

Resume Writing

The interview gets you the job, the resume gets you the interview!



What is a Resume?

- ✓ Personality- व्यक्तित्व
- ✓ Background- पृष्ठभूमि
- ✓ Capabilities- क्षमताओं
- ✓ Accomplishments- उपलब्धियां
- ✓ How organized you are- आप कितने संगठित हैं
- ✓ Your Sense of Quality- आपकी गुणवत्ता की भावना

What Resume does for you?

- ✓ आपके बारे में अच्छा प्रभाव बनाता है और आपका first impression बनाता है।
- ✓ अपने विचारों को organise करने में मदद करता है।
- ✓ आपकी शिक्षा और आपके experience के बारे में बताता है।
- ✓ आपको employer के दिमाग में चयन के लिए में fix कर देता है और आपकी value बनाता है।
- ✓ Interview का base बनाता है।

Essentials of a Resume

- ✓ Objective/Personal Statement
उद्देश्य / व्यक्तिगत बयान
- ✓ Educational Qualification
शैक्षिक योग्यता
- ✓ Professional Experience
पेशेवर अनुभव
- ✓ Technical Qualification
तकनीकी योग्यता
- ✓ Core Competencies
मूल क्षमता
- ✓ Skills (area of expertise)
कौशल (विशेषज्ञता का क्षेत्र)
- ✓ Achievements
उपलब्धियां
- ✓ References
संदर्भ

Keep it short and simple

- ✓ हमेशा एक moderate size का resume लिखें।
- ✓ सही font size का उपयोग करें। (11-14)
- ✓ Recruiters आपके latest job/education/qualifications को पहले जानना चाहेंगे इसलिए इन सबके बारे में chronological order में लिखें।

Ensure correctness

- ✓ सही employment dates और designation का mention करें, क्योंकि आपके information को validate करने के लिए background verification किया जाता है।
- ✓ यदि आपका information नकली है तो आप पर सख्त कार्रवाई भी हो सकती है।

Check for grammar and typing errors

- ✓ ध्यान दें के आपके resume में कोई typing error या grammatical mistake ना हो क्योंकि ये बिलकुल भी acceptable नहीं है। (इन सबको check करने की feature हर computer में होती है।)
- ✓ Action verbs का इस्तेमाल ज़ादा करें इससे पता लगता है कि आप कार्य करने में रुचि रखते हैं।

Types of resume

1. Text Resume- ज्यादातर लोग ये resume pattern follow करते हैं।
2. Visual Resume- इनमें text, shapes और कुछ designing की जाती है।
3. Infographic Resume- creative industry के लोगों का resume इस format में बनता है।
4. Powerpoint resume- कुछ companies या business management colleges इसका demand कर सकते हैं। यह MS Power Point पर बनाया जाता है।

इन तीनों के examples आप lesson के end में देख सकते हैं।

How to search for Keywords

अगर आप अपने resume में अपने job related keywords लिखते हैं तो आपके job लगने की chances बढ़ जाती हैं। इससे आपका resume भी प्रोफेशनल दिखता है। आप keywords google से या sample resume से निकाल सकते हैं।

आपको बस google पर जा कर search करना है, for example- अगर मुझे sales manager का resume बनाना है, मैंने google में लिखा - 'keywords for Sales manager resume' और search किया तो google मुझे ये keywords देता है

List of Resume Keywords and Competencies for Sales and Marketing

- Account Management.
- Business Development.
- Channel Management.
- C-Level Presentations.
- Competitive Analysis.
- Consultative Selling.
- Contract Negotiation.
- Cross-Selling / Up-Selling.

