

WHAT IS A RESUME AND HOW IS IT WRITTEN?

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We have always seen job applicants with their education certificates and experience certificates when they come to apply for a vacant position. Apart from these they have an document which consist of all details of their

- ❖ Career Objective
- ❖ Educational Details
- ❖ Past work Experience
- ❖ Projects.
- ❖ Skills and Achievements(Both Academic and Professional)

Resume act as a mirror for recruiter which helps him/her to know the eligibility of the applicant. It also helps the recruiter to find out the Strengths and Weakness of the applicant.

Types of Resumes

There are four main types of resumes and they are most commonly used by the people who want to focus on the qualities required for their respective jobs.

They are:

- 1. Chronological Resume Format:** It is the most common format of all Resumes it consists of:
 - a. Work history of the job applicant.
 - b. It starts with your current and recent position and goes backwards.
 - i. Preference: those who are interested in career with Human resource can use this pattern as it will help them in working backward and follow their career possession during their line of questioning.
 - ii. If you are in possession of a strong, solid work history you can prefer this type of resume.
- 2. Functional Resume Format :** If you have rich work experience and good number of skills then you should prefer this type of resume pattern. This type of pattern is used by those job seekers who want
 - i. A complete change in their career fields.
 - ii. Hide Gaps in their Resumes.
 - iii. If they are coming to work field after a long time.
- 3. Combination Resumes:** This type of CV is used by Very Senior Professionals who wants to show their chronological work history and also want to show their skill sets.
- 4. Curriculum Vitae :** This format of resume

is often referred as CV. Many experts call it or refer it by Euro-Resume. It is a Latin word which means "Running Life" or "Course of Life". The term is very much popular in US. Job Seekers who apply for positions related to:

- i. Academics
- ii. Education
- iii. Scientific Areas
- iv. Research Fields. Etc.

Uses this pattern of resume.

CVs are generally list of detailed documents of

- i. Education Qualifications and Training.
- ii. Work Experience.
- iii. Publications.
- iv. Awards
- v. Honors
- vi. Affiliations.

Basic Functional areas and rules of Resume Writings

- a) Templates:** Start with a blank Word document and make your resume. Never use Microsoft Word or Online Template for Resume Making.
- b) Header And Footer:** Leave these areas black and never insert any of your information like contact details. Always keep all information in the main body of the resume.
- c) Paper:** Always Use "8.5X11" standard white paper.
- d) Font:** Use common font for all text. Usage of different fonts must be avoided. The words must be viewable and clear. Use the Standard black in order to make your resume attractive you can use bold, italic, underline formats of the fonts.
- e) Margin and Length:** Resume must be kept in one page. The Resume must be kept in one page. The margins' must be set to a half a inch for top to bottom and between must be set to a half a inch for top to bottom and between one an half inch for the left or right. Avoid blank spaces.

Bibliography

1. Competition Success of MAY 2011 edition.

