

(Unit - 4) Resume

- It is Summary of your educational qualification details.
- It highlights your skills and experience relevant to the field.
- It highlights your objective and accomplishments.
- Its purpose is to get you an Interview call.
- A Resume should reflect more than just work experience.
- It should consider your extracurricular, and leadership qualities.

Types of Resume

1. Occupational resumes
2. Chronological resumes
3. functional resumes
4. Combination resumes
5. Curriculum Vitae (CVs)
6. Online resumes

1. Occupational Resume : It's a specialized type of resume that focuses on highlighting your skills & experience relevant to a specific occupation or industry.

Business Analyst Resume
 Insurance Manager Resume
 Sales Agricultural Resume
 Bank Manager Resume
 Sales Retail Resume
 Commodity Specialist Resume
 Tax Accountant Resume
 General laborer Resume
 Elementary Teacher Resume

2. Chronological Resume : It's a type of resume that lists your work experience in reverse chronological order, starting from with your most recent job and working backward through your employment history. It is easy to read and understand.

Key Components of Chronological Resume :

- ↳ Identification
- ↳ Job Objective
- ↳ Key Accomplishments
- ↳ Education
- ↳ Professional Experience
- ↳ Affiliations / Interests
- ↳ References

3. Functional Resume : It's a type of resume that prioritizes your skills & abilities over your work experience.

Key Notes :

- ↳ Should include personal details.
- ↳ Objective describing position you seek.

- ↳ Profile giving summary of your talents & Experience.
- ↳ Experience listing your position, employer & dates.
- ↳ Education details & Training undergone.
- ↳ Lastly Awards & Recognition received.

4. Combination Resume : Also Known as a hybrid resume, is a type of resume format that blends the best aspects of both Chronological & functional resumes. It Emphasizes both your skills and your work experience, giving you a well-rounded presentation of your qualifications.

- Key features :
- ↳ Skills Summary
 - ↳ Work Experience
 - ↳ Additional Skills

Layout of combination resume should include :

Name / Contact info.

Edu.

Honors / Certifications / licenses Held

Careers Skills / Knowledge

Career Achievements

Work Experiences

5. Curriculum Vitae : It provides an overview of a person's experience and other qualifications. It is typically used to screen applications, often followed by an interview. A CV is the most flexible and convenient way to make applications.

Information a CV should include

- ↳ Personal details
- ↳ Education and qualification
- ↳ Work experience
- ↳ Interests and achievements
- ↳ Skills
- ↳ References

6. Online Resume : An online resume, also known as an electronic resume or e-resume, is a digital version of a traditional paper resume. It is typically created in a word processing document like MS Word or Google Docs.

Types of Online Resume.

- ↳ Career Change Resume.
- ↳ Entry level Experience Resume.
- ↳ Public Information Director Resume.
- ↳ Quality Review Auditor Resume.
- ↳ Writer's Resume
- ↳ Dispatcher Resume

Benefits of Online Resume

- ↳ You can submit your resume on any online job portal which will manage your resume & make it visible to employers.
- ↳ You can update your resume online anytime & anywhere.
- ↳ Attach files such as certificates, Word documents, PDF & databases.
- ↳ Add upto 5 diff. Photos. It's easy to use & free.
- ↳ Add your "resume page address" into your e-mail's signature.

Resume writing tips

- List your technical knowledge first, in an organized way.
- List your qualifications in order of relevance, from most to least.
- [Qualify x] Quantify your experience wherever possible.
- Highlights your strengths.
- Be Concise resumes reflecting 5 years or less experience should fit on one page.
- Omit needless items.
- Have a trusted friend review your resume.
- Proofread, Be sure to catch all spelling errors, grammatical weaknesses.
- Paints a positive and factual picture of YOU.
- Make a list of your 3 or 4 strongest skills, abilities, knowledge that make you a good candidate for that target job.

Mock Interview

- * It is a practice interview that simulates a real job interview. It's a valuable tool for preparing for an upcoming interview.
It helps you to :
 - * Improve confidence for real interview
 - * Receive feedback.
 - * Helps calm nerves / Manage the stress / anxiety.
 - * Helps the candidates prepare for potential questions.
 - * Improve their communication skills.
 - * See the structure of how an interview should be run.
 - * Tells how to convert our thoughts into words.

- Construct your 'Resume' in a professional format for different job portals.

Personal Details

Contact No. - 9258XXXXXX

Email id. - [REDACTED]

Career Objective

To work in a dynamic environment that uses my skills & expertise in process of growth and development while allowing me to learn and enrich my competencies.

(Stified) Education Qualifications

Course	School/College	Board	Year	Marks
B.C.A	Graphic Era Hill University	-	2024	XX%
12 th	ABC School	CBSE	20XX	XX%
10 th	ABC School	CBSE	20XX	XX%

Skills

well versed MS Excel, MS Word, MS Powerpoint
Efficient in Internet and Basic Computer Application.

Programming Languages : C, SQL, HTML, CSS.

Projects

Experience

Strengths

How to prepare for an Interview ??

Before taking part in the interview there are a few things that should be taken into consideration before taking part in the interview.

- ↳ Have a positive interview towards the interview.
- ↳ Research into company / industry that the interview is for.
- ↳ Prepare for common interview questions.
- ↳ Be confident in yourself / answers.
- ↳ Examine the job description.
- ↳ Tie back your answers back to your skills.
- ↳ Give the interviewer your full attention.

Mock interview Questions.

