

Employability Skills

Module 12 - Getting ready for Apprenticeship and Job

1. Professional CV

A professional CV is a structured document that showcases your education, work experience, skills, and achievements. It's typically used for academic, research, or international job applications.

A CV includes sections like contact info, profile summary, experience, education, and skills. Its purpose is to present your qualifications clearly and professionally to potential employers.

- A professional Curriculum Vitae (CV) is a detailed document highlighting your academic background, work experience, skills, and achievements.
- It is mainly used for academic, research, or international job applications.
- A CV typically includes sections such as contact details, profile summary, education, experience, and skills.
- Its purpose is to present your qualifications clearly to help employers assess your suitability for a role.

2. Offline and Online Job Search Sources

Employment Exchanges (Offline Source)

- Government-run offices where job seekers register their qualifications and are matched with employer vacancies. These are useful for public sector jobs and local employment opportunities.

Recruitment Agencies (Offline/Online Hybrid)

- Private firms that help employers find suitable candidates. Job seekers can submit resumes, and the agency connects them with relevant openings. Often used for specialized or executive roles

Job Portals (Online Source)

- Websites like LinkedIn, Indeed, or Naukri.com where users create profiles, upload resumes, and apply directly to jobs posted by employers. These platforms often include filters, company reviews, and salary insights.



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3. Maintaining Hygiene and Confidence during an Interview

Hygiene Significance

Good personal hygiene—clean clothes, fresh breath, and neat grooming—shows professionalism, respect for the opportunity, and attention to detail. Poor hygiene can distract the interviewer and leave a negative impression, regardless of your qualifications.

Confidence Significance

Confidence reflects your belief in your skills and readiness for the role. It helps you communicate clearly, handle questions calmly, and engage with the interviewer effectively. Confidence—shown through posture, eye contact, and voice tone—makes you appear capable and trustworthy.

Together, hygiene and confidence demonstrate that you're serious, prepared, and suitable for a professional environment.



4. Mock Interview

A **mock interview** is a **practice interview** that helps you get ready for a real job interview. It is like a **rehearsal**, where someone asks you questions just like in a real interview.

This helps you:

- Understand what kind of questions you may be asked,
- Practice your answers,
- Learn how to speak clearly and confidently, and
- Get feedback on how to improve.

It's a safe way to make mistakes and learn before facing the real interview.

Purpose of a Mock Interview:

- Practice answering common and difficult questions.
- Get feedback on body language, tone, and communication.
- Reduce interview anxiety through realistic rehearsal.
- Improve your ability to articulate your experience and strengths.

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How It Works:

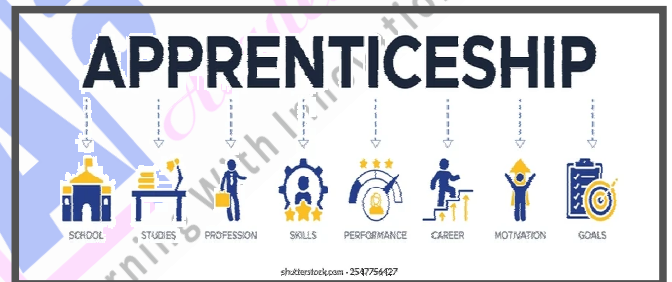
- **Set Up the Interview:** Choose a mock interviewer (friend, mentor, or career coach) or use an AI-based platform.
- **Simulate a Real Scenario:** Dress professionally, prepare your resume, and set a quiet, formal environment.
- **Answer Questions:** Respond to questions such as:
 - "Tell me about yourself."
 - "What are your strengths and weaknesses?"
 - "Why do you want to work here?"
 - "Describe a challenge and how you handled it."
- **Receive Feedback:** The interviewer evaluates your answers, eye contact, clarity, and professionalism, and offers tips for improvement.



5. Steps for searching and registering for apprenticeship opportunities

Identify Your Career Interest

- Choose a trade or field you are passionate about (e.g., carpentry, IT, marketing).
- Helps you focus your search on relevant apprenticeships.



Research Apprenticeship Programs

- Look on government websites, job portals, and company career pages.
- Visit local training institutes or employment exchanges for listings.

Check Eligibility Criteria

- Read the qualifications, age limits, and skill requirements.
- Make sure you meet the criteria before applying.

Prepare Necessary Documents

- Update your resume or CV.
- Gather certificates, ID proof, photographs, and academic records.

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Register on Official Platforms

- Sign up on government portals (e.g., apprenticeship.gov.in or similar in your country).
- Create a profile and complete all required details.

Search and Apply for Opportunities

- Use filters (location, trade, qualification) to find suitable openings.
- Apply to multiple programs to increase your chances.

Accept Offer and Join

- Once selected, follow joining instructions and begin your apprenticeship.

Assignment

1. What is the main purpose of a professional CV?

- a) To list only your personal hobbies
- b) To provide a summary of company policies
- c) To present your qualifications, experience, and skills to employers
- d) To apply only for government exams

2. Which of the following is an offline source for job searching?

- a) LinkedIn
- b) Naukri.com
- c) Employment Exchange
- d) Indeed

3. Why is good hygiene important during an interview?

- a) It helps you speak more clearly
- b) It creates a positive first impression and shows professionalism
- c) It helps you avoid answering difficult questions
- d) It guarantees you will be selected

4. What is the main purpose of a mock interview?

- a) To test your general knowledge
- b) To apply for multiple jobs at once
- c) To practice interview skills and receive feedback
- d) To meet company CEOs

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5. What is the first step in searching for apprenticeship opportunities?

- a) Registering on a government portal
- b) Accepting the offer letter
- c) Identifying your career interest
- d) Uploading your resume

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