

Preparing Resume:

Why Resume is important?

- To pass screening process of Employer.
- To give basic facts about yourself and your background.
- To show employer your direction, strengths and writing skills.
- To provide employer with your contact information.

Writing a Resume:

- Your name should be on the top and prominent followed by contact details.
- Write an effective objective to grab attention.
- Put the most important thing first. For Fresher – Academics.
- Use professional fonts like Ariel, Times New Roman or Verdana.
- Font size neither too small nor too big.
- Avoid paragraphs, try using bullet points.
- Use right keywords.
- Back up your projects and achievements with your qualities and strengths.
- Use action verbs like managed, enforced, coached, planned, lead etc.
- Use a good printer
- Always proof read your resume

Few of the above mentioned points explained in detail:

Writing an effective Objective:

An effective career objective can be used to grab attention of recruiters. Objective shows your sense of direction. Your career objective is short summary in one or two lines about – “Who I am, what I want to be and how will I make your company successful”

Always write Objective keeping need of the employer in mind. Use keywords and language found in job advertisement to show your attention towards needs of employers. Don't use same objective for all jobs. Customize each resume objective to fit the position.

E.g.:

To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful

Customizing Resume objective according to job description can help more:

E.g.:

Job Description for ABAP Programmer is following:

- * The candidate should be proficient in evaluation as well as reassignment.
- * Should be acquainted with the ABAP programming.
- * Must have a good analytical knowledge.
- * Must have a very good IQ level. It should be the best as most of the work requires high degree of intelligence.
- * Also required great inter personal qualities.
- * Must have zeal to work.
- * Should ready for 24*7 time shift.
- * Must have good knowledge of the C++.
- * Knowledge of the database and the data warehouse is a must.

Objective for applying for Job Description above:

I seek a job as an ABAP programmer in your reputed firm where I can use my technical skills as well as knowledge related to SAP software for the benefit of the company. I have a firm belief that my technical knowledge as well as the eagerness to work can bring about a milestone for the company.

While mentioning your skills, projects, achievements, strengths always keep needs of employer in mind. The employer shall be able to make out that how you can benefit the company and bring tangible results.

Strengths:

Always do your self analysis about which strengths you possess, Question yourself about your qualities, what makes you perform better, recall the situation where you contributed, what made you contribute, recall the situations where you performed good and why, when and why were you appreciated. Such questions will help you in knowing your strengths.

Some of the examples of strengths are:

Learning Agility, Effective Communication skills, Self Motivated, Determined, Success Oriented, Natural Leader, Team Player, Hardworking, Self Confident, Committed, Effective Interpersonal Skills, Able to prioritize, Flexible, Punctual, Quick Learner, Problem Solving Skills, Positive Attitude, Flexible etc.

Proof Reading Your Resume:

- Take a print out of your resume in form of hard copy and then read it with concentration.
- Check homonyms: Words like accept and except, complement and compliment. Using wrong words can result to different meanings.
- Check Punctuation; focus on commas, full stops, uniformity in punctuation format.
- Watch out for numbers, quoting wrong numbers, dates, year can lead to a very wrong impression.
- Read Resume backwards; When you read your resume in normal flow, you may miss on your errors as you have written yourself and your brain adds words according to meanings. Reading backward can help you in finding errors.
- Ask someone else to read it, this can be very helpful. Some one else can evaluate what you have missed in your evaluation.
- Check out for inconsistencies in your format, font, layout etc.
- Reading your resume loud can also help.

Some Don'ts for Resume Writing:

- Don't use fancy paper or colored paper. Use quality white A4 sheet.
- Don't use jargons or slangs in your resume.
- Do not include information that might sound negative in the eyes of the employer
- Don't include irrelevant information.
- Don't copy paste matter from net, prefer retyping.
- Don't fold your Resume, esp. over the text line.

Action Verbs

Following are the action verbs which can be used while describing your skills and achievements:

Technical Skills

Adapted Applied Assembled Built Calculated Computed Conserved Constructed Converted Debugged
Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated
Overhauled Printed Programmed Rectified Regulated Remodeled Repaired Replaced Restored Solved
Specialized Standardized Studied Upgraded Utilized

Research Skills

Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated
Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented
Investigated Located Measured Organized Researched Reviewed Searched Solved Summarized
Surveyed Systematized Tested

Communication/People Skills

Addressed Arranged Clarified Collaborated Communicated Composed Convinced Corresponded
Developed Directed Discussed Drafted Explained Expressed Formulated Furnished Incorporated
Influenced Interacted Interpreted Interviewed Involved Judged Lectured Listened Marketed Mediated
Moderated Negotiated Observed Participated Persuaded Presented Promoted Proposed Publicized
Resolved Responded Suggested Summarized

Creative Skills

Acted Adapted Began Combined Composed Conceptualized Created Customized Designed Developed
Directed Displayed Drew Established Formulated Founded Illustrated Initiated Instituted Integrated
Introduced Invented Performed Planned Revised Shaped Solved

Helping Skills

Adapted Advocated Aided Answered Arranged Assessed Assisted Clarified Coached Collaborated
Contributed Cooperated Counseled Demonstrated Diagnosed Educated Encouraged Ensured Facilitated
Familiarized Furthered Guided Helped Motivated Prevented Provided Referred Represented Resolved
Simplified Supplied Supported Volunteered

Management/Leadership Skills

Administered Analyzed Attained Considered Consolidated Contracted Controlled Converted Coordinated
Decided Delegated Developed Directed Eliminated Emphasized Enforced Enhanced Established
Executed Generated Handled Headed Hired Hosted Improved Incorporated Increased Initiated Inspected
Instituted Led Managed Merged Motivated Navigated Organized Originated Planned Prioritized Produced
Recommended Reorganized Replaced Restored Reviewed Scheduled Secured Selected Streamlined
Strengthened Supervised

Following are few of the Resume Format Styles:

❖ Career Objective:

To obtain a position that will allow me to utilize my technical skills and willingness to learn in making an organization successful

❖ Technical Skills:

- Software : Macromedia Dreamweaver, Microsoft Access
- Languages : C, C++, asp, JAVA
- Platforms : Windows XP/98/95, 2000

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