




# PROFILE BUILDING AND CAREER TALK

## **SESSION I: CV BUILDING**



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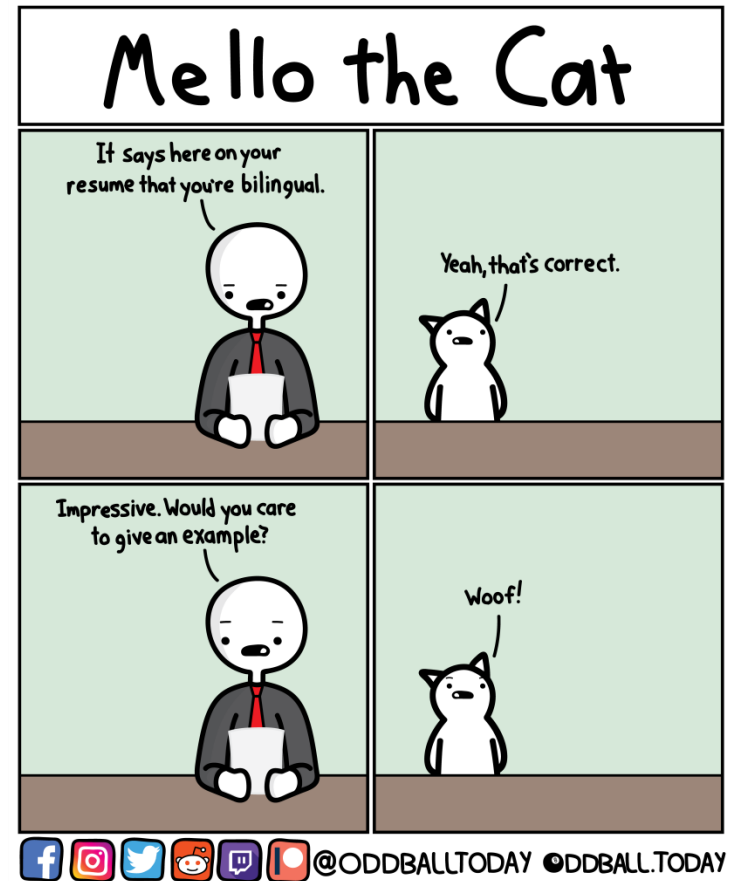


A CV is a documentary record of your contact details, educational qualifications, skills and employment history/work experience.

*Although the terms C.V., curriculum vitae, and résumé are used interchangeably, they are distinct. More specifically, the C.V. is generally used for academic positions and is much longer, as it includes publications, conferences, etc. A résumé is shorter and only contains information that is relevant to a particular position...*

# Why do we need a CV?

- Your CV will make you stand out for an internship/project that you want to undertake while in school.
- **It organizes you.** Preparing a CV allows you to assess your skills. This in turn will help you evaluate the the various options open to you.
- **Your CV is meant to get you past the initial screening so that you can have the opportunity to be interviewed.** Typically, only a handful of seconds is dedicated to each CV, you want yours to make the “definite” pile.



# Do's for CV Making

## Do be professional

- Maintain ½” to 1” margins for an easier read
- Choose simple fonts, white, ivory or light gray paper and black ink
  - Do not write your CV in the first person
- Choose a layout for your information that is easy to read

## Do be careful

- Proofread and ask others to proofread to avoid mistakes
- Typos and misspellings decrease your chances of making the “definite” pile
- Pay attention to font types, font sizes, and bullets to ensure consistency

## Do be relevant

- Research the the position description: customize your CV!
- Focus on your candidacy and provide information pertinent only to that

## Do be specific

- Your CV should be precise and accurate( not longer than TWO pages!)
- Be careful with abbreviations of tasks or job titles, do not assume that all who read your CV will figure it out for themselves

## Do be truthful

- Keep values and ethics in check, think before “padding” your resume
- Do not embellish or misrepresent credentials, tasks, results or titles, you may jeopardize the interview or offer

# Don't's for CV Making

## Don't underestimate yourself

- Highlight experiences that relate to your career objective, it is possible to transform a good experience into a substantive resume item
- Example: "Made phone calls" = "Conducted targeted telephone research which led to nationwide analysis of tire market"
- Don't lie, but don't sell yourself short either

## Don't overkill

- Refrain from excessive use of superlatives such as "dynamite," "fantastic," "incredible," etc
- Example: Instead of calling yourself a "dynamite salesperson," write that you were "salesperson of the month for 6 months running"

## Don't overuse jargon

- Use clear and concise wording to get your point across
- Avoid using slang and trendy words, be wary of "jargony" buzzwords such as "optimized," "augmented," and "capitalized"
- These words sounds great, but they say very little

## Don't cram

- Leave white space on your resume, will allow the employer to read your resume more easily, will pick up the words you want seen
- Do not try to crunch every experience, activity, membership on your resume, choose and customize your resume based on your objective for a specific employer

# CV Writing Techniques: Organization

A resume may include the following content:

**Contact Information:** (usually found in header) Includes name, address (permanent and current), phone number(s), e-mail

**Career Objective:** Brief and specific. Type of position you are seeking? Using which skills in what area? Matches job for which you are applying

**Education:** Begin with the most recent qualification. May also include relevant courses

**Experience:** List position, firm, location, dates. Using action verbs, describe activities and accomplishments. Include full/part time, internships, etc.

