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### **1. Introduction**

The Career Services Office (CSO) is dedicated to supporting all USEK students throughout their USEK journey. Whether you are just starting to explore career possibilities or actively searching for a job, this guide is here to support you. It offers practical tips, relevant information, and expert advice from our team.

We want to help you navigate your career path and provide you with the resources you need to succeed and secure your future, both in Lebanon and internationally, offering advice and tips for you to get the job of your dreams. Throughout your time at USEK, we will guide you during the job-hunting process.

We strongly encourage you to schedule an appointment with us to benefit from top-notch career development services that are customized to meet your specific needs. You can find our office on campus in Room C008 (Building C – Ground Floor).

Good luck in your job search and remember that we are here to support you every step of the way.

## Career Services Office Handbook

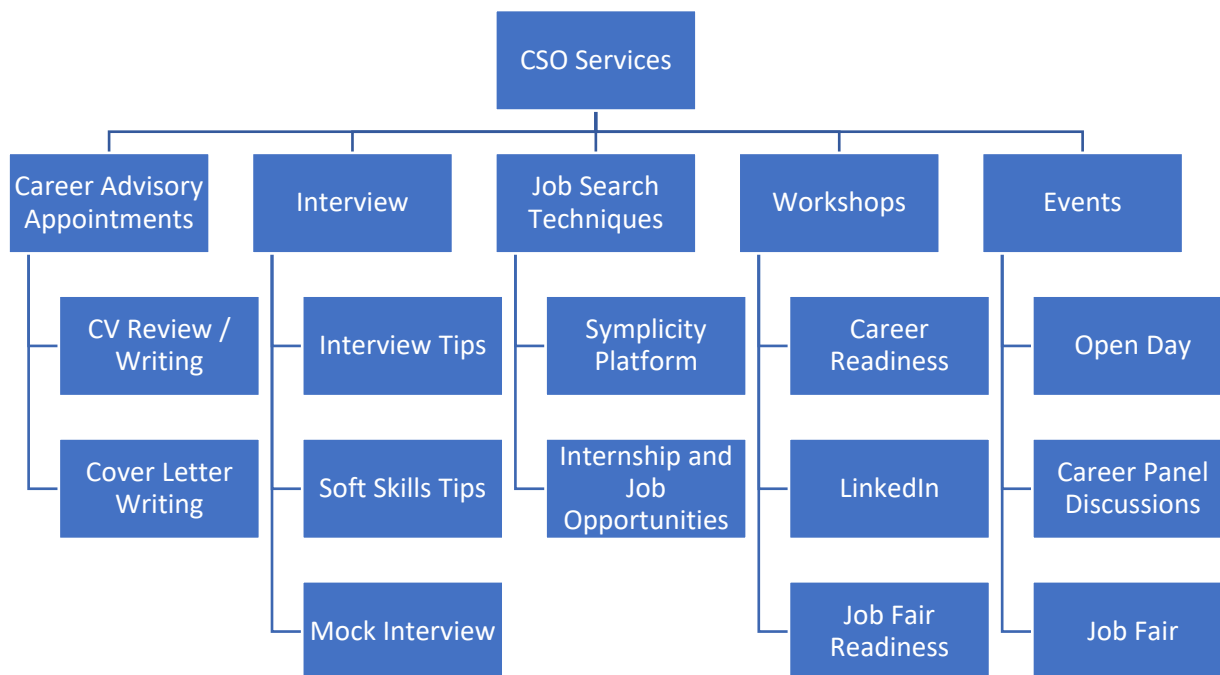


Table 1 – CSO Services

The CSO offers a variety of services to support you throughout your career journey, from career advising to job search techniques. Choosing the right career path is a crucial decision that will shape your professional journey and overall fulfillment. To make an informed choice, it is important to engage in a thoughtful, step-by-step process to identify your passions, skills, and long-term goals. This process ensures that your chosen career path aligns with what excites and motivates you, setting you up for success and satisfaction in the long run.

### **2. Self-Assessment**

Performing a self-assessment regarding your career choice is an important step to ensure that your aspirations, strengths, and interests are aligned. Below is how you can conduct a self-assessment in relation to your career choice:

- **Reflect on your interests and passions:** Consider the activities, subjects, or industries that genuinely spark your curiosity and passion. Identify the areas that consistently captivate your attention and make you feel fulfilled.
- **Assess your skills and strengths:** Evaluate your skills, both technical and transferable. Identify your strengths, such as communication, problem-solving, leadership, creativity, or analytical abilities. Consider how these strengths align with potential career paths.
- **Explore your values and personal preferences:** Reflect on your personal values, work preferences, and desired work environment. Consider factors like work-life balance, flexibility, collaboration, autonomy, social impact, or career growth.
- **Research different career options:** Conduct thorough research on various career options that align with your interests and strengths. Learn about the required qualifications, job responsibilities, growth opportunities, salary potential, and industry trends for each career path you are considering.
- **Seek guidance and advice:** Reach out to professionals working in the fields of interest or consult with career counselors, mentors, or industry experts. Engage in informational interviews to gain insights into the reality of specific careers and ask questions about job satisfaction, challenges, and growth prospects.
- **Consider your lifestyle and long-term goals:** Take into account how your career choice may impact your lifestyle, personal goals, and future plans. Reflect on your financial objectives, work-life balance aspirations, geographical preferences, and potential career advancement opportunities.
- **Gain practical experience:** Seek opportunities to gain practical experience in your chosen field through internships, volunteering, part-time jobs, or projects. This hands-on experience can help you validate your interest and provide a realistic understanding of the work involved.

- Regularly reassess and adapt: Remember that career choices are not set in stone. Continuously reassess your interests, values, and goals as you gain more knowledge and experience. Be open to adjusting or exploring new paths if your initial career choice no longer feels fulfilling.

By conducting a thorough self-assessment, you can gain clarity about your career choices, ensuring that they are in accordance with your interests, strengths, and long-term goals. This process will help you make informed decisions and set yourself on a path that is personally fulfilling and professionally rewarding.

### **3. Exploring Career Opportunities**

After selecting a major from the diverse range of academic programs offered at USEK, the following overview outlines potential career paths within each academic unit. This information serves as a valuable resource for preparing the transition into the professional world.

#### **3.1. Business School**

- **Audit:** Accountant, management or tax accountant, internal auditor (such as in a firm, bank, or insurance), external auditor, banker, financial consultant, financial analyst, task or budget analyst, business and cost controller, accounting manager, administrative and financial manager, etc.
- **Business Computing:** Model designer (data, processing), analyst, information system developer, corporate information systems architect, designer, programmer, information security manager, data protection coordinator, etc.
- **Digital Marketing:** Digital marketing manager, social media specialist, SEO analyst, content marketing manager, social media strategist, e-commerce manager, digital advertising manager, web analytics manager, digital marketing analyst, digital marketing consultant, etc.
- **Finance:** Portfolio analyst, account executive, financial advisor and securities dealer, consultant, stockbroker (trader, agent, broker), financial manager, credit analyst, financial economist, specialist in investment strategies, treasurer, etc.
- **Financial Engineering:** Quantitative analyst, risk analyst, derivatives trader, financial engineer, portfolio analyst, quantitative developer, investment strategist, risk manager, financial modeler, algorithmic trader, etc.

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- **Hotel Management:** Reception manager, reservation manager, night services manager, sales and marketing manager, cost controller, customer account executive, reception controller, room service manager, catering manager, etc.
- **Human Resources:** Human resources manager, talent acquisition specialist, employee relations manager, training and development manager, HR business partner, compensation and benefits analyst, HR generalist, organizational development specialist, HR information systems manager, diversity and inclusion specialist, etc.
- **Management and Entrepreneurship:** Sales manager, human resources or recruitment manager, internal and external communication manager, administrative manager, manager in the public and private sector, project manager, personal business owner, entrepreneur, branch manager or assistant, etc.
- **Management and International Affairs:** International relations specialist, diplomat, global operations manager, policy analyst, international project manager, trade specialist, international business consultant, cross-cultural communication manager, global strategy analyst, international development manager, etc.
- **Marketing:** International brand manager, product manager, sales manager, public relations consultant, sales manager, promotions manager, market research manager, marketing consultant, advertising consultant, web marketing manager, etc.
- **Transport and Logistics:** Shipping agent, charterer, transit agent, fleet manager, air and sea freight or passenger operations manager, imports/exports commercial manager, transportation insurance controller, logistics manager, storage/warehousing agent, etc.

