised over \$200,000 collectively

Managed a staff of four people and two part-time assistants

Measured program impact across 23 counties in the state over a period of 9 months

Mark Zuckerberg

Email: zuckerberg@fas.harvard.edu Phone: +1 765 439 867 Location: Cambridge, MA



Education & Courses

Psychology and Computer Science Harvard University Sep 2002 - ongoing Cambridge, MA

Classical studies and Science Phillips Exeter Academy May 1999 - 2001 Exeter, New Hampshire GPA 4.06 / 4.00

Prestigious prep school, member of the Ten Schools Admission Organization ("Big Ten")

Software Development Experience

Facemash 10/2003 - ongoing

A social-oriented website that allows visitors to compare two student pictures side-by-side and let them choose who was "hot" and who was "not"

- Attained 450 visitors for the first day who voted at least 22,000 times
- Overwhelmed the Harvard's network which led to shutting down the website

CourseMatch 2003 - ongoing Cambridge, MA

The first mini-social media that allows university students to make class selection decisions based on the choices of other students and also to help them form study groups

Synapse Media Player 2000 - 2001 Cambridge, MA

Synapse is an app that uses artificial intelligence to learn the user's listening habits and then recommends music based on the tastes of the listener

- Featured on the Slashdot and got a rating of 3/5 by PC Mag
- Reached 1000+ downloads for the first month and 10,000 all time
- Attracted interest from Microsoft and AOL, and got over 50 job invitations

Software Applications

ZuckNet 1998 - 1997

A dental practice software which allows all the computers between the family house and dental office to communicate by pinging each other

- Developed the application when I was at the age of 12 using Atari BASIC

Computer version of Monopoly & Risk 1995 - 1996

A digitized version of two of the most popular board games in which can take part up to 6 people

Memberships

Alpha Epsilon Pi

A college fraternity that has more than 176 active chapters and more than 102,000 members

Kirkland House

One of the 12 undergraduate houses at Harvard University, located near the Charles River in Cambridge, Massachusetts

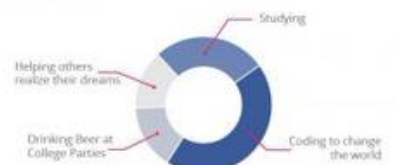
Quotes

"Make things as simple as possible but no simpler." Albert Einstein

"Fortune favors the bold." Virgil, Aeneid X.284

"All children are artists. The problem is how to remain an artist once you grow up." Pablo Picasso

Daily Life



Life Philosophy

"I'm trying to make the world a more open place."

Languages

English Native

Mandarin Chinese Intermediate

French Advanced

Hebrew Intermediate

Latin Advanced

Ancient Greek Intermediate

Achievements

Founded

two of the most used apps in Harvard

10+ prizes

in math, astronomy, physics and classical studies

Precipient

in six languages

Developed first

software application at age of 12

Captained

the prep school's fencing team

Tech Skills & Strengths

Product Development

Artificial Intelligence

HTML & CSS

PHP

Atari BASIC

Books

"Ender's Game" - Orson Scott Card

"The Aeneid" - Virgil

"American Lion: Andrew Jackson in the White House" - Jon Meacham

Passions

The Odyssey & The Iliad

Tennis

Rowing

Fencing

Programming

Winning RESUME



Elon Musk

Entrepreneur, Engineer, Inventor, and Investor



elon@teslamotors.com

620-681-5000

Los Angeles, USA

@elonmusk

Aiming to reduce global warming through sustainable energy production and consumption. Planning to reduce the risk of human extinction by making life multi-planetary and setting up a human colony on Mars.

WORK EXPERIENCE

Founder, CEO & Lead Designer SpaceX - Space Exploration Technologies

06/2002 - Present Hawthorne, USA

Accomplishments

- Successfully launched Falcon Heavy, the most powerful operational rocket in the world by a factor of two, with the ability to lift into orbit nearly 64 metric tons (141,000 lb) -- a mass greater than a 737 jetliner loaded with passengers, crew, luggage and fuel.
- Plans to reduce space transportation costs to enable people to colonize Mars.
- Developed the Falcon 9 spacecraft which replaced the space shuttle when it retired in 2011.

