



India's First Private Maritime University for maritime-related education, training and research. The one and only University from India to be a member of the International Association of Maritime Universities. With quality, commitment, knowledge and excellence as its corner stones, AMET serves as an ocean of knowledge for over 3400 students pursuing Programmes ranging from diploma to Doctoral programs through 4 schools and 2 intensive research and training centers for marine and marine related activities. AMET had a humble beginning of just 14 cadets and now have been successfully moulded More than 10000 Ametians for a career in Maritime related industry. AMET continuously holds A1 outstanding accreditation in the Comprehensive Inspection Programme (CIP) conducted by DNV-GL & IRS for four consecutive cycles.

Career Development Programs

At the AMET University, career development is integrative instead of merely transactional. The future career success is built right into your entire academic experience.

The AMET Career Development Center is committed to providing all students quality services and developmental opportunities that support the educational objectives. Our goal is to advance students and alumni toward their career trajectory by providing career consultation and support and teaching them how to become active participants in their own continuing career development and success.

The Career Development Centre with leading members dedicated to guide the students on creating a clear career plan, setting realistic career goals and a planned timetable on professional development for their future.

Higher studies

- **IELTS** – to study, work or get training for their jobs in an English-speaking country
- **GATE** - for admission into the Master's Program and Job in Public Sector Companies

Coaching for Govt. Exam

Aspiring students those who are willing to join the civil services provided with structured training in association with the recognized coaching institute.

Foreign Language Training

Courses in foreign languages like French, Japanese and German are provided in order to empower students to take up global careers.

Awareness Programs

Frequent events conducted on the topics of

- Defense Services
- UPSC Examinations
- TNPSC Examinations
- Entrepreneur / Startup

Aptitude and logical reasoning

The logical reasoning, also known as critical thinking or analytic reasoning, involves one's ability to isolate and identify the various components of any given argument. A person with a higher logical reasoning ability is better equipped to work in positions that require quick decision making. So, it is not a surprise that the logical reasoning questions commonly appear in any placement tests, competitive exams or entrance exams. To help the students preparing for competitive exams and placement tests, we provide interactive online practice logical reasoning tests with answers in multiple choice objective types.

Aptitude

Some students may not be sure on what careers they want to focus and will want to explore what options may be the best "fit" for them in terms of aptitude and interest. It is suggested that those students undertake self-assessments and point them to resources and tools that can help them further explore occupations.

Aptitude testing evaluates how an individual reacts to situations and accomplishes tasks in his or her daily life. An aptitude test typically includes questions about the individual's hobbies, talents, interests and overall personality. Companies, employment agencies and schools use aptitude tests to offer guidance to the test taker regarding his or her professional or academic path.

Aptitude tests are utilized for numerous reasons and can be administered by a wide variety of sources. Some aptitude tests are designed to measure a person's capacity in a specific area, such as mechanical, spatial, sensory, clerical, numerical, verbal, logic and reason. The majority of aptitude tests are used by learning institutions or employers; however, certain government bodies utilize such tests as well, depending on the

position an individual is seeking.

Employers often use such tests to determine which job candidate is most suitable for a position or promotion. A career aptitude test, sometimes called a career assessment test, is considered one of the most useful of all the career development tools available in today's business world. A career aptitude test is typically given at some point during the interview process; however, an employer may also choose to utilize a career assessment test when determining which employee is best suited for an upcoming promotion or to decide whether a person should be given more responsibility in his or her current position.

Logical reasoning

Reasoning refers to the process of drawing conclusions or inferences from information. Reasoning always requires going beyond the information that is given. In logic, an inference is called deductive if the truth of the initial information (or premises) guarantees the truth of the conclusion. The inference is called inductive if the truth of the premises makes the conclusion probable but not certain. Distinctions between deductive and inductive reasoning can be important in understanding logic; but in practice, these distinctions may exist more in the mind of the researcher developing a task than in the performance of examinees on that task. Many researchers have found that performance on deductive and inductive tests is strongly related.

