Tips for Preparing a Resume

There are multiple ways to make a resume. In this document we shall take you through few steps to assist the candidate in preparing a good professional resume.

1. **Format:** The first and foremost look of the resume will be decided by the format of the resume which is selected. Microsoft word has several preset format types of resumes which make it easy for an individual to prepare their resume.

2. **Presentation:** Do not cluster the information on one corner or specific corners of the page. Use the page well and provide information in a well space out manner which makes it easy for the interviewee to skim and refer through details. Try to spacing out details into groups or headings, which will help easy referencing and reading for the interviewee. Candidate can also make use of bullet points to present the information in a clean manner.

3. **Content of Resume:** The second important aspect which determines the acceptance of any resume is the details provided in the resume. There are few essential details which should form part of the resume, they are:

    a. Basic information: Begin the resume page by providing basic information about yourself, i.e. Full Name, Address, Telephone no. / Mobile no., Email ID (make sure the email ID is professional and not inappropriate for eg.: name@domain.com (is acceptable), crazyrockstar@domain.com (is not acceptable).

    b. Objective: After providing basic information try to give details with respect to what your goal / objective of life is. This should give the interviewee a hint of whether your goal / objective are in sync with the organizations objective and how you as a candidate can add to the growth and wellbeing of the organization.

    c. Education qualification: It important that a candidate highlight the educational qualification i.e. Institute where studied, year of graduation, percentage / GPA, course studied. You should ideally begin with the latest educational qualification going to the older ones.

d. <u>Work experience:</u> A candidate should provide information pertaining to their past / current work experience (in a descending order of work experience showing the latest work experience first). Work experience information shall comprise of the following details:

    i. Organization

    ii. Designation

    iii. Duration of work

    iv. Job profile and responsibilities handled. (The candidate may also like highlight any details which helped the organization in performing their duties in a better and more efficient manner.)

e. **Special skills / achievements:** Any awards, skills or achievements which you would like to share with the interviewee should be added onto the resume.

f. **Reference:** The candidate may include references at the end of the CV. It is suggested that minimum 2 to maximum 3 references should be provided if the interviewee may choose to contact. Candidate should provide the name, address and contact details in the reference.

General tips:

1. In simple terms, the resume is you on paper, so try to highlight to the best possible extent the person you are.

2. Use simple and standard fonts such as: Arial, Times New Roman, Calibri. The font detailing shall be as follows:

    a. Headings: 14pt, Bold

    b. Sub headings: 12 pt, Bold

    c. Content / Text: 12pt, Normal

** (you may choose to select different font and its size subject to the fact that they look simple and professional).

3. Use of fancy templates, backgrounds and font colors is not advised.

4. Spell check and proofread your resume to eliminate any spelling errors, grammar errors, typos, etc.

5. Do not make use of pictures; however use of facts and numbers to support your information is advisable.

6. Do not add skills, hobbies, experience, etc. incase they are NOT true. The worst thing that can happen to a candidate is being caught with incorrect information being placed on the resume.

7. Be straight with whatever you would like to communicate to the interviewee, do not provide vague or incomplete information.

8. Make sure you do not use SMS language, slang, foul language anywhere in your resume.

9. Keep updating resume from time to time with your added qualities and experiences. Do not send outdated resume to a current job posting.

10. While sending resume to the organization make sure you have a cover letter attached to your resume, it will add to your impression as a candidate.