- Tell me about yourself
- Why do you want this job?
- What would you bring to the company?
- What are your strengths?
- What skills can you bring to the company?
- Name a situation where you haven't had to work in a team
- Why do you want to do this job

Media Related

- * What interests you about the industry?
- * Why do you want to work in the media industry?
- * What sector of the industry do you want to work in?
- * Have you met any relevant people within the industry?
- * What sector of the industry do you specialise in?

Conference

It is a gathering of a particular set of individuals invited to consult with, discuss or present information on a particular topic for the purpose of bettering relations and information between the organization or market the individual represent.

Types of Conference

1. Academic Conference : It's an event where researchers and academics gather together to present and discuss their scholarly work. These conferences provide a platform for knowledge sharing, networking, & collaboration within a specified field or discipline.
2. Business Conference : It is an organized event where professionals, entrepreneurs, experts, and enthusiasts from a specific industry or field come together to exchange ideas and knowledge, network & collaborate.
3. Peace Conference : It is a diplomatic meeting where representatives of states, or other warring converge to end hostilities by negotiation & signing and ratifying a peace treaty.
4. Settlement Conference : It is a confidential meeting where parties try to re-solve their issues without a formal hearing. S.C. are co-operative processes

that don't assign blame or fault.

5. Parent - Teacher Conference : It's a meeting between a parent or guardian & a teacher to discuss a student's progress at school.

6. News Conference : Also known as a press conference, is a media where notable individuals or organizations invite journalists to hear them speak and ask questions.

These Events are often held by :

Politicians

Corporations

Non-governmental organizations

Organizers of newsworthy events.

Conducting a Conference.

- Date & Time
- Attendees
- Conference Content
- Budget
- Conference support.
- Extra curricular activities
- Venue / facilities.

Video Conferencing : It is the conduct of a video conference (also known as a video teleconference) by a set of telecommunication technologies which allow two or more locations to communicate by simultaneously two-way video.

Effective Video Conferencing

1. Camera placement
2. Using voice and body tools.
3. Attire
4. Maintaining face to face connection
5. Proper lighting.
6. Voice modulation.

Web Conferencing : A System by which many Computer users can communicate with each other all at the same time using webcams over the internet.

Effective Web Conferencing

1. Keeping it short and simple.
2. Keeping slides simple.
3. Plan ahead for software demos.
4. Use both views for the presentation.

Is Video Conferencing the same as web conferencing?

Video Conferencing is the same & the simplest form of web conferencing.

Video Conferencing

Web Conferencing

→ Casual

→ Screen sharing

→ Business meeting

(need tools & applications)

→ Allows participants to interact & collaborate

^{stu.}
Seminars : A small group of ^ meetings regularly under the guidance of a tutor, professor, etc, to exchange info., discuss theories, etc.

Types of Seminars :-

1. Mini Seminar

Scope :- Small - scale, often within a classroom or department.

Purpose :- To encourage discussion, critical thinking & presentation skills among a small group of participants.

2. Major Seminar

Scope :- larger than a mini - seminar, often at the institutional level.

Purpose :- To delve deeper into a specific topic or subject area, involving more extensive research & presentation.

3. National Seminar

Scope :- organized at a national level involving participants from across the country.

Purpose :- To bring together experts & scholars to discuss national issues, share research findings & promote collaboration.

4. International Seminar

Scope :- organized at an international level, involving participants from diff. countries.

Purpose :- To exchange of ideas & networking opportunities on issues of international significance.

Job Application

It is a formal document or online form used by an individual to apply for a job with an organization. It typically includes -

Personal details

Name, Address, City, State, Zip Code, Phone number, Eligibility to work in the country, If under age, working paper certificate.

Education

Schools / Colleges Attended, degree / Diploma, Graduation Date(s).

Position applied for, info.

Title of the Job you are applying for

Hours/ days available to work

When you can start work

Employment info.

Name, address, phone no. of previous employers, Supervisor's name, Dates of employment, Salary, Reason for leaving.

References

List of references :-

Names, Job title or relationship, Address, Ph. No..

Resume

If you have one.

Agenda and Minutes of Meetings.

Agenda :- Agendas are the documents that give those attending meetings prior notice of what is being discussed.

It is a list of meeting activities in the order in which they are to be taken up, beginning with the call and to order and ending with adjournment.

It usually includes one or more specific items of business to be acted upon.

An agenda may also be called a docket, schedule, or calendar. It may also contain a listing of an order of business.

Minutes of Meetings

Meeting Minutes, or mom (for minutes of meetings) can be defined as the written record of everything that's happened during a meeting. They are used to inform people who didn't attend the meeting about what happened, or to keep track of what was decided during the meeting so that you can revisit it and use it to inform future decisions.

Format - Name of Company - to the top left of the page.

Date - to the top right

Topic - after 2 return keys ; centre-aligned

Attendees - name & designation (2 columns of a table)

Absentees - names, roles, reasons for absenteeism (3 columns)

Agenda at hand - topic to be discussed.

Issues raised - along with the names of the speaker

Suggestions - made along with the names of the speakers

Decision - the outcome of the meeting

Task & list - task allotted & the respective allottee.

Future Meetings - the date and topic of the next meeting.

Difference between Agenda & Minutes

Agenda

Means topics to be discussed in a meeting

Minutes

Minutes are a brief but complete statement of motion & resolutions of a meeting.

- Prepared before holding the meeting

Prepared at the time of meeting or after the meeting.

- It is read out at the beginning of a meeting

It is read out in the next meeting.

- It does not require to be approved by the members concerned.

It must be approved by the participating members of the meeting.

- It is included in the notice book.

It is written in the resolution book.

- It includes the points to be discussed.

It includes complete motion & resolutions of the meeting.

- It is signed by the Secretary or Convener of the meeting with date.

It is duly signed by the Chairperson of the meeting.