



Resume Tips

Use Bulleted Sentences

In the body of your resume, use bullets with short sentences rather than lengthy paragraphs. Resumes are read quickly; therefore make key phrases stand out. Bulleting information will help the reader view.

Use Action Words

Use action words- word like prepared, managed, developed, monitors, and presented will cause your resume to stand out. Some companies now scan in your resume and have computers pull those that meet certain criteria. The computers are looking for one thing- they are looking for keywords that have been picked by the hiring manager. These are action keywords that relate to the position, so not including them could mean your resume is disregarded as a "non-match".

Use %'s, \$'s, and #'s

You should always use %'s, \$'s, and #'s. Dollar totals, numbers, and percentages stand out in the body of a resume.

Highlight your Strengths

Highlight your strengths, and what is most relevant to the potential employer. In-coming resumes are typically reviewed in 10-30 seconds, so put forth the effort and determine which bullets most strongly support your job search objective.

Match the need they have

Match the need they have- Review job postings online and in the newspaper for positions that interest you. Chances are that you have some of these key points in your resume. Chances are that you have some of these as key points already, however, if you have missed any, add them to your resume.

Be Positive

Above all in your resume and interview-you must be positive. Therefore, leave off the negatives and irrelevant points. Focus on the duties that do support your objective and leave off irrelevant personal information like your race, weight, and height.

White Space is Important

White space is important. Open up the newspaper and take note of which ads first catch your attention. Are they the ads that are jammed full of text, or are they ads that have a large amount of unused space ("white space"). This is done to grab your attention, as readers are always attracted to open areas.

Formatting Guidelines

How long should my resume be? What size font should I use? The length of your resume should be 1-2 pages. Yes, you read correctly; you can use more than one page. But remember, keep it concise. It's okay to use two pages for your resume, however it is not necessary. Start Applying Now, you're ready!

Start applying-

Apply for some jobs that appear to be above your qualifications, apply to positions that are a match, and apply to positions which may be below your level. Why? Perhaps the position below will turn out to be more than it appeared once you interview for them, or perhaps once you have your foot in the door you can learn of other opportunities. If nothing else, interviewing more and more will increase your interviewing skills. It will decrease your nervousness, and increase your skills for facing tough questions.



Resume Formatting Rules

FORMATTING:

Font:

Stick with clean fonts like Verdana, Arial, Trebuchet, or Tahoma, Times New Roman.

Font Size:

Stay within the 9pt to 12pt range (never higher or lower). Play around with the size of the typeface you choose, since 10pt in one type can be bigger than 10pt in another (funny how that works, huh?). Section headings can be a few points larger than the body text so they're easy to find at a glance. Font Style: Use bold or italics to make certain parts of your resume stand out. But whatever you do, make sure you're consistent-if you italicize one job title, make sure to italicize them all! Also pay attention to punctuation and line spacing.

Margins:

Keep the margins between 0.5" and 1". Sometimes, a slight adjustment of your margins can eliminate the problem of a second page with only a few lines of text on it.

Indents:

The most important thing to remember is to keep all indents aligned vertically down the page. If you indent your bullet lists, make sure all bullet lists have the same indent.

Page layout basics:

Page margins of 1/2 to 1 inch on all sides generally look fine. Font size: Except for your name, which can be larger, font sizes of 10, 11 or 12 generally look fine. Note that font sizes are not the same in each font style (e.g. Arial 12 is much larger than Times 12). If you have trouble getting your content on one page, try a slightly smaller font style or size. Sometimes you can enter a half-size, such as 10.5, 11.5, etc.

Spacing:

Single spacing usually works best, with a blank line between each section of content. If you need to change your spacing in your version of Word and can't find how to do that, use the "Help" function in Word.

Heading:

Create your heading with your name, phone, e-mail, and college and permanent addresses. An attractively formatted resume catches the eye. Some simple rules to follow: Use left margin justification i.e. keep all text in the main body left-aligned. Use single line spacing between the lines. Use straight lines to break sections and also to give an outline to the resume, if you wish to. Simple bullet points under each category head give a neat format. For a hard copy print on plain white or cream paper. A resume should ideally be two pages in length, and a cover letter strictly one page.

Resume Writing Rules Objective:

Your objective should be according to your degree qualification.

Academic Qualification:

Write your qualification in decreasing order like PG, Graduation, Diploma or HSC, & SSC. Mention your CGPA or gross percentage.

Address:

Write to addresses one is Present address & other is your Permanent address. Present address you can mention from Pune, Mumbai, or any city which you want as preferred location for job. Permanent address should from city from which you belong.

Extracurricular Activities:

Do not write too much extracurricular activities.

Hobbies:

Mention your hobbies which show area of interest.



Interview Tips

1. Golden Rule: Speak a) Loudly b) Clearly c) Slowly.
2. You need to make sure that you arrive and are ready to take the phone call about 15 minutes before the scheduled interview time. Please make sure the phone is not busy (or engaged) about 10 minutes before the scheduled interview time.
3. Have a pen and paper ready to take notes during the interview with your resume and verify the resume experience.
4. Be calm and composed before and during the interview.
5. Be enthusiastic during the interview. Smile. They can definitely hear it in your voice.
6. Provide direct and complete answers to all questions that are asked of you. Always research the client's website before the interview to get an idea of the client's business.
7. Wait for the interviewer to finish talking and then respond to the question.
8. The interviewer begins the conversation with "How are you doing?" You need to respond back with "Fine. How about you?"
9. You need to end the interview with. "Thanks for your time. It was nice talking to you and I look forward to being a part of your project".
10. Anticipate what the interviewer is looking for and provide intelligent answers to satisfy the interviewer's questions. If you have not worked on a particular software or version, do not answer saying "No". Say that you have worked on a similar product or that you are a quick learner and some of the other things you would bring to the table.
11. Never use the words "involved in". This implies that someone else did the work and that you were assisting them. Either say "I was responsible for", if you were in charge of the work, or "I carried out" if you were part of the team carrying out the work.
12. Make sure that you check with the recruiter/sales representative as to what the interviewer's expectations are and make sure that you provide a suitable start date.
13. Highlight any special training or certifications you have.
14. Never discuss personal issues.