

RESUME

What is Resume?

A resume is a marketing tool that has only one specific purpose: to get you an interview. A resume is not a biography; it's just an advertisement which will make your abilities look beneficial to the potential employer.

Before going in detail let's see the difference between bio data, resume and curriculum vitae.

- ❖ Bio data is the complete biographical details of a person.
- ❖ Resume is a concise document, typically not more than two pages. The goal of a resume is to make an individual stand out from the competition.
- ❖ CV (Curriculum Vitae) is a long and covers the full record of your career history which cannot be changed for the position we apply.

Why do we need a Resume?

- A Resume is the only acceptable way to contact an employer.
- A Resume is the employer's primary screening tool for obtaining basic information that might favorably influence the employer.
- The Resume establishes you as a professional person with high standards.
- The Resume demonstrates excellent organizational and writing skills.

Different styles of writing Resume

There are four styles of Resumes: chronological, functional, combination and narrative.

Chronological Style:

- It lists the candidates's jobs in reverse chronological order, with the accomplishments and activities of each job clearly identified by particular company, title and tenure.
- It begins with a brief profile listing a candidate's talents series of accomplishments or highlights of past success.
- It has a high verifiability factor, giving the reader confidence in the document. Most employers prefer chronological resumes because the applicant's career progression is readily discernible.

Functional Style:

- It presents experience and/or skills claims from all jobs under topical headings such as 'finance', 'marketing' or 'management' and usually includes a separate section where the jobs are simply listed.
- This style is a favorite with candidates who have something to hide or doesn't have much to show in their profile.
- The functional style is the least effective for landing interviews, let alone job offers.

Combination Style:

- It includes elements of both the chronological and functional formats.
- It can be repetitious like accomplishments and skills may have to be repeated in both the functional section and the chronological job descriptions.

- The disadvantage is that it tends to be a longer resume.

Narrative style:

- It is a third- person promotional piece. It is a common feature of bussiness proposals and marketing materials.
- This style opens the window for design and creativity areas, where seeing the big picture (vision) is deemed more important than the details of what was accomplished
- This format makes it easy to obscure any unpleasant details. This style is not common to job search arena.

Essential parts of writing a Resume

1. Proper Resume format (file type: Word Document/pdf not JPEG)
2. Font, color and other aesthetics (Eg - Font: Times New Roman, Size: 12, Avoid using colors, Use Capitalization if only necessary)
3. Honesty and integrity
4. Spelling, grammar and writing style (Proof read, Use tools to check grammar and spelling, write in third person style)
5. Customizing the resume (add details based on the job)
 - Job titles: Use the key words from the advertisement to fit in with your experience and qualifications (Accounting: CA/ Auditor, Financial Services: Financial Planner/ Advisor...)
 - References: get the consent of the referees
 - Proof read: Content, language, basic details...

Structure of Resume

- ❖ Objective
- ❖ Educational Details
- ❖ Experience Details
- ❖ Training Details
- ❖ Co-Curricular Activities
- ❖ Extra Curricular Activities
- ❖ Computer Skills
- ❖ Personal Details
- ❖ Declaration

Sample Resume

Joe

S 25, TCR Apartments,

Shanthi Nagar

Chennai 600 012

E. mail : joe_22@gmail.com

Mobile: 99991 00002

Objective

Aspiring for a challenging career that paves way to get in touch with the latest trends in the field, to attain a position of excellence and to become a good professional and selflessly contribute towards the growth of the organization.

Educational Details

S. No	COURSE	INSTITUTION	PERCENTAGE/ CGPA	YEAR OF COMPLETION
1.	M.Tech [Mechanical]	IIT Chennai.	9.3	2017
2	B.Tech [Mechanical]	BITS	7.9	2015
3	HSC	SRM PUBLIC SCHOOL, Chennai.	92%	2011
4.	SSLC	MONTFORD, Salem	94%	2009

Experience Details

S. No	Designation	Company	Period	Remarks
1.	Team Manager	MRF	June 2019 to till date	Won the best team award in 2019
2.	Asst. Production Manager	Mahindra Trucks	June 2017 –May 2019	Known for meticulous planning

Training Details

Underwent internships in Ashok Lyland as Assistant Graduate Engineer Trainee from March 2015- June 2015

Co- curricular Activities

1. Won the best project award in M.Tech. for designing the working model “Driverless Car” in 2017.
2. Published a paper on “Latest tools in Machine Designing- A Study” in the journal NATURE (2018)

Extra Curricular Activities

- Member of NSS, NCC and Ratraract Club

- District Champion in Chess in 2012

Computer skills

- Learned Basic Animation
- Have worked on projects using C, C++ and Java

Personal Details

Date of Birth/ Age : 02-07-1994, 25

Permanent Address : No 14, Mangala Nagar, Fairlands, Salem TN- 61

Languages Known : French, English, Hindi, Tamil

Sports : National Level Chess
South Indian Karate Champion

Hobbies : Gardening, Cooking, Reading Books, Riding

References : 1. Mr. Ram
Director
Ram India Ltd.
Chennai – 48
Mobile no: 91222 35698

2. Dr. Anu
Manager
Malar Hospital
Chennai – 46
Mobile no: 76985 56565

Declaration

The above stated details are true to the best of my knowledge and belief.

(Signature)

Joe

Place: Chennai – 600 012

Date : 12 April 2020

Task 1

Software company requires fresh analysts. Applicants should possess B.Tech in any discipline without any experiences in the field. Send your Resume to the Personnel manager, 13 Tharamani, Chennai.

Task 2

A Reputed firm in Bangalore requires Engineers specialised in IT and Software branches. A minimum of three years in a related industry is required. Send your Resume to The HR Manager, Infosys, Bangalore.

References

1. *You're Only Perfect Twice: At Birth and on Your Resume* By Larry Dillon
2. *English for Engineers* by SRM Institute of Science and Technology
3. *Resume Writing 2020* (Kindle Edition) by Charles Hanson
4. *Resume 101* (Kindle Edition) by Steven Mostyn