



NIRMALAGIRI COLLEGE
Re-accredited by NAAC with A Grade (3rd Cycle)
Nirmalagiri P.O., Kannur Dt.
Kerala, India – 670701
www.nirmalagiricollege.ac.in

CERTIFICATE COURSE IN LIFE SKILLS

RESUME TIPS

Resume is a French word meaning “summary”. A resume is ideally a summary of one’s education, skills and employment when applying for a job or new job. A resume does not list out all the details of a profile, but only some specific skills customized to the target job profile. It thus, is usually one or two pages long. A resume is usually written in the third person to give it an objective and formal tone.

Curriculum Vitae (CV):

Curriculum Vitae is a Latin word meaning “course of life”. It is more detailed than a resume, generally two to three pages, or even longer as per the requirement. A CV lists out every skill, all the jobs and positions held, degrees, professional affiliations the applicant has acquired, and in chronological order. A CV is a detailed document highlighting professional and academic history of an individual.

CVs typically include information like work experience, achievements and awards, scholarships or grants earned by the candidate, course work, research projects and publications of the work. A CV is used to highlight the general talent of the candidate rather than specific skills for a specific position.

Bio data:

Bio Data is the short form for Biographical Data and is an archaic terminology for Resume or CV. In a bio data, the focus is on personal particulars like date of birth, gender, religion, race, nationality, residence, marital status, and the like. A chronological listing of education and experience comes after that.

A CV and resume are similar in that they’re both documents that summarize candidate’s professional history, education, skills and achievements. Sometimes both documents are provided to the employer for consideration for an open position. It is important to note that in the United States and most of Europe, resumes and CVs are not interchangeable. There are a few exceptions. In India, South Africa and Australia, the terms CV and resume are interchangeable. The term bio-data is mostly used in India, and is usually used while applying for government jobs.

Importance of Preparing a Good Resume

A resume is a mirror reflection of a person’s/candidate’s pursuits. The employers/recruiters require the aspiring candidates to submit a resume in order to be considered for the position. Resumes are first used as a way to weed out unlikely candidates. Such resumes may be with errors, spelling errors, appearance, incomplete details etc. Employers/recruiters look into resumes that are perfect or near perfect fit for the advertised opening. Further the resumes are scrutinized to shortlist candidates for interview on the basis of education, additional training, community involvement, life experiences and anything else that might indicate the suitability of the candidate for the advertised opening. Therefore, preparing an impressive resume is vital.

Essential Components of a Good Resume:

There are certain elements that are required in any resume, irrespective of the format chosen. In addition, there are also optional elements that are specific to the individual. A person should make decisions about these according to the job objective, career history, and the amount of space that is available.

A good resume would start with a brief profile of the candidate, summary of qualifications, followed by industry expertise and then professional experience in reverse chronological order. Focus is on the most recent experiences (with responsibilities and accomplishments), and previous experiences are only presented as a summary. This would be followed by Education details and/or Professional Affiliations and/or Voluntary Initiatives.

A resume must contain at least following three principle areas of information:

(i) Contact Information

- Name
- Postal Address
- Telephone number: work, home, mobile, as applicable
- E-mail address

(ii) Education and Training: It provides information about the formal education and professional training. Following are some tips on listing information:

- As a student, making the transition to the workforce for the first time, the educational credentials belong at the top of the resume.
- List the highest level of education first and work backwards. Any specialization or professional training that relates directly to the job objective should be listed first.
- Include any special honours or rewards.
- List any courses, seminars, workshops, or training experiences as a part of professional development or recent positions held that relate to the career focus.

(iii) Additional components (Optional):

- Publications/Presentations: If it is a long list, divide and then subdivide by topics. Articles that are in preparation and will be published may also be listed.
- Special Skills: This portion is appropriate if the job requires expertise. These may include computer hardware or software knowledge, or language proficiencies.
- Certificate and Training: List these if they directly relate to the job.
- Associations/Affiliations: Include current (not past) membership or active involvement in any professional or civic associations that relate to the job objective.
- Awards/Honours and Recognitions: List any career-related awards/honours gained, without adding element of self praise. Be precise and specific.
- Work History: This is the body of one's resume, if applying for a new job.

Common Errors

People generally make following common errors in preparing their resume:

- i) *Misspellings and grammatical errors:* This is a very common error especially among freshers. It is always good to have a spell check done once the resume is completed. The best way to identify the mistake is to have the resume reviewed by someone else.
- ii) *Not including keywords that match the job position:* Mentioning the same keywords in the resume that appear in the job listing is necessary.
- iii) *An outdated resume:* It is important to update the resume for every job. One should always remember to update the skills section, important additions, contact number, address details, current location etc.

- iv) *Including too much information:* A resume should contain information relevant to the job opportunity. Use bullets instead of writing paragraphs, this would help to enhance the readability. Details can be given during interview. The resume should not exceed 1- 2 pages.
- v) *Including a career summary that doesn't match the job requirements:* One should ensure that there is a match between the resume summary and the key job requirements.
- vi) *Leading paragraphs with irrelevant duties:* Begin with a statement which shows that the candidate possesses the key skills required for the particular job opportunity. Hence mention the most relevant duties and skill sets in the resume with context to the job one is applying for.
- vii) *Being too modest:* It is nice to mention the accomplishments and rewards in the resume, but at the same time one needs to understand and know the best way to put it across in the resume.

Guidelines for Resume Preparation:

Besides taking care of essential components in preparing the resume one should also keep following guidelines in mind:

- Always use good quality paper for the resume.
- Send a good quality photocopy of the resume.
- As a fresher, one should primarily describe the academic achievements, workshops, internships, seminars etc. attended where the skills were acquired and/or updated.
- Ideally the resume should not exceed one or two pages.
- Check for spelling errors and grammatical mistakes before the final copy of the resume.
- Include sections like languages known, hobbies and interests, extra-curricular activities, the positive points in brief. Select a simple font with appropriate font size to give clarity and legibility to the resume.

References:

1. Life Skills (Jeevan Kaushal), UGC, New Delhi
2. <https://www.wikihow.com/Write-a-Neat-Resume>
3. <https://www.youtube.com/watch?v=8fRN33GzxbA>
4. <https://www.youtube.com/watch?v=y8YH0Qbu5h4>
5. <https://www.indeed.com/career-advice/cover-letter-samples>
6. <https://placement.freshersworld.com/difference-between-resume-cv-bio-data/33122016>
7. <https://www.jobscan.co/resume-templates>