

22.7 RÉSUMÉ PREPARATION

In the process of getting a job, résumés play a very vital role. A good résumé can get us short-listed and a bad one can lead to the rejection of our claim to a position. Therefore, preparing a

résumé is an important skill that we need to develop at an early stage. Preparing a good résumé or curriculum vitae (CV) requires good imagination, creativity, ingenuity, and consistent effort in keeping it updated, comprehensive, and effective. Following are some of the most crucial elements of a résumé in brief:

- Appearance
- Personal information
- Career/Professional objective
- Education/Academic qualification
- Work experience/Professional skills
- Activities and achievements/Special interests and aptitudes
- Awards and honours
- Memberships
- References

22.7.1 Types of Résumé

There are various types of résumés that you can prepare while applying for a job. However, the selection of the type will be determined by the kind of job profile the company offers and the kind of skills and work experience you have. These types offer you *different ways to organize your details* you want your employer to know.

Chronological A chronological résumé gives your work history in the chronological order, that is, in the sequence of occurrence. Nowadays, a reverse chronological order is in practice, since employers prefer this type as they get to know what you are doing now and where and when you have worked in different organizations.

Functional This type of résumé mainly focuses on your skills and experience. If you keep changing your career quite often and there are gaps in your employment history, it is advisable to prepare this type of résumé.

Hybrid/Combination Mostly this type of résumé is prepared. In this type, you list your skills and experience history first and work/employment history next. While drafting your résumé, you need to be strategic since you can highlight the skills that are relevant for that particular job profile.

Based on the kind of channel used, résumés are of two types:

- Paper-copy/Traditional print résumés
- Electronic/Scannable résumés

Paper-copy/Traditional print As many offices are going paperless, résumé tradition has also changed. More recruiters are looking for electronic résumés rather than paper ones. But some smaller companies still want a hard copy/traditional print résumé, so it is important to know how to get your résumé through the door. While drafting your résumé, keep the following points in mind.

1. Keep the résumé short as recruiters do not have time to go through a bulky one.
2. Take care of font size and adequate margin.
3. Use one type of heading—serif or sans serif.

Serif and non-serif are the two important typeset designs which are available under 'font' in your computer. Serifs are the small finishing strokes on the ends of characters, whereas sans serif fonts do not have these finishing strokes (Fig. 22.1).

While sending a paper-copy résumé, keep the following tips in mind:

1. Keep the copies crisp, clean, and dark.
2. While drafting the résumé keep busy readers in mind.
3. Tabular form is easily readable and helps the reader form a quick opinion.
4. While editing do triple check.



Fig. 22.1 Examples of Serif and Sans Serif Letters

Electronic/Scannable résumés An electronic résumé is called a scannable résumé. It is a plain text either in ASCII (American Standard Code for Information Interchange) or in HTML (Hyper Text Mark-up Language) document. It is submitted along with a job application. The applicant should use key words to provide the recruiter or employer information regarding his/her key skills, work experience, qualification, etc. You must know that many companies process all their incoming résumés electronically by using an automated applicant tracking system, that is, ATS. As and when the company wants employees for them, they use data mining technique to search through the data base created for this purpose. Résumés are scanned by the Optical Character Recognition (OCR) software. In this process, the résumés that match the maximum score for the relevant keywords and desired skills are printed and the candidates are called for an interview.

Tips for scannable/electronic résumés

1. Use standard fonts which have distinct letters.
2. Use various techniques to draw the attention of the recruiters. Some of these are boldface, capitalization, indentation, etc.
3. Make it computer friendly.
4. Do not use underlining and fancy scripts.
5. Never use any lines, boxes, or graphics.
6. Provide important information in the beginning and use technical words reflecting your core competencies and skills.
7. Use industry buzzwords and common technical acronyms.
8. Use standard font size (10–12) and avoid columns.
9. Don't worry about length.
10. Use descriptive nouns and noun phrases (surveyor, programmer, manager, six years' experience).
11. Post a high-quality print quality without folding the paper.

Non-traditional Résumés Due to the scarcity of time, organizations sometimes require non-traditional résumés. The purpose is to go through the profile of the candidate quickly to ascertain his/her suitability for the available position. Such résumés are prepared keeping in view the need and focus of the organization. While preparing non-traditional résumés, we should remember the following points:

- Leave out detailed descriptions of our past accomplishments and responsibilities.
- Focus on revealing the qualifications, skills and capabilities related to the position advertised.
- Let your résumés be communicative, easy to handle and crisp.

Let's discuss some of the non-traditional résumés:

Video Résumé In video résumés, the prospective candidate has to speak in front of the camera, highlighting his/her qualifications, abilities, skills and accomplishments. This requires

meticulous planning with the text, use of expressions, tone, pitch and pauses. In order to do it well, we also need to be aware of the concepts such as lighting, framing, editing and scripting.