### **3.2. Faculty of Arts and Sciences**

- **Actuarial and Financial Mathematics:** Actuary, risk analyst, financial consultant, investment analyst, data scientist, insurance underwriter, quantitative analyst, financial modeler, etc.
- **Arabic Language and Literature:** Arabic language teacher, Arabic language specialist, Arabic editor, Arabic linguist, Arabic content writer, Arabic language consultant, Arabic language program coordinator, etc.



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- **Basic Education:** Elementary school teacher, primary school principal, special education teacher, curriculum developer, education administrator, education consultant, literacy specialist, education researcher, etc.
- **Biochemistry:** Biochemist, research scientist, laboratory technician, quality control analyst, biotechnology specialist, pharmacologist, biomedical researcher, molecular biologist, clinical chemist, protein engineer, etc.
- **Biology:** Biologist, research scientist, conservation biologist, microbiologist, geneticist, botanist, environmental scientist, etc.
- **Chemistry:** Chemist, analytical chemist, organic chemist, inorganic chemist, physical chemist, medicinal chemist, polymer chemist, environmental chemist, forensic chemist, etc.
- **Childhood Education:** Early childhood educator, preschool teacher, childcare center director, child development specialist, parent educator, early intervention specialist, early childhood program coordinator, child life specialist, etc.
- **Cinema and Television:** Film director, screenwriter, film producer, cinematographer, film editor, sound designer, production designer, casting director, etc.
- **Computer Science:** Software engineer, Web developer, data scientist, systems analyst, network administrator, Artificial Intelligence specialist, cybersecurity analyst, database administrator, computer science researcher, IT project manager, etc.
- **Conservation, Restoration of Cultural Property and Sacred Art:** Cultural property conservator, art restorer, conservation scientist, collections manager, museum curator, artifacts specialist, heritage consultant, cultural heritage educator, archivist, historic site manager, etc.
- **English Language and Literature:** English language teacher, English language specialist, English editor, English linguist, English content writer, English language consultant, English language program coordinator, etc.
- **French Language and Literature:** French language teacher, French language specialist, French editor, French linguist, French content writer, French language consultant, French language program coordinator, etc.

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- **History:** Historian, archivist, museum historian, researcher, historical consultant, history teacher, academic librarian, genealogist, historical interpreter, etc.
- **Information Technology:** IT manager, network engineer, systems administrator, database administrator, cybersecurity analyst, IT project manager, software developer, data analyst, IT consultant, IT support specialist, etc.
- **Journalism and Communication:** Journalist, news anchor, editor, broadcast producer, public relations specialist, media relations manager, investigative reporter, copywriter, multimedia journalist, etc.
- **Liturgy:** Liturgist, pastoral liturgy consultant, liturgical theologian, liturgical educator, etc.
- **Modern Languages and Translation:** Translator, language specialist, translation project manager, language technology specialist, language quality assurance analyst, language trainer, etc.
- **Nutrition and Dietetics:** Registered dietitian, nutritionist, clinical dietitian, food service manager, research scientist, public health nutritionist, sports nutritionist, wellness coach, nutritional consultant, community nutrition educator, etc.
- **Philosophy:** Philosopher, philosophy professor, researcher, philosophy writer, etc.
- **Psychology:** Psychologist, counselor, therapist, researcher, etc.
- **Religious and Pastoral Education:** Pastoral animator, catechism teacher, family and society spiritual care provider, university and school educator, training researcher, family mediator, family life educator, marriage and family counselor, religious professional, etc.
- **Social Sciences:** Social worker, sociologist, community organizer, researcher, program evaluator, nonprofit manager, etc.

### **3.3. Higher Institute of Nursing Sciences**

- **Nursing Sciences:** Registered nurse (RN), nurse practitioner (NP), nurse educator, clinical nurse specialist (CNS), childcare provider, home care nurse, elderly caregiver, pediatric nurse, geriatric nurse, critical care nurse, etc.

### **3.4 Pontifical School of Theology**

- **Theology:** Priest, parish youth chaplain, hospital chaplain, prison chaplain, catechism teacher, theological researcher, theology research scholar, professor of theology, theological consultant, etc.

### **3.5. School of Architecture and Design**

- **Advertising:** Advertising account executive, advertising copywriter, media planner, creative strategist, digital marketer, account manager, advertising art director, campaign manager, social media manager, market research analyst, etc.
- **Architecture:** Architect, architectural designer, project manager, urban planner, sustainability consultant, construction manager, building information modeling (BIM) specialist, architectural technologist, landscape architect, etc.
- **Contemporary Art:** Contemporary artist, gallery curator, art critic, art consultant, art educator, exhibition coordinator, public art project manager, art director, art writer or art journalist, art gallery manager, etc.
- **Design and Applied Arts:** Industrial designer, product designer, textile designer, exhibition designer, furniture designer, lighting designer, accessory designer, etc.
- **Digital Media:** Digital media specialist, social media manager, content creator, digital marketing manager, video editor, multimedia designer, motion graphics artist, Web developer, user experience (UX) designer, digital producer, etc.
- **Graphic Design:** Graphic designer, art director, creative director, UI/UX designer, branding specialist, packaging designer, motion graphics designer, Web designer, illustrator, print production artist, etc.
- **Interior Design:** Interior architect, interior designer, space planner, project manager, design consultant, furniture designer, sustainable design specialist, retail interior designer, hospitality interior designer, residential interior designer, etc.

### **3.6. School of Engineering**

- **Agricultural Engineering:** Agricultural engineer, farm equipment designer, irrigation engineer, soil and water conservation engineer, precision agriculture engineer, agricultural machinery manager, farm structures engineer, sustainable agriculture specialist, agricultural systems analyst, bioenergy engineer, etc.
- **Biomedical Engineering:** Biomedical engineer, medical device designer, biomaterials engineer, biomechanics engineer, clinical engineer, rehabilitation engineer, biomedical researcher, imaging systems engineer, biomedical equipment technician, etc.

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- **Chemical Engineering:** Chemical engineer, process engineer, plant manager, research and development engineer, environmental engineer, petrochemical engineer, quality control engineer, energy engineer, safety engineer, etc.
- **Civil Engineering:** Civil engineer, structural engineer, project manager, transportation engineer, geotechnical engineer, water resources engineer, construction manager, urban planner, environmental engineer, etc.
- **Computer Engineering:** Computer engineer, software engineer, hardware engineer, embedded systems engineer, network engineer, systems architect, Artificial Intelligence engineer, cybersecurity engineer, robotics engineer, etc.
- **Electrical and Electronics Engineering:** Electrical engineer, electronics engineer, power systems engineer, control systems engineer, telecommunications engineer, renewable energy engineer, microelectronics engineer, instrumentation engineer, circuit design engineer, automation engineer, etc.
- **Enology:** Winemaker, cellar master, wine quality control manager, vineyard manager, wine production supervisor, wine research and development scientist, wine consultant, wine educator, wine marketing specialist, etc.
- **Food Engineering:** Food engineer, process development engineer, quality assurance manager, food safety engineer, packaging engineer, research and development scientist, food product developer, food plant manager, sensory scientist, regulatory compliance specialist, etc.
- **Industrial Process Engineering:** Process engineer, production manager, operations research analyst, continuous improvement engineer, quality assurance engineer, supply chain analyst, industrial automation engineer, lean manufacturing engineer, plant optimization specialist, process safety engineer, etc.
- **Mechanical Engineering:** Mechanical engineer, design engineer, manufacturing engineer, HVAC engineer, automotive engineer, aerospace engineer, robotics engineer, energy engineer, maintenance engineer, materials engineer, etc.

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- **Petroleum Engineering:** Petroleum engineer, reservoir engineer, drilling engineer, production engineer, well completion engineer, petroleum geologist, facilities engineer, offshore engineer, reservoir simulation engineer, etc.
- **Telecommunications Engineering:** Telecommunications engineer, network engineer, wireless communication engineer, voice and data engineer, network security engineer, telecommunications consultant, telecommunications project manager, radio frequency engineer, optical fiber engineer, transmission engineer, etc.

