

## Interview Component 10%

### Assignment Description

The purpose of this assignment is to prepare soft skills for a possible, hypothetical interview situation, where the student provides the instructor with a short description of their future plans, or dream job, whichever is most helpful, and then a simulation is prepared.

(a) Send a short description of your future plans to your instructor;

(b) Prepare a one-page résumé/CV as shown in class with the following requirements:

I. Name and contact information; city, country of residence, phone number, email, LinkedIn URL, etc.

II. Brief summary of who you are (can be seen as your personal mission statement)

III. Experience: any work you have done, either as a volunteer, or paid, internships, work for your university, any clubs you are a part of, etc.

IV. Education: your university program, our exchange program, high school, and any other certificate programs you may have completed.

V. Awards/Honours

VI. Publications

VII. Hobbies/Interests

VIII. Skills

(c) Upload and create your LinkedIn profile with the headshots taken in class.

(d) Create a cover letter for the job that you have given the description for; *a separate outline for this will be provided.*

### Objectives:

1) The CV is clear and portrays a clear layout and follows the requirements above. /10

2) Your LinkedIn profile is complete and looks professional. /5

3) The cover letter is well-written and follows the proper format as well as is presented in the same way as an essay. /15

4) You are animated and outgoing during the whole interview, smiling and acting friendly; approachable. /25

5) You look well-prepared for the interview, not spending much time thinking too much about answering the questions. You are very sure of yourself, there is little to no doubt about your abilities and you have shaped your behaviour in a positive way that makes someone want to hire you. You are also well dressed and formal. /45

### Assignment Requirements

15 minute interview

Online, via zoom

The 3 requirements (CV, cover letter, LinkedIn) must be available on **Monday, March 23<sup>rd</sup>, 2020 for 12:30pm.**

**Tuesday, March 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 2020 during your time slot.**