# RESUME BUILDING FOR CAREER SUCCESS

**Your resume is YOU – make sure it represents YOU well!**

**A guide for prefinal year UG and PG Students**

Prepared by:
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# Unit 9 – Resume Writing
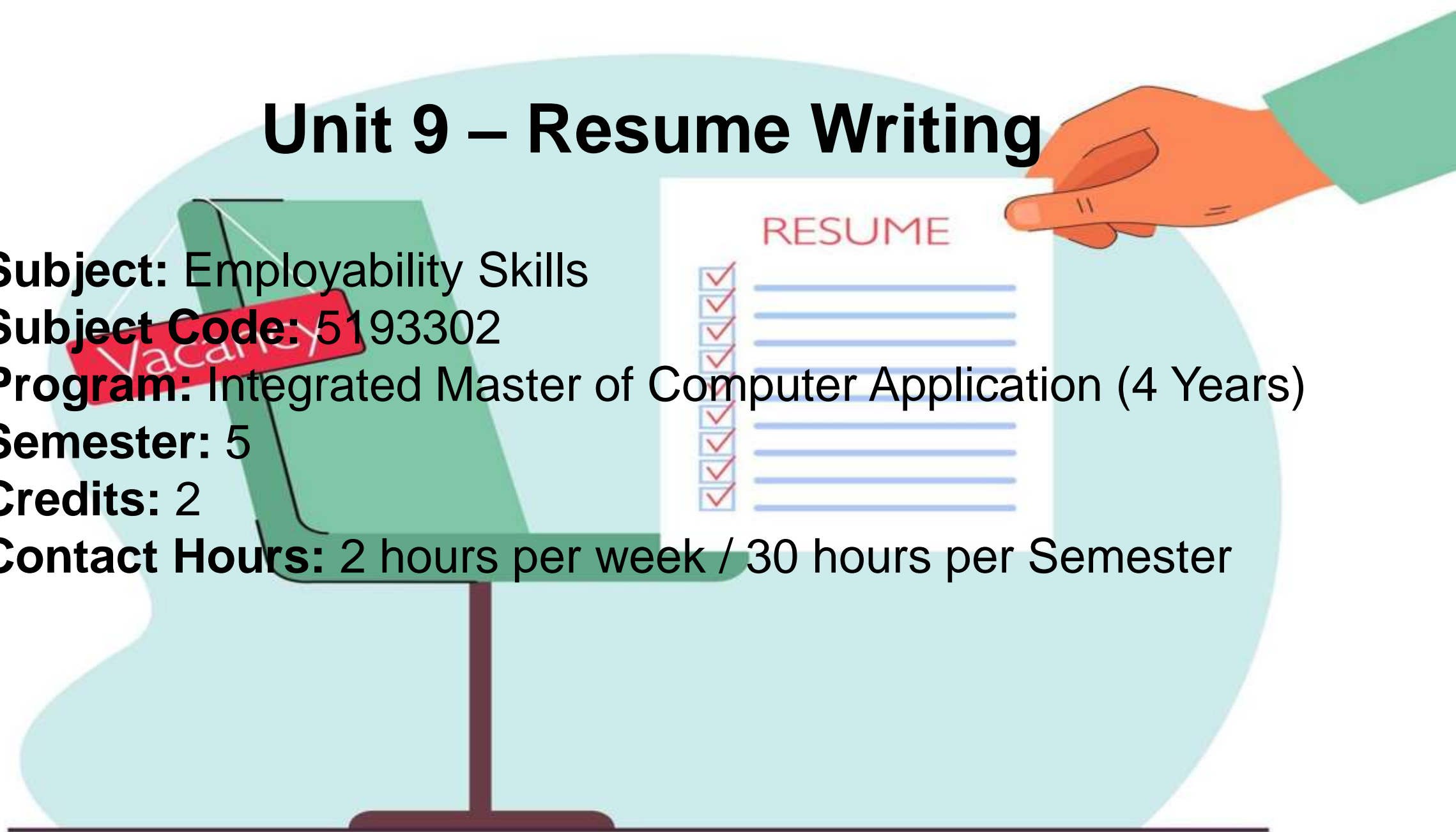
**Subject:** Employability Skills
**Subject Code:** 5193302
**Program:** Integrated Master of Computer Application (4 Years)
**Semester:** 5
**Credits:** 2
**Contact Hours:** 2 hours per week / 30 hours per Semester

# Course Learning Objective of IMCA

- The learning objectives of an Integrated Master of Computer Application (IMCA) program focus on developing a comprehensive understanding of computer science and its applications. Students gain knowledge in programming, software development, database management, networking, and other core areas of computer science. The program also aims to equip students with problem-solving, analytical, and communication skills, preparing them for various IT-related roles.

- An Integrated Master of Computer Application (IMCA) program aims to equip students with a strong foundation in computer science, software development, and related fields. Key learning outcomes typically include the ability to apply computing knowledge, analyze problems, design solutions, and utilize modern tools and technologies. Graduates are also expected to be lifelong learners, understand ethical considerations, and be able to communicate effectively.

# Program Outcomes

- **Communication Efficacy**

- **Comprehend complex computing activities and articulate them clearly in written and verbal forms.**

- **Analyze technical information to draft effective reports and design structured documentation.**

- **Develop professional presentations to communicate computing concepts effectively to diverse audiences.**

- **Demonstrate the ability to convey clear instructions and implement them efficiently in computing tasks.**
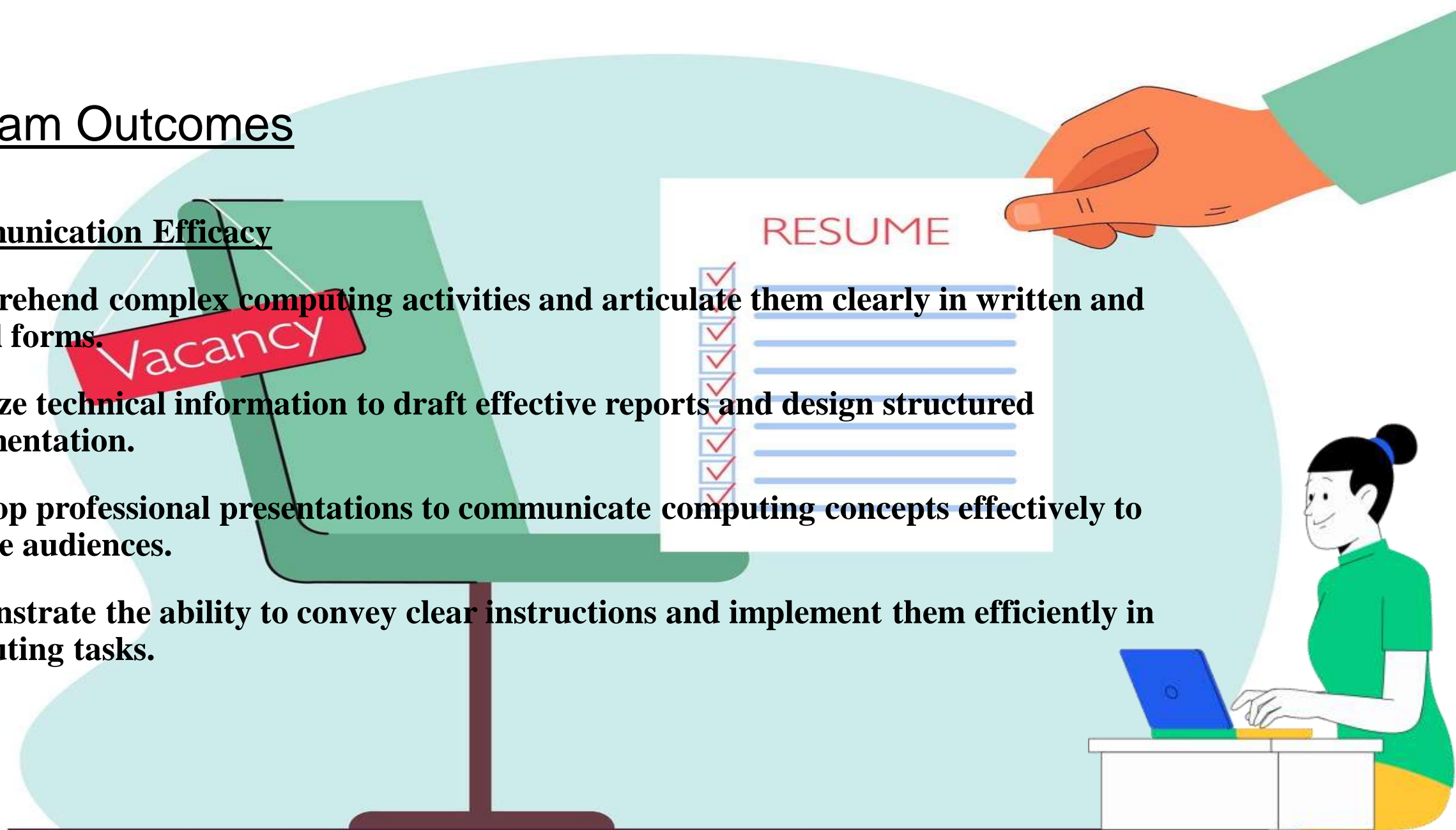
# Course Outcomes

- **After completing the course, students will be able to:**

1. **Demonstrate a strong understanding of English grammar essential for placements.**

2. **Apply effective strategies to excel in Group Discussions (GD) and Personal Interviews (PI) of various companies.**

3. **Prepare systematically for different competitive examinations by enhancing language and communication skills.**
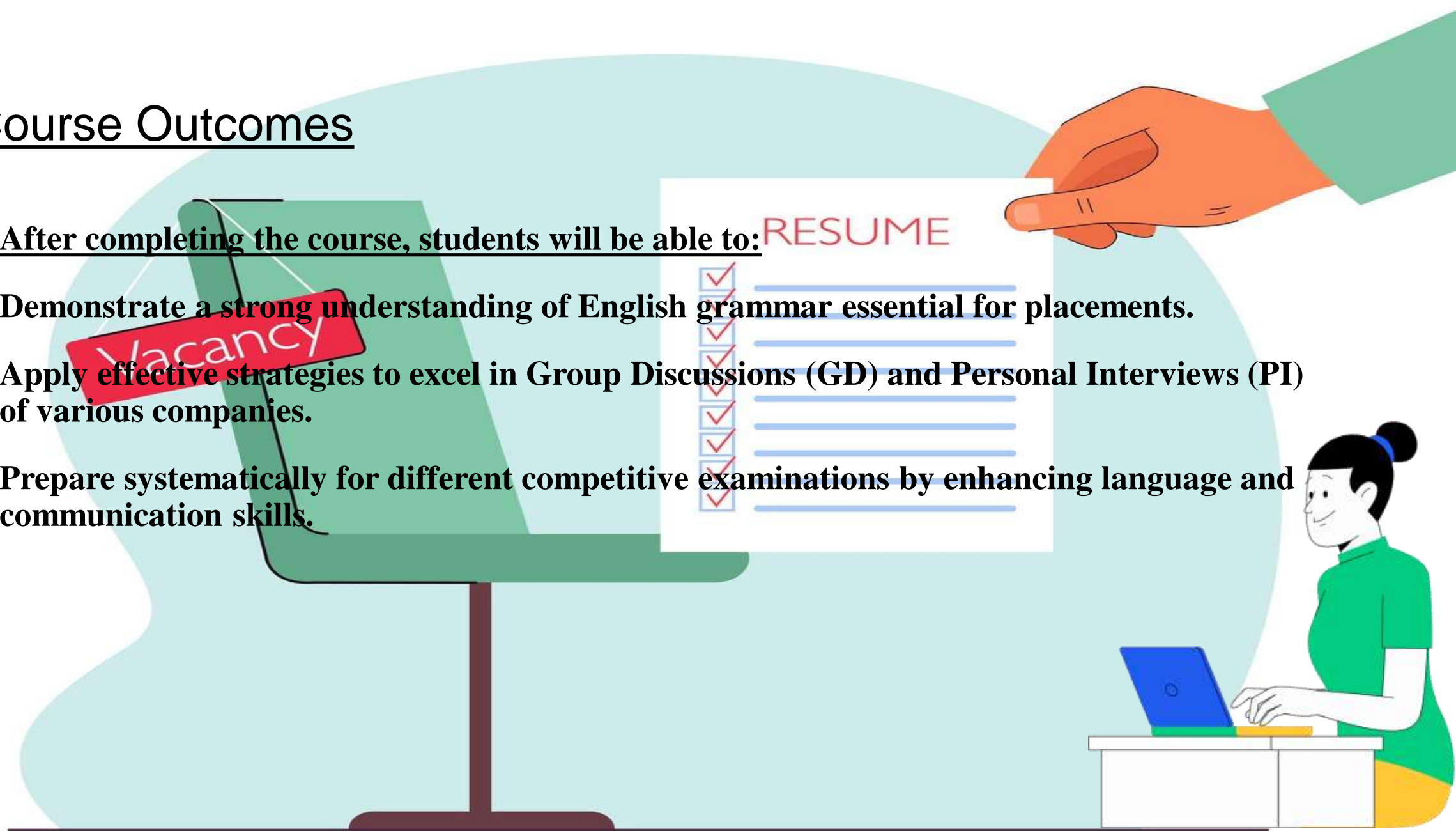
# Learning Objectives

- Demonstrate how to structure and format a professional resume.

