
RESUME PREPARATION

MEANING OF RESUME

It acts like a good advertisement, enticing (tempting) the reader to learn more about you through personal contact. It is an account of one's qualifications, skills accomplishments/ achievements, contributions and experience. It is quite descriptive and provides an insight into the variegated traits of an individual's personality i.e. a pertinent (appropriate) account of one's identity.

PURPOSE OF RESUME

- ✘ To provide a summary of your skills, abilities and accomplishments.
- ✘ Quick advertisement of who you are?
- ✘ ‘Snapshot’ of you with the intent of capturing and emphasizing interests and secure you an interview.
- ✘ Employers only spend few minutes on a resume. Be clear, concise and specific about the job for which you are applying.

DIFFERENCE BETWEEN CV & RESUME

Resume

- Short in length
- One or two pages
- Brief and concise
- French word which means summary
- Used by fresher's
- Focuses on specific achievements, skills and result oriented responsibilities

CV(Curriculum Vitae)

- Comparatively lengthy
- Two or more pages
- In detail
- Latin word which means course of life
- Used when applying in academic, medical, scientific and overseas job
- Summary of professional career, person's educational and academic background, teaching and research experience, publications, presentations, award etc.

DO'S IN A RESUME

- ✘ Must be clear and easy to read.
- ✘ Use high quality paper.
- ✘ Check grammar and spelling mistakes.
- ✘ Limit your resume to two pages.
- ✘ Use active language.
- ✘ Tailor the resume to suit the position you are applying for.
- ✘ Be honest, information must be true.

- ✘ Be formal.
- ✘ Use a standard font and keep it neat.
- ✘ Objective should express your good quality.
- ✘ Make it look good.
- ✘ Make it interesting.
- ✘ Be concise

DON'TS IN A RESUME

- ✗ Don't use the word 'Resume'.
- ✗ Do not use personal pronouns as I, me, my etc.
- ✗ Don't get personal.
- ✗ Don't include salary information.
- ✗ Don't expect a job.
- ✗ Don't include job references.
- ✗ Don't include photograph.
- ✗ Don't use too many font sizes and styles.
- ✗ Don't fold your resume.
- ✗ Don't get it Xeroxed.