

# Presentation Topic for *Resume Building*



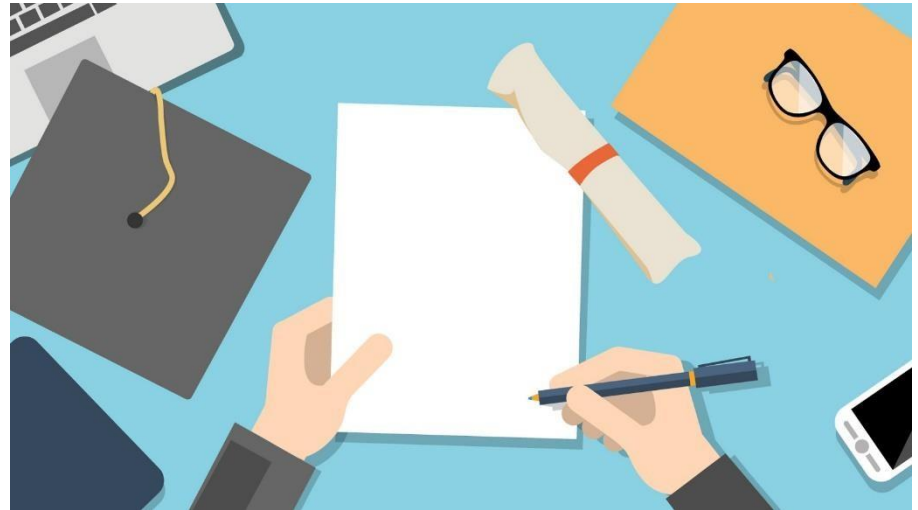
**Recruiter in iBestJob.  
Graduated from Cardiff  
Metropolitan Singapore with  
Master's Degree in Business  
Administration in 2017 and  
Bachelor's Degree in International  
Affairs Mngmnt in 2015.  
4 year's of experience in Human  
Resource (recruitment) .**



# **Ms. Shalinei Chandrasaekaran**

# Important criteria's

- **Define what RESUME is**
- **RESUME format and content**
- **RESUME OBJECTIVE and/or CAREER PROFILE**
- **Why a Cover Letter?-Create a professional cover letter to accompany your RESUME**
- **Reference Page(optional)**



# Resume Building

- A short account (1-2 pages) of your **Experience, Qualifications, and Achievements.**
- Its a goal to capture the **recruiter's interest.**
- Most resumes only get **20-30 second scan** by the recruiter.
- It **MUST** have enough **IMPACT** to **GRAB** the **ATTENTION** of the prospective **EMPLOYER.**

**Emma Dawkins**  
Business Analyst

emma.d@mail.com | (053) 123 4567 | Toreto Rd, Chicago, Illinois | emmadawkins.com

### Career Objective

Icidere ssimusa veliquae offictem ex escipsanim aut eni tempore hendera temporepe plabore hendam revolores et utem volore repe peliquibus di dolor repratet reprepe qui doluptatia derferem rerume pa viditianimil.

### Education

2017 -2018 | BA Business Management  
University of Chicago

2014 -2017 | BS Business Economics  
Chicago Illinois Institue

2012 -2014 | BA Business  
Administration

### Work Experience

Present  
Business Solutions  
Business Analyst

Et et quodis dolutati si voluptates evenderaepe.

2019-2020  
Solomon Business  
General Manager

Et et quodis dolutati si voluptates evenderaepe.

2018-2019  
ROMMA  
Operations Manager

Et et quodis dolutati si voluptates evenderaepe.

### Personal Skills

- Teamwork  
Bus quo quo is eturepratquo et exer nos idus es aut occus evenis ditatur?
- Managing  
Bus quo quo is eturepratquo et exer nos idus es aut occus evenis ditatur?
- Analytical  
Bus quo quo is eturepratquo et exer nos idus es aut occus evenis ditatur?
- Strategies  
Bus quo quo is eturepratquo et exer nos idus es aut occus evenis ditatur?

### Professional Skills

- Communication Skills  
analysts must be good communicators
- Problem-Solving Skills
- Critical Thinking Skills
- Documentation and Specification Skills
- Analysis Skills

### Hobbies

Icons representing hobbies: reading, swimming, gaming, and skiing.

# What The Employer Wants to know-(random questions)

- What can you do for me?
- How can you improve my operations?
- Can you make me money?
- Save my time?
- Keep my customers happy?