- Use action-oriented language to write impactful resume bullet points.

- Differentiate between an effective and ineffective resume.

- Examine common resume mistakes and ways to avoid them

- Critique sample resumes to identify strengths and areas for improvement.

- Justify the choice of resume format based on a specific job application.

- Develop a professional resume tailored to a specific job or industry.

- Revise a resume based on peer or instructor feedback to enhance its effectiveness
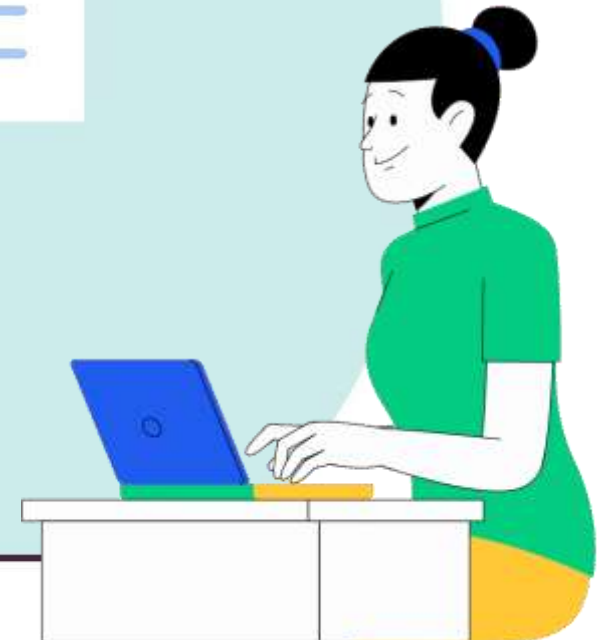
# HISTORY AND EVOLUTION:

- 1482 - Leonardo Da Vinci writes the first professional resume

- Resumes were just formalities. Most wrote them on scraps of paper over lunch with employers.

- Resumes are like Facebook profiles. They include weight, age, height, marital status, and religion
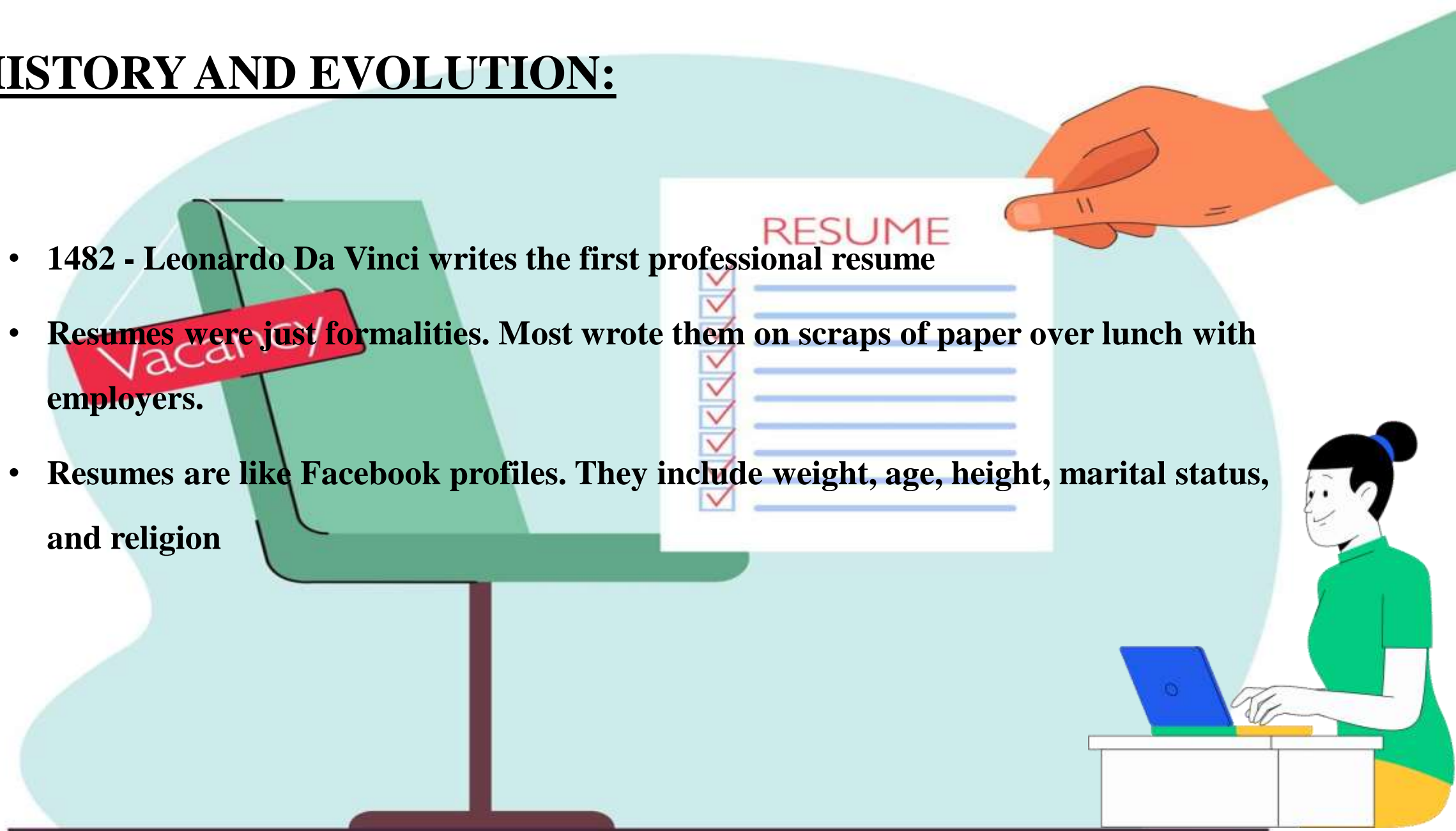
# HISTORY AND EVOLUTION:

- Resumes are no longer just formalities; they are now expected. Resumes start to include outside interests like sports and hobbies.

- Word processors make resumes more professional.

- 2003 – LinkedIn launched.

- 2006 - Video resumes picked up.
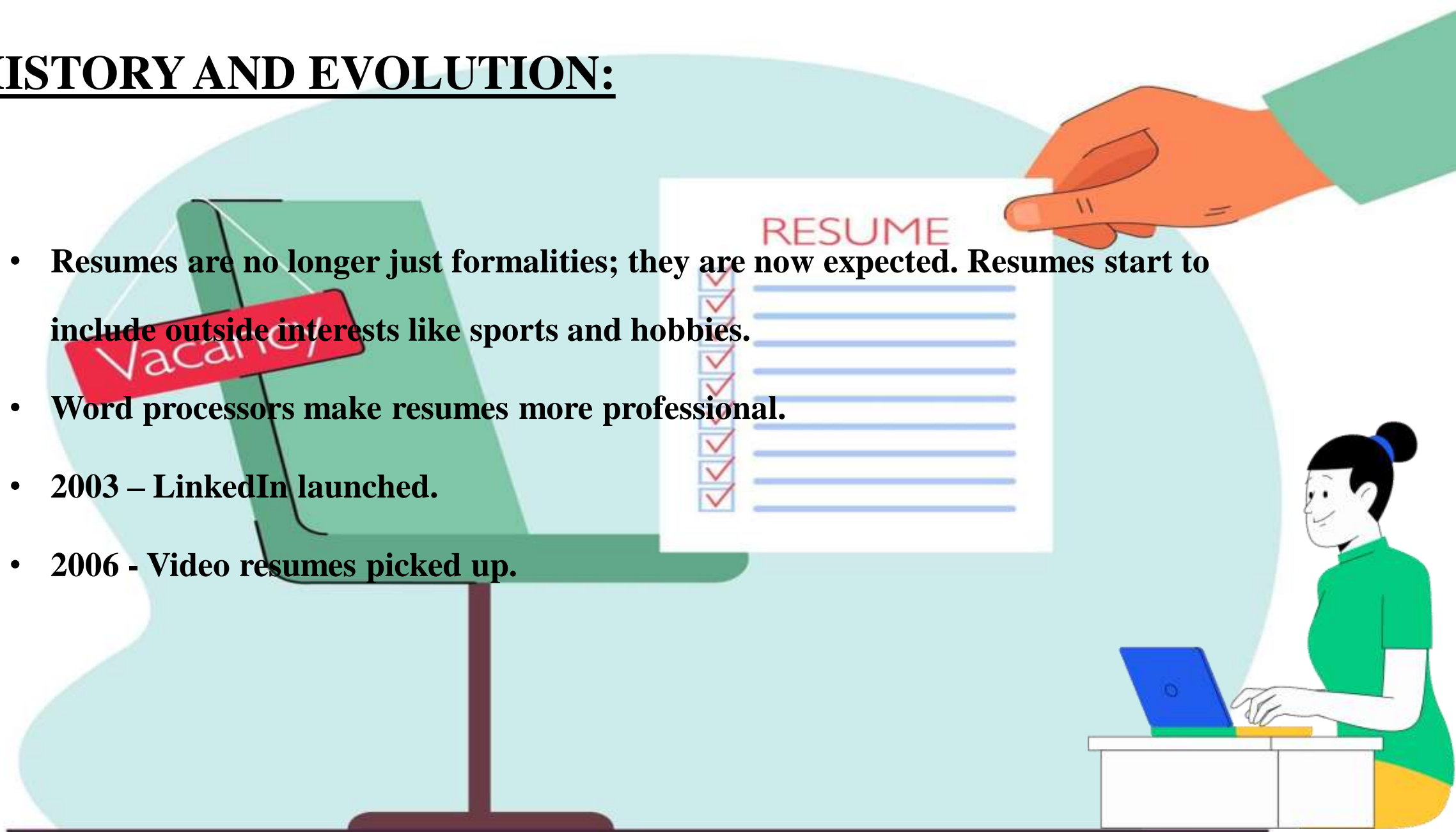
# Importance of a Resume

