

1. Prepare & Maintain a Career Guide Book you consider balanced for you. It will reflect your aspiration, ambition and goal in career. A person without a proper goal is like a ship without a sailor. The person without appropriate specific career planning cannot completely dedicate him/herself to the office and to the society. S/he remains in dilemma which impacts his/her career in the long run. Most of the students cannot set goal properly and endure failure.

2. Chalk out your life style & future by yourself. Initially, set up a feasible goal by valuing calculating time-frame, work accordingly and gradually reach to your desired target. It is you who will have to shoulder your success or failure. Blaming/ relying only on fate will not bring the blessings. Be ambitious but not so much that is insurmountable. Let us look into history then we will find that there are several ages. This modern age that we are living in now has not come just like that. God has created human being but before sending us to this world god created the things that will support us. A building needs its foundation before it can be built. The same way if you wish to buy an airplane, you need to initiate the action from the beginning: walking>Local bus>Rickshaw>CNG>rent a car>private car>airplane.

3. Presentation and approach reflect on human personality. These direct ones destination. The person who can present one thing with remarkable approach in a presentable fashion wins superiority among others. It is proven, proper presentation and technical approach can turn even a virtually impossible thing possible. In an American court, a divorcee husband won his child by his convincing presentation and approach regarding the child issue by the court order even the traditional rule was in favor of the child's mother.

4. Enjoy Traffic Jam. Yes, I mean it! While you are in a Traffic Jam, try to call back and try to call or send all sms or read, for example, important file/paper or newspaper/ magazine/ book or think some idea or make some plan /note of your to do task. Traffic jam must be considered with potential way.

5. Sleeplessness: Dale Carnegie told that you will never die in sleeplessness. Even when you are not able to sleep you can think any topics or productive idea or memorize anything related to your study.

6. Time Segmentation: You must make proper segmentation of your time for university, prayer, career, friend, family, study etc. It is said, time & tide wait for none. S/he is the victorious who can accomplish all works by allotting time properly. Pending work

7. Your Mobile, Your Diary: Buy a good mobile or use whatever you have. You can invest in purchasing a good configuration mobile rightly, and if not, you can use gmail for storing phone backup so that you can restore in case of physical damage or theft of your mobile. Please be attentive to secure your present mobile if it is not possible to buy a better one.

8. Self-Motivation & Confidence are essential for self and organizational growth. If you are self-motivated & confident enough, you can track down your progress and overcome any challenges you face in life.

9. Learn to say sorry because it is credit not discredit. As a human you can commit lot of faults but when you chase you right that is wrong. Many people think that if he says sorry then it's expressing his fault but this concept is not always right. Saying sorry can also lighten up your image to others and may help you do your works easily. You can say that saying sorry is an art. How well you use the word "sorry" will determine how well you are at doing your job.

10. Life has problems & negative works but it is you who know how to solve both. We learned when we were kids "we shall overcome". There is nothing impossible. We need to accept the fact that we will face a lot of difficulties and obstacles doing our job. In this case we need to absorb the difficulties and problems with courage and overcome the problems. Getting nervous will not let you accomplish anything.

11. Before facing any challenge you must do some homework. When fail, do homework to overcome. Before trying to do any job you must first get a good idea about it. Studying it before doing will help you to generate ideas on how to accomplish your job more effectively.

12. Be Positive. Your positive attitude will turn other people positive. Always answer positively, say, "If you explain me..." With positive attitude you can accomplish almost anything. Positive attitude can alter even the worst situation and make it better. In corporate life there will be certain moments when you will face difficulties but if you approach them positively, solutions will automatically come to you.

13. Ego & tolerance bring level. We must remember we are mortal & we will be judged by the creator. Ego is nothing but pride in its inflated form. For example, an arrogant man is unduly or excessively proud of his wealth, status, learning, etc. He shows ego in spirit of conduct. He is unwarrantably overbearing and proud. His head is swollen like the swelling caused by dropsy. He thinks very highly of himself and poorly of others. He claims much for himself and concedes little to others which can break team spirit and harms the working environment. Your subordinates or colleagues may make mistakes but deal with it with tolerance. It will help you to maintain the team spirit and also will help you to show them the right direction.

14. Be cool to react in a hard situation. Men are different in thinking, behaving and decision taking. A winner tackles a tough situation much logically and patiently. Sometimes, a situation may arise when you need to deal with people in furious mood or you may be in a position of taking decision depending on one witness. In that case, be cool and go into the depth of a matter, not take decision considering only the surface. Tolerance is one of the core essences of a good leader. Lack of tolerance results many misdeed, like killing, acid terrorism, dishonesty, etc. Be tolerable and evaluate a person/ event very coolly. A warrior lost the battle, whereas he had full opportunity to win. After returning, he was ordered to be beheaded by the royal law. The thoughtful king, out of curiosity and due to judge the authentic situation, asked the warrior what actually happened. The warrior replied "I could win the battle by smashing all our opponents, who were absolutely arms less. But it would make the situation from bad to worse as you would be considered to be an autocratic, cruel ruler in the entire history of humanity. So I was reluctant

15. We should love criticism as critics indirectly make a great work for us. Paying concentration on their activities/ conversation, we may judge ourselves and can be able to rectify

our mistakes (if there is any) and can uplift our position as well. From mistake, we can learn to overcome. Critics assist us finding out our mistakes.