Visual CV At times enterprising job hunters create their own websites to augment their credentials and achievements. However, one needs to be crisp and catchy while designing such websites. A website with easy operative access through minimum links along with strong visual and linguistic appeal may help us create good impact on prospective recruiters, while a clumsy and longwinded website may disorient and discourage a prospective employer from approaching you.

In the past few years, Prezi, the free, online presentation tool has become so popular for the creation of online résumés that a new term – Prezumes has been assigned to it. This online template helps people design and format their résumés in an attractive manner. If used sensibly, this online tool can help job seekers showcase their skills, abilities and qualifications in an effective way.

Regardless of the method, tool or model used to draft a résumé, it must bring out effectively a candidate's qualifications, skills, and abilities to perform a specific job.

22.7.2 Important Features of a Selling Résumé

Here are some important features of a selling résumé:

1. It creates crucial first impression.
2. A selling résumé will always have catchy appearance and contents.
3. It is well-organized, properly written, and presented with an apt layout.
4. It is free of errors.
5. Its purpose is to persuade that you have abilities, skills, and personal qualities that the employer is looking for.
6. Both hard copy and scanable résumé could be attractive and serve the purpose, provided the details are presented well.
7. A good résumé is always accompanied by a well-drafted cover letter.

Résumé contents Now let us know the contents of a résumé. They are as follows:

Identification

- Name
- Phone
- Address
- Email ID

Career objective You should always draft a career objective for yourself based on your skills and professional aspirations. Do not copy and paste what others have written in their résumés. Given below are three career objectives and a comparison is given for your better understanding.

Flawed Seeking employment in a business environment offering an opportunity for my professional growth and aspirations

Good Achieving excellence as a computer programmer

Better To market financial planning programme and provide financial counselling to assure positive client relations

Education

Degree	University/College	Year	CGPA/Division

Employment/work experience Always provide in reverse chronological order.

Student Assistant

University of 2000–present prepared and processed

Sales Associate

Or

Give in a tabular form

S. No.	Designation	Company	Pay scale

Professional skills (Related course work) technical knowledge

Managed a retail design studio producing over

Hired, trained, and supervised

Provided training

Professional affiliations (membership, etc.)

Membership of various professional organizations/societies, etc.

Activities and interests

Co-curricular (brief)

Any other special interests

Awards/Honours/Achievements

Academic/non-academic

Professional

References

2 from university/earlier organization

1 from reputed person

Sample Résumé I

Ganesha Nilayam,
#9, III Street, South Sector,
Adambakkam, Chennai – 600088
Phone 044-22444386
raj2004@yahoo.co.in

Rajagopal Vaideeswaran

Education

- Graduation

Institution: Birla Institute of Technology and Science (BITS) Pilani

Degree: M Sc (Tech) Information Systems

Year of Graduation: 2004

CGPA: 8.31 (Till 6th semester)

(Contd)

- XII
School: G.K. Shetty Hindu Vidyalaya
Board: Tamil Nadu State Board
Year of Passing: 2000
Percentage: 96.67%

- X
School: G.K. Shetty Hindu Vidyalaya
Board: Tamil Nadu State Board
Year of Passing: 1998
Percentage: 90%

Software Skills

LANGUAGES KNOWN	: C, Java, Perl.
SCRIPTING	: Shell programming (Unix), HTML, XML
OPERATING SYSTEMS	: Unix, Linux, Windows 95/98
ASSEMBLY	: MASM (8086)
DATABASES	: SQL (Oracle), PL/SQL, MySQL

Projects Completed

- PS-1 Project Title: Website Development Using Flash
Description: It involved development of an online demo on the working of fire for Wels Secutrons Ltd
Team size: 4
- Title: Design and Implementation of File System for an Experimental Operating System
Description: In this project we developed a file system emulation of DOS, which could perform the functionalities of Creation, Read, Write, Modify, and Delete operations on Files. We used 8086 Assembly programming using MASM (Microsoft Assembler).
Team size: 2
- Title: Paint program in 8086
Description: I simulated the MS Paint using 8086 Assembly Programming using MASM.
- Title: Developing an Automated Library Management System
Description: This project was done as a part of the course Object Oriented Programming and automatic Library Management was done using JDBC Programming using Java as front end and MS Access as back end.
Team Size: 3

Currently Doing

- Title: Application of Bayesian Networks in Bioinformatics
Description: This project aims at reconstructing Phylogenetic Networks from Phylogenetic Trees using Bayesian Networks.
Team Size: 2
- Title: Design and Development of Desktop Utilities for BITS Linux Operating System.
Description: This project aims at developing new desktop utilities such as lockscreen, switch user, shortcut keys, pseudo user profile, etc., in GNOME desktop by tweaking GNOME source code, for the BITS distribution of Linux named 'BITS LINUX'
Team Size: 3