- A resume (also spelled résumé) is an overview about who you are!
- Resume is a French word which means summary.
- Resume is nothing but an overall summary of yourself. It's a tool to advertise yourself.
- Resume is nothing but aspirant's brief introduction
- Tool for marketing your skills.
- To showcase your creativity
- First impression to employers
- Summarizes skills, experience, and qualifications
- Helps in securing internships and job opportunities
- Acts as a personal marketing tool
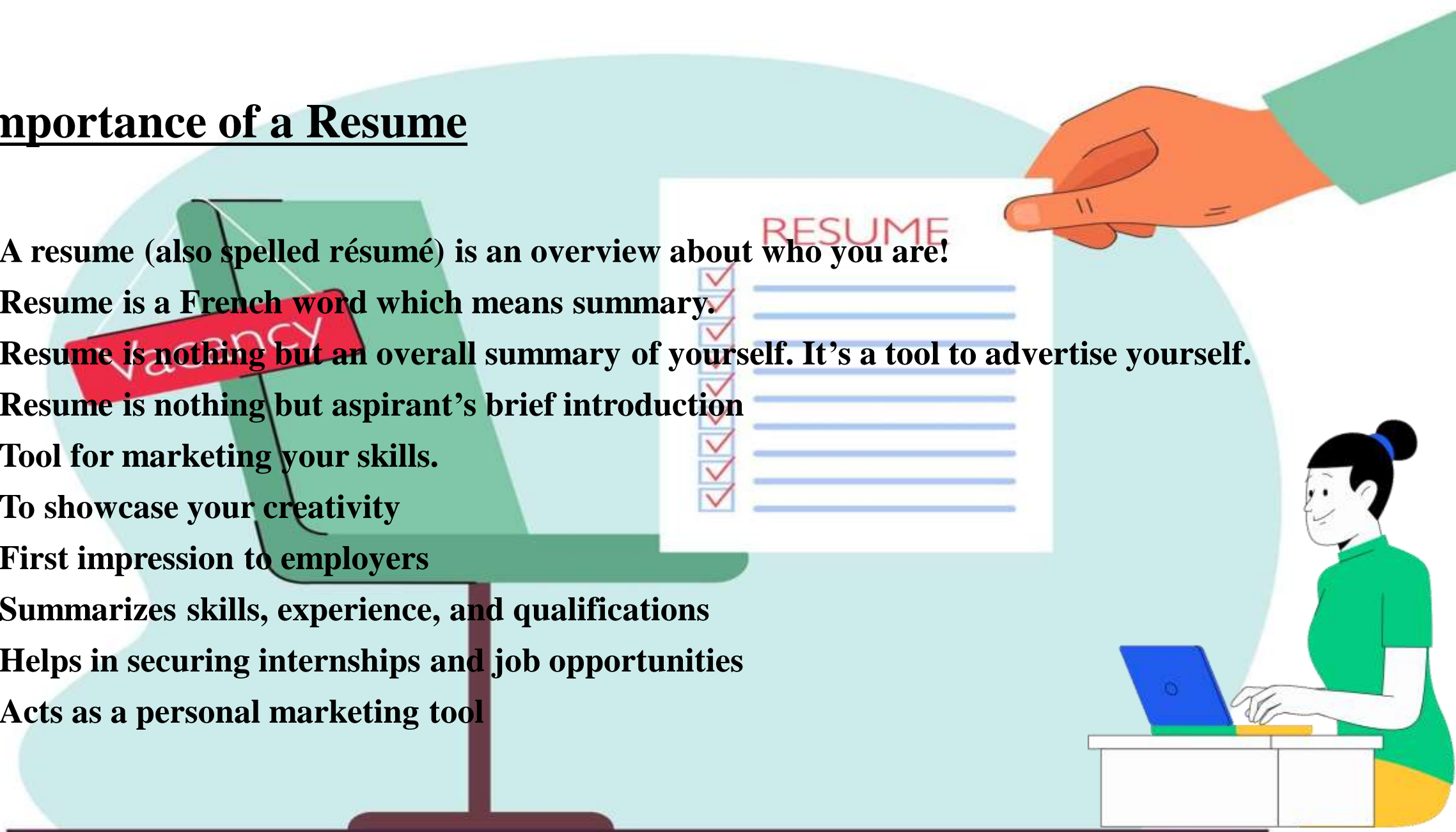
# DIFFERENCE BETWEEN BIO DATA, CV AND RESUME:

## Bio Data

- Biological data — details on physicality and health

- Interviews where health and physicality are necessary.

- Example: Army interview, police selection, Matrimonial Purpose etc.

## RESUME

- French word which means summary

- For Freshers and it should not be more than 2 or less than 2 pages

## CURRICULUM VITAE / CV

- For an experienced candidate/job aspirant

- Detailed information on the person's experience

Vacancy

RESUME

# Essential Sections of a Resume

1. Contact Information

2. Resume Summary or Objective

3. Education

4. Work Experience / Internships

5. Skills (Technical & Soft Skills)

6. Certifications / Training

7. Projects / Research Work

8. Extracurricular Activities & Achievements

RESUME
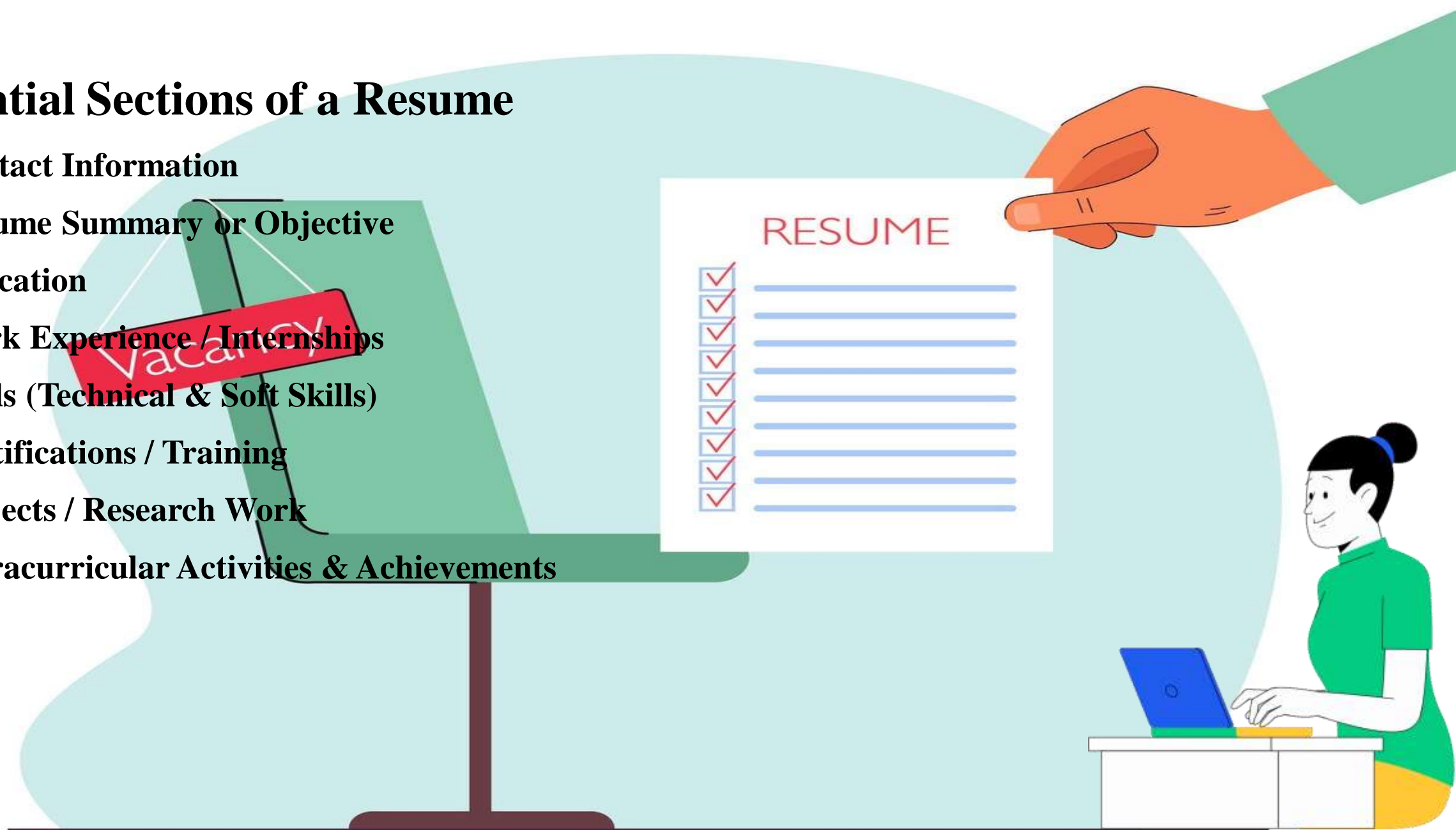
# 1) Contact Information:

- **Full Name (Top Left)**

- **Residential address (below the name)**

- **Mobile number**

- **E-mail ID (below the mobile number)**

- **Passport size photograph (Top Right)**
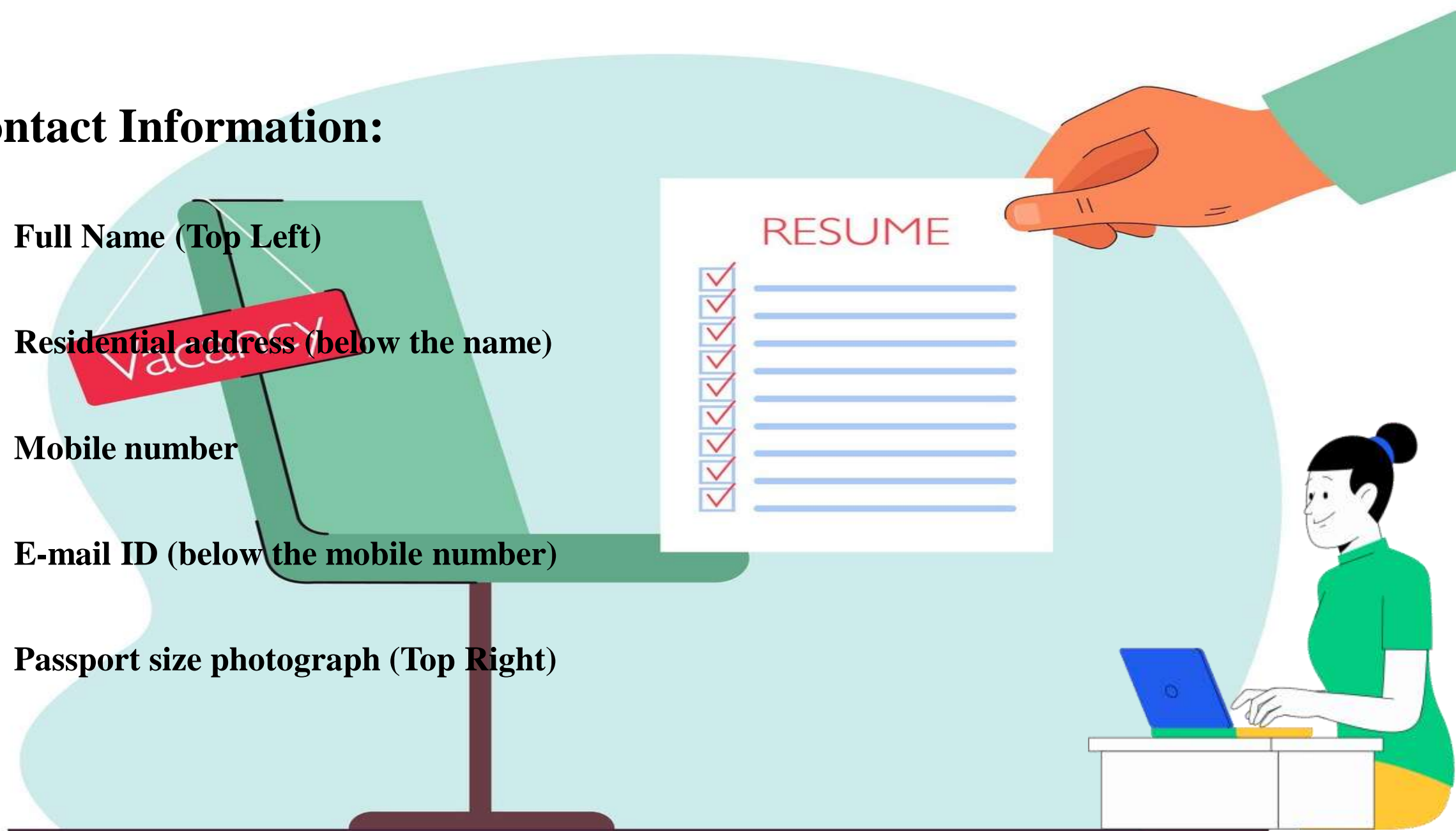
# 2) Career objective:

- It should be a phrase which comprises of:

