## TASK 02 : JOB READINESS ARTICLE AND POST

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Recruiters or Employers place a lot of emphasis on finding candidates with the right skills and competencies for their organisations. Depending on the career sector and profession you choose to work in, there could be very specific skills, abilities and knowledge needed to do the job. Complementing general competencies and behaviours that are essential for successful working, these are the key employability skills – the core skills that will make you effective at work, whatever job you do. Let us look one by one in detail.

1. **Communication**

This covers verbal and written communication, and listening skills. It's about being clear, concise and focused; being able to convey your message to a team/individual without ambiguity and listen and understand the views of others.

1. **Professionalism and strong work ethic.**
2. **Critical thinking and problem solving.**

Everybody has problem solving skills, no doubt, but taking rational and most desirable way to solve a problem makes you real gem among stones. Employers look for person who can has the ability to take a logical and analytical approach for solving problems and resolving issues. If you have the talent to approach problems from different angles,that would make you a star.

1. **Commercial awareness (or business acumen)**

This is about knowing how a business or industry works and what makes a company tick. Showing that you have an understanding of what the organisation wants to achieve through its products and services, and how it competes in its marketplace.

1. **Leadership**

You may not be a manager straight away, but graduates need to show potential to motivate teams and other colleagues that may work for them. It's about assigning and delegating tasks well, setting deadlines and leading by good example.

1. **Dependability, reliability, and responsibility.**
2. **Teamwork and collaboration.**

You'll need to prove that you're a team player but also have the ability to manage and delegate to others and take on the responsibility. It's about building positive working relationships that helps everyone to achieve goals and business objectives.

1. **Ability to work under pressure**

This is about keeping calm in a crisis and not becoming too overwhelmed or stressed.

1. **Honesty and integrity.**
2. **IT skills**

The best way to demonstrate your IT skills to employers is to show that you have been able to use them to achieve something, and you can demonstrate this with examples from your studies, extracurricular activities or work experience.

# ****What to Include in a Resume?****

  Here are 6 things to include on your resume:

1. [Contact Information.](https://resumelab.com/resume/what-to-include" \l "include-contact)
2. [Resume Summary or Objective.](https://resumelab.com/resume/what-to-include" \l "include-summary)
3. [Employment History.](https://resumelab.com/resume/what-to-include" \l "include-employment)
4. [Education.](https://resumelab.com/resume/what-to-include" \l "include-education)
5. [Skills Section.](https://resumelab.com/resume/what-to-include" \l "include-skills)
6. [Other Information.](https://resumelab.com/resume/what-to-include" \l "include-other)

The key to resume sections and their order is importance and relevance. Naturally, the HR manager reads from the top down, so if you have little experience but impressive education, put that up top!

## ****1. Contact Information****

But, before you skip right past this part of a resume, there are a few important things to know to get your **resume contact info** right.

**Here are which contact details to put in a [resume header](https://resumelab.com/resume/header):**

1. **Name**—your first and last name, along with any professional acronyms you have (e.g., PMP, MBA, PhD).
2. **Professional Title**—an optional branding statement, resume title, or job title, either one you’re seeking, your current one, or your previous role.
3. **Mailing Address**—[adding your address on a resume](https://resumelab.com/resume/address) is usually not recommended. Add it only if they’re looking for local hires.
4. **Phone Number**—use your cell phone number, not your house phone. Check your voicemail message to make sure it sounds professional.
5. **Email Address**—use a professional email address (john.doe@gmail.com) rather than your childhood handle.
6. **LinkedIn URL**—super recommended. As the foremost social network for professionals, it’s really necessary to have a LinkedIn profile. Don’t have one? Start one!
7. **Social Media URLs**—don’t just add Facebook or Twitter profile links. Use relevant ones to your sought-after position, like Dribbble or Behance for designers.
8. **Website**—a link to your website might be helpful, especially if you have an online portfolio—a great way to add more to your resume without filling the page!

Don’t include personal information like your gender, birthday or marital status in your contact section.

**Expert Hint**: If you are adding social media profile links, clean them up! Remove unprofessional content from Facebook, and [fix up that LinkedIn profile](https://www.inc.com/amy-george/8-ways-to-improve-your-linkedin-profile-during-your-coffee-break.html" \t "_blank). Knowing how to make a resume work includes a lot of off-resume parts!

