

GUIDANCE ON CV BUILDING

Is your CV Professional enough to catch attention of the recruiter within THIRTY seconds? This is a Do-it-Yourself document aimed to help you in crafting a CV that helps in achieving your career aspirations.

PRAVESH MULL

Always eager to help, reach out at guideindeed@gmail.com



GUIDEINDEED@GMAIL.COM

For a professionally-typed CV that makes an **impact**, reach out to me and we'll take it forward.

We're constantly improving and so is this document, drop a note with the version of the document you have and you'll find the latest one in your Inbox (even before you know it!)

Version: GI/CVB/I7I13

GUIDANCE ON CV BUILDING

Hi Potential-employee,

During my experience as a recruiter, I used to scan over a hundred CVs on a daily basis. To my surprise, even candidates who are capable of delivering exceptional value addition to organizations weren't able to make an impactful CV.

Without a proper CV, you suffer 2 major set-backs –

- Most Employer's do not shortlist you.
- If they shortlist, they place you at a smaller pay package and assign you non-challenging work.

A CV is a document which represents your life's story in a short yet concise form. Yet, there is no formal training given to most of us to prepare a CV that makes an impact, markets you and helps you get shortlisted in the opportunities that you deserve.

A CV also acts a life-saver during an interview as it enables you to leverage on your CV to steer the interview questions in your favor.

This document enlists all that you need to prepare a Professionally typed CV on your own. Please go through this document **carefully** as it will help in achieving your career goals!

For feedback/doubts/clarifications, I can be reached at guideindeed@gmail.com . I'd be happy to help 😊

Best regards,

Pravesh Mull

Be my professional connection @ [LinkedIn](#)



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THE STORY BEHIND GUIDE INDEED

A famous Latin proverb written by Quintus Ennius in 3rd Century BC - 'Amicus certus in re incerta cernitur' which translates to "A sure friend is known when in difficulty" or "A friend in need is a friend indeed."

Too often when we look for someone to help us with our Career decisions. We seek help from our siblings, relatives and friends. Many of us realize that the people whom we look upto do not have enough time to answer all our questions and delight our inquisitive mind.

Frustrated and stressed, we search on Google to give answers to our personal queries. The data that we find over-loads our systems and we get little or no value addition from the search.

Then, some of us resort to "Education Counsellors" who enroll us for a vast number of intelligence and interest-based tests which aren't of much value addition from our career perspective.

Rest of us resort to the Commercial coaching institutes who misguide students to get additional subscribers for their classes. The career prospects that institutes advertise about is always in little sync with the reality.

"Guide Indeed", or "A Guide in need is a Guide Indeed" is an institution aiming to help students and professionals alike in getting the job they deserve. We train our clients by guiding them on improving –

- **Soft skills** – aimed to help in making the candidate a priority for employers in their hiring decisions.
- **Marketing skills** – aimed to help demonstrate the caliber of the candidate and development of important interview documents.
- **Interview skills** – aimed to help the candidate in reducing his nervousness and developing strategies to steer the interview in his favor.
- **Professional Media presence** – hiring via internal references has been the major contributor in hiring decisions since time immemorial. A solid presence on professional websites is of utmost importance as it helps in connecting you with like peers, senior professionals and in getting references for being shortlisted in companies.

In addition to above, we guide aspiring Commerce and Actuarial professionals in their exam preparations by boosting their motivation to study and developing strategies to tackle the exams.

This document is prepared with sincere dedication towards helping you. I'm sure that by taking out your valuable time to go through this document, you will receive immense help in giving your CV the edge it deserves. For scheduling a personal session, drop me a mail at guideindeed@gmail.com.

Best Regards,

PM.

About Pravesh Mull -

A Chartered Accountant by profession and a mentor to sincere and dedicated students by passion. He has achieved First Rank in the Class of Financial Management in BBA(Hons.) from St. Xavier's College, Kolkata and is currently working towards achieving the Actuarial Fellowship of the Institute of Actuaries of India.