- Aspirants position in organization

- Aspirants profession

- Modern technology

   <u>Example:</u> "Dedicated and determined physical therapist seeking a position

   with ABC company that encourages hard work, organization, and

   communication skills."
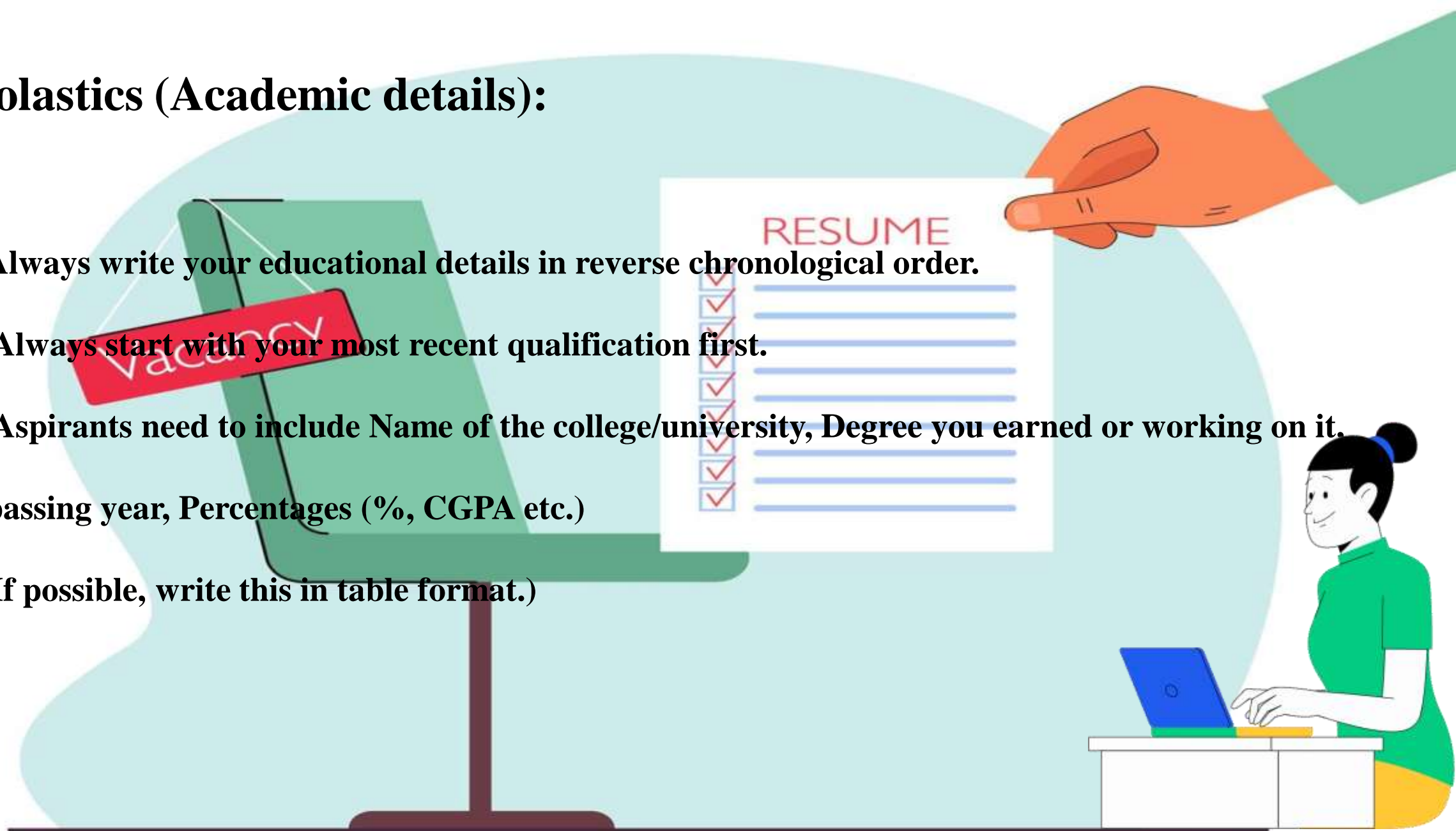
# 3) Scholastics (Academic details):

- Always write your educational details in reverse chronological order.

- Always start with your most recent qualification first.

- Aspirants need to include Name of the college/university, Degree you earned or working on it,

  passing year, Percentages (%, CGPA etc.)

  (If possible, write this in table format.)

# 4) Project Details:

- **Project title**

- **Technology / Innovations used**

- **Project duration**

- **Description**
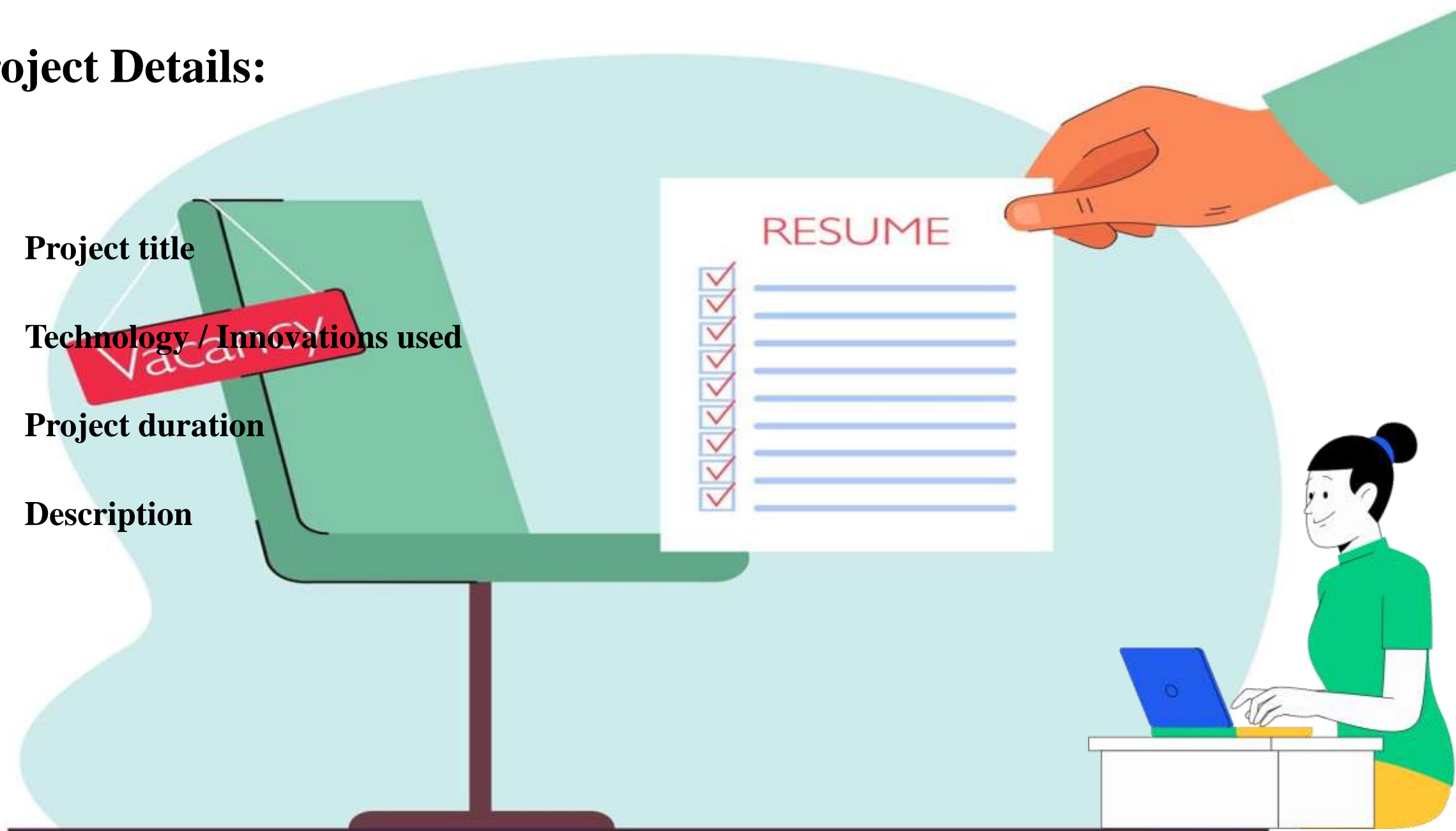
# 5) Field Specialized Training attended / Internship:

- Name and address of the hospital/firm/organization

- Duration of Training

- Learnings from the training

# 6) Achievements:

- This is not a mandatory section.

