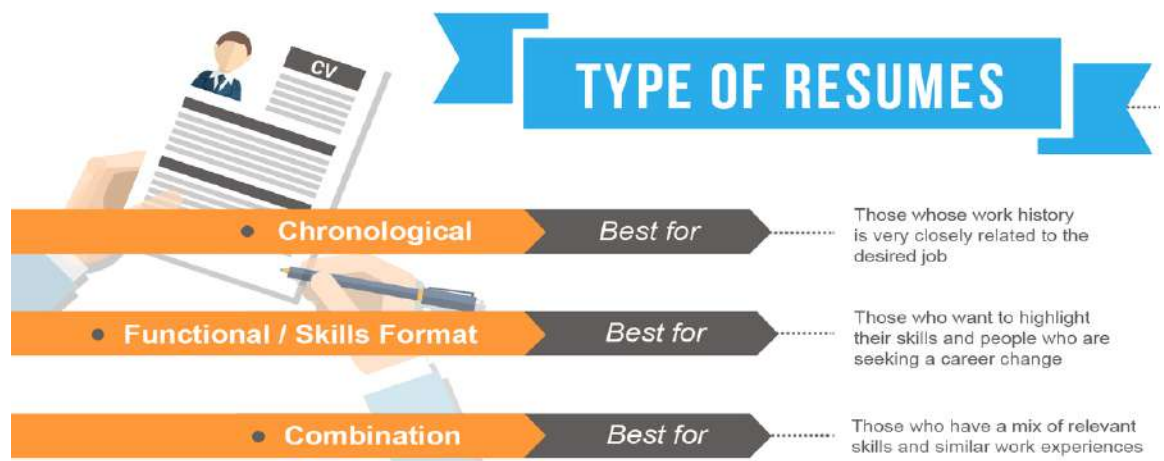


## 12. RESUME WRITING



<b>INTRODUCTION</b>	A <b>resume</b> is a document that introduces you i.e. the applicant to your prospective employer or trainer. It tells them who you are, what you have done, and why they should hire you.
<b>FORMAT OF A RESUME</b>	<p><b><u>A chronological resume:</u></b> The chronological resume format is the most commonly used. <b>It lists your most recent work or education history in reverse chronological order i.e.</b> With your most recent work or education history is listed on top. This type of resume places more emphasis on your job titles and your employment history over your skills</p> <p><b><u>A functional resume:</u></b> The functional or skill-based resume places more importance on your skills and accomplishments. Job titles and where you have worked previously take on secondary importance. These resumes showcase your skills and experiences and are most suited for people who have gaps in their career.</p>

**Combination resume:** A mix of the chronological and functional formats is known as combination resume. They consist of a sequential list of a person's employment and educational history. It also includes a section that focuses on skills.



### **Question 1**

**What are good skills for a resume?**

**Answer:**

- ✦ Communication
- ✦ Multitasking.
- ✦ Prioritizing.
- ✦ Organization.
- ✦ Technical skills.
- ✦ Interpersonal skills.
- ✦ Initiative and problem-solving abilities.
- ✦ Dependability

### **Question 2**

**Here is a Cover Letter of Nora draft a resume from the following information?**

**D-20, rajendra Nagar,**

**Indore M.P.**

**27 June 20XX**

**The Principal**

**AKS International**

**Shrivardhanam**

**New Delhi**

**Ma'am**

**Subject- Application for the post of Nursery Teacher**

**This is with reference to your advertisement in 'The Hindu' dated June 10, 20XX for the post of Nursery Teacher in your esteemed organization. I wish to apply for the same.**

**I am outgoing, diligent and open to learning. After completing B.A. Hons in Psychology meritoriously, I underwent the Nursery Teachers Training (NTT) from the prestigious Ramanujan College in Vishakhapatnam University.**

**I am a hardworking and honest person, who is passionate about the noble vocation of teaching. I wish to make a difference in the lives of people through education. I worked for 6 years as a nursery teacher in The Delhi Public School, Indore, and was acclaimed for my persistent hard work and dedication.**

**I am enclosing my resume herewith for your reference. I shall be available for an interview on any day of your convenience.**

**If selected, I assure you that I shall work with utmost devotion and sincerity to your full satisfaction. Hoping for a favorable response.**

**Yours sincerely**

**Nora.**

**ENCLOSURE:**

- 1. Testimonials**
- 2. Resume**

**Answer:**

**RESUME:**

NAME : Nora  
 PERMANENT ADDRESS : D-20, rajendra Nagar, Indore M.P  
 CONTACT : 7415XXXXXXX  
 DATE OF BIRTH : 12 March 1985

S. No.	Qualification	Subject / Stream	Institute	Board / University	Year of Passing	Percentage / Division
1	NTT		Ramanujan College	Vishakhapatnam University	2008	65%

