

# *Resume Writing Tips*



UKA TARSADIA  
university

# Someone Once Said:

**“YOU NEVER GET A  
SECOND CHANCE TO  
CREATE A FIRST  
IMPRESSION.”**

**Your RESUME is one of  
your FIRST  
IMPRESSIONS with a  
potential  
EMPLOYER**



# Why do I need a resume?

- **Prepares you for the interview.**

Most employers will use your resume as a guideline when they interview you. They will ask you to explain in detail many of the statements you have made in your resume.

- **Organizes you.**

Preparing a resume forces you to assess your skills. This in turn will help you evaluate the many employment options open to you. It will also help you plan an effective job search campaign.



# Why do I need a resume?

- **Gives you a sense of security.**

It's a good idea to always have an updates resume on hand. You never know when you will want to seek a better job or just a change. Also, in case you unexpectedly lose your job.

- **Can be used as a calling card.**

It's there when you want to conduct informational interviews to test potential opportunities.

# The Employer Wants to know:

- o What can you do for me?
- o How can you improve my operations?
- o Can you make my money?
- o Save my time?
- o Keep my customers happy?



Your resume must not only show the skills you have;  
it must demonstrate your success.

# What does a resume (or CV) include?

Personal Profile

Awards and Scholarships

Career or Job Objective

Computer Proficiency

Summary of Qualifications

Laboratory Skills

Skills Summary

Technical Skills

Education

Languages

Relevant Assignments

Licensure

Relevant Courses

Certifications

Work Experience

Professional Memberships

Volunteer Experience

Publications

Activities and Interests

References



# A Resume is NOT a CV

CV	Resume
A CV is used in academic and research-oriented job searches.	A resume is used in business, non-profit, government and other types of job searches
A CV is of flexible length	A resume should be 1 page, 2 pages max.
A CV is a record of your academic accomplishments and credentials.	A resume is not all-embracing; it should be targeted to a particular job in a particular field.

# Two Main Types of Resumes

- o Chronological
- o Functional (skills-based)

Your choice of resume should be based on your work history, but should be targeted to your job goal.



# Chronological

- Most common format: most recent job listed first.
- Use when you have a continuous employment history and you want to call attention to your stable work history.
- Focus on activities that are similar to what you want to do in your new job.

# Chronological Resume (Advantages & Disadvantages )

Advantage	Disadvantage
Easy to follow. Work history shows progression.	Doesn't hide flaws in the work history, such as job changing or "spotty" work history.
Your objective / summary is the same or similar to your recent experience.	Doesn't allow flexibility to change objective to something different from your experience.

# Functional (skills-based)

- o Use to highlight your skills and accomplishments rather than your work history.
- o Effective when you are switching fields or your job titles.
- o Don't do justice to your abilities.
- o Focus on the skills that support your new job goal.



# Functional Resume (Advantages & Disadvantages)

Advantage	Disadvantage
Dates/positions not emphasized.	Employers are sometimes suspicious of this format because it can disguise negative information
Skills/experience from not so recent jobs can be emphasized.	
Hides downward regression.	Employers may assume all skills are current.
Emphasis on transferrable skills.	
Objective may be different from your experience.	Absence of dates may confuse employers.
Appropriate when considering a career change.	

# Make an Impact!

## OBJECTIVE

A short statement that includes the job title you want, and the main reason why they should consider you for the position.

## CAREER PROFILE

Short paragraph (three –to five sentences) that highlights your experience and qualifications that match the job you are applying for.

# Skills Related to the Job You Are Seeking or Strengths/Key Accomplishments

Include the skills that are directly relevant to the job you are seeking.

Use strengths and accomplishments to highlight these skills





# Resume Dos

- o DO think of your resume as an ad for your qualifications, not an autobiography.
- o DO begin each bullet point with a verb.
- o DO include paid and unpaid experience to demonstrate the range of what you've done.
- o DO show the reader why you're a good match for a particular job.
- o DO make several resumes, with each one targeting a particular field.
- o DO look at other resumes to see how they are written.

# Resume Don'ts

- o DON'T make your reader dig for information.
- o DON'T tell everything you've ever done.
- o DON'T use complete sentences.
- o DON'T include personal information, such as age, race, marital or health status.
- o DON'T make your resume too dense, busy or cute.
- o DON'T use a font smaller than 10 point.
- o DON'T use fancy fonts that are hard to read.