**Honors/Awards/Publications:** List any awards received, workshops/prestigious conferences attended

**Skills:** List computer (hardware and software), foreign language proficiency, etc.

**Professional organizations/Extracurricular activities:** List memberships (offices and dates held), relevant activities not covered under experience

# LET'S STUDY MODEL CV'S

Study the following model resume and prepare your own in the same way!

<p><b>Name with contact Information</b></p>	<p><b>Phani Prakash.D</b>                  Flat No 501, New Balaji Apartments                  Pantakaluva Road, Patamata                  Vijayawada- 520010                  Mobile: 8555092450                  Email: phani123@gmail.com</p>												
<p><b>Objective</b>                  What the candidate wants</p>	<p><b>Objective:</b> Seeking a full-time position that will utilize my marketing skills and experience in pharmacy sales.</p>												
<p><b>Details of Education</b>                  Year-Course-Institute-percentage</p>	<p><b>Education:</b></p> <table border="0"> <tr> <td>2013-15</td> <td>MBA</td> <td>Nagarjuna University Guntur</td> <td>82%</td> </tr> <tr> <td>2010-13</td> <td>BA</td> <td>Andhra Loyola College,Vijayawada</td> <td>76%</td> </tr> <tr> <td>2008-10</td> <td>Intermediate</td> <td>SRR College, Vijayawada</td> <td>78%</td> </tr> </table>	2013-15	MBA	Nagarjuna University Guntur	82%	2010-13	BA	Andhra Loyola College,Vijayawada	76%	2008-10	Intermediate	SRR College, Vijayawada	78%
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2008-10	Intermediate	SRR College, Vijayawada	78%										
<p><b>Skills &amp; Interests</b>                  relevant to the job may be given</p>	<p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Received a certificate of appreciation from The MD, Globalpharama Ltd for achieving highest sales</li> <li>Awarded Meritorious scholarship for doing MBA from Wipro Educational Trust</li> <li>Designed a website for sales promotion</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Familiar with windows, Linux &amp; MS Office</li> <li>Knowledge of 'Tally'</li> </ul>												
<p><b>Details of Internship / Experience/ achievements</b>  <b>Begin with verbs like:</b>                  Developed      Planned                  Conducted      Compiled                  Participated      Analyzed                  Designed      Wrote                  Managed      Execute                  Operated      Monitored</p>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Worked as a Marketing Executive at Globalpharma Ltd, Vijayawada</li> <li>Led a sales team of 6 members from three districts</li> </ul> <p><b>Interests:</b></p> <ul style="list-style-type: none"> <li>Learning about new technologies</li> <li>Travelling</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>Speak: English, Hindi and Telugu</li> <li>Speak, Read &amp; Write: English, Hindi and Telugu</li> </ul>												
<p><b>Languages Known</b></p>	<p><b>Reference:</b></p> <p>Dr K. Venugopal                  Professor, Department Of Business Management                  Acharya Nagarjuna University, Guntur</p>												
<p><b>Give the name</b>                  of the person who knows you and also inform him/her that you have mentioned him/her as your reference</p>													

With these tips in mind try to prepare your own resume.  
 Remember your employer does not spend more than 30 seconds on it.  
 Hence be clear and concise!



# IMPORTANT POINTS TO NOTE

- First, write down all the details you want to include in your CV.
- Select a format which is professional, fancy fonts to be avoided.
- Be brief, simple and concise. Limit it to **ONE** page.

# WEB RESOURCES

- <https://www.youtube.com/watch?v=wT40Au0RFa8>

- <https://www.mindler.com/careerlibrary>

(A repertoire of 200+ professions, use this lockdown time to do your research and pick five careers for yourself.. To be discussed in the forthcoming session!) 😊



**BUILD YOUR SKILLS, YOUR RESUME WILL  
FOLLOW!**

**DOUBTS ? FEEL FREE TO WRITE TO US..**

[saaneyakapoor94@gmail.com](mailto:saaneyakapoor94@gmail.com)

[shreya.gandhi@pp.balbharati.org](mailto:shreya.gandhi@pp.balbharati.org)

[yashvibhatnagar@gmail.com](mailto:yashvibhatnagar@gmail.com)