

Guidelines to prepare Curriculum vitae or Resume

With your strong academic record and list of employability, skills, you are now ready to create the tools to help you to, successfully find and land a job.

To become job-search, ready, you need a clear understanding of your interests, and aspirations, a grasp of industries, a résumé that, showcases your skills and that can be tailored for various, jobs, a well-crafted LinkedIn profile, the ability to write, a cover letter that promotes you to employers, good interview skills, and the awareness of how to dress and appear professional.

The Resume

Student should highlight their experiences such as job shadowing, volunteering, class projects, research, on-campus jobs, internships, working in your family's business, taking on family responsibilities or other experiences, then you will, have content for your résumé.

It's standard practice for employers to require that, you submit a résumé when applying for a job.

The Main Parts of a Resume

Having a well-written Resume that is specifically, targeted to the position you are applying to can increase the possibility of a successful outcome.

Don't send a generic résumé, revise it for each position you apply to so that your skills are a close match to what's described in the job posting.

The goal is for your Resume to stand out from the competition, providing you a better chance of landing in the 'yes' pile and earning an invite to interview.

Your Resume should include the following:

- Name Home Address,
- Email Address,
- Phone Number,
- LinkedIn Profile

Brief summary of your professional accomplishments and career goals.

Education

- 10th with Percentage
- 12th with Percentage

- Graduation with percentage/GPA,
- Post Graduation with percentage/GPA
- Projects/Thesis etc

In the education section, list the educational institutions you attended, your graduation date and the degree you received. If you took relevant professional development courses include those and any certifications you have earned. If you have completed any projects include those too, including the contributions and results.

Experience if any

- Job title company,
- Employment dates,
- Explanation of your role contributions and achievements

Your resume needs to include an experience section. This typically includes describing the experiences you've had whether they are volunteer or community service work, working for a company or family business, club activities, leadership positions, research projects or research assistant, or other experiences. If you don't have academic, on-campus, extracurricular or external experiences, then use this section to expand and focus on your employability skills and any accomplishments that have resulted from your education that are relevant to the job you are applying for.

Skills, Awards and Interests

- List employability skills and hard skills,
- Award name,
- organization giving award,
- year received,
- description of award List key interests

Employers place an emphasis on employability skills. Use examples from any of your experiences: class projects, research activities, community service, volunteering, on-campus jobs, job shadows, internships, tutoring, club leadership, student government and family responsibilities. This may help improve your chances of being considered for the job. In addition, include your hard skills. Examples: computer programming, web design, accounting, writing, legal knowledge, languages you are fluent in and administrative skills.

Include any honours or awards you have received and a brief description of the work accomplished that earned you the award as well as a description of the award. These could be awards or honours for academic, work-related or extracurricular achievements.

Contact Information

It's common sense, but job applicants sometimes forget to your include their contact information or put it at the bottom of the page. You want to make it easy for employers to find the information to contact you. At the top of resume include:

- Your name Home city
- Email address
- Phone number
- Link to your LinkedIn profile

Objective or Summary

It is not necessary to include an objective in your résumé. If you do include one, the objective should have a sentence about the type of position you are seeking, highlight your employability skills, and grab the employer's attention by stating something such as a high grade point average or relevant experiences.

Place the objective below your contact info. It needs to relate to the position for which you are applying. In many cases, companies use an automated system to scan résumés before they go to the hiring manager. Include keywords and key phrases that are included in the job description to get past the automation and into the hand of decision makers.

Objective or Summary Examples

To obtain a civil engineering internship that will utilize my math and design skills. A 4.0 GPA is evidence of my hard work and commitment to succeeding as an engineer.

Seeking a position in the IT industry that will allow me to expand my knowledge. As a top-performing student, I have tutored students and completed projects that correspond to this internship.

To obtain a customer service position that will utilize my strength as a strong team member, good oral and written communication skills, and professionalism.

An MBA graduate with specialization in human resources is seeking an entry level position in the field of human capital management.

An entrepreneurial nursing degree candidate, with clinical internship at a multi-specialty hospital, is looking for a full-time opportunity in the healthcare industry.

To use my strong communication and critical thinking skills to gain a position in digital marketing and product management to drive product success and process efficiency.

Formatting

Format your résumé so that it is easy to read, including being easily readable on a mobile device. Use a basic font such as Times New Roman in 12 font size by keeping gap 1.5 in between lines. Use the same font throughout the résumé and be consistent in using bullet points or other formatting styles.

Having a well-crafted résumé can open the door to an interview and put you on the path to a job and a career. Writing a winning résumé takes time and planning.