Founder The Boring Company

12/2016 - Present Hawthorne, USA

Accomplishments

- Raised \$10m by selling 20,000 flamethrowers in 4 days.
- Raised \$1m by selling 50,000 baseball caps.
- Hyperloop -- an ultra high-speed underground public transportation system in which passengers are transported on autonomous electric pods traveling at 600+ miles per hour in a pressurized cabin.

CEO and Product Architect Tesla Inc.

2004 - Present San Mateo, USA

Accomplishments

- Global sales passed 250,000 units in September 2017.
- Consumer Reports named Tesla as the top American car brand and ranked it 8th among global carmakers in February 2017.
- Topped Consumer Reports Annual Owner Satisfaction Survey at 91% in 2016.

Co-founder and Former Chairman SolarCity (subsidiary of Tesla Inc.)

06/2006 - Present San Mateo, USA

Accomplishments

- Merged the company with Tesla Inc. and now offers energy storage services through Tesla, including a turnkey residential battery backup service that incorporates Tesla's Powerwall.
- In 2015, installed 870MW of solar power, approximately 28% of non-utility solar installation in the U.S. that year.

Founder & CEO Neuralink

07/2016 - Present San Francisco, USA

Vision

- A company aims to make devices to treat serious brain diseases in the short-term, with the eventual goal of human enhancement.

SKILLS & COMPETENCIES

Thinking through first principles Marketing

Micromanagement Goal oriented

Resiliency Future focused Leadership

Creativity Time Management Persistence

Turning ideas into companies

Long-term thinking

ACHIEVEMENTS & CERTIFICATES

53rd Richest person in the world - Forbes (2018)

21st on the Forbes list of The World's Most Powerful People (2016)

IEEE Honorary Membership (2015)

Given to people who have rendered meritorious service to humanity in the IEEE's designated fields of interest.

Businessperson of The Year by Fortune Magazine (2013)

FAI Gold Space Medal (2010)

One of the highest honors in the aerospace industry shared with prominent personalities like Neil Armstrong and John Glenn.

Honorary Doctorate in Design from the Art Center College of Design

Honorary Doctorate (DUniv) in Aerospace Engineering from the University of Surrey.

Honorary Doctorate of Engineering and Technology from Yale University

INTERESTS

Physics Alternative Energy

Sustainability Space Engineering

Philanthropy Reading

Twitter Video Games

Extraterrestrial Life AI



ALICE FOURNIER

ENVIRONMENTAL SCIENCE RESEARCHER

SUMMARY

Supporting our ecosystem and reversing the effects of climate change are the reasons I get up in the morning. International cooperation is necessary, but I believe it begins with uncovering new findings and developing exciting technologies through dedication and innovation.

QUALIFICATIONS

Strong academic performance in environmental biology and natural sciences.

Experienced with professional lab settings, experimenting and reporting.

High grasp of biochemistry, ecosystem structures, and energy conservation methods.

CLUBS & ASSOCIATIONS

Dragon Rowing Club Rower 2021-2022

Writing Help Center Writing Guide 2022-2023

8001 Tilda Lane, Monseil, NY

1-905-509-5900

afournier@uwaterloo.com

EDUCATION

UNIVERSITY OF WATERLOO 2020-2024

Bachelor of Sciences, Environmental Sciences Specialist

CO-OP PLACEMENT EXPERIENCE

Life Science Co-op 2022 Lab Technician

- Carried out everyday tasks as part of ongoing research study
- Reported findings, contributed hypothesis and helped co-author a professional findings report

Geology Point 2023 Field Technician

- Tested water samples around the world
- Drew conclusions based on highly-controlled experimentation
- Presented findings at a Water Stewardship Conference

