

## 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
<b>Resume</b>	Summary of skills and education	Freshers / early career professionals
<b>Curriculum Vitae (CV)</b>	Detailed academic and professional record	Experienced professionals, researchers
<b>Portfolio</b>	Visual record of work	Artists, designers, photographers
<b>Biodata</b>	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.