

Resume'

A brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job and is used to get an opportunity for an interview. Interview process is used to find best job fit for the organization. The main objective of preparing Resume' is to seek attention of prospective employers.

Few points to be considered while preparing your Resume':

Do's

- Maximum 2 **pages** document
- Use bulleted sentences. Construct your resume to read easily
- Keep it brief & concise.
- Stick to points.
- No. of Fonts to 2 at the most
- Print out
- Use Industry Keywords
- Use simple words n language
- Alignment should be **left**
- Prepare **table** for entering educational qualification
- Details of projects should be mentioned
- Mention **responsibility** undertaken while working
- Focus should be more on **outcomes** rather than work, for example instead of writing inventory management it should be written as fortnightly audit of inventory
- **Initiatives** taken should be mentioned, if any
- **Position of responsibility** should be mentioned like Council member in school, organizing any event, etc
- **Extracurricular activity** should be mentioned
- Write name and personal details on **header and footer** on MS Word
- Grades and marks should be written in **percentage** terms, wherever possible
- **Interest and hobbies** should be written
- Mentions medals and Laurels with dates to be precise if won any

And above all know your Resume'

Avoid:

- Typos
- Unknown words
- Punctuation mistakes
- Grammatical Errors
- False Information
- Long winded sentences & paragraphs