

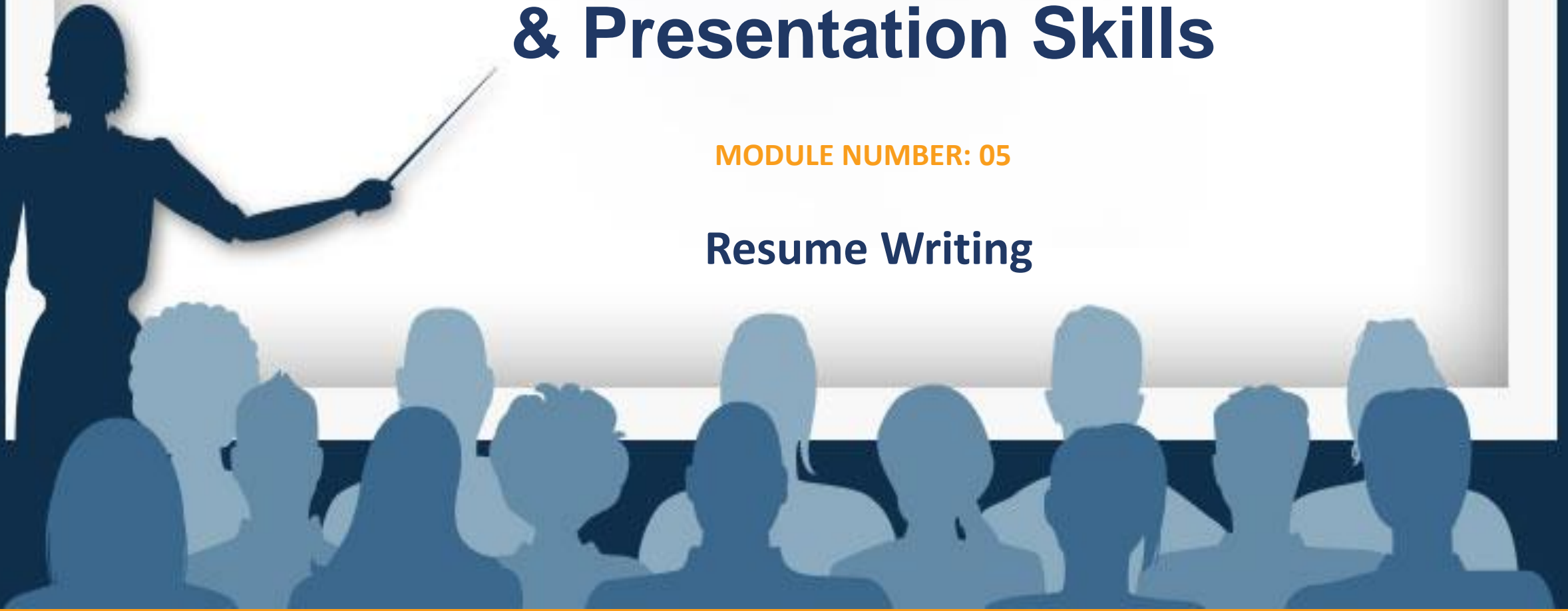
SOFT SKILLS AND APTITUDE



Business Communication & Presentation Skills

MODULE NUMBER: 05

Resume Writing





OBJECTIVES

1

List the components of a good resume

2

Identify the different types of resumes

3

Demonstrate resume writing skills



Table of Contents



Resume Writing

- Components of a good resume
- Resume formats

Introduction

1. A resume is an important document that showcases one's education, experience, skills, strengths, etc., when applying to a particular job. The information it contains is essential for the prospective employer/recruiter to assess the suitability of a candidate for a particular job. It is a marketing tool that a candidate uses to communicate his/her value to a recruiter.
2. Resumes come in various formats, each catering to a specific need. Depending on the requirement, a candidate can choose which resume to use for better impact.



Components of a Good Resume

The components of a resume can vary depending upon the skills and experience of a candidate. The regular components of a resume are:

1. Heading
2. Objective
3. Education
4. Honours and awards
5. Relevant courses
6. Experience
7. Skills
8. Activities and interests
9. References



Types of Resumes

There are various types of resumes:

1. Chronological
2. Functional
3. Combination
4. Targeted
5. Resume with profile
6. Electronic/ Infographic



Chronological Resume

A chronological resume is so called because it lists a candidate's work experience in chronological order. It begins with details regarding current employment and then traces the journey up until there.

