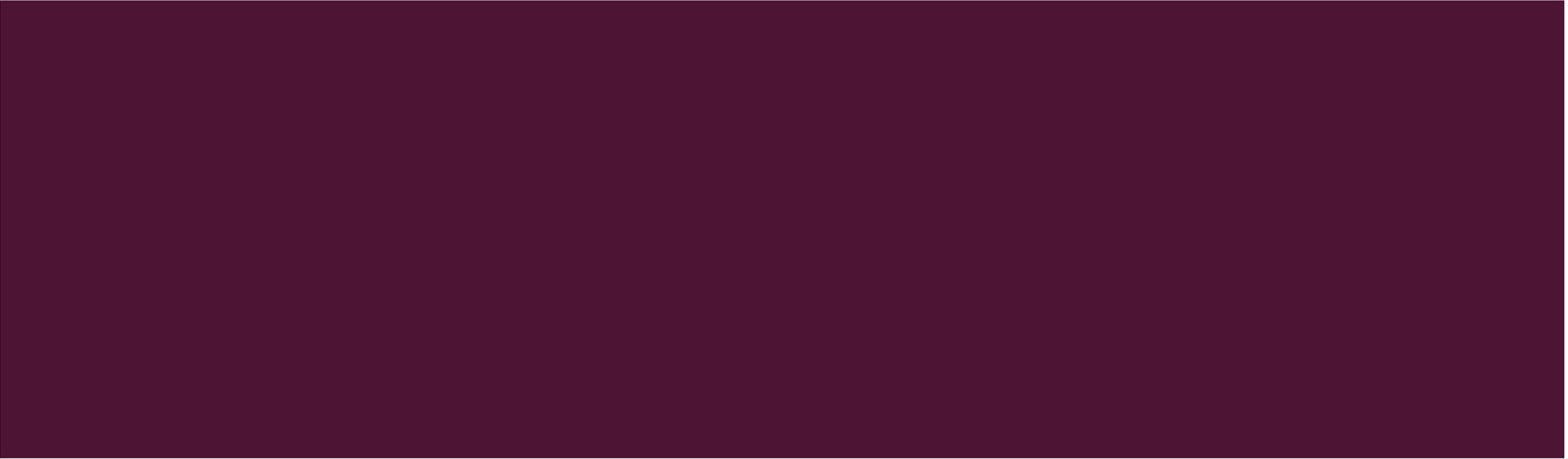# RESUME WRITING

DIFFERENCE BETWEEN CV & RESUME

CV

- A CV (Curriculum Vitae, which means course of life in Latin) is an in-depth document that can be laid out over two or more pages and it contains a high level of detail about your achievements, a great deal more than just a career biography. The CV covers your education as well as any other accomplishments like publications, awards, honors etc.

- The document tends to be organized chronologically and should make it easy to get an overview of an individual's full working career. A CV is static and doesn't change for different positions, the difference would be in the cover letter.

Resume

- A resume is a concise document typically not longer than one page as the intended the reader will not dwell on your document for very long. The goal of a resume is to make an individual stand out from the competition.

- The job seeker should adapt the resume to every position they apply for. It is in the applicant's interest to change the resume from one job application to another and to tailor it to the needs of the specific post. A resume doesn't have to cover your whole career like and is a highly customizable document.

WHAT CAN A RESUME WILL DO FOR YOU?

- Makes the first impression about you.

- Helps organize your thoughts

- Highlights the relevant facts the job, about you, your education, and your experience.

- Positions you in the mind of the employer, thus creating a value.

- Be a basis for the interviewer to gets you the justify your hiring interview

WHY GIVE IMPORTANCE TO RESUME

- Competition being fierce, you need not just Resumes but "**Attention Grabbing Resumes**."

- First point of interaction between employer & you.

- Spend time on preparing targeted, effective and error free document.

- Usually, a Hiring Manager spends not more than 20 – 60 seconds per Resume.

- A clear & crisp resume will qualify you for the INTERVIEW

TIPS FOR WRITING A GREAT RESUME

- **Write Resume with a target in mind and be appropriate**

- **Customization of resume can increased chances of short listing.**

- **Analyze the job ads and job descriptions and compose the resume to address the requirements.**

- **Do not shoot same resume to all jobs.**

- **Highlight your strengths**

  - To prove you are a better choice than competition describe:

    - Specific Achievements/Targets achieved

    - New Accounts added/Value additions in previous jobs

    - Mention the technology/skills used in different projects.

TIPS FOR WRITING A GREAT RESUME

- **Keep it short & Simple**
  - Always write a moderate size resume
  - Use the right font size.
  - Recruiters are interested in the latest experience/job/qualifications so maintain the chronological order- Very important
- **Ensure Correctness**
  - Make sure to mention correct employments dates & designations
  - Employer can use a background check to validate the information. If the data in resume is a fake your chances are zero – Be careful
- **Check for Grammar & Typing Mistakes**
  - No excuses for typing mistakes, grammatical errors and spelling.
  - Use Action Verbs to demonstrate that you are a person who initiate and proactive.
  - Action Verbs
    - Organized, Directed, Planned, Created, Assisted, Initiated, Analyzed, Developed, Managed

CONT.

