



A beginner's guide to editing your CV

- ▶ No need to include every single thing you have ever done. The purpose of the CV is to showcase yourself as an individual who is a good fit for the position that you are applying to.
- ▶ If you are applying for a professional position, include information that is relevant to the skills required for the position.
- ▶ If you are applying for an academic role, it is important to highlight how you excelled in the subject that you are applying for.
- ▶ It's best to not let the ECAs section take up too much space unless they are somehow directly related to your desired role.
- ▶ When you are putting down your professional experience, writing down the designation of the position will not suffice.
- ▶ Elaborate on the responsibilities by drawing parallels to the new position that you are applying for.
- ▶ If you don't have professional experience yet, put down your academic results but highlight the courses that most accurately depict what makes you a good fit.

CAREER

Things to know about landing an internship before graduation

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As graduation looms on the horizon, the task of choosing the ideal internship that aligns with both my academic and professional aspirations becomes paramount. Like many of my peers, I began this journey with a mix of excitement and trepidation. The internship you choose for your final semester is critical because these are the most important three to six months leading up to your graduation.

However, I learned the hard way that one shouldn't leave any courses until the last semester, which is especially true for students who are in an open credit system. After all, academic requirements may clash with the employer's requirements. Of course, some companies do understand the importance of balancing academics and work, and provide the flexibility required.

To avoid conflict, start by creating a list of potential careers that align with your educational background and the opportunities available in your local job market. Ideally, you should begin researching at the beginning of your final year or at least five to six months before you need the credits. Part-time work experience or participation in industry-related university clubs and apprenticeship programmes can be extremely beneficial. As a Media Studies student, I actively participated in my campus newspaper and apprenticeship programmes that provided pre-industry training in media skills.

Additionally, if your university offers career services, keep in touch with them. Attending career fairs, seminars, and workshops will allow you to stay current on industry trends and network with potential employers. Maintain an active LinkedIn profile focused on your industry to stay on recruiters' radars and be notified of job openings. Keep contact with senior classmates and university alumni, particularly those working in organisations and fields that interest you.

In a highly competitive job market like ours, your resume must be flawless, concise, and accurate in terms of your education, qualifications, skills, and achievements. A curated portfolio highlighting your strengths is required for creative fields such as art, architecture, marketing, or media studies. Showcase projects that demonstrate your creativity. Similarly, if your public speaking and writing abilities are relevant to the position, emphasise them. It is also a good idea to



PHOTO: ORCHID CHAKMA

write down a strong cover letter for each application, incorporating relevant anecdotes and concise language to demonstrate your intent.

Interviews can be anxiety-provoking, but preparation can help. Do extensive research on the organisation, become familiar with its guiding principles, and be ready to discuss how you can contribute. Make sure to

emphasise your qualifications and skills that match the job description. Remember to respond appropriately and avoid oversharing when answering typical interview questions.

The only challenge left for me, as I approached the finish line was juggling my internship with the course I had left. When I brought this up during interviews, it caused several potential employers to lose interest. And so, I got a No Objection Certificate (NOC) from both my employer and university. It outlined how I could rearrange my work as long as I met my deadlines.

If you are fortunate enough to receive multiple offers, seek advice from peers, professors, or mentors to gain valuable insight into your strengths and areas for improvement before weighing your options. Consider the job description, location and commute, reevaluate it with your academic goals, internship length, company culture, and personal compatibility. In my experience, conducting in-depth research and utilising your network, resources, and communication skills can help you land an internship that is right for you.

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