

① Resume Writing:

A resume is a selective record of an individual's background. It is basically a professional employment - seeking document which presents a detailed summary of a person's education, experience, professional training, skills, ability and achievements. It introduces the candidate to a potential employer. A resume is sent to the prospective prospective employers when an applicant is seeking job interview. The main objective or purpose of resume is winning a job interview and highlighting the applicant's suitability for a particular job position.

Elements of resume / Format or design

There is no specific design or format for a resume. The design of a resume largely depends upon a person's background, employment needs and area of specialization. A resume should be original, applicant must have the supporting evidence for each and every detail mentioned in the resume. Whatever the resume design may be, the resume must answer the following questions.

- ① How can be employer contact the candidate.
- ② What are his career objective
- ③ What courses (academic and professional) has he attended
- ④ What is his work experience

⑤

What are his career career achievements

⑥

What are his special interest and hobbies

⑦

What are the honours or awards has he received.

⑧

What are his achievements, capability and skills

⑨

Who are his references?

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Heading :-

The heading of resume includes name of the applicant along with his contact information like full postal address with PIN Code, Mobile number and E-mail id.

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Career Objective :-

Career objective is a special part of a resume. If responding to an advertised job position, the applicant should tailor career objective as per the position applied. On the other hand when an applicant is exploring possible job opportunities, then the career objective may be general statement as per his field of expertise.

A career objective a specific one sentence focused statement expressing applicant's career goals in relation to the targeted job position.

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Education :-

In this part of resume specific details related to applicant education and professional training are included. The name and location of school/institute/college/University should be. Years of passing major areas of passing. Maximum marks and marks obtained along with division should also be mentioned. Relevant training programs, special courses, Workshops or Seminars attended by the

applicant should also be included. ~~reverse~~ chronological order is used to list education information ~~that~~ that is starting from the most recent educational information.

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Experience:

that is

This part of resume should provide a brief and specific overview of applicant's worked and professional experience. A prior work experience plays a vital role in any hiring decision, therefore it become essential that the applicant must draft it very carefully. Work experience should also be given in reverse chronological order ~~for~~, starting from the latest employment first. Title of the job position ~~for~~, dates of employment, important job responsibilities should be included. Emphasis should be given to those aspects of applicant's experience which illustrate his capabilities and positive personality traits such as motivation, willingness to learn, confidence and good communication and interpersonal skills.

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Special skills & abilities and interest:

This part of resume the applicant should mention special skills and abilities that are of significance and relevant to the job. Participation in co-curricular and extra-curricular activities can be mentioned provided the applicant has a valid proof of their participation. These activities show that the applicant is a dynamic and versatile personality.

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Achievements and honours:

The applicant's achievements and honours distinguish him ~~from~~ rest of the candidates they convince the employer that he is an achiever and therefore, worth hiring. This part of resume may include scholarships, awards, certificates, distinctions and any other achievement which shows his recognition.

References :-

Some employers need references from the persons who know the applicant's work or professional competence through a formal interaction with him. When applying for a particular job, names of two to three persons who can give letter of recommendation should be mentioned. These persons may include applicant's previous employer, teacher, supervisor, research guide, colleague, colleague or subordinate. The names of the references must be mentioned along with his designation, full postal address, contact no. and E-mail id should be given.

Job Application letter

A job application letter also known as a covering letter is written when an applicant is sending his resume for a specific position. It is a persuasive message that sells applicant's talents to the prospective employer. It persuades the reader to believe in his suitability for a particular position. Basically, it is a self-promotion letter used by the applicant to boast his professional value and career projects. It has the following objectives.

- 1) It introduces the applicant to the hiring organization.
- 2) It presents a brief summary of applicant's resume.
- 3) It highlights applicant's positive personality traits.
- 4) It emphasizes how the applicant is suitable for the job by matching his credential to the job requirements.
- 5) It asks for the opportunity to be interviewed.