## ****2. Resume Summary or Objective****

Below your contact info comes your heading statement.That prominent placement means the HR manager’s eyes see it first.

**Here’s what should be included in a [resume profile](https://resumelab.com/resume/profile) area:**

**[Resume Summary Statement](https://resumelab.com/resume/summary)**—a short statement providing a summary of your work experience and relevant qualifications (here you can find [good examples of summary of qualifications](https://resumelab.com/resume/qualifications-summary))

**[Resume Objective Statement](https://resumelab.com/resume/objective)**—a concise paragraph, [tailored to the position](https://resumelab.com/resume/targeted), stating your career goals and how you want to achieve them at this employer. Also called a resume career objective.

 Pick one or the other, as you don’t use both resume headings.. Good resume heading introductions should be around 2-4 sentences in length—a neat, 3- or 4-line paragraph.

 Use an objective statement when you either have a little or no experience resume related to the job you’re applying for, or when you’re targeting a very specific position. Otherwise, choose the resume professional summary.

**Expert Hint**: [How long should a resume be?](https://resumelab.com/resume/length) Job resumes should be one page for most candidates. Two pages is okay, but just make sure everything on your resume is adding value. Don’t go back more than 10 years in your work history, except when applying for senior positions.

## ****3. Employment History****

The employment history area is the centerpiece of a resume. It goes just below the resume introductory statement.

However, if you have little to no employment history ([no experience resume](https://resumelab.com/resume-examples/entry-level), [college resume](https://resumelab.com/resume-examples/college-application), [student resume](https://resumelab.com/resume-examples/student), etc.), this will go under the education section, which we’ll get to shortly.

**Here’s what to include in a resume [work experience section](https://resumelab.com/resume/work-experience):**

1. **Official Job Title**—your professional title goes first on each entry, to make it easiest for managers to see your progress. Make it bold so it stands out against the rest of the entry. Start with your most recent job title, and go back reverse-chronologically from there.
2. **Company and Location**—next, add the company name, city, and state. As this is supporting text, make this italicized.
3. **Dates of Employment**—in the following line, add the span of time worked. Add both month-year to month-year, or you can say “–Present” if you’re still working there.
4. **Duties & Responsibilities**—add key responsibilities you handled at that place of work. Make sure they are relevant to the position to which you are applying.
5. **[Resume Achievements](https://resumelab.com/resume/achievements)**—this is where many go wrong. Employers know the basic tasks of a barista, say. But, they don’t know how well you did them. Adding an accomplishments section with numbers helps you to quantify and prove what you state.

 That’s what to include on a resume experience entry.  Repeat it for the following entries, but don’t go back more than 10-15 years—they are not looking for a Walter Isaacson-length biography!

 Begin each job description entry with [powerful words and action verbs](https://resumelab.com/resume/words).

 Also, add any internships you may have had here to your job experience section, but only if they’re relevant or if you lack work experience.

**Expert Hint**: Use 4 or 5 bullet points to support each work experience entry. Also, keep the job ad handy as you write your employment history section so you can tailor the contents to what they are looking for.

## ****4. Education Section****

The [education resume section](https://resumelab.com/resume/education) will usually go just after (below) your work history resume section.

However, if you are a recent graduate, writing an academic CV, or a professional returning to school, bump this section up to just under your resume intro.

**Here’s what to include in a resume education section:**

**Degree type**—such as associate, bachelor’s, master’s, etc.

1. **Degree major**—for example, engineering, computer science, or robotics.
2. **School name** —the name of your school followed by the city and state.
3. **Extras**—you want to stand out? Add relevant items as subsections, such as:
   * [Relevant coursework](https://resumelab.com/resume/relevant-coursework-resume)
   * Projects & accomplishments
   * Awards and honors
   * Clubs and organizations
   * [Scholarships](https://resumelab.com/resume/scholarship)

 If you have completed a degree, don’t add your high school diploma. However, if you haven’t, or if you are still in progress, be sure to mention it.

 Also, dates may be left off, especially if your years at the institution were 10 years or more in the past.