This resume is also referred by employers as it helps get a better idea of the candidate's work experience.

This format is useful when a person wants to highlight their unbroken work history in a particular industry or domain.



Chronological Resume Sample

Example of a Chronological CV

Anne Other

123 New Road
Anytown
Anyshire
A12 3BC

Telephone: 000 111
Email: anne.other@anyisp.co.uk

Personal Profile:

An enthusiastic and reliable worker with excellent knowledge of business administration. I am able to meet deadlines and can work within a team or on the own initiative. I am keen to find a position within an office environment which will enable me to utilise my IT skills whilst providing me with a challenge

Employment:

- | | |
|-------------------------|---|
| Mar 2001 -
July 2004 | Smith & Son - Administrative Assistant <ul style="list-style-type: none">• Arranged and prioritised meetings• Monitored mail and telephone calls and made invoice payments• Oversaw the management of the company secretarial database |
| Sept 1995 -
Feb 2001 | ABC Textiles Ltd - Assistant Sales Administrator <ul style="list-style-type: none">• Acted as the central point of contact for all customer communications• Maintained close communication with the outside Sales Representatives and provided constant source of information and sales support.• Developed a highly professional working relationship with both British and International Suppliers |
| Oct 1994 -
Sept 1995 | ABC Textiles Ltd - Office Junior <ul style="list-style-type: none">• Composed and typed correspondence• Organised travel requirements |

Source: <http://www.aditam.org/sample-chronological-resume/sample-chronological-resume-elegant-cover-letter-chronological-order-resume-template-reverse/>

Functional Resume

A functional resume highlights a candidate's skills and experience without placing much emphasis on the dates of employment. In this resume, skills take precedence over employment history. This format is useful for those transitioning between employments or who have had gaps in employment. It is also useful to those with limited work experience or have changed several jobs over the years.



Functional Resume Sample

FUNCTIONAL CV EXAMPLE

Charlotte Chapel
36 Chester Drive
Cheshire CH1 3DF
Tel: 01244 313233

PROFILE:

A self-motivated and hard working Procurement Officer with experience in all aspects of purchasing work. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an organisation. Good problem solving and analytical skills. Computer literate.

PROCUREMENT:

- Work within a team to co-ordinate the purchase of approx £15m worth of print per annum
- Developed junior members of team
- Proven track record in saving money and developing relationships with key suppliers

ACCOUNT MANAGEMENT:

- Liaising with major clients in terms of their print requirements.
- Working with production team to ensure that work is produced.
- Verifying quality of work
- Producing monthly Procurement reports outlining issues within department and recommending potential solutions.

TRAINING AND DEVELOPMENT:

- Responsible for developing effective training programmes for new and existing members of department.
- Appointing and monitoring external training organisations for specialists training courses.

EXPERIENCE:

1989 – date Pioneer Print and Direct Mail Ltd.
1995 – date Procurement Manager
1989 – 1995 Account Manager

1983 – 1989 Atlas Foods Ltd
1987 – 1989 Account Executive
1983 – 1987 Typist

Combination Resume

A combination resume combines details regarding both skills and work history. This resume provides the candidate the flexibility of tailoring the resume to suit the job opportunity.

This resume is best for those who want to provide detailed work experience information to highlight their expertise.



Combination Resume Sample

Combination Resume Example

Dan Salnite

255 Hogback Road, Waterville, VT 05651
(802) 644-0000, Dan.Salnite@jsc.vsc.edu

EDUCATION

Bachelor of Arts, Business Management
Johnson State College, Johnson, VT (2002)
Dean's List, Cumulative GPA 3.79/4.0

QUALIFICATIONS

Ability to balance multiple tasks in a fast paced environment
Strong background in Microsoft Office (Word, Excel, Access, Power Point) and Internet Research
Excellent communication skills
Successful at working individually or in a team environment

MANAGEMENT EXPERIENCE

Assistant Manager, 2002-Present

Pier One Imports, Burlington, VT

- Effectively manage 10 employees by assigning daily tasks and supervising sales
- Responsible for resolving employee issues to the satisfaction of the company and employee
- Recruit, hire and train new employees
- Create weekly schedule, meeting company standards and ensuring proper distribution of hours
- Generate sales by providing excellent customer service
- Demonstrate effective communication skills

