

# Resume Writing

An interview can get you a job  
but only a resume can get you  
an interview.



# Resume

# CV

# Biodata



# Resume

- RESUME is derived from the French word résumé which means **summary**.
- Portrays an overview of **one's education, experience, and competencies**.
- To **apply for a new job/position**.
- A resume should be kept **1 to 2 pages** long, precisely best if kept in one page.
- The resume should be **tailored according to the targeted position**.
- **Reference(s)** need not be included in a resume.
- A resume should be in **reverse chronological order**.



# CV

- CV is derived from the Latin word **Curriculum Vitae** which means “**course of life**”.
- A CV exhibits general skills and expertise ranging from **2 to 3 pages**.
- A curriculum vitae contains detailed information relating to your education, professional experience, skills, awards, honors, fellowships, publications, certificates.
- CVs are mostly used to apply for internships, to grab higher positions, or for fellowships and for research positions.

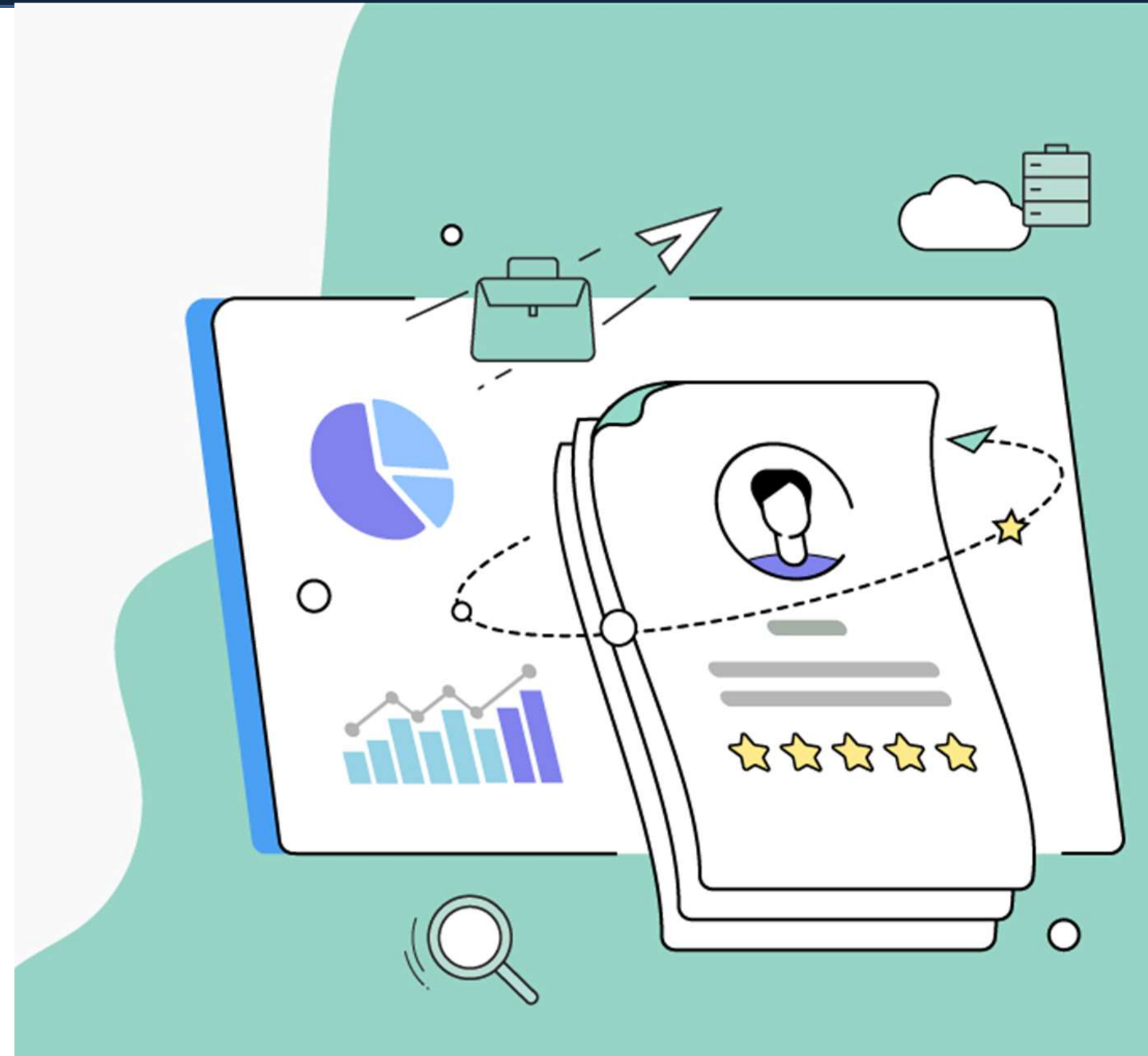
# Biodata

- A BIO-DATA is the short form for **Biographical Data**.
- Bio-data emphasizes on personal information such as date of birth, religion, sex, ethnicity, nationality, residency, marital status.
- Education, work, and other qualifications are included eventually.
- Bio-data can be used to apply for **government positions or during the marriage**.