### **3.7. School of Law and Political Sciences**

- **Business Law:** Corporate lawyer, contracts manager, compliance officer, legal consultant (business), mergers and acquisitions specialist, intellectual property lawyer, employment lawyer, tax lawyer, business law professor, etc.
- **Criminology:** Criminologist, criminal investigator, crime analyst, victim advocate, correctional officer, crime prevention specialist, criminal justice researcher, probation officer, criminal profiler, etc.
- **Diplomacy and International Contracts:** Diplomat, international trade specialist, consular officer, international contracts manager, diplomatic interpreter, trade policy analyst, embassy attaché, economic affairs specialist, international negotiator, diplomatic consultant, etc.
- **International and Comparative Law:** International law attorney, legal advisor (international affairs), comparative law researcher, international human rights lawyer, international arbitration specialist, cross-border transaction lawyer, international legal consultant, refugee law advocate, international trade law attorney, international law professor, etc.
- **Law:** Attorney-at-law, legal consultant, judge, legal researcher, legal advisor, law professor, mediator, corporate counsel, public defender, legal analyst, etc.
- **Middle Eastern Studies:** Middle East analyst, Middle East researcher, Middle East consultant, Middle East policy specialist, Arabic language interpreter, Middle East historian, political risk analyst (Middle East), Middle East cultural advisor, Middle East journalist, Middle Eastern studies professor, etc.
- **Political Management:** Non-profit manager, project manager, political consultant, campaign manager, etc.

## ***Career Services Office Handbook***

- **Private Law:** Private practice lawyer, litigation attorney, personal injury lawyer, family law attorney, real estate lawyer, wills and estates lawyer, contract lawyer, bankruptcy lawyer, employment lawyer (private sector), intellectual property attorney, etc.
- **Public Law:** Public interest lawyer, government attorney, constitutional law specialist, administrative law judge, legislative counsel, environmental law attorney, human rights advocate, public defender, regulatory affairs specialist, public law professor, etc.

### **3.8. School of Medicine and Medical Sciences**

- Biotechnology research associate, clinical laboratory scientist, medical equipment sales representative, biomedical engineering technician, clinical research coordinator, protocol development specialist, hospitalist, general physician, etc.

### **3.9. School of Music and Performing Arts**

- **Higher and Specialized Music Education:** Music teacher (higher education), music education administrator, music curriculum coordinator, music theory professor, instrumental instructor (higher education), music education researcher, music education consultant, music education program director, music education supervisor, music education specialist, etc.
- **Music Industry:** Music manager, talent agent, music promoter, music marketing specialist, music copyright administrator, music publishing manager, tour manager, music venue manager, music licensing coordinator, etc.
- **Music:** Musician, composer, music producer, music director, session musician, music arranger, music teacher (private), music therapist, music conductor, music librarian, etc.
- **Performing Arts:** Performer (actor, dancer, musician), stage director, choreographer, theater producer, casting director, artistic director, theatre educator, production manager, costume designer, lighting designer, etc.

### **4. Search and Match**

#### **4.1. Tips for Effective Job Searching**

When starting your job search, it is crucial to adopt effective strategies and follow the right steps to improve your chances of finding employment successfully. By implementing the following methods, you will be able to navigate the job market efficiently and increase your chances of securing the position you desire.

- **Self-assessment:** Start by assessing your skills, interests, values, and career goals. Understand your strengths, weaknesses, and the type of work environment that aligns with your aspirations.
- **Define your target:** Determine the specific job titles, industries, or companies you are interested in. This focus will allow you to tailor your search and increase your chances of finding relevant opportunities.
- **Networking:** Build and leverage your professional network. Attend industry events, join online communities, and connect with professionals in your desired field. Networking is an essential tool that can provide you with valuable insights and potential referrals.
- **Online job boards, websites, and social media:** Use online job boards and career websites to search for open positions. Set up job alerts to receive notifications for relevant openings. Build a professional profile, engage with industry content, and join relevant groups to expand your network and increase your visibility to potential employers.
- **Company websites:** Visit the websites of companies you are interested in working for. Many organizations list job openings directly on their websites or have dedicated career pages. Always be proactive in checking for opportunities and follow their application instructions.
- **Career fairs and recruitment events:** Actively attend job fairs and recruitment events hosted by companies or educational institutions. These events allow you to meet recruiters, learn about job openings, and make a positive impression.
- **Tailor your applications accordingly:** Customize your resume and cover letter for each job application. Highlight relevant skills, experiences, and accomplishments that align with the specific requirements of the position.
- **Follow-up:** After submitting applications, consider following up with a polite and professional email or phone call to express your continued interest and inquire about the status of your application.

- Professional development: Enhance your skills and marketability through professional development opportunities, such as workshops, certifications, or online courses. Updating and expanding your skill set regularly can make you a more attractive candidate.
- Stay organized: Keep track of the positions you have applied for, the dates, and any communication with employers. This helps you stay organized, follow up appropriately, and avoid missing potential opportunities.

#### **4.2. Assessing Your Qualifications for Advertised Positions**

When applying for advertised positions, it is crucial to follow these steps in order to assess your qualifications. By evaluating the job requirements and comparing them to your skills and experiences, you can effectively determine your eligibility and make well-informed decisions during your job search.

- Research the company: Conduct research on the company to understand its culture, values, and expectations. Determine if your values align with those of the organization, as cultural fit can be an important factor in the hiring process.
- Review the job description: Carefully read the job description and requirements provided in the job advertisement. Look for specific qualifications, skills, and experience that the employer is seeking.
- Match your skills and experience: Compare the requirements listed in the job description with your skills, qualifications, and experience. Identify areas where your background aligns with what the employer is looking for.
- Assess your transferable skills: When considering job opportunities, it is important to remember that even if you lack the exact experience stated in the job advertisement, your transferable skills can still be valuable. These skills, applicable across various roles and industries, should be evaluated to determine their relevance to the position at hand.
- Analyze the preferred qualifications: Job postings often include preferred qualifications that are not mandatory but could give you an advantage. Assess whether you meet any of the preferred qualifications and highlight them in your application if applicable.



- Seek additional information: If you are uncertain about specific aspects of the job requirements, reach out to the employer or recruiter for clarification. This can help you determine if your qualifications are a good fit for the position.
- Consider similar roles: If you find that you do not meet all the qualifications for the advertised position, consider related roles or positions that correspond to your skills and experience. Look for opportunities where you can leverage your existing strengths and gradually progress towards your desired role.
- Consider professional development opportunities: Identify any gaps in your qualifications and consider pursuing professional development opportunities to enhance your skills and knowledge. This could involve taking relevant courses, obtaining certifications, or gaining practical experience through internships or volunteer work.
- Network and seek advice: Reach out to professionals in your field or industry to seek their advice on your qualifications for the advertised position. They may provide insights or suggestions on how to position yourself effectively.
- Customize your application: Tailor your resume, cover letter, and application materials to highlight the qualifications and experiences that align with the job requirements. Clearly articulate how your skills and achievements make you a strong candidate for the position.

## **5. CV and Cover Letter**

### **5.1. Crafting an Effective CV**

When embarking on a job search, internship application, or any professional pursuit, the importance of crafting an effective CV cannot be emphasized enough. To ensure that your CV captures attention and makes a strong impact, here are key tips to consider when constructing an impactful document:

#### **5.1.1. Format and Structure**

- Use a clean and professional format.
- Include clear headings for each section (such as Contact Information, Education, Work Experience, and Skills).
- Use bullet points to highlight key information.

#### 5.1.2. Contact Information

- Include your full name, phone number, email address, and LinkedIn profile, if applicable. Hyperlink your email address and LinkedIn profile to make it easier for employers to contact you or access your professional online presence directly from your application. This saves potential employers time and effort in manually searching for your contact details or LinkedIn profile. Additionally, it demonstrates your familiarity with modern communication methods and highlights your proactive approach to presenting your qualifications. Including hyperlinks in your header enhances the accessibility and effectiveness of your application.
- Avoid including unnecessary personal details, such as your date of birth or marital status.
- It is optional to include a photo. If you do, follow these guidelines:
  - Use a professional headshot: Dress professionally and ensure the photo portrays you in a positive and professional manner.
  - Choose a recent photo: Select a picture that accurately represents your current appearance.
  - Keep it focused on you: Use a simple background and ensure that the photo emphasizes your face, making it easy for the reader to identify you.
- Professional summary/Objective statement:
  - Write a concise and compelling summary statement at the beginning of your CV.
  - Highlight your key skills, experiences, and career goals.
  - Tailor this section to match the specific job or opportunity you are applying for.

