



Explore | Expand | Enrich



Types of resume

RESUME SKILLS



What is resume ?



RESUME SKILLS



Four types of resume :

- Chronological
- Functional
- Combination
- Targeted





Frequent mistakes in customizing resume

RESUME SKILLS



Customization importance



RESUME SKILLS



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

RESUME SKILLS



Do's and don'ts 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

