

# RÉSUMÉ WRITING GUIDELINES

## Remember

- A résumé presents your past and present performance so that an employer can assess your future performance.
- The best Résumés are those that are concise and specific to the job being sought.
- You want your C.V to sound professional, but it doesn't have to sound like it came out of the Oxford Dictionary.
- Try and keep your resume to one page, leave the reader wanting to know more.
- Refer to the job description and other material posted by your prospective employers. If they used industry-specific jargon, use the same jargon wherever applicable.
- Before you start writing your résumé, after a self-analysis, jot down your skills, accomplishments, interests, goals, SWOT analysis.
- Start your draft and list every role and responsibility you can think of. Include results such as events organized, participated, responsibilities handled, accomplishments etc.
- Your résumé is the prospective employer's first impression about you, so remember to make your résumé impressive!
- A good résumé won't get you the job...It will get you short-listed for the interview.
- Use Action Verbs such as Assigned, Analyzed, Consolidated, Coordinated, Developed, Delegated, Improved, Organized, Established, etc. along with what was the outcome of your efforts.
- As far as possible, CUT down to fit on ONE page! Choose each word with great care.

## Visual Appeal

- Your résumé should be visually appealing, uncluttered and easily readable.
- Stick to traditional font (Times New Roman, Arial, Calibri, Tahoma, etc.) 10 to 12 point size, and black type against a white paper.
- Make it easy to read and make every word count.
- Make each section of your résumé stand out from the next by leaving plenty of space in between each section and effective use of horizontal space.
- Increase the font size of your name and the headings.
- Use only one font consistently throughout the résumé.
- Go easy on boldface type, italics, and underlining.
- Prepare it in a simple Word format that can easily be viewed on most computers.
- The idea is to keep the format simple, readable and visually appealing.

## Parts of a résumé

- **Contact Details** [Name, Address, Phone number, Email id] Make sure there is no error while typing out your contact details and double-check that everything is correct. You don't want to mistakenly send a resume with the wrong phone number.
- **Career Objective** THINK like THEM. What are they looking for? Show how you are the right candidate. Make your job objective match precisely with that of advertised job or the job you'd like to have. (<http://www.wikihow.com/Write-a-Career-Objective>)
- **Education** [Degree (in full), branch, year of passing, institute, affiliation, GPA/%] HSC/Diploma, SSC. Use a reverse chronological order. List your current, or most recent qualifications first, and then work backwards.

- **Technical skills:** Figure this out by looking at their job listing and seeing the skills they value the most in an employee. Once you've chosen your featured skills, you should then back them up. Don't simply list your skills, tell them how you've acquired these skills that would be an asset to the job. Sell the skills you have! An Engineer's résumé must include details of your technical skills, technical summary or expertise, buzzwords or key words, subcategorize knowledge of programs and applications, specifically mention soft skills.
- **Additional qualifications:** Your educational background extends beyond just college and high school. In many cases, people have certifications and continuing education as well. You can include those on your resume to bulk it up and to show off what you've learned.
- **Achievements:** [Co- curricular (Projects, IVs, Coding competitions, Workshops, Technical papers, seminars), Extra- curricular (sports, cultural, literary)]
- **Personal details** (Write Date of Birth in full e.g. 23 January 1999, language proficiency, interests). If you are fluent in any foreign language, list it.

## Avoid

- ✘ **Typos and grammatical errors:** A CV full of typos, errors and cluttered information doesn't create a good impression. It makes the reader feel: "This person can't write," or "This person obviously doesn't care." A sloppy resume means the applicant will do a sloppy job.
- ✘ **Blanket, rambling objective statements:** Seeking a challenging position' and 'want to grow professionally' are objectives for you. But how will they benefit the company? Stress on how the company will possibly be benefited by you.

- ✘ **Clichéd phrases:** Also avoid clichéd phrases like 'proven track record', 'excellent communication skills', 'work well under pressure', and 'result-oriented'.
  
- ✘ **Copying another person's résumé:** The easy way out for most youngsters these days is to model their résumé on their friend's or their peers'. A résumé is personal; it's about what you've achieved. Keep it original.
  
- ✘ **Exaggerating:** Employers have tools to verify what's written on the résumé. "We always do background checks, track a person on social media and call for references before employing someone
- ✘ Highlighting duties instead of accomplishments
- ✘ The word résumé
  
- ✘ Salary expectations
  
- ✘ Too many personal details
  
- ✘ Anything without evidence
- ✘ A fancy layout, font, and other special effects.
- ✘ Colourful and multiple fonts and jarring text sizes. Also avoid centre alignment for texts and random bolding and italicising of copy.
- ✘ Listing "listening to music", "watching television", "surfing the internet" as hobbies and interests