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The Nitty-Gritty of Resume Writing

January 2, 2015

“

Write a resume which stands out! We bring you top nine tips to modify/transform your resume into something un-put-downable.



Resume is your first impression on the employer and they say, first impression lasts long. Considering the grave mismatch between jobs available and professionals being churned out, your resume attains the status akin to *Magna Carta*! So, how exactly can you transform your resume for it to get noticed? We bring you the top nine guidelines to come up with a kick-ass resume-

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1. Make your first look count- On an average, a resume gets scanned only for 10 seconds (source : Forbes Magazine). No matter how well-qualified you are for the job, your resume won't get a thorough look if it isn't presentable.

- Use the basic fonts that are clear and simple, like Times New Roman or Arial, size 12 in black color.
- Apply bold and italic typeface at selective places to help guide the reader's eye.
- Using fancy fonts and special effects like shading or highlighting gives an impression that you are trying to make up for the deficiencies in content.
- Avoid flowery language. Don't use heavy words unless needed.
- Make a point to use lists and bullets for more clarity.

2. What should you include in Resume- Though this can be altered according to the industry you are applying in, but broadly, you should include the following things in your resume-

- Contact details
- Opening statement
- Educational qualifications
- List of technical/ software skills/ relevant skills
- Employment history/ Volunteering/ Work placements
- Personal attributes/ Achievements
- References

Make sure you bring forth the most relevant information across the employer first. For example, if your education is not relevant to the field you are opting for then you might push it down in the list of things. Furthermore, mention any student exchange program or summer schools attended abroad under separate headings. Such accomplishments generally tend to give you an edge over other applicants.

3. Structure your resume- Use a reverse chronological order. Simply put, your accomplishments in college weigh more than your accomplishments at school. In addition, prioritize the content in each description. For example, consider a candidate

How a fest helped me
overcome my biggest fear

How we optimized intern
hiring through
gamification techniques

seeking an internship in interior design. The resume might reflect a retail experience in which 80% of the candidate's time was spent on the sales floor and 20% was spent designing window and floor displays. Priority, determined by relevance to the employer, dictates that design of window and floor displays should be listed before sales.

4. Quantify your work- Tell your story through numbers and statistics. For example, 'Profit increased by 23% under my leadership' sounds much better than 'The company did excellent under my leadership'. Making a general claim and using too much of jargon would kill the reading appetite of the employer whereas crisp numbers would keep him/her engaged and impressed.

5. Keywords are the Key!- Include relevant keywords to enable the employer gather maximum about you in a matter of few seconds. Some companies also use recruitment management software which scans for keywords in applications to screen them for an opening. Make sure to use words that are a part of the job description. But prevent yourself from the temptation of overdoing it! For example, if applying for a writing job, highlight all prior writing and editorial experience.

6. Aim for the industry not firm- Make yourself the hot pick by showing how suitable you are for the industry. Make Microsoft think that if they don't hire you then Google could and your brilliant brain might spark the next big idea in the industry.

7. Highlight your skills, not personal details- Apart from the name, address, contact number and Email ID, skip all personal details (like marital status or family details). You are on a strict word limit and you would want to utilize the space as judiciously as possible.

8. Never falter with spelling and grammar- Incorrect tenses, wrong punctuation marks and inappropriate verb-phrase could prove cataclysmic, if not taken care of. Besides exposing our weak grammatical skills these also reflect carelessness. Thorough proofreading is a must.

9. Use online tools to make a professional resume- Online sites like [CV Maker](#), [Visual CV](#), [Online Resume Generator](#), etc. provide lucid layouts and structured templates to build a solid resume. Most of the services are free and they allow you to save and modify resume as per your needs.

A great resume lays the foundation of your internship/job search. While you may knock several doors, your resume is something which helps you open them; make sure you get it right! You can check out a template for a resume – [Sample Resume](#).

There are also a few things you should absolutely avoid in your resume. Check out the '[Five resume blunders you should avoid](#)'.

About author – Kudrat Agrawal, a 2nd year Law student at National Law University, Delhi.

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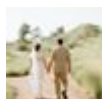
 Get Your Dream Internship

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Andria Pearly · Centre Point School , Nagpur , India .

The curriculum vitae (CV) is a comprehensive statement of our skills, abilities and accomplishments. In academic circles, our CV will be the cornerstone of any application for employment, funding, honor, award or fellowship. Therefore, it is extremely important that our vitae reflects the range and scope of our interests, as well as highlights our particular research strengths. www.cvforyou.com website is a simple solution for how to create a cv easily and its absolutely a free cv maker.

