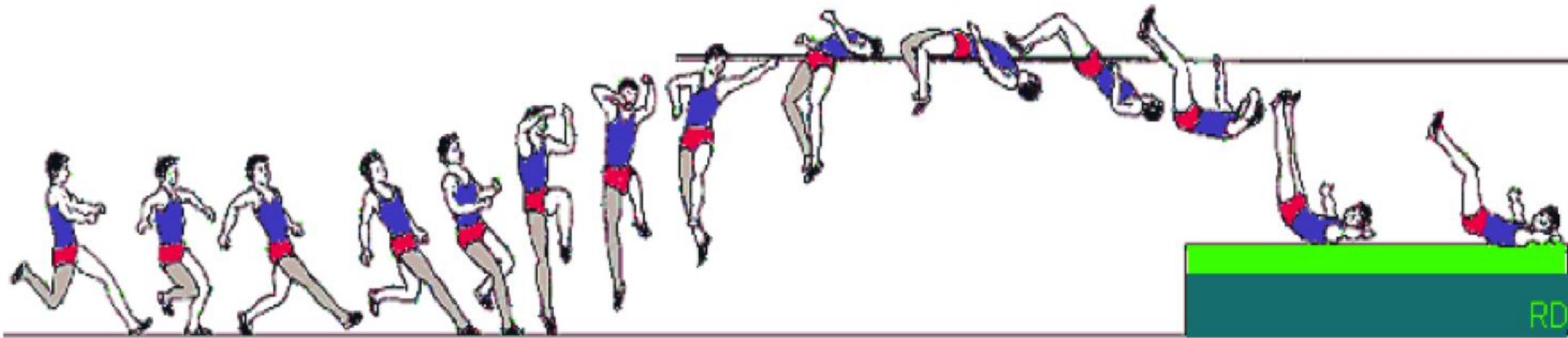


Resume writing



What is Resume?

- A resume is a summary of your experiences and skills relevant to the field of work you are entering.
- A resume is an accomplishment driven marketing tool for individuals seeking employment.
- A resume relates your experience to your career objective.



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Difference between Curricular- Vitae, Resume & Bio-Data ?

Resume: A Resume is a document created and used by a person to present their background, skills, and accomplishments. Resume can be used for a variety of reasons, but most often it is used to secure new employment.

A resume is a one or two page “summary” of your skills, experience and education. Generally no more longer than a page or two.

Curriculum Vitae (CV) : A Curriculum Vitae is a longer and more detailed synopsis. Generally over a couple of pages long.

Bio-Data: Bio-Data files concentrate more on the individual and his attributes like height, weight, colour, skin complexion,...and more that describes the person the best.



What is the Purpose of a Resume?

- The goal of any good resume is to show that you are a **qualified candidate and a good match for the job.**
- The resume motivates employers to **interview you.**
- **Remember!** Most employers spend **10 – 30 seconds** scanning a resume. Keep your resume to 1 page!



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FORMATS OF RESUMES

- Reverse Chronological Resumes
- Functional Resumes
- Combination Resumes
- Targeted Resumes



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Common Resume Types



Chronological

- Lists most recent position first
- Preferred by employers
- Most common resume type



Functional

- Focuses on skills and experience
- Often used by people who are changing careers or who have gaps in their employment history



Combination

- Mix of chronological resume and a functional resume
- Highlights relevant skills while providing chronological work history
- Emphasizes what makes you the best fit for the job, while still giving the employer desired information

1. Reverse-Chronological Resume Format

- Contact information
- Resume Summary or Resume Objective
- Work Experience
- Education
- Skills
- Additional Sections

Frank Shelby
Master Electrician

Dependable master electrician with 10+ years experience with construction, residential, and industrial electrical installations. Substantial knowledge of industrial control, circuit management, and power distribution. Named Mosaic Life Claire's employee of the year for 3 years in a row.

Experience

2012-03 - present **Master electrician**
Mosaic Life Claire, St Joseph, MO

- Interpreted contract plans and specifications: one-line diagrams, cable and conduit schematics and wiring diagrams.
- Installed and repair electrical systems, wiring, fixtures, motors per plans.
- Supervised and assigned work to apprentices, electrical helpers, and journey-level electricians.
- Trained and mentored electrical apprentices.
- Diagnosed problems and checked leakages in low and high voltage systems.
- Took the highest level of care for keeping the workplace area safe and organized by implementing the NEC safety regulations and guidelines.
- Installed circuit breaker panels, switches, relays, and grounding leads.

Key achievements:

- Increased efficiency by 33% by identifying our client's complex wiring issue.
- Scheduled a repair plan and supervised a team of 6 specialists.
- Supervised an internal training program, fully trained 11 apprentices.