**Expert Hint**: GPA is unnecessary on a successful resume. If you’re thinking of adding GPA on resumes, make sure it’s 4.0 or very close to that, or else this will backfire.

## ****5. Skills Section****

Finally, the [skills resume section](https://resumelab.com/resume/skills), the last of the must-include areas. Add 5-7 relevant resume skills, along with a level of proficiency for each.

**Here are the best types of skills to put on resumes:**

* **Technical skills**—these are hard skills related to your job and industry, such as computer skills (don't just write computer skills, find good ones to from our [comprehensive list computer skills for resume](https://resumelab.com/resume/computer-skills)), web development, statistical modeling, information technology skills.
* **Communication skills**—these are soft skills, including verbal, non-verbal, and written communication.
* **Professional skills**—these are abilities and skills on resumes which show refinement and sophistication, e.g., decision making, problem solving, conflict resolution.
* **Management skills**—not only your ability to lead others, but also how well you manage yourself (your projects, time, etc.) and your executive competence.
* **Critical thinking skills**—nowadays, if a company wants a robot, they can get a robot. Most of the time, though, they want people who can think for themselves, and critically.

 Use work skills and resume qualifications they are looking for on the job ad to make your own job skills list. Make them as close to the wording from the job ad as possible for the best [resume keywords](https://resumelab.com/resume/keywords).

**Expert Hint**: Your arsenal of job-related abilities and skills to put on a resume is called your skill set. Just make sure to only put relevant skills on your resume rather than just a list of skills you know. Everybody add their goldfish as they are “proficient in Microsoft Office.”

## ****6. Extra Resume Sections****

 All those parts of a resume we have discussed up until now are the standards. That means everyone will have them.

If you want to distinguish yourself from the rest, it’s good practice to add some extra resume sections.

**Here are the extra resume sections to consider:**

* **[Volunteer Work](https://resumelab.com/resume/volunteering)**—you didn’t get paid for this work, and that’s very commendable. But, this free work may also be great experience to add to your resume!
* **Languages**—always include them on your resume if your level is intermediate and higher.
* **[Certificates & Licenses](https://resumelab.com/resume/certifications)**—any training you’ve received, including licensing or certifications earned as a result, makes HR managers’ pulses quicken.
* **Awards & Honors**—a chef with a Michelin star would easily find another gig in food preparation. Likewise, add any awards and honors you’ve received to make your case.
* **Conferences**—lectured at some industry conference? This speaks volumes about how you are an expert in this topic. Employers love experts!
* **[Hobbies and Interests Resume Section](https://resumelab.com/resume/interests)**—a hobbies and interests section on a resume seems irrelevant, at first. But adding your likes, passions, and pastime activities is a great way to show the human side of yourself, as well as a subtle nod to exhibiting skills you have.
* **Memberships**—excellent way to show you mean business, as long as it’s relevant and a reputable organization. Are you a writer? Your membership in the Authors Guild is ideal, in this case.

**Expert Hint**: Don’t add the resume references section! You can add a [reference page](https://resumelab.com/resume/references) along with your resume, but only if you must.

## ****Format Your Resume Properly and Write a Cover Letter****

**Here are some other essential items to consider when writing a resume:**

* **Section Headings**—for each of these resume sections, use distinct formatting on the section heading to separate it from the rest of the text. Make it 2–4pts larger and bold.
* **Resume Templates**—a professional resume shouldn’t look as if it was styled in the 1980s. Choose a modern and professional resume template to be taken seriously for a present-day job.
* **[Resume Format](https://resumelab.com/resume/format)** —reverse-chronological, functional, combination, or technical? Formatting a resume right ensures that the most relevant and important information is just where it needs to be for the hiring manager to find it.
* **[Resume Fonts](https://resumelab.com/resume/font)**—the legibility of your resume is crucial if you want the HR manager to read it and [the ATS](https://www.jobscan.co/blog/8-things-you-need-to-know-about-applicant-tracking-systems/" \t "_blank) to be able to scan it. Read the [full guide about resume layout](https://resumelab.com/resume/layout) for more on this topic.
* **[Cover Letter](https://resumelab.com/cover-letter/how-to)**—half of all employers won’t accept a resume without a cover letter. And that other half? Most of them still prefer it. So don’t forget to include a resume cover letter.
* **[Resume Email](https://resumelab.com/resume/email)**—you have learned how to write a great resume, but sending it correctly makes sure it gets delivered, opened, and read.
* **Portfolio**—if you have projects, photography, or other work to show requiring a separate entity, by all means, include it! All you have to do is add a link in your contact info for personal projects.

