

Resume Building

Semester 6 - Employability Skills

(303193353)

Learning Objectives

By the end of this session, students should be able to:

- ✓ Understand the purpose and importance of well crafted Resume
- ✓ Identify and analyze the key components of effective Resume
- ✓ Differentiate between Resume and CV
- ✓ Build a Resume showing their skills and scholastics
- ✓ Develop the ability to articulate technical and soft skills
- ✓ Apply professional language and formatting standards

Topics to be Covered

- Introduction
- The Importance of Resume
- Things to include in Resume
- Format and Sample Resume
- Do's and Don'ts of Resume
- Resources and Tools
- Application Tracking System (ATS)
- Classroom Activity
- Conclusion
- Learning Outcomes

What is Resume?

- Resume (also spelled résumé) is an overview about **who you are**
- Resume is a French word which means **summary**
- Resume is nothing but an overall **summary of yourself**
- It is a tool to **advertise yourself**

Importance of Resume

- To organize your job search
- To create your first impression
- To showcase your values and achievements
- To highlight your qualification
- To demonstrate professionalism

Different Types

Curriculum Vitae

- For an experienced candidate
- Detailed information on the person's experience

Portfolio

- For artists - which has visual records of their works

Different Types

Biodata

- Biological data - details on physicality and health
- For interviews where health and physicality are necessary

Resume

- For a fresher
- Should not be more than or less than 2 pages

Things to include in Resume

1. Personal Information

Top Left

- Name
- Contact details
- Location

2. Professional Summary

- Aspirant's Profession
- Career Objective
- Acquaintance with Modern Technology

Things to include in Resume

3. Scholastics (Academic details)

- Always write your educational details in reverse chronological order.
- Always start with your most recent qualification first.
- Aspirants need to include Name of the college/university, Degree you earned or working on it, passing year, Percentages (% , CGPA etc.)

Things to include in Resume

4. Technical Skills/ Computer Skills

Core Companies:

1. Mechanical Engineering:

AutoCAD

ProE

Hypermesh

Ansys

2. Electronics & Telecommunication

MATLAB/ORCAD/Embedded C

IT Companies:

C/C++/JAVA/.NET

Operating System :

Red Hat Linux, ubuntu
14.04

Format and Tips

A resume's format depends on your professional history.

Formatting Tips

- Keep the resume concise
- Be action-oriented
- Concentrate on relevance
- Proofread the content

Sample

A sample resume is attached separately for your better understanding.

Types of Resume

There are three types of Resume:

1. The Chronological Resume
2. The Functional Resume
3. The Combination Resume

The Chronological Resume

- This approach has 3 key advantages:
 1. Employers are familiar with it and can easily find information
 2. It highlights growth and career progression
 3. It highlights employment continuity and stability

The Functional Resume

- Emphasizes the list of skills and accomplishments
- Stresses individual area of proficiency placing experience in subordinate section
- Useful for the freshers just entering the job market or having a little continuous career related experience

The Combination Resume

- Includes the best features of Chronological and Functional approaches
- Not a commonly used resume
- It has 2 major disadvantages:
 1. It tends to be longer
 2. It can be repetitive

Do's and Don'ts of Resume

➤ **Do's**

- Keep it 1–2 pages
- Use professional fonts (Calibri, Arial)
- Quantify achievements

➤ **Don'ts**

- Include unnecessary personal info
- Use colorful backgrounds or fancy templates
- Exaggerate achievements

Resources and Tools

➤ For Resume Building

- Canva
- Novorésumé
- Overleaf (LaTeX Templates)

➤ For Proofreading

- Grammarly
- Hemingway App

Application Tracking System (ATS)

- A software that centralizes and automates recruitment process
- Acts as a database for candidate's information

Key Functions of ATS

- Job posting and distribution
- Application collection
- Resume screening
- Candidate management
- Communication and scheduling
- Data and reporting

Activity- Build the Resume

- Build your resume following the Functional Resume style and state your career objective clearly.

Conclusion

- Resume is a tool to highlight your qualification, values and achievements
- A well crafted Resume is a gateway to your professional world
- A well built Resume leaves good impression on the interviewers

Learning Outcomes

- ✓ Create a professional and crisp Resume tailored to specific job roles
- ✓ Select and apply an appropriate Resume format
- ✓ Showcase relevant technical and soft skills
- ✓ Ensure accuracy and readability through proper formatting and error-free writing
- ✓ Submit a polished and industry-ready Resume

Thank You