CONTENTS OF A CV THAT MAKES AN IMPACT

The following list is a compilation of important information that must be a part of your CV and should not be missed upon –

1. Name, Email ID and Contact Number
2. Age, Gender and Place of Current Residence
3. Career Objective/ Career Statement
4. Education
 - a. Academic Qualification(s)
 - b. Professional Qualification(s)
5. Work Experience
 - a. As a Full-time employee/contractor
 - b. As an Intern
6. Achievements
 - a. Work-related Achievements
 - i. As a Full-time employee/ Contractor
 - ii. As an Intern
 - b. Academic Achievements
7. Extra-Curricular Activities
 - a. Publications
 - b. Leadership positions in college, school, etc.
 - c. Participation in sports, organizing events, NGOs etc
 - d. Interests
 - e. Extra-Curricular Achievements
8. Other information
 - a. Father's Name; Place of Permanent Residence
 - b. Availability – Whether available for employment immediately or not
 - c. Notice Period and whether the same is negotiable or not
 - d. Place of Posting – The cities where the candidate is comfortable in relocating to

Note: Points 5.a , 6.a.i , 8.c are not applicable for applicants who do not have any prior full-time work experience (Freshers)

DOS & DON'TS IN CV BUILDING

Dos –

1. **Key in all your ideas** as per the format and then delete information which you find redundant.
Don't focus on length of CV at the first time when you are building the same.
2. Focus on **formatting, spelling and grammar** is of utmost importance.
An improper CV gives an impression that the candidate is unsuitable for even being shortlisted.
3. CVs should **be tailored** to the description of the Job that you are applying for.
With the advent of AI in selection of CVs that get shortlisted for interview, it is important to have key skills (found by reading and understanding the job description) strategically placed in the CV so that the same is shortlisted for interview.
4. The **document name** for CV should be "First name Last name – Profession"
5. CV should always be shared to employers in **pdf format** as it reduces the formatting errors that might creep in due to differences in Software versions used to open and read the CV.
6. Always have 2 **references** ready for your candidature from either professors at college, peers at work and people who are placed in a good career path and know you well.
7. Whatever you write on your CV should be supported with a **story** which can be elaborated in the interview.
Employers use your CV as a basis for asking questions during interview, if you fumble on answering any question related to the information provided in your CV then you come across as a person who has mentioned incorrect information and disqualifies you from rest of the interview process.
8. **Professional Skills** that you have developed over the years should be highlighted on the CV.
9. Use **"Action words"** (given at end of this document) while documenting your work experience and extracurricular activities.
10. Mention the respective year for all Achievements/Extra Curricular Activities.
11. Mention an alternative contact number in your CV.
12. Mention your LinkedIn profile via a custom link/QR Code.
13. Always mention the **date** in your CV at the end.

Don'ts –

1. Write Curriculum Vitae as a **heading** in your document. It wastes valuable space and gives a bad impression.
2. Send CVs which have a lot of **empty space**.
A 2 Page CV which has only 1.5 pages filled with information and rest of the page left blank demonstrates that the candidate ran out of information to put on his CV. Either keying in more information to make it 2 pages long or deleting redundant information to make it reduce to 1 complete page is advised.
3. **Mention everything** on the CV as you will not be able to come up with new content to elaborate during the interview.
4. Mention Full Correspondence/Permanent Address as the same is a wastage of valuable space and might lead to security concerns.
5. Mention Strengths and Weaknesses in your CV.
6. Use **Word Art/Fancy Fonts** anywhere in your CV.
7. Mention **a lot of achievements** in your CV. It will make you sound egoistic and proud.
8. Hurry in making a CV as you will make an improper one.

