**Resume Writing**

**Important: You have to submit your first draft of CV typed and printed on A4 paper in the next class.**

**BEGIN WITH YOUR IDENTIFYING INFORMATION**

(Expected at the top of the résumé)

* Use your full name
* Provide your contact address where you can be reached
* Give permanent address — only if that is necessary
* Include home and work numbers and a professional e-mail address

(like: “hamid\_asif@yahoo.com” *instead of* something like “crazy\_youth@yahoo.com”)

* Exercise caution before including your mobile phone number if you answer it in unprofessional places

**Sample:**

**Zulqarnain Sayem**

377/1, D.I.T Road, East Rampura,

Dhaka-1219.

01715155240; 01674638612 (Voice/ Message)

amman\_240@hotmail.com

**CAREER OBJECTIVE**

An objective is a statement indicating what kind of position you are looking for and what you want to do for the organization.

An objective gives direction and focus to the résumé.

State your objective in order to personalize the résumé to each situation.

Objectives can be stated by…

Position sought

Skills you wish to use

Functions desired

Industry specifications

A combination of the above

**Sample:**

A conscientious and ambitious Business Graduate with strong interpersonal and presentation skills as well as experience in Human Resources looking for HR Assistant role preferably at an NGO or company with high ethical values.

**Education**

* Full name of degree:
  + *Bachelor of Arts in Political Science.*
* Full name of School
* Location
* Date:
  + *Anticipated graduation July 2010*
* CGPA

**Place activities and coursework under education rather than in a separate section**

**EXPERIENCE**

Experience should be listed in reverse chronological order and should include the following information:

POSITION TITLE, ORGANIZATION NAME, CITY, STATE, DATES EMPLOYED ( Include months unless this shows big gaps of unemployment )

* Using bullets, describe your experience and highlight responsibilities
* Make sure you use action verbs
* Avoid repetitive statements like “responsibilities included…”

**Sample:**

**HR Assistant** Jan 2019 - Aug 2019

McDonalds, London

* Co‑ordinated an employee satisfaction survey aimed at identifying areas of staff

discontent.

* Supported various team members to carry out research, analyse data and make

recommendations to senior personnel.

* Self‑confidence increased as a result of gaining own areas of responsibility and by

giving presentations to senior staff members at meetings.

* Assisted with general administrative duties and dealt with HR related queries,

including payroll and staff contracts.

Education related experience

* Additional training, seminars, or workshops
* Internships or practical
* Part-time work

or

Other experience

Other additional headings will follow

**Sample:**

**Extra- curricular Experience:**

**Board Member**

University Business Club, Bristol

*Winner of the ‘Bucks Best Business Pitch’ award in 2017 Enterprise week, developing confidence in public speaking and presentation skills.*

**Skills/Strengths…Highlights**

* Titles can be: Skills Summary, Highlight of Qualifications, Strengths, Abilities.
* Skill sections that can be used: organizational, interpersonal, managerial, communication, leadership, creative, and computer.

Examples:

Computer Skills:

* Systems: DOS, Windows, NT
* Software: Microsoft Suite, Netscape
* Database Management: Access, Excel, FoxPro.

Language Skills**:** English & Bengali (both written and spoken)

Or,

Skills Summary:

-Able to utilize communicative abilities to coordinate efforts in a team environment.

- Efficient in organizing and creating group activities to promote cohesiveness and productivity.

- Act as leader to communicate delegation of group tasks in order to accomplish goals established by company.

**References**

Find out one or two people from your educational institutions or work places( faculty or superviser or seniors under whom you have worked) and Mention their name and contact information

**Sample**:

Dr. Abdul Karim

Professor

Department of Physics

American International University-Bangladesh

Phone: 01………………….

Email: karim@aiub.edu

**Signature**

Don’t forget to sign at the end.

**ADDITIONAL résumé HEADINGS**

Professional Certificates/Licenses

Skills or Abilities

Clinical or Specialized Experience

Publications/Theses

Major Accomplishments

Additional Training/Assistantships

Membership/Affiliations

Honors/Awards/Fellowships/Grants

Volunteer Experience

Language or Computer Skills

Community Service

Research Experience

Continuing Education

**Other Possible Headings**

* Interests
* Activities
* Honors/Awards
* Special Skills
* Leadership
* Volunteer Activities
* Related Experience
* Travel
* Certifications

**Résumé APPEARANCE**

* **Résumé Length**

Don’t make your résumé too long; maximum

2 pages preferred.

* **Paper Size**

Use standard size paper (8½ x 11)

* **Paper Color**

Choose white or ivory colored paper

* **Font**

Arial or Tahoma

Times New Roman or CG Times

* **Avoid fancy fonts**

Font Size: 12 points preferred, minimum 10.5

Exception: Your name can be up to 16 points

* **PROOFREAD**
* **SPELL CHECK**
* **UPDATE**
* **Capitalize and bold section headings so they stand out**
* **Keep a one-inch margin on all four sides of the page**
* **Avoid “cute” artwork or photos**
* **Double space between sections**
* **Single space within sections**
* **Use bullets (•) or an asterisk (\*) at the beginning of a list**