

**LinkedIn profile**  
**CV&Motivation letter**  
**Interview for the traineeship**

Assoc. prof. dr. Meda Andrijauskienė

# 20 steps to a better LinkedIn profile

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# Statistics

- 50% year over year increase in engagement on LinkedIn in 2021.
- #1 Social media platform for hiring – LinkedIn
- 2 new members every second join LinkedIn around the world.
- 706+ million professionals are on LinkedIn
- 46% of all B2B leads comes from LinkedIn
- 9 billion content impressions on LinkedIn every single week

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*„LinkedIn allows you to share your experience, skills, and qualifications with future employers, while also allowing you to build and interact with your network and grow your brand as a professional“*

- Jena Viviano Dunay

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# **General Tips for Your LinkedIn Profile**

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**1.**

**Use Your  
LinkedIn to Tell  
a Story and  
Build Your  
Personal Brand**

- Who are you and what do you want to be known for?
- What sets you apart from your peers in your industry?

**2.**

**Know Your  
Audience—and  
What Keywords  
Will Get Their  
Attention**

- Think about who will be reading it—likely other professionals and recruiters in your industry.
- What will those people specifically want to see in a job candidate?
- Are certain technical skills the most important? Or certain experiences or qualities?

Example:

„proficient in JavaScript”

**3.**

## **Work Keywords in Throughout Your Profile**

- Once you know your keywords, weave them into your headline, summary, experience, skills, and anywhere else they make sense on your profile.
- But... don't overdo it!



4.

## Avoid Buzzwords

“innovative,” “driven,” “hardworking,”  
“effective,” “successful,” and “motivated

*Which example works the best?*

- *Successful and hardworking.*
- *Successful and hardworking SaaS fintech account executive.*
- *SaaS account executive who has brought over \$10 million in new business to various fintech startups.*

**5.**

# **Complete Your Profile**

- LinkedIn's algorithm rewards users with complete profiles.
- "All-Star" is necessary.

1. Industry and location
2. An up-to-date current position (with a description)
3. Two past positions
4. Education
5. Skills (minimum of three)
6. Profile photo
7. At least 50 connections

**6.**

# **Focus on the Top Sections**

- You have to hook them from the start.
- Include your most important skills, experiences, and qualities high up in your profile. This means your cover photo, profile picture, headline, summary, and recent experience.
- Your profile picture and headline are most important because these are the only two things “people see before they even click on your profile.”



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# Tips for Individual LinkedIn Profile Sections

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7.

## Get a Custom URL

- When you create a profile, LinkedIn automatically assigns you a string of numbers as a URL.
- But you can (and should) set a custom URL instead. Make sure your URL is easy for you to remember and share (because you should be sharing it *a lot*)
- Example:  
<https://www.linkedin.com/in/meda-andrijauskiene/>

**8.**

# **Add a Cover Photo That Reflects You**

- A landscape view of your favorite place
- Something that showcases your brand
- A picture of yourself doing your job
- Customized banner with words.
- Personal website URL
- A few of your key strengths
- The services you offer
- A meaningful quote



Gintarė Dzindzelėtaitė · 1st  
Social Project Manager at Devbridge  
Lithuania · [500+ connections](#) · [Contact info](#)



Message

More...



Devbridge



Charles University in Prague



**9.**

**Choose a  
Professional  
Profile Picture—  
or Take a New  
One**

- iPhone or Android has a high-enough resolution camera to ensure your picture is clear and crisp.
- You should be appropriately dressed and not at a party or a wedding.
- Don't use any image where you have to crop other people out.



### Carl K.

Specialist in...  
Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Connect

500+  
connections



### Hayley Lester

Specialist in...  
Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Connect Send InMail

192  
connections

Contact Info



### Matthew David

Specialist in...  
Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Specialist in...  
Specialist in...

Connect Send InMail

con

**10.**

**Include a  
Current Job  
Entry, Even  
When  
Unemployed**

- If there is no current position written in the profile, you might not appear in the engine.
- If you currently are not working, you should add the position or positions you're looking for (e.g. *Social Media Coordinator/Assistant*)
- But! add a line in the spot usually reserved for the company name that makes it clear you're not saying you're employed, like "Seeking new opportunity" or similar.

