



AspiraGlobal

TECH & TALENT

CANDIDATE RESOURCE

The AspiraGlobal Candidate Handbook

Your Guide to Getting Hired for Remote Opportunities

"Prepare with confidence. Present your strengths clearly. Show employers how you can contribute from day one."

For Filipino professionals applying for remote and international opportunities

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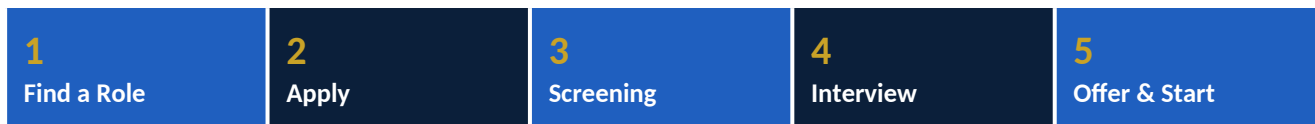
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A short, practical guide for Filipino professionals applying for remote and international opportunities through AspiraGlobal. Read it once, then use the checklist in Section 6 at each stage.

The recruitment process at a glance

The AspiraGlobal careers page describes five steps. Steps and timing can vary by role, so follow the job posting and your recruitment team's instructions.



Official careers page: <https://aspiraglobal.biz/careers/>

SECTION 1

What Employers Look For

Employers differ, so read every job advertisement closely. Most look for the same core qualities when hiring remotely.

- **Relevant experience and transferable skills:** evidence you can do the work, even if it was in a different industry.
- **Clear written and spoken communication:** messages that answer the question asked.
- **Reliability and accountability:** on time, meets deadlines, raises problems early.
- **Problem-solving, initiative, and attention to detail:** spots issues, suggests fixes, gets the details right.
- **Professionalism and judgement:** knows when to escalate and protects confidential information.
- **Learning ability and international teamwork:** picks up new systems and works across time zones.
- **Responsible use of AI and productivity tools:** uses them to help, then checks the result.

Show ownership, not just activity

A task is what you were asked to do. Ownership means caring about the outcome: finishing the task, checking the result, and improving the process. This applies to support, sales, billing, finance, operations, marketing, administrative, and technology roles alike.

EXAMPLE (FICTIONAL): BILLING ADMINISTRATOR

Task: “Sent the weekly invoice batch.”

Ownership: “Sent the weekly invoice batch, checked totals against the order records, found duplicate entries before sending, and wrote a short checklist so the check happens every week.”

SECTION 2

CV, Application, and Online Presence

Your CV and profiles have one job: to show quickly that you are a good match for this role.

Build a role-relevant CV

- **Format:** one to two pages, saved as a PDF, named clearly (for example Firstname-Lastname-CV.pdf).
- **Include:** contact details (city and province are enough), a two-to-four-line summary, skills matched to the role, employment history with achievements, education and certifications you actually hold, and the specific software you have used.
- **Tailor, do not invent:** reorder skills and bullets to fit the role. Never add tools, titles, or results you did not have, and do not paste text from the job description.
- **Use numbers only if you can substantiate them.** If you are unsure of a figure, describe the work instead.
- **Proofread** aloud, and make sure your CV, application form, and LinkedIn profile match.

WEAK VERSUS STRONGER BULLET

Weak: “Responsible for customer service.”

Stronger: “Handled customer enquiries across email and chat, documented resolutions accurately, and escalated complex cases according to service procedures.”

Present yourself professionally online

- **Email:** a simple, professional address based on your name. Check it daily during your search.
- **LinkedIn:** a clear headline, a short About section, work history that matches your CV, and a current photo.
- **Photo and video:** provide a photo or a video introduction only if the application asks for one. If it does, use good light, a quiet plain background, and test your audio first.
- **Messages:** clear subject lines, full sentences, and a professional account.
- **Privacy:** share ID documents and sensitive personal details only through the official channel, and only when requested.

The 60-second introduction

Cover four things: who you are professionally, your most relevant experience, your strongest role-related skills, and the value you can bring.

SAMPLE (FICTIONAL CANDIDATE: MIKA VILLANUEVA)

"I'm a customer support specialist with five years of experience in email, chat, and phone support. I handled billing and account questions, documented each case, and escalated complex issues correctly. I'm strongest at clear writing, careful record-keeping, and staying calm with upset customers. I'm looking for a remote role where I can bring that reliability to an international team."

SECTION 3

Remote-Work Readiness

Remote employers rely on you to manage your own workspace and routines. Preparing early shows reliability.

REQUIREMENTS VERSUS RECOMMENDATIONS

Anything stated in a job advertisement, such as internet speed, equipment, or working hours, is a requirement for that role. The rest is general advice. Do not buy expensive equipment until you know what the role requires.

- **Internet:** a stable connection tested at your working hours, with a backup such as a mobile hotspot.
- **Equipment:** a reliable computer, a headset with a clear microphone, and a webcam. Check the posting for specifications.
- **Workspace and power:** a quiet, dedicated space. Plan for outages (a power bank or UPS for your router, a backup location) and tell your team early if you will be offline.
- **Time zones:** the Philippines is UTC+8 and does not change its clocks, but many employers' clocks do. Always confirm the time **and** time zone in writing.
- **Communication:** send short updates (done, next, blocked), write messages that make sense without a follow-up call, join meetings early, and mute when not speaking.
- **Security:** follow employer policies, use strong unique passwords, lock your screen, keep company files out of personal accounts, avoid sensitive work on public Wi-Fi, and report a lost device or suspicious message immediately.

TIME-ZONE EXAMPLE (ILLUSTRATIVE)

Edmonton, Alberta is on Mountain Time. In daylight saving time (UTC-6), 9:00 AM there is 11:00 PM the same day in the Philippines. In winter (UTC-7), it is midnight, the next day. Check the exact date of your meeting.