ADDITIONAL EXPERIENCE

Tutor, 2003 – Present

Learning Resource Center, Johnson State College, Johnson, VT

- Tutor students in Marketing Strategies and Principles of Management on a weekly basis
- Encourage good study habits and time management skills
- Provide detailed class notes for students with academic needs

Campus Assistant, 2000-2002

Maintenance Department, Johnson State College, Johnson, VT

- Communicated with faculty and maintenance department to fulfill job requests
- Completed projects to the satisfaction of faculty, staff and maintenance department
- Ensured safety and accessibility of campus stairways through daily snow removal
- Provided detailed cleaning of college vehicles

Targeted Resume

A targeted resume is customised for the job the candidate is applying to. The objective, educational qualifications, experience, etc. Care must be taken to highlight the skills that match rather than falsify details to meet job requirements.

Although it can take a lot of time to create this resume, it has greater chances of success.



Targeted Resume Sample

Sample targeted resume

FirstName LastName

Street, City, State, Zip
home: 555.555.5555
cell: 566.486.2222
email: email@email.com

SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Experienced manager with expertise in human relations and project management
- Extensive background in staff recruitment and retention
- Staff training and development
- Superb written and oral communication skills
- Organizational and Strategic Planning
- Management Coaching
- Program Marketing
- Contract negotiation and compliance
- Knowledge of Federal and State Employment Law

PROFESSIONAL AFFILIATIONS

- Society of Human Resources Management
- Portland Human Resources Management Association

PROFESSIONAL EXPERIENCE

CLINICAL DIRECTOR

Riverbend Inc., 2000-2005

- Senior Management of a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) accredited treatment facility. Responsible for all aspects of program management; clinical, administrative, fiscal.
- Responsible for recruiting, orienting, training and supervising 50 staff, was able to reduce staff turn over from 68% to 14% by improving staff orientation and training, professional development, and mid-level management coaching.
- Oversight of all aspects of staff performance; performance evaluation, progressive discipline, mediation of staff disputes and grievance procedures in accordance with state and federal laws.
- Leadership in the setting and achieving of strategic and organizational goals.
- Established training programs for staff in regard to all aspects of workplace performance and professional development.
- Program Marketing, increased annual revenue by 38%.

PROGRAM DIRECTOR

R. Dykeman Center, 1998-2000

- Administrative, clinical, fiscal and human resources management of a large outpatient mental health center; 60 full time employees and 45 contract employees housed in various locations.
- Responsible for the recruitment and supervision and performance evaluation of clinical, administrative and medical staff.

Source: <http://nardellidesign.com/target-resume-samples/21660/target-resume-samples-4-81-breathhtaking-best-format-for-template/>

Resume with Profile

A resume with profile, as the name suggests, contains both a resume and a concise profile of the job applicant. The profile is created in order to highlight the skills of the candidate's skills and experience and goals that relate to the job applied for.

This format is suitable for those who want to match their skills with those that are advertised for so as to be the best fit.



Resume with Profile Sample

JANE SMITH

Address Line 1 Address Line 2 City, State Zip | (212) 256-1414 | jane.smith@gmail.com

PROFESSIONAL PROFILE

- Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality
- Adept at interdepartmental coordination and communication
- Possess comprehensive knowledge of Microsoft Word, Excel, and Outlook
- Honed company filing and reporting procedures, saving \$3000 annually

PROFESSIONAL EXPERIENCE

3M Inc., New York City, New York
Administrative Assistant, Apr 2006 – present

- Read and analyze memos, submissions and reports to determine their significance and plan their distribution
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and Board of directors.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personal issues, and housekeeping, to aid executives.
- Prepare invoices, reports, memos, letters, financials statements and other documents, using word processing, Spreadsheet, database, or presentation software.

Florida Department of Social Services, Orlando, Florida
Rehabilitation Counselor, Aug 2004 – May 2006

- Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed Services can be developed
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility
- Information, services provided with community referral sources, such as schools and community groups.
- Analyze information from interviews, educational and medical records, consultation with other professionals, and Diagnostics evaluations to assess clients' abilities, needs, and eligibility for services

EDUCATION

Florida State University, Orlando, FL
Bachelor of Art in English May 2004

- GPA: 3.3/4.0
- Published in school's newspaper editorial
- Summer internship for the New York Times

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Illustrator CS5
- Bilingual Spanish and English
- Certified CPR and First Aid

AWARDS AND HONORS

- Employee of the Month for 3 consecutive months in H&M
- Won the "Writer's Digest" 2002 Award.
- Awarded an employee travel award due to "Performance Excellence" 2 years in a row through 3M Inc.

