



WHAT IS A RESUME?

A resume introduces you to the people who will eventually hire you. Most of the times your resume is the first point of contact or communication with your future employers.

For students looking at higher education or extra courses at various universities, your resume will determine whether you should be admitted into the course or not.

Your resume should have your name, contact information, your career history, your years of education, your capabilities and what you are prepared to commit to your future employers or educational institutions.

WHY IS A RESUME IMPORTANT?

Preparing your resume is the first step in the job-search process. Your resume will help you get into a position that you dream of...a position better than what you are in now.

Since a resume is in the form of written communication (either on paper or e-mail), your first aim should be to get noticed for your abilities. If you prepare a well written résumé, the chances are that you will get called for an interview where you can present yourself and speak in detail about yourself.

A well prepared resume from a less experienced candidate can be chosen over a poorly prepared resume of a more experienced candidate.

A good resume means more chances to get better jobs and positions. A poor resume may mean months of rejection and unemployment.

WHAT IS A GOOD RESUME?

A good resume should display all relevant information about you that your employers are interested in knowing about.

A good resume should be carefully composed, edited and not contain any spelling mistakes.

A good resume should display and highlight all your strengths and qualities that make you suitable for the job you are applying for.

A good resume is nothing but information about you delivered in an attractive and efficient manner.

WHAT INFORMATION SHOULD A RESUME CONTAIN?

Your Name in Full

Address—where you will be available

Phone numbers—land line as well as mobile number

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E-Mail id

Your educational qualifications—when and where you went to school

Responsibilities you have assumed

What you have accomplished

How you have contributed

Your abilities, skills and strengths

Special training/courses attended

Certificates and licenses you have earned.

WHAT IS A COVER LETTER?

A cover letter is a letter sent along with your résumé. It is as important as your resume because this is your first one-sided interaction with your prospective employer.

Your cover letter states who you are and why you are contacting the addressee.