

POWER YOUR CV

There exists in young minds a lot of confusion regarding how a resume / CV should look, what points it should highlight, how many pages it should run to and what information can be eschewed.

Remember

1. Your resume is the first interface between you and a prospective selector.
2. Your resume should provide an idea of your profile, your experience and skills.
3. The achievements in your career need to be there, but it must not be a printed soliloquy of the trials and triumphs of your career so far.
4. It should be concise yet descriptive, and relevant without rambling.

How will you or rather your resume capture your selector's attention? Are you aware that HR Managers are usually submerged under multiple resume submissions and are confronted with the unenviable task of hoeing the good from the bad. So, only if your resume catches the eye and makes a good impression do you stand the chance of being called for an interview.

Let us dwell upon the ways to send out that perfect CV!

'An ideal CV (at your age) should not exceed one page.' The typical selector usually loses interest when the CV is long and convoluted.

Here's how you can create a stellar CV that survives the preliminary weeding - out test. Make your CV pass this 3 questions test.

- Can an selector see my main credentials within 10 - 15 seconds?
- Do irrelevant details overshadow critical information?
- Do I effectively sell myself on the top quarter of the first page?

In case you are not able to answer these questions by yourself, show your CV to someone else and ask him /her to do it.

This is the order that a CV should generally follow: -

- In India, age and gender is expected as an indicator of how fast or slow your academic growth has been and to distinguish gender as many names are cross gender. Age also

counts to see if you fit in with the others in your category.

- Put in your educational qualifications
- Add the co curricular if they are noteworthy and relevant
- Write work history in reverse chronology
- Mention responsibilities handled
- Put in significant career achievements, core competencies and skill sets
- Don't forget your personal attributes

PROP UP YOUR SKILLS

The H R Manager should not have to dig for your academic details. If your degree / diploma / certificate course is important to your career field they should be clearly visible early in the CV.

Avoid these on your resume

- Cluttering with mediocre achievements at college
- Mentioning extra - curricular interests - unless these facts matter in your job profile
- Writing nationality, religion, caste, creed etc.
- Mention marital status only if you are applying for an overseas position where the selector would have to incur the cost of accommodation / travel
- Listing intrinsic details of responsibilities held in the past
- Very old experience (while you were in class 3 or 4)
- Over - committing or exaggerating
- Taking sole credit for achievements of your team
- Using personal pronouns and articles
- Stating untruths
- Putting in every little detail about yourself.

The last point is to be particularly kept in mind, as it leaves no room for the interviewer to probe further at the interview stage if everything is already listed.

After structuring your CV, use an editor's eye to tidy it up. Ensure that the font is readable, the typeface is clear, and the resume is free from typographical errors and imperfect grammar.

Specially for First Timers

- Your CV must be limited to one page.
- For a fresher academics is one of the most important aspects that a selector looks for.
- Mention the year of clearing School and College as well as the grades or percentages scored at each level.
- Extra curricular activities like sports and crafts also serve to impress.
- Highlight soft skills abilities like Debating, Dramatics, Public Speaking...
- State the Objective of your resume. A couple of lines about what kind of career you want to pursue, why you want to pursue it, and a few words about yourself would help.
- List your fluency in languages.
- Avoid oft repeated hobbies like listening to music, watching movies and stamp collecting. Be prepared to answer in depth questions about your hobbies.
- Use bullet points, instead of long, rambling sentences.

Basic Rules to be followed for making a CV

- You do not require having all the above stated heads in your CV. Choose those heads only which are most relevant in your case. They may not be more than 4-5.
- Use standard A-4 paper with one-inch margin on all four sides of the page.
- Avoid fancy type such as outline, shadow, script, or other difficult-to-read styles.
- Double space between sections.
- **Bold**, Underline or CAPITALIZE section headings to make them stand out.
- Single space between sections
- Use bullets dots (•) or an asterisk (*) at the beginning of each entry to separate one item from another and to guide the reader's eye into the sentence

CV Format

Name: _____

Age: _____ Gender: _____

E-Mail ID: _____

Phone Number: _____

Objective

Educational Qualification

Class	Institution	Board	Year of Passing	Marks in % / CGPA

Computer Skills

Achievements

Scholarships and Awards

Volunteer Experience / Leadership Experience

Hobbies / Interests

Campus or Community Activities

Certificates and Additional Training

Extra Curricular / co-curricular Activities