2	B.A. (Hons) Psychology	Humanities	St. Mary's College	Delhi University	2006	I Divis ion
3	Higher Secondary	Humanities	RD Public School, Ghaziabad	CBSE	2003	85%
4	Grade X		RD Public School, Ghaziaba d	CBSE	2001	88%

**ACADEMIC QUALIFICATION** :

**Working Experience**

S. No.	Organization	Position held	From	To
1	Delhi Public School Indore	Nursery Teacher	July 2008	December 2014

**SKILLS** : Excellent written and verbal communication skills Highly organized and efficient  
Ability to work independently or as part of a team Proven leadership skills and ability to motivate.

**HOBBIES** : Interacting with people and dancing

**LANGUAGES KNOWN** : English, French and Hindi

**REFERENCES** : Ms. Sharmili Vice Principal .The Delhi School

Ph.

9997415888

**Question 3****Draft a chronological resume format?****Answer:**

Example of a Chronological CV

Anne Other  
123 New Road  
Anytown  
Anyshire A12 3BC  
Telephone: 000 111

Email: anne.other@anyisp.co.uk

**Personal Profile:** An enthusiastic and reliable worker with excellent knowledge of business administration. I am able to meet deadlines and can work within a team or on the own initiative. I am keen to find a position within an office environment which will enable me to utilise my IT skills whilst providing me with a challenge

**Employment:**

Mar 2001 -July 2004

**Smith & Son - Administrative Assistant**

- Arranged and prioritised meetings
- Monitored mail and telephone calls and made invoice payments
- Oversaw the management of the company secretarial database

Sept 1995 -Feb 2001

**ABC Textiles Ltd - Assistant Sales Administrator**

- Acted as the central point of contact for all customer communications
- Maintained close communication with the outside Sales Representatives and provided constant source of information and sales support.
- Developed a highly professional working relationship with both British and International Suppliers

Oct 1994 - Sept 1995

**ABC Textiles Ltd - Office Junior**

- Composed and typed correspondence
- Organised travel requirements

## Question 4

### Draft a Functional resume format?

Answer:

# FUNCTIONAL RESUME

from Resume Genius

## CONTACT INFO

**Email:** joancollins@gmail.com  
**Phone:** (141)-212-5465  
**Address:** 8870 Barnacle Street, Las Vegas, NV 89523  
**LinkedIn:** linkedin.com/in/joan\_collins

## EXPERIENCE SECTION

Riverside Restaurant  
**Reno, NV – Waiter**

Whispering Vine Bar & Grill  
**Las Vegas, NV – Server**

Applebee's  
**Las Vegas, NV – Bar-back**

## EDUCATION SECTION

### CERTIFICATE IN FOOD HANDLING AND SAFETY

Chicago Community College, Chicago, IL  
 June 2011

### B.A. / CULINARY ARTS

Kendall College, Chicago, IL  
 June 2010

## ACCOMPLISHMENTS

**EMPLOYEE OF THE MONTH**  
 Riverside Restaurant  
 2015

## RESUME INTRODUCTION

- Superior salesmanship, consistently outperforming peers
- Friendly, outgoing, and charismatic personality
- Experience working with POS terminals, excellent at math
- Working knowledge of wines, cocktail mixes, craft beers, and other bartending skills
- **Conversational in Spanish and Mandarin Chinese**

## SKILLS SECTION

### SALESMANSHIP

- Awarded "Employee of the Month" for consistently achieving 15% above target sales
- Perfected menu presentation skills, providing customers a holistic understanding of the restaurant offerings, leading to more sales
- Trained 4 waiters in salesmanship methodology, increasing their sales to meet company average

### TECHNICAL

- Experience with 3 types of POS terminals, receipt roll replacement, and coffee machine cleaning
- Familiarity with common restaurant bread cutting machines, dishwashers, and knowledge of equipment cleaning processes
- Excellent basic math skills, able to calculate and split bills in the event of POS terminal downtime

### INTERPERSONAL

- Consistently scored over 90% satisfaction rating on customer feedback surveys
- Conversational in Spanish (able to take orders from Spanish speaking customers)
- Possess excellent conflict resolution skills in the event of customer dissatisfaction

## Question 5

### How do you make a good resume?

**Answer:**

**Grab your current resume (or organize your work experience and education information) and give it a professional boost with these tips:**

1. Select the Best Resume Type
2. Make It Legible.
3. Be Consistent.
4. Keep it Focused.
5. Give It a Makeover
6. Use Resume Examples and Templates.
7. Get Creative.
8. Carefully Edit Your Resume.