# Pop Quiz!

What is the initial amount of time an employer takes to review an applicant's resume?

15 – 20 seconds minimum  
45 seconds maximum





# Pop Quiz!

What is an ATS?

Applicant Tracking System





# What information should be in a resume?

- Contact information
- Objective/ Summary
- Education
- Skills
- Certifications and trainings
- Honors and Awards
- Volunteer experience
- Hobbies and Interests

- Contact information
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# The 5 P's of Resumes

## **Painless**

Easy to read, well organized; use bold to make things stand out and use same font type throughout.

## **Perfect**

Proofread for spelling and grammar, consistent with punctuation, no personal pronouns.

## **Page**

One or two pages is best, 1", .75 or .5 margins

## **Paper**

Resume paper: subtle color and pattern, A4; if mailed do not fold - use large envelope.

## **Position**

Specific to the position you are applying for, use keywords from job description.

# Pop Quiz!

Which font should be used?

Times New Roman

Arial

Cambria

Calibri

Verdana



# Pop Quiz!

Which font size should be used?

11-12pt for normal text,  
14-16pt for section titles and headers.



# Should I add my photo ?

**India :** It is not mandatory to put a photo on a resume, but it's encouraged.

**Austria, Germany, and Spain:** Photo is a must

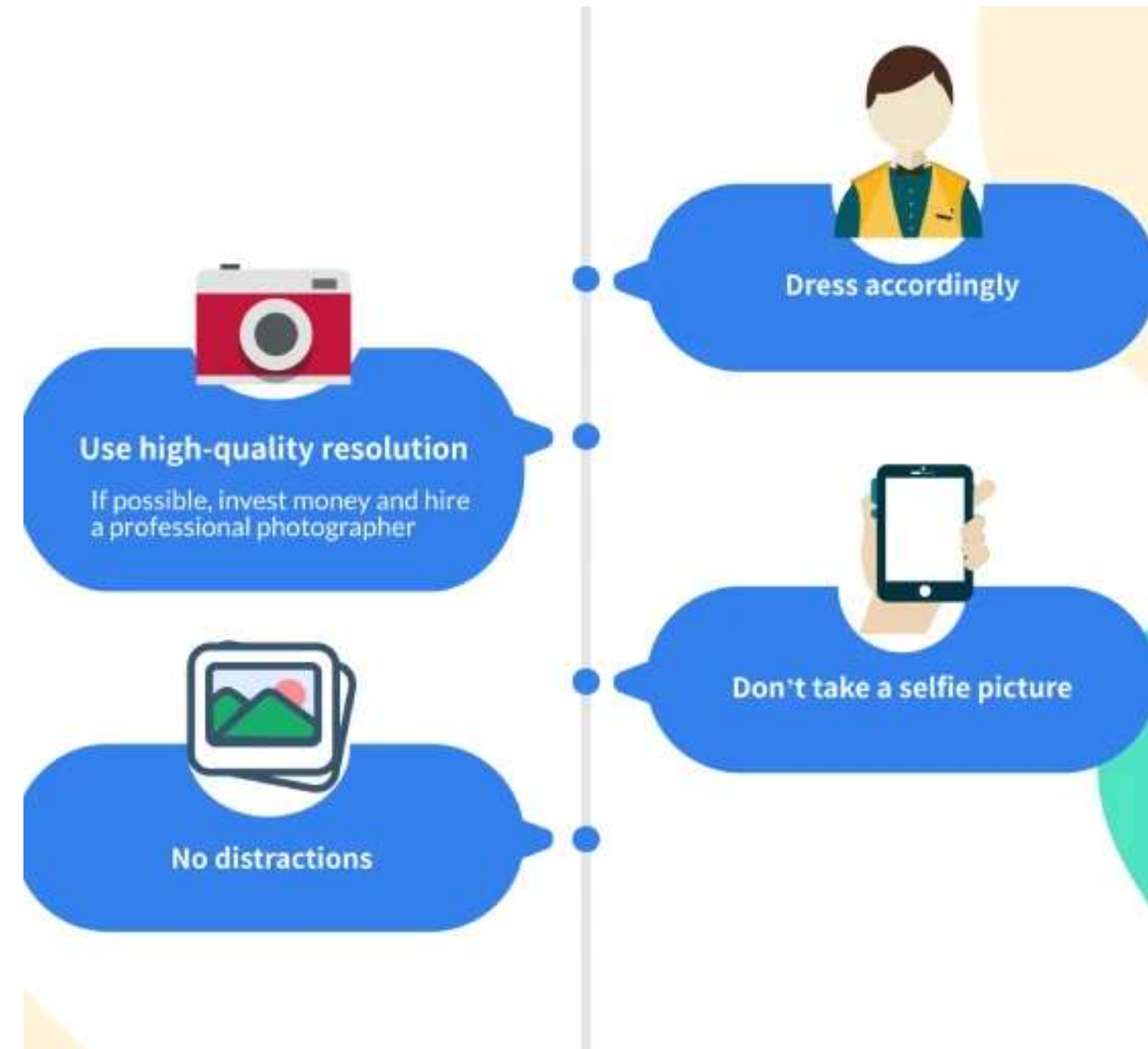
**US, Canada, and the UK :** Shouldn't include

