



Dear potential co-worker,

We would like to highlight a few important tips before you start your application to get into Mand Labs. We will try our best to clearly highlight what we look for and what we do not look for. With all humility, please take every advice or suggestion mentioned here with a pinch of salt.

1) We usually do not hire people based on resumes/CVs.

Most CVs and resumes are over-bloated with personal achievements and fancy lies. Instead of mentioning clear work history, experience and profile in simple and plain English, most candidates try to decorate their resumes and CVs with business jargon and unnecessary information. Please check below what we need.

What do we look for in a resume or CV?

- Contact information
- Work or employment history
- Job profile and responsibilities (keep it simple)
- Education and Certifications
- Key awards and accomplishments
- Skills

Here is an example of a job profile:

Inventory manager at ABC, Inc.

Detroit, US

April 14, 2014-May 13, 2016

- Responsible for sourcing, packaging and assembly of ABC X product line
- Managed vendor relations and operated on Inflow-an inventory management software
- Managed a staff of 10 workers for producing 100,000 units annually

2) Do not skip the cover letter.

A cover letter is a reflection of your personality. It is an opportunity for you to show who you are, what are your values, what drives you, what inspires you, your unique life experiences, your strengths, your weaknesses-your life story. If you chose to skip the cover letter, it gives an impression that you are quite non-serious about the job you are applying for. So, we recommend you to not skip the cover letter.

Now, there are numerous resources available over the internet on “how to write a good cover letter”. If you are a seeker, you should be able find the resources on your own.

To us, we would like to know your life story and what gives you a kick. We want to know the extent to which you know yourself. We all are imperfect creatures. You will be good at something that you know for sure. So, you need to communicate the same in the cover letter.

We were inspired by the Stanford GSB essay application question-what matters most to you and why? So, we chose to include this question as a part of our application process. Google this question and you will discover how to answer it.

Do your research and be thoughtful. Remember that there is no right answer. Tell your story. Tell us, why this job? Do you truly love the idea of this job, whether it is at Mand Labs or somewhere else?

References:

<https://designthinking.ideo.com/?tag=cover-letter>

<https://www.gsb.stanford.edu/programs/mba/admission/application-materials/essays>

3) Work/Portfolio/Samples

This is probably the second most important part of the application process. Most candidates do a very poor job of presenting their work portfolio. Communication is an art.

This is your chance to show your creativity and imagination. You can either do a great job of presenting your work in the most creative and intuitive format, or you can simply screw it by sending us the information in crude ways.

Remember that we do not have much time to screen applications. So, you need to be utterly meticulous, succinct, and authentic. Your work just needs to just jump out of the page.

Think about the projects that you think are directly important or related to the job. Our association with you starts with your portfolio, your work and what we understand about your work. Give us that chance. We are looking for people who are great storytellers.

If you are a fresher and do not have any work samples or a portfolio, you can send us a write up of 500 words on “Why should we hire you?”

4) Do not lie. Be authentic.

We are looking for honest, enthusiastic, and smart people. We have interviewed many people in the past and we are able to find out “when people lie”. It is quite unfortunate that candidates try to manipulate the truth during in-personal interviews and often lie in their applications. We are looking for authentic people with team spirit, and integrity. We work in collaboration and hence, we stay away from ego-centric humans.

Lastly, be honest with yourself. We believe that these perspectives will help in writing a good application. We look forward to reading your application.

Thank you,
Sincerely,

- Team Mand Labs