



USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

"Enhancing Employability of Female Graduates in Information Technology (IT) Sector in Lahore"

**Report of workshop
on
"Career Counselling &
Guidance of IT Internees"**



Dated: October 29, 2015

Venue: Marhaba Hall Township Lahore

Reported By: Muhammad Rashid Aziz Project coordinator

USAID Small Grants and Ambassador's Fund Program

This project has been funded by the American People through the U.S. Agency for International Development (USAID).



USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

Table of Contents

Executive Summary	3
Objectives of Workshop:	3
Proceedings	3



USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

Executive Summary

From its nascent beginnings in the late 1980s, Pakistan's Information Technology (IT) Industry today enjoys a global share of US\$ 2.8 billion, with current growth rates indicating that the industry will exceed the 11 billion USD mark within the next 05 years. The sector comprises of around 1500 Companies, with most of them growing in excess of 30% each year, and provides direct employment to around 300,000 people and indirect employment to another 50-100,000. Needless to say, Pakistan's technology scene is booming, and is poised to achieve all that in a decade which other Sectors and countries can only hope to achieve in 15-20 years. These facts and figures are encouraging, what is somewhat worrying is the fact that like most other sectors in the country, this one has also become primarily male dominated. In a research carried out by Pakistan Software House Association for IT and ITES (PASHA) titled, '*Pakistani Women in Technology*', it came forward that women account for 14% of the IT workforce, of which 37% are at the mid-career level while 13% are in Senior Management positions.

In order to enhance the employability of female IT graduates in IT sector Sanjh Preet in partnership with USAID initiated the project in district Lahore. The main intervention of the project was to place and make complete the internship of 120 internships in 20 software houses. Now these internees have completed or near to complete the internship phase however Sanjh Preet realized that these internees need career guidance and counseling.

In this context the organization organized one day session on career counseling and guidance with these internees. In this workshop internees were guided how to write a convincing CV, interview tips, related web portal, Dos and Don'ts.

Objectives of Workshop:

The objective of the workshop are given as under;

- How to write a good CV
- Features of CV
- Dos & Don'ts
- Online CV preparation
- Potential employers
- Importance of Online CV
- Interview Tips

Group Work:

Participants were given a question for answer **"What is the role of Education in our life and why we are getting education"**

The participants said that

- Education is very important to change our lives, attitudes, skill etc.
- After getting better education we can get better jobs
- Through education we can help our families



USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

The resource person said that above points are very well said but only these point are not enough we have to think about entrepreneurship after getting better education. Why we are thinking about only for employment we can think about make our self as employer

How to Write a Good CV

Facilitator: M. Athar Rasheed HR Manager Idara Taleem-o-Agahi Lahore

In this session Mr. Athar Rasheed shared objective of the session. He also shared about:

- How to write a good CV
- Features of CV
- Dos & Don'ts
- Online CV preparation
- Potential employers
- Importance of Online CV
- Interview Tips

Personal Details

- Name
- Address – use only one correspondence address if possible
- Telephone number
- Email –using an appropriate address
- Nationality – no obligation to include this but may be useful to clarify work permit status
- Date of birth – not needed
- Gender – not needed
- Photographs – not normally included on CVs (Optional)
- Career Objective or “summary” Strong, positive language
- Purpose is to highlight key points that you want an employer to know about you (e.g. skills, experience, career objective)
- Avoid a list of superlatives

Examples:

A highly motivated BCS/MCS Graduate looking for a work placement in..... I have strong problem-solving skills and a logical and analytical approach.

Education

- Should be in reverse chronological order i.e. most recent first
 - Degree level study
 - Pre-university education, generally back to Matriculation level/age 16. If information is very old, you have the discretion to omit it
- For overseas qualifications, show the name of the qualification and institution
- Things to consider:
 - Relevance – no need to include a comprehensive list of every topic studied
 - Including some modules may be helpful when applying for jobs where there is a link between it and your studies
- Give grades if they are good ones!



USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

- The older the qualification, the less detail you give.
- **Work Experience**
- Include full time, part time and voluntary work and work placements
- Generally list in reverse chronological order (most recent first)..... or, group into "related" and "other" work experience
- Show dates you were there and your job title
- Show the employer/organization name, broad location and if helpful, the nature of their business
- Focus on the skills you used and your achievements
- Use positive language
- If you have had several similar jobs, you can group these together to avoid repetition of duties
- Consider using bullet points rather than lengthy paragraphs
- Skills-based and combination CVs will have separate skills sections
- Include references to skills throughout the CV i.e. in all or some of the education, work experience, interests sections
- Include skills which are relevant and of interest to the job/employer/sector
- Always provide evidence for skills
- Make links between your skills and the job – show how you are a good match with the job requirements