**Your resume must not only show the skills you have;  
it must demonstrate your success**

# Formatting your Resume

**You can arrange your resume in a variety of formats.**

**However, most resumes follow this type of order:**

- **Contact information**
- **Objective or Career Profile**
- **Summary of Skills (optional)**
- **Work Experience**
- **Education**

# Contact Information

Your **CONTACT INFORMATION** is the most **IMPORTANT PART** of your Resume:

Name

Address (optional)

Telephone Number –

Email Address

Professional affiliation;

e.g. [www.linkedin.com](http://www.linkedin.com)

(optional)

# Make an Impact!

## **OBJECTIVE**

**A short statement that includes the job title you want, and the main reason why they should consider you for the position.**

## **WORK EXPERIENCE**

**A short paragraph (three –to five sentences) that highlights your experience and qualifications that match the job you are applying for.**



# Skills Related

- **Include the skills that are directly relevant to the job you are seeking**
- **Use strengths and accomplishments to highlight these skills**

## Top Skills to put on your resume



- Teamwork
- Leadership
- Communication
- Computer Skills
- Time Management

# Educations

**List diploma, degree(s) or certificate(s) and the school name, city and state. If you did not graduate college, list total semesters completed.**



**List dates of completion if you are a recent graduate (last three years)**

# Resume Structure

Be consistent in structure to make it easy for readers to skim through your resume quickly without confusion.

- **Font: 10-12 points**
- **Bold for name and positions**
- **Dates – Month/Year**
- **Paper color – WHITE**
- **Spacing – 1 or 2 line spacing**



# Creating a cover letter

## Why a Cover Letter?

It accompanies a Resume and tells the employer why he/she is receiving your Resume

Used to convince the employer:

- **Why you are best candidate**
- **That you understand the position for which you are applying**
- **Why you should be considered for an interview.**



*\*Tips: Never use the salutation:  
"To whom it may concern."*

# A perfect cover letter

Lucius Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · lucius.applicant@email.com

September 1, 2018

William Lee  
Lead Mechanic  
Acme Auto  
123 Business Rd.  
Business City, NY 54321

**2 Let the employer know what position you are applying for.**

Dear Mr. Lee:

I'm writing to apply for the position of **diesel mechanic at the City Transit Agency**, as advertised on the city's careers web page. I've included my resume for your consideration.

In addition to experience as a diesel mechanic, **I have an excellent knowledge of gasoline engines and electric systems, and I hold a CDL drivers license.** Most recently, I worked for Trailer Transfer in Middletown as their lead diesel mechanic. While I was there, I developed a training program for new hires. However, I had to leave my job due to a move to your city.

Thank you for your time and consideration. **I will follow up next week to see if I can offer any more information about my skills and experience.** My cell phone is 555-555-5555 and my email is lucius.applicant@email.com.

Best regards,

Lucius Applicant

**3 Mention what you have to offer the employer in the second paragraph.**

**4 Suggest next steps by requesting a meeting or a call.**

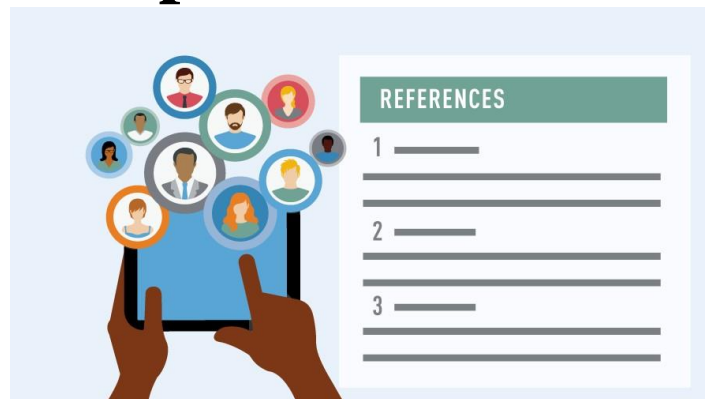
# Reference page

**Prepare as a separate page.**

**Do not include on your Resume.**

**“Reference Available Upon Request.”**

**Prepare at least three references; usually either two professional and one personal or three personal and one professional.**



# Applicant Tracking Software(ATS )

## Applicant Tracking Software

<h3>Managing the candidates</h3>  <p>Applicant tracking software is a tool for managing the candidate resume, evaluation, and hiring process from start to finish.</p>	<h3>Handles the recruitment process</h3>  <p>Applicant tracking software handles the recruitment process, just by sorting through thousands of applications, to determine, which ones are the best fit for the jobs for which they were submitted.</p>	<h3>To post job openings</h3>  <p>Applicant tracking software can be used to post job openings on a corporate website or job board and create interview requests to likely candidates through email.</p>	<h3>Score candidates</h3>  <p>Applicant tracking software may score candidates and rank more qualified applicants based on the employer's standards.</p>	
---	---	---	---	--