

Here are the keys to prepare an efficient Resume / Curriculum Vitae. Follow these simple rules and you should achieve success in the important phase of job-hunting.

1. **Give your resume a sharp focus** as far as possible. Given that employers screen resumes for between 2.5 and 20 seconds, you need a way to show the employer at a glance what you want to do and what you're good at. One way to sharpen your focus is through an objective statement. Call this as a Career Objective and should be the start of the Resume. The objective statement can be very simple and straightforward; it can be simply the title of the position you're applying for, which can be adjusted for every job you apply for. Or you can embellish the Objective statement a bit with language telling how you'll benefit the employer. Something like: "Objective: To contribute strong _____ skills and experience to your firm in a _____ capacity."
2. **Pay as much attention to your resume's design** as you do to its content. Do consider a bulleted style to make your resume more reader-friendly which enhances the clarity of your Resume too. At times if you do not have an idea how to build resume, go to Google, write Mechanical Engineer Resume, for example, you will get loads of resume, pick one which is simple and build yours on the same lines. See to it that contents are modified in appropriate way & all the contents are formatted in a similar fashion.
3. **Use bullets** or other appropriate symbols, insert rules (horizontal lines) to separate major sections, and use a 10-to-12-point conservative typeface for the body text of the resume. Maintain the margins of the Resume; it is better to start building the Resume with a template whereby you don't need to alter the page setup. Don't over use the Bullets & Bold lettering.
4. **Make your Resume Crisp** - Don't use more detail than you need to convey your accomplishments. Dense, paragraph-sized bullet points make your resume tougher to read. A good rule of thumb is to limit each bullet to one to two lines of text with three to five accomplishments for each position. The less you write paragraphs in your resume, the more time you get to discuss them in detail; it is one way to impress the interviewer. But if your communication skills are weak, then try to put most of the details in the resume itself.
5. **Maintain consistency in fonts** and their sizes across. Don't try to use too many fonts. Don't try to use too small or bigger fonts for normal text. Generally Titles should be in 12, Subtitles in 11, Contents in 10 – try to use fonts like verdana/ arial/ book antique only.
6. **Edit and proofread mercilessly** - Edit your resume to reduce fluff and make every word count. Set your resume aside for a few days and then come back to it again with "fresh eyes". Customize your resume every time when you apply for jobs, every job requires certain specific skill sets, don't simply send the same resume to all jobs. Erratic spellings & typing errors are deadly on a resume. ." Misspelled words and grammatical mistakes are the proverbial kiss of death in a resume. Eliminate them. Send it to some close friends and get a third eye perspective on the resume.
7. Do include as much **personnel contact information** as possible -- any information that would enable an employer to reach you during business hours.
8. In this day of being able to manage our own computer files, you could have several versions of your resume that are exactly the same except for the objective. A specific objective is always better than a vague or general one.
9. Do consider a section such as "Summary of Qualifications," or "Profile," which can also help sharpen your focus.
10. Do **list your job information in order of importance to the reader**. In listing your jobs, what's generally most important is your title/position. So list in this preferred order: Title/position, name of employer, city/state of employer, dates of employment.
11. **Do list your jobs in reverse chronological order**.

12. **Do avoid the verb**, "Work" because it's a weak verb. Everyone works. Be more specific. Collaborate, performed, is often a good substitute. Instead of using the verb developed or led over and over, pull out your thesaurus and mix in terms like accelerated, delivered, directed, established, initiated, or reengineered. This gives a command in your resume when compared to others.
13. **Do quantify whenever possible**. Use numbers to tell employers how many people you supervised, by what percentage you increased sales, how many products you represented, etc.
14. **Never hesitate to mention key achievements/** accomplishments in the jobs you have experienced. Something unique that you have contributed, cost saving initiatives that were suggested by you, project management success etc.
15. Do remember that **education** also follows the principle about presenting information in the order of importance to the reader; thus the preferred order for listing your education is: Name of degree (spelled out: Bachelor of _____) in name of major, name of university, city/state of university, graduation year (unless you graduated more than about 15 years ago). If you haven't graduated yet, list your highest qualification year anyway. Simply by virtue of the fact that the date's in the future, the employer will know you don't have the degree yet.
16. Do, however, list sports if you're a college student or newly graduated. Many employers specifically seek out athletes because of their drive and competitiveness, as well as teamwork and leadership skills. Collegiate athletes should even consider listing their sports background in the Experience section. Also mention your special interest like Research, Photography, and Stamp Collection etc.
17. **Mention skills in proper case**. Don't write HTML as Html, html. Divide these IT Skills into generic, specific – as in MS Office Applications is Generic, while C, C++, C Sharp, Asp.net, VB.net is all specific skills.
18. **Always save the document with default view as "Print Layout"** and with 100% zoom. In other layouts there are chances of missing some information like "Headers and Footers". Also try to have PDF formats of Resume, as you know these cannot be edited by anyone and at the same time, the space consumed is less in terms of bytes. The employers nowadays prefer this due to mass storage of resumes.
19. Finally, **try to open the resume in multiple systems and see the spacing and layout is preserved**.