**11.**

# **Use Your Summary Wisely**

- Your summary or “About” section is where you can really show your personality and share your story.

- **Introduce yourself**
- **Highlight your key skills, experiences, and achievements**
- **Call the reader to action** by asking them to connect with you to discuss growth marketing, contact you about job or speaking opportunities, or do whatever you’re currently looking to get from your LinkedIn profile.

## Business Analyst

Driven BA whose business requirement documents & technical specifications *\*always\** pass UAT! I'm a high energy, experienced business analyst, passionate about working hand-in-hand with developers & users to produce requirements and specifications that accurately reflect business needs and are technologically achievable. We will not over-engineer: the true test of successfully eliciting requirements, producing business requirement documents, and releasing technical specifications is when the user acceptance testing (UAT) is completed on schedule. A veteran of the automotive industry, my exposure to Lean Six Sigma manufacturing keeps me focused on opportunities to improve processes.

**12.**

**Show Off Your  
Expertise or  
Best Work in the  
Features Section**

- The “Featured” section allows you to showcase media, links, and LinkedIn articles and posts at the top of your profile.

# 13.

## Tailor Your Experience

- Emphasize the elements of your past experiences that are most relevant to the types of jobs you want.
- You can include relevant volunteer work or school projects both in your experience section and the dedicated “Volunteer experience” and “Education” sections lower down on your profile
- Add Links and Media to Your Work Experience: link to your company websites, projects you’ve worked on, articles or reports you’ve published, or anything else that can let recruiters see the work you’re writing about with their own eyes.



Search

Home

My Network

Jobs

Messaging

Notifications <sup>1</sup>

Me ▼

Work ▼

Try P  
fo



**Meda Andrijauskiene, PhD**

Associate Professor at Kaunas University of Technology

Add profile section ▼

Additional projects: "Partners for value LT: Intelligent practice"; "Development of social ...see more



**Junior Researcher**

May 2020 – Jan 2021 · 9 mos

TechEfektas project is focused on the evaluation of the efficiency of high-tech companies in the



**14.**

**Use Strong  
Accomplishment  
-Driven  
Descriptions**

- I am proficient in Excel
- I've built Excel spreadsheets that use pivot tables and filters to streamline a process and save my company 20+ hours a month

**?**


**15.**

**Make Sure Your  
Resume and  
LinkedIn Match**

- Your resume and LinkedIn don't have to be identical.
- But your past positions, companies, degrees, and licenses and certifications should match up—and so should the dates.


16.

**Add Licenses,  
Certifications,  
Projects,  
Accomplishments,  
Languages**


 Project Management: Prince2®, IPMA D  
Snow | more education ▼

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Licenses & certifications

 **Agile Software Development**  
University of Minnesota  
Issued Dec 2020 · No Expiration Date

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 **PRINCE2® Foundation Certification Training**  
AXELOS Global Best Practice  
Issued Jan 2020 · No Expiration Date  
Credential ID GR656133207VS

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 **PRINCE2 Course**  
AdProjectum  
Issued May 2018 · No Expiration Date

17.

## Add Your Skills

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## Everywhere

- In the “**Skills & endorsements**” section itself, you can have up to 50 skills, but **profile viewers can only see your top three**, so choose the most important ones for these slots.
- You should put them in context in your **experience section**, but make sure that your most relevant and marketable skills also appear in your **summary and headline**.

**18.**

**Seek Out Strong,  
Relevant, and  
Recent  
Recommendations**

**...**

**and give them in  
return!**

- Recommendations enhance the credibility of who you are as a professional
- You could ask a recommendation from your senior leaders, current and previous managers, immediate team members, clients, etc.

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*“**[Descriptive phrase]** is the phrase that comes to mind when I think about **[name]**. I’ve had the pleasure of knowing **[name]** for **[length of time]**, during which **[description of your working relationship]**. Above all, I was impressed with **[name]**’s ability to **[description of what makes person really stand out]**. And, of course, his/her **[personality trait]**. **[Name]** would be a true asset for any positions requiring **[1-2 skills needed for position]** and comes with my heartfelt recommendation.”*



**Lina Slavickaite**

CEO at INWIN | Institute of  
Winning Negotiations

January 30, 2019, Lina managed  
Meda directly

Meda is very active and organized person with strong opinion and a right mindset. Her attitude at work helps not only to reach her personal, but also goals for the whole team. Meda is also open minded for different opinions and new challenges, so working with her was a great pleasure.