2007-10 - 2012-02 **Journeyman maintenance electrician**
Mosaic Life Claire, St Joseph, MO

- Troubleshoot and maintained electrical work on low and high voltage equipment including variable frequency and DC speed control equipment.
- Installed, maintained and repaired switchboards and circuits.
- Carried out preventive maintenance on electrical circuits and machinery.
- Repaired a variety of telemetry systems: two-wire alarm circuits, security systems, fire alarm devices and other electronic alarm systems.

Key achievement:

Installed energy saving devices which reduced the client's quarterly electricity consumption costs by 24% without affecting power efficiency.

2003-04 - 2007-08 **Electrical helper**
Tradesman International, Overland Park, KS

- Helped with installing wiring and conduits: struts and MS cables.
- Used measuring tools to measure and cut wire and conduit.
- Assisted in maintaining electrical tools and equipment.
- Prepared cost estimates for materials and services.

Education

2005-10 - 2007-07 **Associate of Science in Electrical Technology**
Johnson County Community College, Overland Park, KS

Certificates

2016-01 **Certified Electrical Inspector - Master (International Association of Electrical Inspectors)**

2010-07 **ALA Certified Lighting Consultant (American Lighting Association)**

Personal Info

Address
2823 Olive St
St Joseph, MO 64507
USA