---

*Detail-oriented (X) graduate seeking entry-level position. Strong (X) knowledge and commitment to accuracy.  
Eager to gain practical experience and contribute to a reputable (X) firm's success.*

#### 5.1.3. Education

- List your educational background in reverse chronological order.
- Include the name of the institution, degree earned, major or field of study, and graduation year.

## Education

**Holy Spirit University of Kaslik (USEK)**

Bachelor ...

GPA

**Kaslik, Lebanon**

*Expected to graduate in*

Date

**School Name**

Degree

**City, Country**

Date

### 5.1.4. Work Experience

- Include your work experience in reverse chronological order.
- Provide the job title, company or organization name, location, and employment dates for each position.
- Use bullet points to describe your responsibilities, achievements, and contributions in each role.
- Focus on quantifiable achievements and highlight relevant skills and experiences.

## Experience

### Professional Experience

**Company Name**

**Title / Position**

- Aids ...
- Delivers ...
- Helps ...
- Informs ...
- Responds ...

**City, Country**

Start Date – Present

**Company Name**

**Title / Position**

- Assisted ...
- Maintained ...
- Managed ...
- Supported ...

**City, Country**

Start Date – End Date

### Additional Employment

**Company Name**

**Title / Position**

- Distributed ...
- Organized ...
- Provided ...

**City, Country**

Start Date – End Date

### 5.1.5. Achievements and Extracurricular Activities

- Notable achievements: Include any significant awards, honors, or accomplishments that highlight your skills and dedication.

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- **Leadership and involvement:** Mention leadership roles or participation in student clubs, chapters, or volunteering activities to demonstrate your ability to collaborate and make a positive impact.
- **Transferable skills:** Highlight the skills you developed through these experiences, such as teamwork, communication, organization, and problem-solving.
- **Workshops and professional development:** Mention any relevant workshops, seminars, or training sessions you attended to enhance your skills and knowledge.

### **Extracurricular Activities**

**Company Name**

**City, Country**

**Volunteer**

**Start Date – End Date**

- Helped ...
- Participated ...

### **Workshops**

#### **5.1.6. Skills**

- List relevant skills that are applicable to the job or opportunity you are targeting.
- Include technical skills, languages, software proficiency, and any certifications or licenses.
- Use specific keywords and industry-relevant terms to showcase your expertise.

#### **Language Skills**

	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
<b>Arabic</b> (Mother Tongue)	Excellent	Excellent	Poor
<b>French</b>	Good	Very Good	Very Good
<b>English</b>	Very Good	Fair	Excellent

#### **Computer Skills**

#### **5.1.7. Tailor for Each Application**

- Customize your CV for each job or opportunity you apply for.
- Highlight the most relevant skills, experiences, and achievements that match the specific requirements.
- Adjust the order and emphasis of sections based on what is most important for the particular application.

**5.1.8. Proofread and Edit**

- Review your CV for grammar, spelling, and punctuation errors.
- Ensure consistency in formatting, font, and style throughout the document.
- Ask someone else to review your CV for clarity, coherence, and overall impact.

**5.1.9. Keep it Concise**

- Aim for a CV length of one to two pages, focusing on the most relevant and impactful information.
- Be selective and prioritize the information that showcases your qualifications and achievements.

**5.1.10. Update Regularly**

- Keep your CV up to date with your latest experiences, skills, and accomplishments.
- Review your CV periodically to ensure it reflects your current strengths and goals.

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First Name Last Name			
<i>Detail-oriented (X) graduate seeking entry-level position. Strong (X) knowledge and commitment to accuracy. Eager to gain practical experience and contribute to a reputable (X) firm's success.</i>			
Address:	Mobile:		
Email:	LinkedIn profile:		
<b>Education</b>			
Holy Spirit University of Kaslik (USEK)	Kaslik, Lebanon		
Bachelor ...	Expected to graduate in		
GPA	Date		
School Name	City, Country		
Degree	Date		
<b>Experience</b>			
<b>Professional Experience</b>			
Company Name	City, Country		
Title / Position	Start Date – Present		
<ul style="list-style-type: none"> <li>Aids ...</li> <li>Delivers ...</li> <li>Helps ...</li> <li>Informs ...</li> <li>Responds ...</li> </ul>			
Company Name	City, Country		
Title / Position	Start Date – End Date		
<ul style="list-style-type: none"> <li>Assisted ...</li> <li>Maintained ...</li> <li>Managed ...</li> <li>Supported ...</li> </ul>			
<b>Additional Employment</b>			
Company Name	City, Country		
Title / Position	Start Date – End Date		
<ul style="list-style-type: none"> <li>Distributed ...</li> <li>Organized ...</li> <li>Provided ...</li> </ul>			
<b>Extracurricular Activities</b>			
Company Name	City, Country		
Volunteer	Start Date – End Date		
<ul style="list-style-type: none"> <li>Helped ...</li> <li>Participated ...</li> </ul>			
<b>Workshops</b>			
<b>Language Skills</b>			
	Speaking	Reading	Writing
Arabic (Mother Tongue)	Excellent	Excellent	Poor
French	Good	Very Good	Very Good
English	Very Good	Fair	Excellent
<b>Computer Skills</b>			

**NB:** Your CV is a tailored marketing document that highlights your qualifications, experiences, and achievements. It should be concise, well-organized, and easy to read. By following these tips, you can create a compelling CV that effectively showcases your skills and increases your chances of landing the job or opportunity you are seeking.

### **5.2. Optimizing your CV for Applicant Tracking Systems (ATS)**

Optimizing your CV to meet ATS requirements is crucial for today's competitive job market. With an increasing number of employers using ATS software to manage their recruitment process, it is essential to understand how to make your CV stand out in this digital landscape. ATS software is designed to scan and filter CVs based on specific criteria set by employers, which often include keywords, relevant skills, qualifications, and experience.

To optimize your CV for ATS, start by carefully reviewing the job description and identifying keywords and phrases that are relevant to the role. Incorporate these keywords naturally throughout your CV, particularly in the skills, experience, and qualifications sections. However, keep in mind not to overuse keywords, because this can negatively impact readability.

Additionally, formatting plays a crucial role in ensuring your CV is ATS-friendly. Stick to a simple and clean layout with standard fonts and avoid using tables, columns, or graphics that might confuse the ATS software. Use standard headings and section titles to make it easy for the system to identify and categorize information.

Another important aspect to consider is the file format of your CV. Most ATS systems can read and process documents in a plain text format or Microsoft Word (.doc or .docx) or PDF file. To be on the safe side, it is advisable to submit your CV in one of these formats.

Regularly reviewing and updating your CV based on the specific requirements of each job application is essential. By tailoring your CV to meet ATS requirements, you increase your chances of being noticed by employers and progressing to the next stages of the hiring process.

### **5.3. Writing an Impressive Cover Letter**

When it comes to job applications, creating a compelling cover letter is a crucial component. To aid you in drafting a powerful cover letter that leaves an impact, we have provided a comprehensive guide with step-by-step instructions.

#### **5.3.1. Header**

- Include your contact information at the top of the cover letter, prominently featuring your full name, phone number, email address, and your LinkedIn profile. Hyperlinking your email address and LinkedIn

profile can provide easy access for the reader to reach out to you or learn more about your professional background. This will help make it straightforward for employers to contact you or further explore your professional profile. By including hyperlinks, you showcase your attention to detail and accessibility, enhancing the chances of effective communication between you and potential employers.

#### 5.3.2. Salutation

- Address the letter to a specific person if possible. If you do not have a name, use a generic salutation such as “Dear Hiring Manager” or “Dear (Company/Organization Name) Recruiter”.

#### 5.3.3. Introduction

- Begin with a strong and engaging opening paragraph that grabs the reader’s attention.
- State the position you are applying for and where you found the job opening.
- Express your enthusiasm for the position and briefly explain why you are interested in working for the company/organization.

#### 5.3.4. Body Paragraphs

- Use the body of the letter to highlight your qualifications and experiences that make you a strong candidate for the position.
- Mention specific skills, experiences, and achievements that are relevant to the job description.
- Provide examples of how your qualifications align with the company needs and how you can contribute to their success.
- Use keywords from the job posting to demonstrate your fit for the role.
- Avoid simply repeating the information from your resume; instead, provide additional context and insights.

