

# RESUME TIPS

A resume is a self advertisement, when created properly, shows how your skills, experience, and achievements match the requirements of the job you want. A right resume is your opportunity at reaching the job interview.

## 1. Look Good:

- Make sure that your resume is formatted well, with plenty of space.
- Use the same font throughout the resume.
- Use a basic font that is easy to read. Fonts such as Times New Roman and Georgia are your best bets for making it readable. Also, the preferred font sizes are from 10 to 12 points.
- The pages should have one inch margins all the way around with 1.5 or 2 point line spacing. Let the page size be A4.
- Attempt to keep the resume to a maximum of two pages.
- The text should always be printed in solid black colour.
- Double check to make sure that the formatting is correct, and that important information is not missed out.
- If you are going to use a hard copy of your resume, make sure to use a good printer. Laser printers are usually a good choice and will give you neat results.
- The font for header and the introduction to a section may be size 14 or 16, but otherwise do not use very large font.
- Use bullet points and short sentences to describe your experiences, educational back ground and professional objectives.

## 2. Keep it Simple:

- Keep the language simple and clear, sentences short, precise and concise.
- Be sure that there are no typos or grammatical errors.
- Spell check and proof read your resume several times.
- Get second and third opinion about your resume, as people tends to get blind about their own mistakes.

## 3. Honesty is the Best Policy:

- Be honest while writing your resume and avoid lies. Apart from being wrong most organizations conduct background checks, and it will ruin your credibility.

## 4. Career Objectives:

- Include a career objective statement in your resume and try to tailor it to match the job you are applying for. Keep your career objective limited to 3-4 lines.

*Samples:*

- To pursue a highly rewarding and challenging career, where I can utilize my skills and knowledge effectively.
- To succeed in an environment of growth and excellence, work towards achieving personal and organizational goals.

- To work in tandem with a team in a challenging and competitive environment, where I could improve my knowledge, capabilities and use them for the development of the organization.
- As a fresh graduate with an excellent academic background, I am looking forward to join a reputed company, which can utilize my skills and provide a long term career path.
- To be a part of an organization that provides an atmosphere of mutual growth and benefits, with an opportunity to display talent and potential.
- To work in a rapidly growing institution with a dynamic environment with an opportunity to learn and achieve organizational goals through best efforts.
- Aspiring to work with an organization to realize my potential in a challenging and creative environment and work towards achieving organizational goals.

#### **5. Review and Be Ready:**

- Review your resume regularly and make changes and updates as needed.

#### **6. Strength Descriptors:**

- Goal Oriented - I am always focused and work towards achieving my goal.
- Friendly – I believe in building good relations and work very well with people.
- Creative – I think out of the box to find unique solutions to challenges.
- Can Manage Stress – I stay calm in pressure and try to work over it.
- Team working skills – I enjoy working in a team and believe that one can achieve more in a team.
- Multi tasking – I can juggle multiple tasks and do it with ease.
- Fast learner – I am a fast learner and is quick to put into action what I learn.
- Welcome feedback – I am open to constructive feedback and always try to learn from it.
- Flexible – I can adapt to situations and people.
- Sensitive – I make sure that I am sensitive towards other’s beliefs and requirements.
- Punctuality – I understand the importance of delivering on time.
- Attention to detail – I have an eye for detail and make sure that small things are not missed out.
- Optimistic – I am optimistic and believe that anything can be done if one puts his mind to it.

#### **7. Skill Sets:**

- Excellent communication skills.
- Excellent interpersonal skills with an ability to deal with people diplomatically.
- Quick learner with strong problem solving ability.
- Good analytical-research skills.
- Flexible team player with strong work ethic.
- Good time management ability.
- Highly motivated and eager to learn.
- Strong motivational and leadership skills.
- Ability to work well under pressure.
- Ability to work as individual as well as in a group.
- Ability to accept and learn from constructive feedback.