

Resume Preparation and Documentation Techniques

Presentation by

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What is RESUME

1. What is the need of Resume?
2. What are the types of Resume?
3. What is the significance of Resume?
4. What is an effective and influential Resume?
5. What is included in Resume?

6. What is the importance of qualification details in Resume?
7. What is the significance of academic record in Resume?
8. Why the other achievements are included in Resume?
9. Why personal details play pivotal role in Resume?
10. Why experience is noted in Resume?

HOW TO PREPARE A WINNING RESUME

Add your Personal Details and Contact Information correctly

Write a Winning Resume Introduction

List your Relevant Work experience

List your other achievements

Write your education in proper order
(Descending order) From latest qualification
to the old one.

Include relevant skills and abilities

Highlight your key achievements and awards
to show some personality.

DOCUMENTATION TECHNIQUES OR PRESENTATION OF DOCUMENTS AND TESTIMONIALS

Ingredients of Influential Documentation-

Neatness and clarity of Expression-

Use a proper size new file or good conditioned file to put your documents. It must have sufficient plastic folders to contain your certificates.

2. Proper filing of Documents

Don't cut the documents just fold it and place in plastic folders. Put vertical shape documents in vertical way. Put horizontal shape documents in horizontal manner.

3. Maintain Proper order of Documents.

- Place the current qualification certificate at first and put other qualification details in descending order (from highest to lower)
- Add personal details such as Leaving Certificate, caste certificate, Cast Validity Certificate, Cremelier or Non-Cremelier Certificate, aadhar card copy
- Add details of experience of the field
- Add details of other achievements

ORDER OF PLACING DOCUMENTS OR ENCLOSING WITH APPLICATION

- 1. Academic qualification certificates** starting from the current qualification.
- 2.Details about experience of the field** - academic and administrative
- 3.Other Achievements details** such as – special skills, potential and abilities and certificates of participation in various curricular and co-curricular activities.

What is an interview

The word Interview is a combination of two words

Inter+ view

The word Inter refers to inside personality, inner skills, individual talents and abilities , knowledge and individual judgment

The word view indicates- analysis, presentation , performance and submission

Interview

- A meeting of minimum two expert- candidate
- Arranged to examine the suitability of the candidate
- Tested for subject knowledge, skills and desired behavior in a very limited time

Types of Interview

- **Panel Interview:** three or more experts sit across table from the candidate.
- **Face-to-Face Interviews:** one interviewer one candidate.
- informal in nature
- less distance between interviewer and candidate
- less stressful and relaxed environment compared to panel interview

Prior Interview

- Read your CV/ application and skills demanded
- Know the company
- Go to the company web site
- Annual reports
- Business news papers,magazines
- Directly contact the employees

During an interview Employers Evaluate

- **Self Confidence** – you should be confident while appearing for interview
- **Interpersonal skills** – fluency in English, listen attentively and answer to the questions asked by the interviewer
- **Be honest** – While answering in the interview, even if you don't know the answer for certain question, be honest in answer to the interviewer.

Non- verbal or Body Language

- Posture: sit erect without leaning on the desk or slouching in the chair, but don't be stiff and tense
- Always make eye contact when you speak, but avoid continuous staring
- Don't use too many hand movements and frequent change of facial expressions not in relation to words you have expressed

Dress outlook

- Dress formally and well groomed
- You will never get a second chance to make a good impression
- Wear something that make you feel comfortable
- Use simple accessories like simple jewelry, watches, ties, etc
- Scents, perfumes and after shaves lotion should be avoided

Expected qualities of the candidate

Effective Verbal communication

- *If it is English language without M.T Influence*
- *Natural delivery, fluency*
- *Pronounce sentence clearly*
- *Speak little more loudly or lower your voice to draw attention of the experts if there is an important point or opinion*

Rejected by the committees

- Vague and irrelevant answers to the questions
- Very fidgety: little eye contact; nervous mannerism, such as playing with hair, nail biting etc.
- Lack of sincerity
- Utter superficial remarks to impress the interviewer – project work

Do's

- Do take a practice run to the location where you are having the interview
- If presented with a job application, do fill it out neatly, completely and accurately
- Do bring extra resumes to the interview
- Do greet the interviewer & do shake hands firmly
- Do wait until you are offered a chair before sitting.

Do's

- Do make good eye contact with your interviewer(s)
- Do show enthusiasm in the position and the company
- Do make sure that your good points come across to the interviewer in a factual sincere manner
- Do stress your achievements

DON'TS

- Do avoid controversial topics
- Don't ever lie. Answer questions truthfully, frankly and succinctly
- Don't say anything negative about former colleagues, supervisors, or employers
- Don't answer questions with a simple 'yes' or 'no'. Explain whenever possible. Describe those things about yourself that showcase your talents, skills and determination. Give examples

After Interview

- Thank them for calling you for the interview through a letter
- Indicate that you look forward to hear from them

Tell me about yourself

- The most often asked question in interviews
- Tell your academic record
- Your skills
- Your qualification etc.
- Talk about things you have done and jobs you have held that relate to the position you are interviewing for
- Time: 3 minutes
- Prepare written answer for this question and rehearse

What appeals to you about this job?

- To achieve through heights and also to learn, work hard and quench my thirst of knowledge in the related field, which I am going to work
- To be unique in decision making skills in the future



***EVERY ENDING
IS REALLY JUST A
NEW BEGINNING***

*Thank
you*

