



Resume Book Guidelines

**Placements Office
National University of Computer & Emerging Sciences (FAST-NU)
Lahore Campus**

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I. INTRODUCTION - RESUME BOOK

To increase the marketability of its graduates, FAST School of Management publishes a Resume Book for the graduating classes. This guideline is developed to facilitate the graduating students of FAST School of Management to standardize their resumes and to ensure consistent quality as well as ease of reading for the recruiter.

The job market today requires that you market yourself effectively to prospective employers. Your resume is a critical marketing tool designed to sell your strengths to a targeted reader.

The purpose of this extensive guide in addition to the standard resume format is to describe the specific requirements of the format and to assist you in developing relevant content for your resume.

Resume OR CV?

Technically, the document being developed here is a Resume (correct pronunciation and spelling is *résumé* - for convenience, we use the term Resume throughout the document).

Resume is a brief profile and is limited to typically 1-page only. It is attempted that in different sections like Education, Experience, Skills etc, are placed so as to give a quick review to the reader (employer).

CV or Curriculum Vitae is a detailed profile and can cover multiple pages based on details a professional intends to share.

II. FORMAT

Resume for this resume book is limited to following sections only.

In case if you intend to add more sections, you are free to do so or even opt for preparing a CV.

But for consistency, resumes to be placed in our resume book have following sections:

1. Name/Contact details
2. Education
3. Experience (if any)
4. Projects
5. Skills
6. Interests
7. Photograph (optional)

Guidelines for each of these sections are given in detail ahead.

Reverse Chronological Format:

Educational and Experience (if any) should be listed in reverse chronological order (most recent first).

Formatting/Margins/Page Size/Font:

Please follow the sample resume strictly and do not alter any of its formatting, even if you are doing it to fit in your information.

If you need any help in this regard, please contact Placements.

III. SECTIONS

1. CONTACT INFORMATION:

Write your Full Name in CAPS. Be sure to check it for spelling errors as MS WORD cannot check spelling errors in Pakistani names.

Correspondence Address should be in two lines, no less, no more. This gives consistent outlook to all the resumes. You may add City, Country at the end to clarify. **YOU MAY LEAVE OUT MAILING ADDRESS FOR PRIVACY REASONS, IN THAT CASE, CAMPUS' ADDRESS IN THE FOOTER IS ENOUGH.**

Contact Number & Email are perhaps the only fields where you cannot make any mistake at any cost.

REMEMBER: An erroneous number or email may lead to you being missed on being contacted by the organization and deprive you of your rightful chance of being considered for employment.

2. EDUCATION:

Present education in reverse chronological order.

You should present three entries here i.e. Highest Degree, Second Highest degree and Third Highest degree.

- **For Masters students:** Highest degree would be Masters, 2nd Highest would be Bachelors and 3rd Highest would be Intermediate/A-Levels
- **For Bachelors students:** Highest degree would be Bachelors, 2nd Highest would be Intermediate/A-Levels and 3rd Highest would be Matriculation/O-Levels

Begin with the University school name. Under it, list the degree. Date of Graduation should be given in the Format (Mon/Year). Any features you intend to share should be given in bulleted points. These can be, but not limited to: CGPA, any achievements, Majors etc.

For our resume book:

NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES and NAME OF YOUR DEPARTMENT should be in ALL CAPS.

3. EXPERIENCE:

Experience, if any, should be listed in reverse chronological order, beginning with the most recent experience.

When listing an employer, give Name of Company and city (no addresses). Under it, give designation.

If you want to share some details about the job, you should focus more towards achievements rather than routine work you did. Consider putting in those points which highlight your uniqueness and/or achievement in that particular role.

Date of Employment should be stated in From - To style. You may give Month with Year. Leave a blank line between jobs or positions at the same company. List all full- and part-time experience. Volunteer work may also be listed if it is substantial. Similarly, you may consider adding selected positions you held during University in student bodies.

