

NAME - PANKAJ KUMAR

ADRESS –VPO: MERAMASIT

CONTACT NO. - 8278784662

E-MAIL ID- goyalpankaj19383@gmail.com



POSITON SOUGHT:

The job application for a camp counselor should identify the extra Position ought. if the job posting has a specific title mentioned, the application should use the extra title so the application should use the extra title so employer can organize applications according.

CARRIER OBJECTIVE:

- 1. To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.
- 2. Secure a responsible career opportunity to fully utilize

EDUCATION:

S.NO.	NAME OF BOARD/UNIVERSTY	NAME OF SCHOOL	YEAR OF PASSING	PERCENTAGE (%)
1.	HPBOSE	DREAMZ PUBLIC SCHOOL	2013	60%
2.	HPBOSE	DREAMZ PUBLIC SCOOOL	2015	60%
3.	HPBOSE	ABHILAH GROUP OF INSTTUTION NECHOWK MANDI	2018	72%

SPECIAL SKILLS:

- Active listening.
- Communication.
- Computer skills.
- Costumer services.

INTERESTS:

- Blogging.
- Sports.
- Music.

EXTRA-CARRICULAR ACTIVITIES:

- Gaming.
- Editing.
- Coding.

ACHIVEMENTS:

- Re-organized something to make it works better.
- Identified a problem.
- Come up with a new idea that improved things.
- Received awards.

PERSNOL DETAILS:**DATE OF BIRTH -**

16/02/1998

FATHER'S NAME-

Mr. DHARAMPAL

POSTAL ADDRESS-VPO- MERAMASIT, TEH. BALH,
DISTT MANDI (HP)**CONTACT NO. –**

8278784662

DECLARATION: I hereby **declare** that all the above information is correct and accurate. I solemnly **declare** that all the information furnished in this document is free of errors to the best of my knowledge.

DATE- 2-11-2020**CANDIDATE NAME****PLACE-MANDI****PANKAJ**

✓ Preparing for an interview

- ✚ Carefully examine the **job** description. ...
- ✚ Consider why you are **interviewing** and your qualifications. ...
- ✚ Perform research on the company and role. ...
- ✚ Consider your answers to **common interview** questions. ...
- ✚ Practice your speaking voice and body language.

✓ Analyze the Job

An important part of interview preparation is to take the time to analyze the job posting, if you have it. As you review the job description, consider what the company is seeking in a candidate.

✓ Research the Company

Before you attend a job interview, it's important to about not only the job, but also the company. Company research is a critical part of interview preparation. It will help you prepare to answer interview questions about the company and to ask the interviewer questions about the company. You will also be able to find out whether the company and its culture are a good fit for you.

For a concise understanding of the company, check out the company website, specifically the “About Us” page. Get a sense of how the company compares to other organizations in the same industry by reading articles about the company in industry magazines or websites. You can also check out company reviews from clients, and from current and former employees.

Also, spend time tapping into your network to see if you know someone who can help give you an interview edge over the other candidates.

✓ Get Your Interview Clothes Ready

Don't wait until the last minute to make sure your interview clothes are ready. Have an **INTERVIEW REVIEW** ready to wear at all times, so you don't have to think about what you're going to wear while you're scrambling to get ready for a job interview.

✓ Decide What to Do With Your Hair

How you style your hair for a job interview is almost as important as the interview clothes you wear. After all, the interviewer is going to notice everything about you, including your interview attire, hairstyle, and makeup, and you only have seconds to make a great impression.

Research hairstyles for short, medium, and long hair for inspiration on what to do with your hair when you're interviewing.

✓ What to Bring to a Job Interview

It's important to know what to bring (and what not to bring) to a job interview. Items to bring include a portfolio with extra copies of your resume, **a list of references**, a list of questions to ask the interviewer, and something to write on and with.

It's also important to know what *not* to bring, including your cell phone (or at least turn your phone off), a cup of coffee, gum, or anything else beyond yourself and your credentials.

✓ Practice Interview Etiquette

Proper **interview etiquette** is important. Remember to greet the receptionist, your interviewer, and everyone else you meet politely, pleasantly, and enthusiastically.

➤ During the interview:

- ✚ Watch your body language
- ✚ Shake hands firmly
- ✚ Make eye contact as you articulate your points
- ✚ Pay attention
- ✚ Be attentive
- ✚ Look interested

✓ Get Directions

If you're interviewing in-person, it's important to know ahead of time where you need to go for your job interview. That way, you'll avoid running late to the interview. Use Google Maps or a similar app to get directions if you're not sure where you are going.

Program your GPS, if you have one, so you can find the best route to the company. Check on parking, if it's likely to be an issue.

If you have the time, it's a good idea to do a practice run a day or two before the interview. That way, you'll be sure about where you are going and how long it will take to get there. Give yourself a few extra minutes and arrive a little early for the interview.

You may also want to confirm the interview time and place, just to be sure you're heading in the right direction

✓ Listen and Ask Questions

During a job interview, listening is just as important as answering questions. If you're not paying attention, you're not going to be able to give a good response.

It's important to listen to the interviewer, pay attention, and take time, if you need it, to compose an appropriate answer. It's also important to discuss your qualifications in a way that will impress the interviewer.

Also, be ready to engage the interviewer. You want there to be a give and take in the conversation, so you're building a relationship with the interviewer rather than just providing rote responses to questions. Have questions of your own ready to ask the interviewer.

✓ Follow Up With a Thank You Note

Follow up a job interview with a thank-you note or email reiterating your interest in the job.

Consider your thank-you letter as a follow-up "sales" letter. Restate why you want the job, what your qualifications are, how you might make significant contributions, and so on.

This thank-you letter is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well, as you would have liked. Good luck!

