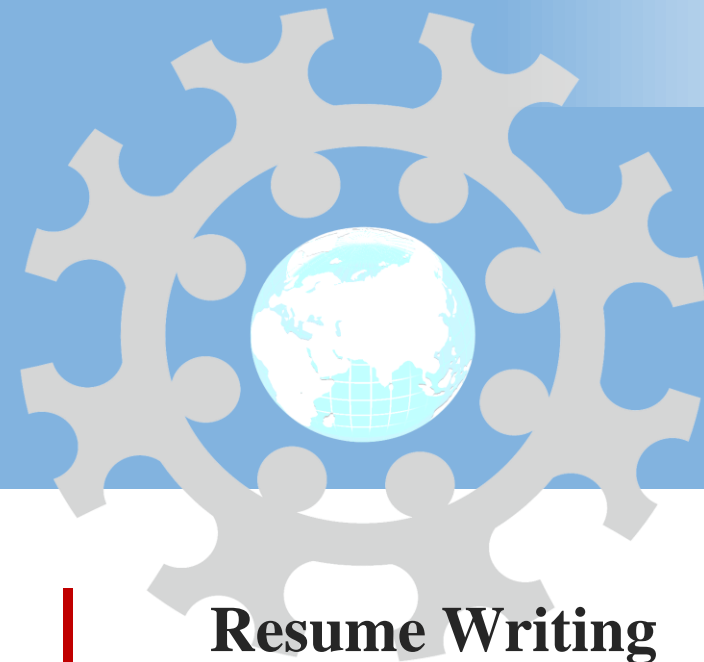


Communication Skills



Resume Writing

DISCOVER . **LEARN** . EMPOWER

Course Objectives

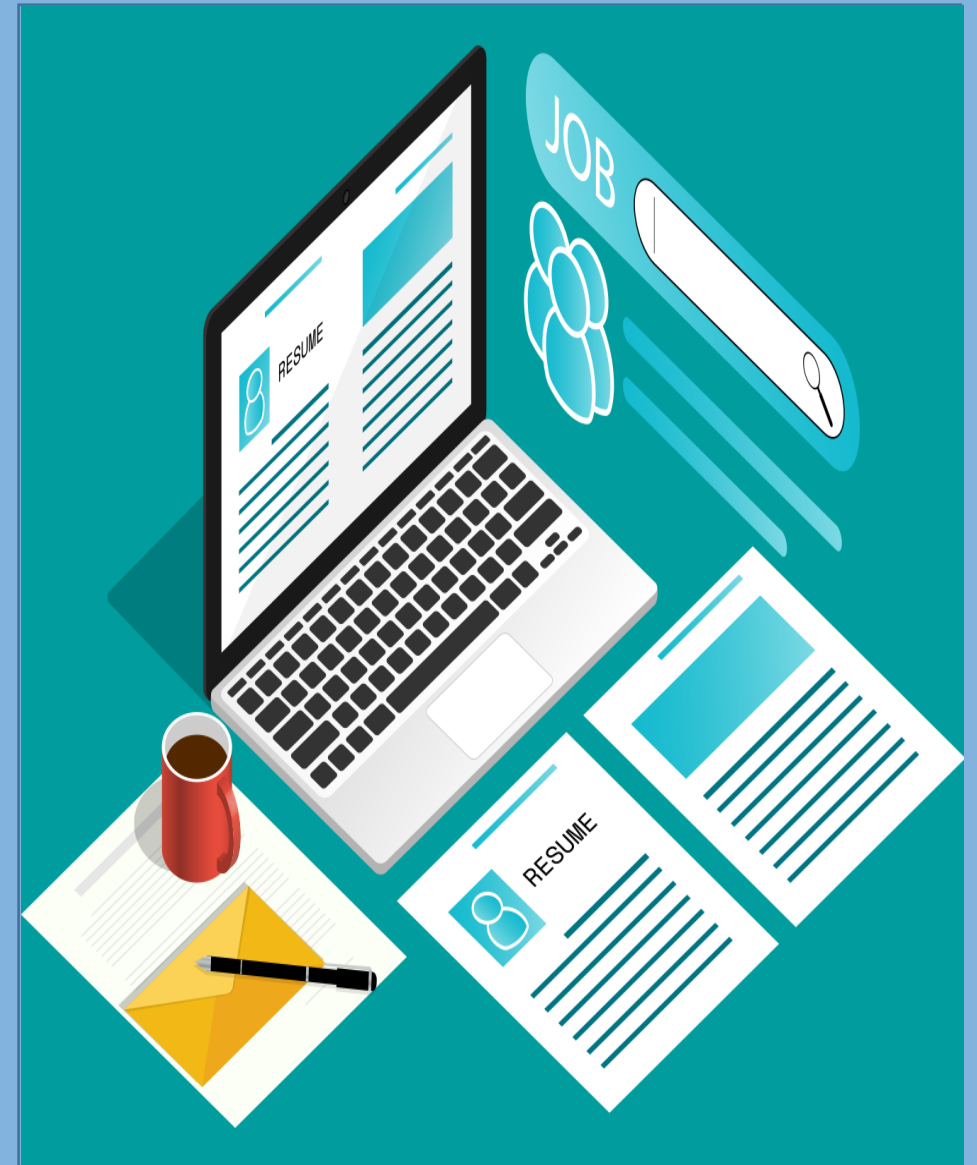
The Course aims to:

1	Stress on students awareness of interpersonal communication skills and appropriate usage of verbal and non-verbal expression in social and professional environment.
2	Prepare the student for discourse in English, using a number of communication strategies.
3	Introduce them to key concepts of Morality, Diversity & Inclusion
4	Provide foundations for the placement process of the student.

Course Outcomes

On completion, the students are expected to

CO Number	Title	Level
CO1	Display moral values, ethics and sensitivity for diversity and inclusion.	Apply
CO2	Perform effectively in the placement process.	Apply
CO3	Analyse and summarize information, ideas and opinions on a social issue using grammatically correct English.	Analyse
CO4	Evaluate facts to write research and short official, technical or social reports.	Evaluate
CO5	Create communication material for an organization dedicated to a social cause and use electronic/social media to share concepts and ideas.	Create



Résumé

- A résumé is a summary of your experiences and skills relevant to the field of work you are entering.
- A résumé is an accomplishment driven marketing tool for individuals seeking employment.
- A résumé relates your experience to your career objective.

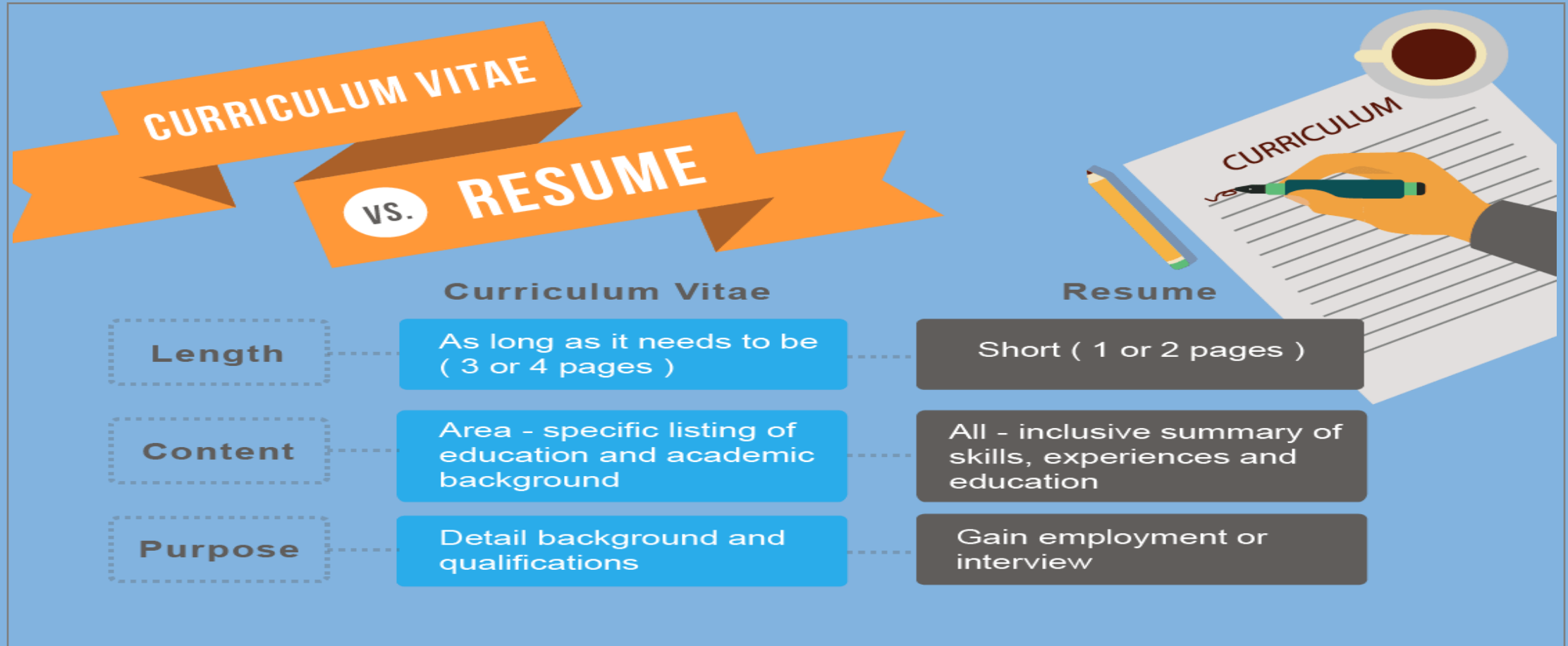
Types of Résumé

- **Reverse-Chronological:** A chronological résumé starts by listing your work history, with the most recent position listed first.
- **Functional:** A functional résumé focuses on your skills and experience, rather than on your chronological work history.
- **Combination:** A combination résumé lists your skills and experience first. Your employment history is listed next.

Curriculum Vitae

- Curriculum Vitae is course of life in Latin, an in-depth document that can be laid over two or more pages.
- Contains a high level of detail about your achievements.
- The CV covers your education as well as any other accomplishments like publications, awards, honours etc.

Difference Between a Résumé and a C.V.



Poll Question

This Résumé Format Focuses on Both the Skills and the Work Experience of the Applicant:

1. Chronological
2. Functional
3. Skills
4. Combination

Poll Question

This Résumé Format Focuses on Both the Skills and the Work Experience of the Applicant:

1. Chronological
2. Functional
3. Skills
4. **Combination**

Purpose of a Résumé

- Serves as an introduction
