

RESUME BUILDING

A resume is a self-advertisement that, when done properly, shows how your skills, experience, and achievements match the requirements of the job you want. This guide provides certain steps to be followed on which you can base your resume. It will also walk you through setting up and laying out the content to highlight your skills and grab the reader's attention.

- 1) Choose your design and format carefully. Except in very creative professions, colors (of the paper and text) should be sober. Black and white is safe.
- 2) Use simple fonts that are crisp and professional looking. Don't use more than 3 font variations in the document. One for title, (your name) one for subheadings(e.g. educational profile, title) one for highlighting key words to stand out; one for body text)
- 3) Use professional language. Don't be casual in your language avoid slang words or short forms. A resume is a form of business communication, which should be best written in an impersonal brisk and active tone of voice.
- 4) Use a professional sounding e-mail id (e.g. avoid e-mail Id like coolgirl@gmail.com)

How to create a good first impression?

- 1) Use "easy to read" fonts and font sizes (not smaller than 10pt size).
- 2) Use bold and italics to **highlight important information**. Highlight those words that you want to catch the attention of the evaluator. This also makes it easier for the person to quickly read through your resume without getting into reading every word.
- 3) Have a summary section demonstrating the skill level and experiences directly related to the position being sought.
- 4) Write in **short paragraphs** for a "quick" read and use bullets to showcase your achievements.
- 5) Don't make it long and boring. Be brief, simple and clear. When writing your resume, ask yourself "Will this statement help me get a call for interview?" Only include information that gets the answer "YES" to that question.
- 6) Use plenty of white spaces on your resume. Thus leave enough margins, spaces between categories: don't crowd. Don't cram every single detail into a resume with no margins and tiny fonts. Use white space and go to additional pages or cut out unnecessary information. Leave enough of margin space. Hence leading to an eye pleasing, simple, and effective resume.
- 7) Ensure that your resume is neatly stapled in one corner with all pages carefully aligned.
- 8) Produce high quality output. Use good quality A4 size paper (bond paper or alabaster). Use a good printer with even neat print.

There is no "one best way" to construct a CV; it is your document and can be structured as you wish within the basic framework below. It can be on paper or on-line or even on a T-shirt (a gimmicky approach that might work for "creative" jobs but not generally advised!).

1. **Be positive** - put yourself over confidently and highlight your strong points. For example, when listing your A-levels, put your highest grade first.
2. **Be honest:** although a CV does allow you to omit details (such as exam resits) which you would prefer the employer not to know about, you should never give inaccurate or misleading information. **CVs are not legal documents** and you can't be held liable for anything within, but if a recruiter picks up a suggestion of falsehoods you will be rapidly rejected. An **application form** which you have signed to confirm that the contents are true is however a legal document and forms part of your contract of employment if you are recruited.

The **sweet spot** of a CV is the area selectors tend to pay most attention to: this is typically around the upper middle of the first page, so make sure that this area contains essential information.