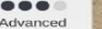
Phone
415 555 2671

E-mail
francis.s.shelby@gmail.com

LinkedIn
linkedin.com/in/frank-sean-shelby/

Skills

Analyzing blueprints  Advanced

Programmable Logic Controllers  Advanced

Industrial control systems  Intermediate

Wiring diagrams  Advanced

Mathematics knowledge  Basic

Mentoring  Advanced

Customer service  Intermediate

Languages

Spanish  B2

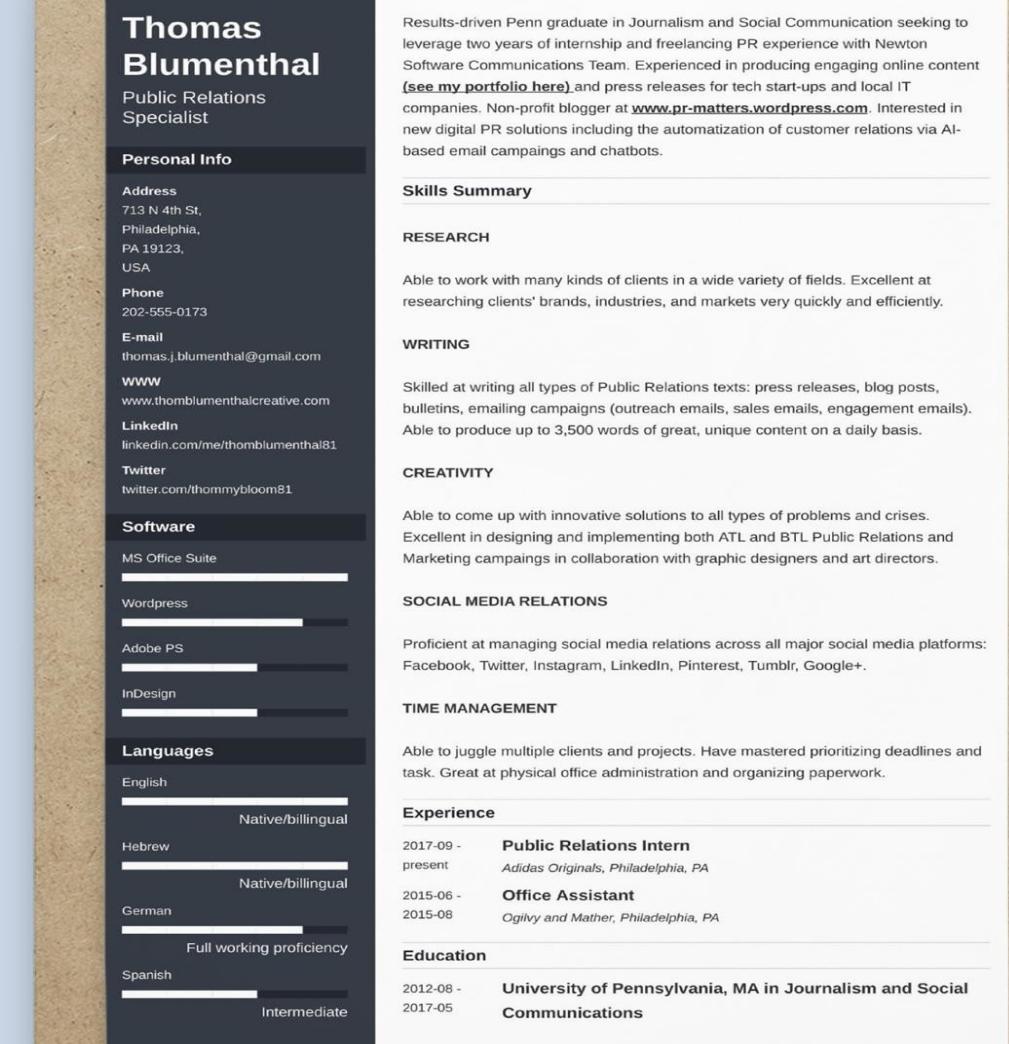
Interests

Astronomy (life-long subscriber of Sky&Telescope)

Rock music (AC/DC, Black Sabbath, The Rolling Stones)

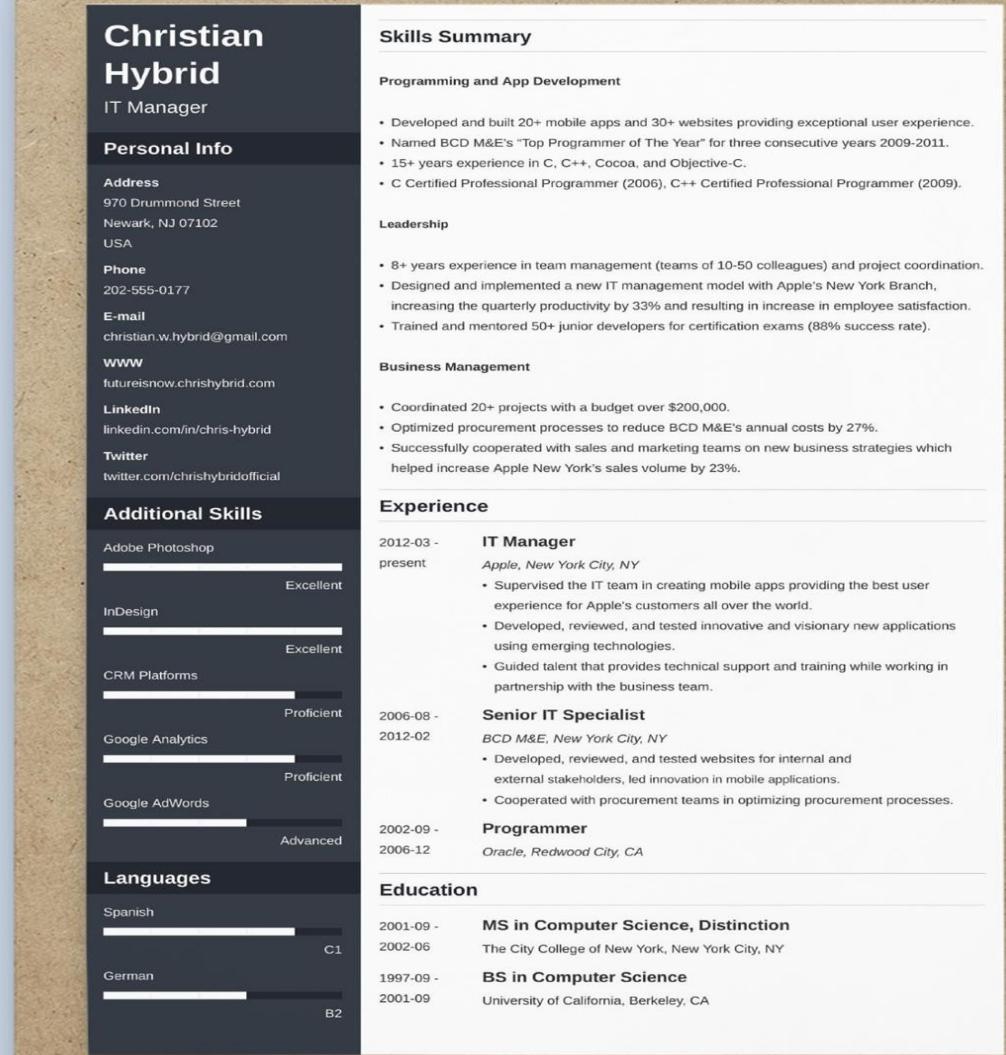
2. Skills-Based / Functional Resume Format

- Contact information
- Resume Objective
- Skills Summary
- Additional Skills
- Work Experience
- Education



3. Hybrid / Combination Resume Format

- Contact information
- Skills Summary
- Additional Skills
- Work Experience
- Education



Remember

- It is suggested not to write Resume or CV as heading.
- Bio- data is for biological data.
- CV is your first documented impression and that too a wholesome, cumulative one.
- It is a tool which always navigates your interview.
- It gives the interviewer an insight into your past endeavors, presents.
- CV should have some uniqueness acting as your USP.
- Always write declaration and sign under it.
- Print on one side of paper only. Give original products.
- CV should not have any CAPS lock font. It should be sentence case.