Here comes the Don'ts section, which are more important than do's. Please pay special attention on the below:

1. **Don't restrict the resume pages**; it varies from position to position and level to level. For a fresher it is apt to have a Resume with 2 pages and further as your qualification increases the number of pages appends. Don't make it essay writing with 5 or 6 pages. Restrict to a max of 4 pages.
2. **Don't use justified text blocks**; they put odd little spaces between words. Instead, make your type flush left.
3. **Don't exaggerate your resume**, Highlight your capabilities, abilities and hide your weakness.
4. **Don't use personal pronouns** (I, my, me) in a resume, Unless you can show evidences of your personal achievements.
5. **Don't confuse your resume with your autobiography**. While there are many pieces of information that your resume must have, its primary purpose is to focus on the aspects of your life and career that address the employer's needs.
6. **Don't list too much experience on your resume**. The rule of thumb for someone with many years of experience is to list about 15 years worth of jobs. Age discrimination, unfortunately, is a reality,

and even more likely, employers may think you're too expensive if you list too much experience on your resume.

7. **Don't leave out the locations of your past jobs** (city and state). This information is expected, but many jobseekers unwittingly omit it.
8. **Don't mix noun and verb** phrases when describing your jobs. Preferably, use concrete action verbs consistently.
9. **Don't use expressions like "Duties included," "Responsibilities included,"** or "Responsible for." That's job-description language, not accomplishments-oriented resume language that sells.
10. **Don't emphasize skills and job activities you don't want to do in the future**, even if they represent great strengths for you. In fact, you may not even want to mention these activities. Why describe how great your clerical skills are if you don't want to do clerical work in the future?
11. **Don't list high school!**
12. **Don't include on your resume your height**, weight, age, place of birth, marital status, sex, ethnicity/race, health, reasons for leaving previous job(s), names of former supervisors, specific street addresses or phone numbers of former employers, picture of yourself, salary information, the title "Resume," or any information that could be perceived as controversial, such as religion, caste, or political affiliations, they rarely add anything of value to your qualifications. Please understand it is not a BIODATA, PERSONAL DATA.
13. **Don't include hobbies** or other irrelevant information on a resume unless you are a fresher. In most cases, they are seen as superfluous and trivial. An argument can be made that hobbies are interview conversation starters or that they make you seem well-rounded, but they are generally seen as fluff or filler.
14. **Don't list references right on your resume.** References belong in a later stage of the job search. Keep references on a separate sheet and provide them only when they are specifically requested.
15. Do realize that the phrase **"References available upon request"** is highly optional because it is a given that you will provide references upon request. If you couldn't, you would have no business looking for a job. The line can serve the purpose of signaling: "This is the end of my resume," but if you are trying to conserve space, leave it off.
16. **Don't repeat the same action words** throughout the resume. Don't use adjectives like dynamic or self-starting. Let the details of your resume and cover letter convince the employer that you have these qualities.
17. **Don't list a quirky e-mail address** on your resume. Employers generally don't want to ask "lvttohunt@xyx.com" or "partygrl000@abc.com" in for an interview. Instead, create a separate account for professional purposes.
18. **Don't mention multiple email ids.** It creates confusion during communication. It is always better to use a single mail id for the purpose of job hunt. Gmail and hotmail gives you more options to have your name directly on the address.
19. **Don't mention office email id.** It shows you are spending office time and resources for personal activities
20. **No multiple mobile phone numbers**
21. **Don't skip your residential address.** Some people omit the residential address, but **it is important for the HR** in order to generate the offer letter using this address.

- 22. **Never copy the Objectives from another resume.** Take time, think and create your own objective. Most of the people just copy the objective **from some standard templates or from friend's CV** and don't have any clue whether it really reflects his/her own objective.
- 23. **Mention start and end dates**, not mentioning this will leave an impression that you are trying to hide something.

While there is no magic formula for creating the perfect résumé, there are certain things to do and not to do, that will increase your chances of success. By following these, you'll create a standout document.

We wish you all a very best of luck in your Job Hunt!!!!!!!

Regards
INK JOB Guidance Cell