

# How to write an Effective Resume

By Divya Bharathi Bhandari



## Let's discuss and learn

- What is Resume?
- Steps for writing an effective Resume
- Key elements to include in a Resume
- Resume Do's and Don'ts



# What is Resume?

A Resume is a formal document that a job applicant creates to itemize their qualifications for a position. A resume is usually accompanied by a customized cover letter in which the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the resume.



# Steps for writing an effective Resume

**Step 1: Choose a Format and Design**

**Step 2: Add Your Contact Information**

**Step 3: Craft a Killer Professional Summary**

**Step 4: Shine a Spotlight on Your Skill Set**

**Step 5: Focus on Critical Experience**

**Step 6: Outline Your Education**

**Step 7: Review, Rework, and Cut the Fat**



# Key elements to include in Resume

1. **Personal Information.** Name Current and Permanent address.
2. **Objective.** In one short sentence summarize your goal for your job search
3. **Education**
4. **Work and Related Experience**
5. **Awards and Honors**
6. **Activities/Hobbies**
7. **Skills**



## Resume Do's:-

1. Include Action verbs
2. Proofread for spelling and grammar
3. Use 11 or 12 size font
4. Incorporate keywords to the job description

## Resume Don'ts:-

1. Include an objective
2. Include high school information
3. Use header or footer
4. Be Dishonest





**THANK YOU**