#### 5.3.5. Show Your Value

- Highlight any unique strengths, accomplishments, or experiences that set you apart from other candidates.
- Emphasize your transferable skills and how they can benefit the company/organization.
- Demonstrate your knowledge of the company goals, values, or projects, and explain how you can contribute to them.



**5.3.6. Research and Personalization**

- Show that you have done your homework by mentioning specific aspects of the company/organization that appeal to you.
- Connect your skills and experiences to the company mission, values, or previous projects.
- If applicable, mention any previous interactions or connections you have with the company/organization.

**5.3.7. Closing Paragraph**

- Summarize your qualifications and express your strong interest in the position.
- Indicate your availability for an interview or further discussion.
- Thank the reader for considering your application.

**5.3.8. Closing**

- Use a professional closing, such as “Sincerely” or “Best regards”.
- Sign your name beneath the closing. If submitting electronically, you can type your full name.

**5.3.9. Proofread and Edit**

- Review your cover letter for grammar, spelling, and punctuation errors.
- Ensure the letter is clear, concise, and well-structured.
- Read it aloud or ask someone else to review it for clarity and coherence.

**5.3.10. Formatting**

- Keep your cover letter to one page, if possible.
- Use a professional font (e.g., Times New Roman or Calibri) and maintain consistent formatting.
- Use standard margins and line spacing.
- Save the cover letter as a PDF file to maintain formatting integrity.

**NB:** The purpose of a cover letter is to demonstrate your qualifications, express your interest in the position, and make a strong impression on the employer. Tailor each cover letter to the specific job you are applying for, showcasing your relevant skills and experiences. Make sure to follow any specific instructions provided by the employer regarding length, format, or required content.

**Example**

Dear Hiring Manager,

I am writing to express my strong interest in the (title of the position) position at (company name), as advertised on (source of job listing). With my (experience/education/skills), I am confident in my ability to contribute to (company name)'s continued success and make a meaningful impact in the (department).

Throughout my (number of years) of experience in (field/industry), I have developed a solid foundation in (skills/competencies). I have successfully (achievements/accomplishments). This experience has honed my (skills) and reinforced my ability to (how your skills align with the job requirements).

I am particularly drawn to (company name) due to its (aspects of the company that appeal to you). I am impressed by (initiative) and the innovative approach that (company name) takes in (aspect of the company operations). I am excited about the opportunity to contribute my (skills/experience) to support (company name)'s goals and contribute to its ongoing growth and success.

In addition to my (experience/education), I possess strong (qualities). I thrive in collaborative environments and excel in (tasks or responsibilities). My (attribute) allows me to (how this attribute will benefit the company).

I am confident that my (experience/education/skills) make me a strong fit for the (job title) position at (company name). I am excited about the opportunity to contribute to (company name)'s vision and be part of a dynamic team. I have attached my resume for your review, which provides further details on my qualifications.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience align with (company name)'s needs in more detail. I am available at your convenience for an interview or further discussion. Thank you for your time and consideration.

Sincerely,

First Name Last Name

## **6. Job Search and Internship**

### **6.1. Job Search**

#### **6.1.1. Symplicity Platform**

Symplicity is a global student experience company that provides smart platforms to more than 2,000 colleges and universities for managing all aspects of student life, including career services, student conduct, and accommodations.

The Symplicity platform is a comprehensive platform designed to provide tools and capabilities for connecting and tracking all individuals involved in the employability development process.

USEK recently started using Symplicity to establish a seamless network facilitating communication and collaboration among students and employers, thereby fostering a comprehensive approach to career development.

#### **Here is what the Symplicity platform can offer:**

- Access to a centralized platform to search for opportunities.
- Apply for job and internship opportunities.
- Facilitate scheduling interviews and meetings.
- Create and improve CVs and cover letters.
- Connect with alumni, mentors, and potential employers.

#### ***For future logins, please visit:***

URL: <https://usek-csm.symplicity.com/students>

Username: Your “ID”

Password: Your USEK password

#### **6.1.2. Leveraging the Power of LinkedIn**

LinkedIn is a powerful professional networking platform that offers numerous advantages for career development and job search. Here are some key points to consider when it comes to LinkedIn:

#### **6.1.2.1. Advantages of LinkedIn**

- Professional networking: LinkedIn provides a vast network of professionals from various industries, allowing you to connect with colleagues, industry experts, recruiters, and potential employers.
- Job opportunities: Many employers and recruiters actively use LinkedIn to find candidates for job openings. By maintaining an updated profile, you increase your visibility to potential employers and increase your chances of being discovered.
- Personal branding: LinkedIn allows you to showcase your skills, experiences, and achievements, helping you build a strong professional brand and online presence.
- Industry insights and knowledge: By following industry influencers, joining relevant groups, and engaging in discussions, you can stay updated with industry trends, gain insights, and expand your knowledge.
- Professional recommendations: LinkedIn provides a platform for colleagues, mentors, and clients to write recommendations, validating your skills and expertise.
- Learning and development: LinkedIn offers a range of educational resources, such as LinkedIn Learning, where you can access courses and acquire new skills to enhance your professional growth.

#### **6.1.2.2. Creating an Effective LinkedIn Profile**

- Profile picture: Use a professional and high-quality headshot that presents you in a positive and approachable manner.
- Headline: Craft a compelling headline that highlights your expertise, professional aspirations, or unique value proposition.
- Summary: Write a concise and engaging summary that presents your key skills, experiences, and career objectives.
- Experience: List your work experience, including job titles, responsibilities, achievements, and relevant projects.
- Education and certifications: Include your educational background, degrees, certifications, and any notable achievements.
- Skills and endorsements: Add relevant skills to your profile and seek endorsements from colleagues and connections.

- Recommendations: Request recommendations from professionals who can speak to your abilities and work ethics.
- Content sharing: Share industry-related articles, insights, or your own thought leadership to engage with your network and demonstrate your expertise.
- Networking: Connect with colleagues, classmates, mentors, and industry professionals to expand your network.
- Job search preferences: Indicate your job search preferences, such as location, industry, and job titles, to let recruiters know you are open to new opportunities.

#### **6.1.2.3. Benefiting From LinkedIn**

- Actively engage: Participate in discussions, comment on posts, and share valuable content to establish yourself as a knowledgeable and engaged professional.
- Network building: Regularly connect with professionals in your field, attend industry events, and join relevant LinkedIn groups to expand your network.
- Job Search: Use LinkedIn's job search feature to explore job opportunities, follow companies of interest, and set job alerts.
- Research and insights: Leverage LinkedIn to research companies, gather insights about industry trends, and gain knowledge to inform your career decisions.
- Professional development: Take advantage of LinkedIn Learning to access a wide range of courses and enhance your skills.
- Branding: Maintain an updated and professional profile, consistently share relevant content, and actively manage your personal brand on LinkedIn.

#### **6.2. Internship**

An internship is a temporary position within an organization that provides practical experience in a particular industry or field. It allows students or recent graduates to apply their academic knowledge in a real-world setting, develop new skills, and explore potential career paths. It is important to apply early and understand the typical application timeline for internships.

#### **6.2.1. Benefits of an Internship**

- Gain practical experience in your desired field.
- Develop valuable industry-specific skills.
- Build a professional network for future opportunities.
- Get insights into the industry and make informed career decisions.
- Enhance your resume and stand out to employers.

#### **6.2.2. Getting Ready for an Internship Interview**

- Research the company and understand the internship role.
- Prepare responses to common interview questions.
- Showcase your accomplishments and relevant experiences.
- Dress professionally and make a positive impression.
- Prepare thoughtful questions to ask the interviewer.

#### **6.2.3. Increasing Chances of Getting an Internship**

- Tailor your application to highlight relevant skills and enthusiasm.
- Network and utilize personal connections.
- Gain experience through volunteering or part-time jobs.
- Optimize your online presence.
- Polish your resume and cover letter to effectively communicate your qualifications.

#### **6.2.4. Where to Search for an Internship and Selecting the Best Fit**

- Utilize university career services and job boards.
- Explore online platforms and industry-specific websites.
- Visit company websites for internship postings.
- Network and seek referrals from contacts.
- Consider factors, such as career alignment, learning opportunities, company culture, location, and compensation.

