

RESUME BUILDING

DEVELOPED BY: PROF. HARSH MODHA

Other Names

Curriculum Vitae

Bio data

Self details

Personal Info

Remember :

- ❖ The First Impression Is The Best Impression. Try that your resume reflects your professional manners.
- ❖ The Employer has to go through 100s of Resumes. Therefore a resume has to be **DIFFERENT** to catch HIS attention

Follow this rules before building your resume :-

Rule no 1:

- Remember the résumé's length should be like that of a one or two page; If it is too short, the reader will loose interest instantly. If it is too long, he will get bored by the end of the first page.

Rule no 2:

Include all the info that will interest the Reader. They don't want to know your Grandpa's name, right?

Rule no 3:

- Break the mould;
- 1. Avoid phrases like hard working (A bull could be hired instead of you!)
- 2. 18th century language: up to the satisfaction of my seniors (How about yours?)
- 3. Typical mindset: Targets set by my seniors (Don't you set a few?)

Some Tips

- Be modest in estimating your strengths
- Do not under estimate your potential
- Do not bombast your credentials
- Weak points are not to be mentioned unless asked
- Select your references carefully
- Let the contact numbers, Mail ID and the Address be proper and existing

Never forget to mention about:

- Project Work
- Hands on Skill Experience
- OJT - On Job Training
- Value Additions
- Previous Experience
- Languages known
- Computing Skills etc.

Terms that must be used

- Positive outlook
- Bright ideas
- Planning skills
- Never say die attitude
- Pleasing personality
- Plus points
- Future vision

THANK YOU...