RESUME BUILDING
(for Freshers)

Parts of Resume / CV

- **Contact Details**

- **Educational Qualification**

- **Technical / Computer Skills**

- **Project / I.V. / Internships**

- **Extra-curricular Activities**

- **Special Remarks**

- **Personal Data**

Contact Details

- **Top of the Resume / CV**
  - **Name**
  - **Address for Communication with District and Pincode.**
  - **Mobile Number**
  - **E-mail ID**

Education

- ## It is the first part

  (as you are a fresher. Experience will come first, after you gain it.)

- ## Always in Descending order

  – **Current Diploma first, then +2 and finally 10th.**

- ## Details to be presented **(Qualification, Year of Passing, Institute, Board & Percentage or Class)**

- ## Table or Lines

  – **Decide it by your Marks.** **(If you scored high marks, present it in a Table. If you got low marks, then present in ordinary lines.)**

Technical

- **Typewriting / Computer Skills**

  (now-a-days, it is very important to know computer operations.)

- **Subject related courses**

  – **CADD, Pro-E, etc.**

- **Any other Diplomas and Certificates**

Project / I.V. / Internships

- **Give full details with Company name, place and title.**

Extra-curricular

- **All non-academic matters**

- **Prizes and Awards**

  (mention only a few important ones. do not list more than 5)

  – **Sports**

  – **Arts**

- **Participation**

  – **NSS, YRC, Rotaract, etc.**

Special Remarks

- **Any Special Achievements**

  (Best Student, Articles published, Postings held, Blood Donation, etc.)

- **Any other thing you hope that is worthy to mention.**

  (But, be careful. Don't project you too much.)

Personal Details

- **Name**
- **Father's Name**
- **Date of Birth (as in certificate)**
- **Gender / Sex**
- **Marital Status**
- **Nationality**
- **Languages known (To Read, Write & Speak)**
- **Interests (not hobbies)**
- **Permanent Address**

Extras

- **Objective**

- **Summary**

- **Declaration**

- **Reference**

Preparation of a Resume

- **Type Neatly in MS-Word – A4 size - Portrait**

- **Take original Print-outs. (no xerox copies)**

- **Remeber to Sign at the bottom of each Resume Set in Ball-point Pen.**

- **Check spelling and grammar.**

- **Don't give any false information**

- **Be up to the point. No stories.**

- **Do not use too much designs. Be simple.**

APPLICATION

- **It is the covering letter.**
- **Need not write all the information again.**
- **Use it as an intro.**
- **Be simple and standard.**

Any Questions..?

THANK YOU..!