Source: <http://yralaska.com/resume-with-profile/resume-with-profile-trump-dark-blue-resume-template/>

An infographic resume:

- Is a resume where the information is depicted pictorially
- Is visually different from any other resume format
- Uses images to tell the story about the candidate
- Gets positive attention

Infographic Resume Sample

Elon Musk
Entrepreneur, Engineer, Inventor,
and Investor

Aiming to reduce global warming through sustainable energy production and consumption. Planning to reduce the risk of human extinction by making life multi-planetary and setting up a human colony on Mars.



elon@teslamotors.com

620-681-5000

Los Angeles, USA

@elonmusk

WORK EXPERIENCE

Founder, CEO & Lead Designer
SpaceX - Space Exploration Technologies

06/2002 - Present

Hawthorne, USA

Accomplishments

- Successfully launched Falcon Heavy, the most powerful operational rocket in the world by a factor of two, with the ability to lift into orbit nearly 64 metric tons (141,000 lb) -- a mass greater than a 737 jetliner loaded with passengers, crew, luggage and fuel.
- Plans to reduce space transportation costs to enable people to colonize Mars.
- Developed the Falcon 9 spacecraft which replaced the space shuttle when it retired in 2011.

Founder
The Boring Company

12/2016 - Present

Hawthorne, USA

Accomplishments

- Raised \$10m by selling 20,000 flamethrowers in 4 days.
- Raised \$1m by selling 50.00 baseball caps.
- Hyperloop -- an ultra high-speed underground public transportation system in which passengers are transported on autonomous electric pods traveling at 600+ miles per hour in a pressurized cabin.

CEO and Product Architect
Tesla Inc.

2004 - Present

San Mateo, USA

Accomplishments

- Global sales passed 250,000 units in September 2017.
- Consumer Reports named Tesla as the top American car brand and ranked it 8th among global carmakers in February 2017.
- Topped Consumer Reports Annual Owner Satisfaction Survey at 91% in 2016.

Co-founder and Former Chairman
SolarCity (subsidiary of Tesla Inc.)

06/2006 - Present

San Mateo, USA

Accomplishments

- Merged the company with Tesla Inc. and now offers energy storage services through Tesla, including a turnkey residential battery backup service that incorporates Tesla's Powerwall.
- In 2015, installed 870MW of solar power, approximately 28% of non-utility solar installation in the U.S. that year.

Founder & CEO
NeuroLink

07/2016 - Present

San Francisco, USA

Vision

- A company aims to make devices to treat serious brain diseases in the short-term, with the eventual goal of human enhancement.

SKILLS & COMPETENCIES

Thinking through first principles

Marketing

Micromanagement

Goal oriented

Resiliency

Future Focused

Leadership

Creativity

Time Management

Persistence

Turning ideas into companies

Long-term thinking

ACHIEVEMENTS & CERTIFICATES

53rd Richest person in the world - Forbes (2018)

21st on the Forbes list of The World's Most Powerful People (2016)

IEEE Honorary Membership (2015)
Given to people who have rendered meritorious service to humanity in the IEEE's designated fields of interest.

Businessperson of The Year by Fortune Magazine (2013)

FAI Gold Space Medal (2010)
One of the highest honors in the aerospace industry shared with prominent personalities like Neil Armstrong and John Glenn.

Honorary Doctorate in Design from the Art Center College of Design

Honorary Doctorate (DUniv) in Aerospace Engineering from the University of Surrey.

