# Your Guide to Recruitment Process at Seven Square ®

Welcome to Seven Square Technosoft! We're excited you're considering launching your career with us through our dynamic internship program. This guide will help you understand our recruitment process and what we look for in our aspiring talents.

## 1. How to Apply

To kickstart your journey with Seven Square Technosoft, please submit your application through one of the following methods:

- **Email:** Send your resume directly to **hr@sevensquaretech.com**

## 2. Crafting Your Resume & Application – What to Highlight

Your resume is your first impression. Make it count by focusing on these key areas:

- **Showcase Relevant Projects/Work:**
    - For the technology you are applying for (e.g., Mobile, Web, React JS, WordPress), clearly highlight the **key projects, academic assignments, personal ventures, or open-source contributions** you have completed.
    - Describe your **specific role and contributions** in these projects.
    - Mention the **technologies used** and the **impact or outcome** of your work.
    - Provide **links to GitHub repositories, live demos, or portfolios** if available.
- **Demonstrate Your Interest in Seven Square:**
    - Research our company! In your email or cover letter, articulate **three (3) key aspects or strengths about Seven Square Technosoft's website (www.sevensquaretech.com)** that resonate with you or impress you. This shows genuine interest and attention to detail.
- **Personal Background & Experience:**

- ○ Provide a brief overview of your **educational background** (degree, university, graduation year).
  - ○ If you have any **past working experience** (internships, part-time jobs, freelance work – even if unrelated to tech), briefly mention it and highlight transferable skills (e.g., teamwork, problem-solving, communication).
  - ○ Include details about your **family background** if there's anything relevant you wish to share that showcases your journey or unique perspective.
- ● **Current Location & Availability:**
  - ○ Clearly state your **current town/city of residence**.
  - ○ Indicate your **availability status** for the internship:
    - ■ Immediate joining
    - ■ Available within one week
    - ■ Available within one month
    - ■ [Specify any other relevant availability, e.g., "after final exams on [Date]"]

# 3. Our Selection Process

Once we receive your application, our HR team will review it thoroughly. Successful candidates will typically proceed through the following stages:

- ● **Application Review & Shortlisting:** Our team will assess your resume based on the criteria outlined above.
- ● **Technical Interview:** A discussion focused on your technical skills, project experiences, and problem-solving abilities in your chosen domain.
- ● **HR Interview:** An opportunity to discuss your aspirations, cultural fit, and overall suitability for the Seven Square environment.
- ● **Selection**: After weighing strengths, weaknesses, cultural fit, wages, reference check and potential for growth within the organization, selection of candidates is made.
- ● **Offer**: HR then makes the "final call" to the selected candidate, extending the formal offer through internal approvals within the company.

# 4. Next Steps

We encourage you to prepare your application carefully and look forward to reviewing your profile. Should your application be shortlisted, our team will contact you to discuss the next steps in the recruitment process.

Thank you for your interest in Seven Square Technosoft. We wish you the best of luck with your application!

Warm regards,

Seven Square Technosoft HR Team

**Website:** https://www.sevensquaretech.com/