

TEN WAYS TO SMARTEN YOUR RESUME!!

The first impression that a prospective university will form of you is through your CV. Here are some tips to help you stand out:

1) What's in a name?

The e-mail ID that appealed to you as a cocky 15-year-old is going to elicit just one reaction from prospective university, guffaws. So, before you write a resume, get a respectable ID, preferably one that simply spells out your name. Also, stick to one contact number and don't bother tacking on a fax number.

2) Don't blind your University:

Always stick to one font and keep only key words in bold. A recruiter's attention span is 10-20 seconds, so you have to ensure that you grab it with a good beginning.

3) Avoid the 'I' syndrome:

You may be the centre of your universe but the University won't be inclined to think so. Don't focus on what you want. The idea is to give a quick snapshot of what you can bring to the University. Use the general description to frame this, as it will help you understand what the university wants from you and the key skills that are required.

4) Emphasize recent experiences:

You may be proud of every post you ever held, trainee upward but the university is only interested in the one you held last. Downplay earlier school experiences, especially those more than 10 years ago. Also, if you worked for a small company, mention what it did. Avoid shorter stints.

5) Avoid too many details:

Do not write too long statements for every small thing you did. Infact be precise and too the point. Your achievements should be highlighted and

given utmost importance.

6) Get rid of the unnecessary:

Do you really want to highlight skills that even a teenager will scoff at? Avoid jotting down commonplace abilities. Mention these only if they are relevant to your field, such as VLSI workshop if you are applying to MS in electrical engineering. The same goes for other achievements that are redundant to the job, such as a course in personality development. Hobbies is another section that can be safely dropped, unless you have an outstanding one. "One extra-curricular activity that interests employers is involvement in social work as most companies have begun focusing on corporate social responsibility.

7) Turn flaws into virtues:

You need to choose your words carefully, especially if you want to intrigue the prospective university. The choice of words will also depend on the post you are applying for. You should be able to substantiate the qualities you mention. "If you say in your statement of purpose you are great at problem solving, mention an incident where your skill has helped, otherwise it will be another false claim

8) Throw out clichés:

Recruiters have been there, heard that. Unfortunately, candidates still cling to oft-repeated phrase, 'I give my 110%', 'I'm passionate about my degree', or 'I like to work in a competitive environment.' "It's exhausting to read another 'good communication skills'. It takes up valuable space on your resume. This can be better used to highlight a specific talent.

9) Leave the years behind:

Things pursued or achieved in school do not add any feather in your hat. So we should not waste our time and space mentioning them. Until and until it is some national level or a big achievement which we cannot miss stating.

10) The long and short of it:

The normal size of the resume for a fresh graduate is one page or max two pages. It should not go on more than that as it loses the concentration of the recruiter. So please be concise and precise and judiciously use the space.

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