Honorary Doctorate of Engineering and Technology from Yale University

INTERESTS

Physics

Sustainability

Philanthropy

Twitter

Extraterrestrial Life

Alternative Energy

Space Engineering

Reading

Video Games

AI

 **novoresume.com**

Source: <https://novoresume.com/career-blog/elon-musk-one-page-resume>

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Advantages and Disadvantages of Resume Formats

Advantages and Disadvantages of Resume Formats

Types of Resume	<i>Advantages</i>	<i>Disadvantages</i>
Chronological	<ul style="list-style-type: none">◆ Highlights strong work history◆ Popular with traditional employers◆ Positions you for the next move up the job ladder	<ul style="list-style-type: none">◆ Reveals gaps in employment◆ Employer has to search for relevant skills/experiences◆ Can reveal your age◆ Might show you've peaked—been in one job too long
Functional	<ul style="list-style-type: none">◆ Focuses on current skills, not prior jobs◆ Customer-driven◆ Useful for job changers or those with interrupted work history or <u>no</u> work history◆ Uses unpaid/volunteer work to your advantage◆ Omits/plays down jobs that do not support your current goals	<ul style="list-style-type: none">◆ Can be too narrow in approach◆ Relies on candidate's insight into skills needed for job◆ Does not allow for job progression record, if one exists◆ May not reveal a clear job path
Combination	<ul style="list-style-type: none">◆ Can highlight skills not apparent in job history◆ Stresses abilities relevant to job opening◆ Positive presentation of disjointed work history	<ul style="list-style-type: none">◆ Cannot match skills with job◆ May not show a clear career path◆ Could de-emphasize work experience◆ Current goals not explained by work history
Key Word	<ul style="list-style-type: none">◆ Noun-based resume works for some industries (e.g., computer science)◆ Highlights specific knowledge	<ul style="list-style-type: none">◆ Does not address work history◆ Does not show results or how knowledge is used
Selected Experience	<ul style="list-style-type: none">◆ Good for highlighting relevant experience that is not most recent job◆ Effective format when redirecting career	<ul style="list-style-type: none">◆ May confuse reader because of "out of order" presentation of job chronology

Source:<http://www.meltemplates.com/sample-template/resume-type-format-different-it-cover-letter-sample-different-different-types-of-resume-format-types-of-resume-format-it-cover-letter-sample-jpg/>



Activity 1

The students will create their own resume. As they have no work experience yet, they can choose a template of their choice.

Duration: 30 minutes



Activity 2

The class is divided into groups of four members each.

Each group will create a resume for the following job:

Senior Web Developer at QS Systems

They will also create a cover letter for the same.

Duration: 60 minutes



Self Assessment Question

1. Which resume gives the recruiter gives a better idea of a candidate's work experience?
 - a. Chronological
 - b. Combination
 - c. Infographic
 - d. Targeted

Answer : Chronological



Self Assessment Question

2. In which resume does a candidate's skills take precedence over employment history?
- a. Combination
 - b. Infographic
 - c. Targeted
 - d. Functional

Answer: Functional



Self Assessment Question

3. Which resume is best for those who want to highlight their expertise?

- a. Chronological
- b. Combination
- c. Resume with profile
- d. Infographic

Answer: Combination



Self Assessment Question

4. Which resume has a greater chance of success?

- a. Targeted resume
- b. Infographic resume
- c. Combination resume
- d. Chronological resume

Answer: Targeted resume



Document Links

Topics	URL
Resume Writing	https://uptowork.com/blog/resume-writing
How to Write a Resume That Will Get You an Interview	https://www.thebalancecareers.com/how-to-write-a-resume-2063336
How to Write a Resume	https://resumegenius.com/how-to-write-a-resume
Writing Your Résumé	https://www.mindtools.com/pages/article/writing-your-resume-cv.htm
Resume Parts	http://www.career.cornell.edu/story/resumes/parts.cfm



Video Links

Topics	URL
RESUME BUILDING FOR FRESHERS - PART 1 Sample Resume Format Resume Writing Tips	https://www.youtube.com/watch?v=bzA84_uNWlw
Resume Building Tips For Freshers	https://www.youtube.com/watch?v=Gktq49fwRzw
How to write a powerful CV	https://www.youtube.com/watch?v=uG2aEh5xBJE
How to Write a Good Resume	https://www.youtube.com/watch?v=jLAhGJzhdzk
How To Write A Really Good Resume in 2018 - Sample Resume Template	https://www.youtube.com/watch?v=a-B6OHpEcuA



Handouts

Topics	URL
https://careerservices.sfsu.edu/sites/default/files/PDFs/ResumeComponents.pdf	Resume Components
https://resumegenius.com/	Resume Builder

*Thank
You*