16. Whenever you like to do any job, TIME is major factor. Incomplete job will not be evaluated. You will have to complete all jobs for which you are assigned.

As per Japanese ambassador, the value of time is 'zero'.

The calculation is like this:

Job X time = Result

Job X time = 0

17. Winner versus Loser:

The Winner is always part of the answer;
The Loser is always part of the problem.

The Winner always has a program;
The Loser always has an excuse.

The Winner says, "Let me do it for you";
The Loser says, "That is not my job".

The Winner sees an answer for every problem;
The Loser sees a problem for every answer.

The Winner says, "It may be difficult but it is possible";
The Loser says, "It may be possible but it is too difficult".

When a Winner makes a mistake, he says, "I was wrong";
When a Loser makes a mistake, he says, "It wasn't my fault".

A Winner makes commitments;
A Loser makes promises.

Winners have dreams;
Losers have schemes.

Winners say, "I must do something";
Losers say, "Something must be done".

Winners are a part of the team;
Losers are apart from the team.

Winners see the gain;
Losers see the pain.

Winners see possibilities;
Losers see problems.

Winners believe in win/win;
Losers believe for them to win someone has to lose.

Winners see the potential;
Losers see the past.

Winners are like a thermostat;
Losers are like thermometers.

Winners choose what they say;
Losers say what they choose.

Winners use hard arguments but soft words;
Losers use soft arguments but hard words.

Winners stand firm on values but compromise on petty things.
Losers stand firm on petty things but compromise on values.

Winners follow the philosophy of empathy: "Don't do to others what you would not want them to do to you";
Losers follow the philosophy, "Do it to others before they do it to you".

Winners make it happen;
Losers let it happen.

Winners plan and prepare to win. Their key word is preparation

Losers do a think without plan.

18. If the students feel any problem they have a lot of ways which they can pick to inform about it which are as follows:

19. Human Relations... Important to Know

The six most important words: "I admit I made a mistake."

The five most important words: "You did a good job."

The four most important words: "What is your opinion."

The three most important words: "If you please."

The two most important words: "Thank you,"

The one most important word: "We"

The least important word: "I"

20. Hundred Leadership Qualities

Here are 100 ways to be an outstanding leader. Each one is a gem. If you have started practicing these all to develop your leadership skills than you will find yourself as a perfect leader-

1. Don't take yourself too seriously.
2. Give others the credit.
3. Accept your shortcomings.
4. Believe in other people's gifts.
5. Give people a stake in what you're doing.
6. Recognize that language is your most powerful tool.
7. Develop the skill to manage people who aren't like you.
8. Know when to be at the back and when to be at the front.
9. Provide a positive example for others to follow.
10. Influence people in a positive way.
11. Use inclusive language (we not me).
12. Admit you don't know everything.
13. Keep a bit of mystery back.
14. Let your humanity show.
15. Communicate across generations.
16. Align your verbal and non-verbal messages.
17. Listen to others without wanting to control them or put them right.
18. Keep your promises.
19. Speak from your heart.
20. Be an expert in at least one important area.
21. Be honest with yourself and others.
22. Have the courage to do unpopular things.
23. Be good at more than one style of leading.
24. Distinguish public personality and private character.
25. Care more deeply than is good.
26. Serve.
27. Write down the priorities for others.
28. Empower people every second of the day.
29. Trust them to come alive when you're not around.
30. Work on your thinking skills.
31. Create a climate of candour.
32. Banish the "but" from feedback.
33. Get fit and stay fit.
34. Be like a bee spreading pollen around the team.
35. Get results.
36. Don't lose sight of your organization's core values.
37. Always make the first move with others.
38. Create more leaders.
39. Have a unified vision.
40. Keep the momentum going.
41. Reward skill and promote attitude.