SECTION 4

Interview Preparation

Strong interviews are prepared, not improvised. Help the interviewer see how you would handle the work, using real examples.

1. **Research** the employer and role, and match each requirement in the job description to an example from your experience.
2. **Prepare three to five short work stories** using the STAR method below.
3. **Test** your internet, camera, microphone, and the interview platform the day before and again shortly before. Choose a quiet space and dress neatly.
4. **Answer directly**, then add detail. If you have not used a tool, say so and explain how you would learn it.
5. **Ask three questions:** what success looks like in the first 90 days, how performance is measured, and what working hours and time-zone overlap are expected.
6. **Follow up** with a short thank-you message.

The STAR method

S Situation The context, briefly	T Task Your responsibility	A Action What you did, step by step	R Result The outcome; a figure only if you can substantiate it
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YOUR CONTRIBUTION, NOT THE TEAM'S

Say "I" for what you did and "we" for what the team did. Do not claim a team result as your own. Interviewers often ask follow-up questions to find out exactly what your part was.

Sample answers (fictional)

Customer support. "Tell me about a time you handled an upset customer."

SAMPLE ANSWER

Situation: A subscription customer contacted chat after being charged twice. **Task:** Resolve it and keep their trust. **Action:** I apologised, checked the billing record, confirmed a duplicate charge, followed the refund procedure, and sent a written summary of what would happen and when. **Result:** The customer confirmed the refund arrived and thanked me for the clear update.

Billing and sales operations. "Describe a time you noticed and corrected an error."

SAMPLE ANSWER

Situation: During month-end invoicing, one client's total did not match the order record. **Task:** Make sure invoices were accurate before sending. **Action:** I compared line items, found a price that had not been updated, corrected it, told my supervisor, and added a price-change check to my checklist. **Result:** The invoice went out correctly and the error did not recur on my invoices.

SECTION 5

Salary, Availability, and Communication

Practical questions about pay and availability are a normal part of recruitment. Prepare calmly and ask for clarity.

EVERY OPPORTUNITY IS DIFFERENT

Contracts, benefits, working arrangements, and employment classifications can differ by role and employer. Rely on the job advertisement and your written offer, not assumptions.

- **Compensation:** research using the posting, reputable salary resources, and people in similar roles. This handbook does not publish benchmarks. Confirm whether pay is hourly, monthly, or annual (hourly rate × weekly hours × 52 ÷ 12 gives an approximate monthly figure), the currency, and how and when you are paid.
- **Availability:** state your notice period and earliest realistic start date honestly. Confirm working hours and time-zone overlap, and tell the recruiter early if your availability changes.
- **Before you accept:** read the written offer and ask for clarification in writing on responsibilities, performance expectations, employment arrangement, pay, hours, and equipment.
- **Communicating:** reply to recruitment messages within one business day, put the key point first, double-check dates and time zones, follow up once politely, and stay gracious if you receive a rejection.

Three messages you can adapt

CONFIRMING AN INTERVIEW

Subject: Interview confirmation: [Your Name], [Role]

Hi [Name], thank you for the invitation. I confirm my interview on [day, date] at [time and time zone]. I will join using [platform/link]. Please let me know if you need anything from me beforehand. Regards, [Your Name]

SCHEDULING CONFLICT

Subject: Request to reschedule: [Your Name], [Role]

Hi [Name], I am sorry to let you know I can no longer attend on [date/time] because [brief reason]. Could we find another time? I am available on [options and time zone]. Thank you for your understanding. Regards, [Your Name]

THANK-YOU AND FOLLOW-UP

Subject: Thank you: [Role] interview

Hi [Name], thank you for speaking with me about the [Role]. I enjoyed learning about [specific topic] and I am excited about the opportunity to contribute. Please let me know if I can provide anything further. If I have not heard back by [stated timeline], may I follow up? Kind regards, [Your Name]

SECTION 6

Checklist and Candidate Integrity

Before applying

- Review the requirements and confirm you meet them.
- Tailor your CV and check that all details and contact information are accurate.
- Prepare examples of relevant experience.

Before an interview

- Research the company and position, and review your application.
- Prepare STAR examples and questions to ask.
- Test your internet, camera, microphone, and computer.
- Confirm the time and time zone, and arrange a quiet space.

During and after recruitment

- Monitor your email and messages, and respond professionally.
- Submit documents only through the designated channel.
- Communicate changes to your availability.
- Send a thank-you, follow the stated timeline, and keep applying while you wait.

My next step

Target role

My strongest three skills

Next action and target date

Candidate integrity and safety

- **Be accurate and honest.** Never falsify employment history, references, certifications, or test results, and never submit another person's work as your own. Follow assessment rules and do not share test questions.
- **Use AI responsibly.** It can help you draft and check your work, but verify everything and be able to explain it. Follow any instructions in the posting.
- **Protect your privacy.** Share ID documents and personal details only when requested through the official channel.
- **Stay safe.** Be cautious about requests to pay a fee, send money, or share one-time passwords or credentials. If unsure, ask the recruitment team through the contact details on the careers page.

YOUR NEXT OPPORTUNITY

Your next opportunity starts with preparation.

"Use this handbook to present your experience clearly, demonstrate your strengths, and prepare for each stage of the recruitment process. AspiraGlobal encourages candidates to approach every opportunity with professionalism, honesty, and a commitment to continuous improvement."

Find your next role

<https://aspiraglobal.biz/careers/>

This handbook is general guidance. Completing it does not guarantee an interview, shortlisting, placement, or job offer. Role requirements and terms are set out in each job posting and in any offer you receive.