Codetech Corporate Training & Placement Center

Minimum Charges, Maximum Result....!

get out of your COMFORTZONE !!!

Contact Us :

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Codetech Corporate Training & Placement Center

codetechtpc@gmail.com

www.codetechcorporatetpc.com

Website- www.codetechcorporatetpc.com

Our Services :

Industrial Expert Trainers.

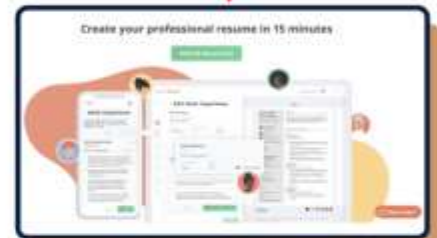### OUR SERVICES

Expert Resume Building.

100% job Oriented Training.

Doubt Clearing Sessions.

Special Sessions on Tools Like Jire / Scrum.

Offline & Online Batches.

Mock Interview Preparation.

Spacious A/C Classroom.

Daily Assignments.

Weekly Evaluation & Improvements.

100% Placement Assistance.

Training on Real Time Scenarios.

Expert Question Bank & Study Material.

GD & Soft Skill Preparation.

RESUME BUILDING TIPS

1. Kindly **Avoid Grammatical / Spelling Mistakes** while Preparing Resume. **Don't Copy paste** content, Kindly write resume Line by Line according to your knowledge only.

2. Kindly avoid too lengthy Resume. (It should be **Max 2 to 3 pages** with Professional Template).

3. Kindly add 2 Projects for 2 to 3 Year of Experience. (While adding Projects sequence should be Project No, Project Name, Project Client (Optional), Project Team Size, Project Duration, Project Technologies/Environment, Project Description, Project Role and Responsibilities).

4. Kindly add **Immediate Joiner** Keyword at the start of the resume along with 2 Mobile No and working email ID with Detail Profile Name.

5. Kindly add Career Objectives (3-4 Lines), Professional Summary (8-10 Points), Employment Summery with Client Name (2-3 Lines), Technical Skill Set (5-6 Line) (Kindly add Technology with Versions), Academics (2-4 Lines), Project Details (1-2 Pages) and Personal Details (4-5 Lines).

5. Kindly **avoid Usage of incorrect verbs.**

6. Kindly use resume builder software (Online lot of Software / website are there) to make your resume, don't make by using traditional way. **Kindly differentiate it from others.**

7. Kindly avoid Poor design – Issues with data presentation (Kindly add numbering while resume preparation **don't make it paragraph wise/theoretically**)

8. Kindly **Use Professional Fonts** (Use Single Font for Complete Resume) along with Proper Formatting and Important Headings.

9. Kindly **add skills/interests/Hobbies/Curricular Activities.**

10. Kindly Use **Professional file name/format to resume.**

11. No Need to add Photo in Resume. (Its Optional)

Resume Writing Do's

1. Keep your resume clear and concise.

An employer takes an average of 30 seconds to skim a resume. You want them to see right away that you are qualified for the position.

2. Proofread your resume numerous times.

Be sure there are no spelling or grammar mistakes. Have someone else read it over as well. A simple spelling mistake on a resume can give a negative impression to the employer. It can even prevent you from getting the job.

3. Limit your resume to Two/Three pages.

Place the emphasis of your resume on your most recent experience. Older jobs and experience that are more than 15 years old should either be cut out or minimized. This way, the employer can focus on more relevant information.

Address: Office No 304, Deccan Heights, Near Deccan Bus Stop, In Front of R-Deccan Mall, JM

Road, Pune, Maharashtra 411004.
Contact No. +91 9307467073, +91 7709496558
Email ID- codetechtpc@gmail.com
Website- www.codetechcorporatetpc.com

4. Tailor your resume to suit the position.

You are applying for Specify work experience or achievements that are related to the position you are applying to. This can be done by reviewing the job description or the employer website.

5. Highlight what you have accomplished.

You want to be able to identify the best examples of where you demonstrated your skills. These examples should speak to what you achieved in your role, and should demonstrate what kind of employee you are. It is best to include this information in the "Work experience" section of the resume.

6. Be honest!

Lying on your resume is never a good idea. You don't want to overstate your skills or results as it will mislead the employer. Have confidence in what you have to offer.

7. Quantify your achievements

Use firm numbers that the employer will understand and be impressed by. For example, how many people you supervised, how many products you sold, by what percentage you increased sales, etc.

8. Use simple words and action verbs

The person reading your resume might not always be the employer. Resumes can be reviewed by recruiters or Human Resources specialists who may not be familiar with your specific field. Use simple and plain language, but also persuasive verbs such as handled, managed, led, developed, increased, accomplished, leveraged, etc.

9. Include unpaid work that show off your skills

If you have volunteered with a well-known organization or worked for an important cause, put it in your resume. You should include these experiences under the "Work experience" or the "Volunteer work" section, especially if they are related to the position you are applying for.

10. Double check and include your contact information

Your resume should list your name, address, email and phone number. This information should be placed at the top of the first page. Also, make sure this information is accurate. Otherwise, the employer won't be able to contact you.

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Resume Writing Don'ts

1. Don't use an inappropriate email address.

Make sure your email is easy to read, easy to type, professional and non-offensive. In general, your email address should be based on your name. Exclude any nicknames, numbers, or special characters.

2. Don't include unnecessary personal information

It is best to leave out any personal details such as age, weight, height, marital status, religious preference, political views, or any other personal attributes that could be controversial. This will prevent any potential bias. Most importantly, never include your Social Insurance Number in your resume.

3. Don't include a picture of yourself

Although in some countries it may be acceptable to include a photo, it is not the norm in Canada. It can actually lower your chances of obtaining a position and divert the whole focus of your resume. You want the employer to focus on your skills and experience, not what you look like.

4. Don't use too many bullets.

Make your resume easy to read by limiting each resume section or sub section to 5-7 bullet points. This will make it easier for the employer to scan your resume and identify your potential. Each bullet point should be used wisely by keeping the information relevant and concise.

5. Don't use personal pronouns

Do not use "I," "my," or "me". Write your resume in the third person, as if it's being written by someone else.

6. Don't simply list job responsibilities

Your job duties will be obvious from your job title. Instead, highlight your achievements by putting a personal spin on your job duties and providing specific examples.

7. Don't make general statements

Steer clear from vague statements that don't highlight your actual contribution. Unclear statements such as, "Responsible for improving efficiencies and making cost savings", does not provide any information to an employer. Personalize your experience!

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8. Don't include reasons for leaving previous jobs.

The main purpose of your resume is to promote you, your skills, experience and achievements. It should be entirely positive, and therefore should not include reasons for leaving as it does not add any value to you as a candidate.

9. Don't include references

An employer only requires references if they are seriously considering hiring you. Keep references on a separate sheet and provide them only when they are specifically requested.

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Thank You!

Hopefully, we can work together and fulfill your dream!

Enrollment is now open, and seats are limited!
Secure your spot today.

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