**Expert Hint:** “[Should you submit a cover letter](https://resumelab.com/cover-letter/are-cover-letters-necessary)?” Well, a cover letter can seriously boost your chances. Our recent study conducted among recruiters, hiring managers, and HR pros shows that 83% of them say a great cover letter can help you land an interview even if your resume isn’t that good.

Double your impact with a matching resume and cover letter combo. Use our [cover letter builder](https://resumelab.com/cover-letter-builder" \t "_blank) and make your application documents pop out.

## ****Key Points****

Ways that you can tailor your resume include:

* Using core components: contact info, work experience, education, and skills sections.
* Choosing either a resume summary or objective in the header area.
* Adding some extra resume sections to make your resume stand out: volunteer work, certificates, languages, memberships.
* Formatting your resume correctly and [making it eye-friendly](https://resumelab.com/resume/look).
* Too much information.
* A solid wall of text.
* Spelling mistakes and grammatical errors.
* Inaccuracies about your qualifications or experience.
* Unnecessary personal information.
* Your age.
* Negative comments about a former employer.
* Details about your hobbies and interests.

Space is at a premium when writing your resume, so make room for the things that you want a hiring manager to know about you by prioritizing items that can improve your chances of getting hired. By leaving off the things that hiring managers don’t need to know, your resume should present you as a compelling applicant. In this article, we’ll discuss what to leave out when editing your existing resume or to help you if you’re writing a new one.

**Things not to put on your resume**

Make sure your resume doesn’t include any of these unnecessary or controversial elements to give yourself the best chance of being invited for an interview:

* Too much information
* A solid wall of text
* Spelling mistakes and grammatical errors
* Inaccuracies about your qualifications or experience
* Unnecessary personal information
* Your age
* Negative comments about a former employer
* Details about your hobbies and interests
* Passive language
* Tiny text
* Miscellaneous extra content

**Too much information**

It may be tempting to include everything on your resume that could be relevant to a role you want, but there is a chance of including too much information. Keep in mind that interviewers may review hundreds of resumes in a day, so concision is key in earning you their attention. If you include the details of every job you have had, the important information could become less visible, so focus on the skills you have that make you a good candidate for the role you want.

Include only positions that are either relevant to the job you’re applying for or are necessary to show a certain length of employment history. When listing job duties, limit the list to three or four brief examples and include a skill you developed to add relevance.

**A solid wall of text**

In addition to keeping information minimal, you will also need to organize it well to ensure readability. A [well-structured](https://www.indeed.com/career-advice/resumes-cover-letters/resume-format-guide-with-examples?from=careeradvice-US) resume is easier to read and draws a hiring manager’s eye to your most job-relevant skills so that they can see at a glance whether you are an appropriate candidate.

Bullet points are an effective way to highlight your key abilities visually, and the format lends itself to a series of direct links between the job description and your experience. Many recruiters will use software that scans resumes for the keywords they are looking for and gives you a rating based on the similarities between your resume and their list of requirements.

To improve the chances of your resume scoring well, use the same terms as they have in their job description and don’t include images, charts or anything that an automated system will not pick up as text.

**Spelling mistakes and grammatical errors**

If you are applying for several jobs and tailoring your resume to each of them, changing the structure and adding new text can lead to typos and other errors. Ask a friend, family member or colleague to read through your resume to catch any mistakes you might have overlooked. You can also use spelling and grammar checks in your word processor or online.

Some people find that printing their resume out makes it easier to spot errors that they may miss on the screen. Try pointing to each word with a pen when proofreading to ensure that you are considering the accuracy of each item. Reading your resume aloud is another way of encouraging yourself to focus on each word.