# Tips for Using Your Profile

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**19.**

**Link to Your  
LinkedIn on  
Your Resume**

**20.**

## **Become an Active User**

- Actively comment on posts
- Engage with other users
- Write content on LinkedIn
- Join LinkedIn groups
- Request Connections

If you can dream it,  
you can do it.



**Meda Andrijauskiene,  
PhD**

Associate Professor at  
Kaunas University of  
Technology

Followers

648



**Meda Andrijauskiene, PhD**

Associate Professor at Kaunas University of Technology

3mo • Edited •



Projektų valdymo modulyje kasmet taikau problemų sprendimų paieška grįstos užduoties metodą realiu laiku. Semestro pradžioje įmonės atstovai pristato atvejį (case'ą), o studentai, remdamiesi moksline bei praktine literatūra, konsultuodamiesi su dėstytoja ir atsakingais asmenimis iš įmonės planuoja projektą, kurio tikslas – sukurti arba pagerinti įmonės produktus, organizacinius, gamybinius procesus ir pan.

Šį pusmetį studentai draugavo su [#BisonOffice](#) ir konkrečiai - su [Inga Linarte](#). Noriu asmeniškai padėkoti už nuolatinės konsultacijas, kokybišką grįžtamąjį ryšį ir net 8 iššūkius. Studentams tikrai buvo iš ko rinktis! O ką jau kalbėti apie vakarykščius [#pristatymus](#) ir [#apdovanojimus](#), kuomet geriausioms komandoms buvo skirti ne tik piniginiai prizai, bet svarbiausia - asmeninio pokalbio laikas ir potenciali galimybė įsidarbinti.

Tikiu, kad tokiu būdu yra:

- 1) užtikrinamas teorinės medžiagos apie projektų valdymą įsisavinimas;
- 2) išvystomas gebėjimas taikyti įvairius projektų valdymo įrankius praktikoje;
- 3) įgalinamos studijų metu sukauptos specialybinės žinios;
- 4) įmonei pasiūlomi modernūs ir savalaikiai sprendimai.



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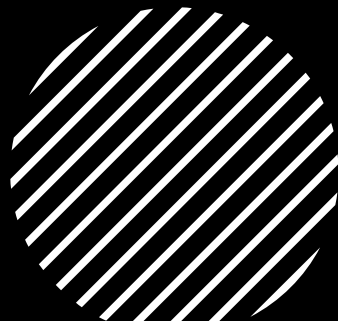


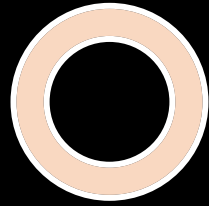


**1.**

# **Look for keywords in the job postings**

- If you're applying for a job as a medical billing coder, an employer might list keywords like "*coding*," "*claims submission*," "*compliance*" or "*AR management*" in the job description.
- Pay particular attention to anything listed in the sections labeled "Requirements" or "Qualifications." If you have the skills that employers are looking for, you can add these same terms to your resume in the experience or skills sections.





2.

**Review  
resume  
examples for  
your industry**



- **Make it simple and easy to read.**
- **Make it brief.** You'll notice that each section of the resume sample is short and to-the-point, including the summary and experience descriptions.
- **Include numbers.** . Numbers allow to better understand the value you may bring to the position. For example, one bullet point under the experience description for an administrative assistant reads, "Executed processing of vendor contracts and implemented a standardized process, reducing contract discrepancies by 90%."



