



Resumes

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GETA

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Synonyms

- Resumes
- Curriculum Vitae (CV)
- Bio-Data
- Candidate Profile
- Personal Profile

Overview

- Aim
- What is a Resume?
- Purpose
- Contents
- Characteristics
- Tips
- Summary

Aim

To present on
“How to build an
Effective Resume
to receive an
Interview call”



What is a Resume?

A Written Summary

- Educational Background
- Employment Background, if any;
and
- Job Qualifications

Purpose

- What it is not:
to get a Job
- What it is:
The Purpose of a Resume
is to get an **Interview call**

In other words...

- An Advertisement to Sell yourself
- To Present Your Skills
- To Impress a Potential Employer


Advertise What?

Advertise that

- Results orientation
- Well-rounded human being
- Communication skills
- Knowledge about how to get things done
- Signs

Contents

What Employers expect to see

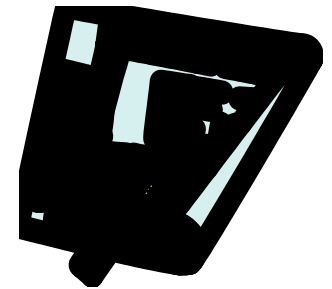
- Career Objective
- Academic Credentials
- Name and Address 
- Employment History
- Activities & Achievements
- Personal Data

Characteristics

A Resume has about 30 to 45
Seconds to impress employer.

(Prof. Ajay Devraj)

- Neat
- Simple
- Accurate
- Honest



Tips

To gain attention of employer

- Use **A4** or letter sized **Bond** paper
- Ample **Margins**
- Standard font, **Size12**, 1 ½ Space
- Avoid Italics
- Not using a Dot-Matrix printer

Tips

(Continued.....)

- Use **Headings**
- Underline or Capitalize
- Leave plenty of **white space**
- Use Indented lists
- Make sure of **Grammar**
(Spelling, and Punctuation are right)
- Use Crisp Phrases

Summary

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Any Questions



Thank you very much

