

Day 5 : Write a Winning Resume and Cover Letter

◆ Course Overview:

Ye online course aapko sikhata hai ki kaise ek **strong resume aur cover letter** banaya jaye, jo aapko job interview tak pahunchane mein madad karega. Isme aapko samjhaya jayega ki **resume aur cover letter kaise frame karein** taaki aapka pehla impression strong ho.

🎯 Target Audience:

Ye course un logon ke liye hai:

- Jo abhi **graduate nahi hue hain** aur job dhoond rahe hain (students).
- Jo already **kaam kar rahe hain** (working professionals).
- Jo **apna business shuru karna chahte hain** ya entrepreneur hain.

Yaani ki chaahe aap fresher ho ya experienced, ya khud ka kaam shuru karne ka soch rahe ho — ye course aapke kaam ka hai.

📚 Course Content (Course mein kya kya seekhenge?):

1. Importance of a Resume

► Resume kyun important hota hai job ke liye – iska significance samjhayenge.

2. Structure of a Resume

► Resume ka format ya structure kya hona chahiye — headings, summary, experience, education, skills, etc.

3. Do's and Don'ts of Creating a Resume

► Resume banate waqt kya karna chahiye (Do's) aur kya avoid karna chahiye (Don'ts).

4. Cover Letter

► Cover letter kya hota hai, kyu zaroori hai.

5. Importance of a Cover Letter

► Cover letter job ke liye apply karte waqt kaise aapki personality aur intent dikhata hai.

6. Structure of a Cover Letter

► Cover letter ka sahi format kya hota hai – jaise introduction, body, closing, etc.

7. Summary

► Course ke end mein ek overall summary milegi jisme poora sikha hua recap hoga.

📌 Course Information (Course ke bare mein important baatein):

- **2 ghante mein complete ho sakta hai:**
Ye course sirf 2 ghante mein khatam kiya ja sakta hai.
- **Self-learning material hota hai (Slides ke form mein):**
Aap khud se padh sakte ho slides ke through. End mein ek assessment hota hai.
- **Assessment zaroori hai certificate ke liye:**
Agar aapko course ka certificate chahiye toh assessment (test) complete karna mandatory hai.

Absolutely! Here's a clear and memorable **Hinglish notes version** of the "**Prepare a Strong Resume and Cover Letter**" module from the TCS iON Young Professional course — perfect for revision, exams, or interview prep:

"**Prepare a Strong Resume and Cover Letter**" module from the **TCS iON Career Edge – Young Professional** course.

Prepare a Strong Resume and Cover Letter

 *Career ke liye pehla kadam – Resume aur Cover Letter ko samajhna!*

🎯 **Module (5) Objectives (Aap kya seekhenge?)**

1. Resume kyun zaroori hai – iska importance.
2.  Resume ka proper structure kya hota hai.
3. ✓ Resume likhne ke Do's aur Don'ts.
4.  Apna khud ka resume banana seekhna.
5.  Cover letter mein kya likhna chahiye.
6. ✗ Cover letter likhte waqt galtiyen na ho – Do's aur Don'ts.
7.  Apna personalized cover letter kaise banayein.

Importance of a Resume (Resume ka matlab aur zaroorat)

Resume = Aapka Virtual Identity!

 Ye aapko interview tak le ja sakta hai – ya reject bhi kara sakta hai.

-  Resume se hi hiring manager ko aapki pehli jhalak milti hai.
-  Aapki passions, career goals aur skills clearly dikhne chahiye.

Structure of a Resume (Resume ka design)

Resume ek ghar jaisa hota hai – har ek section ka role hota hai!

◆ 1. Contact Details

 Naam, email ID, aur mobile number.

 **Example:**

- Name: Kris Smith
- Email: kris.smith@gmail.com
- Mobile: +91 9000000000

◆ 2. Objective / Summary

 Aapka career goal aur key strengths.

 “*To be part of your esteemed organization and grow in construction project management...*”

◆ 3. Education

 School/college ke naam, board, year aur percentage.

Qualification	Board/University	Year	Percentage
BE Civil	Mumbai University	2014	79%
HSC	HSC Board	2010	40%
SSC	SSC Board	2008	80%

◆ 4. Skills

 Technical ya extra skills likho.

Example:

- Designing RCC and Steel Structures
- Plan & Estimate Multi-storey Buildings
- Diploma in Computer Programming (NIIT)

◆ 5. Personal Details

📍 Date of Birth, Nationality, Communication Address

Example:

- DOB: 27/01/1992
- Nationality: Indian
- Address: 625, 1st Floor, Apple Layout

🖼 **Image Suggestion:**

A flowchart or labeled diagram showing resume sections.