- **Make the Best first Impression**

  - Use best quality paper & printer.

  - Good formatting may not get you a job but Bad formatting will definitely reduce your chances

  - If sending resume by email use PDF format if possible - Looks good.

  - Avoid sending photocopied or pre written resume – makes bad impression

  - Choose a font style that looks professional. Avoid multiple fonts as it looks cluttered & busy.

DON'TS IN EFFECTIVE RESUME WRITING

- Don't state your expectations out of the job rather tell what you can contribute.

- Do not list the names of your supervisors/contact info of your past employment.

- Be careful with the dates. Make sure every year is accounted for .Employers will get suspicious if they see too many gaps.

- Do not disclose the salary, reasons for leaving previous employment and your availability to start the new job- Keep them to be discussed in interview.

- Do not be wordy while listing job responsibilities, use bullets and in a consistent style.

- Use Simple & Plain language. Avoid professional jargon.

- Please Remember Your Resume is a A Simple Marketing Brochure for YOU

MISTAKES CANDIDATE DIDN'T REALIZE

○ **Starting with an Objective**

○ Don't start with an objective. Recruiters and hiring managers don't like them because they focus on the needs of the job seeker rather than the needs of the potential employer. Consider this objective statement:

"Seeking a software engineer position with a progressive employer where I can contribute to the development of new technologies and work with bright, committed people."

○ This may be very honest but it is irrelevant to the reader, who does not care what you want and only cares what you have to offer. Instead of an objective, try using a positioning statement that clearly and concisely explains what you have to offer.

"Senior Software Engineer with 10 years experience developing leading-edge technologies."

○ Now the reader can immediately see your value to the company. (For even greater impact, tailor this statement for each position so that the reader immediately sees a match between his/her needs and your skills.)

CONT.

○ **Focusing on Responsibilities Instead of Results**

○ Don't provide a laundry list of responsibilities without showing what results you achieved. Most employers already know what the main responsibilities of your job were. They want to know what makes you different from all the other applicants.

○ An effective resume summarizes job responsibilities in a few sentences and then provides details of quantifiable achievements.

CONT.

○ **Poor Design and Layout**

At least 50% of the impact of your resume derives from design. A strong resume design will pull the eye through the document, making it easy to keep reading and will highlight your key strengths clearly. But if your resume is badly laid out, disorganized or hard to read, it will be discarded before the reader knows how qualified you are.

CONT.

- **Writing about Everything (Including the Kitchen Sink)**

- Think of your resume as a brochure, not a product catalog. It doesn't have to tell your entire story – just the parts that will help you find your next position. So be selective about what to include.

- Don't mention experiences and accomplishments that have nothing to do with your career goals. Don't include outdated skills or computer knowledge.

- Also avoid including personal information. Don't detail your marital status, age or the number of children you have. Don't mention non-professional affiliations such as political or religious volunteer work unless it directly relates to the position you are applying for.

CONT.

○ **Not Having a Clear Focus**

○ This is absolutely essential. You cannot appeal to a target audience until you know who that audience is. You must determine the types of positions you're seeking and identify what is important to hiring managers filling those roles.

○ If you have several different career goals, create several different resumes, each one carefully targeted to appeal to employers in that field.

○ If you try to appeal to very diverse audience with one resume, you will simply wind up appealing to none of them.

WHAT SHOULD BE INCLUDED IN MY RESUME?

- Your resume needs to provide employers with a well rounded idea of your professional experience and career to date, highlighting all of your relevant skills and achievements.

- The key information that should be included on your resume are contact information, previous work experience, education, your top accomplishments and relevant skills. Including keywords that have been used in the job description will help to ensure your resume is flagged up when resume scanning software is used.

SHOULD MY RESUME BE WRITTEN CHRONOLOGICALLY OR FUNCTIONALLY?

- The format that you use for your resume really depends on where you are in your career and the relevance of your past experience for the role you are applying for.

- A reverse chronological resume is the most popular format to use and lists your previous work experience from the most recent, to the oldest, along with information about your responsibilities and achievements within each role. This format works well for people who have already established their career and are looking to progress in the same sector; rather than people who are looking for their first job or changing careers.

- A functional resume is much more skills based and places focus on the information that is most relevant to the particular role. The main substance of your resume should be a list of your top achievements and experience that is most pertinent to the job. You should still provide a summary of your work experience, however this can be placed lower down on your resume; allowing you to be a bit more discreet about any employment gaps or a lack of professional experience.

CONT.

- Choose chronological if you're staying in the same field and you have an unbroken employment history. Chronological means your work experience is arrange in order by dates of the jobs you've held with the most recent first. This one places more emphasis on your JOB TITLES

- Functional means your work experience is described by emphasizing the SKILLS involved. Put the descriptive details into skill-group paragraphs.

