

## HERE ARE A FEW TIPS TO HELP YOU ALONG THE WAY IN WRITING A FRESHER'S RESUME:



- Be very clear of the objective for writing the resume-Without an objective, the resume will appear unfocussed.
- Remember your resume is marketing a brand called you. It is a tool that you could use to your benefit if it is crafted well. See that you enlist your features and benefits that they just can't be missed.
- Remember that the resume is to get you an interview and not a job. So don't go into too much of details. Be clear and concise
- Resumes are usually meant to be scanned and not read in detail initially. So highlighted heads will make the information easy on the eye
- Use action and power words to add life to your resume.(But not the words which are rarely used)
- Arrange the information chronologically
- Check the advertisement posted and use the key words in your resume to match with what the employer is looking for
- Highlight the positives. Place yourself in the readers' shoes and visualize his or her reaction.
- Never include irrelevant data and details
- Show what you know and how varied your knowledge base is.
- Highlight the skills you have picked up in different fields which could benefit you to multi-task.
- Use an appropriate font which is no smaller than size 10. Limit the length to not more than two pages.
- Ask someone to review your resume before you send it so that any flaws can be picked out and rectified.

Also ask them to ask you questions based on your resume



## FEW THINGS RECRUITERS GENERALLY DO NOT LIKE TO SEE ON A RESUME



- Colorful or glossy paper and flashy fonts-Your resume is a formal, official document. Keep it simple. Use plain white A4 size paper and formal fonts like Times New Roman, Verdana, Calibri or Arial
- Mentioning-Resume or CV on the top-The person who reads the resume very well knows that it's a resume-When you receive a newspaper in the morning, does anyone need to tell you that it's a newspaper? Does it have a bold heading, NEWSPAPER? –It just mentions the name-Right?
- Photographs until asked for-Do not add your photo to the resume until you have been asked for it. (Until and unless it is a job requiring high glamour quotient-Like-Cabin Crew, Front office Model, Actor etc)
- Usage of 'I'-Do not use the "I" word in your resume. Many candidates write, 'I worked as Team Leader for the XYZ Company'. Usage of 'I' and related terms makes you look egomaniac in your resume. You might simply write- "Worked as"
- Spelling mistakes and grammatical errors-Proof read your resume until you are confident that it doesn't have any spelling mistakes or grammatical errors. They are big put offs for the recruiters.
- Lies -Do not lie about your past jobs (even if it is a 3 month assignment) or qualifications or anything which might have an impact up on the job
- Abbreviations or jargons that are difficult to understand-People screening your resume usually belong to the HR department. If they do not understand what the abbreviations and jargons mean, they might simply dump your resume in the trash can.

Current or expected salary-Leave it to be discussed while negotiating the salary.