- Provides a snapshot of your career
- Filters unsuitable candidates
- Demonstrates your communication skills:
- Demonstrates What You Can Do for Your Future Employer

Contents of Résumé

Do the research and tailor your Résumé to the position you are applying for. The following is a list of what you should know:

- Employability Skills
- Desired Qualifications
- Work Experience
- Job Responsibilities

Order of Contents in Résumé

1. Name and address
2. Contact Details
3. Career Objectives
4. Experiences / employment history
5. Educational Qualification
6. Awards (if you have any)
7. Skill sets and personal attributes
8. Voluntary work (if you have done any)
9. Extracurricular activities, interests and hobbies
10. References
11. Signature

Career Objective

“My objective? Well, that’s easy. My objective is to get the job.”

- Absolutely...we couldn’t agree more...but an objective on your resume is so much more than just writing “Hey, hire me. I’m super awesome.”

So what is an objective for a resume?

- A resume objective is a short, targeted statement that clearly outlines your career direction while simultaneously positioning you as someone who fits what the employer is looking for exactly.

Career Objective

For Example

- Highly motivated individual and a certified digital marketer with strong SEO and SEM skills, attention to detail, and a solid online marketing background looking to obtain a position of SEO Specialist with XYZ company.
- A recent finance graduate looking for a position of Accounting and Financial Analyst to maximize learning and experience with valuable accounting tools and systems to derive an accurate analysis of data from multiple sources.

Experience/ Employment History

- Paid or Unpaid (Internship)
- Name address of Employer
- Duration
- Job Roles
- Contribution/ Achievement (Use action verbs to highlight achievements)

Educational Background

It is essential to include the following:

- Name of your university (Chandigarh University)
- University location (Mohali, Punjab)
- Your degree
- GPA or Percentage

Additional Sections

Awards	Skill Set	Voluntary Work/ Extra Curricular Activities
<ul style="list-style-type: none">• Optional Section• Scholarship• Service organization	<ul style="list-style-type: none">• Unique, relevant, necessary skills• Foreign Languages• Computer Skills	<ul style="list-style-type: none">• Community Work• Leadership Roles• Projects