- Example:

- RELEVANT SKILL #1-
  - something I did using that skill-
  - something I did using that skill

- RELEVANT SKILL #2-
  - something I did using that skill-
  - something I did using that skill

- Arrange your action statements

- If you chose a chronological format, place each action statement under the appropriate job title where the action happened.

- If you chose a functional format, place each action statement under a skill category.

RESUME FONTS & SIZES:

- The most common font to use is Times New Roman, in black and size 12 points.

- Other serif fonts (with tails) to consider that are easy to read include: Georgie, Bell MT, Goudy Old Style, Garamond.

- Popular sans serif (no tails) fonts include: Arial, Tahoma, Century Gothic and Lucida Sans.

- Any of the above fonts would be reasonable for a resume as long as you consistently use one font only.

- Make your headings and name stand out, think of your resume like a blog post or newspaper article.

- Make headlines **bold**, *Italic*, CAPITALISE or underline. And feel free to increase the font size to 14-16 points.

- Try and keep your resume to one page, leave the reader wanting to know more.

RESUME FORMATS

- Resume formats are a bit more debatable than resume font or size. But, obviously you want the most important information first.

- **Contact information.** List your full name, address, email and contact information at the top of the page. You should centre the information and be sure to **bold** and CAPITALISE your name.

- **Value statement.** State the role you are applying for and what values you bring to the job. Objectives state what you are trying to accomplish, value statements explain why you should be hired.

- **Core strength.** List industry keywords and specific skill-sets that pertain to your job and industry. This is a high level overview of your qualifications and industry knowledge.

- **Experience.** However, if education is not the strongest component of your resume, go ahead and list your experience first, starting with your most current job and all your responsibilities.

- **Education.** Clearly state your schooling from the most recent institution you've attended, with all dates, locations and certification received.

- **Honors & awards.** After education and experience, you can list your professional skills and any relevant awards or certifications.

YOUR NAME

123 Addrests Lane • City, State/Province 00112 • Phone: (123) 456-7890 • E-mail: email@youremail.com

Analytical Research • Social Services

Displayed a desire to take initiative while working in administration; independently reorganized filing systems and implemented updated systems. A hard-worker who enjoys a team environment but demonstrates success in individual tasks; dedicated, dependable, and a natural leader with effective problem-solving and communication skills. A university graduate with a Bachelor of Science in Business Administration coupled with 4+ years of practical experience with the California State Department of Justice.

◊ Multinational Business Finance	◊ District Attorney's Citizens Academy	◊ Pen-Link
◊ Customer Service/Client Relations	◊ Child Support Enforcement	◊ Accurint
◊ European Union and Policy	◊ Microsoft Office Suite	◊ LEAWEB
◊ Multinational Marketing	◊ Group Wise	◊ Cal-Photo
◊ Globalization	◊ Care Point	◊ 50 WPM

PROFESSIONAL EXPERIENCE

Your Position   September 2011 – Present
Workplace Name, City/Town of Workplace, Province/State
• Ut enim ad minim veniam, quis nostrud exercitation
• Ullamco laboris nisi ut aliquip ex ea commodo consequat
• Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur
• Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum
• Lorem ipsum dolor sit amet, consectetur adipisicing elit
• Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat
• Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

Your Position   September 2006 – November 2010
Workplace Name, City/Town of Workplace, Province/State
• Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua
• Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat
• Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur
• Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum
• Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua
• Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat
• Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur

FORMAL EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Science in Business Administration   January 2011
Your University, Sacramento, California
• Lorem ipsum dolor sit amet, consectetur adipisicing elit
• Sed do eiusmod tempor incididunt ut labore et dolore

HONORS & AWARDS

Honor or Award   February – May 2011 and October – Present
Name of Place, City/Town, Province/State
• Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo
• Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur

WHAT IF I HAVE NO EXPERIENCE?

○ If you've only just graduated or are looking for your first job, you may feel like you don't have any work experience to list on your resume. The key to this is showing passion and elaborating on the skills that you have developed throughout education and other non-professional experiences. By writing an enthusiastic personal summary, you can demonstrate that you are driven and focused on building a career within a certain area.

○ You should then provide a list of all of your qualifications, hobbies and past projects that have allowed you to develop transferrable skills that make you equipped for the job. Even if you have no formal work experience, volunteer work and undertaking projects at school/uni allow you to develop skills in areas such as customer service, time management and team work that will benefit you professionally.

LAST MINUTE TRICKS TO TRY BEFORE SENDING

○ Proofread.

○ First, try outsourcing the boring part to apps like Grammar.

○ Second, grab a real human being and make them read your resume.

○ The bonus of having a proofreader is that you will also be able to get an objective opinion of how you are selling yourself. Before you click send, you will also want to check to make sure that all of your information is current, and that all of your online information matches what you've written on your resume. Most recruiters check out LinkedIn or other social media platforms, and discrepancies in dates or contact information make you look dubious.