

Part II - The Most Important “Points” To Prepare For Your Interview

Use your time wisely and strategically to prepare all the essential interview checklist. Gather everything you will need when attending to job interview. Print few copies of your resume, cover letter, digital resume and bring a pen!

These efforts proves you are well-prepared for the interview. Here are some checklist ideas to get you organized.

Hard Copy / Digital Resume

Match Your Skill Set

Testimonials From LinkedIn

Portfolio

Copy of Certificate

Psychometrics Result

Video Resume

Work - Related Photos

(Tick any of the above if you have included them in your resume.)

Your Selling Points Will Capture Interviewers' Attention.

This is your time to shine and remember interviewers are looking for work related strength that you can contribute to the company. Here are few guides to highlight how to convince the employers your key “selling points”.

Strength

Portfolio

(What are your strengths you would like to “sell” during an interview?)

Sample

(What are the examples related to your strengths?) *E.g. Communication, Leadership, etc.*

Sharing of Experience

(Don't forget to share how your strength helps in your past experience!)

Weakness

Sample

(Tricky Question! Answer only “those” you can tackle with.) *E.g. Lack of confidence.*

Solution

(Explain how you could tackle with it.) *E.g. Build it overtime, practice makes perfect.*

Sharing of Experience

(Tell them your story how you've improved your weakness all this while!)

Type of Skill

Sample

(What skills would you like to “sell” during interview?) *E.g. Hard skills or soft skills?*

Soft Skill

Sample

(What are the examples related to your soft skills?) *E.g. Public speaking, Project management, etc.*

Portfolio

(Do you have any soft skills to portray?) *E.g. Communication, Leadership, etc.*

Sharing of Experience

(Don't forget to share how your soft skills helps in your past experience!)

Hard Skill

Sample

(What are the examples related to your hard skills?) *E.g. Copywriting, HTML/CSS, etc.*

Portfolio

(Do you have any hard skills to portray?) *E.g. Computer skill, Technical skill, etc.*

Sharing of Experience

(Don't forget to share how your hard skills helps in your past experience!)

Experience/Project

Sharing of Experience

(Any experience/project you would like to highlight to the recruiter?) *E.g. Your past achievements.*

Hobby

Sample

(What do you like to do in your leisure time?)

Sharing of Experience

(How does your hobby helps in your personal development?)

Start Your Career Journey With

SIMPLE & EASY

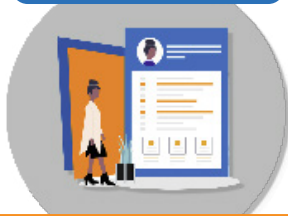
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Search Job Benefits

FAST & EFFICIENT

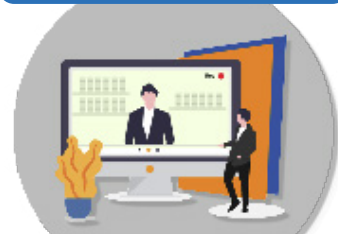
2



Create Resume & CV Instantly

CAPTIVATE & ATTRACT

3



Record a Video Resume

Happy Voices From The Jobseekers



Nurul Nadiah

Young Professional

At the time I was struggling to find a job. In hundreds applications, Xremo Malaysia platform has been given very quick help until I got the job.

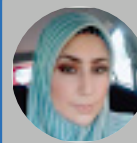
Because of the Recruitment Advisor's effort, my life and career changed.



ALYSIA PETRUS

Young Professional

Great application, very helpful.. recommended. Thank you Xremo..



AZRIENA RIENZ

Young Professional

Very good and helpful.. Really recommend... Xremo Recruitment Advisor.. tq

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