- You can mention your district, state, or national level achievement in this section. Field can be anything. You can also mention your college level achievement here, but it should be at least a college level.
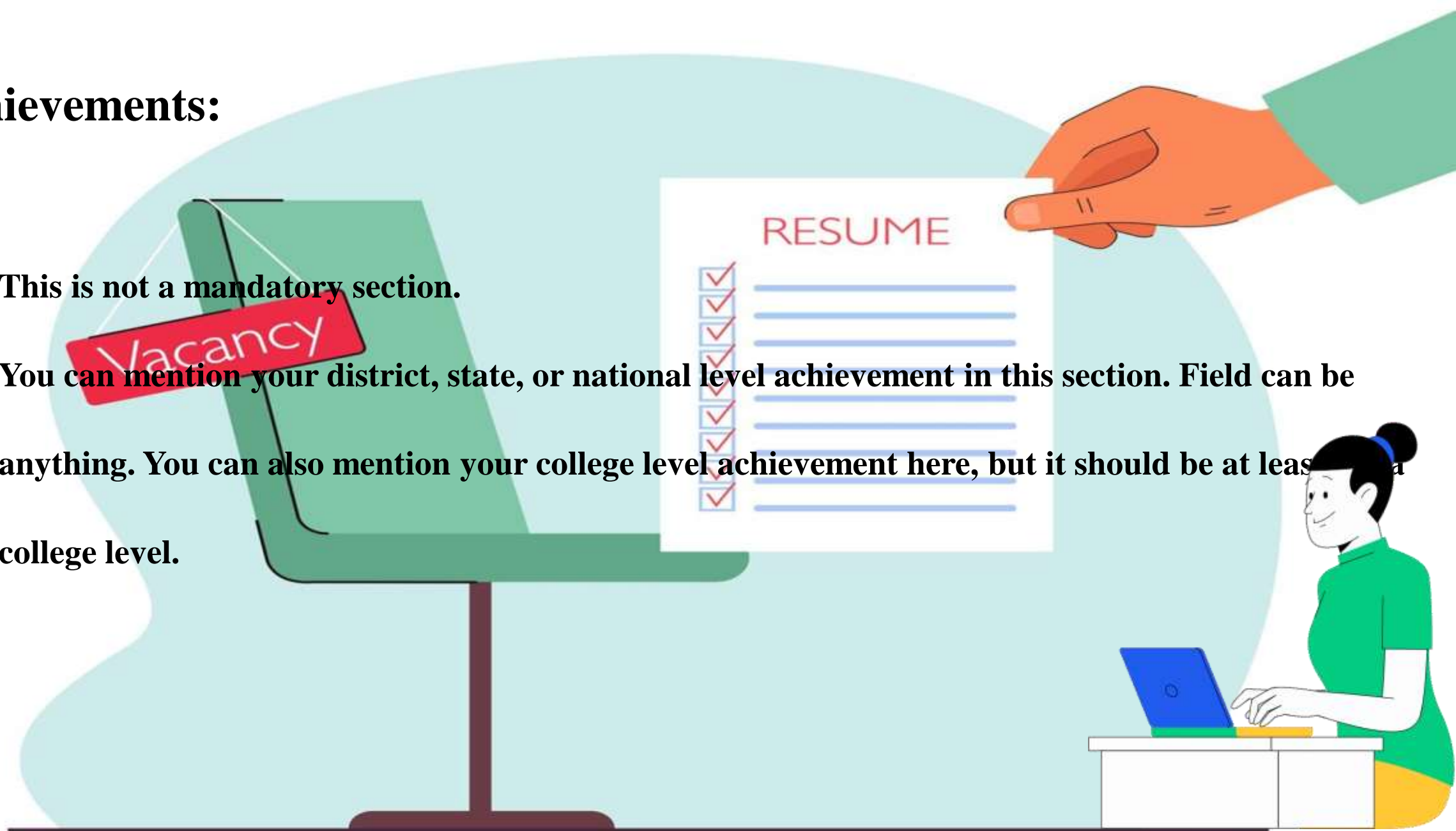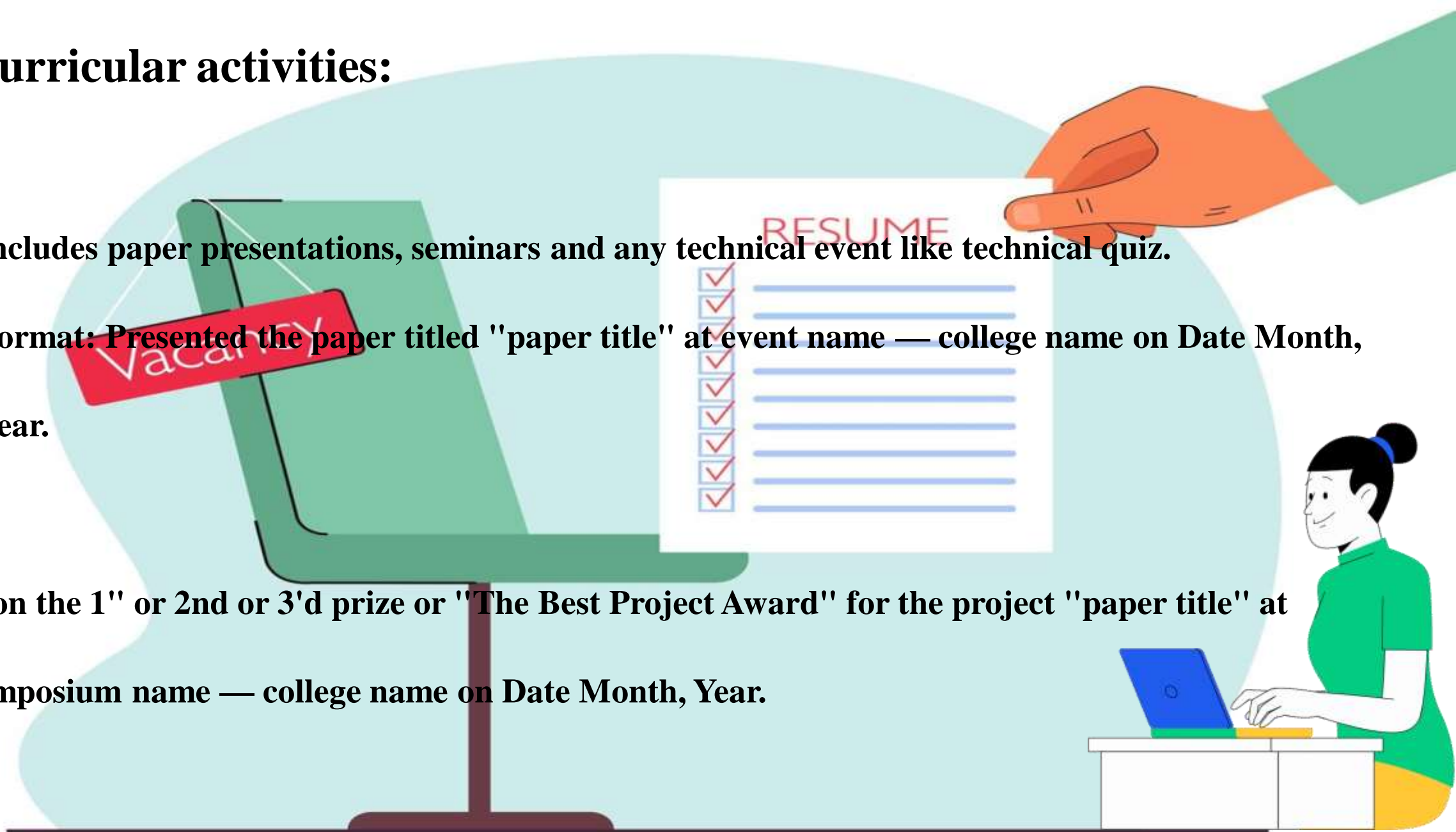
# 7) Co-curricular activities:

- Includes paper presentations, seminars and any technical event like technical quiz.

- Format: Presented the paper titled "paper title" at event name — college name on Date Month, Year.

Or

- Won the 1" or 2nd or 3'd prize or "The Best Project Award" for the project "paper title" at symposium name — college name on Date Month, Year.

# 8) Extra-curricular activities:

- In this section you can include your following achievements:

- Singing, dancing or any art — certificates necessary

- Contributions through NGOs

- Involvement in organizations

- Organizing events — certificates necessary

# 9) Hobbies:

**(Kindly mention those hobbies which should contribute to a person's intellectual growth.)**

- **Wrong examples: Watching TV, Listening to Music, Tennis, Chatting with friends, Browsing.**

- **Right examples: Watching NEWS and Documentary Channels Listening to or Playing Western Classical Music or Carnatic Music or Hindustani Music, Singing, Dancing Following Tennis or Playing Tennis, Reading Novels, Gardening, Cooking.**
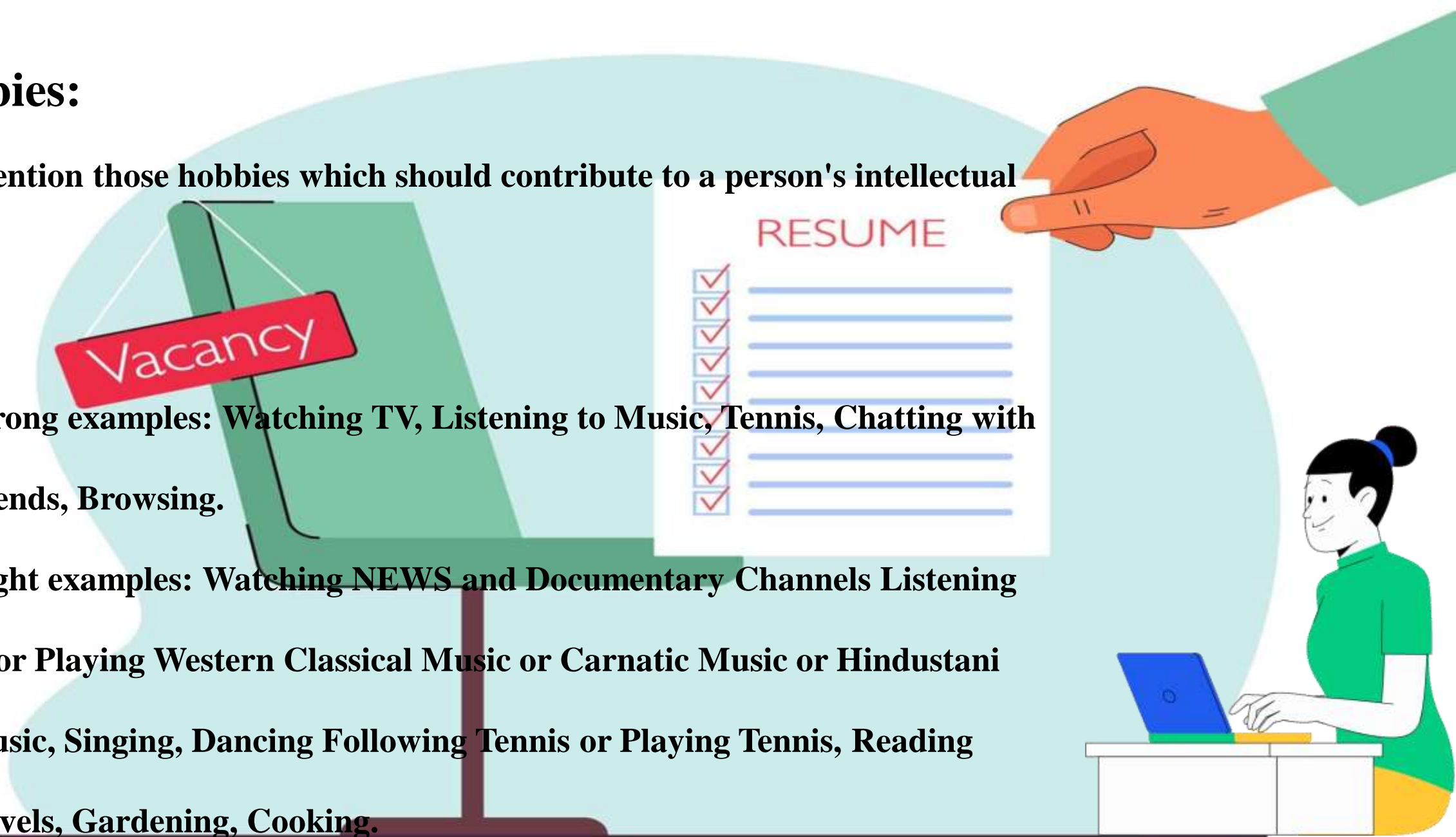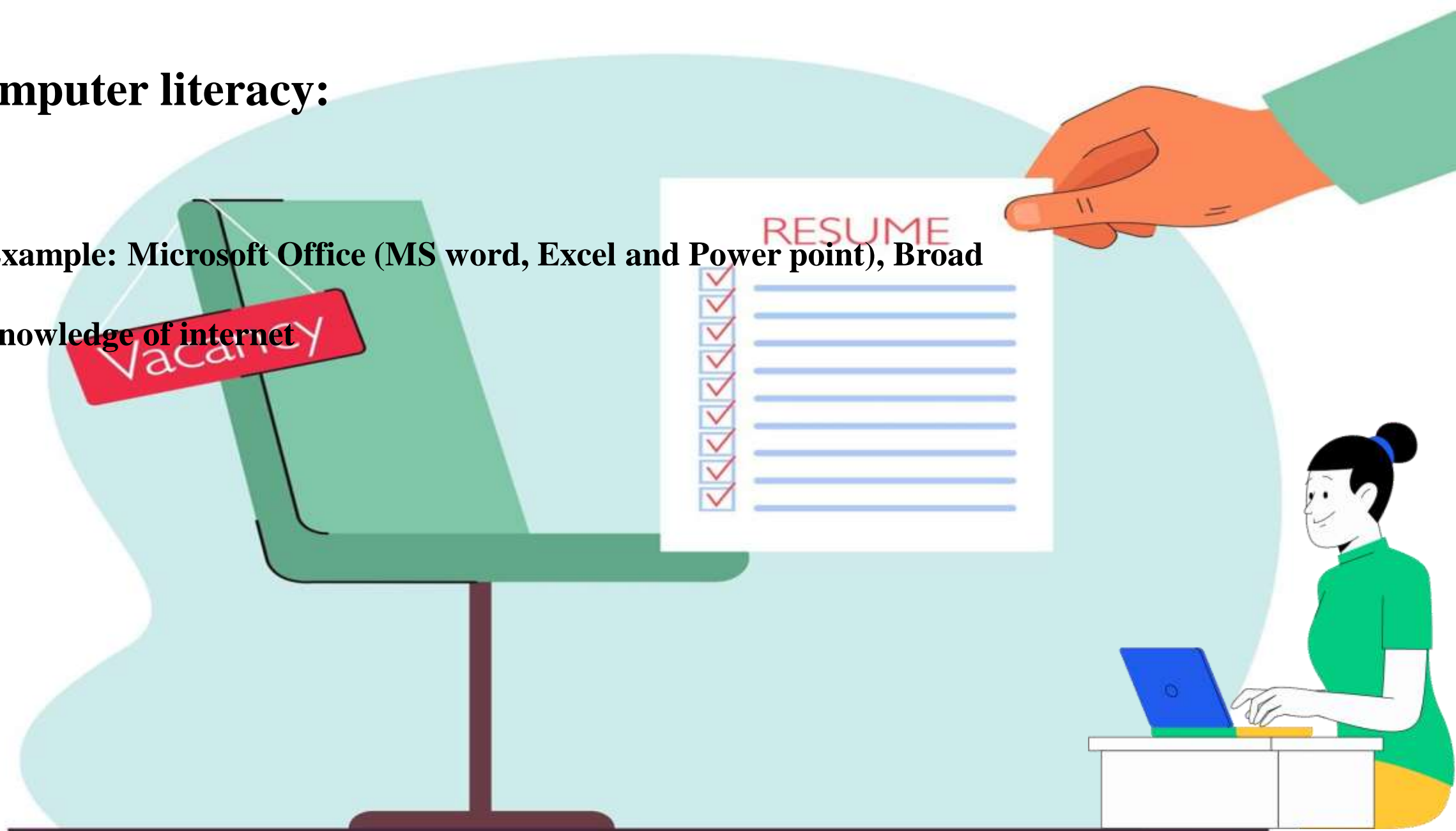
# 10) Key Skills:

- **Strong communication skill.**

- **Easy and convincing handling of patients.**

- **Willing and eager to perform.**

- **Hardworking and determined.**
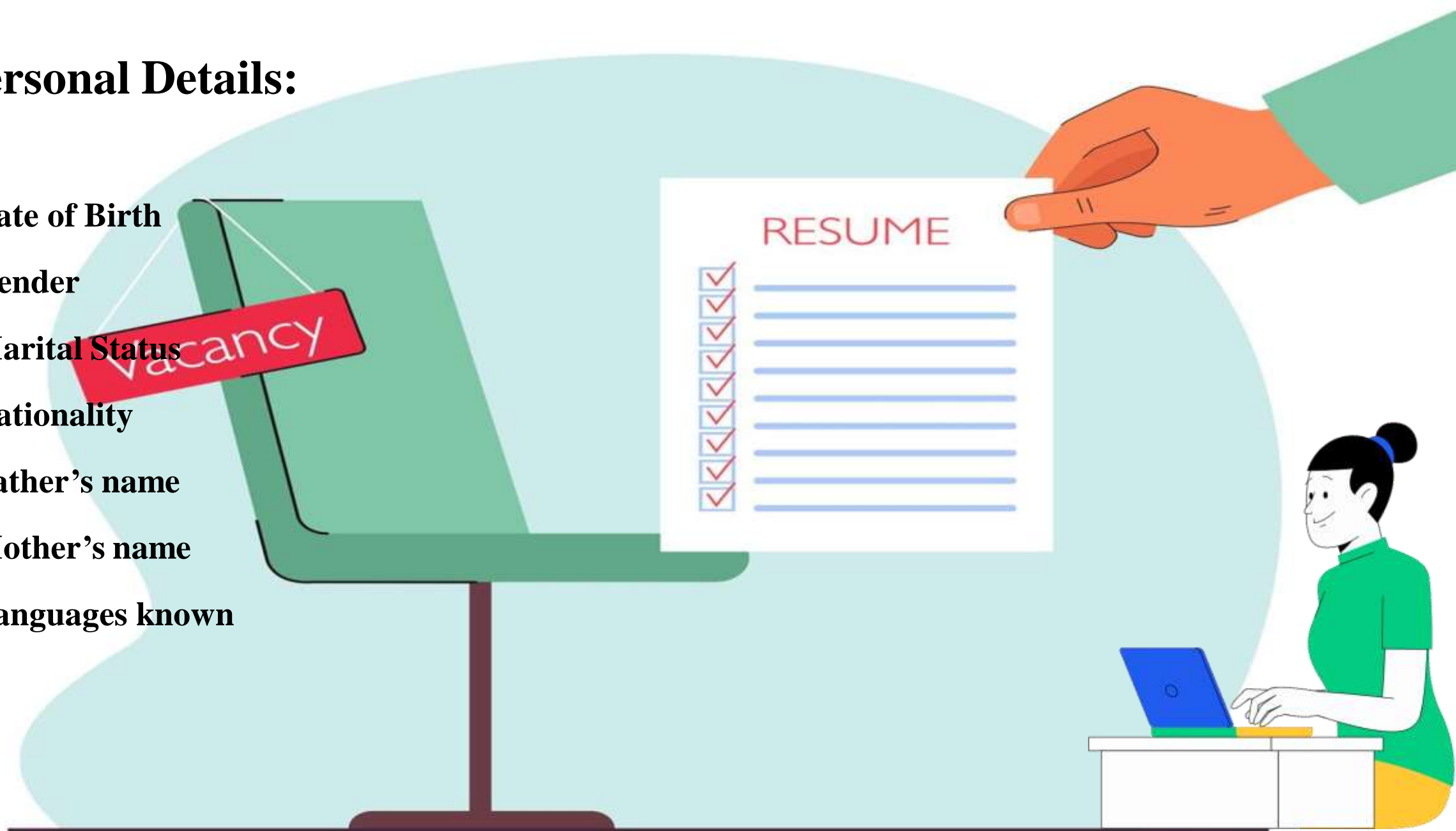
- **Ability to work under pressure**
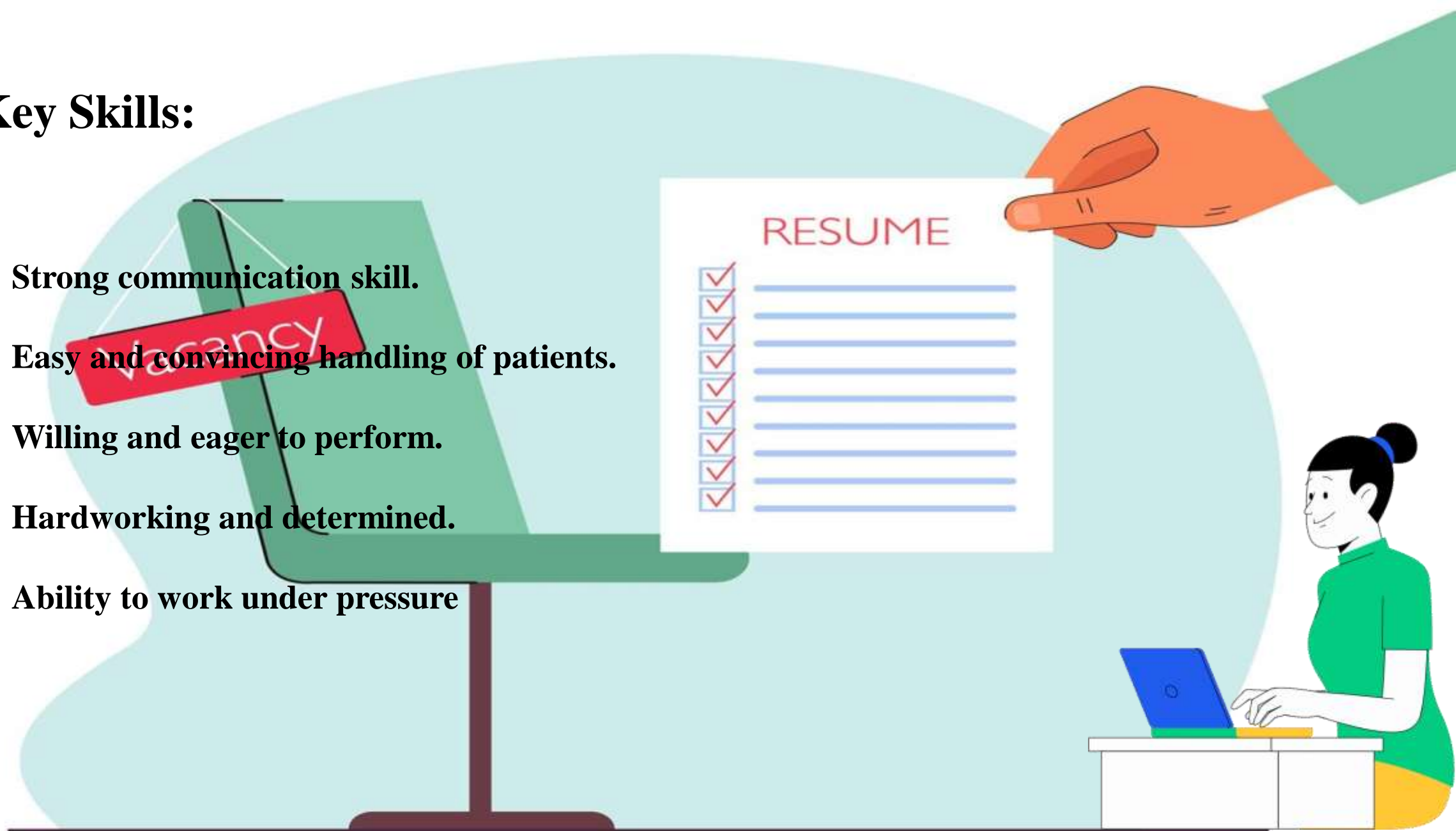
# 11) Computer literacy:

- **Example: Microsoft Office (MS word, Excel and Power point), Broad knowledge of internet**

# 12) Personal Details:

- **Date of Birth**

- **Gender**

- **Marital Status**

- **Nationality**

- **Father's name**
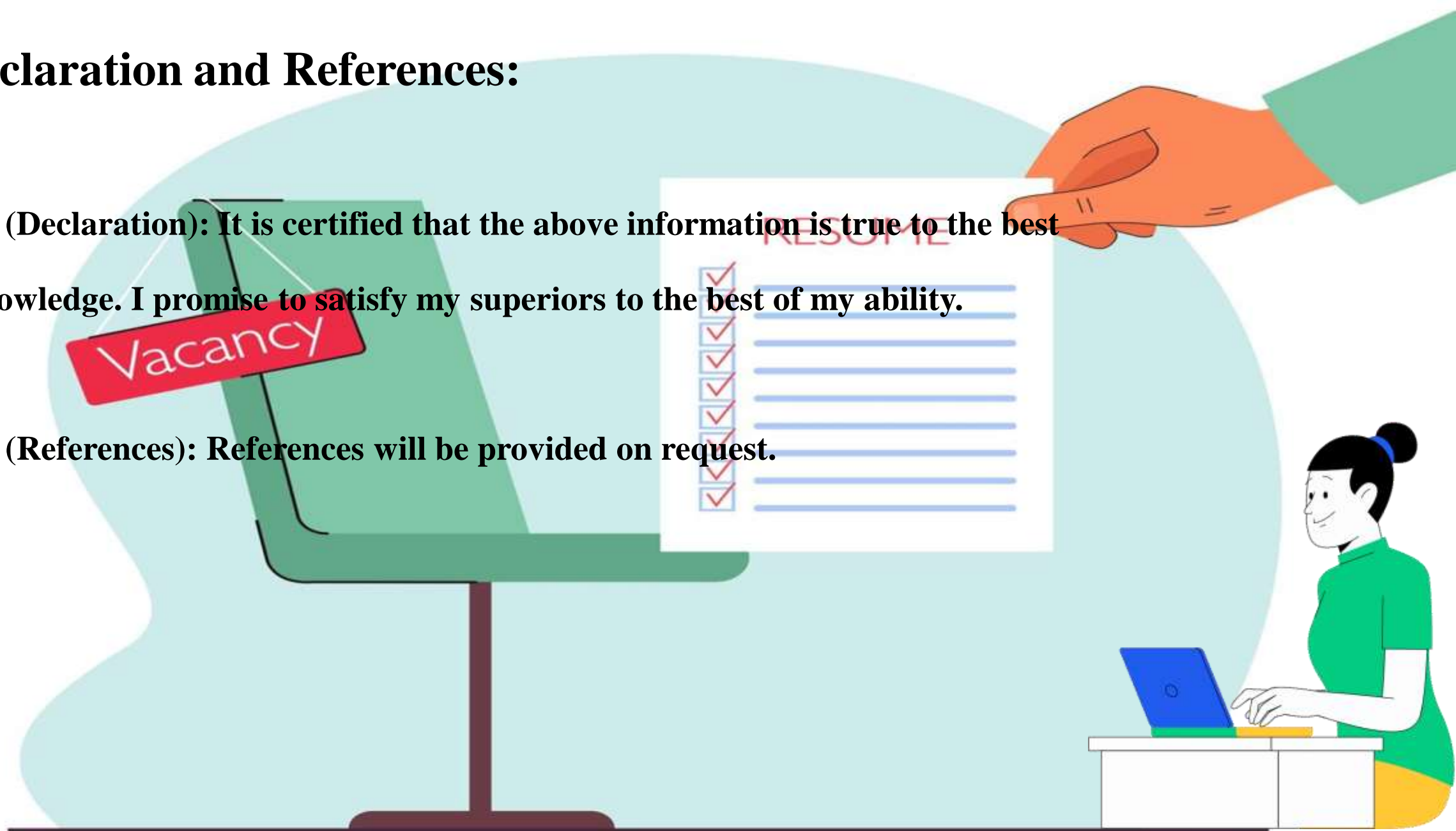
- **Mother's name**

- **Languages known**

# 13) Declaration and References:

Example (Declaration): It is certified that the above information is true to the best