**Question 6**

**How can I make my resume attractive?**

**Answer:****8 Design Ideas for Making Your Resume Pop**

1. Get it together. Make sure your content is compelling first, then worry about the design and layout. ...
2. Use a Template. ...
3. Find a Great Font. ...
4. Contact Information. ...
5. Make It Skimmable. ...
6. Color is OK! ...
7. Don't Get Too Artsy. ...
8. Link Them to Work Samples.

**Question 7**

**What should I write in email when sending resume?**

**Answer:****Key Takeaway**

1. Use a strong subject line. Include the name of the position, the offer id, and spice it up with some personal branding.
2. Make your resume email short. ...
3. Finish with a call to action. ...
4. Find the hiring manager's name and email address.

5. Finally - don't forget to attach your resume and a cover letter!

### **Question 8**

**What is the format of resume writing?**

**Answer:**

**Chronological** resume format. The **chronological** format is the most recognizable and traditional format for resumes. It is preferred by most recruiters and hiring managers because it requires less guesswork than other resume formats.

### **Question 9**

**What are the 4 types of resumes?**

**Answer:**

**With regards to getting a job, there are four basic resume types: chronological, functional, combination and targeted.**

- Basic Resume Type #1: Chronological. The chronological resume is exactly what its name implies.
- Basic Resume Type #2: Functional.
- Basic Resume Type #3: Combination.
- Basic Resume Type #4: Targeted.

### **Question 10**

**Which resume format is best to use?**

**Answer:**

**Here are the three most common resume formats that recruiters expect to see.**

- Reverse chronological resume format. This is the bread and butter choice for most job seekers.
- Functional Resume Format. This resume format has also been called a skills-based resume format.
- Combination Resume Format.

### **Question 11**

**How many years do you include on a resume?**

**Answer:**

It's important that you TRY to limit your writing to a range of about 5 to 7 pages, even if your career is long and accomplished. Hiring officials will focus on the most recent **5 years** of your career. They will also read and



consider up to the last **10 years** of work experience. Prior to **10 years**, they will scan quickly.

### **Question 12**

**What are the common mistakes of a resume?**

**Answer:**

- Typos and grammatical errors. ...
- Lack of specifics. ...
- Attempting the "one-size-fits-all" approach. ...
- Highlighting duties instead of accomplishments. ...
- Going on too long or cutting things too short. ...
- Bad summary. ...
- No action verbs. ...
- Leaving off important information.

### **Question 13**

**How many jobs should you include on a resume?**

**Answer:**

If a **job** requires 20 years of experience, then **you'll** want to **include** more than 10 - 15 years of work history on your **resume**. **Include** positions from earlier in your career that are relevant to the role **you** are applying for. It's acceptable to **include** 10 - 15 years of experience on your **resume**.

### **Question 14**

**What should I write on my resume?**

**Answer:**

An employer may not read your entire **resume**. A summary will give them a snapshot of your work experiences, achievements, and skills. **To** be effective, it **should** be very brief (4-5 lines of text). It **should** also be written for the position you are applying for.

### **Question 15**

**How can I make my resume effective?**

**Answer:**

**Tips to Create an Effective Resume**

1. Don't over-complicate things. ...
2. Don't be generic. ...
3. Include big achievements. ...
4. Don't use resume templates or tables. ...

5. Keep it short. ...
6. Remove irrelevant or outdated experience. ...
7. Don't lie or over embellish. ...
8. State your most important points first.

### **Question 16**

#### **What to say on a resume about yourself?**

##### **Answer:**

##### **Positive words to describe yourself:**

- Able. I am able to handle multiple tasks on a daily basis.
- Creative. I use a creative approach to problem solve.
- Dependable. I am a dependable person who is great at time management.
- Energetic. I am always energetic and eager to learn new skills.
- Experience. ...
- Flexible. ...
- Hardworking. ...
- Honest.

### **Question 17**

#### **What are your biggest weaknesses?**

##### **Answer:**

##### **The Best What Are Your Weaknesses Example Answers**

- Teamwork.
- Time Management.
- Sharing Responsibility.
- Patience.
- Focus.
- Sitting Still.
- Writing Skills.
- Over Talking.

### **Question 18**

#### **Why should we hire you examples?**

##### **Answer:**

##### **Make his job easier by convincing him that:**

- You can do the work and deliver exceptional results.

- You will fit in beautifully and be a great addition to the team.
- You possess a combination of skills and experience that make you stand out from the crowd.
- Hiring you will make him look smart and make his life easier.

### **Question 19**

**What are your greatest professional strengths?**

**Answer:**

**Some examples of strengths you might mention include:**

- Enthusiasm.
- Trustworthiness.
- Creativity.
- Discipline.
- Patience.
- Respectfulness.
- Determination.
- Dedication.

