



Resume Writing...

What's your success story...?

Resume – A mirror of U

Resume

- Neat
- Well-organized
- Error free
- Professional appearance

You

- Neat
- Well-organized
- Attention to detail
- Careful & Competent

Sections in a Resume...

- Name, contact and Photograph
- Objective
- Educational Qualification
- Technical Quotient
- Projects
- Achievements & Co-curricular and Extra-curricular activities
- Personal Information & Language Proficiency
- Declaration & Sign-off
- References.

Name and Contact

No ABBREVIATIONS anywhere on the Resume

- Name – Full name, followed by short name in brackets.
Ex: Prithviraj Chauhan (Prithviraj)
- Address – Don't forget City, Pin Code and State
Mention nearest landmark
- Phone – Format: +91- (don't use '0', if you use this format)
- E-mail ID – Professional mail ID indicating your name
- LinkedIn – Create a LinkedIn ID if you do not have one
- Facebook – Be prepared to quote Facebook ID if asked
- Photograph – Professional looking with plain background.

Objective

- Indicates specific position for which you are applying
- Simple, clear, and concise
- Does not need to be a complete sentence
- Take advantage of information from the job requirement (use key words in your objective)
- Don't get too "**ME**" centered
- Remember, this is a major heading.

Objective - Example

Objective: To obtain a position as a Business Analyst

Objective: To obtain an entry level position in the Telecom Industry

Objective: To obtain an advanced level position in Marketing and Finance.

Educational Qualification

- Precise
- Factual (do not fudge data)
- Highest Qualification First
- Mention Branch / Stream / Specialization
- Percentages rounded-off to two decimal places (all subjects count).

Educational Qualification

- Ask yourself - **What? Where? When? How much?**
- Enter details in the following format – Example...

Educational Qualification (As on - Date)

	College / School	University / Board	Year of Passing	Stream / Branch	Aggregate % / CGPA
BTech					
12 th					
10 th					
Certifications					
Ex: Java					

Educational Qualification – Other Certifications

Other Certificates indicating educational training -

- Certified Training
- Vocational Training
- Teaching Certification.

Technical Quotient

- List all technologies you know or have been exposed to – Ex. Java, C, C++ etc...
- Include Applications – Ex: MATLAB, CATIA, 3D CAD, Microsoft Excel etc...
- You can also list technologies that you are strong with, but not certified on
- Also, list technologies trained under Vocational Training.

Other possible categories you can include on your Resume...

- Research Experience
- Related Experience
- Accomplishments
- Related skills
- Volunteer Experience
- Honors and Awards
- Publications
- Conference Presentations
- Workshops.

Projects

- Do not describe your project in detail, let the Interviewer also ask a few questions...
- Don't forget – Project Title, Duration, where was the project carried-out? And a one or two sentence description of the project
- Your Project becomes very relevant if its related in some way to the job you're applying for.

Achievements & Co-curricular and Extra-curricular Activities

- Quote facts that can be checked
- List achievements/other activities only if worth mentioning
- Can include cultural / literary / sports or games
- If nothing to quote, remove the section.

Personal Information

- Father's Name
- Mother's Name – Is a must
- Date of Birth – DD-Month-YYYY format
- Hobbies – Quote hobbies, not pastime
- Passport number – Apply for one at the earliest if not already taken
- Language Proficiency – Quote languages known only if confident of speaking the language.

Declaration & Sign-off

- Don't forget the declaration
- Don't forget to mention the date and place
- Always mention name at the bottom of the Resume
- Signature should always be above the name.

References (Optional)

- Mention that it may be made available on Request
- Always ask your reference for permission
- Quote only professional information, not personal
- List Name, title, organization, address, and contact info of your reference
- Create a list of references (not more than two) on a separate page.

Proofread

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Thank you!