

## Video 1 Introduction:

- Creation of professional email
- Creation of LinkedIn, Github and Portfolio Website

## Video 2 : Cv Creation (If too big for one class, can be separated into two classes)

1. Importance of creating a good cv/resume [also include that updating cv is required based on requirements]
2. Difference between CV and Resume
3. Using Canva to make a graphically good cv/resume
4. Adding personal information on the Cv/Resume
  - Full Name
  - Designation(If Any)
  - Contact info(Email,Phone)
  - Website link (github, portfolio\_
  - Address
5. Adding Professional summary that summarizes your skills, experience, and qualifications
6. Adding work experience
  - Add your designation
  - Add timeline
  - Add Organization
  - Describe your role
  - Describe your responsibilities
6. Education
  - Add your degree name
  - Add timeline
  - Add grades [optional]
  - Add institution name
7. Projects
  - A list of your personal or professional projects that demonstrate your skills as a web developer. Provide links to the live sites or repositories, and briefly explain your role and responsibilities in the project.
8. Achievements
  - Add academical achievements and certifications
9. Extra Curricular Activities
  - Volunteering or Open Source Contributions
  - Competitions attended with results
10. Technical Skills:
  - list of the programming languages, frameworks, and tools that you are proficient in.
  - Importance of listing by keywords
  - Sort by Expertise
11. Soft Skills
  - Suggest some relevant soft skills that will make them stand out like

- ❖ Communication Skills
- ❖ Problem-Solving
- ❖ Time Management
- ❖ Adaptability
- ❖ Teamwork
- ❖ Creativity
- ❖ Attention to Detail
- ❖ Leadership

- Making sure to showcase their softskills in their work experience details can also highlight any relevant training or certifications that you have received to further demonstrate your expertise in these areas

#### 12. Personal Details [Maybe optional]

- List your Full name
- Father's name
- Mother's name
- Date of birth
- Marital Status
- Blood Group

13. References: Include the contact information of professional references who can attest to your skills and experience.

#### 14. How to turn your cv into a resume

#### **Video 3 : How to create a Cover Letter**

1. How to stand out using a Cover Letter and When to use a Cover Letter?
2. Beginning the cover letter
  - How to address the company
  - Writing date and other necessary details
3. What to include in the first paragraph
  - Start with relevant Salutations
  - Mention the position you are applying for
  - Express your eagerness, why and what made you apply
  - Showcase relevant skills that go ki es with the job applied, Why do you think you are a good fit
4. What to include in the second paragraph:
  - Discuss about work experience with company name
  - Highlight the key skills garnered and that can be used in this role.
  - Highlight you projects that you have done which showcasing some of you soft skills
5. What to include in the 3rd paragraph:
  - Discuss about relevant degree and achievements
  - Discuss relevant academic projects or thesis.

6. How to write a perfect Conclusion
  - Re Highlight your job interest
  - State your gratefulness
  - State that you are waiting to be called for an interview
  - Provide your contact information where the hiring manager can reach you easily.

#### **Video 4: How to search job through Facebook**

- 1) Point out the job posting notable groups and ask them to be added on those groups
  - Corporate-Hub
  - CSE/EEE/IT Jobs in Bangladesh
  - Dev for Hire(CSE/EEE/IT) jobs in Bangladesh
  - Web Designer and Developer Group Bangladesh
  - Bangladesh Web Designer and Developer Community
  - University alumni and job posting groups
- 2) Join in programming problem solving groups(Bohubrihi, WebDeV)
  - Try solving the problems
  - Upload if you have any tech blogs on the groups
  - Try uploading your portfolio website to the groups
- 3) Join Community Forum Groups

Learn with sumit

Javascript Bangladesh

Programming Hero, etc

- 4) Join into Freelancing groups
  - Try to get as many projects as possible, even if it's free
  - This will help boost your cv
  - Gather as much experience as possible

#### **Video 5: How to search job through LinkedIn**

- 1) Go to the Jobs tab on your LinkedIn homepage.
- 2) In the search bar at the top of the page, enter relevant keywords related to the job you're searching for.
- 3) Select your preferred location and distance.
- 4) LinkedIn will show you a list of jobs that match your criteria, along with information about the company and the job description.
- 5) To refine your search results, you can use the filters on the left side of the page. These filters include company, industry, experience level, job function, date posted, and more.
- 6) Once you've found a job that you're interested in, click on the job title to view the full job description.
- 7) If you're interested in applying for the job, click on the Apply button.

- 8) Use specific keywords in your search. The more specific your keywords, the more relevant the results will be.
- 9) Use the filters to refine your search results. This will help you to narrow down the results to jobs that are a good fit for your skills and experience.
- 10) Read the job descriptions carefully. Make sure that the job is a good fit for your skills and interests.
- 11) Use the Easy Apply feature to apply for jobs quickly and easily.
- 12) Connect with people who work at companies that you're interested in. This can help you to learn more about the company and to get your foot in the door.

