

## Unit 8-RESUME Guidelines \_ Format

- **Résumé v/s CV**
- **Chronological and Functional Résumé**
- **Preparing a résumé**

### A Few Guidelines

'Your résumé is a one-page (sometimes two-page) document that summarizes your skills, experience and qualifications for a position in your field.'

– Pauley and Riordan.

- The purpose of résumé is to get a call for interview.
- **Difference between CV and Résumé**

CV or Curriculum Vitae is –

- Over all summary of education and experience
- Used for academic teaching or academic administration
- Also used for grants or fellowships
- Can be of 10-12 pages sometimes.

A Résumé is –

- A customized/personalized or tailored information
- Includes education and experience
- Used when applying for jobs – public or private
- A Job-specific document
- Generally 1 to 2 pages.

## **TYPES OF RESUME**

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- Chronological Résumé : A detailed history of education and experience.
- Functional Résumé : Talent and skills are emphasized
- Combination Résumé : A combination of both.

A personalized or tailored Combination Résumé is preferable.

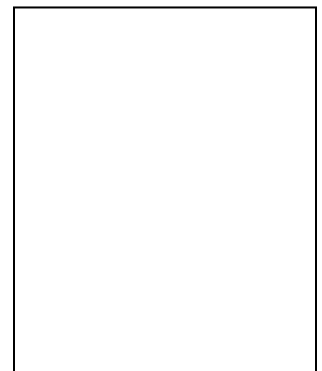
## **DOs & DON'Ts of Résumé Writing**

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- A résumé should not be hand-written.
- Durable, good quality and fresh piece of paper should be used.
- Coloured paper should be avoided. Color print-out is acceptable.
- Do not be wordy. Write point-wise using bullets.
- Writing hobbies/interests is not a must. They should be relevant to job.
- Do not write – 'References will be provided if requested.'
- Name on the bottom of second page is a must.
- Do not print on both sides of the paper.
- Font size should not be less than 12 and more than 14.
- Artistic or over-sized fonts should be avoided.
- Use same font and font-size for complete résumé.
- Times New Roman, Arial. Calibri and Cambria are formal and standard fonts.

### **1. HEADING:**

- On the top of résumé, preferably on the left corner.
- Name (Preferably in capital)
- Address
- Contact No (Preferably 2)
- Email Id (Preferably 2)



(Photo in top right corner, parallel to these details).

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**POSITION SOUGHT** :

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**OBJECTIVE** : Describe your career goal, indirectly praising yourself and the company.

**EDUCATION** : Mention your education in reverse chronological order.

: Avoid tabular form

: Don' write sentences or paragraphs, write point-wise

: Be smart and wise while mentioning year of passing or marks and percentage.

**SPECIAL SKILLS** Mention some job-oriented skills as given below -

: Diploma in Computer (MS-Office, Internet etc.).

: Excellent communication and inter-personal skills.

: Fluent in English and Hindi.

: Truly confident.

**SEMINARS, CONFERENCES & PAPER PRESENTATION**

: Details of papers presented

: Conferences attended

: Seminars attended

**INTERESTS** Mention the ones which suit the job profile and

your personality. For example –

: Travelling

: Interacting with new people

: Listening to music

**EXTRA-CURRICULAR ACTIVITIES :**

: Contribution to various events/functions

: Membership of groups/clubs/organizations

: Mention only the relevant ones

: Mention the important ones first

**ACHIEVEMENTS**

**: 1<sup>st</sup> Prize in .....COMPETITION,1994**

Council of Political Sc., D.V.College.

**: 2<sup>nd</sup> Prize in ..... COMPETITION, 1994**

Military Sc. Council, D.V.College, Orai

**: 2<sup>nd</sup> Prize-DISTT. LEVEL DEBATE COMPETITION**

On Republic Day-1994

**: 3<sup>rd</sup> Prize -Inter-collegiate .....COMPTN.,**

University Level ,1995

**: 1<sup>st</sup> Prize - ..... COMPETITION**

U.P.Bharat Scouts & Guides, 1995.

DATE OF BIRTH

: .....

FATHER'S NAME

: Mr. ....

**POSTAL ADDRESS** : (Name of city should be in a separate line  
PIN Code is a must).

**CONTACT NUMBERS** : **09918173820**, 09886370805

**E-MAIL ID** : .....

Date :

Place :

**Name of Candidate**