Analytical and critical thinking skills help you to evaluate the problem and to make decisions. A logical and methodical approach is best in some circumstances: for example, you will need to be able to draw on your academic or subject knowledge to identify solutions of a practical or technical nature. In other situations, using creativity or lateral thinking will be necessary to come up with ideas for resolving the problem and find fresh approaches. Not everyone has these two types of skills in equal measure: for this reason, team working is often a key component in problem-solving. Further skills, such as communication,

persuasion and negotiation, are important in finding solutions to problems involving people.

Resumes, Cover Letters, and CVs

Resume Guidelines

Your resume should be a concise summary of the high points of your education, work experience, and other qualifications relevant to your audience's needs and to your employment interests, not a complete history of your life. It communicates your professional qualifications to employers, to interest them in interviewing you, and it creates their first impression of you. It is a marketing tool and an introduction to you and your experiences. Do enough research about the employer and the field to decide which messages are most important to your audience, and communicate these messages succinctly and clearly in a visually appealing format? Here are some guidelines to help you do this:

Presentation Checklist

- Do not use a Microsoft Word resume template. None of them scan well.
- Use a laser printer.
- It is safe to use a conservative font, such as Arial or Times New Roman.
- Font size should be 10-12 points.
- Use 8 1/2" x 11" paper, printed on one side only.
- Use high quality resumes paper.

Format

- Stick to one page; use two pages if you have an advanced degree or extensive experience (10+ years).
- Make the page easy to scan and graphically pleasing: leave sufficient white space.
- Select a format that suits your qualifications. Do not automatically follow someone else's, which may not

suit what you have to say.

- Avoid underlining, may use bullets to emphasize your credentials.
- Use bold faces sparingly for headings and employer information

Content

- Put name, address, and phone number at the top of the page. If you have a second page, repeat your name at the top.
- Choose topic headings that invite your readers' interest, e.g., 'Experience', 'Leadership', 'Skills', 'Activities/ Honors' rather than "employment" or "other."
- Include marketable and/or relevant data only; for example, include classes that have been most important in your education and are most relevant to the type of work you seek; do not provide an extensive list of courses.
- Highlight skills, accomplishments, capabilities, and work experience. Give evidence of your personal impact: show not only that you completed tasks but that you contributed to organizational goals.
- Cite numbers to convey size and/or scale of project, budget, and staff supervised.
- Give examples that demonstrate desirable personality traits such as leadership, interpersonal facility, team- work, and initiative.
- Minimize personal information and omit unrelated memberships, age, marital and health status, and information that is repetitive, implicit (e.g., high school graduation for a college graduate), or out-of-date. If you are a US citizen or hold a permanent resident visa, include this if readers might have reason to think otherwise.
- Generally, it is a good idea to exclude data relevant to salary expectations, religious or political

affiliations, and geographic descriptions.

- References are usually omitted. Employers assume that “references are available upon request,” so leave this phrase off.

IELTS

IELTS, the International English Language Testing System, is designed to assess the language ability of candidates who want to study or work where English is the language of communication. IELTS is recognized by over 6,000 organizations worldwide, including universities, employers, professional bodies, immigration authorities and other government agencies. For a list of organizations that accept IELTS scores.

Accessible and convenient

IELTS is offered up to four times a month in more than 125 countries. Tests are usually on Saturdays or Thursdays. To find out test dates in your area, please contact your nearest IELTS test centre. A list of all IELTS test centres worldwide is available at www.ielts.org

The international test

IELTS is internationally focused in its content. For example, a range of native-speaker accents (North American, Australian, New Zealand, and British) is used in the Listening test, and all standard varieties of English are accepted in candidates’ responses in all parts of the test.

The test that’s tried and trusted

IELTS has been developed by some of the world’s leading experts in language assessment, and is supported by an extensive programme of research, validation and test development.

