

## Practical-7

### Writing Skills- Letter Writing, Email Writing, Resume Writing, Movie/Book Review

#### JOB APPLICATION WITH RESUME PREPARATION

A job application is a letter to persuade the prospective employers to go through the attached resume and motivate them to contact the applicant for an interview. Through this letter the applicants promise to offer their best services to the employer. A job application should always have two essential parts. 1) Cover Letter and 2) Resume. Each one of them plays a vital role in the job searching process.

**1. Cover Letter:** A cover letter must,

- Gain attention of the employer about the qualifications. (introductory paragraph)
- Carry conviction with the help of the past performance and testimonials. (main body)
- Motivate the prospective employer to grant you an interview. (concluding paragraph)

In introductory paragraph, state why you are applying and how you came to know about the job opening and which job you are applying for. (Like: through advertisements, personal contacts, etc). Summarize your best credentials. Remember to stand out from the other applicants by avoiding the routine beginnings such as 'in response to your advertisement'. Try to appear to be innovative in your style of presentation.

In the main text, academic and professional skills are highlighted. Impress up on the employer how the institution or the company stands to benefit from the skills, rather than talking about how the job will make you happy. Give specific details of achievements like rewards, awards and prizes etc.

The purpose of the concluding paragraph is to request the prospective employer to give a chance for an interview. **Never demand it.** Try to sound natural and appreciative. Express your willingness politely to come and meet the concerned personnel at their office at their convenient time.

**2. Resume:** Resume or Curriculum Vitae are part of the job application letter. They are technical as well as marketing documents which reflect our past and present performance to the prospective employer to assess the future potential of the applicant. **In fact, the prospective employer frames his impression from the resume.** The resume may not get a job directly but it can put the applicant on the short list of the candidates to be considered. So, if a resume effective, the doors of possible employment are opened.

#### How should a resume be?

A resume should reflect the professional image one want to create. It should be:

- Neat and error free without whitener or hand corrections.
- Legible and clear.
- Printed on good quality A4 size paper.

A resume should never exceed two pages in length. Employers are often unimpressed with lengthy resumes. A long resume may prompt early disqualification in the initial selection process only. While resumes can be organized in more than one way, they will almost contain the same basic information. Remember that the purpose of resumes is to get an interview call only.

**Types of resumes:** Basically, the resumes are three types.

1) Chronological, 2) Functional and 3) Hybrid (Combination of these two).

- 1) **Chronological Resume:** The chronological resume emphasizes on education and work experience, and is most effective when such experience clearly relates to the job sought by the applicant. Within the categories, '\_education', '\_work experience' and '\_related experience' list entries in reverse order, beginning with the most recent experience. Under each position highlight the responsibilities, accomplishments by emphasizing how they would be beneficial to the employer. If you are a recent graduate, list your educational aspects first. The chronological approach is the most commonly preferred resume by most of the employers.
- 2) **Functional Resume:** The functional resume emphasizes on individual fields of competence and skills hence used by applicants who are just entering the job market or who have a little continuous carrier related experience. In a nutshell, it demonstrates the applicants' ability to handle the position they are applying for.
- 3) **Hybrid (Combination) Resume:** This includes the best features of the chronological and functional resumes. However, this type is not popular or not commonly used as it tends to be very lengthy and turns out to be repetitious in nature.

Whatever format is chosen, a good resume must possess the following basic qualities.

- They should focus on the employers' needs.
- They should be concise and honest.

#### **Guidelines for preparing an effective Resume:**

1. Be clear with the job description of the post you are applying for.
2. Format and style must be computer friendly.
3. Use simple, lucid and clear language.
4. Avoid punctuation as much as possible.
5. Avoid spelling and grammar mistakes.
6. Use action verbs.
7. Use a standard font style and size.
8. Avoid vertical and horizontal lines and boxes.
9. Use white space to demarcate various headings.
10. Left align the entire document, avoid columns and use at least one inch margin on all the sides.



The following tabulation will give you precise comparison different types of resumes.  
Use it to decide which is best for you.