BEST PRACTICES IN CV WRITING

1. **Proper spelling, grammar and Formatting** is of utmost importance.
2. **Font** should be Arial or Times New Roman.
3. A **single font** should be used throughout the Resume.
4. **Font Size** should be between 10-12. Different Font sizes can be used for Headings and regular texts.
5. CV should be **minimalistic** in nature, it should **not** contain a lot of colors.
6. CV should contain **a brief description of your life's story** and not the complete story.
 - If everything is explained in detail in the CV itself then you will NOT be able to keep the interviewer interested in your answers as he already knows what you will be speaking.
 - This will also make the interviewee sound boring and consequently his performance in the interview will be affected.
7. The purpose of this document is to get you the **interview call**. Cracking an interview is a separate ball game altogether.
8. A CV should be **typed professionally** and **proof-read** to ensure that all grammatical errors are avoided.
9. A **CV develops overtime** as you learn more about your work, gain more experience and further develop yourself.
10. It is advised that you should NOT mention any incorrect information in the CV. You might get the call and crack the interview because of manipulated information. But, if the employer catches that you've lied, it will destroy your current job and the future career prospects.

Length of a CV

1. Ideally,
 - a. CV for a fresher should NOT exceed 2 pages and,
 - b. CV for an experienced professional should NOT exceed 3 pages.
2. This is **not a hard and fast rule**, a CV made using the above given format can exceed the number given above if the extra content written is valuable and places YOU ahead of the other candidates.
3. CV should NOT have any empty spaces. Once you make a draft CV which comes to say 1.5 pages either delete content and curate it to 1 page or increase content to make it 2 complete pages.



FORMAT

FIRST NAME, LAST NAME

Email Address

Age, Gender

Contact Number

Current Residence

OBJECTIVE STATEMENT

“Enter the career objective based on your qualifications and aspirations; change the alignment of text to Central Alignment”

PROFESSIONAL QUALIFICATIONS

- Year from – Year to: **“Degree Name”** from **“Institution Name”**
Graduated in YYYY with xx % / Marks
- Item 2 ...

ACADEMIC QUALIFICATIONS

- Year from – Year to: **“Degree Name”** from **“Institution Name”**
Graduated in YYYY with xx % / Marks
- Board Exams –

YEAR	EXAM	BOARD	SCHOOL NAME	MARKS

WORK EXPERIENCE

- **Position** at **Company Name** [date from – date to/present]
Key learnings from the role organized in **bullets**
- Item 2 ...

COMPUTER SKILLS

- **Programming Languages** – C# , Java , ...
- **Analytical and Database Software** – Excel, SAS/SPSS/R , ...
- **Accounting and Taxation Software** – Tally , SaralTax , ...
- **Auditing Software** – IDEA , ...
- ...



ACHIEVEMENTS

- Year: Awarded with **“Award Name”** for exemplary performance during Q1FY17 at **“Company Name”**
- Year: Awarded with **Rank xx** in “Degree Name” at “Institution Name”
- Item 3 ...

EXTRA CURRICULAR ACTIVITIES

- Interests –
- Publications –
 - Year: **“Title”** at **“Journal name/Portal”** – “Brief Journal Description”
 - ...
- Leadership positions held during school, college, etc.
- Participations/Awards in Sports/Management Fests
- Participation in NGOs/Social activities

OTHERS

- Father’s Name – Mr. / Place of Permanent Residence –
- Availability – / Notice Period –
- Place of Posting –
- References will be provided on request.

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

First Name Last Name

Date – MM YYYY

“Each of the above items have been explained in the foregoing pages”



FORMAT – EXPLAINED

FIRST NAME, LAST NAME

Mention your first name and last name in all caps. For eg. PRAVESH MULL

The Font size is at 14 and it has been centrally aligned and put to **bold** for emphasis.

Email Address

Give your email address only here. Make sure it doesn't sound funny.

Eg: firstname.lastname@gmail.com / lastname.firstname@gmail.com

Age, Gender

This is optional to mention but it makes your CV complete and gives information to the employer (if required for the job)

Eg: 23 Y/o, Male

Alternatively, Date of Birth can be mentioned instead of keying in Age directly.

Contact Number

Give your primary mobile number here and preferably one alternate contact number that belongs to anyone in your family. This will help employers in reaching you in case your primary number is unreachable.

Eg: + (Country code) XXXXX XXXXX, or
+91 00000 00000 (for India Based Numbers)

Current Residence

This is the place where you are staying currently. This information is **important** as Employers prefer candidates who are nearer to their work location as it speeds up the interview and thereby hiring process.

