# Soft Skills Training

## Interview Skills

### What is Resume?

A resume (sometimes called a "CV") is the most important tool when applying for a job. It doesn't matter how qualified you are, or how much experience you have - if your resume is poorly presented or badly written, you're going to have trouble getting the job you want - or even an interview.

### Purpose of Resume:-

1. Your resume is a marketing tool. It needs to demonstrate:
2. That you are employable
3. How do you meet the job and the organization's requirements
4. That you have the right qualifications and education
5. That you have the right experience and skills
6. That you have the right level of professionalism for the job

### How long a Resume should be?

There is no set length for a resume. A resume varies in length depending on your experience and education. If you haven't worked much before, one or two pages are best, but three pages are okay if you've got a lot of studies and work behind you.

Make sure you don't pad out your resume. If your resume is only one page, as long as it's well-presented it might get better results than a two-page resume full of unnecessary information.

**Structure of Resume:-**

Generally, it's always good to present the information on your resume in this order:

1. Contact details
2. Opening statement
3. List of key skills
4. List of technical/software skills
5. Personal attributes/career overview
6. Educational qualifications
7. Employment history/volunteering/work placements
8. References/referees

**How to tailor your Resume:-**

1. Using your opening statement to link your experience and education to the organization and the requirements of the job
2. Listing your most relevant key skills first
3. Including examples of achievements that meet the advertised requirements of the job
4. Including specifically relevant keywords and phrases throughout your resume (available in the job description)

**What NOT to put on your resume:-**

1. Private information (any ailments etc.)
2. Graphics
3. Content in headers
4. Fancy formatting
5. Information in tables

## How to add roles and responsibilities in your resume:-

**Follow a 3 step process of adding roles and responsibilities**
1. Objective
2. Approach
3. Outcome

Always include an objective in 1-2 sentences, and then highlight all duties and tasks performed in the specific job role/project. And at last, include the outcome/results achieved in the job/project you have worked on.

**Example:-**

**WORDPRESS (WEBSITE CREATED FOR CHILL PILL RESTAURANT)**

**Objective -** Created a website using WordPress for XYZ Restaurant.

**Approach-**

Created a Logo &amp; Tagline for the website.

Designed a website through Elementor &amp; also designed creative &amp;

engaging Landing Pages.

Installed All In One SEO plugin for site optimization

**Result-** Increased the brand awareness &amp; reach of the website