#### **6.2.5. How to Benefit the Most From an Internship**

- Set clear goals for skill development and learning.
- Take initiatives, seek additional responsibilities, and volunteer for projects.
- Network and build relationships with colleagues and professionals.
- Seek feedback from your employer to improve and grow.
- Document your accomplishments and update your resume.
- Maintain professionalism and adhere to company policies.

### **7. Interviews**

#### **7.1. Mastering the Interview**

When it comes to interview preparations, be it in-person, remote, or over the phone, the steps may align, yet nuances exist based on the interview format. Dive into this breakdown to equip yourself for success in each type of interview.

##### **7.1.1. Face-to-Face Interview**

- Plan your route to the interview location, accounting for traffic or public transportation delays.
- Bring copies of your resume, references, and any other requested documents.
- Practice good non-verbal communication, including eye contact and a firm handshake.
- Stay calm and confident during the interview.
- Wear professional attire.

##### **7.1.2. Remote Interview**

- Test your technology beforehand, ensuring that your audio and video are working properly.
- Choose a quiet, well-lit location for the interview.
- Familiarize yourself with the specific video conferencing platform being used for the interview.
- Check your internet connection and have a backup plan in case of technical difficulties.
- Minimize distractions in your surroundings.
- Ensure your background is clean and professional.

- Use a headset or earphones for better audio quality.
- Practice maintaining good eye contact with the camera.
- Prepare and have any necessary documents or notes accessible on your computer.
- Test your microphone and speakers to ensure clear communication.
- Stay focused and engaged during the interview.
- Wear professional attire.
- Maintain positive body language, even in a remote setting.
- Sit up straight, maintain an open posture, and show that you are actively listening.

#### **7.1.3. Telephone Interview**

- Keep your resume and any notes or talking points in front of you.
- Find a quiet and comfortable location for the interview.
- Ensure your phone is fully charged and has good reception.
- Disable call waiting or any other potential interruptions.
- Speak clearly and concisely, as non-verbal cues are not visible.
- Have a pen and paper ready to jot down important information or questions.
- Stay focused and engaged during the conversation.

#### **7.1.4. Common Preparations for Various Interview Formats**

- Researching the company: Regardless of the interview format, research the company and the role you are applying for. Gain a solid understanding of the company mission, values, products or services, and any recent news or developments. This knowledge will help you tailor your responses and demonstrate your interest in the organization.
- Preparing answers: Anticipating and rehearsing answers to common interview questions are essential for all interview formats. Take the time to review your qualifications, skills, and experiences, and think of specific examples that showcase your abilities and accomplishments. This will help you articulate your value to the interviewer, regardless of how the interview is conducted.



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- **Dressing professionally:** Maintaining a professional demeanor is essential in any interview setting. Dress appropriately, whether it is for an in-person interview or a remote interview via video. Present yourself in a confident and respectful manner, regardless of the medium of communication.
- **Asking questions:** Prepare thoughtful questions to ask the interviewer in all types of interviews. This demonstrates your interest in the role and the company and also allows you to gather important information to assess if the position is the right fit for you.
- **Questions to avoid during the first interview:** Avoid asking about salary, benefits, or vacation time during the initial interview, as these topics are typically discussed later in the hiring process. Additionally, refrain from asking questions that can be easily answered through research, as this may show a lack of preparation. Instead, focus on thoughtful questions about the role, company culture, and growth opportunities to demonstrate your genuine interest and enthusiasm.
- **Being confident and engaged:** Regardless of the interview format, it is crucial to remain calm, confident, and engaged throughout the interview. Be attentive, actively listen to the interviewer, and respond thoughtfully. Maintain good eye contact and show enthusiasm for the opportunity.
- **Presenting yourself:** Self-presentation in a positive light is important in all interview formats. Showcase your relevant skills, experiences, and achievements, highlighting how you can contribute to the success of the organization. Clearly communicate your value proposition and why you are the right candidate for the role.
- **Post-interview follow-up:** After the interview, it is important to send a thank-you email to express your gratitude for the opportunity. This reinforces your interest in the position and allows you to restate your passion for the role.

Remember, preparation is key to a successful interview.

## 7.2. Interview FAQ

### 7.2.1. Introductory Questions

- Can you tell me about yourself?

Start with a brief personal introduction, highlighting your education, relevant work experience, and key skills. Then, transition to discussing your professional interests and what drives your career choices.

- What interests you about this position/company?

Share specific aspects of the position or company that genuinely appeal to you. Discuss how your skills, experiences, and career goals align with the opportunity, emphasizing your enthusiasm and eagerness to contribute to their success.

### 7.2.2. Skills and Qualifications Questions

- What are your strengths and weaknesses?

Highlight a few key strengths that are relevant to the role and substantiate them with examples. When discussing weaknesses, focus on areas where you have recognized the need for improvement and mention the steps you have taken to overcome or address them.

- How do you handle challenges or difficult situations?

Explain your approach to problem-solving and managing challenges. Discuss your ability to stay calm, analyze the situation, consider different perspectives, and take appropriate actions. Share an example that demonstrates your effective handling of a challenging situation.

- Can you provide an example of a time when you demonstrated a specific skill relevant to this role?

Choose a specific skill mentioned in the job description and share a situation where you successfully applied that skill. Describe the context, actions you took, and the positive outcome achieved, highlighting how your skill directly contributed to the result.

### 7.2.3. Experience and Achievements Questions

- Can you describe a time when you worked successfully in a team?

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Share an example where you collaborated effectively with a team to achieve a specific goal or complete a project. Discuss your role in the team, how you communicated and contributed to its success, and the positive outcomes achieved because of your collective effort.

- How do you handle constructive criticism?

Express your openness to feedback and growth. Discuss your ability to listen actively, consider feedback objectively, and use it as an opportunity to improve and develop professionally. Share an example of a situation where you received constructive criticism and how you utilized it to enhance your performance.

- Can you provide an example of a significant accomplishment in your previous role?

Choose a notable achievement illustrating your skills and impact on the organization or team. Describe the challenge you faced, the actions you took to overcome it, and the measurable results or positive impact achieved following your efforts.

### **7.2.4. Career Goals and Fit Questions**

- Where do you see yourself in five years?

Outline your long-term career aspirations, ensuring they align with the trajectory of the position and the growth of the company. Emphasize your eagerness to learn, grow professionally, and make a meaningful contribution within the organization.

- How does this role align with your career goals?

Discuss specific aspects of the role that resonate with your career goals, such as gaining relevant experience, developing specific skills, or contributing to a cause or industry you are passionate about. Highlight how the role can serve as a steppingstone toward achieving your broader career objectives.

- What do you know about our company and why do you want to work here?

Demonstrate your knowledge of the company by researching its mission, values, products/services, recent achievements, and industry reputation. Explain why these factors align with your own values, interests, and career aspirations. Highlight specific aspects that attract you to the company, such as its culture, innovation, or opportunities for growth.

Always remember to personalize your answers and to relate your experiences to the requirements for the position and to company principles. Practice and prepare your responses in advance to effectively demonstrate your qualifications, enthusiasm, and fit for the role.

#### **7.2.5. Work Style and Behavior Questions**

- How do you handle working under pressure or tight deadlines?

Talk about your ability to stay organized, prioritize tasks, and remain calm in stressful situations. Provide an example of a time when you managed multiple tasks under pressure and achieved positive results.

- How do you prioritize tasks when you have multiple deadlines?

Explain your approach to time management, such as creating to-do lists, using tools for organization, or breaking tasks into manageable steps. Share an example where your method helped you meet deadlines successfully.

#### **7.2.6. Motivation and Fit Questions**

- What motivates you to perform well at work?

Discuss factors that inspire you to do your best, such as challenges, personal growth, recognition, or contributing to team success. Relate your motivation to the specific role or industry.

- Why should we hire you for this position?

Summarize your skills, experiences, and qualities that make you a strong fit for the role. Focus on how your unique strengths will help the company achieve its goals and why you are excited about the opportunity.

#### **7.2.7. Cultural Fit and Company Alignment Questions**

- How do you handle conflict in the workplace?

Talk about your approach to resolving conflicts, such as listening to others' perspectives, staying calm, and working toward a collaborative solution. Give an example where you successfully managed a conflict.