Like · Reply · Oct 6, 2016 2:37am



Krish Knuckler · Bioinformatics Engineer at Sastra University

hello,

Is there any online internship or like that for bioinformatics student

Like · Reply · Jul 2, 2016 8:21pm



Internshala

Hi Krish,

As of now, we do not have any internship in the field of Bioinformatics.
But you may visit here for the Biology internships, and see if it helps you-

<http://internshala.com/int.../biology-internship/sort-recent>

Thanks

Like · Reply · Jul 4, 2016 5:31am



Jack Dawson

Great article, very informative. Here's a useful tip for any position (employment or not) that you are applying to: Given how most employers/schools use scanners nowadays to screen resumes, you have to get past that first regardless of the other things you write. The best way to avoid your resume getting scanned out of the application process is to scan it yourself before you submit it, using Jobscan <https://goo.gl/VG3xg2> a cool resume tool online.

Like · Reply · May 3, 2016 12:24am



Subhashish Srivastava

hey internshala....pls suggest me some good site to create CV.

Like · Reply · Apr 23, 2016 11:39pm



Internshala

Hi Subhashish,

Please write to student@internshala.com for the Internshala Resume Guide.
We will send you the resume guide. It will surely help you create an awesome resume.

Thanks,
Team Internshala

Like · Reply · Jun 29, 2016 4:10am



Sneha T Acharya

Why are there no internships available for students who have just completed 12th and are yet to enter further education?

Like · Reply · Apr 14, 2016 11:53pm



Internshala

Hi Sneha,

The internships are not specifically available for the school children, But they can apply for the internships posted on our website.
They can go for the Marketing and the Content Writing internships, which do not require much experience.

Visit here for the Marketing internships.

<http://internshala.com/internships/marketing-internship>

Check this link for the Content Writing internships.... [See More](#)

Like · Reply · May 3, 2016 9:40pm



Nimisha Tyagi

hi im 2nd year btech biotech ,please suggest me where should i do my internship

Like · Reply · Dec 31, 2015 12:42am



Internshala

Hi Nimisha,

Please visit here for the Engineering internships.

<http://internshala.com/internships/engineering-internship>

Hope it helps.

Thanks

Like · Reply · May 3, 2016 9:46pm

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15 Responses to "The Nitty-Gritty of Resume Writing"

Praveen Singh says:

January 29, 2015 at 11:31 AM

Hi,

I am Praveen Singh Chouhan, I have completed B.Tech in computer science from Jaipur 2014.

I am looking for job opportunity in Java, J2EE, C, C++, SQL, PHP, HTML, Web Application, Testing, Development etc.

Please find my resume attached & consider it for job opportunity. I look forward to your response.

Thanks & Regards,
Praveen Singh Chouhan,
+91 7204663542

Reply

Internshala says:

February 6, 2015 at 12:53 PM

Hi Praveen,

Please view the latest Computer Science Internships here
(<http://www.internshala.com/internships/computer%20science-internship>).

Thanks
Team Internshala

Reply

pragathi.g says:

January 31, 2015 at 11:11 AM

i want sample resume

Reply

Internshala says:

November 20, 2015 at 12:36 PM

Hi Pragathi,

Sincere apology for the late response.

Please visit here <http://blog.internshala.com/.../internship-resume.../>
for more articles to help you write your resume.

Reply

Priya Dubey says:

February 26, 2015 at 3:01 PM

Please provide some resume samples.

Reply

Internshala says:

November 20, 2015 at 12:38 PM

Hi Priya,

Sincere apology for the late response.

Please visit here <http://blog.internshala.com/.../internship-resume.../> for more articles to help you write your resume.

Regards,

Team Internshala.

Reply

SAKUL GARG says:

October 24, 2015 at 5:49 PM

This was very beneficial for me. Keep sending regular updates. THANKS
INTERNSHALA TEAM...

Reply

Internshala says:

November 20, 2015 at 12:35 PM

Hi Sakul,

Thank you for your kind words.

Regards,

Team Internshala.

Reply

Anubhav says:

January 13, 2016 at 10:53 AM

Great guidelines to freshers

Reply

Anubhav says:

January 19, 2016 at 11:20 AM

thanks

Reply

V V AWATI says:

March 30, 2016 at 3:45 PM

In what way you can provide help to Placement coordinators so that ultimately student can be benefitted.

Reply

George Hudson says:

May 23, 2016 at 12:22 PM

Hey,

Thats a great article on how to write a resume. Skills and keywords specific to the company we are targeting is really important. Formatting and proofreading will make sure our resume is perfect and error-free. That's a great list you put up. Thanks!

Reply

Monisha.M says:

June 28, 2016 at 11:06 AM

hi i am Monisha. I am doing my Msc.2nd year at present. I am looking forward for an Internship related to Physics. And i am in need of an proper Resume for that.

Reply

Jeel shah says:

June 29, 2016 at 10:28 AM

Hi,

This is Jeel Shah!

I am a 3rd year student in Commerce field, please suggest me where can I do internship

Reply

Internshala says:

June 29, 2016 at 4:38 PM

Hi Jeel,

Thank you for writing in.

To apply to awesome internships register with us using the following link –

<http://internshala.com/registration/student>

You can check internship in the field of Commerce here –

<http://internshala.com/internships/commerce-internship/sort-recent>

And apply to the ones which suit your profile the best.

Regards,
Team Internshala

Reply

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