

SOFTSKILLS
and
JOB SEARCH/APPLYING TIPS

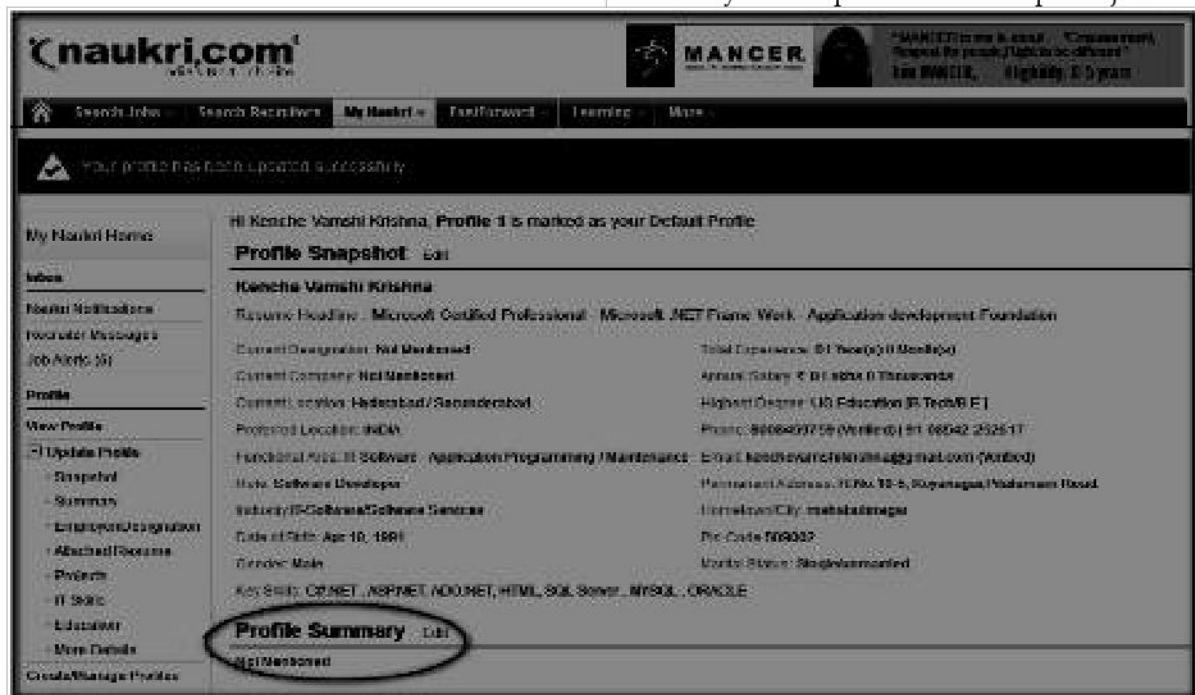
Tips to use Naukri.com

Naukri.com is a popular website for searching for jobs. This website is now serving as a database to all the recruiters and HRs who want to recruit candidates. You can get calls from recruiters if you utilize this site effectively. Register yourself with the 'Naukri.com'. You need to follow a few tips for updating your profile.

Profile updating in Naukri.com:

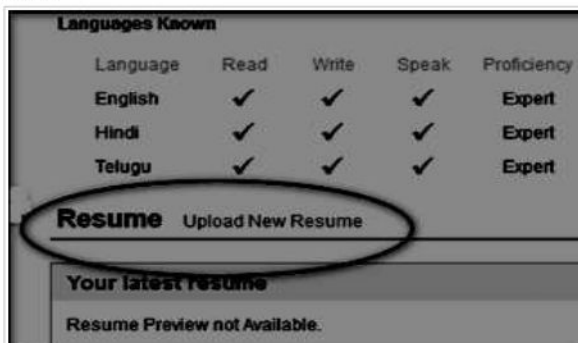
A) Profile Summary:

- Login to your Naukri.com account. Click on 'My Naukri' and then click on 'View and Update Profile'.
- Then the following screen will be displayed. Now Click on 'Edit' at 'Profile Summary'.
- Profile Summary is a short explanation about your skills, competencies and your objectives. If you fail to give an impressive profile summary, the recruiters may not read your full profile for the required job.



B) Resume Uploading:

- Click on 'My Naukri' and then click on 'View and Update Profile'.
- The last tab is 'Resume' as shown in the below screen shot. Click on 'Edit' and upload your latest updated resume and click on 'save'.



Tips to use Monster.com

Registering in 'Monster.com' as member:

1. Go to 'www.monster.com', then click on 'Join us' button as shown below,



2. Upon clicking on the 'Join us' button, a screen will be displayed just like as shown in 'naukri.com' web site. Fill all the details correctly and click on 'Submit' button at the bottom to complete the registration process.

Profile updating in Monster.com

The profile updating in Monster.com is almost similar to that of Naukri.com. You can follow the same rules that are explained in Naukri.com to update your profile. Monster.com also has a facility to search the jobs by function, jobs by industry, jobs by location and jobs by company. In addition, Monster.com has a new feature of uploading 'Video Resume'.

What is a Video Resume?