The level of the test

IELTS is designed to assess English language skills at all levels. There is no such thing as a pass or fail in IELTS. Results are reported as band scores on a scale from 1 (the lowest) to 9 (the highest). Do not use a Microsoft Word

The IELTS Band Score Scale	
9	Expert user
8	Very good user
7	Good user
6	Competent user
5	Modest user
4	Limited user
3	Extremely limited user
2	Intermittent user
1	Non user

Know the IELTS rules and regulations

It's important to familiarise yourself with the IELTS rules and regulations. These are laid out in the Notice to Candidates which is included with the application form. When you sign the application form declaration, you are confirming that you have read and understood the IELTS rules and regulations and agree to abide by them.

Register as soon as possible

Communication

Communication and social skills is defined as "the ability to communicate and collaborate with individuals, and within teams, in professional and community settings. The ability to communicate clearly and to work well in a team setting is critical to sustained and successful employment. Good communication and social skills involve the ability to listen to, as well as clearly express, information back to others in a variety of ways - oral, written, and visual - using a range of technologies. It involves the ability to be respectful with precision of thought and clarity of expression.

A student demonstrates well-developed communication and social skills when they listen, understand and convey their ideas and issues in a way that is comprehensible and appropriate. Teamwork hinges on effective communication skills that are equally about listening, as well as expression.

Strategies and Approaches

An example of how communication skills are embedded in teaching practice is found in an online third year unit from the Bachelor of Business course. A number of smaller assessments build upon one another towards a final Blackboard Collaborate presentation. Communication skills of the students are developed in various stages and involve the use of different technologies. The student first uses a wiki to record the research for their chosen topic. Other students then provide comment and contribute to the research, developing a collegial approach to learning.

The student then prepares for a 30 minute presentation using Blackboard Collaborate. The first stage involves an opportunity for practice where the student self-critiques their own presentation recording. The final Blackboard Collaborate live presentation before teacher and peers, involves a 20 minute presentation followed by a 10 minute Q&A. The last assessment involves the student to watch and self-reflect on their

live presentation by typing into an online learning journal. After watching their live recording students are able to identify their communication strengths and weaknesses as the assessment requires a high level of student-to-student interaction.

Self-reflection is critical to help deepen the student's understanding of the importance and value of good communication skills. These communication strategies and the incorporation of a range of tools are purposefully designed to encourage students to learn that communication happens in different ways and through different media. Familiarity with different communication strategies is an important graduate skill.

Communication skills examples

Your ability to communicate well will be one of the most noticeable things about you during the application process. This is why getting it right is so important. For example: Your application needs to be well written, easy to understand and tailored to the recruiter in question. Make sure you proofread properly too; ‘Muphry’s law’ states that spelling or grammar mistakes will happen just when you are explaining how great you are at spelling and grammar.

At interviews you should be confident, smile and make eye contact. Shake hands and remember names (there are techniques for this). Remember that a lot of communication is non-verbal – this is one of the reasons why most application process involve face-to-face interviews at some point or other. If other tasks are involved, like presentations, or group activities, be aware that your communication skills may still be under assessment. Think about who your audience is and how you will be interacting with them. Ask relevant questions and give honest responses.

Facing Interviews

Preparing for your first interview can be a little nerve-racking. Good preparation will help you control the

nervousness and maximize your chances of a successful outcome. One way to accomplish this is by looking at the results from surveys of employers to discover what are the top characteristics they look for in job candidates. Take a look at the Top 10 Personal Characteristics, start taking a personal inventory and see how you measure up in these categories. Think of one or two examples of how you have proven yourself in these areas in the past and be thoughtful about how these characteristics would be valuable in the workplace environment that you are hoping to get in to.

Do thorough company research including reading annual reports, newspaper articles and trade journals.

What Happens During the Interview?

The interview process can be scary if you do not know what to expect. To make it easier on you, keep in mind that most interviews fit a general pattern. The typical interview will last 30-45 minutes, although some may be longer. A typical structure is as follows:

- Five minutes: greeting and small talk
- Fifteen minutes: a mutual discussion of your back- ground and credentials as they relate to the needs of the employer
- Five minutes: you have an opportunity to ask questions
- Five minutes: wrap-up/discuss next steps in the process