

Resume Building

Objectives



- Key Skills
- Qualifications
- Communication Skills
- Cover Letter
- Summary

Other Important Aspects

- Resume Title – One word or phrase that best describes your area of expertise
- Font – Legible and formal (Times New Roman: size 11)
- Template – Normal Word Document without borders
- Indention or spacing of the content within the frame

Only if you have a **job** will you gain any experience; though, only **experience** can fetch you a good job.

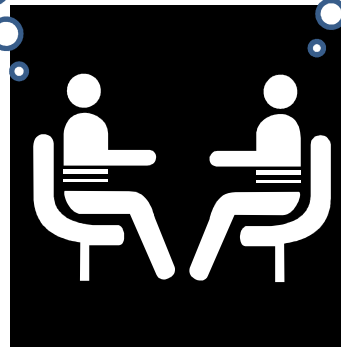
How do we tackle this?

With an effective RES - U - ME

Traditional Style

I hope I get this job

I hope he fits this job profile

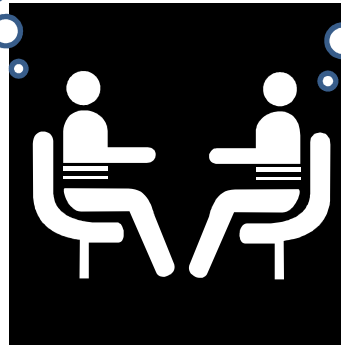


Innovative Style



I hope I
get this
job

His profile suits
this job
description



Difference among the three Profile Description

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.

Tailoring your Resume

Keep one original resume

Customize your resume according to each job description

Avoid changing your qualification; keep it constant

Work around your key skills and communication skills

Create an attractive Cover-Letter

Mention precise contact details

Avoid exaggerating your personal details

Keep it crisp

Parts of the CV

Objective

To enter the publishing industry as a writer with the long range goal of becoming an editor.



Determines the duration of your tenure with the company

Examples of Objective Line

1. To obtain a position in the actuarial field where analytical and quantitative skills will be utilized
2. Seek a position as a sales representative with a consumer products organization which will lead to sales management
3. Seek a position as a design engineer with advancement to planning and project administration
4. A position in electrical engineering concentrating on the design and development of electronic systems implementing integrated circuits and microprocessor control

Key Skills



Project Description

Responsibilities shoulder during the project

Role or Designation held during the project

Key Skills



NEVER MENTION the hurdles or challenges in your Resume

Ex: Experienced challenges while organizing resources for Project A

Examples of 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.

Example of Key Skills

Any project worked on

EX: Worked with an NGO to raise funds for the college

- Roles and responsibilities – Coordinated with resources, worked as a team and organized the documentation process.

EX: Worked with the College in organizing an event for the final year students

- Roles and responsibilities – Coordinated with resources, worked as a team and organized the entertainment event.

Qualification



Masters in
Community
Safety
Services

Once you elaborate your qualification, you are automatically giving the message to your recipient that your qualification is your expertise.

Examples of 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)

Example of 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

Summary

- Your Capabilities – Completely based on the Job Description provided in the advertisement
- How your KEY SKILLS can be implemented
- How your QUALIFICATION can help improve the organization

Example of Summary

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.



Avoiding common mistakes

Common Mistakes

Sending the CV – Instead, make changes in the CV to suit the job description

Stating points that are not a fact

Mentioning friends as reference

Adding too many personal details like father's name, mother's name, etc.

Hobbies that cannot be justified. Ex: reading – what do you read?

Cover Letter

Example of Cover Letter

Applicant's Name

Address

Phone Number

Company Name

Name of the Person in charge of hiring

Title

Address

Example of Cover Letter

Date

Dear Mr. or Ms. (Name of the person who is in charge of Hiring)

With reference to your advertisement in the Local News on August 28, I wish to apply for the position of a Project Engineer in your esteemed organization.

Example of Cover Letter

I believe I have the necessary skills and abilities for this job.

I am organized, resourceful, personable and a fast learner.

I am also fluent in English

Your company excels in Computer Engineering, which is the field that I have my expertise in. I am eager to join your company and be a part of the competitive team.

I look forward to hearing from you if my resume suits your job profile.

Signature

Job Description

Job Description 1: Project Engineer

- Head project meetings to collect and disseminate information pertaining to projects.
- 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.

Job Description 1: Project Engineer

- Technical specification review and resolution.
- 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.
- Monitor program cost activity to achieve an “in budget” result.
- Prepare quotations utilizing supplier information, cost standards, technical information from quality, manufacturing engineering, design.

Job Description 1: Project Engineer

- Ensure that project charges are correctly represented for accounting's closing process.
- Evaluates project performance of functional areas.
- 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.

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.”

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.”



Summary

Summary



Recap

- Title
- Font
- Template
- Indention
- Interests
- References