42. Grow your people to be all they can be.
43. Develop humour without folly.
44. Be proud but not arrogant.
45. Be bold but not a bully.
46. Be kind but not weak.
47. Be strong but not rude.
48. Be humble but not timid.
49. Take timely decisions.
50. Recognize your leadership personality.
51. Follow up and follow up.
52. Read situations before they become crises.
53. Sell others on your team mission
54. Develop the ability to see what's possible.
55. See potential and ask why not?
56. Use metaphors and images to convey your vision.
57. Reinforce the values whenever you can.
58. Create symbols of the organization's culture.
59. Send the right signals.
60. Set the right climate.
61. Tell stories about heroes and role models.
62. Look the part.
63. Assume an air of authority.
64. Know when to be decisive.
65. Talk to the team and to individuals in the team.
66. Balance time with team, task, and individuals.
67. Let your team try things out.
68. Ask lots of questions.
69. Praise people a lot.
70. Apply different styles to different people.
71. Aim to be a 9:9 manager.
72. Do the right thing and then do things right.
73. Get personally involved with training initiatives.
74. Pick everyone's brains.
75. Check that people know what's expected of them.
76. Expect people to shine.
77. Know everyone by name and character.
78. Know things about people personally.
79. Be thoroughly on top of the administration of the job.
80. Aim to release everything that others can do.
81. Have the courage to remove those who are not fit to be in the team.
82. Speak in a calm voice at all times.
83. Be a person of manners.
84. Suffer fools gladly.
85. Be accessible and visible.
86. Walk the job.
87. Praise publicly, admonish privately.

88. Encourage good habits.
89. Follow the rules you expect others to follow.
90. Be a skilled coach.
91. Give people roots to grow and wings to fly.
92. Remove the limits to people's ambitions.
93. Treat others the way you would like them to treat you.
94. Give people respect.
95. Have a long time span.
96. Have a sense of right and wrong.
97. Remain optimistic.
98. Retain the mystery of leadership.
99. Act with integrity.
100. Be unpredictable.

21. Resume Templates: 40 Single Page Mini Templates

See the link-

<http://iniwoo.net/web/mini-templates/>

Free Creative / Design Resume

Pls see the link

<http://www.thepcmanwebsite.com/resumes/cat-8-1.php>

5 Examples of Beautiful Resume/CV Templates Nettuts+

<http://net.tutsplus.com/articles/web-roundups/5-examples-of-beautiful-resumecv-templates/>

Some famous site for CV writing-

Resume Writing

Create A Professional Resume w/Our Instant Resume Wizard. Start Today!

www.TheResumeBuilder.com

www.cv-resume.org

www.curriculumvitaesample.org

www.Cvtips.com

www.bestcoverletters.com

www.cv-service.org

Expert CVs by First Impressions

www.resumeedge.com

Resume Writing | Sample Resume

www.bestsampleresume.com

Sample Resumes

www.getmyonlinecv.com
Get My Online CV

www.freeresumesamples.org
Sample Resume

22. Quick Tips for developing Attitude

Attitude, as people say, is everything. But what exactly is attitude?

Your attitude is your own personal filter for everything that happens to you, around you, or within you. What takes place in your world is not as important as how you view it.

You cannot choose what will happen to you. You cannot guarantee success and happiness for yourself. These things are out of your control. You can, however, choose how you feel about these things, about how you respond to these situations.

So let's think about how you can keep your attitude as positive as possible

22.1. PUT THINGS IN PERSPECTIVE

When you find yourself getting negative and your mood isn't as good as you know it can be, take a step back and put things into perspective.

Is the stress and frustration really worth it?

When you look at the bigger picture, don't they seem a bit insignificant? They should, because nine times out of ten the daily problems we face are not really that important when we take a look at life as a whole.

22.2. HAVE SOMETHING TO LOOK FORWARD TO

People love to look forward to things.

Some say that anticipation of something happening is better than when it actually happens. Do you recall as a child waiting for the build up to Christmas? It only lasts one day, but the anticipation and build-up last for weeks.

Keep something in mind to always be looking forward to.

22.3. HELP OTHERS

There is no better way to forget about your problems than to help someone else with theirs.

When you take the focus off yourself, and give your attention to helping people, your attitude will change dramatically.

Not just workmates but also people you don't know.

You'll be amazed what it does for you.

22.4. TAKE A BREAK

Your mood will be lightened if you take a break from what is getting you down.

You might not be able to change the situations that are causing you challenges, but you can take a break (minutes, hours or days) that will enable you to refocus.

22.5. TALK WITH A POSITIVE FRIEND

Talking things out can help you see the good in a bad situation.

Call a friend and tell them about your problem, but concentrate on positive areas, not just moans and groans.

This is a very therapeutic and effective cure to a rough day.

22.6. LIFE IS SHORT

It's true.

The worst thing would be to look back on your days wishing you could have been happier.

Now is the time to take a good look at your attitude and make the necessary improvements.

It's been said that no-one wishes on their death bed that they had spent more time at the office.

Most people look back and have regrets, not for what they did, but for what they didn't do.

Days, weeks, months, and years have a way of rushing by.

Don't let them pass while you are in a negative mood about life.

A positive attitude is worth the work, effort, and change that it takes to create it. Look back with no regrets, only happy memories.