## Pros:

- Images can make a resume look more marketable
- Images are preferred in certain visual and creative professions

## Cons:

- Photos may put yourself at risk of discrimination.
- Photos can also take up valuable page space
- Photos distract from the content on the page.





# Contact Information

- Your first and last name
- Phone number
- Professional email
- Your LinkedIn profile
- Related social media handles
- URLs to personal websites or blogs.



# Objective

- Start with who you are and what your education is.
- Use the name of your target company and the position you're targeting.
- Add 2–3 of your key skills.
- Make an offer: explain what you hope to achieve for your prospective employer.

## Sample Answers:

I am a highly driven, recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

Seeking a position of IT Manager to put 5 years of learnings into use to help the business meet strategic and operational goals by identifying opportunities to deploy new technology. Possess expertise in networking and hardware, superior technical aptitude, and proven ability to manage complex tasks.



# Career objective or Summary ?

Career objective	Profile Summary
Freshers, Career Change	More than 3 years
Limited work experience – Highlight skills, mention your goals	Key skills, experience, key words from JD that matches skill set
<b>Example:</b> Motivated nursing student seeking to develop more extensive experience working with elderly patients.	<b>Example:</b> Registered nurse committed to serving patients of all needs and backgrounds. Has six years of experience working in the ICU unit, treating patients with varying levels of ailments. Eager to apply my problem-solving and critical-thinking skills to a hospital setting role.

# Education

- Your degree
- The name of your institution
- Year graduated
- Percentage/CGPA



# Work experience

Part-time positions

Internships

Participation in work experience programs

Freelancing experience

Job experience

<b>Computer Technician</b>	Job Title
Geeks on Site	Company Name
11/2017 - Present	Period Employed
<ul style="list-style-type: none"><li>● Handled support tickets with software and hardware vendors.</li><li>● Resolved technical issues and maintenance of STBs and LNBs of the Canadian Sky Television customers.</li><li>● Published 70 articles on the website.</li></ul>	Responsibilities & Achievements

# Work experience

Use **WHO** logic to describe experience

**What** did you do?

**How** did you do it?

What was the **outcome**?

**Team Leader**

“I managed a team of 10 direct report professionals **by using organization and time management** that led to 90% of performance feedback satisfaction rates.”

# Work experience

Was responsible for staff of ten	<b>Managed</b> staff of ten
Present reports to consultants	<b>Presented</b> reports to consultants
New reporting system was developed	<b>Developed</b> new reporting system
Leader of monthly staff meetings	<b>Led</b> monthly staff meeting
Coordinate monthly review	<b>Coordinated</b> monthly review

# Pop Quiz!

Which is right?