अब आपको ये सारे keywords अपने resume में job details में mention करने चाहिए।

Important Note- आपके resume में personal details लिखना जरूरी नहीं होता, ये optional है। यदि आप India से बाहर apply कर रहे हैं तो personal details लिखना compulsory होता है, पर याद

रहे personal details में सिर्फ following चीजें लिखी जाती हैं।

1. Date of Birth (DOB)
2. Permanent Address
3. Temporary Address
4. Marital status
- 5 PAN Number
6. Passport number
7. Languages known

There is a difference between CV (Curriculum Vitae) and Resume

Basis	Curriculum Vitae	Resume
Content	यहाँ experiences and accomplishments ज़ादा होगी क्योंकि CV हमेशा ज़ादा experienced वाले लोगों का होता है।	यहाँ comparatively less चीज़ें mention होती हैं।
Topics	Education, Certifications, License, Work experience in details, Rewards and recognitions.	Audience के हिसाब से vary करेगा।
Length	3-5 and sometimes 20-30 pages	Maximum 2 pages
Goal	Professional story	A brief story about the career

Example of Text resume

PRIYANKA NEMBHANI
 Mobile: xxxxxxxxxx * E-Mail: xxx@yahoo.com

Seeking assignments in PROJECT MANAGEMENT & SOFTWARE DEVELOPMENT with a growth oriented organisation

Location Preference: Mumbai

AN OVERVIEW

- **Technically Sophisticated Professional** with **nearly 8 years** of experience in the areas of Software Developing & Programming in J2ee environment.
- Currently associated with **Mphasis, an HP Company, Mumbai as Module Lead.**
- Proficient in developing web applications using JAVA / J2EE technologies.
- Adept in end-to-end development of software products from requirement analysis to system study, designing, coding, testing, de-bugging, documentation and implementation.
- Deft at mapping the requirements, custom designing solutions & troubleshooting for complex software & application problems.
- Adroit in providing effective resolution to customer queries related to product and improving relationships with the customer by anticipating customer future requirements, thereby ensuring a positive customer experience.
- Excellent communication & interpersonal skills with abilities in resolving complex software issues.

SKILL SET

Technical:

Java Technologies	:	Core Java, Advance Java, J2EE, Struts, EJB and Velocity
Web Technologies	:	HTML, DHTML, JavaScript, JSP, UML and JMS
Database	:	Oracle, MS Access, MYSQL and SQL Server
Operating System	:	Windows (9X, 2000, XP & NT) and MS DOS
Servers	:	JBOSS, Tomcat, Web Logic, Web Sphere and Apache
Applications	:	MS Office, FrontPage and Crystal Reports
Hardware	:	Architecture of different Processors and Peripherals

Functional

- Managing requirement gathering, system analysis and finalisation of technical / functional specifications.
- Defining best practices for project support and documentation.
- Designing, developing, testing, troubleshooting and debugging of the applications.
- Managing smooth implementation and testing of application at client location.
- Providing post-implementation, application maintenance and enhancement support to the client with regard to the product / software application.
- Cooperating & communicating with other team members for efficient management work.
- Managing & providing technical guidance/support to the project team.
- Delivering & implementing the projects as per scheduled milestones.
- Defining suitable methodology to undertake the project with the available inputs for the requisite output.
- Interfacing with clients for business requirement gathering, conducting system analysis and finalizing technical / functional specifications.
- Identifying documents related to components and maintaining detailed study of the same as per the product changes, by getting in touch with the product developers.

ORGANISATIONAL SCAN

Since Nov'08: Mphasis, an HP Company, Mumbai as Module Lead

Jul'05-Sep'08: Syntel India Limited, Mumbai as Team Lead

Sep'04-Jul'05: Hexaware Technologies Pvt. Ltd., Mumbai as Team Lead

Jul'02-Sep'04: Polaris Software Solutions, Baroda, Gujarat as Team Lead

PROJECT OVERVIEW

Title : Morgan Markets (J.P Morgan Chase)

Other Projects:

- Tours and Travel System
- Cyber Café Management
- ERP System for HVT (High Voltage Transformers)
- Insurance System Development

SIGNIFICANT HIGHLIGHTS:

- At Mphasis:**
 - Initiated in-house software for **Revenue Management System**; which required manual involvement; steered automation of this system.
- At Syntel India Limited:**
 - Actively participated in **streamlining the process of proposals for RFP**. After streamlining, secured subsequent 3 projects.
 - Received **Syntl Value Awards for speed** (2007) and stretch (2008).
- At Hexaware Technologies Pvt. Ltd.:**
 - Got **client appreciation** on rendering exemplary performances towards module development (independently) which involved highly complex business logic.

