

Guideline on Video Resume Preparation

[Video Resume Script]

Video Resume Script sourced from your CV. Only some sequences may be varied. Read the following instruction and sequence carefully and prepare your script.

- 01. Introduction:** This section covers your Name, a tagline on why you should be hired, present academic status and CGPA if above 3.7/4.
- 02. Career Goal:** This section covers your Career Goal. What you want to be after 10 years? Which industry? Be specific and Add objective if possible.
- 03. Professional Experience:** Mention any professional experiences or internship (mostly recent). Add your position, department and organization name. If you have none, you may add any project work instead.
- 04. Skill:** Mention your subjective skills you have developed and any of your soft skills.
- 05. Co- curricular/ Interest:** Mention any club activities, participation in seminars, workshops, conferences and training in detail. You may add what your interest and mention how these activities helped you to grow your skill.
- 06. Achievement:** Mention what you have achieved in your academic and professional journey. What you have been awarded/ appreciated/nominated. Be specific with year and category.
- 07. Conclusion:** The final section ends with a tagline on why the organization still be interested in you? Add a courtesy ending line that you will be waiting to hear from them.

Note: Use an official personal mail address that has no number and represents your official name i.e. alsafayat@gmail.com or alsafayat.bd@gmail.com, alsafayat.diu@gmail.com, al.safayat@gmail.com, alsafayat.cse@yahoo.com

Practice more for a perfect presentation. Get ideas from <http://bit.do/CDCVisume> and any available resources from online. Best of Luck!

Service Process



Step 1: Registration

Interested students have to complete their registration with a payment according to their preferable category i.e. Basic (500.00 Tk.), Advance (1000.00 Tk.) and Premiere (2500.00 Tk.)



Step 2: Script, Presentation & Content Preparation

Students will be briefed by a Professional on:

1. How to prepare the script
2. How to rehearse for the presentation
3. What outfit needs to be worn
4. What contents need to be submitted

Note: Script Guideline and video link will be given.



Step 3: Submission

Students have to submit their script and content by 2 working days, which will be reviewed and corrected by a professional official.



Step 4: Demo Presentation

As per reviewed script, students will rehearse and must give a final demo presentation within 3 working days. This will be done in front of the professional official who will observe and decide whether the candidate is ready or not for the final shooting.



Step 5: Shooting/ Recording

If the student passess the demo presentation, a schedule for the shooting will be given which can not be adjusted. Student will be strictly instructed to be present on time with proper outfit.



Step 6: Handover the Video Resume

The final file will be handed over to the student after 7 days from the recording. The file will also be uploaded in the DIU/CDC YouTube channel and social media.

Terms & Condition

01. **Script Plagiarism:** The VRs script must be unique and should not copy any content from other's script. No similar script will be passed for further process.

02. **Schedule:** The schedule depends on the preparation of the candidate. On average, it takes 14 working days to complete (7 days for preparation and 7 days for editing). After registration, the candidate will have 2 working days to send the initial script as instructed. The VRs counselor will review the script and send it back with necessary corrections by the next 24 working hours.

The candidate will rehearse/practice and will inform when ready for a demo presentation by 2 working days at a minimum. The counselor will carefully observe and help the candidate if any adjustments required. If the candidate is prepared well enough then he/she will pass, if not, he/she has to give the demo presentation again. After the confirmation, the counselor will talk with the video editor for the date of the shooting and will inform the candidate for the final recording. If any candidates miss the recording he/she might be charged as a penalty of 200/- taka and the process will be delayed.

03. **Outfit:** The outfit is strictly maintained. For men, formal suit and tie are mandatory. For women, formal suit/ formal sharee with blazer/ formal sharee with Hijab/ Abaya with hijab/Shalwar kameez with blazer or hijab, etc. Women can wear light jewelry. If the candidate fails to manage the outfit as mentioned, he/she will not be placed for recording.

04. **Feedback on other Video Resumes:** The candidate needs to learn and share their feedback on the published professional video resumes in Social Media. They also need to give their comments on more improvement or appreciation of the previous candidates. So that the candidates themselves can improve.

05. **Uploading in Officials Site:** The final version will be handed over to the candidate and it will be published in DIU/CDC YouTube Channel and Social Media.

06. **Delay Penalty:** All the instructed time schedule needs to be maintained regularly. In case of any delay without proper explanation, the registration might be canceled.