- How do you adapt to changes or new environments?

Share how you adjusted to changes in previous roles, whether they were new technologies, processes, or organizational shifts. Show your ability to remain flexible and thrive in changing environments.

### 7.3. Using the STAR and PAR Approaches for Effective Interview Responses

The STAR and PAR approaches are effective techniques for answering questions in an interview in a structured and concise manner. Here is an overview of each.

#### 7.3.1. STAR Approach

- **Situation:** Start by providing context and describing the situation or challenge you faced.
- **Task:** Explain the specific task or goal you needed to accomplish in that situation.
- **Action:** Detail the actions you took to address the situation and achieve the task. Focus on what you did, your role, and the steps you took.
- **Result:** Share the outcome of your actions. Highlight the positive impact or results you achieved. Quantifiable or measurable results are particularly effective.

By following this approach, you provide a clear and organized response describing your problem-solving abilities, actions, and results.

#### **Example**

**Question:** Can you provide an example of a time when you demonstrated strong leadership skills?

**Situation:** During my previous role as a project manager, I was tasked with leading a cross-functional team to launch a new product within a tight deadline.

**Task:** The goal was to successfully coordinate the efforts of the marketing, design, and production teams to ensure the product launch was executed flawlessly.

**Action:** I initiated regular team meetings to establish clear objectives, roles, and responsibilities. To facilitate open communication and encouraged collaboration among team members, I delegated tasks based on individual strengths and expertise, ensuring everyone felt valued and engaged.

**Result:** By implementing effective leadership strategies, the team was able to streamline processes, resolve conflicts, and stay on track to meet the deadline. We launched the product on time and received positive

feedback from both internal stakeholders and customers. Additionally, team morale improved, and individuals felt empowered and motivated to contribute their best.

### 7.3.2. PAR Approach

- **Problem:** Begin by describing the problem or challenge you encountered.
- **Action:** Explain the specific actions you took to address the problem. Highlight the strategies, steps, or initiatives you implemented.
- **Result:** Share the outcome or results of your actions. Emphasize the positive impact you had and any achievements or improvements.

This approach is particularly useful when discussing situations where you identified and resolved a problem or implemented a successful initiative.

#### **Example**

**Question:** Tell me about a time when you faced a difficult challenge at work and how you handled it.

**Problem:** In my previous role as a customer service representative, I encountered a challenging situation where a customer was dissatisfied with our product and expressed frustration during a support call.

**Action:** Instead of reacting defensively or dismissing the customer's concerns, I actively listened to understand their perspective. I remained calm and empathetic, acknowledging their frustration and assuring them that I would do everything in my power to resolve the issue. I proactively researched potential solutions and consulted with colleagues to find the best course of action.

**Result:** By taking a proactive approach and addressing the customer's concerns with empathy and dedication, I was able to find a solution that met their needs. I kept the customer informed throughout the process, providing regular updates on the progress. In the end, the customer expressed their gratitude for my responsiveness and dedication in resolving their issue, and their satisfaction was restored.

To effectively use both approaches in a meeting, follow these tips:

- Listen carefully to the question and understand the key points.
- Take a moment to gather your thoughts before responding.
- Structure your answer using the STAR or PAR framework, depending on the nature of the question.
- Be concise and focus on the most relevant details.
- Use specific examples and provide measurable results or outcomes, when applicable.
- Tailor your response to highlight relevant skills and experiences that align with the question.

Remember to practice these approaches before your meeting or interview to ensure you can respond confidently and effectively. By using the STAR and PAR techniques, you will demonstrate your ability to handle challenges, act, and achieve positive results, leaving a lasting impression on your audience.

## **8. Top 10 In-Demand Skills of 2025 According to the World Economic Forum**

To anticipate the challenges and opportunities both companies and employees will face in the near future, the World Economic Forum listed a list of 10 workspace skills that are highly in demand in 2025.

### **Top 10 Skills for the Future:**

1. Analytical thinking and innovation
2. Active learning and learning strategies
3. Complex problem-solving
4. Critical thinking and analysis
5. Creativity, originality, and initiative
6. Leadership and social influence
7. Technology use, monitoring, and control
8. Technology design and programming
9. Resilience, stress tolerance, and flexibility
10. Reasoning, problem-solving, and ideation

These 10 skills are divided into 4 different categories:

1. Problem-solving
2. Self-management
3. Working with people
4. Technology use and development

## **9. Dressing for Success and Confident Body Language**

When it comes to a job interview, dressing professionally and exhibiting confident body language are crucial elements in making a positive impression on the interviewer. Your attire should be appropriate for the industry and company culture, typically leaning towards more formal or business attire. Pick well-fitted and well-groomed clothes that reflect your professionalism and attention to detail. Remember to pay attention to small details, such as clean shoes, minimal accessories, and a neat hairstyle.

Equally important is your body language, which can greatly influence how you are perceived during an interview. Start by maintaining good posture throughout the interview, sitting upright, and leaning slightly forward to convey your interest and engagement. Make consistent eye contact with the interviewer, as it demonstrates confidence and active listening.

A firm handshake at the beginning and end of the interview is a standard professional gesture that shows your assertiveness and professionalism. During the interview, use natural hand gestures to emphasize your points, but avoid excessive movements that may distract the interviewer or make you appear nervous.

Active listening is crucial during an interview. Nodding occasionally and maintaining a pleasant facial expression demonstrates that you are engaged and attentive. Be aware of your facial expressions, aiming for a friendly and positive demeanor.

Lastly, remember to breathe and maintain calm behavior. Managing your nerves can be challenging but taking slow and deep breaths can help you maintain control and project confidence.



By paying attention to your professional attire and exhibiting confident body language, you can create a positive and lasting impression during a job interview. These elements, when combined with your skills and qualifications, will significantly increase your chances of success in securing the position you are seeking.

### **10. Navigating Job Offer Negotiations**

Negotiating a job offer can be an important step in securing a favorable employment package. Below are some tips and steps to guide you through the negotiation process.

- Do your research: Research the industry standards, salary ranges, and benefits for similar roles in your field. This information will help you determine a reasonable starting point for your negotiation.
- Understand your value: Evaluate your skills, qualifications, and relevant experience that make you valuable to the employer. Be prepared to articulate how you can contribute to the organization and why you deserve a better offer.
- Prioritize your goals: Identify your priorities and determine what aspects of the offer are most important to you. This could include salary, benefits, work schedule, professional development opportunities, or other factors. Consider which elements are negotiable and which are not.
- Plan ahead: Anticipate potential negotiation scenarios and plan your responses accordingly. Prepare compelling arguments and examples to support your requests. Practice your negotiation skills to feel more confident and assertive.
- Initiate the conversation: Express your appreciation for the offer and your enthusiasm for the position. Politely and professionally request a discussion about the terms of the offer, indicating that you would like to further explore some areas.
- Be collaborative: Approach the negotiation as a collaborative process rather than a confrontation. Emphasize that you are seeking a mutually beneficial agreement where both parties can find common ground.
- Focus on value exchange: Instead of solely focusing on salary, highlight the value you bring to the organization. Discuss how your skills, experience, and contributions can positively impact company goals and outcomes.

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- Be realistic and flexible: While it is important to advocate for your interests, be mindful of being reasonable and realistic in your requests. Demonstrate your willingness to find a solution that works for both parties by offering alternative suggestions or compromises.
- Maintain professionalism: Always keep the negotiation professional and courteous. Avoid becoming confrontational or aggressive, as it may harm your chances of reaching a favorable outcome.
- Consider the full package: Remember to evaluate the entire job offer, including benefits, perks, vacation time, and opportunities for growth. Sometimes, non-monetary aspects can be negotiated to enhance your overall employment experience.
- Get it in writing: Once you reach an agreement, request a written confirmation of the agreed-upon terms to ensure clarity and avoid misunderstandings.

### **11. Workshops And Events**

#### **11.1. Workshops**

The Career Services Office (CSO) offers a variety of workshops to support your job search and equip you with the tools and knowledge you need for a successful career journey.

- **Career Readiness Workshop:** Master essential tips for success, including CV writing, cover letter writing, interview techniques, internship tips, job search strategies, email etiquette, and the Symplicity platform.
- **LinkedIn Workshop:** Enhance your professional profile and gain the confidence to excel in your career.
- **Job Fair Readiness Workshop:** Prepare for job fairs and gain insights on preparation strategies, participating companies, and industry sectors.

