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Types of resume





What is resume?





Four types of resume:

- Chronological
- Functional
- Combination
- Targeted









Frequent mistakes in customizing resume





Customization importance







Steps to customize a resume:

- Analyse the job description
- Customize your skills
- Submitted resume
- Highlight your matching skills
- Confirm your location







Common mistakes to avoid in a resume and its fix:

- Not Customizing Your Resume
- Focusing on Job Functions Over Results
- Including an Objective
- Poor Writing
- Leaving Out Social Media Links
- Telling Instead of Showing







Layout- Understanding different company's requirements

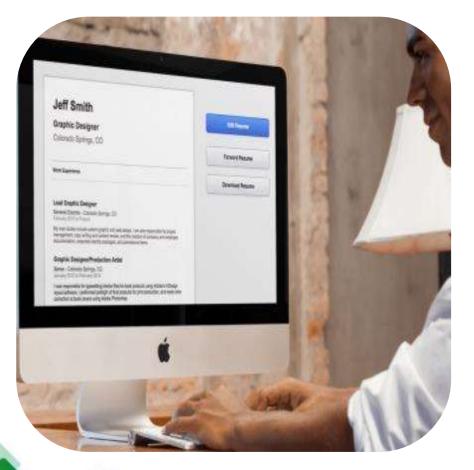


Tactics to improve resume performance:

- You must have a job-targeted resume
- Always use a Target Job Title
- Replace Career Objective with a Performance Profile
- Add a Professional Skills section
- The first page must tell the complete story









Digitizing career portfolio





Do's and dont's in a resume:

- DO tailor your resume to each job you are applying to
- DO showcase your talents and skills relate to the job
- DO highlight your time in the armed forces
- DON'T fake credentials
- DON'T send that resume on bright neon green paper
- DON'T rely on gimmicks