## **Video 6 : Before attending the interview**

- 1) Search for the language based interview question
  - First search for html interview questions on google and solve them
  - Then search for css interview questions on google and solve them
  - Search for bootstrap interview questions on google and solve them
  - Search for python interview questions on google and solve them
  - Search for Django interview questions on google and solve them
  - Search for Javascript interview questions on google and solve them
  - Search for React interview questions on google and solve them
  - Search for MySql interview questions on google and solve them
- 2) Write sample interview questions on your own solve them and publish them on medium.com
- 3) Search for Junior Developer/Intern/Trainee roles in Facebook, LinkedIn and jot down their requirements and shortlist the roles that mentions your skills.
- 4) If some roles mentions some of your skills and the rest of the skills are not in your grasp, jot them down and spend time in learning them.
- 5) Need not stress about remuneration initially, focus should be on getting into an organization to build experience.
- 6) Rejection:
  - Need to stay motivated that applying in 100 jobs might result in rejection in 90 jobs, but rejection only brings experience. The more interview boards you face, the more confident you will become to face the next interview board.
  - If a company is not letting you know about the interview result, you can call them to know what you lacked and ask that if they don't mind they can give you some task/reinterview to prove your caliber. They might consider you for some other role if there is any openings.
- 7) What to keep in mind when you are applying for jobs:
  - Reiterate through you cv and make necessary updates according to the job.
  - If you are emailing, need to make sure that you are using proper subject and body.
  - If job wants cover letter, update cover letter as needed.
  - Take your time in applying, do not randomly apply.
  - To cross-check mail yourself first to see the attachments, subject are being sent properly and then send it

## Video 7: How to do well in Interview and Soft Skill Based Interview Questions

### 1) Taking care of Basics:

- Time Management
- Attire
- Necessary Documents[Resume/CV]
- Carry Stationary
- Phone should be on Silent

### 2) At the interview:

- Do not avoid eye contact and look here and there
- Do not bluff and give random answers, if you can't answer any question politely inform them.
- If the interviewer asks a question in Bangla, answer in Bangla, if in English answer in English.
- If you are given coding problems, break down your answers and explain it to the interviewer and mentally prepare an answer.
- Follow up after the interview using a follow-up email template.
- If the interviewer asks if you have any questions for them, you should ask them, don't say no.
- Research about the company very well so that they know you are very interested to work with them

### 3) Soft-Skill Based Question

- Write sample questions and answers at home and prepare likewise
  - ❖ Tell me about yourself/Run through your cv  
Answer should include your name, education, work experience, achievements, your hometown and your hobbies
  - ❖ What is your strength?  
Highlight some work related strength.
  - ❖ What is your weakness ?  
Answer tactfully and actually highlight a skill that you are portraying as a weakness. [Suppose, you cannot rest until you finish one work so you do not have a balance between your work and personal life]
  - ❖ Suppose you have a conflict with someone in the group, would you let your personal problems involve in your work and request to change that group or will you continue working in that group?  
Answer that you will continue working in the group and explain why with an example, you can talk about university group project where you had a clash with someone and still solved it.
  - ❖ Have you ever missed a deadline/ How well you work under pressure?

They are trying to know How well you work under pressure. Give an example from your university or work life.

- ❖ Are you a team player/ leader or Do you like working alone or in a group?
- ❖ What is your salary expectation?

Research about their salary range and then offer within their range do not ask the lowest then they will think you have some flaws, inform them that you expect salary review.

## **Video 8: Types of Technical Based Interview**

### 1. Technology based Interview

- Questions will be asked for the role you are applying, like React developer candidates will be asked about React framework, based and how you can solve certain problems on React. Which features will you use when, did you use certain features, what are the problems you faced, etc.

Tips on how to brush up their technical skills

### 2. Programming based Interview

- Assess knowledge based on data structure
- Assess knowledge based on algorithm
- Assess knowledge based time and code complexity
- Assess knowledge based on object oriented programming
- Assess knowledge based on Coding Skills
- Assess knowledge based on database knowledge

Tips on how to brush up their programming skills

### 3.Task Based Interview

- Questions will be assigned to the candidate within the time frame they will have to submit it.

Tips on how to do well in assessment based interviews

### 4. Long Running Interviews

- These interviews are taken in long rounds and can last upto 6-7 hours. Typically taken in Google and other competitive companies. Each round of assessments may lasts upto 45 mins and they have to solve them to get to the next round.

## 5.Introducing Glassdoor and CareerCup Website

### 1. GlassDoor

- When and How to search for jobs
- How to use Glassdoor to prepare for interviews

### 2. CareerCup

- When and How to Use CareerCup

## **Important Tricks:**

- Search for mutual employees or interviewees who faced similar interviews to get a probable idea on how to prepare for an interview.
- Some common interview strategy
- Try to get intouch with hr of the company to ask about their expectations from candidates so that you can prepare accordingly