ACADEMIC CREDENTIALS

2002 Bachelors in Engineering - Computer Science from Sardar Vallabhbhai Patel Institute of Technology, Gujarat University. *Secured 66.69 with Distinction*

PERSONAL DOSSIER

Date of Birth: 22nd September, 1981
 Residential Address: 238/A, 4 Bungalows, Near St. Louis School, Andheri (W), Mumbai

Example of Visual Resume

Sanjeev Verma

Middle Level Assignments
Accounts, Budgeting, Payables & Receivables Management

A result-oriented professional with expertise in planning and executing monthly / quarterly / annual closure schedules, providing monthly financial statements and administering the monthly closing process

Industry Preference: Power Generation/ Oil & Gas

0000000000
abc@gmail.com

Profile Summary

- Nearly 7 years of extensive experience in Finance & Accounts in the Oil & Gas sector
- Managed overall financial accounting operations for the organization including collections, purchase, receivables, deposits, disbursements, fixed assets and inventory
- Hands-on experience in working with the Finance Controller for the preparation of annual budgets, monthly forecasts, and strategic plans
- Prepared and presented weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Possess sound knowledge in ERP – SAP FICO module and Tally
- An effective communicator with excellent analytical and inter personal

Core Competencies

Number of years

Accounts Receivable	7
Monthly Account Reconciliations	4
Forecasting	5
Accounts Payable	3
Automation of Accounts	5
Financial Reporting & Analysis	7
Budgeting	4
MIS Management	4

IT Skills

Proficiency Level

80%	35%	60%	45%
SAP FICO	Tally 9	Profit Books	MS Office

Soft Skills

Education

2007 M. Com. from Annamalai University
2005 B.Com. from Bharathidasan University

Career Timeline


Sr. Accountant ONGC	Dec'10 - Apr'12 Asst. Manager Indian Oil, Bangalore	Asst. Manager John Distilleries Pvt. Ltd.
Since May' 2012		Dec'08 - Nov'10

Personal Details


Date of Birth: 22nd May 1988
Languages Known: Tamil & English
Address : Kaliyamman Street, Thirumanancherry, Tamil Nadu, India


Sample of a Teacher's Resume


DEEPAK GUPTA E - Mail: xxx@gmail.com Phone: +91-99538xxxxx				
TEACHING / COUNSELLING / ADMINISTRATION Scaling new heights of success and leaving a mark of excellence in assignments which involve analytical capabilities and professional growth Industry Preference: Education/Corporate Company Location Preference: Delhi - NCR				
PROFILE SUMMARY				
<ul style="list-style-type: none"> MBA (Marketing), MA (Economics) and B.Ed. professional with nearly 3 years of experience in: <ul style="list-style-type: none"> ~ Liaison & Coordination ~ Relationship Management ~ Reporting/Documentation ~ Administration / Secretarial Functions ~ Fixing & Scheduling Appointment ~ Inventory & Bills Management Lastly associated with Nouvel Maintenance, New Delhi as Senior Executive Assistant - Client Servicing Proven track record of managing administration functions, calendar management, vendor management, claims & reimbursements, so on Experienced in preparing documents related to preparing reports and bills, scheduling/re-scheduling appointments, maintaining coordination among the office staff and management 				
KNOWLEDGE PURVIEW				
Marketing & Advertising <ul style="list-style-type: none"> Possess extensive knowledge in the topics related to Advertising and Sales Promotion, International Marketing, Service Marketing, Rural Marketing, and B2B Marketing Thorough with the concepts of Online Marketing, Digital Marketing, Branding & Promotion, Marketing Research and Search Engine Marketing Acquainted with the concepts of Branding & Promotion, Distribution, Integrated Marketing, Business Development, Public Relation, etc. 				
Economics <ul style="list-style-type: none"> Insightful knowledge in the concepts of Micro Economic Analysis, Macro Economic Analysis, Quantitative Methods, Economics of Growth and Development and Indian Economic Policy Acquainted with the concepts of Public Economics, international Trade and Finance, Economics of Social Sector and Environment and Research Methods in Economics Possess sound understanding of Econometric Methods, Actuarial Economics, Financial Institutions and Markets and Computer Application in Economic Analysis 				
EDUCATIONAL DETAILS				
ACADEMIC				
Course	College/School	University/Board	Percentage/Grade	Year
MBA in Marketing	AIMA (All India Management Association), Delhi		A	2015
MA in Economics		Annamalai University, Chennai	61%	2013
PGDM in Marketing		Annamalai University, Chennai	55%	2012
B.Ed.		Guru Gobind Singh Indraprastha University, Delhi	74%	2010
BA (Advertising, Sales Mgmt. & Promotion and PR)	Kamla Nehru College	Delhi University	57%	2008
PROFESSIONAL				
<ul style="list-style-type: none"> Completed Elementary 1 and 2 level in German Language from Max Mueller Bhavan, New Delhi in 2008 Course on Disaster Management organised by Govt. of NCT of Delhi 				
ACADEMIC PROJECTS				
Project Title:	Quality Management in Public Service Delivery			
Methodology:	Primary and Secondary Method			
Objective:	To elaborate the various requirements of quality management system for effective service delivery by the public service organisation			
Key Learnings:	Studied and brought out the various characteristics of the Savotem Model of Govt. of India & defined the requirements of service quality which public service organisation needs to demonstrate by showing their capabilities in those areas and to meet the requirements of the stakeholder and the legal constraints.			
TRAININGS / CERTIFICATION				
<ul style="list-style-type: none"> Attended: <ul style="list-style-type: none"> Teachers Training in P.G.D.A.V Centenary Public School in Oct-Nov'09 Microsoft Office Training conducted by NIIT and scored 93% Certified in Film Studies from K.M.C., New Delhi for completion of the course (Four weeks) Certified as a Treasurer at National Consumer Helpline and KNC organised an event named Empowere 2006 				
IT SKILLS				
<ul style="list-style-type: none"> MS Office: Word, Excel and PowerPoint Internet Applications, Email and Fax 				
PERSONAL DETAILS				
Date of Birth:	11 th March 1988			
Languages Known:	English, Hindi and German			




