

FREE CAREER GUIDE · JOB SEEKERS

The Resume & Interview *Kit*



A plain-English toolkit for job seekers: a one-page resume layout, achievement bullet formulas, a cover letter template, and answers to the interview questions you'll almost certainly be asked.

1

page resume layout

10

common interview questions

25

strong action verbs

A clear one-page resume layout

Recruiters often scan a resume in seconds. A clean, simple layout with the most relevant information at the top makes their job easy and gets you to the interview.

Your Name

City, Country · phone · email · LinkedIn or portfolio link

SUMMARY

2–3 lines: who you are, your key skills, and the role you want.

SKILLS

6–10 skills that match the job ad, such as tools, software, and languages.

EXPERIENCE

Most recent first. Job title, company, dates, then 3–5 achievement bullets.

EDUCATION

Degree or qualification, school, and year. Add relevant courses.

EXTRAS

Certificates, volunteering, or projects, if relevant to the job.

Do

- ☐ Tailor it to each job ad
- ☐ Use one simple, readable font
- ☐ Save and send it as a PDF
- ☐ Use a professional email address

Don't

- ☐ Add tables, columns, or graphics that job systems can't read
- ☐ List every duty from every job
- ☐ Include spelling mistakes
- ☐ Exaggerate or invent anything

Beat the robots: many companies use software to scan resumes. Use standard headings (like "Experience" and "Skills") and include key words from the job ad, so your resume is read correctly.

Write bullets that show results

Employers want to know what you achieved, not just what you were responsible for. Turn every duty into an achievement using a simple formula.

The achievement bullet formula

1. Action verb + what you did + the result (with a number when you can)

Weak (a duty)	Strong (an achievement)
Responsible for customer emails	Answered 60+ customer emails a day, keeping a 95% satisfaction rating
Did social media for the shop	Grew the shop's Instagram from 300 to 2,000 followers in 6 months
Helped with stock	Reorganized stock tracking, cutting weekly counting time by half
Trained new staff	Trained 8 new team members, who all passed probation

25 strong action verbs

Achieved · Built · Created · Delivered · Designed · Improved · Increased · Launched · Led · Managed · Organized · Planned · Reduced · Resolved · Saved · Simplified · Solved · Supported · Taught · Trained · Updated · Wrote · Coordinated · Analyzed · Negotiated

Rewrite one of my duties as an achievement

No exact numbers? Try...

- ☐ Counts: customers, orders, people trained
- ☐ Time: "in 3 months," "each week"
- ☐ Comparisons: "faster," "fewer errors"
- ☐ Recognition: awards, thanks, promotions

Fresh graduate or career gap?

- ☐ Use projects, volunteering, and coursework
- ☐ Put skills and education higher up
- ☐ Explain a gap in one honest line
- ☐ Show what you learned during it

A short cover letter template

Keep it to about 200–250 words. Its job is to show you've read the job ad, you understand what they need, and you're a good fit.

Dear [Hiring Manager's name],

[Opening] I'm writing to apply for the [job title] role at [Company]. I've admired [something specific about the company], and I'd love to bring my experience in [your key skill] to your team.

[Why you fit] In my role at [previous employer], I [achievement with a result]. I also [second relevant achievement]. These match what you're looking for in [requirement from the job ad].

[What you'll bring] I'm [two qualities, like reliable and quick to learn], and I'm comfortable with [relevant tools].

[Close] Thank you for considering my application. I'd welcome the chance to discuss how I can help [Company] with [a goal or need].

Kind regards,

[Your name] · [phone] · [email]

Make it personal

- ☐ Use the hiring manager's name if you can find it
- ☐ Mention one specific thing about the company
- ☐ Echo 2–3 key words from the job ad

Before you send

- ☐ Check the company name is correct
- ☐ Read it aloud for mistakes
- ☐ Save it as a PDF with your name

After the interview: a thank-you email

Subject: Thank you, [job title] interview

Hi [name], thank you for taking the time to speak with me today. I enjoyed learning about [something discussed], and I'm even more excited about the role. Please let me know if you need anything else from me.

Best regards, [your name]

Answer any question with STAR

For "Tell me about a time when..." questions, use the STAR method. It keeps your answer clear, short, and focused on what you actually did.

S

Situation

Set the scene briefly: where, when, what was happening

T

Task

What you needed to do or solve

A

Action

The specific steps *you* took (the longest part)

R

Result

What happened, with a number if possible, and what you learned

Example: "Tell me about a time you handled an upset customer"

S: At the shop, a customer's order arrived damaged right before a birthday. **T:** I needed to fix it quickly and keep the customer. **A:** I apologized, arranged a same-day replacement, and called back to confirm it arrived. **R:** The customer left a 5-star review and became a regular. I learned that fast, personal follow-up turns problems into loyalty.

Prepare 5 STAR stories

- ☐ A problem you solved
- ☐ A time you worked in a team
- ☐ A mistake and what you learned
- ☐ A time you went above and beyond
- ☐ A time you met a tight deadline

On the day

- ☐ Arrive (or log in) 10 minutes early
- ☐ Bring copies of your resume
- ☐ Listen fully before answering
- ☐ Keep answers to about 1–2 minutes
- ☐ Send a thank-you email the same day

Video interview checklist

- ☐ Test the app, camera, and microphone
- ☐ Use a plain, tidy background
- ☐ Face a window or lamp for light
- ☐ Look at the camera, not the screen
- ☐ Silence your phone and notifications
- ☐ Keep notes and water nearby

10 questions you'll likely be asked

Prepare short notes for each, not a memorized script. Practice out loud, ideally with a friend.

Question	What a good answer includes
Tell me about yourself.	Present role, 1–2 key strengths, and why you want this job. About 60 seconds.
Why do you want this job?	Something specific about the company, plus how the role fits your skills.
What are your strengths?	Two strengths that match the job, each with a quick example.
What's a weakness?	A real, minor weakness and what you're doing to improve it.
Tell me about a challenge.	A STAR story with a positive result.
Why are you leaving your job?	Positive and forward-looking. Never criticize past employers.
Where do you see yourself in 3 years?	Growing in this type of role and taking on more responsibility.
How do you handle pressure?	Your method (lists, priorities, calm communication) and an example.
What salary are you expecting?	A researched range, or ask what range they have budgeted.
Do you have any questions?	Always yes. See the ideas below.

Good questions to ask them

- ☐ What does a typical day look like?
- ☐ How is the team organized?
- ☐ What would success look like in 3 months?
- ☐ What are the next steps in the process?

KEEP GOING

Your job-search toolkit, free

This kit gives you a strong resume and confident interview answers. Pair it with our other free guides to find the right openings and build skills employers want.

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All guides are free to download, with no sign-up needed.

Tip: save a "master resume" with everything you've done, then copy and trim it for each job you apply to.

Good luck with your applications,

Uday Chandra

MyInfoLabs.com