

Resume Building

A career is what we all need to prove our capabilities and the single most important driver is our Resume. Our resume defines us and gives our personality a boost that helps during an interview. Keeping this in mind our resumes have got to get the attention of the reader. The first 20 seconds of your recipient's time will be spent on reading your resume and the next 5 seconds in short-listing. Hence, all you have are the first 20 seconds.

In this module, we are introducing the most effective style of resume building. This in effect will help you gain the attention of the reader. Let us see HOW!



The foremost point is to ensure you read the job description and **tailor each resume** according to the required key skills. In doing so, please avoid stating false information as the interviewer would definitely get to know.

1. Keep one original resume
2. Customize your resume according to each job description
3. Avoid changing your qualification; keep it constant
4. Work around your key skills and communication skills
5. Create an attractive Cover-Letter
6. Mention precise contact details
7. Avoid exaggerating your personal details
8. Keep it crisp

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Objectives

Few Sample Objectives that you could incorporate in your resume.

To obtain a position in the actuarial field where analytical and quantitative skills will be utilized

Seek a position as a sales representative with a consumer products organization which will lead to sales management

A position as a technical writer with emphasis on computer technology

To obtain a position in the advertising industry with emphasis on graphic design

To obtain a position as a tax accountant for a public accounting firm

A position in an investment banking firm which will lead to financial management

To enter the field of computer applications with emphasis in designing and developing computer programs

Seek a position as a design engineer with advancement to planning and project administration

To obtain a position in software development for designing and implementing operating systems

A position in electrical engineering concentrating on the design and development of electronic systems implementing integrated circuits and microprocessor control

A position in marketing research with potential to enter marketing management

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KEY SKILLS

<ul style="list-style-type: none">• Mention about projects	Project A
<ul style="list-style-type: none">• Responsibilities that you have shouldered during the project	Teamworker - Worked as a team to clean the campus
	Reporting - Tracked the work progress by the end of everyday
	Resource Management - Ensured the usage of all the resources provided and allocated task aptly
<ul style="list-style-type: none">• Designation or Role	Team Leader/Report Manager/Resource Manager, etc.

Write your key skills

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QUALIFICATION

<ul style="list-style-type: none">• Highlight your qualification	MASTERS in MASS COMMUNICATION Or BACHELORS in ENGINEERING
<ul style="list-style-type: none">• Add all the certifications	CERTIFIED in COMPUTER APPLICATIONS NIIT CERTIFIED PROJECT MANAGEMENT PROFESSIONAL (PMP) PMP Institute of management
<ul style="list-style-type: none">• Add any course that you might be pursuing	MASTERS in RESOURCE MANAGEMENT (PURSUING)

Write your qualification

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COMMUNICATION SKILLS

<ul style="list-style-type: none">• Fluent	Spoken and Written English
<ul style="list-style-type: none">• Interpersonal Skill	Communicated appropriately, through e-mails during the project

Write your Communication Skills

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Summary

Summary of Qualifications

Certified Workforce Development Professional with 14 years experience as a Career Specialist. Provide career counseling, coaching, and job seeker services. Identify values, develop possible career paths, and develop strategies for entering a career. Develop individual employment plans, goal setting strategy, and networking skills. Provide job search and resume writing assistance, soft skills vs. hard skills analysis, and instruction on completion of career portfolios. Successful employment placement rate. Proficient with Microsoft office programs, and use of database programs.

Write your qualification Summary

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JOB DESCRIPTION

Sample Job Description 1: Project engineer:

Head project meetings to collect and disseminate information pertaining to projects.
Technical specification review and resolution.
Coordinate the collection and dissemination of technical information between/within the company and customer.
Schedule and monitor program activity to achieve an “on-time” result including follow-up with external suppliers to ensure timely response to action items.
Monitor program cost activity to achieve an “in budget” result.
Prepare quotations utilizing supplier information, cost standards, technical information from quality, manufacturing engineering, design.
Create bill of material, detailed instructions for manufacturing process of new part, specification for packaging, external supplier specification to provide standard cost structure and instructions for manufacturing.
From customer drawings, determines possibility of failure in our manufacturing process. Analyze process to learn likelihood of detection and resulting effect on customer product. Suggest preventative steps for correction.
Ensure that project charges are correctly represented for accounting’s closing process.
Evaluates project performance of functional areas.

Sample Job Description 2: Customer Service Representative

“Must possess good computer and phone skills and be polite and courteous. Candidate must be able to process payday loans, renew payday loans and set up new accounts. Some electronic tax filing will need to be performed. Duties will include: answering phones, daily paperwork, making appointments, assisting marketing and making collections. You will also be responsible for keeping the store clean (i.e. vacuuming, dusting, keeping windows clean). Making reminder phone calls that payments are due is top priority. There are days when you will be the only employee in the store and you will be responsible for opening and closing your work station.”