- The only difference between hobby and interest is that hobbies are persuaded more often than interest.
- The ideal length of CV is 2 pages.
- Date of birth should be in the format January 01,2000 or 01 January 2000
- CV should not have grammatical errors.
- Avoid superlative formatting tools like Bold, Italics, Underline together.



Component or Elements of Resume

- Heading
- Objective or summary statement
- Experience/Professional Experience
- Educational Qualification
- Relevant Skills
- Achievement and Accomplishment
- Award and Honour
- Language Known
- Professional Membership
- References



Heading

- The heading is placed at the top of the page and aligned at the center.
- Your name appears on the first line and should be in bold.
- The heading includes the following contact information: Address, Phone Number, and Email (Use an appropriate and professional email address!)



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→ Name is in bold and on the first line.

Anita Job

1111 Figueroa Place, Wilmington, CA, 90744

555-555-5555

jobanita@gmail.com

← Heading includes address and phone number.

↑
Email address is professional and appropriate. Do not use emails like “skaterbrat69@yahoo.com!”



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Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555

suzyqstudent@utc.edu



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Objective

- The objective should consist of 1 -2 short sentences.
- The objective specifies the type of position you are seeking.
- Tailor your objective to the company.
- Do not use generalized statements or “flowery language.”
- Do not focus only on what the company can do for you.



Career objective has 3 characteristics :

- 1. It should have objectivity. (It should not have subjectivity or vague word like success, challenging positions, any, some, every, whatever, like...)**
- 2. It should be futuristic.**
- 3. It should be contributive (it should not sound selfish like .. To join an organization which gives me, or to fulfill dreams of my parents.**



Career Objective

- The statement should most certainly be pertinent to the company and to the post that you are applying for. Do not use a common statement for every single job application.
- The statement should be short and precise, and it should not be a summary of your background. Instead, you should talk about what **your vision is** and what kind of an organization you are expecting.
- You should definitely talk about what you can bring to the table and how **you can add value to the organization**.
- You should also mention why you would be **a perfect candidate to fill a vacant post at the company**.

Examples:

- To contribute organization effectiveness through emphasis on efficient utilization of Technical knowledge experience skill to enhance my job performance.
- To work in a globally competitive environment on challenging Assignments that shall yield the twin benefits of the job satisfaction And a steady paced professional growth.
- To work with top most reputed institutes or organizations where I can explore my skills, get good growth of opportunity and attain job satisfaction.

Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555
suzyqstudent@utc.edu

Objective: To obtain an entry-level Human Resources position



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Educational Qualification

S. N o	Name of the Degree	Name of the School/College	Name of the Board/University	Year of Passing	Percentages /CGPA	Specialisation/Ma in Subject/s	Remark
1.	Master of Computer Application						
2.	Bachelor of Business Administration						
3.	Higher Secondary						
4.	High School						

Note: Qualification should be written from recent to priers. For ongoing degree, semester wise or year, aggregate degree, % mentioned at the last.

Educational Qualifications

- *2022 Master of Computer Application*

- *2020 Bachelor of Business Administration*
Department of Commerce and business Administration , Delhi University,
New Delhi. (India)
8.7 GPA

- *2017 Higher Secondary*

- *2015 High School*

Note: Qualification should be written from recent to priers. For ongoing degree, semester wise or year, aggregate degree, % mentioned at the last.

Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555
suzyqstudent@utc.edu

Objective: To obtain an entry-level Human Resources position

Education: **University of Tennessee at Chattanooga**

Bachelor of Science in Business Administration: Human Resource Management

- Expected Graduation Date: May 2007
- GPA 3.1



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Experience

Include positions related to the job you are seeking such as:

- Paid or unpaid employment
- Internships
- Student Organizations
- Volunteerism
- Community Service



- Include the Following: **Company Name, Location, Job Title, Dates of Employment, and Duties Performed.**
- Make this section easy to read. Use spacing and bullets.
- Each sentence starts with an action verb. Do not use personal pronouns such as **I, We, Me.**
- Use correct verb tenses. Use present tense for current positions and past tense for previous positions.
- Avoid using terms that only an insider would understand.