# More conservative option



## Tyler Vader

**Address:** 10 Manchester street N21, Madison, WI 53703  
**Phone numbers:** (999) 999-9999 **Email address:** hello@kickresume.com  
**Web:** www.kickresume.com/cv/tyler

### Profile

Hardworking business-management graduate with proven leadership, organisational, and product-development skills seeking to apply my abilities to the position of [position] at [company name]

### Experience

09/2013 – present  
Dodgville

#### Associate Sourcing Manager Lands' End

- Manage the product-development process, from concept through introduction to market, ensuring design intention, merchant pricing and assortment strategies are achieved
- Primary interface for design group, merchandising and vendors through all stages in the product-development cycle (concept to customer)
- Responsible for overall costing of each component of the product so as to attain year-on-year increase in gross profit
- Negotiate pricing, quantity and lead-time delivery terms for key product inputs from factories, producers and suppliers
- Verify that data documented within internal software systems is entered accurately and in a timely manner by team members
- Designed reporting format, leveraging multiple database systems, to streamline data used by members of global product team

10/2007 – 01/2013  
Milwaukee, WI

#### Rental Office Assistant Manager Concours Motors

- Responsible for logistic management of a multi-site 75+ car rental fleet
- Developed understanding of customer service and relations

### Education

07/2013

#### Supply Chain and Operations Management University of Wisconsin – Milwaukee

- Study abroad – Australia
- Dean's List

### Achievements

- Manage category driving over \$40 million annually
- Lead costing negotiations to increase gross margin by 15% on key products
- Excellent reporting and presentation skills
- Highly proficient with MS Excel, MS Access, PLM (product lifecycle management) software
- Completed course work in ERP software implementation



## Mark Smith

Customer Service

### PROFILE

A presentable, articulate and energetic Customer Service professional who loves getting things right for her customers and making them happy. Mark has a long history of offering the highest level of service to clients both face to face, online and over the telephone. He has experience of providing a friendly and efficient service within a fast paced and challenging environment.

### CONTACT

**Address**  
Dayjob.com, St Pauls Square  
Birmingham B18 6NF

**Phone**  
0123 456 7890

**Email**  
info@dayjob.com

**LinkedIn**  
linkedin.com/yourname

### PROFESSIONAL

Managing multiple customers simultaneously.

Confident when dealing with people face to face.

Identifying opportunities for improvement of customer service.

Handling conflicting priorities.

Maintaining customer database files.

Able to deal with frequent changes in the work environment.

Coping well with setbacks when targets aren't met.

### REFERENCES

Available on request.

### CAREER

2016 - Present **Customer Service** **Company name**  
Responsible for persuading customers to shop if they had not planned to and encouraging them to spend more than they intended to. Answering customer questions regarding their products. Asking customers questions in order to serve them.

2015 - 2016 **Customer Service** **Company name**  
Checking the shop floor for any out-of-date and or damaged products. Encouraging customers to buy products and other services. Organising the shipping of goods to customers. Listening out for and identifying opportunities to cross sell.

2014 - 2015 **Customer Service** **Company name**  
Logging information onto computer systems. Meeting and greeting customers in a friendly, professional and timely manner. Engaging in pleasant conversation with customers.

2013 - 2014 **Customer Service** **Company name**  
Carrying out customer service assessments to identify and prioritise needs. Answering incoming showroom calls.

### SKILLS

Can tactfully manage difficult or emotional customers.

Listening patiently to and empathising with customers.

Always conveying a genuine desire to help and support.

### ACADEMIC

2011 - 2014 **Course details** **University name**

2009 - 2011 **Course details** **College name**

2005 - 2009 **Course details** **School name**

Maths (A) English (B)



**CHRISTIAN GRACE JIN Q. BOTIN**  
**GRAPHIC ARTIST**

**OBJECTIVE**  
 To fuse my talent for graphic design with my deep-seated passion for service. To join a team that challenge me to grow as an artist through purposeful design.