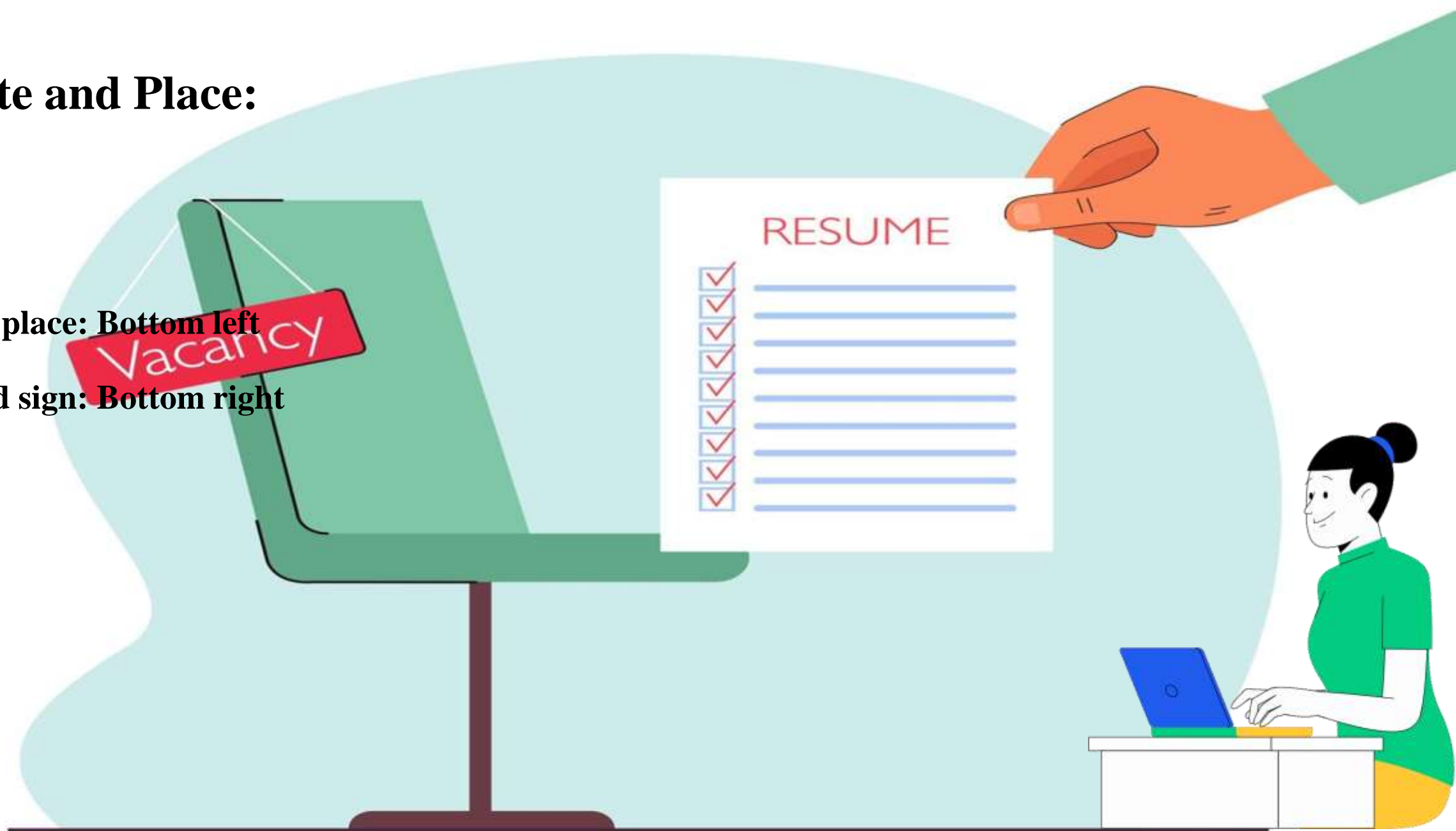of my knowledge. I promise to satisfy my superiors to the best of my ability.

Example (References): References will be provided on request.

# 14) Date and Place:

**Date and place: Bottom left**

**Name and sign: Bottom right**
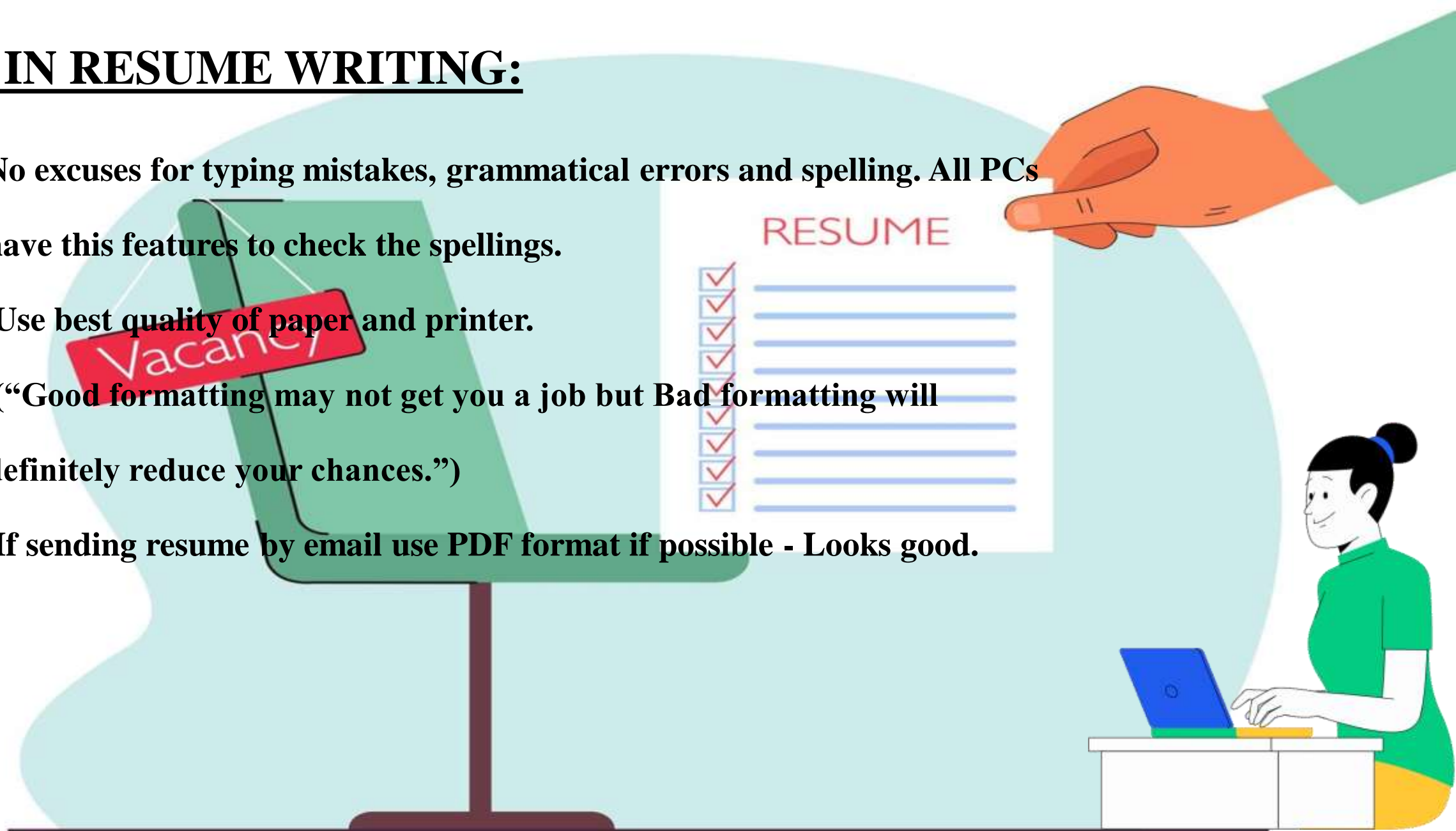
# DO'S IN RESUME WRITING:

- Always write a moderate size resume

- Use the right font style and size: e.g. Calibri, Arial, Verdana, Times new roman etc. (Choose a font style that looks professional. Avoid multiple fonts as it looks cluttered & busy.)

- Name and Heading (font size): 14

- Others (font Size): 12

- Recruiters are interested in the latest experience/job/qualifications so maintain chronological order- Very important

- Make sure to mention correct details. If the data in resume is a fake, your chances are zero – Be careful
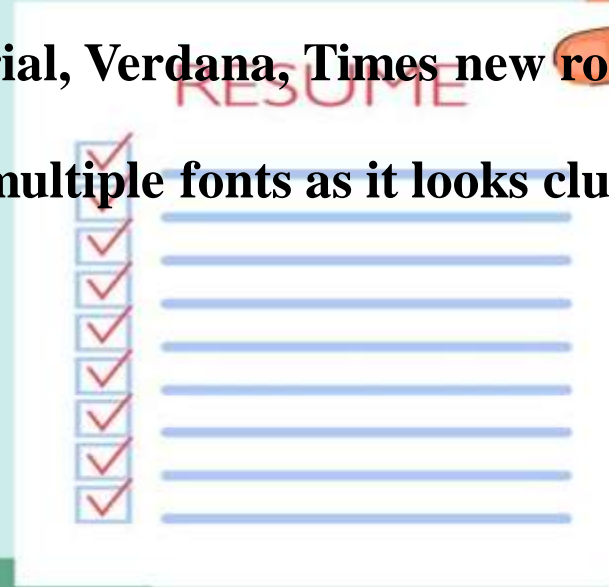
# DO'S IN RESUME WRITING:

- No excuses for typing mistakes, grammatical errors and spelling. All PCs have this features to check the spellings.

- Use best quality of paper and printer.

- ("Good formatting may not get you a job but Bad formatting will definitely reduce your chances.")

- If sending resume by email use PDF format if possible - Looks good.

# DON'TS IN RESUME WRITING

- Do not state your salary expectations out of job rather mention how you can contribute.

- Do not provide the details of your references without informing them.