Option A: Revenue was increased by 10%

Option B: Increased revenue by 10%



# Examples

A content calendar **was built** that increased engagement by 15%.

**Built** a content calendar that increased engagement by 15%.

A new website **was developed** that increased traffic by 10%.

**Developed** a new website that increased traffic by 10%.



# Pop Quiz!

Which is better?

Option A: "Held weekly status meetings to share client updates."

Option B: "Spearheaded weekly status meetings to communicate agency revenue growth."



# Action verbs

Using action words that are unique and powerful can increase your chances of capturing an employer's attention and moving to the next step in the hiring process.

**Lacks strength and clarity:** "Held weekly status meetings to share client updates."

**Empowered and detailed:** "Spearheaded weekly status meetings to communicate agency revenue growth."

# Action verbs

Manager of 10 employees.	Unified team of 10 employees behind company goals, resulting in improved sales.
Used data to discover underlying problems	Deciphered pattern in data to solve underlying problems.
Responsible for increasing company sales revenue.	Increased sales revenue by XX% over XX years.
Effective communicator or detail-oriented	Facilitating internal communications or Ensuring top-quality work product.
Switched company to using new technology	Championed implementation of new technology at company, resulting in improved efficiency.

# Skills

Soft Skills	Hard Skills
Problem-solving skills	Microsoft office
Ability to work in a team	Graphic design
Communication skills (written)	Data analysis
Flexibility	SEO/SEM Marketing
Adaptability	Project management
Detail oriented	User interface design
Strong work ethics	Programming languages
Leadership qualities	Foreign languages.

# Key words

A **detail-oriented** and **qualified senior architect** who excels in developing **construction drawings**, creating **3D models**, and conducting architectural **research and analysis.**”

**CHECK:** senior architect

**CHECK:** construction drawings

**CHECK:** 3D models

**NOT CHECK:** computer-aided design (CAD)

**NOT CHECK:** 10 years of experience

# Key words

← → ↻ tagcrowd.com

**TagCrowd** Create your own word cloud from any text to visualize word frequency.

Start Over Help News Contact Commercial Use

Showing top 50 of 120 possible words

actively business calling clients cold company concerns conduct  
customer deals degree deliver demonstrate ensure evaluate excellent  
executive experience help identify include internal job learner listen  
market media meet needs negotiating networking office  
opportunities possibilities potential presentations products prospects  
reports research responsibilities sales school seek selling services  
skills social team wishes

Save as...

resize browser window to arrange text

feedback

TagCrowd is **free** to use.

If you find it useful you can buy the creator a coffee »

FAQ

What is TagCrowd?

How do I make a word cloud?

How do I keep multiple words together in the word cloud, e.g. New York?

How do I create an image or PDF of my word cloud?

more help...

Tweet

# How to pick the right resume keywords

- Scan the job ad for keywords.
- Search for key skills for the job position
- Two main categories of keywords

## **Job-related keywords**

Computer Science, Social Media, Photoshop, Critical-thinking, etc.

## **Action verbs**

Organized, directed, managed, developed, planned, maximized, etc.



# Additional section

- Projects
- Awards and honors
- Activities and associations
- Extra training
- Certifications
- Hobbies and interests
- Publications
- Paper presentations



# Pop Quiz!

Which is right?

Option A: At my job as a retail manager, I was in charge of 12 other employees.”

Option B: Retail Manager: Scheduled employee shifts, ordered stock, and assisted in customer service.



# Fresher



Personal details  
Objective  
Education  
Experience  
Skills  
Projects  
Achievements  
Optional Sections



# No work experience

John Doe

Business Student

An independent and self-motivated business student with proven and tested business, procurement, sales, and marketing skills. Currently searching for an internship in Paris.

john.doe@gmail.com 22883344 Paris, France linkedin.com/in/john.doe john.doe

## EDUCATION

### MSc - Global Business Management

University of Paris

09/2017 - Present

Main Courses

- Operations Development and Strategy
- Innovation and Change Management
- Strategy, Organisation and Market Creation
- Global Innovation and Technology Management

### BSc in International Business

London School of Economics

09/2014 - 06/2017

Main Courses

- Corporate Communication
- International Economics
- Corporate Governance

## TECHNICAL SKILLS

### Digital Marketing

Google Ads, Google Analytics, SendGrid, Hubspot Sales, Facebook for Business, Typeform.