SKILLS & EXPERTISE

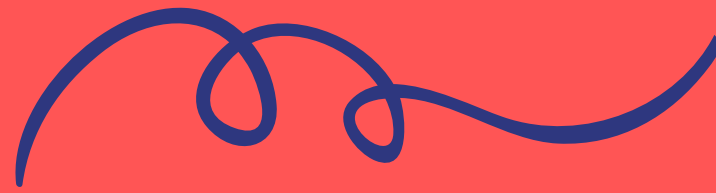
Report Findings

Lab Research

Lab Testing

Presentation





Etiquette in Interview Preparation





Grooming is the secret of real elegance. The best clothes, the most wonderful jewels, the most glamorous beauty don't count without good grooming.

— *Christian Dior* —

AZ QUOTES

Men:

Dress Shirts:

- solid colors, preferably white
- long-sleeved, tucked in, and buttoned all the way up
- wear an undershirt

Socks and Dress Shoes:

- Dark colors that match attire (no white socks)
- Over the calf, so no skin is ever visible
- Shine shoes (no scuff marks)



Tie:

- Conservative pattern
- Hang to belt line

Belt:

- Leather – match color and finish of shoes, small buckle

Women:

Blouse:

- Solid color or white

Suits:

- Keep skirt within 3 inches of knees

Shoes:

- 1-2 inch heel or nice flats (no open toe)
- Match color to outfit



Makeup:

- Conservative and natural looking – less is more

Nails:

- Neutral polish or none at all
- Remove cracked or peeling polish

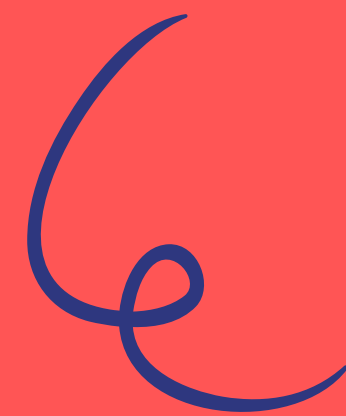
Hosiery/Socks:

- Flesh toned nylons or dark trouser socks
- No “runs”
- Required with skirts



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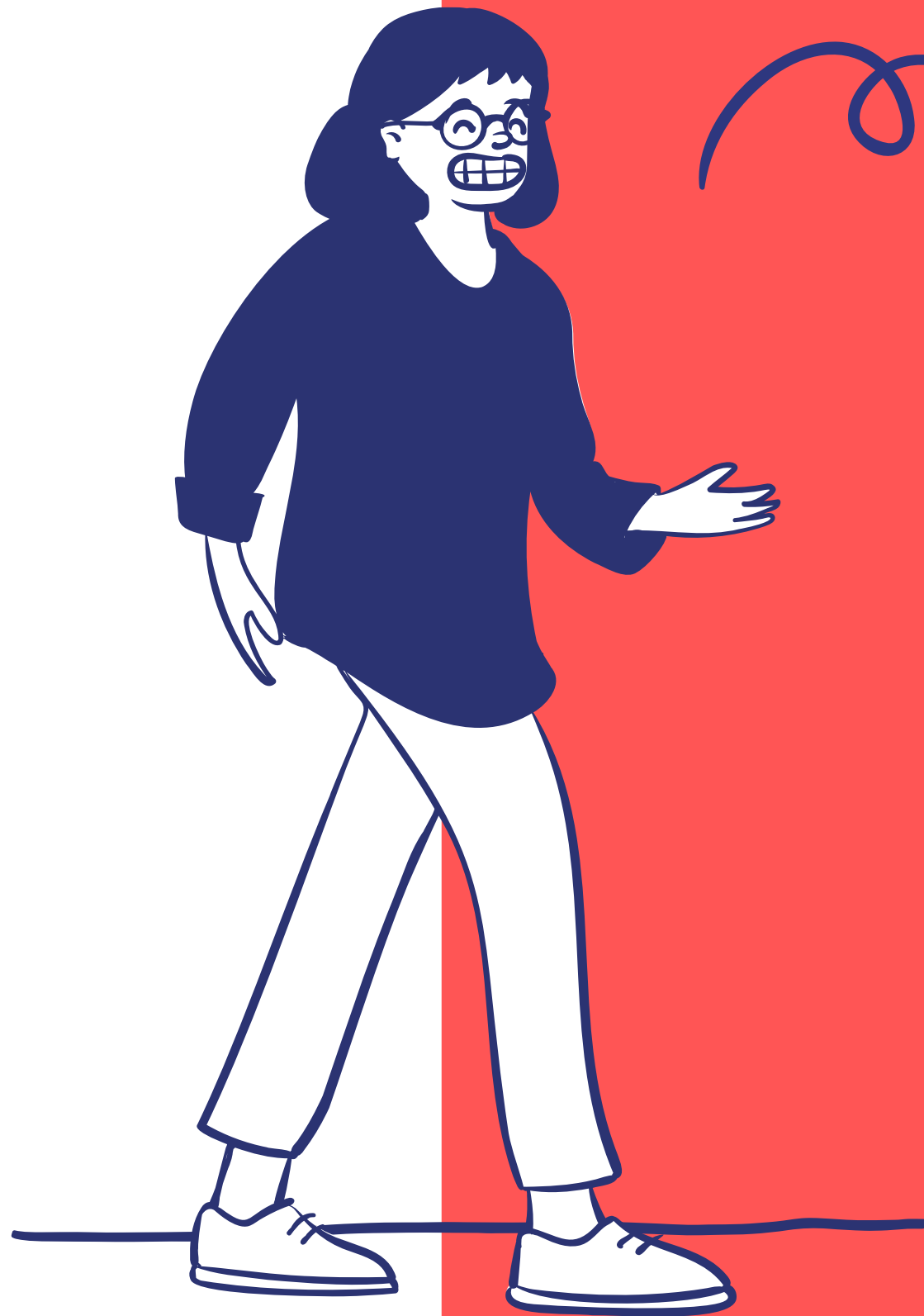






Etiquette in Interview Session





Interviews are nerve-racking.

No matter how many times you've gone through it, the thought of being interviewed can still make you feel nervous.

What makes a great interview?

Both sides have to work smart.



The key is to be fully prepared.

Coming up with great questions while properly evaluating a potential employee takes a lot of focus and preparation.





Answer truthfully.



"You should hire me because I'm the best person for the job. I realize that there are likely other candidates who also have the ability to do this job. Yet I bring an additional quality that makes me the best person for the job—my passion for excellence. I am passionately committed to producing truly world class results."



"Within five years, I would like to become the very best accountant your company has on staff. I want to work toward becoming the expert that others rely upon. And in doing so, I feel I'll be fully prepared to take on any greater responsibilities which might be presented in the long term."



"My education has focused on not only the learning the fundamentals, but also on the practical application of the information learned within those classes. For example, I played a lead role in a class project where we gathered and analyzed best practice data from this industry. Let me tell you more about the results..."



Answer truthfully.



"Yes, I'm very much a team player. In fact, I've had opportunities in my work, school and athletics to develop my skills as a team player. For example, on a recent project..."



"I have had trouble in the past with planning and prioritization. However, I'm now taking steps to correct this. I'm now using a planning app to better plan and prioritize..."



Don't oversell yourself.



01

Remember that if you're going to be hired, you'll have to prove everything you said in your interview.

02

It's best to be honest about your skills so they have a clear picture of how you can contribute to the company.



Stay true to yourself.

In the span of your career, you'll be given plenty of opportunities to express yourself. Put your best foot forward and show why you're a great person to work with.



Keep in contact.

Do not forget to leave your contact details with the interviewer.



Some companies are incredibly busy, so let them know you're still very much interested by asking about your application after some time.

But don't overdo this. Employers will get back to you sooner or later with results. Give them enough time to evaluate you and other applicants.



QUESTION AND ANSWER SESSION

THANK YOU

