**Workbook**

**Resume Self-Assessment**

Whether you are currently looking for a job, or want to make sure you are prepared in case you unexpectedly lose your job, you need a resume that showcases your strengths. Does your resume represent you well? Will it get you interviews or be dismissed? Take the quiz below to analyze your resume's effectiveness.

My resume is...

[ ] focused on one particular job objective with relevant keywords that are industry specific

[ ] clearly states my qualifications in descending order of importance

[ ] written in the best appropriate format and for the specific job(s) that I am targeting

[ ] emphasizes, proves and quantifies my accomplishments that most target my objective

[ ] places my educational information strategically

[ ] includes only information that is relevant for my job target

[ ] is visually appealing using white space for eye appeal and easy reading

[ ] developed in a formatted, scannable and electronic version to enable snail mail, e-mail and website distribution

[ ] includes a summary of qualifications to gain the employer's attention

[ ] uses excellent grammar, spelling, sentence structure and punctuation

[ ] uses action verbs and quantified marketing phrases

[ ] emphasizes how I can meet an employer's needs for the targeted job

[ ] is targeting work that uses my best strengths, skills and knowledges

[ ] grabs the attention of the employer within the first few seconds of being read and maintains the reader's attention throughout

**Scoring:**

13-14 boxes checked: Your resume should do an excellent job of representing you to employers. To make sure that you are not missing anything important or to confirm that you are targeting work that is the best fit for you, you may want to take advantage of having your resume critiqued by a professional career counselor.

10-12 boxes checked: Your resume is representing you better than the average resume. Don't miss out on interviews, however, by missing some critical parts to your resume. If you are unsure how to maximize the effectiveness of your resume, you could benefit from having your resume professionally critiqued or developed to make sure you are getting the results you want in your job search.

0-10 boxes checked: It is pretty much guaranteed that you will miss out on interview and job opportunities unless you have a more effective resume. If you aren't confident you can develop an effective resume, you could benefit from having your resume professionally critiqued or developed to maximize your job search results.

**Exercise 1**

Look at the Header section and identify what’s wrong or right in it:

|  |
| --- |
| **The Programmer’s Resume** Ram Manohar 9991929129, 9659434345, 92342343433 [handsome\_ram@gmail.com](mailto:handsome_ram@gmail.com) [Ramam@gmail.com](mailto:Ramam@gmail.com)  [Ram\_the\_exy@rediffmail.com](mailto:Ram_the_exy@rediffmail.com)    men_hairstyle_1.jpg  Facebook Account: king\_rama1985 |

## Exercise 2

Write a clear and employer focused career objective.

Write a clear and effective summary.

## Exercise 3

Proofread the following resume placed overleaf, and identify necessary corrections in the following areas: Format, fonts, appropriate vocabulary, spelling and syntax. Suggest your corrections in the box given below the resume

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ONTACT/ MAILING ADDRESS  P. JAGADEESH PRAKASH  S/O P. VENKATARAO  H.NO: 1-4-17/5  Near Cosmopolitan club  Suryanarayanapuram  Bhimavaram  Andhra Pradesh – 534202  Jagadeesh.prakash@yahoo.com  Ph: 09025564348  Resume  JAGADEESH PRAKASH P  Career Aspiration  A position in the software development field where excellent analitical and technical skills can help to improve the company's profitability. And I can get an oppurtunity to coordinate with a team of experienced professionals for my personal as well as corporate growth.  Technical Skills  Languages : C, Java , python  Developing tool : VB .Net, IDE, Eclipse  OS : Windows, Fedora13  Web Technologies: HTML, Javascript  Data Base : SQL Server  Academic Projects - M. Tech  *Title & Domain*: I have done my academic project titled “Exception handling on work flow process” which is a Software engineering domain. This is an individual project. And duration of the project is 9 months  *Environment*: I have implemented this project in Java and Mysql as background database.  *Objective*: This project aims to provide self healing work flow for client to server Communication. Let’s assume a particular exception(service break exception) has arise in the work flow process, the Test case designed for the particular exception will be executed and the work flow will not stop even it encounters that exception in its process. Likewise I have created some other test cases in BPEL (Business process execution language) which satisfies the self healing process. This BPEL is an inbuilt Java application that helps to design the work flow from client to server. These test cases are designed by exploiting information about the causes of the process fault and by deriving the repair strategies from the structure of the process, namely undertaking a model-based approach. My project helps in providing 24/7 service to the customer.  Academic Projects -B. Tech  Title & Domain: I have done my B. Tech academic project titled “Defect tracking system”  Team members& My role: There are 5 members in this project. And duration of the project is 9 months. My role is the Team lead.  Environment: We have implemented this project in .NET and Mysql2000 as background database.  Objective: This project is aimed for developing an online Defect Traking System which is useful for application development in an organization. This system can be used for logging defects against and application/module, assigning defects to individuals and tracking the defects to resolution. This provides more reliable production from the organization.  Co-Curricular  Presented Technical Paper on the topic Nano Technology.  Done Project on “Data Mining using Apriori algorithm” under the guidance of HP Company.  Attended 98th Indian Science Congress. And one of the active participant in ISC.  Attended Academic developer conference 2011 by Microsoft Dream Spark Yatra 2011 in SRM University.  Competencies  Persistent, determined, motevated & goal oriented.  Self-directed & ability to take initiative.  Educational Qualifications   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Degree | Institution | University/Board | Year of Pass-out | Percentage  /CGPA | | M.Tech  (SoftwareEngg) | S R M University | S R M University | 2011 | 7.76 CGPA | | B.Tech.  (ComputerEngg) | Swarnandhra college  Of engineering and Technologies | JNTUK | 2009 | 63.45 | | Intermediate | Aditya junior College | Board of Intermediate | 2005 | 78.10 | | 10th | Viswakavi English  medium High School | SSC | 2003 | 81.3 |   Personal Profile  Full Name: Jagadeesh prakash P  Father’s Name : Venkatarao Poduru  Date of Birth: 20-may-1988  Sex: Male  Nationality: Indian  Interests & Hobbies: Browsing net and playing pc games  Declaration  I hereby declare that above written particulars are true to the best of my belief and knowledge.  (Jagadeesh Prakash Poduru) |