

Resume Writing and CV

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What is Resume?

A resume is a formal document that presents a clear summary of a person's educational background, skills, work experience, and achievements. It is used when applying for jobs, internships, or academic opportunities. The main purpose of a resume is to introduce the candidate professionally and highlight why they are suitable for a particular position. Since employers often receive many applications, the resume helps them quickly understand a candidate's strengths and qualifications before deciding whom to call for an interview.

Resume

- A well-crafted resume is a pivotal tool in the job application process. It summarizes your skills, experiences, and achievements to capture an employer's attention effectively.
 - It is a concise document that showcases a job applicants work experiences, educational background and skills and should be customized for each job application.
 - It is essential to keep resumes brief, ideally one to two pages, while focussing on highlighting achievements and relevant skills.
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Resume Essentials

- **Contact Information**
- **Objective**
- **Work Experience**
- **Skills**
- **Education**
- **Optional sections**

Certifications and licenses, Awards and honors,
Volunteer work, Projects, and Extracurricular activities



Types of Resumes

1. Chronological Resume

A chronological resume is the most commonly used and traditional type of resume. In this format, your work experience is listed starting from the most recent job and going backward. It also shows how your responsibilities have increased over time. The chronological resume highlights work experience more than skills, making it suitable for candidate who have consistent job history without long employment gaps.

2. Functional Resume

A functional resume focuses primarily on your skills and abilities rather than your job history. In this type of resume, skills such as communication, leadership, technical abilities, computer proficiency, and problem-solving are placed at the top under separate headings. Your work experience is included later, and usually only in brief form, without much detail about job responsibilities or duration

3. Combination Resume

A combination or hybrid resume blends elements of both the chronological and functional formats. It highlights the candidate's strong skills at the beginning, similar to a functional resume, and then provides a detailed chronological work experience section afterward. This allows employers to see both your skills and your professional history in one meaningful layout.

4. Targeted Resume

A targeted resume is designed specifically for one particular job or position. Every section of the resume—career objective, skills, experience, achievements, and even keywords—is customized to match the exact requirements of the job description provided by the employer. This type of resume takes more time and effort to prepare because it requires research and careful selection of details.

Importance of a Resume

- Resume reaches the recruiter's table much before than you do
 - Resume tells about you
 - To convince that you are the one
 - Showcase your skills and achievements
 - First impression
 - To grab an interview
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✓ **Do's**

Use a clean, simple, and professional resume format.

Include accurate and up-to-date contact information.

Tailor your resume for each specific job.

Highlight achievements instead of just listing duties.

Use strong action verbs to describe your experience.

Keep your resume clear, concise, and well-organized.

Proofread carefully to avoid spelling and grammar mistakes.

Update your resume regularly with new skills and accomplishments.

✗ Don'ts

Do not include unnecessary personal details like religion or marital status.

Do not use unprofessional email IDs.

Do not add long paragraphs or overly detailed descriptions.

Do not use fancy fonts, bright colors, or crowded designs.

Do not lie or exaggerate your qualifications or experience.

Do not mention reasons for leaving previous jobs.

Do not submit the same resume to every job without customization.

Do not send a resume with errors, outdated information, or unclear formatting.

Difference Between Resume and CV

A *resume* is a concise summary of skills and experience, typically one to two pages, tailored for a specific job. A *CV* (Curriculum Vitae) is more detailed, covering the entire career history, including academic achievements. CVs are common in academia and research, while resumes are standard in most other industries. Understanding this distinction is crucial for effective job application.



Resume

Personal Details

- Name: Rajiv Goswami
- Age: 30 years (Born on June 22, 1993)
- Martial Status: Unmarried.
- Nationality: Indian
- Address : 34, Sector 32, Chandigarh.

Education

Year	Examination	Marks Percentage	Institution
2010	Matric	76%	DAV Senior Secondary School, Chandigarh.
2012	Senior Secondary	77%	DAV Senior Secondary School, Chandigarh.
2015	B.Com.	66%	DAV College, Chandigarh.

Experience

- Worked with Chartered Accountant Mr. Arvind Syal, Sector 22, Chandigarh for three years from 2020 till now.
- Filing of more than 1,000 income tax returns of various assesses belonging to salaries or business class during last 3 years.
- Filling of more than 100 GST returns and Excise returns.
- Filling More than 50 Returns related with Registrar of Company

Skills

- Analytical skills, ability to understand the mechanics of accounts and computer operations.
- Ability to fill electronic returns of Income Tax, GST and Excise.
- Ability to hand computer software related with accounts and taxation.
- Ability to analyse the annual reports of various companies.
- Ability to understand the needs of various users of accounts like managers and investors and to present them information in effective way.
- Ability to handle various matters regarding stock exchange and company law.

Amit Sharma

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Vision and Objective. Looking for challenging career in organization thriving on imagination, innovation and creativity and where one can find meaning to work.

Employment History. 5 years of Middle level Manager experience.

March 2005 till date. Worked is Laxmi Entreprizes as Human Resource Manager.

- To develop the human resources with training.
 - To manage the human resources of the organization.
 - To seek new businesses in CPA in US. outsourced to India.
- July 2003 till March 2005 worked in Joshi Enterprizes, Bangalore as Personnel Manager.
- To impact new skills to the young recruits in marketing.
 - To network the organization with employment sources.
 - To organize events and themes.

Educational Background

- Bachelor's Degree in Arts, St. Joseph's Arts and Science College, Bangalore, 2001.
- MBA from Bangalore University 2003.

Professional Skills

- Networking of various agencies.
- Excellent communicator.
- Event Management.

Area of Interest

- Creativity.
- Spirituality at work place.

Personal Information

- Material Status : Married
- Date of Birth : July 27, 1980
- Nationality : Indian

Thank you