



Institute of Sciences, Humanities & Liberal Studies

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Definition: Resume

It is a **persuasive** business message intended to **stimulate an employer’s interest** in meeting you and learning more about you.

Types of Resumes

- Chronological Resume
 - Work Section Dominates
 - Prominent Slot-Immediately after Name, address and Objective
 - Sequentially Reverse order
 - Responsibilities & achievements
 - Most space to most recent
- Functional Resume
 - Skills Resume
 - Skills and responsibilities

Advanced Technical Communication and Soft Skills – Unit 1

■ Individual areas of competence

- Chrono-Functional Resume

Parts of Resume

- Identification
- Job/Career Objective
- Career Summary
- Qualifications
- Work Experience
- Honors and Activities
- Reference
- Personal Information*

Career Objectives

1. General Objective
 - A position that offers both a challenge and a good opportunity for growth
 - A responsible position with a progressive organization that provides opportunity for development
2. Specific Objective
 - Entry into management training program with advancement to commercial lending
 - Enter a challenging management position with special interest in mergers and acquisitions

Use of Action Words

- Accomplished
- Achieved

Advanced Technical Communication and Soft Skills – Unit 1

- Administered
- Compiled
- Completed
- Created
- Designed
- Operated
- Formulated
- Promoted
- Strengthened
- Systematized
- Targeted
- Trained
- Upgraded
- Launched

Tips for Maximizing “Hits”

- Focus on specific keywords
- Incorporate words from the advertisement or job description.
- Use typical headings.
- Be careful of abbreviations.
- Describe interpersonal traits and attitudes.