**WORK EXPERIENCE**

- Moderntech Computer Systems, Inc.**  
 Pacita Complex 1, San Pedro, Laguna  
 (Feb 2010 - Oct 2010)  
 GRAPHIC ARTIST • PHOTOGRAPHER
- ASECASIA INC**  
 Filinvest Corporate City, Alabang, Muntinlupa  
 (Dec 2010 - Present)  
 GRAPHIC ARTIST

**EDUCATION**

- AMA Computer Learning Center**  
 San Pedro, Laguna
- Pacita Complex National High School**  
 Pacita Complex 1, San Pedro, Laguna

**ARTISTIC / DIGITAL SKILLS**

- WINDOWS • MAC OS X
- PEAR OS 3.0 PANTHER
- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- Corel Draw
- Graphic Design
- Photography
- Photo Editing
- Website Design
- Logo Design

**CHARACTER REFERENCE**

- Alma G. Mabbayad**  
 Graphics Head  
 Moderntech C.S.I.  
 09235278561
- Ronald T. Balhon**  
 Graphics Supervisor  
 ASECASIA INC  
 09162158857

09279704379 / 028691978  
 12 Agoncillo St, Phase 4  
 Pacita Complex 1  
 San Pedro, Laguna  
 jin.botin@gmail.com

webneel.com

**HARRY MILLER**  
 GRAPHIC DESIGNER

**ABOUT ME**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**EDUCATION**

**COLLEGE 2008-2009**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**COLLEGE 2004-2006**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**WORK EXPERIENCE**

**COMPANY 2010-2012**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**COMPANY 2013-2015**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**COMPANY 2016-2017**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**SKILLS**

- GRAPHIC DESIGN
- WEB DESIGN
- SOCIAL NETWORKS
- ANIMATION

**CONTACT**

- HARRYMILLER
- @HARRYMILLER
- HARRYMILLER

**SMOG** *Illustrator & Video Editor*

**Education**  
 ESAD, Caldas da Rainha  
 (BA) Sound and Image  
 2008 - 2011

**Duran Castalbert Fine Art School**  
 Torres Vedras, Portugal  
 Technical Drawing & Painting  
 2002 - 2007

**Work Experience**

**HOW - Multimedia**  
 Torres Vedras, Portugal  
 Full-Time Video Editor  
 Mar. 2011 - Aug. 2011

**Caran d'Ache (Scriptus)**  
 Freelancer  
 Promoter & Product Demonstrator  
 Jan. 2007 - Dec. 2010

**Duran Castalbert Fine Art School**  
 Fine Art & Illustration Tutor  
 Part Time & Full-Time  
 Sep. 2005 - Jan. 2008

**Technical Skills**

**Fine Art**  
 Drawing & Painting  
 Portrait

**Illustration / Digital Illustration**  
 Video Editing  
 Photography  
 Storyboard

Pencil & Paper ★★★★★  
 Adobe Photoshop CS5 ★★★★★  
 Adobe Illustrator CS5 ★★★★★

Final Cut Pro ★★★★★  
 Adobe Premiere ★★★★★  
 After Effects ★★★★★

Logic Pro ★★★★★  
 Adobe SoundBooth ★★★★★

**Contacts**

Phone 0753 1672 321  
 Email sssmog@gmail.com  
 Web http://cargocollective.com/smog  
 http://vimeo.com/monicagomes

**Mónica Gomes**

I'm a portuguese illustrator highly motivated and passionate about art in general. I have a fine art background that took me into illustration, which later on, with the use of technology also took me to work with Digital illustration. Later on I decided to join the University doing a (BA) in Sound & Image, working side by side with artists from different areas. I also have as interests books, art & fashion magazines and Photography.

Currently I am living in Central London and looking forward to start working with people that share my love for illustration & Video. Thank you for reading my resume, hope to hear from you soon.

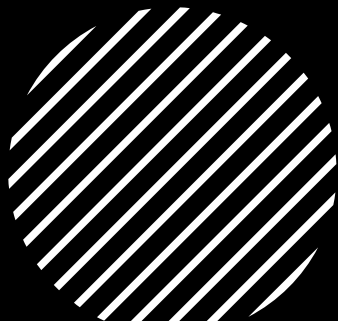
More creative option



**3.**

## **Use a professional font**

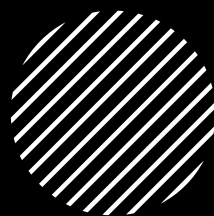
- You should use a basic, clean font like Arial.
- Keep your font size between 10 and 12 points.
- Selecting a clear, readable font will help make your resume appear more professional.





4.

