



INTELLIGENT LEARNING SERIES CAREER-BUILDING EXPERT TIPS

VIDEO TRANSCRIPT

Hi, there! My name is Lyqa Maravilla. I'm an educational content creator, and I help people Get Hired! through my podcast and YouTube videos.

When Accenture invited me to share with you some tips on online job application, I immediately got excited. You see, the virtual world is my playground. And there simply is a lot of opportunities for career growth in this field.

So, are you ready? Let's get you started on your dream job.

You know how people say that if you fail to plan, you plan to fail? Well, that's especially true when it comes to applying for a job.

So, what exactly should you do before applying for a job?

There are three things that you should know:
1. **Know yourself.** Take stock of all the skills and qualifications you have. This will help you spot the opportunities that would be a good fit for you.

This brings us to number

2. **Know your options.** Look for jobs that work well with your 3 Es: Education, Experience, and Expertise.

And when you do, it's time to learn more about number

3. **Know the company.** What are the company's values? What is their culture like? Are their goals aligned with yours? What made you choose them, in the first place?

At the end of the day, people want to work with people who want to work with them.

Remember that and say that with me. People want to work with people who want to work with them.

Now, it's time we talk about your bio. Here are the ABCs of a great resume

A. Accurate. All the information you provide should be real.

B. Brief. Keep only what is necessary and relevant to the position you're applying for.

C. Clear. Think about this when you're formatting your resume, especially when choosing the font, text color, and size.

It's okay if you get a bit nervous during job interviews, that's perfectly fine. That just means that you really want to do well.

But there are things you can do to help build your confidence. And it's all about preparation.



1. Anticipate the questions. This includes common job interview questions and questions they may ask about you.

2. Prepare your answers. You don't have to memorize the entire thing, but a list of talking points can help you organize your thoughts during the day.

3. Practice. Practice. Practice. Practice speaking in front of a mirror. Practice by recording yourself. And, if you could, practice with a friend. This will help you gain confidence and see areas you can improve on.

If you get hired, remember that this is just the beginning of your journey...but this time, you're not alone. If anything is unclear, go and ask the hiring manager—especially when it comes to paperwork and your pre-employment requirements.

But if they don't call you, don't fret. This isn't the end of your journey. This is just a chapter that can lead you to your next step. Take everything you learned through this experience with you. See where and how you can improve, work on that, and don't be afraid to try again. Do it again. Do it even better.

Thanks for listening. I hope I have inspired you to prepare for your journey.

Landing that dream job can become a reality, only if you put your heart and mind into it.

Now, let's get ready to work!

Leverage on your new knowledge.

Fast track to a future-ready career.

EXPLORE OUR OPEN ROLES TODAY!

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