Workshops are announced, among other means, by email or via newsletters, the University's career services social media, and notifications on the Symplicity platform. they are typically open to all students.

#### **11.2. Open Day**

During this one-day event, you can drop by the CSO for a casual chat or schedule a one-on-one appointment to find out how we can actively contribute to your career path. By offering valuable resources, such as career

exploration guidance, job and internship search assistance, and professional development services, the CSO's dedicated team is here to help provide you with advisory appointments, workshops, and expert advice.

### **11.3. Career Panel Discussions**

The CSO organizes and facilitates career panel discussions in collaboration with various USEK academic units. These events feature accomplished USEK alumni who share their career trajectories and personal development stories, providing current students with invaluable insights and inspiration from real-world experiences.

The purpose of these Career Panel Discussions is to:

- highlight alumni success stories to encourage and inspire current students.
- offer valuable perspectives on the career paths and significant achievements of USEK alumni.
- create opportunities for students to connect with successful alumni, fostering professional relationships.

### **11.4. Job Fair**

The Job Fair is an event organized by the CSO, bringing together a diverse range of companies from multiple sectors and industries. This event provides a unique platform where students and alumni can engage directly with potential employers, explore their career paths, and gain valuable insights into the professional world.

#### **11.4.1. Purpose of the Job Fair**

- Connect students and alumni with potential employers, creating pathways to a wide range of career opportunities.
- Foster an interactive environment where attendees can ask questions, gather information, and cultivate professional relationships.
- Offer a comprehensive understanding of the job market, enabling students to make well-informed decisions about their career trajectories.
- Enhance the employability of students by providing direct access to recruiters and hiring professionals who are actively seeking talent from USEK.

**11.4.2. Top 12 Tips for Success at a Job Fair**

1. Look for the list of participating companies to learn more about recruitment organizations. Visit the USEK website for the program or get in touch with the CSO.
2. Research by reading a little bit about the most recent achievements and difficulties of the participating companies. Look for a sincere reason why they attract you in light of your own beliefs and preferences.
3. Create a prioritized list of employers in your desired industry with whom you would like to meet.
4. Prepare a list of questions to prevent being stuck when you meet a recruiter or being unsure of what to say.
5. Inquire with the CSO about available internships or opportunities and see which fits your profile of interests, abilities, values, and experience. Create one or two statements that explain why, given your skills and interests, some of these jobs or categories of jobs are a suitable fit for you.
6. Prepare a short presentation of 20-30 seconds in which you will introduce yourself to potential employers. To accomplish this, try to come up with 3 to 5 reasons why you would be valuable to most employers. Request advice from your instructors, parents, previous employers, and other people who are familiar with you. Evaluate your past accomplishments as a student, volunteer, friend, worker, and/or intern to determine the resources that enabled you to achieve those results.
7. Prepare your clothing and appearance for the event with care. Always choose the option of overdressing rather than underdressing. If you look professional, people will take you more seriously.
8. Arrive early to submit your CV and portfolio to your top employers before they are overcrowded with candidates.
9. Focus on all the companies, the well-known and lesser-known ones. While the well-known ones could have the most difficult job markets, lesser-known companies may offer fantastic opportunities and the chance to take on larger and more responsibility positions early in one's career.
10. Maintain a positive and enthusiastic attitude during the visit to maximize your chances of success. Even though you might repeat the same phrases throughout the day, keep it fresh by reminding yourself that each employer will be hearing it for the first time. Lean slightly forward to engage the recruiter, stand up straight, vary your voice tone to emphasize your words, and project a happy, energetic vibe.

## ***Career Services Office Handbook***

11. Explicitly express your interest at the conclusion of the conversation if you genuinely want to work for the company or further explore your choices. The candidate who is most enthusiastic will frequently have an advantage with competitive companies if all other candidates appear as equal. Get business cards from potential employers so you have their contact information after the fair if you want to follow up.
12. Effective follow-up will be necessary to advance your work prospects following the training. If you have met any interesting recruiters, be sure to get their contact information. Write them a letter as soon as you can after the event that simply explains why the company is a great fit for you given your background. Make sure you express your interest in meeting with the group in the future to further discuss opportunities.

Your job fair experience may lead to job offers with careful planning before the event, efficient execution on the day of the fair, and excellent follow-up afterwards.

### **12. Last Word**

In conclusion, we hope this student handbook provides you with valuable insights, tips, and resources to navigate your career journey. Remember, your time at USEK is an opportunity to develop lifelong career management skills and make meaningful contributions to society. Embrace the resources available to you and do not hesitate to reach out to the CSO for guidance and support. We are dedicated to supporting you every step of the way, from exploring career options to securing job opportunities.

Make the most of your time at USEK. We look forward to witnessing your growth and achievements. Good luck!

### **13. Contacts**

Career Services Office team:

- Ms. Pascale Rizk
  - Title: Head of the Career Services Office
  - Phone: +961 9 600 586
  - Email: [pascale.rizk@usek.edu.lb](mailto:pascale.rizk@usek.edu.lb)

- Ms. Vanessa Bou Saba
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  - Phone: +961 9 600 585
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- Ms. Jennifer Nassar
  - Title: Career Guidance Junior Officer
  - Phone: +961 9 600 580
  - Email: [jennifer.nassar@usek.edu.lb](mailto:jennifer.nassar@usek.edu.lb)

For general inquiries or assistance:

- Email: [careers@usek.edu.lb](mailto:careers@usek.edu.lb)
- Phone: +961 9 600 584

Frequently Asked Questions:

1. Do you have a sample CV that I can use?  
Yes, you can request a sample CV from the CSO team. For additional assistance in writing your CV, email us at [careers@usek.edu.lb](mailto:careers@usek.edu.lb) to schedule a meeting.
2. How can I schedule an advisory appointment?  
To book an advisory appointment, simply send an email to [careers@usek.edu.lb](mailto:careers@usek.edu.lb).
3. If I am looking for an internship, can you help?  
Certainly! Send us an email at [careers@usek.edu.lb](mailto:careers@usek.edu.lb) with your preferences, and we will promptly respond to help you find a suitable internship.
4. Where can I find updates on the latest job openings?  
Job openings, when received, are directly posted on our [Simplicity platform](#).
5. I have a job interview tomorrow. Can you help?  
Absolutely! To receive assistance, book an advisory appointment by emailing us at [careers@usek.edu.lb](mailto:careers@usek.edu.lb).
6. Can you help me set up or finetune my LinkedIn profile?  
Certainly! For LinkedIn profile assistance, please email us at [careers@usek.edu.lb](mailto:careers@usek.edu.lb), and we will guide you through the process.
7. How can I create or enhance my professional portfolio?  
For guidance on creating or enhancing your professional portfolio, check with your academic unit or dean, who can provide specific insights tailored to your academic field.
8. Where can I obtain an internship application form?  
You can obtain it from the Office of the Registrar.

### **Disclaimer 1:**

This handbook is intended to provide general information and guidance to students regarding the services and procedures of the CSO. Its contents are subject to change without prior notice. The CSO reserves the right to update, modify, or amend the information therein at any time. Students are encouraged to contact the CSO directly or visit the official CSO website for the latest details and updates.

### **Disclaimer 2:**

The CSO is here to support and guide you throughout your career journey at USEK. While we provide resources and assistance to help you find suitable opportunities, we do not guarantee placement in a job or internship. Your success depends on your efforts, preparation, and the opportunities available.

### **Eco-Friendly Statement:**

In support of sustainability and environmental responsibility, the CSO encourages the use of electronic platforms and digital resources whenever possible. By minimizing the use of paper and embracing digital communication, we aim to reduce our environmental impact. We ask all students, alumni, and partners to consider opting for electronic versions of documents, forms, and communications to contribute to a greener, more eco-friendly environment.

### **Confidentiality Statement:**

The CSO is committed to maintaining the confidentiality and privacy of all students, alumni, and applicants using its services. All personal, academic, and professional information provided to the CSO will be handled with the utmost care and in accordance with applicable privacy laws and regulations. No information will not be disclosed to third parties without the explicit consent of the individual, except where required by law or in accordance with University policies. Individuals are encouraged to share only the necessary information when utilizing CSO services and to contact the office for clarification of any concerns pertaining to confidentiality.