Electives Completed

- Real Time Systems
- Data Communications and Networking

(Contd)

(Contd)

Currently Doing

- Machine Learning
- Introduction to Bioinformatics
- Effective Public Speaking

Awards and Achievements

- Successfully completed National Himalayan Trekking expedition in 1999 as a part of Duke of Edinburgh Scheme arranged by Youth Hostels Association of India
- Won first place in Oratorical Contest held during National Science Day Celebrations 1999
- Won Merit Position in Painting Competition in All India Schools Festival organized by United Schools Organisation of India in 1997
- Won Certificate of Honour (Gold Medal) for painting Young Envoys International in INTRART – 1993

Personal Information

Name : Rajagopal Vaideeswaran
 Father's name : P.R. Vaideeswaran
 Date of Birth : 01-01-1983
 Sex : Male
 Marital status : Unmarried
 Nationality : Indian
 Languages : English, Tamil, Hindi

Extracurricular Activities

- School Pupil Leader in the year 1999–2000
- Conducted programming competitions during APOGEE 2003.
- Zonal Runners-up in Table Tennis Zonal Championship
- Active Blood Donor

I declare that the above mentioned details are true to the best of my knowledge and belief.

(V. RAJAGOPAL)

Sample Résumé II**Form for on-campus placement**Company code: **Jaipur Institute of Technology & Science, Jhotwara, Jaipur (Rajasthan)**

1. (a) Name: _____
 (b) ID.No.:
2. Degree Programme: _____
3. (a) Date of Birth: _____ (b) Age: years _____ (c) Sex (M/F): _____
 (dd/mm/yy)
4. JITS Hostel Address: (a) Hostel: _____
 (b) Room No.: _____
 (c) Hostel Ph one No.: 0141 _____
5. Email ID: (a) JITS Email ID: _____
 (b) Alternate Email ID: _____
6. Permanent Address: _____

(Contd)

(cont'd)

7. Educational Qualification:

Degree/Examination	Board/University	Year of Passing	CGPA (Max. 10.00) (or Marks %)
12th Standard			
Integrated First Degree or its equivalent: I Year			
II Year			
III Year			
IV Year			
V Year			
Higher Degree: I Semester	JITS, Jaipur		
II Semester			
III Semester			

8. Month and year of completing the present programme: _____

9. Details of Practice Training (PT)/Thesis/Dissertation:

PTI at:

PT I Project Title:

PT II at:

PT II Project Title:

Thesis/Dissertation Title:

10. Projects completed/currently doing:

11. Elective courses: (a) completed (b) currently registered

12. Extra curricular activities:

13. Any other relevant information:

Date:

Signature

RECAPITULATION

- ✓ Business letters form an important part of professional communication and are written to deal with a large number of business situations, such as enquiries, complaints, claims, promotions, advertisements, reminders, payment collections, acknowledgements, appreciations, apologies, recommendations, or applications for jobs, tender, or contracts.
 - ✓ The structure of a business letter is more or less defined—it has a reference number, a date line, the

inside address, the subject, the body of the letter, the complimentary close, the name of the signatory with designation, enclosure list and notations regarding copies to be circulated.

- ✓ Business letters are messengers of the organization. Therefore, they need to be written in a style that is clear, cordial, warm, reader-oriented, and professionally appropriate.

- ✓ For composing different types of business letters, different strategies are to be adopted so that the letter serves the intended purpose and is not misunderstood.
- ✓ Résumés should necessarily include details such as career objective, key skills, work experience, academic qualification, honours, awards and distinctions, and reference of professionals who can support the credentials of the person applying for the job.

WISEWELL QUIPS



The importance of CV/Résumé writing can be felt at the time of applying for internships or for jobs in any organization. At this time questions such as how to get started, what to include in the cover letter, how to organize your information, and how to make your CV more saleable, start bothering you. Therefore, let's us learn the art of writing winning job application letters and CVs. *

Terms like CV and Résumé are interchangeably used but there are a few differences between them.

	Curriculum vitae (CV)	Résumé
Origin and meaning	Latin, 'course of one's life'	French, 'to summarize'
Primary function	Chronologically provides the comprehensive list of academic accomplishments, training, research contribution, projects, etc. done till date	Brief list of accomplishments focusing on the strengths and skill sets that match with the advertised job
Goal	Describes accomplishments with great detail	Discusses only those accomplishments briefly which relate to career plans and leaves out extra details
Length	Long (several pages or more), static, and does not change for different positions; difference is only in the cover letter	Short (1–2 pages) ✓
Content	Includes contact information, education history, work history (as it relates to career development), research accomplishments/skills, awards/scholarships, volunteer work/community service	Contact information, career objective, skills and qualifications, work history