Sample Job Description 3: Cashier

“The perfect candidate must be courteous, kind and have good phone and computer skills. Job duties will include: stocking and cleaning shelves, keeping pop and ice cream coolers stocked and products rotated, keeping coffee counters clean and stocked with fresh coffee available at all times. You will need to have knowledge of sales transactions, credit card machines and balancing a cash drawer. Customer service is a must along with being able to handle stressful situations and dissatisfied customers. We need someone who can complete a transaction from start to finish with minimal issues or complications. Knowledge of convenience stores, gas and diesel pumps are helpful, but not necessary. Training will be provided for the right applicant.”

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Sample MBA Student Resume

Kiran K

123, Cross C, LYC Colony, RT. Halli, Bangalore – 79

Mobile: 99868864784 Email: KiranK@gmail.com

Career Objective

Seeking for a rewarding and challenging position within the fields of Mutual Funds, Finance, and/or investments.

Key Skills

- Problem solving - Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality.
- Team Player - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.
- Planning and organizing - Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.

Education

ABC College, Pune, India

Master of Business Administration.

Graduated May 2011.

ABC College, Bangalore, India

Bachelor of Business Administration

Graduated May 2009.

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Marketing Course Work

Statistic

- Corporation Finance
- Buyer Behavior/Marketing Research

Sales Management

- International Marketing
- Business Policy/Strategy

Promotional Strategy

- Accounting I And II
- Calculus II

Principles of Marketing

- Writing For Business

Summary Of Qualifications

- Bachelor of Business Administration and M.B.A.
- Excellent interpersonal skills; organized, professional, diplomatic, cooperative, and trustworthy team player.
- Course work, internship and relevant training in marketing.
- Meet deadlines, goal-directed, strong on follow-up, and good under pressure.
- Computer Literate: Lotus 1 2 3, Basic, WordPerfect, d-Base III.

Reference:

- Dr. ZEE – Professor at ABC College – 95625863158
- Prof VEE – Professor at ABC College, Bangalore – 369958658

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Differences among C.V, Resume, and Bio data

Bio Data	Curriculum Vitae	Resume
Vital Statistics – Height, Weight, etc	Qualification – Academics with their scores	Skill Sets – Key Skills
Eligibility – Health fitness Record, Qualification, etc	Projects - Maintenance project	Qualification – Academics and Additional Qualification
Experience – Work / Project	Experience - Projects	Work Experience – work history
Personal Details – Name, DOB, Marital Status, Father's Name and Mother's Maiden Name	Personal Details - Name, DOB, Marital Status, Father's Name and Mother's Maiden Name	Personal Details – Name, Contact Details, Marital Status, DOB, (incase applying for an international position) Visa status and work permit details.

C.V format

Name :
 Age :
 Date of birth :
 Address for communication :

 Phone / Mobile :
 Email :

 Educational Qualifications :

Year of passing	Qualification	Specialisation or Subjects	School / College / University / Institute	Total marks %/ CGPA	Any other relevant information
	SSC / 10 th /				
	HSC / 12 th /				
	Graduation				
	Post graduation				
	Any other				

Please explain gaps, if any _____

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Work experience :

Any major achievement in your work life preferably in the last 2-3 years. Mention the challenge, your role, the process you followed, roles of other key people if any, the result, and why you consider this an achievement

(Use bullet points if possible)

Strengths and Weaknesses :

In the table below, mention 3 of your strengths and weaknesses, giving examples as required in the space provided :

Sl no	Strengths	Actual Example
1		
2		
3		
	Weaknesses	Actual Example
1		
2		
3		

Hobbies / interests :

Marital Status :

Languages known :

Any other information you would like to provide:

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Resume Format

Name: Miss Connie D'Souza

Contact Number: Landline: 0836-2774095/9448006542

Sex: Female

Date of Birth: 31st January 1986

Father's Name: Joseph Manuel D'Souza

Nationality: Indian

Religion: Christian [Roman Catholic]

Address: Miss Connie D'Souza 'Shining Star',
Nadgir Park, Sadhankeri, Last Cross,
Dharwad -580008

Qualifications: B.Com [First Class]

Additional Qualifications:

1. HRD [Management Course]
2. Computer Knowledge [One year diploma in Computer Software]
3. Typing [junior grade]

At Present: Undergoing L.L.B. [First Year]

Skills Acquired:

1. Maintaining Accounts
2. Dealing with various HRD aspects
3. Handling various administrative works
4. Bank Correspondence

Objective: To work hard and do my best to bring success to the company

Project: Live project on the ROTARY BLOOD BANK, Dharwad in Visual Basics 6.0

Date: 25th May, 2009

Place: Dharwad

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Bio Data

Name :
 Age :
 Date of birth :
 Address for communication :

Phone / Mobile :
 Email :

Educational Qualifications :

Year of passing	Qualification	Specialisation or Subjects	School / College / University / Institute	Total marks %/ CGPA	Any other relevant information
	SSC / 10 th /				
	HSC / 12 th /				
	Graduation				
	Post graduation				
	Any other				

Please explain gaps, if any _____

Height	Weight	Eye Test – Please attest your report	License – If one is a holder , the expiry date of the valid Indian /International License	Physical Test Report	Any other relevant information