

# **Resume Building**

## **Semester 6 - Employability Skills**

**(303193353)**

## **Learning Objectives**

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By the end of this session, students should be able to:

- ✓ Understand the purpose and importance of well crafted Resume
- ✓ Identify and analyze the key components of effective Resume
- ✓ Differentiate between Resume and CV
- ✓ Build a Resume showing their skills and scholastics
- ✓ Develop the ability to articulate technical and soft skills
- ✓ Apply professional language and formatting standards

## **Topics to be Covered**

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

## What is Resume?

- Resume (also spelled résumé) is an overview about **who you are**
- Resume is a French word which means **summary**
- Resume is nothing but an overall **summary of yourself**
- It is a tool to **advertise yourself**

## Importance of Resume

- To organize your job search
- To create your first impression
- To showcase your values and achievements
- To highlight your qualification
- To demonstrate professionalism

## **Different Types**

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### **Curriculum Vitae**

- For an experienced candidate
- Detailed information on the person's experience

### **Portfolio**

- For artists - which has visual records of their works

## **Different Types**

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### **Biodata**

- Biological data - details on physicality and health
- For interviews where health and physicality are necessary

### **Resume**

- For a fresher
- Should not be more than or less than 2 pages

# **Things to include in Resume**

## **1. Personal Information**

### **Top Left**

- Name
- Contact details
- Location

## **2. Professional Summary**

- Aspirant's Profession
- Career Objective
- Acquaintance with Modern Technology

## **Things to include in Resume**

### **3. Scholastics (Academic details)**

- Always write your educational details in reverse chronological order.
- Always start with your most recent qualification first.
- Aspirants need to include Name of the college/university, Degree you earned or working on it, passing year, Percentages (%), CGPA etc.)

## **Things to include in Resume**

### **4. Technical Skills/ Computer Skills**

#### **Core Companies:**

##### **1. Mechanical Engineering:**

AutoCAD

ProE

Hypermesh

Ansys

##### **2. Electronics & Telecommunication**

MATLAB/ORCAD/Embedded C

#### **IT Companies:**

C/C++/JAVA/.NET

#### **Operating System :**

Red Hat Linux, ubuntu  
14.04

## **Format and Tips**

A resume's format depends on your professional history.

### **Formatting Tips**

- Keep the resume concise
- Be action-oriented
- Concentrate on relevance
- Proofread the content

## **Sample**

A sample resume is attached separately for your better understanding.

## **Types of Resume**

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There are three types of Resume:

1. The Chronological Resume
2. The Functional Resume
3. The Combination Resume

## The Chronological Resume

- This approach has 3 key advantages:
  1. Employers are familiar with it and can easily find information
  2. It highlights growth and career progression
  3. It highlights employment continuity and stability

## The Functional Resume

- Emphasizes the list of skills and accomplishments
- Stresses individual area of proficiency placing experience in subordinate section
- Useful for the freshers just entering the job market or having a little continuous career related experience

## The Combination Resume

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- Includes the best features of Chronological and Functional approaches
- Not a commonly used resume
- It has 2 major disadvantages:
  1. It tends to be longer
  2. It can be 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

## Resources and Tools

### ➤ For Resume Building

- Canva
- Novorésumé
- Overleaf (LaTeX Templates)

### ➤ For Proofreading

- Grammarly
- Hemingway App

# Application Tracking System (ATS)

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- A software that centralizes and automates recruitment process
  
- Acts as a database for candidate's information

## Key Functions of ATS

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- Job posting and distribution
- Application collection
- Resume screening
- Candidate management
- Communication and scheduling
- Data and reporting

## Activity- Build the Resume

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- Build your resume following the Functional Resume style and state your career objective clearly.

## Conclusion

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- Resume is a tool to highlight your qualification, values and achievements
- A well crafted Resume is a gateway to your professional world
- A well built Resume leaves good impression on the interviewers

## Learning Outcomes

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- ✓ Create a professional and crisp Resume tailored to specific job roles
- ✓ Select and apply an appropriate Resume format
- ✓ Showcase relevant technical and soft skills
- ✓ Ensure accuracy and readability through proper formatting and error-free writing
- ✓ Submit a polished and industry-ready Resume

Thank You