### Business, Research and Data Analysis

Proficient User in Microsoft Excel & Powerpoint, Mendeley, NVivo, Surveyxact.

## SOFT SKILLS

Time Management Efficiency Customer Service Multitasking Teamwork Storytelling

## VOLUNTEER EXPERIENCE

### Volunteer in the Student Organization

London School of Economics

03/2015 - 05/2017

Achievements

- In charge of organizing Kick-Off activities for approximately 250 international students in 2015 and 2016.
- Increased the social media presence of the student's organization by 48% in 2016.

## PERSONAL PROECTS

Co-founded 'Oscar Wilde Book Club' (2015 - Present)

- A literature club which at the moment has over 150 active members

Launched a recycling program for the Business Campus (2015)

- Created materials and informed all the students on the campus to differentiate and be aware of their waste.

## LANGUAGES

French



English



Personal details  
Objective  
Education  
Skills  
Experience  
Projects  
Optional Sections

# Job Change



## Desiree Garrison

Computer Scientist

Grounded and solution-oriented Computer Scientist with a wide variety of professional experiences. Adept at motivating self and others. Passionate about data security and educating the next generation of technology users and innovators.

desiree@garrison.com  
627-5121-5070  
Manchester, United Kingdom  
linkedin.com/in/desireegarrison  
github.com/desireegarrison

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### WORK EXPERIENCE



#### Principal Security Consultant

NCC Group

11/2016 – Present

*Achievements*

- Tested web applications, mobile apps, networks, sandboxes, kernel components, custom client-server applications, hardware, firmware, stand-alone applications, and more for security weaknesses with a 100% accuracy.
- Researched security issues and presented information via speaking at conferences.
- Wrote whitepapers that have been an asset for the company's B2B blog.
- Developed and implemented new security tools that are now used across the whole business group.



#### Natural Language Processing Engineer

Hello Soda

01/2012 – 09/2016

*Achievements*

- Built information extraction and text understanding pipelines, using statistical and machine learning techniques, to identify consumer insights from multilingual unstructured data.
- Coordinated effectively a team of 8 members with skills in engineering and design.



#### Software Analyst

WINData Group

08/2008 – 12/2011

*Achievements*

- Reviewed code and assessing the impact of submitted changes.
- Assisted in the identification and development of tools for static code analysis.

### TECHNICAL (IT) SKILLS

**Tools**  
Eclipse, NetBeans, MS Visual Studio, SVN, Emacs, Jbuilder, JUnit Testing, Spring, JPA, Hibernate, Dreamweaver, Rational Rose

**Natural Language Processing**  
Preprocessing, Language Modelling, Named Entity Recognition, Entity Linking, Information Extraction, spacy.io, Stanford CoreNLP, Keras/Tensorflow

**Database Management**  
Oracle 8.x/9.x, SQL Server 2008, MS Access, MySQL

**Languages**  
JavaScript, Python, R, HTML, CSS, C++, C#, ASP, x86, PHP, SML, Ruby

**Research and Planning**  
Identifying Problems, Gathering Information, Developing Evaluations, Calculating Results

**Cloud-Based Technologies**  
AWS, Docker, Spark

### SOFT SKILLS

CommunicationTeamworkFlexibility

ConfidenceProblem SolvingSelf-management

### VOLUNTEER EXPERIENCE

**Volunteer Camp Instructor**  
FireTech Summer Camps

*Courses Taught*

- Coding Games with Java
- Python and Electronics with Minecraft
- Teen Coding with Python

### EDUCATION



#### Master's in Advanced Computer Science: Computer Security

University of Manchester

08/2006 – 05/2008

### INTERESTS

Artificial IntelligenceRoboticsVideo GamesTraveling


Personal details  
Objective  
Experience  
Education  
Skills  
Optional Sections


# Career break


William Ware


Cook

Hard-working Junior Chef with over 7 years of experience working for restaurants with various cuisines. Expert in East-Asian and Indian traditional dishes in particular. I am passionate about cooking unique dishes for my customers and seeing them return to try out more.

 william@novoresume.com

 123 444 5151

 Boston, Massachusetts

 WORK EXPERIENCE

**Junior Chef**  
XY Restaurant  
07/2021 - Present


- Assisted Station Chef in cooking for over 100 people daily.
- Learned and practiced over 200 new recipes and dishes.
- Oversaw the work of 15+ kitchen porters and purchasing managers daily.
- Increased restaurant clientele by 10% by including vegetarian and vegan dishes.