	<b>Chronological Resume</b>	<b>Functional Resume</b>	<b>Combination Resume</b>
<b>Overview</b>	Lists your work history in reverse order, starting with your current or most recent job and working backwards.	Focuses on skills and strengths important to employers. Omits specific dates, names, and places. De-emphasizes a spotty work history.	Blends the flexibility and strength of the other two types of resumes.
<b>Advantage</b>	Easy to write. Emphasizes steady employment record. Employers like to see job titles, level of responsibility, and dates of your work history.	De-emphasizes a spotty work history. Allows you to highlight specific strengths and transferable skills that might not be obvious when outlined in purely chronological order.	Shows off a strong employment record with upward mobility. Show how the skills you have used in the past apply to the job you are seeking. Emphasizes transferable skills.
<b>Disadvantage</b>	Calls attention to employment gaps. Skills can be difficult to spot unless they are listed in the most recent job.	No detailed work history. Content may appear to lack depth. Disliked by many employers. It makes them think you may be trying to hide your age, employment gaps, lack of relevant experience, lack of career progression, or underemployment.	Work history is often on the second page, and employer may not read that far.
<b>Best used</b>	To emphasize past career growth and development in the same career. Or when the name of a former employer may be significant to prospective employer.	To emphasize transferable skills you have used in volunteer work paid work, or coursework. Use this or a combination resume if you are a new graduate, have limited work experience, are changing careers or doing freelance work, or you do not want to call attention to your age.	To show off your skills developed throughout your work history instead of the specific positions you have held. Use when you are making a career change and names of former employers may not be obvious to prospective employer.
<b>Don't use if</b>	There are gaps in your work history, when calling attention to your age could be a problem, you have changed jobs often, or you are entering the job market for first time or after a long absence.	You want to emphasize growth or development or if your duties and responsibilities in recent jobs were limited.	Your experience is limited, or there are wide gaps in your work history.

## A sample Covering Letter for a software engineer job

The General Manger HRD  
Wipro Ltd.  
Hi-tech city  
Hyderabad-21.

Sir,

Sub: Application for the position of Software engineer.

This is under reference to your recruitment notification in the 'Times of India', dated 14 August, 2013. I am an M.Tech graduate from JNTU Hyderabad with an aggregate percentage of 96. I wish to build up my carrier as a software engineer in a reputed and well established organization. I am here with forwarding my resume for the kind perusal.

With the knowledge and experience I have gained through my academics and project works, I am quite confident of reaching the expectations of my superiors and the objectives of the organization at large. I have a flair for updating my knowledge related to the area of my work and also improve my soft skills.

I look forward for a favourable response from your end in the near future.

Thanking you.

Yours faithfully

XXX

Date:



**Resume:** The purpose of Resume is to get an interview call. It should present a biographical sketch, which is objective oriented, easily accessible and detailed.

**1. Appearance and Elements:** A Resume should be perfect; there should not be any grammatical or spelling mistakes. It should reflect the professional image you want to create. It should be neat and error free with no white out or hand corrections. It should be legible avoid croudings. It should be printed on good quality paper of A4 size. It should be reproduced clearly on a high quality printer. Resume should never exceed two pages in length. Lengthy resumes are unimpressive and hard to read

**2. Personal Information**

- a. Who you are?
- b. Where you can be reached?
- c. Name  
Home Address  
Phone Number  
E-mail ID

This information enables the employer to reach you easily.

Note: Keep your job search away from your current employment.

**3. Career/ Professional Objectives**

It is optional if you decide to state your objective make it effective and specific.

**4. Educational/Academic Background:** Employers are usually interested in learning about your academic training, degrees earned, major and minor fields of study, courses done, practical experience gained. Begin with most recent education and work backward. Mention your grade point average if impressive. Note any honors earned. List the awards achieved for any accomplishments.

**5. Work experience/ Professional Skills**

- What kind of work you have performed?
  - List your jobs in chronological order i.e. last job first
- Include any part time/ summer internships/ projects done, even if unrelated to your career objectives.
- Your ability to get and hold a job is very important.
- Name and location of the organization where you have worked/ Job title/designation/ duration of your work/ brief summary of your work.
- No need to use complete sentences. Phrases will do
- Use concrete language. Include Technical terminology to describe the work you perform.

**6. Activities and Acihevements/ Special interests and aptitudes:** These abilities make you a more valuable employee.

- Community Service
- Voluntary activities
- Languages known
- Special equipment you can operate
- Relevant hobbies

Group your activities such as College activities, community or social services, seminars and workshops.

**Nature of awards**

- Activity for which you received the award- Date, Month and year.
- Authority from whom you have received.

**Memberships-** if any,

**References-** — Available on request

- Choose the best reference
- Choose high status people only
- Do get permission before hand from the people you list as references