References

- Often used only in the final stages of selection
- Provide the contact details of your referees (name, address, job title, telephone no. and email address) rather than a "standard" reference letter
- It is usual to provide two referees –one current supervisor and second one else from professional career, however be sure the reference persons are quite familiar with your skills and shall give positive response to concerned.
- Out of courtesy, always check with referees first
- If you prefer not to include details on your CV, you can say "References available on request"

Dos,

- Use a standard font size in black ink.
- Include recent and relevant work experience (paid or voluntary).
- Be consistent in your layout.
- List your skills and achievements and back up with evidence.
- Keep it short (maximum 2 pages).
- Use positive action verbs such as "organized, delivered, accomplished, achieved".
- Include a statement about your career aspirations and what you have to offer the employer.
- Be honest but positive (negatives can always be turned into positives).
- Proof-read for spelling, punctuation, grammar and meaning.
- Get someone to check it for you.

Don'ts

- Do it in a rush.
- Leave gaps in employment.



USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

- Lie.
- Include irrelevant personal details such as marital status.
- Simply write a list of duties under work experience (remember you are selling yourself!).
- Use flashy or large font.
- There is no single way to write a CV. It is your document and can be structured and presented as you wish within a basic framework.
- The important thing to remember is that this is the first impression an employer will have of you. It is your marketing brochure through which you are trying to sell yourself.

How Use Web Portals online

Facilitator Umair Chaudary IMO Sanjh Preet Organization

Umair Chaudary take a session about the use of web portals and how to upload the Cv online

Resources

- Professional Associations
- LinkedIn
- OLX
- Bayt.com
- Upwork
- Elance
- Rozee.pk
- Brightspyre.com
- Opportunity.pk
- HRDN
- Informational Interviews

This is a great way to get the inside scoop from people who are actually working in the field you are interested in.

Marketing Yourself

You're Marketing Tool Kit

- Be optimistic and confident.
- Have a professional resume and cover letter that highlights your strengths, abilities, and achievements.
- Always apply after contextualizing your CV in align with job requirements.
- Practice your interviewing skills.
- Have professional online portfolio on different social networks
- According to a research 75% are rejected in IT sector because they don't have an impressive portfolio online.
- Keep an impressive website or portal which includes your portfolio.

Job Sources

- Online Job Bank Databases
- Company Websites
- Many companies are posting job openings and accepting applications online.
- Netsol



USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

- Datumsquare
- Classified Publications
- Networking or personal referral.
- Online professional networking groups such as LinkedIn.
- Employers are looking for you on social media sites such Facebook and Twitter.
- Targeted resume mailings.
- Create a LinkedIn profile using information from your resume.
- Post an appropriate and professional photo.
- Update your status weekly.
- Collect recommendations from faculty and co-workers.
- Learn about employers using LinkedIn's "advanced search" feature.
- Join LinkedIn groups in your areas of interest.

www.linkedin.com,

www.Fayyazshahid.com

Most Effective Strategies

- Keep updated in accordance with job requirements.
- A large percentage of jobs are the result of a personal referral.
- Inform everyone you know of your career goals.
- Seek information interviews.
- Attend professional association meetings and conferences and register with a student membership.
- The easiest method may not be the most effective.
- Avoid using only one method at a time.

Plot Your Plan of Action

- Put your plan of action in writing.
- Create a weekly schedule of job search tasks.
- Carefully review job requirements. Don't waste time applying for jobs you are not qualified for.
- Keep up your momentum. One interview does not equal a job offer!

Remember to Stay Focused & Motivated

- Share your progress with others.
- Seek out a job hunting buddy. Someone you can share advice, support and resources with.
- Seek a counselor or mentor if you lose your way. Maybe you need to re-evaluate your strategy.
- Learn something you need to improve on from each disappointment.

Top Tips for Interview

- Have your marketing tool kit: resume, cover letter, references, and interview skills.
- Develop a network.
- Catalog skills you need to improve on.
- Be prepared: always have a business card or flash drive with your resume at all times.
- Think outside the box.



USAID
FROM THE AMERICAN PEOPLE



"Career Counselling & Guidance of IT Internees"

- Remember that your first job does not have to be your dream job.
- Be proactive, not passive.
- Be persistent!

Internees Feed Back

At the end of workshop all participants gave their feedback about this one day workshop
Internees said that we learn about:

- How to write a good CV
- Find your goals and what you want in life
- How to apply online for job
- Session about entrepreneurship
- Interviews Tips

The internees said that this workshop is great step by Sanjh Preet Organization and we have learnt a lot from this session. They said that we are requesting to Sanjh Preet Organization to continue these type of workshops in future.

Snap





USAID
FROM THE AMERICAN PEOPLE



**"Career Counselling & Guidance
of IT Internees"**

News Clipping

