

LECTURE NOTES

Employability Skills (303193353)

Resume Building

Learning Objectives

By the end of the lecture, the students will be able to:

1. Understand the purpose and importance of a well-crafted resume.
2. Identify and analyze key components of an effective resume.
3. Build a resume that showcases their skills, education, and achievements.
4. Apply professional language and formatting standards.
5. Demonstrate both technical and soft skills effectively.

Topics to be covered:

- Introduction
- The Importance of Resume
- Things to include in Resume
- Format and Sample Resume
- Application Tracking System (ATS)
- Do's and Don'ts of Resume
- Resources and Tools
- Classroom Activity
- Conclusion

Introduction to Resume

The word “*Resume*” (or *Résumé*) is derived from French, meaning summary.

- It delivers an outline of who you are, highlighting your skills, education, and achievements.
- Acts as a marketing tool — your *advertisement* to potential employers.

Importance of a Resume

A Resume is essential to:

- Organize your job search.
- Create your first impression.
- Showcase your qualifications and achievements.
- Demonstrate professionalism and communication skills.

- Help you secure interviews — it's your *ticket to an interview*.

Types of Resume

Type	Description	Best for
Resume	Summary of skills and education	Freshers / early career professionals
Curriculum Vitae (CV)	Detailed academic and professional record	Experienced professionals, researchers
Portfolio	Visual record of work	Artists, designers, photographers
Biodata	Personal and physical details	Specific roles requiring physical criteria

Key Components of a Resume

1. Personal Information

- Name
- Contact Details
- Location

2.. Professional Summary

- A short, specific statement mentioning your career goals and what you aim to contribute.
- Example:**

Enthusiastic and highly motivated graduate, eager to launch a vibrant career in the IT industry. Looking for an entry-level position to apply my knowledge and contribute to company growth.

3. Scholastics / Academic Details

- Enlist the highest qualification first (reverse chronological order).
- Include: name of the college/university, degree, year of passing, and percentage/CGPA.
- Preferably presented in table format.

4. Technical / Computer Skills

Examples:

- Mechanical: AutoCAD, ProE, ANSYS
- E&TC: MATLAB, Embedded C
- IT: C, C++, Java, .NET, Linux, Ubuntu

Resume Format and Tips

- Font: Calibri / Arial / Times New Roman
- Font Size: Name – 14 pt; Body – 12 pt
- Keep the layout neat, simple, and professional.
- Keep your resume concise and action-oriented.
- Concentrate on relevance
- Proofread the content

Types of Resume Formats

a. Chronological Resume

- Focuses on work experience in reverse order.
- Best for those with consistent experience.

Advantages:

- Familiar to employers.
- Highlights growth and stability.

b. Functional Resume

- Focuses on skills and achievements, not timeline.
- Ideal for freshers or career changers.

c. Combination Resume

- Mix of both chronological and functional.
- Highlights skills and experience but can be long or repetitive.

➤ Do's and Don'ts of Resume

➤ Do's

- Keep it 1–2 pages
- Use professional fonts (Calibri, Arial)
- Quantify achievements

➤ Don'ts

- Include unnecessary personal info
- Use colorful backgrounds or fancy templates
- Exaggerate achievements

➤ There are helpful resources and tools for building an impeccable resume which are

mentioned below.

➤ **For Resume Building**

- Canva
- Novorésumé
- Overleaf (LaTeX Templates)

➤ **For Proofreading**

- Grammarly
- Hemingway App

Application Tracking System (ATS)

- Software used by companies to manage recruitment.
- Stores, filters, and ranks resumes based on keywords.

Key Functions of ATS

- Job posting and distribution.
- Resume collection and screening.
- Candidate management.
- Communication and interview scheduling.
- Reporting and analytics.

💡 **Tip:** Use keywords from job descriptions in your resume to pass ATS filters.

✍ **Activity:** Build your resume following the **Functional Resume** format.

Include:

- Career objective
- Educational background
- Technical skills
- Projects
- Achievements & activities

Conclusion

- Resume is a tool to highlight all your qualifications, values and achievements
- A well-crafted resume can lead you to your desired professional world
- A well-built resume leaves decent impression on the interviewers and increases your chance of getting selected among many candidates

Learning Outcomes

By the end of the session, students will be able to:

- Create a professional and crisp resume.
- Choose the right format based on job role.
- Highlight technical and soft skills efficiently.
- Apply proper formatting and ensure an error-free presentation.
- Submit a refined, industry-ready resume.