Eg: Bangalore, India

OBJECTIVE STATEMENT

An Objective statement should be a short and concise description of –

- what you are,
- what skills you bring to the table, and
- what you want to become in the long run.

This statement should **not** be more than 30 words/3 lines and should be in Central Alignment

Eg:

“Performance-driven professional seeking opportunity to apply finely honed analytical skills, financial techniques and accounting knowledge to safeguard assets and improve investment decisions.”

“An Agile Finance professional with extensive experience in FX Analysis, Cost Controllershship, Consolidation and Reporting seeking to add value in a Dynamic organization to develop as a person and a professional.”

Yes! We're quite social, and we await to see you as a part of our family! ☺

(Double click on the icons & Subscribe)

The following can be used as a template for building your Objective Statement incase you're not able to come up with framed statements as mentioned above.

- To utilize my [qualifications, strengths, or skills] as a [position title] in a [type of organization, work environment, or field]
- A position as a [position title] for [company name] allowing me to develop my [qualifications, strengths, or skills]
- An opportunity as a [position title] in a [type of organization, work environment, or field] with emphasis in [areas of expertise]

PROFESSIONAL QUALIFICATIONS

- Year from – Year to: **“Degree Name”** from **“Institution Name”**
Graduated in YYYY with xx % / Marks
- Item 2 ...

Eg: For Professionals who have cleared CA/CS/CMA exams -

- Chartered Accountancy from The Institute of Chartered Accountants of India
[June 2012-November 2016]

STAGE	DIET	MARKS
Final	May 2016	***/800
IPC	May 2013	***/700
CPT	July 2012	***/200

[if **ALL** the exams have been cleared in the **first attempt** then you can mention the same separately]

The **emphasis** here is that a student should NOT clutter his CV with data of individual group score. It makes the CV look ugly and increases the chances of it being rejected.

For the qualifications above, Scores can be mentioned in percentages (if required), but since Exam Certificates contains marks scored instead of percentage, it is recommended you mention your score in Marks only.

If a Student who has duly cleared IPCC (and completed his articleship training) fails to clear CA Final exams, mentioning that you're a Semi-qualified CA is **not** recommended. ICAI does not award any such degree.

Eg: For Professionals who have cleared Actuarial exams -

- Student member of IAI & IFoA, have cleared 6 CT Subjects till date, details

SUBJECT	CT1 & 5	CT3	CT6	CT2 & 7
YEAR	October '15	March '16	September '16	March '17

[if **ALL** the subjects have been cleared in the **first attempt** then you can mention the same separately]



ACADEMIC QUALIFICATIONS

Graduation (UG/PG/PhD)

- Year from – Year to: **“Degree name with specialization”** from **“Institution Name”**
Graduated in YYYY with xx CGPA/SGPA
- Item 2...

If CGPA/SGPA is not available, mention % marks scored.

Interviewers make their first impression based on your score, mention marks **with caution** if your score is NOT impressive

Eg:

- 2012-15: B.Com (Hons. in Finance and Accounting) from St. Xavier’s College, Kolkata
Graduated in 2015 with an Aggregate CGPA of 6.3/10

An alternative and a better representation -

- 2012-15: B.Com (Hons. in Finance and Accounting) from St. Xavier’s College, Kolkata
Graduated in 2015 with First Division

Board Exams

- Successfully completed schooling from Delhi Public School, Bhopal

YEAR	EXAM NAME	MARKS
2012	AIHSCE (12 th Standard) – Commerce + Math	95.5%
2010	AISSCE (10 th Standard)	10/10 CGPA

This document has to be made with emphasis on getting you the interview call.

Once you get the interview call, everything that you have mentioned in your CV matters less and HOW you come across to the interviewer (your conceptual clarity, your confidence, your attitude, your desire of learning things) becomes the predominant success factor in the interview.

Note: An experience professional (2+ years of experience) can remove his scores in 10th and 12th if he has a lot of information points to mention under his experience.

WORK EXPERIENCE

- **Position at Company Name** [date from – date to/present]
Key learnings from the role organized in **bullets**
- Item 2 ...