# Where to Start for Grad Students

- o Think of the tangible skills you've gained at UTU. For example: Have you taught? If so, you've gained valuable presentation and management skills.
- o Though not necessary, it helps to have fields in mind. What skills have you acquired at UTU that might be of use to you in a given field?
- o Carefully consider your extra-curricular activities.
- o Come to T&P Cell for help with resume writing.



# Resume in the Absence of Strong Work Experience (Fresher's)

**Tips and tricks to make your resume remarkable even if you lack work experience:**

- o Start with a Good Objective
- o Your Academic Background
- o Talk about Internship/Trainings
- o Projects that You Have Done
- o Knowledge Purview Section
- o Add Extra-Curricular
- o Volunteer Work
- o Temporary Job
- o Family Business

# When You Have Gaps In Your Resume

- o A period of time when you weren't working, or weren't working at anything that you want to include in your resume — is common these days.
- o The current 9.1% unemployment rate means there are millions of people unemployed in this country. These people will hopefully soon be employed again, but will **all have gaps in their resumes** to explain?
- o If you've been out of work for a while, or if you have a long gap on your resume, be prepared to **discuss what you've been doing to stay informed** and keep your skills fresh.



# When You Have Gaps In Your Resume

**Great examples include...**

- o volunteer work
- o freelance
- o Consulting projects, and
- o taking graduate, certificate or continuing education courses.

**If you haven't been doing any of these things...**

- o it would serve you well to start now! It will give you something to talk about in your job interviews and will keep you intellectually challenged and engaged during your job search.



# When You Have Gaps In Your Resume

If your resume gap covers a year or more away from the workforce—for example,

- o To serve as a full-time parent or caretaker or deal with health issues of your own — you will have to be particularly eloquent in explaining why you're the best candidate.
- o Fairly or unfairly, employers will worry about hiring someone coming back to work after a long sabbatical.
- o After all, technology and processes change quickly in today's business world. Your challenge is to show that you have been keeping up with new developments and are 100% ready to dive back in full-time.

# How to Make Your Resume Stand Out and a Winning One

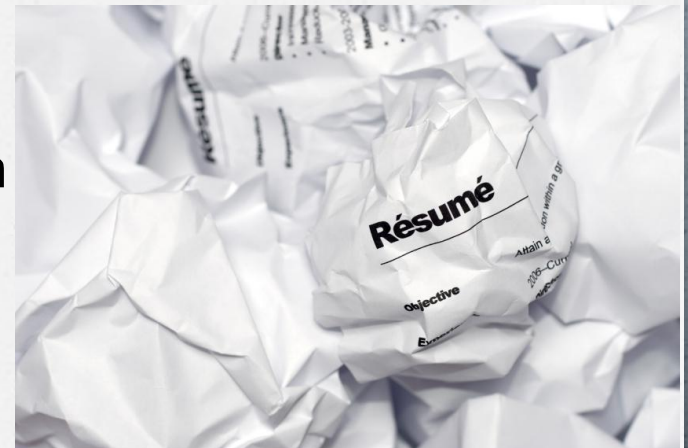
Resume writing is not a science wherein the equations should match. Here, you have to follow the small tricks which practically work.

- o Get it Tailor Made
- o Relevant Keywords
- o Proper Format
- o Error Free
- o Remain Specific
- o Length of resume
- o Keep it Professional
- o Liar...Liar... Pants on Fire (Do not let your well-built resume scream this phrase like children do when they find somebody from their group is telling a lie!)



# The 10 worst resume mistakes to avoid

1. Typos and grammatical errors
2. Lack of specifics
3. Attempting the "one-size-fits-all" approach
4. Highlighting duties instead of accomplishments
5. Going on too long or cutting things too short
6. Bad summary
7. No action verbs
8. Leaving off important information
9. Visually too busy
10. Incorrect contact information





# Small Things Do Matter

- o YOU MAY THINK THIS IS JUST EXTRA WORK FOR YOU....
- o BUT IT MAY MAKE THE DIFFERENCE BETWEEN BEING EMPLOYED...OR...UNEMPLOYED!
- o IT'S ALL ABOUT GETTING A JOB DONE!!!

ALWAYS THINK  
POSITIVE...



AND REMEMBER TO  
KEEP YOUR FOCUS ON  
THE BIG PICTURE...