Sample Format of a Resume

Name
Street Address
City, State Zip
Phone Number, Email Address
OBJECTIVE
One line statement that indicates the specific position and organization for which you are applying, or the professional type of position you seek.
EDUCATION
Degree and Major (e.g., B.S. Nursing), any Minors, Expected Graduation Date Alverno College, Milwaukee, WI
EMPLOYMENT HISTORY
Job Title, Start Date - End Date Employer, City, State <ul style="list-style-type: none">▪ Achievement statement▪ Achievement statement▪ Achievement statement
Job Title, Start Date - End Date Employer, City, State <ul style="list-style-type: none">▪ Achievement statement▪ Achievement statement▪ Achievement statement
ACTIVITIES & COMMUNITY INVOLVEMENT
Membership Title, Start Date - End Date Organization, City, State <ul style="list-style-type: none">▪ Achievement statement▪ Achievement statement
Volunteer Title, Start Date - End Date Organization, City, State <ul style="list-style-type: none">▪ Achievement statement▪ Achievement statement
AWARDS & RECOGNITION
Award or Recognition, Organization, Date(s)
Award or Recognition, Organization, Date(s)
Award or Recognition, Organization, Date(s)

Sample Resume

Chronological resume with
use of transferable skill
experience headings.

MARTY NOBODY

333 North Oakland Avenue • Milwaukee, Wisconsin 00000
(414) 555-1111 • nobody@csd.edu

OBJECTIVE

Customer service or sales position with a German-US import and export business. Offer previous customer service experience and fluency in German and English.

EDUCATION

University of Wisconsin - Milwaukee
Bachelor of Arts, December 2001

Financed 100% of education
Cumulative GPA 3.3 (A=4.0)

- Major: German – Studied German culture, history, customs, and international business concepts.
- Minor: Business – Learned basic accounting, finance, marketing, business computer applications, and business management concepts.
- Twelve credits: Communication – Studied intercultural communication.

*Use of statements to describe
knowledge gained from areas
of study.*

BUSINESS EXPERIENCE

Nobody's Cleaner, Milwaukee, Wisconsin. September 1999 to present
Assistant Manager. Receive and process orders on a computerized system. Provide quality customer service. Train new employees and assist in supervision. Run all business operations during prolonged owner absences. Suggested, then helped with implementation of campaign that increased sales 15%.

CULTURAL EXPERIENCE

- Studied and learned about European people and cultures through studies at Justus-Liebig Universittes, Giessen Hessen, Germany, and three additional 4-6 week tours of Germany.
- Facilitator for Cultural Orientation Group. Promoted discussion between American and diverse foreign exchange students.
- Participant in International Friendship Program. Provided support and friendship to a foreign exchange student to help with cultural adjustment.

*Demonstrates
various
experiences in
one section.*

OTHER EXPERIENCE

United Parcel Service, Oak Creek, Wisconsin. Academic years 1994 to 1998
Loader. Received awards for quality and quantity performance while loading packages with a team of five others. Increased responsibilities to team leadership.

James River Corporation, Green Bay, Wisconsin. Summers 1994 to 1998
Fourth Hand. Performed maintenance within a team and independently.

References Available • Computer Literate

Poll Question

Employers care more about your specific duties in past jobs than your accomplishments.

1. Yes
2. No

Poll Question

Employers care more about your specific duties in past jobs than your accomplishments.