### **Question 20**

**What is your edge among other applicants?**

**Answer:**

My **edge** from **other applicants** are my competencies and skills relevant to this job and my willingness to work under any kind of pressure. ... im 100 percent willingness to work, and im provide my skills based on my experience.

### **Question 21**

**What do you bring to this position?**

**Answer:**

- Be a good team player
- Passion towards job
- Proven ability to multitask
- Determination
- Dedication
- Ability to work under pressure and meet deadlines
- Self –motivation
- Enthusiasm

# PAST EXAMINATION QUESTIONS:

NOV - 2018

## Question1

Mr. Mohit Agarwal, a resident of Meerut, have recently come across an advertisement, for a job vacancy in a leading TV Channel for the post of journalist, in The Time of India dated August 1, 2018.

**Draft a Resume along with a cover letter in response to the advertisement.**

### **Answer:**

A- 34, Kesharganj  
Post Office  
Meerut, U.P.  
4 August, 2018.

HR Manager, Zee Media, Essel studio,  
TC - 19, Sector 16 -A,  
Noida - 201301, India

Dear,  
Amit Kumar Singh

**Subject:** Application for the post of journalist.

This with reference to your advertisement in 'The Times of India' dated 1 August, 2018 for the p-ost of journalist in Zee News. I wish to apply for the same. I am confident that my dynamic working style and teamwork skill will make me a strong member of your crew.

I am outgoing, diligent, open to learning and have an excellent command over English. After completing my **M.A.** in English meritoriously, I worked with News Nation as a Content Developer and was acclaimed for my persistent hard work and dedication. I enjoy taking new challenges and have been delivering good results. My curriculum vitae and other necessary documents are attached herewith. I assure you of my utmost sincerity and dedication if an opportunity is given to me I will be readily available for a personal interaction as per your convenience, in case my candidature is considered for the aforesaid post. I look forward to a positive reply.

**Your Sincerely**

**Mohit Agarwal**

**MohitAggrwal098@ gmail.com**

Enclosure: 1. Testimonials  
2. Resume

**Resume**

**Name:** Mohit Agarwal  
**Father's Name:** Dr. Mohan Kumar Agarwal  
**Permanent Address:** A - 34, Kesharganj, Post Office Meerut,  
 Uttar Pradesh  
**Phone No.:** 9896xxxx11  
**Date of Birth:** 20 December, 1989  
**Nationality:** Indian  
**Marital Status:** Unmarried

**Academic Qualification**

S/No	Qualification	Subject/Stream	Institute	Board/University	Year of	Percentage
1.	Intermediate	Arts	VSPS, Meerut	CBSE	2007	89.38% I Division
2.	B.A. (Hons.)	Economics	Christ Church College	CSJMU	2010	
3.	M.A.	English	Christ Church College	CSJMU	2012	

**Work Experience**

S. No.	Organization	Position Held	From	TO
1.	News Nation	Senior Auditor	July 2012	January 2018

**Hobbies:** interactives with people and reading novels.

**Language Known:** English, Hindi, French.

**References:** (i) Ms. Kriti Dixit,  
 C.M.O., Bangalore.  
 Ph.: 99351xxxxx

(ii) Ashay Gupta,  
 CEO, News Nation  
 Ph.: 96918xxxx3

**JUNE 2022**

**Question1**

**There is an urgent job opportunity in an established chartered accountancy firm for the job of qualified / competent Chartered Accountant. Prepare a detailed resume for a candidate applying for the post. 4 Marks**

Rakesh Jain  
602 Shalimar swayam  
Indore, MP 452001  
9292025587  
r.jain@gmail.com

Andrea Reyes  
Global Services  
177 Steele Street  
Kolkata, West Bengal  
Subject: Application for position of Chartered Accountant

Dear Mrs. Reyes,

I am writing this cover letter to your company's recent advertisement seeking a Chartered Accountant for your firm. I have the experience, education, and credentials you are looking for in an applicant, and so, I have attached a resume with this cover letter.

For the past six years, I have worked for Deloitte as a Chartered Accountant, and have much success and experience to offer from this position. I am fully capable in all aspects of the role and can handle internal and external auditing, systems design, basic accounting, and statutory audits. I am absolutely accurate, quick, and offer quality work in every part of my job. I hold a degree from Claremont McKenna College in Accounting, and have taken several courses to accelerate my career expertise. I have great financial, math, and analysis skills; and also, work well with people.

I am looking forward to meet you in person, so that I can discuss with you more about this Chartered Accountant position, and what assets I would bring your firm, if hired. Please use the above contact information to contact me, after you have read through this cover letter and resume. Thanks so much for your time and consideration.

Yours Sincerely,

(Signature hand written in blue pen ink)

Rakesh Jain

Encl: Resume