

Date:	28/5/2020	Name:	SAFIYA BANU
Course:	REPORT ON TALK	USN:	4AL16EC061
Topic:	WHY SHOULD YOU WRITE YOUR OWN RESUME	Semester & Section:	8 <sup>th</sup> , B
Github Repository:	Safiya-Courses		

## REPORT

**Relevant Information**

**RESUME**

**Personal Details**

- Name as on Certificates
- Contactable Phone number
- Correct Email
- City of Residence

**Objective/ Synopsis**

- Objective for freshers
- Profile summary for experienced

**Education**

- Name of the College
- City
- Year of Passing
- % of marks or CGPA for Freshers

**Organization**

- Name of the Organization
- Location
- Start and End date of employment
- Job Title/Designation
- Responsibilities
- Projects
- Achievements

SAFIYA BANU - HALICECOI - 8<sup>th</sup>, B.

28/05/2020

TOPIC :- WHY YOU SHOULD WRITE YOUR OWN RESUME?

By, Mu. Sajjad Ahmad

## RESUME

Basics

- 1) Job Requirements
- 2) Job Description
- 3) Sourcing
- 4) Screening
- 5) Profile Evaluation
- 6) Interview
- 7) Selection

### Relevant Information

Personal Details :- Name, Contact no, correct Email,

Objective/Synopsis :- Motivations

Education :- Name & College, Year of passing, CGPA,

Skills

Training & Certification,

### Easy to read

Fonts, underline, arrange in order,

### Specific details

Contribution vs Description

### Use Key Words

ATS - Application Tracking system.

Match Rate, Hit Ratio, Ranking.

### Match the Requirement

Title, Responsibilities, Results, Education,  
Skills, Location,

E - Evaluate  
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28/05/2020

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## E - Evaluable

Format of Resume, Donot include Table  
Donot have a cluttered resume.

You are Not your Resume You  
are Your work.