

Resume Building

8 things to make a CV more effective:

- **Begin with name and contact details**
- **Write an appealing career summary**
- **Focus on your work experience, responsibilities and achievements**
- **Your next asset is your educational qualification**
- **Write about your out-of-work achievements, interests and hobbies**
- **Write short sentences with more impactful words**
- **Formal font faces**
- **Use the same tense through-out the CV.**

Things to avoid in Resume:

Colorful or glossy paper and flashy fonts

Your CV is a formal, official document. Keep it simple.

~ Resume or CV at the top

Many people tend to add headings to their CV. The usual are CV, Curriculum Vitae and Resume. Do not do this.

~ Photographs until asked

Do not add your photo to the CV until you have been asked for it. Photographs are required only for certain types of positions like models, actors etc.

~ Usage of 'I', 'My', 'He', 'She'

Do not use these in your CV. Many candidates write, 'I worked as Team Leader for XYZ Company' or 'He was awarded Best Employee for the year 2007'. Instead use bullet points to list out your qualifications/ experience like: Team leader for XYZ Company from 2006-2007.

~ Spelling mistakes and grammatical errors

Proofread your CV until you are confident that it doesn't have any spelling mistakes or grammatical errors. These are big put-offs for the recruiters. Moreover, sometimes these mistakes might land you in an embarrassing situation.

~ Lies about your candidature

Do not lie about your past jobs or qualifications or anything which might have an impact on the job. You may be able to secure a job with these lies today but tomorrow you may lose it as well.

~ Abbreviations or jargon that is difficult to understand

People screening your resume usually belong to the HR department. If they do not understand what the abbreviations and jargon mean, they will simply dump your CV in the trash can. Avoid over-using such terms as far as possible.

~ Reasons for leaving last job

Leave these reasons to be discussed during the personal interview. For example, some candidates write: Reason for leaving the last job: Made redundant. Avoid making such statements in your CV, they add no value. Besides, if you do get an interview call, chances are the interviewer will address the issue.

~ Past failures or health problems

Mentioning these immediately slash your chances of getting an interview call.

~ Current or expected salary

Leave it to be discussed while negotiating the salary.

~ Irrelevant details

Leave out the details like marital status, sex, passport number, number of kids, age of kids. These are usually irrelevant for most interviewers but at times could be used as a basis for discrimination.

~ References

Do not include them until asked. In fact, it is not even required to mention the line 'Reference available on request'. If the recruiter requires a reference, he/she will ask you to bring it along for the interview.