Eg:-

- **Financial Analyst at Microsoft Inc** [2.5 years, April 2015-Present]
Gained extensive experience across the following –
 - **Cost Controllershship** – Prepared and analyzed the Utilization report for the “xxxx” Business
 - **Planning and Forecasting** – Instrumental in preparation of Plan and Forecast for the “xxxx” business
 - **Consolidation** – ...
 - ...

Important –

Experienced professionals/ students with internship experience need to be careful while mentioning experience in the CV as it requires strategic placement of words. (See tip below.)

Ideally, you should organize your experience in 4-5 bullets. Use short sentences, present the interviewer with **brief information** so that after being shortlisted you can elaborate on your experience in the interview.

- **Articled Assistant at ABC Consultants LLP** [3 years, April 2009-March 2012]
Gained experience across the following –
 - **Auditing** – ...
 - **Accounting** – ...
 - **Taxation** – ...
 - ...

Major Clients Handled –

State Bank of India	MP Power Ltd	XYZ ...
...

Tip –

- First make a list of all that you have learnt/contributed in the organization.
- Then, Eliminate the ones which seem redundant, non-analytical and conventional.
- Group the points into broad headings and proceed to mention the same in your CV.
- Information mentioned under experience will definitely come as a question during your interview. It is very important for you to have points ready to elaborate the same when asked.
- Use the [Action words](#) given in this document to help in framing sentences for your work experience.

ACHIEVEMENTS

- Year: Awarded with **“Award Name”** for exemplary performance at “Company Name”
- Year: Awarded with **Rank xx** in “Degree Name” at “Institution Name
- Item 2 ...

Eg:

- April 2017: Awarded with “Exccelerator Award” for exemplary performance at EY, Bangalore
- July 2016: Awarded with Rank I in the Class of Financial Management at St. Xavier’s College, Kolkata

Mention **atmost** 3 best achievements of yours here. Please do not fill this with a lot of achievements or you put yourself at a risk of being judged as overly boastful/obsessed with achievements etc.

Achievements that you mention here should NOT be more than 5 years old.

Make sure you add the month/year when you earned the Achievement that you are proud of.

[Information under this heading makes the interviewer ask this question, “Have you ever failed?” or “Tell me about a time when you failed and elaborate on how you recovered from the same?”; Prepare well for the same!]

EXTRA CURRICULAR ACTIVITIES

- Interests –

Eg. Swimming, Playing Guitar, Reading Fiction Novels and Writing.

[Don’t mention things which you are not regularly working on. It is highly probable that the interviewer asks you a question from this heading, eg: “So tell me about the last novel you read?”]

- Publications –
 - Year: **“Title”** at **“Journal name/Portal”** – “Brief Journal Description”
 - ...

Eg. 2015: “Motivating Employees at Work” at “EntreprenuerInMe” – A management journal of xyz.com

- Participations/Awards in Sports/Management Fests

Eg. 2016: Awarded with “Best Manager” at X-Calibre, a commerce dept. fest of St. Xavier’s College, Kolkata

2015: Stood First in “Business Plan” at Business Conclave, a management fest of SRCC, Delhi

- Leadership positions at School, College, etc

2016-17: Class Representative (B.Com Finance) at St. Xavier’s College, Kolkata

2013-14: Secretary, Student Council at Delhi Public School, Bhopal

- Participation in NGOs/Social activities

2013-16: Volunteered and participated in the activities of CRY Kolkata

Note: Do not mention Extracurricular activities/achievements if you do not have any such content to write.

It is very easy for an experienced interviewer to catch you lying during the interview. And once you are caught, you get a straight rejection from further steps in the interview process.

OTHERS

- Father's Name – Mr. / Place of Residence –

Eg: Father's Name – Mr. Firstname Lastname / Place of Residence – Kolkata, India

- Availability – / Notice Period –

Eg: Availability – Immediate / Notice Period – 2 Months (Negotiable)

- It is **important** to mention whether the Notice Period is Negotiable or not as this information is aligned with how urgently the employer seeks the candidate to join the new company and start working.
- Negotiable notice period means that the Candidate can join the company immediately if the employer/candidate agrees to pay the agreed amount to the previous company for releasing the candidate from the terms of employment.