1. Yes
2. No

Technology and Resumes

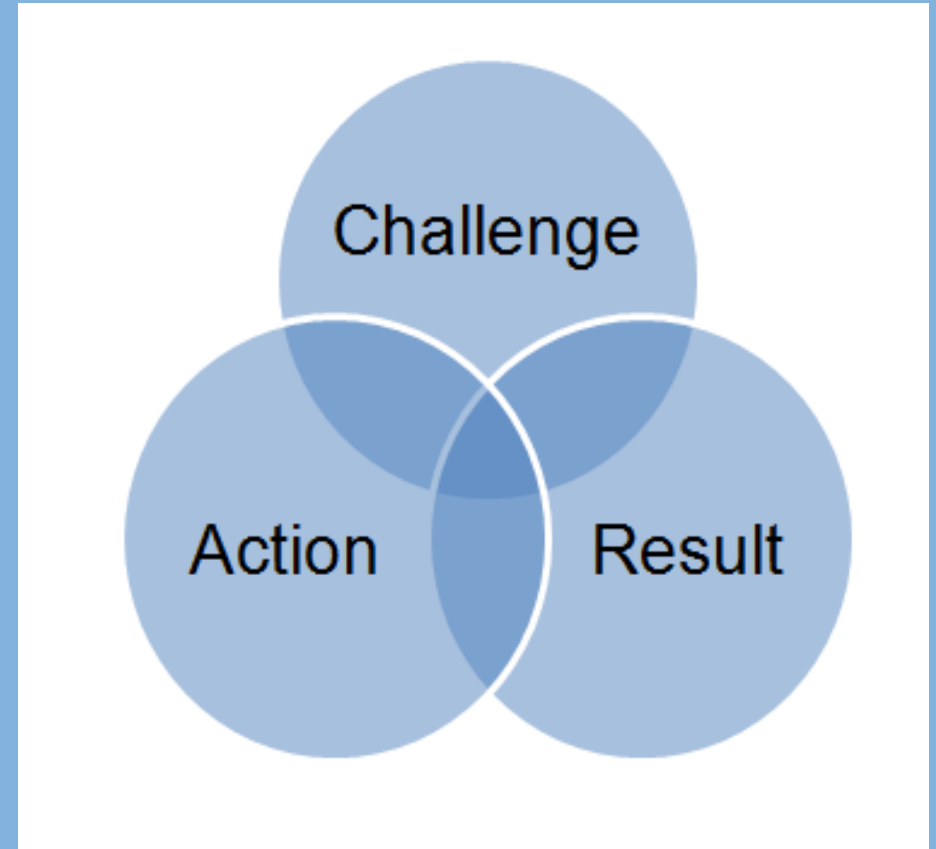
- Companies are now using computers to scan resumes, which are read with a different focus.
- It is best to develop both an "electronic resume" for computer scanners and a traditional paper copy resume to use in face-to-face situations.
- Focus on Nouns / Keywords
- Use Industry Jargon and Acronyms

Example Keywords

- Fundraising, Curriculum planning, Adobe Photoshop, C++
Customer service, Sales support, Network administration

Developing Car Stories

- CAR is a simple way to construct the content of your resume and describe your achievements in such a manner that your resume will reflect the story of your success per job function.
- For each bullet point under your key achievements, think in terms of three fundamental things: challenge, action, result (CAR).



Developing Car Stories

Here are a few examples of what achievements should read like on your Resume:

- Administered a \$1M annual budget and negotiated maintenance contracts with outside agencies in support of \$60M worth of equipment.
- Redesigned the packaging of a leading computer hardware company resulting in \$1M annual cost savings and 50% reduction in air pollutants.
- Managed a 20-person global team that increased our joint business with our top 5 partners, including Accenture and Oracle, by 30%.

Do's and Don'ts of a Résumé

- Keep your Résumé format simple.
- Use a uniform font type, font size, and margin settings all around.
- Suggested fonts are Times New Roman or Arial.
- Suggested fonts sizes are 10 to 12 point.
- Suggested margin is 1 inch all around.
- Do not use abbreviations.
- Use bold, italics, and underlining sparingly.
- Print your Résumé on white or neutral color 8 ½ × 11 inch paper.
- Use action verbs

Action Verbs

accelerated accomplished achieved adapted administered advanced advised, aided allocated amplified analysed	coordinated counseled created cut decreased delegated demonstrated designed determined developed devised	improvised incorporated increased influenced informed initiated innovated installed instituted instructed	projected promoted proposed proved provided published received recommended recorded recruited
--	---	--	--

Action Verbs

answered approved arbitrated arranged assessed assisted assumed augmented authored automated	devoted diagrammed directed displayed distributed drafted, edited effected eliminated employed established	interviewed introduced investigated involved launched led lectured listed maintained managed	reduced re-established referred regulated reinforced reorganized represented researched reshaped restored
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Applications

- Applicable to professional life
- Will strengthen the Resume writing skills of students
- Students will be able to write better resumes as a result they will be able to get more job opportunities.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

References

- www.utc.edu/career-student-employment/howtowritearesume.ppt
- www.eng.fju.edu.tw/con&com_databank/writing/Resume.ppt
- <https://www.msun.edu/grants/eoc/YourResume.ppt>
- www.sc.edu/career/Pdf/resumeppt.pdf
- www.umich.edu/~singa/old/job/SSAResume.ppt
- <https://www.alverno.edu/media/alvernocollege/careereducation/pdfs/FINAL%20Resume%20Guide%20FA11.pdf>
- <https://theinterviewguys.com/objective-for-resume/>