

Build Resume for Your First Job

If you are a new entrant in the job market, you need to perfect your resume before applying for your 1st job

Since you are fresh out of college, use your education as your strong point. Aggregate %, CGPA, accolades, club participation, etc. will be your focus.

"Do I really need a resume? What should I write in my resume?" These are questions which worry every college graduate looking for his/her first job. Welcome to the real world! Yes you really need to make your resume and how you present yourself in that resume will go a long way towards getting you your first job.

It's a myth that resumes of entry-level graduates are unimportant because they lack the 'pull' of experience. Nothing could be further from the truth. Not only is a well-made resume important for every job seeker, it is more critical for entry level graduates. A resume is a mirror of your professional identity. A well-defined resume impresses a recruiter. A sloppy resume immediately proclaims the candidate to be sloppy.

Here are some do's and don'ts on what makes a great resume for graduates seeking entry-level positions in industry.

OBJECTIVE

One of the most frequently heard complaints made by recruiters about entry-level resumes is that they lack a specific objective. Resumes of fresh graduates have fuzzy, general objectives or no objective at all. Mentioning a specific objective is by far the most important feature of an entry-level resume. Without goal clarity you are bound to drown in the sea of mediocrity. The only thing worse than the absence of an objective is a vague objective. Something like "My objective is to work with a dynamic company which will fully utilise my talents " is a complete no-no! This objective is worthless because it gives the potential employer no idea about your goals or your direction. Your objective should be clear, well-defined and short-not more than 10-12 words.. It should be aimed towards getting a particular position in a specific industry. Thus your objective should talk about the following: 1. Position wanted 2. Functional area 3. Industry wanted

Examples of good objectives:

Example 1: "Junior management position wanted in PROGRAMMING/ engineering field in IT industry.'

Example 2: GET in position in the manufacturing field.

Example 3: Entry level programmer in a software development company.

Example 4: Marketing position in the FMCG segment of a Multinational Company.

Example 5: Multimedia software development position. Open to Relocation.

Example 6: "A position as a Production supervisor with a petro-chemical company."

SUMMARY

Summary is the second most important factor that is conspicuous by its absence in resumes of entry-level graduates. It is a good idea to include a summary of your resume after having mentioned your objective. This sums up your resume in a nutshell and gives you an opportunity to highlight your strengths. It invites the recruiter to read your detailed resume. The summary should consist of 4-5 specific points-either bulleted or in one paragraph.

Sample Summary 1:

- B.E (Computer Science) from IIT-Delhi, in 2000.
- Course in Computers Database programmes Oracle 8I & VB6 from PENTASOFT in 2005.
- Consistently good academic record. • Good analytical and communication skills.
- Have worked on a curriculum project "XXX XXXXX XXXX"

Sample Summary 2:

"Masters in Computer Application with specialisation in J2EE/Web Technologies.

Great operational, communication and computer skills.

Good academic record throughout.

Among the top three students out of a batch of 120 students.

Undergone Industrial training in a top petrochemical Company.

EDUCATIONAL QUALIFICATIONS

Most fresher resume doesn't suffer from space constraint . However it is a good idea to include only those educational and professionals qualifications which are relevant. Put your qualifications in a reverse chronological order. i.e. the recent ones first followed by earlier ones. Entry level resume should also mention the names of their school and college, years in which they passed their board examinations. However, include your marks only you have shown a good academic performance.

WORK EXPERIENCE

An entry-level resume cannot compete with resumes of experienced workers in the area of work experience. But don't forget to list internships, voluntary work and summer training that you have undertaken. How you present these is very important. Make sure you clearly define your duty and responsibilities during this training. E.g.: "Worked as a summer trainee in India's largest Oil Refinery. I was working for the system control department. Wrote quality reports as well as ISO features for the company." Any projects done for your school or your college should also be mentioned.

DESIGN

Follow a simple design, which gives maximum information in the minimum number of pages. Use an easy to read and commonly used font like 'Times New Roman' or 'Verdana.' Limit your font size to 10-11. Do not underline heavily.

WORD USAGE

Simple language, lucid expression with good grammar is the thumb rule. Watch your tenses carefully. Use short and simple sentences. And never-ever make the mistake of using long words just to impress the recruiter. Flowery words are for speeches, keep them away from your resume. OUCH! THE TRUTH HURTS There are many things we would rather not write in our resumes. And while writing a resume the strong temptation to stretch the truth (or simply lie through our teeth) can be quite overpowering. But just stomp on the temptation. Most companies opt for a reference check during recruitment. Your resume is considered a legal document and fudging up small details may cause you great embarrassment in your career. All right! so you've made your resume. But this is not the time to sit back and relax. There are some important post-resume do's left.

CHECK, AND RE-CHECK!

The most important post resume step: Read and re-read your resume for any mistakes. Check the facts, the grammar, the spellings. After you have checked it, get your parents, friends, teachers to check it for you. One small mistake may cost you your job. And finally...mom is right you know! Do not procrastinate over anything, specially making your resume. Most fresh graduates prefer to leave the unappealing task of resume making till the last minute i.e the day

before their first interview. However, remember that making great resumes take time and effort. And the rewards will last you a lifetime.