Solicited Job application letter:

When an applicant is applying to a particular job position in response to a job advertisement or announcement, the letter sent which is sent along with resume is called solicited job application letter.

Unsolicited Job application letter:

When an applicant is writing to explore possible job openings, the letter sent along with the resume is called unsolicited job application letter.

Format of

* Solicited Job application letter

format By mentioning source of information

① A solicited job app. letter should always start by mentioning the source of inf. about the job clearly newspaper advertisement, website vacancy notice or example company circular.

② Using References

Making use of references is a popular strategy to start a solicited job application letter because most of the employers prefer to hire known people rather than strangers.

Opening of job ap. unsolicited job application letter

① Using stimulating questions that highlight your strengths

→ This can be an effective strategy to open an unsolicited job application letter as it attracts the attention of the reader by raising his curiosity to go through the resume in detail.

(2)

Using facts that show understanding of the employer business:



Using facts which reflect an appreciation, understanding or knowledge of the employer's business could also be an effective strategy to open an unsolicited job application letter.

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Main Content of the letter

After capturing the attention of the employer, a persuasive letter must retain the attention and convince the employer that the applicant is worth hiring. A summary of applicant's qualifications, professional training and experience should be presented. He should also emphasize his strong points, his capabilities and skills. If the applicant has sufficient experience, he should emphasize his expertise but if he is a fresher with little or no experience, then he should emphasize his qualifications and strengths.

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Closing operator:

After supporting your candidature, one has to conclude the letter by motivating the reader to act. He should tell the reader the applicant can be contacted by giving his contact information. At the end one should formally request the employer for an interview.

Letter Writing

① Inside Address:

Inside address is -the name or designation of the person to whom the letter to be sent. Now, a-days in place of name designation of the person is preferred. Along with the designation, full address of the person should also be written.

The Editor

The times of India
New Delhi

② The Salutation:

It is the formal way to grip the person to whom letter is to be sent. In case of a formal letter the usual salutations are Dear Sir / Dear Madam. In case the person is known to us then salutation can be Dear Mr. / Ms. Sharma

③ Subject heading:

It specifies the person purpose of the letter. It is a one liner statement with no. It can be written in two ways - All letters Capital without underline or initial letter of each and every word Capital (except, conjunction, article, preposition) with underline.

Complaining Against Increasing Cr.

COMPLAINING AGAINST INCREASING CRIMES

Subject :

Complaining against Increasing Crimes

(4)

Main Content of the letter / body of the letter

This is the main subject matter of the letter and can be divided into two or three paragraphs depending upon the subject of the letter. The opening paragraph sets the tone of the letter and presents the problem or issue or topic in breadth brief.

The second concluding paragraph should talk about the expected outcome of the letter.

(5)

Complementary laws:

This is the formal way to say good by to the person to whom the letter is to be sent. Now-a-days 'yours sincerely' is used in all type of all formal letters.

(6)

The signature:

Here the writer puts in his signatures. It is advisable for the sake of security and identity to write full name within brackets instead of putting your signatures which you use for your bents or other official purposes.

(7)

Enclosure:-

Supporting documents like photocopies of the enrollment papers are enclosed where necessary.

Precise Writing

Precise (Summarize)

The paragraph ($\frac{1}{3}$ of the Original paragraph)

Q

Conveying the core idea briefly, in simple words with a suitable title
the ideal length of precise is $\frac{1}{3}$ of the given paragraph of original passage

Points to be remember

- ① Read the passage thoroughly and carefully and underline the main points or key expressions.
- ② Leave all the examples, illustrations and supportive data that is given to support the main point or the main idea.
- ③ Nothing is to be added from outside the passage and no comment is to be offered.
- ④ An ideal precise is always in your own words. Therefore, good knowledge of vocabulary and the ability to use one word in place of many words is suggested.
- ⑤ Normally the precis is written in one paragraph, but if the passage conveys more than one idea, then it is advisable to divide precis into paragraphs.
- ⑥ A suitable title must be given to the paragraph.