4. PROJECTS:

It is highly recommended that selected projects should be shown in Resume particularly at the time of graduation when not much can be said about experience.

Select the projects which you feel confident about and in which you have some achievements. Be sure to briefly mention them.

If any project involved any organization, be sure to mention its name clearly. It has great value in modern-day electronic CV searching.

5. SKILLS:

Skills are becoming increasingly important with different employers in modern-day recruitment.

On deciding which skills to use, the key word here is relevance. Include information that clearly contributes to your work ability for your current career goals.

Language Skills are also covered here and should be included if you have skills in any language other than Urdu and English.

Preferably include higher level software skills you have, such as MS Project, MS Access, Java, SAP, UNIX, etc. – it is not recommended to include Word, Excel, Power Point, etc. unless there are none other to mention.

6. INTERESTS:

Consider including one or two outside interests, especially if they demonstrate leadership, commitment, tenacity, or excellence, especially those with long history. Often listing your interests creates an opportunity for relating to the recruiter or for small talk at the beginning of the interview.

Make sure to mention relevant social or civic, volunteer, or sports activities that demonstrate qualities such as leadership, teamwork, responsibility and initiative.

Casual hobbies are not recommended to be placed in this section.

7. PHOTOGRAPH:

Putting a photograph is optional.

In case if you opt to place your photograph in your resume, be sure to follow these points:

- It is in formal clothes and setting
- Proper lighting and background should be used. Red/sharp backgrounds may be avoided.
- There should be no mark/stamp/writing on the picture you are using.
- Preferably get a digital copy from the photographer rather than scanning the print
- In case if scanning is inevitable, be sure it is vertically straight.
- Size of the picture file (JPEG, GIF or PNG only) should be ideally not greater than 50KB.

IV. NOTE ON INFORMATION PRIVACY

Any information placed on the resumes does NOT remain private and is likely to become widely available. Further, Resume Books like the one prepared by FAST School of Management is sent to a large number of employers who may keep it in their database for future usage.

You are advised to particularly consider following info from privacy standpoint

- **Contact Number** - Leave Blank / Email is useable in lieu
- **Address** - Leave Blank / School's number shall be used in lieu.
- **Email** - Generally recommended that it should be provided at least. You may consider providing official NU email address if concerned for privacy. Be sure that you check it regularly.
- **Photograph** - Otherwise optional, it should be seen in the same context of privacy.

V. FAQs

1. Which sections I have to fill?
You have to fill in ALL sections except Photograph (which is optional) and Experience which may be dropped if you have none. Although it is unlikely particularly for the graduating students to not have any experience including internship, student body, volunteer experience etc. If you have any of these, be sure to include them.
2. Do I have to provide all educational degrees, even if I did not do well in a particular degree in the past?
For purpose of consistency, three degrees (as detailed in Education section) have to be provided. If you haven't done well in a particular degree, you may not mention its percentage/CGPA or even any other detail.
3. Will my resume be edited any further by Placements? Can I access the final edited version?
In most of the cases, Yes, it will be edited mainly to ensure consistent formatting. If you need the final version for your own perusal, please email to placement.lhr@nu.edu.pk
4. If I am not interested in sending my resume to all employers on Placements' database, can I request customized delivery to selected employers only?
NO.
Resume Books are distributed to all prospective employers as a whole. If you have any reservations in sharing your resume with any/all employers, you should not get it placed in the resume book.
5. Will my contact information in the resume remain private?
Any information including Contact Information provided in the resume becomes available to all HR departments and/or representatives of employers. Their further usage of these resumes cannot be controlled. Thus, for all practical purposes, it is safe to assume that all information provided in resume book becomes publicly available. READ SEC IV (NOTE ON INFORMATION PRIVACY)
6. Why is there footer in the standard format? Should it be kept?
It is for marking that this resume is officially sent from Placements and same can be reached for any assistance if needed by employer. You should keep it as-is.