I love the quote from Penny Freeston: "When tomorrow comes, the day will be gone forever; in its place is something that you have left behind...let it be something good"

22.7. PEOPLE HAVE DONE MORE WITH LESS

A common cause for a poor attitude is the feeling that you are in a situation that is just too hard to deal with.

Perhaps you don't have the job you want, or you may have a manager who drives you mad. Or may even be more serious than that.

You may be too young, too old, too tired, too unlucky, too poor, etc, etc...

Remember, people have done more with less.

Many people from all over the world have overcome obstacles, solved problems, and maintained a positive attitude through the most trying of times.

Don't wait for the world to devote itself to making you happy.

Go out there and make it happen yourself.

The power of a positive attitude is always within your reach.

You simply have to extend your hand and grab it!

Use these tips to develop a great attitude and to make your life the way you want it.

23. Peter Druck: Some comments on Management

* "In fact, that management has a need for advanced education - as well as for systematic manager development - means only that management today has become an institution of our society."

* "The best way to predict the future is to create it."

* "Management is doing things right; leadership is doing the right things."

* "What's measured improves."

* "Company cultures are like country cultures. Never try to change one. Try, instead, to work with what you've got."

* "Efficiency is doing better what is already being done."

* "Follow effective action with quiet reflection. From the quiet reflection will come even more effective action."

* "People who don't take risks generally make about two big mistakes a year. People who do take risks generally make about two big mistakes a year."

* "The most important thing in communication is hearing what isn't said."

* "The purpose of business is to create and keep a customer."

* "There is nothing so useless as doing efficiently that which should not be done at all."

* "When a subject becomes totally obsolete we make it a required course."

* "Rank does not confer privilege or give power. It imposes responsibility."

* "To focus on contribution is to focus on effectiveness." [30]

* "People in any organization are always attached to the obsolete - the things that should have worked but did not, the things that once were productive and no longer are."

* "Wherever you see a successful business, someone once made a courageous decision."

* "Most of what we call management consists of making it difficult for people to get their work done."

24. It is you who knows everything

You are very lucky as you are in such an era when knowing everything is very easy. IT has made all sort of information available at your door. With a wink of eye you are able to know about anything you have interest in. Just try to extract the boon of this flow of information. You can be the best translator by using Google Translator! You are the best travel guide with the assistance of Google Map...There are plenty of such facilities you use intentionally or unintentionally! Keep this effort up.

25. Expand Your Networking

It is really an effective way to reach at the peak of career. Try to expand your networking. It can be done physically by visiting and communicating, by mobile phone contacts & by other technology and technology based social networking like- facebook, twiter, forums etc. Don't forget to synchronize your mobile phone as per need. Host yourself with the jobsite, like jobsbd.com. Establish strong personal networking with friends of school, college and university lives, relatives, teachers, corporate people in home & abroad and so on. You do not know who will come in your use in which ways! It is found in the research that those people finds job easily who have a good networking with other people.

26. Face as many job interviews as you can

There are some people who are afraid of facing job interviews; but, it is the best way to face as many job interviews as you can. This practice will be effective to boost up your confidence. You will be able to get detailed idea about the question patterns and the way out to answer diplomatically & perfectly. Mind it, confidence is the key point of overcoming any kind of viva successfully. Be decent and formal in dress code and smart in answering questions. Don't forget to contact your eyes with the interviewers while answering. Don't move your body too much.

27. Be well equipped by proper documentation

Be organized and up to date while documenting your resources. Use Google Documents to preserve your required data and information. You can host your CD, Photographs, scanned credentials here and pick from anywhere whenever necessary.

28. Improve your Presentation and gesture

Your expression should be clear and specific. Your voice should be raised. Your vocal should be lively and transparent. Your body language should be presentable and full with confidence.

29. Reference in the CV

Job seekers frequently do a common mistake by using their university teachers in the CV as references. While inquiring, the employer may find the referee can not recognize the job seeker as plenty of students has used the teacher as referee! Moreover, a teacher knows more or less every student. Job seekers should use reference who knows the job seeker very well, may be a relative or professional acquaintance.

30. Search for Work, not Job

There is a common misconception between work and job. The word job and work differs significantly. Job is directly related to money. Work is more than that. The opportunity and growth of job is normal and slow, while the opportunity and growth of work is huge & may be rapid based on your performance. For say, X is a typist, his job is fixed and predetermined as he can not (or not willing to) perform job more than that, he performs duty during 9am to 5 pm. Y, on the other hand, performs the work of a typist, and additionally knows how to make a photocopy, send fax, and can work on internet, assists other colleagues in their duties, he thinks of how to improve his performance and never care for time. His opportunity and growth is faster than X. Those who yearn for a job will deprive themselves than those yearn for work. Government job has less accountability while private job, demands more accountability.