**Include only  
the most  
relevant  
information  
and put the  
most important  
information  
first**

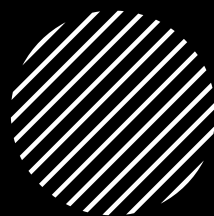


- Research has shown that hiring managers tend to spend only 6 seconds per resume. If your resume includes old or irrelevant information, such as minor degrees and achievements, it may distract from key information.



5.

## Use active language



- *“achieved,” “earned,” “completed” or “accomplished.”*

For example,

- *“Led multiple team-based projects and effectively coordinated group tasks.”*





6.

## Call attention to important achievements



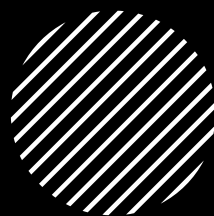
- Instead of listing your job duties under the experience section, select your top three or four most important achievements in each role you've held.
- Where possible, include numbers that measure your success for that particular goal or achievement.





7.

**Only include  
subheadings  
and sections  
you need**



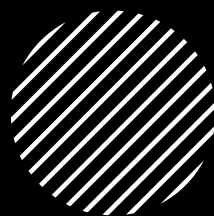
- Whether you're using a resume template or creating your own, you may find there are some recommended sections you do not need.





8.

# Proofread and edit



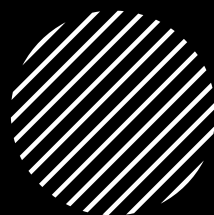
- Before sending your resume, you should undergo several rounds of proofreading to ensure there are no spelling or grammar errors.
- While there are several proofreading programs and tools you can use, it is also helpful to ask trusted friends or colleagues to review your resume.





9.

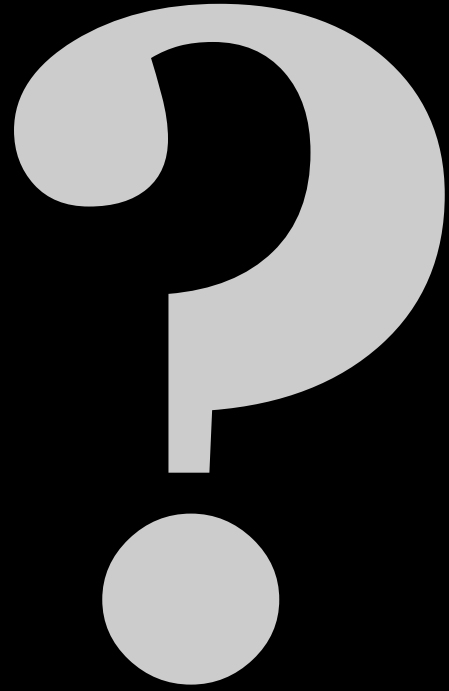
**Decide  
whether you  
need a  
unique  
resume for  
different  
jobs**



- Before submitting an application, you should ask yourself, “*Have I made it as easy as possible for this employer to see that I’m qualified?*”.
- If you’re applying for a job that has unique requirements, you may need another version of your resume to fully demonstrate your qualifications.
- Decide on a case by case basis which resume to use.









**START**

**Piece of advice for the motivation letter**

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*The main purpose of  
a **cover (motivational) letter** is...*

*to persuade an HR specialist that you are the most  
suitable candidate for a given position.*

Introduce self, and what you study,  
e.g. I am a fourth year student at the  
University of Edinburgh, studying  
Mechanical Engineering Msc.

# Paragraph 1

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# Paragraph 2

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- Say why you are interested in this position;
- Show that you have done some research into the employer's background and work;
- Highlight things that interested you in the work offered;
- Show a genuine interest and enthusiasm for the position for which you are applying.

- Why are you perfect for this position?
- Give examples of your specific experience which prove that you are qualified to do the work offered.
- What relevant courses have you studied? Have you worked on any projects that are relevant?
- Describe any relevant work experience and link the skills gained from this to the placement you are interested in.

# Paragraph 3

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# Paragraph 4

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- If there are any other requirements or languages necessary, make sure that you mention what you can offer in relation to these things and clearly state the level you are at in each requirement.