- Do not provide false information. Be careful with Dates of your course completion, training duration etc.
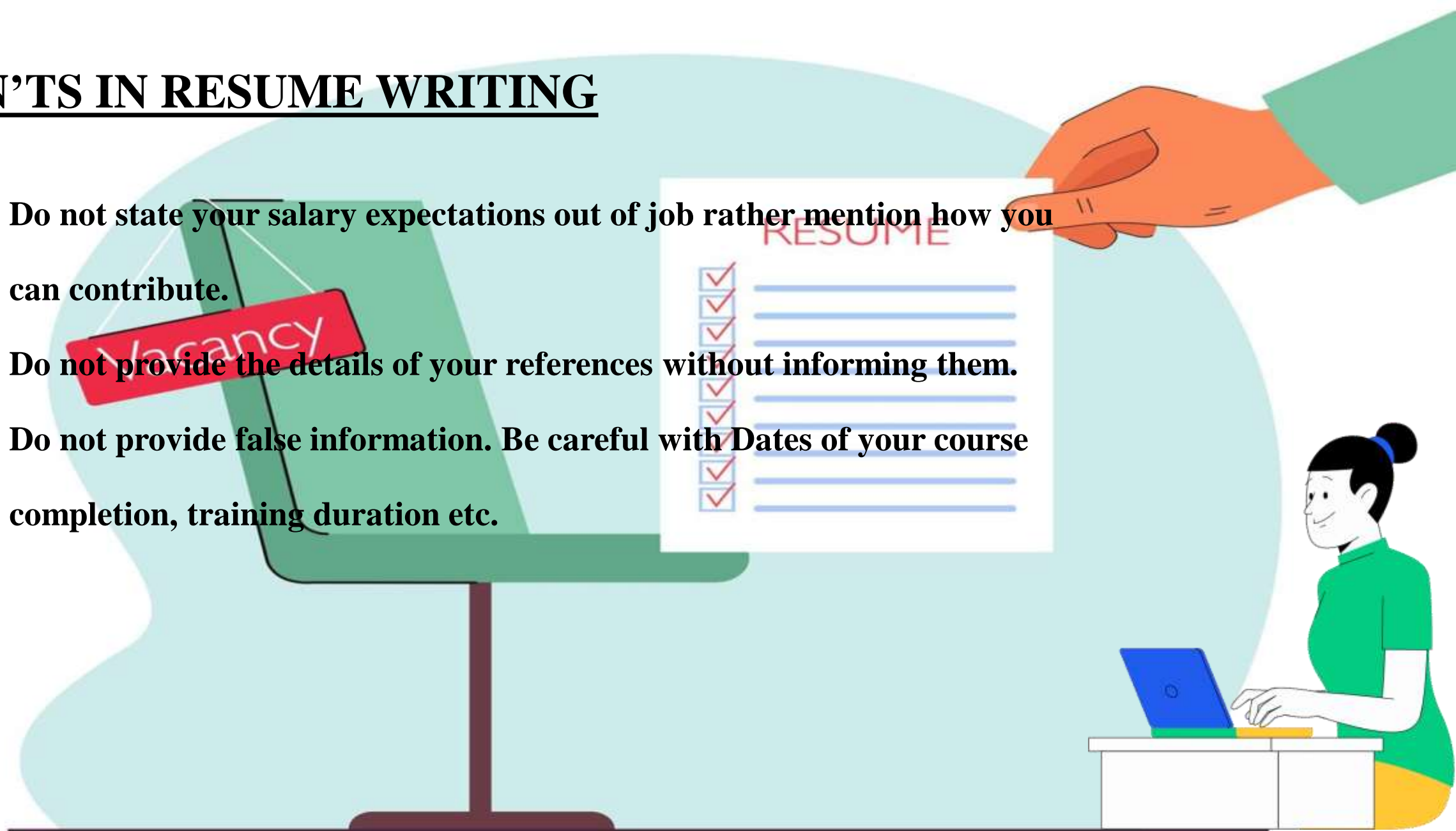
# Learning Outcomes

- **Upon successfully completing this topic, students will be able to:**

- Identify the key components of a professional resume, including skills, experiences, and academic achievements.

- Analyze different resume formats to determine the most effective structure for various applications.

- Develop a well-structured resume tailored for employment, scholarships, or college applications.

- Demonstrate the ability to write clear, concise, and impactful resume content.

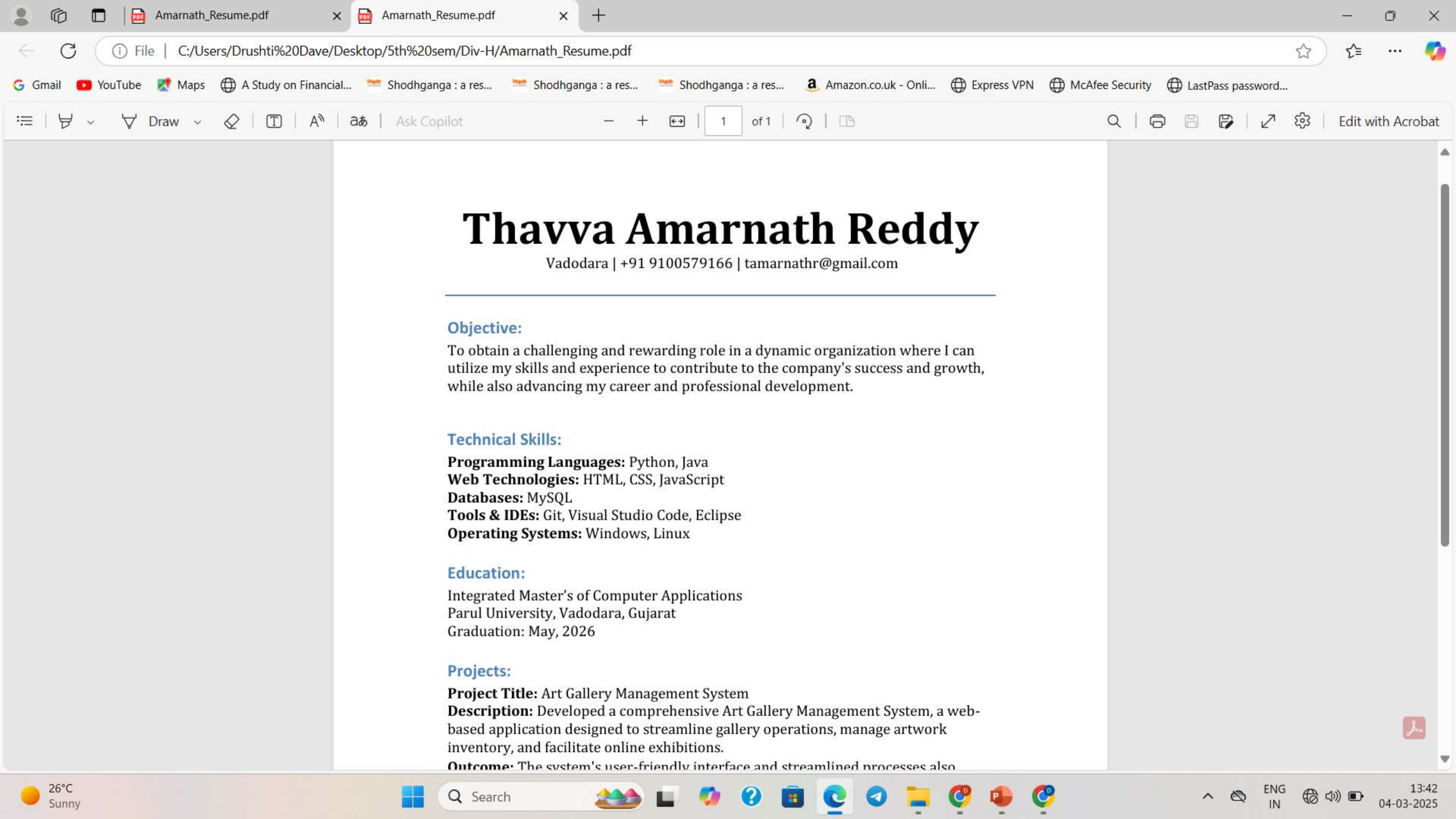- Revise and refine their resume based on feedback to enhance its effectiveness.
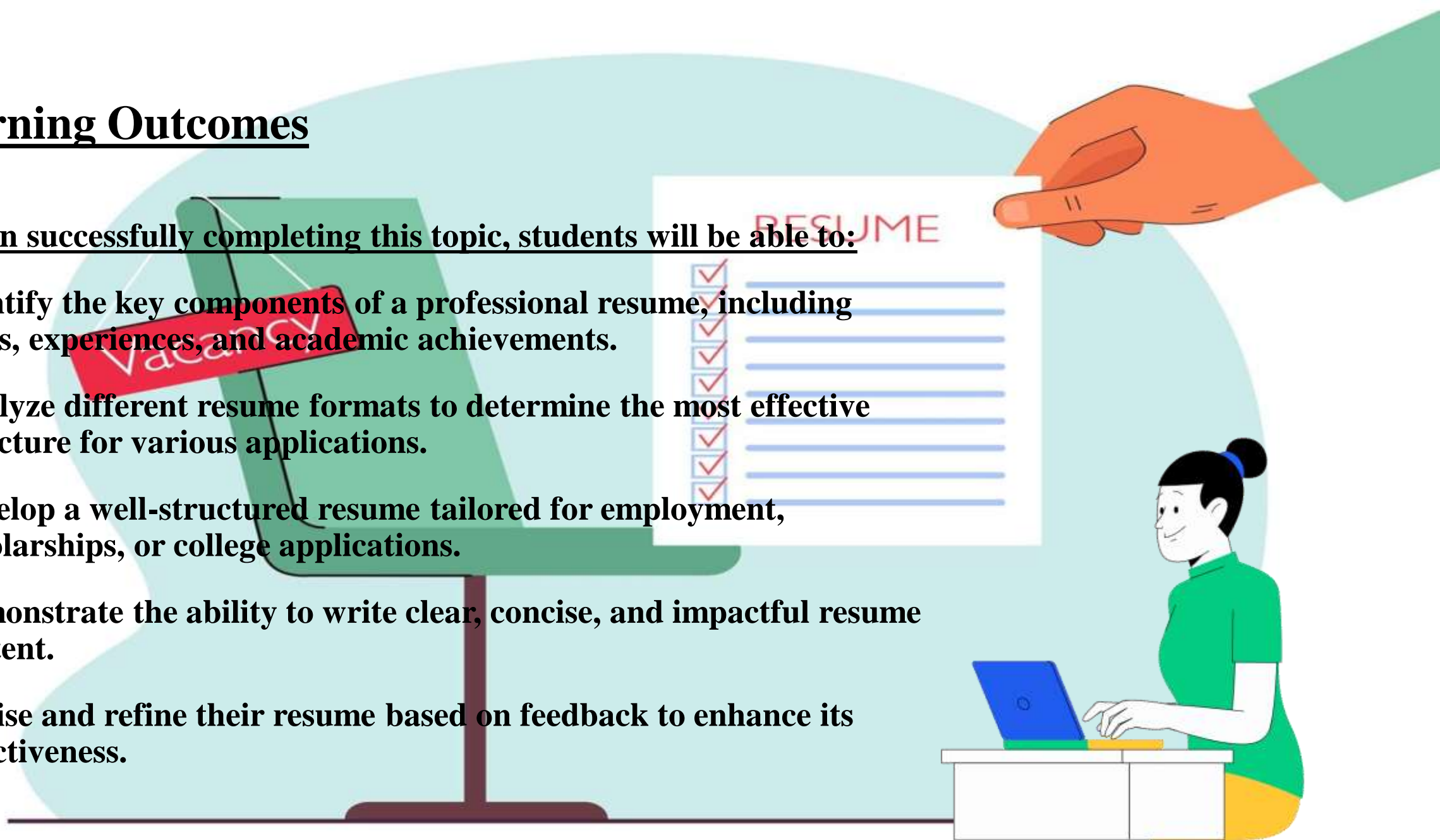
# Classroom Activity:

# Thavva Amarnath Reddy

Vadodara | +91 9100579166 | tamarnathr@gmail.com

## Objective:

To obtain a challenging and rewarding role in a dynamic organization where I can utilize my skills and experience to contribute to the company's success and growth, while also advancing my career and professional development.

## Technical Skills:

**Programming Languages:** Python, Java
**Web Technologies:** HTML, CSS, JavaScript
**Databases:** MySQL
**Tools & IDEs:** Git, Visual Studio Code, Eclipse
**Operating Systems:** Windows, Linux

## Education:

Integrated Master's of Computer Applications
Parul University, Vadodara, Gujarat
Graduation: May, 2026

## Projects:

**Project Title:** Art Gallery Management System
**Description:** Developed a comprehensive Art Gallery Management System, a web-based application designed to streamline gallery operations, manage artwork inventory, and facilitate online exhibitions.
**Outcome:** The system's user-friendly interface and streamlined processes also

**Databases:** MySQL
**Tools & IDEs:** Git, Visual Studio Code, Eclipse
**Operating Systems:** Windows, Linux

## Education:

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## Projects:

**Project Title:** Art Gallery Management System
**Description:** Developed a comprehensive Art Gallery Management System, a web-based application designed to streamline gallery operations, manage artwork inventory, and facilitate online exhibitions.
**Outcome:** The system's user-friendly interface and streamlined processes also improved artist satisfaction, with a 95% retention rate among participating artists.

## Extracurricular Activities:

- Student Ambassador in CBIT.

## Certifications:

- Data Science Using Python By Simplilearn.

- Database Management System By Great Learning.

- Software Engineering By Mind Luster.

Thank You