Kelvin Victor
Art Director

 Mydomainname.com

 Example@Me.com

 +1-202-555-0122


ABOUT ME


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam nunc nibh, commodo quis mattis nec, convallis in orci. Nulla enim massa, euismod nec dolor at, dapibus volutpat lorem. Sed cursus commodo sapien, non pharetra diam imperdiet eget. Proin sit amet ex vitae velit fringilla tincidunt. Morbi mattis vehicula arcu, vel dignissim purus convallis a.

OBJECTIVES:

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam nunc nibh, commodo quis mattis nec, convallis in orci.
- Nulla enim massa, euismod nec dolor at, dapibus volutpat lorem.
- Sed cursus commodo sapien, non pharetra diam imperdiet eget.

VALUES:


- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam nunc nibh, commodo quis mattis nec, convallis in orci.
- Nulla enim massa, euismod nec dolor at, dapibus volutpat lorem.
- Sed cursus commodo sapien, non pharetra diam imperdiet eget.





Sample Name
Director


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere,

SKILLS

You can edit text here 

Edit text here 

You can edit text here 

Edit text here 

EDUCATION

2013 ↑ **Placeholder**
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor

2012 **Placeholder**
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor

2011 **Placeholder**
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor

Example of a PowerPoint Resume

एक ideal resume बनाने के लिए आप नीचे दिए गए titles बना सकते हैं -

Name

Resume Headline (आपकी job profile mention करें 2-4 words में)

Contact details (email and contact number)

Key Skills (अपने job-related expertise mention करें)

Profile Summary (Pointwise आपका latest main job areas कर सकते हैं)

अगर आपकी total experience 4 साल 7 महीने है तो आप पहली लाइन लिख सकते हैं-

Nearly 5 years of experience in Teaching.

Soft Skills (job के अलावा आपमें जो skills हैं जैसे - Well-spoken, Professional attitude, Team player, Proactive)

Education (Latest से शुरुआत करेंगे)

Work Experience (Latest से शुरुआत करेंगे, Company के name के साथ Month और year. Designation, KPI- Key Performance Indicators)

Certification (Professional advancement के लिए अगर आपने कोई certification किया है)

Rewards and Recognitions (आपके काम के लिए या co- curricular activities के लिए awards मिले हो वो सारे mention करिए)

Personal Details (Outside India)

