RESUME WRITING

School- Maharaja Agrasen School of Law

Class- BALLB II

Subject –English II

Subject Code-202

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RESUME

Definition of Resume:

A resume provides a summary of your education, work history, credentials, and other accomplishments and skills. There are also optional sections, including a resume objective and career summary statement. Resumes are the most common document requested of applicants in job applications. A resume should be as concise as possible.

Typically, a resume is one page long, although sometimes it can be as long as two pages. Often resumes include bulleted lists to keep information concise.

COMPONENTS OF A RESUME:

.Contact details:

- Name, address, email and telephone number, clearly displayed
- Is email address appropriate?
- Is the message on mobile phone appropriate?

Career Objective:

- Only include this if the job applying for
- Is part of career plans? Example: To gain experience in office administration prior to studying for a Bachelor of Business in 2012.
- Is related to something you are passionate interested in. Example: To use my many years of horse management and riding experience to assist in the care of performance horses.
- Don't include a career objective if you just want to "get a job" which has no relation to your interests, career plans or prior experience.

Education:

- Your school and current year level.
- If your grades are good include them. If they aren't it is better to leave them out.

Achievements:

- These important aspects of your life tell a prospective employer a lot about you. This is not the time to be modest or to underestimate what you have achieved.
- Try to write your achievement statements starting with a strong verb eg Achieved, Created, Lead, Managed, Won, Assisted, and Awarded.
- Awards
- Leadership positions in school and sport
- Certificates
- Special responsibilities
- Membership of Associations, Choirs, Service Groups eg lifesavers
- Membership of sporting teams and years of involvement
- Achievements in the Arts – Music, Art, Drama

Skills

- Languages
- High level of mathematical ability
- Musical ability
- Technology Skills
- Basic computer use – Indicate the level
- Advanced computer skills. o Graphics
- Photoshop
- Video editing o Excel
- Solving hardware problems o Solving software problems o Programming
- Other technology skills o Electronics
- Film making

- **Work Experience:**
- **a) Paid work:**
- Any work that you have done for an employer where you had to give them your tax file number. Include
- Job title
- Name and address of employer
- Dates that you worked for them eg Jan 2009 – April 2010
- Responsibilities

b) Informal work:

- Helping in a family business, pet care or gardening, school work experience.
- Include
- Job title
- Name and address of employer
- Dates that you worked for them. Example; Jan 2009 – April 2010
- Responsibilities

c) Volunteer work:

- Fundraising, door-knocking for recognised charities such as Red Shield Appeal, caring for elderly relative or neighbour, assisting at a school or church function.

- **Interests:**
- Let them know something about you as an individual. Example: singing with a band, running in fun runs, surfing, Modelling, fashion or shopping aren't interests to list….unless you are looking for work in a fashion retail store and then it would be important to mention these interests!

RESUME FORMAT

- Personal information (name, contact details and address)
- Personal profile.
- Achievements.
- Education and Training.
- Employment and Work Experience.
- Skills.
- Hobbies and interests.
- References.

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