

Tips:

We have all made several drafts for our Resume. Firstly, Resume and CV is not the same. Resume is a shorter one or two-page version. Anyway, I too have made several versions of my Resume. Before articleship, applying for jobs, for consultancy work, etc. It is better to make a Resume very well once (could take a week), and keep updating it. There is no one format for making a Resume, and everyone has their own view. I have certain tips along with its justification. You may beg to differ:

1. Always send it in a pdf format.
2. The file name should be your name and should not contain the word "CV" but you may use "Resume" because that's what you are forwarding.
3. Please make a very good LinkedIn Profile (Trust me, I got a lot of work from there)
4. Do not write your residential address (no one will ever communicate via post).
5. Mention your Phone Number and Mail ID (no funny mail id)
6. You need not include your Father's Name (How is your Father's name relevant for you getting the job. Include only those details that will be required by the employer)
7. Cover letter may be a part of your Mail body itself. In the mail, it's "Dear Sir" and never "Respected Sir"
8. Do not copy paste "Career Objective". You may skip the same.
9. Please use a good font type (Calibri, Garamond, etc), decent size (11-12) and one may use color other than black and white for shading (Blue or grey but nothing flashy)
10. Take a print and see if the colors and shading used are fine in print form.
11. You may want to skip Hobbies. You should definitely not mention your strengths and weaknesses.
12. Languages to be mentioned only if you know a Foreign language. There is no achievement in knowing English, Hindi and your mother tongue.
13. Use simple, crisp language and short sentences.
14. A common misconception – If I do not have a certificate for something, I cannot mention it in my Resume. Actually, you can, provided it is true and you can answer questions on the same in the interview. The interviewer is generally smart and in all probability, you will not be able to fool him. So, don't try.
15. For the experience section – see the attached sample – Time frame, company name, designation and responsibilities held needs to be mentioned.
16. Do not use too much bold or Capital Letters. The Resume should be such that within 30 seconds, the reader gets all that he needs to give you the job. Therefore, choose carefully what to highlight.

Regards,
Aswini Bajaj

Download Sample Resume:

<http://aswinibajaj.com/asset/SampleRe...>