



## **Interview Preparation & Resume Skills**

### **Module 1: Understanding the Hiring Process & Job Readiness**

This module introduces learners to the structure of a recruitment process — from screening and resume shortlisting to HR and technical interviews. Students will also assess their own strengths, career goals, and skill gaps to align with job roles. Job readiness is framed around mindset, discipline, and proactive preparation.

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### **Module 2: Resume Building – Formats, Content & Personal Branding**

Learners will create strong, customized resumes tailored to different job roles. This includes choosing the right format, writing a powerful objective or summary, showcasing achievements, and avoiding common mistakes. The module also introduces tools like Canva and Google Docs for building visually appealing resumes and infusing personal branding.

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### **Module 3: Cover Letters, Email Etiquette & LinkedIn Profiles**

This module focuses on writing effective cover letters that highlight strengths and align with job descriptions. Learners will also practice sending professional application emails and explore LinkedIn as a tool for job search, networking, and employer visibility. Building a standout profile becomes a key takeaway.

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### **Module 4: Verbal & Non-verbal Communication for Interviews**

Students will work on voice tone, pace, vocabulary, and confidence during introductions and responses. Equally important, non-verbal communication like posture, eye contact, handshake, and facial expressions will be practiced. This module builds self-awareness and first impression mastery.

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## **Module 5: Answering HR & Technical Interview Questions**

Learners will understand how to respond to common and tricky HR questions such as “Tell me about yourself,” “What are your strengths and weaknesses?” and “Why should we hire you?” Students will also explore handling technical or domain-specific questions with structure and clarity.

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## **Module 6: Group Discussions & Mock Interviews**

Real-time simulations of GDs and interviews will be conducted with feedback on speech clarity, listening, articulation, and assertiveness. This module enables students to experience real pressure, manage nervousness, and improve through constructive peer and trainer feedback.

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## **Module 7: Dressing, Grooming & Workplace Etiquette**

Presentation plays a critical role in confidence and perception. This module covers dress codes for interviews, grooming standards, hygiene, and etiquette for different industries. Tips on maintaining professionalism during virtual interviews are also included.

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## **Module 8: Salary Negotiation & Post-interview Etiquette**

Learners will understand how to approach salary expectations confidently and professionally. Role-plays help in practicing polite negotiation techniques and handling questions like “What are your salary expectations?” This module also covers sending thank-you emails and following up after interviews.

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## **Career Opportunities After Learning This Skill**

Interview preparation and resume skills are not only essential for job seekers but also open doors to support roles in HR, career coaching, placement coordination, and employability training. With strong communication and presentation skills, learners can explore roles such as:

- Job Applicant or Fresher Ready for Placements
- HR Executive or Talent Acquisition Intern
- Career Coach Assistant
- Freelance Resume Writer or LinkedIn Profile Consultant
- Customer Support and Inside Sales Roles

- Campus Ambassador or College Placement Volunteer

These skills are also beneficial for government exam aspirants, MBA interview candidates, and entrepreneurs preparing for investor pitches or team recruitment.

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## Salary Package After Completing This Course

Salary depends on the learner's prior qualifications, industry, and job role, but enhanced communication and resume skills dramatically improve hiring chances:

- **Entry-Level Jobs (0–2 years):** ₹2.5 to ₹5.5 LPA
- **Mid-Level Roles (2–4 years):** ₹6 to ₹10 LPA
- **Freelance Resume Consultant/Coach:** ₹500 to ₹3000 per session
- **LinkedIn Profile Specialist:** ₹2,000 to ₹10,000 per project

Candidates with these skills also experience faster shortlisting, better interview conversions, and higher starting packages compared to untrained applicants.