# Paragraph 5

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- Give any other examples of experience or skills that you feel are important to mention or that also prove that you are qualified for the work offered.
- Describe extra-curricular activities e.g. sports or awards.
- Always explain what you have developed from each activity e.g. time management skills, teamwork, initiative, commitment, independence.



# Paragraph 6

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- Finish the letter with a paragraph saying that you are looking forward to hearing from the employer soon and would like to thank them for reading the letter.
- Yours sincerely /Yours faithfully.
- Name, contact details.






# Interview for the traineeship

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# Before the interview

- 1. Research the company**
  - 2. Gather samples of your previous work/projects (if any)**
  - 3. Practice the interview**
  - 4. Think of questions for the company**
  - 5. Dress appropriately**
  - 6. Check your internet connection**
  - 7. Be organized and on time**
- 

# Can you tell me about yourself?

Consider providing a **summary of your background** and focus on your academic and professional **experiences or interests**.

You can also include details about your **extracurricular activities, leadership positions, volunteer roles** and more.

## **Example:**

*“I’m currently working toward a bachelor’s degree in marketing from the University of Delaware. I’m committed to furthering my education, which includes maintaining a high GPA while participating in extracurricular activities like the marketing club and college magazine.”*

# Why do you want a traineeship in this company?

Your answer to this question will be an **indicator of how well you have prepared.**

This is also an opportunity to **demonstrate why you are a good fit for the position**, so be specific in your answer.

Reasons for wanting to work with their company could include the company's reputation, achievements or culture. You may also consider speaking about how this internship would help you get closer to your professional goals.

## **Example:**

*“The company’s success in encouraging the next generation of nurses excites me. I look forward to putting all of my classroom knowledge to work for your company, and I am eager to learn more. I’d love the opportunity to work alongside others who are consistently improving our community’s health and well-being.”*

# What makes you a good candidate for this traineeship?

This question is your **chance to address your academic and professional background**, as well as other attributes or **experiences** that your resume may not communicate.

Include specifics about your **skillset and how it matches the internship requirements**.

## **Example:**

*“This year I worked part-time at the office on campus, so I have experience with assisting others with tuition and fee information, billing and loan services. As an accounting intern, I would bring what I’ve learned in the classroom and the office to your company.”*

# How does this internship relate to your career goals?

The answer to this question allows your interviewer to **understand your ambitions**.

If you haven't developed a plan, focus on the skills you want to gain, the job role you would like to fulfill and any related **goals you want to accomplish in the near future**.

## **Example:**

*“A finance internship with your company would help me sharpen my analytical skills and provide me with real-life experience in investing and accounting. This internship will push me toward my career goal of becoming a financial planner. In five years, I see myself helping others to manage their money and find success with smart investments.”*



# Prepare for industry-specific questions (1)

## Question:

What would you like to do with your degree in this industry?

## How to answer:

First, present a thoughtful **explanation of your current experience**, what you **would like to learn** and how this background relates to your **plans**.

# Prepare for industry-specific questions (2)

## Question:

What experiences have you had with the software and technology used in this industry?

## How to answer:

While you should **provide your levels of proficiency in industry-related software**, be sure to **review the job description for any software proficiencies** they list as required or preferred.

If you do not have experience with a program they list, explain that you are interested in and willing to learn it.

A large, bold, white question mark is centered within a dark gray circle. The circle is defined by a thick white border. The background of the circle is a solid dark gray color. The question mark is a simple, sans-serif font style.

?

# Simulation of the Interview for the traineeship

**1. You will be assigned into the breakout rooms by 3 people in each room.**

There are 3 roles:

**A: The interviewer** (the person who conducts and interview)

**B: The student** (the person who is searching for the traineeship)

**C: The observer** (who will write down the notes)

**2. How will it go?**

The interviewer (A) asks the question: **Can you tell me about yourself?**

The student (B) answers this question in ~30-45 seconds

The observer (C ) writes down the remarks about the particular answer and then gives the feedback to the student (B).

*When finished, exchange the roles for two more times so that everyone could try all of the roles.*

# THANK YOU

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Need some help?

Register to the career consultations via Academic Information System (AIS) or contact Ms. Eglė Račkauskienė directly: [egle.rackauskiene@ktu.lt](mailto:egle.rackauskiene@ktu.lt)