

EFFECTIVE RESUME WRITING

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WHAT IS A RESUME

IT IS NOT JUST A SUMMARY OF YOUR
ACADEMICS AND WORK HISTORY

- ▶ RESUME IS TRUE DEPICTION OF YOUR
 - ▶ PERSONALITY
 - ▶ BACKGROUND
 - ▶ CAPABILITIES
 - ▶ ACCOMPLISHMENTS
 - ▶ YOUR ORGANISATIONAL CAPABILITIES

RESUME IS AN ADVERTISEMENT THAT HELPS YOU
SELL YOURSELF TO YOUR EMPLOYER

WHAT CAN A RESUME DO FOR YOU

IT MAKES THE FIRST IMPRESSION FOR YOU

HELPS ORGANISE YOUR THOUGHTS

HIGHLIGHTS RELEVANT FACTS ABOUT YOUR
EDUCATION AND WORK EXPERIENCE

CREATES A VALUE POSITIONING IN THE THE MIND OF
YOUR EMPLOYER

CREATES BASIS FOR JUSTIFYING YOUR HIRING

TYPES OF RESUME

OCCUPATIONAL

CHRONOLOGICAL

FUNCTIONAL

COMBINATION

OCCUPATIONAL RESUME

BUSINESS ANALYST RESUME

INSURANCE MANAGER RESUME

BANK MANAGER RESUME

SALES RETAIL RESUME

CHRONOLOGICAL RESUME

KEY COMPONENTS

JOB OBJECTIVE

KEY ACOMPLISHMENTS

EDUCATION

PROFESSIONAL EXPERIENCE

AFFILIATIONS

REFERENCES

FUNCTIONAL RESUME

SHOULD INCLUDE PERSONAL DETAILS LIKE NAME AND ADDRESS

OBJECTIVE DESCRIBING POSITION BEING SOUGHT

EXPERIENCE LISTING YOUR POSITION , EMPLOYER AND DATES

TRAINING UNDERGONE

AWARDS AND RECOGNITION , IF ANY

COMBINATION RESUME

IT BALANCES FUNCTIONAL AND CHRONOLOGICAL APPROACH AND IS A MIX OF THE TWO

GIVE IMPORTANCE TO RESUME

COMPETITION IS FIERCE---YOU NEED ATTENTION
GRABBING RESUME

USUALLY A HIRING MANAGER DOES NOT SPEND MORE
THAN 15 TO 20 SECONDS ON A RESUME

A CLEAR AND CRISP RESUME WILL QUALIFY YOU FOR
THE INTERVIEW

ESSENTIALS OF A RESUME

OBJECTIVE/PERSONAL STATEMENT

PERSONAL DETAILS

EDUCATIONAL QUALIFICATIONS

PROFESSIONAL EXPERIENCE

TECHNICAL QUALIFICATIONS

CORE COMPETENCIES

ACHIEVEMENTS

REFERENCES

TIPS FOR WRITING A GREAT RESUME

HAVE YOUR TARGET IN MIND

CUSTOMISE YOUR RESUME

ANALYSE THE JOB AD AND JOB DESCRIPTION

DO NOT SHOOT THE SAME RESUME FOR ALL JOBS

TIPS FOR WRITING A GREAT RESUME

HIGHLIGHT YOUR STRENGTHS

SPECIFIC ACHIEVEMENTS

TARGETS ACHIEVED

VALUE ADDITION DONE TO YOUR JOB

TECHNOLOGY OR SKILL USED IN DIFFERENT
JOBS/PROJECTS

TIPS FOR WRITING A GREAT RESUME

KEEP IT SHORT AND SIMPLE

MODERATE SIZE RESUME

USE CORRECT FONT SIZE

RECRUITERS ARE INTERESTED IN LATEST JOB
QUALIFICATIONS AND ACHIEVEMENTS

FOLLOW CHRONOLOGICAL ORDER OF EVENTS

TIPS FOR WRITING A GREAT RESUME

ENSURE CORRECTNESS OF FACTS

MENTION CORRECT EMPLOYMENT DATES AND
ACHIEVEMENTS

EMPLOYERS DO CONDUCT A BACKGROUND CHECK AT
TIMES

FAKE DATA WILL LAND YOU IN TROUBLE AT SOME POINT
OF TIME

TIPS FOR WRITING A GREAT RESUME

DONT'S

AVOID JARGONS

DO NOT DISCUSS PREVIOUS SALARY , REASONS FOR LEAVING THE JOB AND YOUR EXACT AVAILABILITY FOR THE NEW JOB

DO NOT LIST PAST EMPLOYER'S DETAILS

BE SURE WITH ACCOUNTING OF ALL JOB DATES AND YEARS. GAPS AROUSE SUSPICION

PLEASE REMEMBER



YOUR RESUME IS A SIMPLE MARKETING BROCHURE FOR YOU

USE IT EFFECTIVELY