



RESUME TIPS:

The correct way to put down your name and contact details:

Name:

- Your full name .You must give your first name, middle name if any and last name.
- The name you have on your resume is the same as on your bank account or in your passport.
- If your name has initials in the beginning or the end, don't ignore them. Remember, there may be others with the same first name as yours or the same last name.

Address:

- Give the correct address with House Number, Street name, City and Zip code or Pin Code
- If you have just moved into a new address, check the correct address before you put it on your résumé.
- If you are living with someone or moving from place to place, give the address of a family member or friend who can collect and deliver mail to you.
- Check with the person if he/she is ok with receiving mail on your behalf.
- It is not a good idea to receive personal employment related mail at your office address.

Phone Number:

- Give both your landline number and mobile number
- Landline: Before your actual phone number, put down your country code and area code numbers with a + sign in the beginning. This information will help international callers to identify the e country and area you belong to:

+91 80 26666666

+61 2 62222222

+1 212 5200000

+44 121 41431322

- For mobile numbers, add + and country code before the actual number.
- If the phone number belongs to another person or if there is another person who is sharing the use of the phone number on your resume, inform him/or her about it. He/She should be able to give and take messages on your behalf.

- If you are not going to be available at the particular phone number between some hours, mention it on your resume...“Call between 8 and 10 PM”, “Call after “6 PM”
- It is not a good idea to give the number of your workplace.

E-Mail id:

- It is absolutely important to have an e-mail id. There are many free e-mail providers available. So setting up an e-mail id is easy.
- Choose a good id that is professional. It can have parts of your name or initials or numbers. Avoid names like Scorchingfire@yahoo.com or squeakytablet@rediffmail.co etc.
- If you already have an e-mail id for your friends that sounds unprofessional, get a new one.