Résumé

Your job search process will involve many forms of communication, but the centerpiece of this effort is a well- written resume. In fact your success in finding a job may well depend on how carefully you plan, write, and complete your resume.

A resume is a structured, written summary of a person’s education, employment background, and job qualifications.

It is a persuasive business message intended to stimulate an employer’s interest in meeting you and learning more about you.

PURPOSE- TO CREATE INTEREST NOT TELL EVERY DETAIL or

TO GAIN THE OPPORTUNITY FOR AN INTERVIEW

|  |  |
| --- | --- |
| Myths or fallacies about Resume | Facts |
| Purpose is to list your skills and abilities | To generate interest and an interview |
| A good resume will get you the job | It can only get you an interview call |
| It will be read carefully and thoroughly | It will make an impression within 30 seconds, or can be scanned by the computer for specific keywords |
| The more good information you present in the resume the better | Recruiters don’t need that much information about you at the initial screening stage, they probably won’t read it. |
| Real good resumes are prepared by experts or professional | Trust your understanding and prepare a resume otherwise many it may have points that may lead to questions. |

Résumé and Curriculum Vitae (CV)

Résumé

* Résumé comes from a French word which means summary.
* Usually one page long, sometimes goes to two pages
* Includes the gist of an individual’s education, past employment and skills
* Personal information such as age , dob marital status not included

Bio data (obsolete)

* Shortened form of biographical data
* Obsolete now
* Emphasis on personal details such as dob, marital status, gender and address, family
* Educational qualification, work experience and skills also mentioned

CV

* Contains all the elements of a resume but it is more detailed in terms of academic credentials
* Contains detailed account of all achievements like seminars, work shop attended; trainings, projects done;
* Résumé may just mention it CV gives details

Qualities of a Good CV/ Résumé

You have to write CV or resume not autobiographies

A resume or CV should reflect the personal image you want to create, therefore it should be:-

* Neat and error- free with no hand corrections
* Legible and well spaced
* Printed on good quality paper (A4)
* Logical structure
* Key information easily highlighted
* No long sentences or passages but point in bullets
* Text lined up or columns
* Consistency of font
* Ideal length of resume 1-2 pages
* CV more the achievement, lengthier the CV.

Parts of a Résumé /CV

1. Personal information- name, address, phone no. email address and website
2. Career objective or summary of qualification-(optional) aim and aspiration
3. Education/ academic preparation- education and training since high school,
   * begin with most recent education and work backward
   * include major and minor field of study
4. Work experience and professional skills-
   * + list of jobs courses or projects done in chronological order, with present or last one first

* name and location of organization where worked, job profile, designation, duration, responsibilities
* part time or summer internship projects done
* no need for complete sentences only phrases
* use technical terminology

1. Activities, achievements/, aptitudes, memberships- include only those information the employer will find useful
   * includes special abilities
   * professional courses undertaken
   * community services
   * voluntary activities
   * languages known
   * awards and honours received
2. Special interests or hobbies
3. Strengths and Weaknesses-
4. Professional skills / languages known
5. References- 2-4 names with details and contact number

Types of Résumé

The two most popular ways to organize your resume are the chronological and functional formats.

1.Chronological Résumé:

* A chronological Résumé, sometimes called a reverse Résumé,
* In it the work experience section dominates and is put immediately after the name and contact details
* your work experience and education is sorted by date. Entries start with the most recent position held (or school attended) and work backwards.
* It should include more details of your most recent entries and less for those further in the past.
* If you are a fresh graduate from an institute with limited professional experience, you can vary the approach by putting the educational qualification first.
* The chronological style is the most popular with recruiters and hiring managers because it is familiar and easy to get information.
* It highlights growth and career progression; it highlights employment continuity and stability

FORMAT: Follow an outline format with bulleted lists for details.

HEADING: Use standard text, such as ‘Summary of Qualification’, ‘Experience’, and ‘Education’.

2. Functional Résumé:

* A functional resume, also called a skills resume, highlights your skills and abilities instead of your work history.
* This pattern stresses individual areas of competence so helpful for people -who are entering job market (with special skills); who want to redirect their careers; who have very little continuous career related experience.
* The functional format breaks the resume into several categories and showcases the talents, responsibilities, and accomplishments you can demonstrate through college classes, volunteer work, employment, hobbies, or other means.
* Functional resumes are also popular in certain industries, such as the arts, graphic design, and web development.

1. Hybrid/ combination- mixes both chronological and functional, but not practiced much as very long and repetitive
2. Scannable- formatted so that it can be scanned using (OCR-optical character recognition), the employer scans it into the resume database and matches it with the skills mentioned.

Sample Résumé

Raman Kumar Singh

54/E, M. G. Road, Pune   
E-mail: rkumar@ymail.com   
Mobile No: 9933478334   
D.O.B- 12. Dec. 1989

**Career Objective**  
  
I look forward to an experience that is both intellectually and professionally valuable. I hope to see myself grow as a professional and as an individual working in an innovative and competitive world. I wish to contribute to the organization with hard work, sincerity, patience and dedication.  
  
**Educational Profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B.Tech. | 2007-2011 | Sardar Vallabhbhai National Institute of Technology, Surat | Computer Science | 8.4 CGPA |
| 12TH | 2007 | Delhi Public School, R. K. Puram, New Delhi | PCM | 81.4% |
| 10TH | 2005 | Delhi Public School, R. K. Puram, New Delhi |  | 90% |

**Technical Skills:**  
 Languages: C, C++, Core Java, DotNet  
Database: SQL (beginner)  
Operating System: Windows XP/Vista/7  
Microsoft Word & Power Point  
  
**Training:**  
Name of the Institution: CMC Ltd., New Delhi   
Name of the Program: Summer Training 2 May 2008- 16 June 2008  
Course Content: Core Java  
Duration: 6 weeks  
Project: On Airline Reservation System  
  
**Strengths:**  
A good team player  
Strong Commitment & dedication towards work  
Willingness to learn

**Special Interests:**  
Drawing and painting

Blogging

Playing guitar

Playing football  
  
  
**Extra Curricular Activities:**

* II rank in Inter College Poster Competition in ABC College of Computer Sciences Annual Fest in 2009.
* II rank in Intra College Dance Competition in ABC College of Computer Sciences Annual Fest in 2009.
* Participated in Tech Fest in ABC College of Computer Sciences in 2009.
* Won Silver Certificate in National Cyber Olympiad in 2002
* Participated in drawing competitions in 2000 and 2001 and Maths Olympiads in 2003 and 2004

**References :**

1. Dr. K. N. Patel

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