**Inaccuracies about your qualifications or experience**

Top among the things not to put on your resume are dishonest statements. These can take the form of half-truths, inaccuracies or misleading statements, but they all amount to the same thing. Many hiring managers are actually quite flexible about their requirements and will consider an applicant who has the right attitude even if they don’t meet all the criteria, so avoid embellishing your history.

**Unnecessary personal information**

Your resume is a place to showcase the achievements that make you a great employee, so stick to the information that’s most relevant to the job. If you had a particularly life-changing experience that led you to your current career, you can include a brief explanation, but otherwise, consider saving the rest for an [interview](https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-yourself?from=careeradvice-US).

Unless your family situation, religious beliefs or political leanings are directly and specifically related to your application, leave them out and focus instead on the professional skills that make you a good candidate.

**Your age**

Although hiring managers do their best to not form preconceptions of applicants, it’s much better not to provide any information that could work against you. There was a time when people routinely included their birth date on their resume, but it’s now acceptable to exclude references to your age as much as possible. If the role you are applying for has age-related requirements, you can simply state that you meet them and don’t go into any more detail.

**Negative comments about a former employer**

When writing your resume, omit any details about why you left a job or, if still employed, why you’re dissatisfied with your current position. You might include a statement about the kind of role you are looking for, but keep it positive. Similarly, when describing your experience, you should focus on the objective facts relating to your achievements in the role. It’s fine to highlight some challenges you faced and describe how you overcame them, but avoid speaking negatively about other organizations.

**Too many details about your hobbies and interests**

A hiring manager who is reading through resumes will expect to see some degree of personal information on a resume. With the increasing focus on work-life balance and the need for downtime, including some details of your [interests and hobbies](https://www.indeed.com/career-advice/resumes-cover-letters/listing-hobbies-and-interests-on-your-resume-with-examples?from=careeradvice-US) is expected and even encouraged.

This is particularly true if they are relevant to the job. For instance, if you are applying for a veterinarian role, then mentioning that you volunteer at an animal shelter will demonstrate your commitment to animal care and your altruistic nature.

However, even the most relevant hobbies or interests should only make up a couple of lines of your resume and you should avoid including anything that might undermine your application.

A hobbies and interests section on your resume is generally optional. The more professional experience you have, the less relevant your hobbies are likely to be.

**Passive language**

Your career isn’t something that just happened to you, so [use action words](https://www.indeed.com/career-advice/resumes-cover-letters/words-to-avoid-and-include-on-a-resume?from=careeradvice-US) and take credit for making it happen. Your resume is your chance to make an impression on a hiring manager, so make sure you take full advantage of that with strong action verbs and a roundup of all the things that make you a great choice for the job.

**Tiny text**

Although reducing the font size can seem like a great way to free up some space to include more information on your resume, you want your resume to be easy to read to encourage a recruiter to read as much of it as possible. Keep your resume to a reasonable length by prioritizing your most relevant skills and using bullet points or short statements to keep the word count down and ensure that there is a little white space on the page which will give it more visual appeal. Use a reasonably-sized font that is clear and easy to read and consider how your resume looks on the page.

**Miscellaneous extra content**

Your resume should focus on what you can bring to an employer, so you can also leave out anything that doesn’t contribute to that, including:

* **Photographs:** Keep your resume to plain text unless specifically requested.
* **Contact details for your references:** Your employer will ask for these if they need them.
* **Unexceptional academic results:** Instead, draw attention to more positive achievements.
* **Company-specific jargon:** Use terminology that anyone can understand.
* **Non-business social media or websites:** Only give details of relevant sites that you use for work.
* **Your current salary:** You can address this later in the process if necessary for negotiations.
* **Details of short-term roles:** Focus on the positions where you stayed for at least several months.
* **First-person language (*"I,"* *"we"* or *"me"*):** A recruiter will know your resume is about you so use action words to describe your achievements so that you can avoid overusing references to yourself.

When you are writing your resume, consider what will stand out to a recruiter who might be reading hundreds of them in a day. A well-written resume makes it easy for them to see what you could bring to the role, so focus on the areas where you excel and use them to your advantage. It’s natural to worry about leaving something out but avoid any temptation to embellish your achievements or include irrelevant information. Stick to areas where you can prove your skills and where your experience and achievements speak for themselves.