**Unemployed**  
Laid off due to COVID-19  
03/2020 - 07/2021

- I was laid off from my work as a kitchen porter due to COVID-19 restrictions that required the owner to close his restaurant. During this time, I took remote classes to complete my training as a Junior Chef.

**Kitchen Porter**  
Restaurant YZ  
03/2018 - 03/2020

- Made sure the kitchen was cleaned and sterilized on a daily basis.
- Filled in for absent staff, including junior chefs, successfully learning to cook over 100 dishes and creating plate assortments.
- Assisted chefs and kept an eye out for expired and near-expired products.

 GENERAL SKILLS

Food Preparation

Multi-tasking

Organization

Detail-Oriented

Patience

Communication


Collaboration

Strong Work Ethic


Collaboration

Creativity

Commitment to Quality

 EDUCATION

**Junior Chef School**  
South Eastern Regional College  
2020 - 2021

 LANGUAGES

English  
Native or Bilingual Proficiency

Spanish  
Native or Bilingual Proficiency

French  
Professional Working Proficiency

Italian  
Professional Working Proficiency

Personal details  
Objective  
Experience  
Skills  
Education  
Optional Sections

# Cover letter

- The cover letter “**covers**” your resume and is an additional opportunity to sell yourself.
- **DON’T** merely **repeat** what is on the resume.
- The cover letter must be **tailored** to the employer and the job opening for which you are applying.
- Realize that the employer may view this letter as a writing sample, so your **grammar, spelling, punctuation and style** must be perfect!



# Cover letter

## Contact Information

Include your name, phone number, and email — and the hiring manager's, too.

## Body Paragraphs

Explain how you can help the company achieve its goals, showcasing your relevant experience, education, and skills. Express your excitement to join the company and start doing excellent work.

## Sign-off

Use a professional cover letter closing, such as "Sincerely," "Regards," or "Best Regards," and sign your name.

YOUR NAME HERE

Your.name@gmail.com

(530) 137 - 2464

142 Your Address Blvd, City Name, CA 10000

[Today's Date]

[Hiring Manager's Name]  
[341 Company Address]  
[Company City, State xxxxx]  
(530) 137-2467  
[hiring.manager@gmail.com]

Dear [Hiring Manager's Name],

I'm writing to apply for the Restaurant Manager opening at MOD Sequel. I have more than five years of experience managing restaurants and bars, and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as a Restaurant Manager for Bar Louie, I proved to be an efficient, enthusiastic, and strong leader. My value quickly became apparent to Bar Louie's shareholders after I single-handedly trained and prepared the entire waitstaff for opening night and beyond. Not only did our team meet sales goals each month for the first year, but the down payment for the property was even paid back after the first six months operating.

I believe MOD Sequel will be a great success for many years to come, and my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this industry has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

It would be a privilege to discuss your Restaurant Manager position in more detail. I'm happy to come by whenever it's most convenient for you. Thank you for your time, and I'm looking forward to hearing from you.

Sincerely,

[Your Name]



## Salutation & Intro

Greet the hiring manager by name. Then, grab their attention by highlighting your relevant area of expertise, why the position appeals to you, and how you'd be a great fit for the role.

## Call-to-Action Paragraph

Tell the hiring manager to send you an invitation to attend a job interview. Don't end your cover letter with a weak statement about how you hope to hear from them — act like you deserve an invite.

# Never forget!

- Keep it short and concise!
- Simple and basic resume template
- Easily readable
- Customize your resume regularly
- Avoid using passive voice.
- Valid contact details
- Relevant skills
- Font style, Font size and page count
- Write for ATS
- Share as a PDF

# Don'ts

- Do not use the pronouns such as I, me, my, etc.
- Do not include references
- Do not include nonessential information
- Do not include personal information like height, weight, photograph
- Do not include false information

“Your **RESUME** says a lot about **you**,  
it **determines** whether you will be  
called **in** for an interview or **not.**”

*Thank  
You!*