It is the new feature introduced by 'Monster.com'. Job seekers can now upload their Video Resumes in the same way as text resumes. This facility will allow the job seeker to personally market oneself by presenting a resume and a video that speaks directly to employers. The video resume allows prospective employers to see

and hear applicants, and get a feel for how applicants present themselves. It is a resume presented on a video clip of 3 to 5 minutes. This can be said as first part of an interview which is to introduce oneself. The Video Resume will allow recruiters to do a preliminary screening of the candidates without getting involved in the processes of interviews and practically evaluate how they present their experience and skills. Recruiters will be able search for video resumes in the same way as text resumes and also receive the video resumes as job applications.

How to submit a Video Resume:

A. Login to your monster.com account. Click on 'Submit Resume' at the top.

B. Fill all the details correctly. At the end of the page you can see the following screen. Here write a good Resume title as explained in the illustration of 'Profile Updating in Naukri.com'. Click on 'Browse...' to select your resume to upload. Then click 'Submit'.

The image shows a registration form on Monster.com. At the top, there is a heading 'Have a resume ready? Upload it now'. Below this heading are two main sections. The first section is for uploading a resume. It has a label '* Resume title:' followed by a text input field containing 'Microsoft Certified .NET professional'. Below this is a label '* Detailed resume (Text/ Word Doc):' followed by a 'Browse...' button and a text input field containing 'Microsoft Certified .T Profes'. Below the 'Browse...' button is a note 'Maximum 200 kb file size can be uploaded.' The second section is for creating an account. It has a heading 'OR click here to write or copy/paste your resume details.' followed by a text input field. Below this is a note 'If you do not have your resume ready, you may still continue to create your jobseeker account.' At the bottom of the form, there is a checkbox labeled 'I have read and agree to Monster's privacy statement and terms of use' and a 'Submit' button. The 'Submit' button is circled with a red circle and the number '2' next to it.

3. After clicking on the 'Submit' button, you get a page which asks to enter your 'Educational Qualification', 'Work Experience', 'Other information' and 'Optional information'. Under the 'Other information' heading you can observe the option to upload 'Video Resume'.

RESUME PREPARATION

Your resume is the most important document that the employer would refer to. Hence, it is very important to keep your resume professional and up to date. Include your professional details, academic details total work experience, skills, tools and programming languages known. Do not lie about your skills and experience. Resume should be written honestly and carefully. Do not prepare a very long resume. A short but to the point resume should be prepared. Do not copy the resume from other sources. Write it on your own although you may take reference from sample resumes.

Tips to build an effective resume

- Choose a good resume format.
- Pick up a font that is easy to read. Fonts such as Verdana, Times New Roman and Arial in sizes 10-12 are conducive for reading.
- Use the right keywords in your resume.
- Use effective titles.

Example: Bad title: Software development.

Good title: Developing Java API.

- Divide your resume into sub sections.

Example: One section for details about your work experience, the second section about your academic qualifications, the third about your skill set, the fourth about your personal profile etc.

- The most important points should be placed at the beginning of your resume. This should be uniformly followed in the individual sections as well. The most recent work experience will come first.
- Your contact details including your address telephone number and email ID should be clearly mentioned in the resume.
- Use bullet points and short sentences in your resume. Do not make the resume boring by giving in depth explanation or being repetitive.
- Avoid writing negative sentences.
- Write a few sentences about your professional goals.
- Use your testimonial references for any skill that you would like to highlight.

Example: winning a technical white paper competition at the national level (testimonials included).

- Do not include your age, unless it is specifically asked for.
- Do not create a standard resume for all the jobs to be applied to. Restructure your resume depending on the job for which you are applying.
- Do a spelling and a grammar check before you send your resume.

- Update your resume on a periodic basis.
- Mention dates in order.
- Do not forget the basics, like your name.
- Mention the employers for whom you have worked.
- Mention the companies for whom you have interned (done your projects).
- Do not use heavy vocabulary or too much of jargon(technical words).
- Get your resume reviewed by a professional.

Things to avoid when writing your resume

- Lying about past work experience or qualification.
- Committing spelling and grammatical errors.
- Making the resume colorful in appearance.
- Including too much of information.
- Not using the right keywords.
- Writing an objective that does not match the job.
- Writing old or outdated details.
- Sending a handwritten or poorly photocopied resume
- Writing long sentences and paragraphs.
- Writing about your own goals more than your abilities to match the job expectation.
- Using 'I' in the sentences.
- Writing information that would make an employer feel that you discriminate (Mentioning your age/ marital status/ number of kids/gender etc).
- Writing about hobbies(Unless your hobby would contribute to your candidature, do not include it).
- Writing incomplete information.
- Writing negative things (Like failure in delivering a project).
- Writing please ("Please give me an opportunity to work for you.")

Contents of A Good Resume

a. Personal Details: The most important detail is your name, mentioned in bold. Your contact information including email IDs and telephone numbers should be clearly written.

b. Summary: Writing an objective is a thing of the past. Instead, summarize your experience and skill set in one or two effective sentences. This would immediately grab the hiring manager's attention. E.g. Five years of experience in software quality assurance.

c. Past Work Experience: Include the details of your previous employment and briefly mention the significant projects that you were involved in. Mention the organization name and also the duration of your work. The order should be starting from recent to past.