

## PG Semester II/Entrepreneurship Development Cell/Communication Skills/Unit 2/Part 3/Resume Preparation

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### What is a Resume?

A resume is a one- to two-page paper that summarises a candidate's suitability for the job he is interested in. It is more than just a common job application, a resume is a marketing tool that a candidate use to communicate his value to employers."

### Definitions

"A *resume* is a formal document that serves to show a person's career background and skills. In most cases, it's created in order to help a candidate to land a new job. A traditional resume consists of a professional summary, work history, and education sections. It works like your job hunt marketing document"

- By **Emilia Mucha (Career Expert)**

"A resume is a written compilation of your education, work experience, credentials, and accomplishments. Most professional positions require applicants to submit a resume and cover letter as part of the application process."

- By **Alison Doyle**

### Importance of Resume

Resumes are the first thing the potential employer sees about any candidate. Any candidate needs to make the best first impression on the recruiter. That is why a

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resume is regarded as one of the most important steps in the job application process. Resume is generally sent with cover letter.

### **Contents of Resume**

A Representative resume will include the following:

- 1. Contact information**

Candidate's name, address, mobile number, and email.

- 2. Objective or Summary of Qualifications**

Related and allied qualifications for the desired position, to be typed at the top of the page, directly under the contact information. Highest education to be mentioned.

- 3. Work History (Experience)**

Present to first employment history including dates, organisations, job titles, and relevant skills and accomplishments. Other topics can also be added depending upon the nature of job like Achievements, Licenses, Computer Skills, Professional Affiliations, and Related Coursework.

### **Types of Resumes**

There are many types of resumes are there but popular 3 are::

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- **Chronological:**

This type belongs to traditional category. In this type the job history is written in reverse chronological order i.e. recent position first, oldest position last, this type of resume centers on titles and dates.

- **Functional:**

This type of resume focuses on functions, skills, accomplishments, This is an uncommon format. It divides qualifications into functional categories, such as Administrative, Marketing, or Project Management.

- **Combination/Hybrid:**

This type of resume brings the feature of both the mentioned resumes. It covers the mix elements. This format is the most adaptable for individual. Most of the candidates feel this format gives hiring managers the best of both worlds.

=====Unit 2 Part 3 Ends=====

Note: The above notes are only guidelines. Students are instructed to make detailed notes with Resume formats.

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