Training Program: Experiential Learning

1. Summer internship Project:

Company Name:

Project Outline: Three sentences (what the project was all about)

Role:

Duration:

2. Any other training which pertains to the applied job

3. Description of the project should be mentioned in 2-4 lines telling about what it does. Its key learning should tell what you have learnt in terms of some techniques, skills....

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Relevant

Experience: **Human Resources Intern**

June 2005 – August 2005

Chattanooga, TN

Blue Cross Blue Shield of Tennessee

- Assisted with updating employee personnel files
- Screened job applicants
- Observed the Human Resource Manager interviewing applicants

Other

Experience: **Sales Associate**

May 2003 – Present

Chattanooga, TN

Abercrombie & Fitch

- Train new employees
- Participate in interviewing and selecting employees
- Oversee inventory and auditing of products
- Open and close store

Student Worker

UTC College of Health and Human Services

August 2002 – May 2003

Chattanooga, TN

- Performed internet research
- Organized office file, records, etc.
- Responded to office inquiries
- Answered a multi-line telephone

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Skills

- A skill is the **learned ability to perform an action** with determined results with good execution often within a given amount of time
- Skills are **the expertise or talent needed in order to do a job or task**. Job skills allow you to do a particular job and life skills help you through everyday tasks. There are many different types of skills that can help you succeed at all aspects of your life whether it's school, work, or even a sport or hobby.



- Communicating: Communication Skills.
- Flexibility and Adaptability.
- Learning agility: Quick learner.
- Tolerance: Stress tolerance.
- Critical thinking: Decision making skills.
- Coaching people: Teaching.
- Creating Ideas: Creativity.
- Decision making
- Marketing skills
- Writing skills, Creative thinking skills
- Management skills
- Marketing skills

- Logical thinking skills
- Punctuality
- Work Ethic
- Negotiation skills
- Flexibility
- Adaptability
- Leadership skills
- Teamwork
- Interpersonal skills
- Effective communication
- Problem solving
- Organizational Skills
- Critical thinking

Achievement and Accomplishments

- An achievement is a goal that has been reached.
- An accomplishment is a job or project that has been completed.

Examples:

- Developed a new employee orientation program that 100% of the company locations adopted.
- Responded to over 85 customer calls daily and solved 90% of their concerns.
- Served customers in a positive way, receiving two customer service awards in the past year.
- Created a multi-media campaign that increased enrollment by 700 students in eight years.



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- Organized office file, records, etc.
- Responded to office inquiries
- Answered a multi-line telephone

Honors:

- Golden Key Honour Society, 2003 - Present
- Phi Eta Sigma Honor Society, 2004 – 2008
- Dean's List, 2003 – 2007

Activities:

- Society for Human Resource Management, 2005 - Present
- Student Government Association, Treasurer, 2006 – 2007
- Chattanooga Soup Kitchen, 2003 – 2005



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References

Proper professional references format

● First and last name	Dr. Dev Brat Gupta
● Professional title	Assistant Professor (SASL)
● Company / University your reference works at	VIT Bhopal University, Bhopal Bhopal-Indore Highway
● Full address of your reference's company / university	Kothrikalan, Sehore Madhya Pradesh - 466114
● Phone number	Phone number- 9079344563, 7891200850
● Email address	Email address- devbrat.gupta026@gmail.com

Note: Write reference of only those people who you know academically or professionally. And do mention knows me in the capacity of.

Font

- Keep your resume format simple.
- Use a uniform font type, font size, and margin settings all around.
- Suggested fonts are Times New Roman, Arial, or Calibri .
- Suggested fonts sizes is 12 point.
- Suggested margin is 1 inch all around.
- Do not use abbreviations.
- Use bold, italics, and underlining sparingly.
- Print your resume on white or neutral color A4 sheet paper.



Declaration

Here are some examples of statements of declarations typically used in resumes:

- All information in this resume is true and correct to the best of my knowledge and belief.
- I hereby declare that all the above information is correct and accurate.
- I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.
- I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.



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Finally

Place: Name

Date:



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Dos

- Research the position and the company thoroughly
- Match your skills with job requirements
- Qualify your achievements
- Use a format that suits you best
- Tailor your resume for each position
- Resume/CV is a formal document, use A4 sheet paper only



- Do make your objective clear
- Do proofread carefully
- Check spellings, punctuations and grammatical errors
- Write a cover letter with your resume



Don'ts

- Do not include salary detail
- Do not start sentences with First person (I)
- Do not lie or exaggerate
- Do not overuse style like ‘bold’, ‘italics’, ‘block letters’ or underlines.



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Thank You