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ACTION WORDS FOR A CV THAT MAKES AN IMPACT

Use these words strategically in your CV for specific experience/skills as below –

Management skills	Administered, Analyzed, Assigned, Attained, Chaired, Contracted, Consolidated, Coordinated, Delegated, Developed, Directed, Evaluated, Executed, Improved, Increased, Organized, Oversaw, Planned, Prioritized, Produced, Recommended, Reviewed, Scheduled, Strengthened, Supervised
Communication skills	Addressed, Arbitrated, Arranged, Authored, Corresponded, Developed, Directed, Drafted, Edited, Enlisted, Formulated, Influenced, Interpreted, Lectured, Mediated, Moderated, Motivated, Negotiated, Persuaded, Promoted, Publicized, Reconciled, Recruited, Spoke, Translated, Wrote
Clerical or detailed skills	Approved, Arranged, Catalogued, Classified, Collected, Compiled, Dispatched, Executed, Generated, Implemented, Inspected, Monitored, Operated, Organized, Prepared, Organized, Prepared, Processed, Purchased, Recorded, Retrieved, Screened, Specified, Systematized, Tabulated, Validated
Research skills	Clarified, Collected, Critiqued, Diagnosed, Evaluated, Examined, Extracted, Identified, Inspected, Interpreted, Interviewed, Investigated, Organized, Reviewed, Summarized, Surveyed, Systematized
Technical skills	Assembled, Built, Calculated, Computed, Designed, Devised, Engineered, Fabricated, Maintained, Operated, Overhauled, Programmed, Remodeled, Repair, Solved, Trained, Upgraded
Teaching skills	Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Initiated, Instructed, Persuaded, Set, Goals, Stimulated
Financial skills	Administered, Allocated, Analyzed, Appraised, Audited, Balanced, Budgeted, Calculated, Computed, Developed, Forecasted, Managed, Marketed, Planned, Projected, Researched
Creative skills	Acted, Conceptualized, Created, Designed, Developed, Directed, Established, Fashioned, Founded, Illustrated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized, Shaped
Helping skills	Assessed, Assisted, Clarified, Coached, Counseled, Demonstrated, Diagnosed, Educated, Expedited, Facilitated, Familiarized, Guided, Referred, Rehabilitated, Represented

FREQUENTLY ASKED QUESTIONS

1. Will a proper CV help me in cracking the interview?

The purpose of a CV is to help you in getting the interview call and clearing the interviews is a separate ball-game altogether. However, most of the questions that are asked in an interview come from the information you have provided in your CV.

If you prepare for the interview using the information that you have put on your CV, there will not be any other barrier stopping you from cracking the interview.

2. Is the format provided in this document the only format to be used for CVs?

Ideally, yes. This Format is simplistic, covers all the points and looks professional.

However, even this format is constantly evolving with the best practices. Any format which is built on these 3 principles is a good format –

- Simplistic
- Covers relevant information
- Looks neat and appealing to the eyes.

3. How do I improve my grammar and vocabulary?

A CV doesn't only represent your life's story in a concise form. It is also a representation of how well you are able to present information in a formal document.

It stands as an indication of your expertise in Formal written communication skills. To improve your vocabulary and grammar use these 2 books and spend time on reading them diligently –

- I. High School Grammar by Wren and Martin – Buy it online at <https://goo.gl/Uv8K2A>
- II. Word Power Made Easy by Norman Lewis – Buy it online at <https://goo.gl/yBvY9z>

4. Are there any charges for using the services provided by Guide Indeed?

Guide Indeed aspires to deliver quality content and guidance to the people at large for free via You-tube videos and circulating self-preparation documents.

If however, the student wishes to enroll for personal one-to-one sessions for CV buiding, Interview Preparations and training on soft skills. Then we have nominal charges for the same. However, be assured that we believe in establishing a relationship with the student and we support the student throughout in his career aspirations.