📁 Types of Resume (Resume ke formats)

✓ 1. Chronological Resume

- 📅 Latest experience/education se start hota hai.
- 👤 Un logon ke liye jo ek hi sector mein kaam kar rahe hain.

🖼 *Image: Timeline style resume flow*

✓ 2. Functional Resume

- 🎯 Focus: Skills & Abilities, not job history
- 💡 Career breaks lene wale ya career change karne walon ke liye useful.

🖼 *Image: Skills at center, timeline faded*

✓ 3. Combination Resume

- ✳️ Chronological + Functional ka mix
- ⚙️ Experience + Skills dono ko highlight karta hai.

✍️ Resume Writing – Do's & Don'ts

✓ Do's (Yeh karo):

- 📋 Customize for each job.
- 💫 First page impactful banao.
- 🚩 Bullets mein likho.
- 📏 Section spacing maintain karo.
- 🔍 Keywords add karo.
- 💼 Formal fonts (size 12–14).
- 🎪 Hobbies ko carefully choose karo.

Don'ts (Yeh mat karo):

-  2 pages se lamba resume.
-  3–5 bullets se zyada ek section mein.
-  Spelling & grammar mistakes.
-  Jargon/slang/acronyms.
-  Photo tab tak mat lagao jab tak maanga na ho.
-  Internet se copy-paste mat karo objective.
-  Jhooth mat likho achievements mein.

Image Suggestion:

DO vs DON'T – Green  vs Red  checklist visual

Importance of a Cover Letter

 Resume se pehle padhi jaati hai – toh pehla impression yahi se banta hai.

-  Tailor-made hona chahiye – har job ke liye alag
-  Batata hai job title aur interest area
-  Resume ke beyond aapko express karta hai
-  Employers kabhi kabhi sirf cover letter padke shortlist karte hain!

Image Suggestion:

Hand delivering a cover letter, with spotlight on it.

Cover Letter – Points to Remember

 Short aur relevant rakho – lambi kahani nahi.

Checklist:

-  Job-specific skills identify karo.
-  Concise & direct likho.
-  Formatting professional rakho.
-  Job title clearly mention karo.
-  Major skills highlight karo.
-  Content original ho + enthusiasm dikhe.
-  Proofread + spell-check karo!

Summary :

In this module you have learnt:

- ❖ The resume should be crisp and to the point.
- ❖ The resume should be clear about your career objectives, skills, abilities and what you are looking for.
- ❖ Choose the format/style that is best suited for your profile.
- ❖ Do not lie in the resume.
- ❖ Be proud of your achievements and experience as the resume is YOU on paper.
- ❖ A cover letter gives an initial impression of you.
- ❖ The cover letter tells the employer of the job role that you are interested in.
- ❖ A cover letter expresses points that your resume might not cover.
- ❖ Many employers believe that an impressive cover letter can be a better indicator than a well-structured resume.

THe ArJiT

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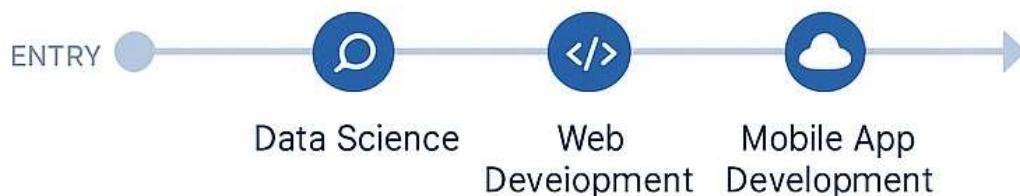
OBJECTIVE

Seeking opportunities in Data Science, Web Development, Mobile App Development, and Cloud Computing



EDUCATION

B.Tech CSE Starting August 2025, Course in Progress



SKILLS

- Python
- JavaScript
- Cloud Technologies
- App Development

CERTIFICATIONS

- TCS iON



HOBBIES

- Tech Blogging
- Gaming

PERSONAL DETAILS

Date of Birth:
26/09/2007

Nationality:
Indian



DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge a belief.

Kris Smith

April 24, 2024

625, 1st Floor. Apple Layout
kris.smith@gmail.com
+91 9000000000

Hiring Manager
[Company Names]
[Company Address]

Application for the position of [Job Title]

Dear Sir/Madam.

I am writing to express my interest in the position of [Job'] at your esteemed organization. Wh a Bachelor's degree in Civil Engineering and hands-on experience in designing RCC and steel structures. I believe I have the

- Planning and estimating multistoried buildings
- Designing overhead water tanks
- Using modern tools and software for structural design

I completed a Diploma in Company Programming from NIIT, Durgapur, which has enhanced my technical capabilities and problem-solving skills for opportunity.

Please find attached my resume for consideration. I would appreciate the opportunity to further dis

Thank you for your time and consideration.

Sincerely,

Kris Smith
