

Your Resume--- **The Road to Success** **How to Prepare an Effective** **Resume**



Resume Essentials

- ◆ Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough resume.





The Content of Your Resume



Name, address, telephone, e-mail address

All your contact information should go at the top of your resume.

- ◆ Avoid nicknames.
- ◆ Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
- ◆ Use a permanent telephone number and include the area code.
- ◆ Add your e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)

Objective or Summary Profile

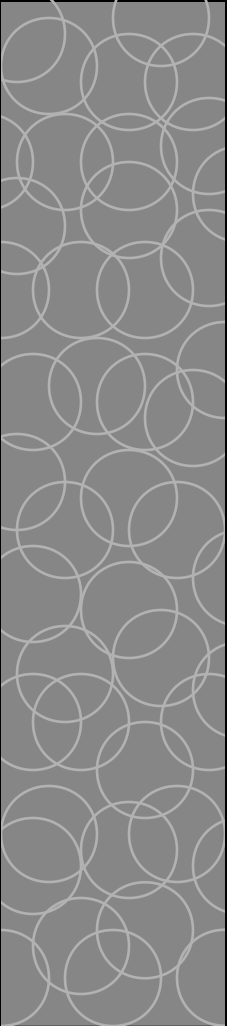
An objective tells potential employers the sort of work you're hoping to do.

- ◆ Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- ◆ Tailor your objective to each employer you target/every job you seek.



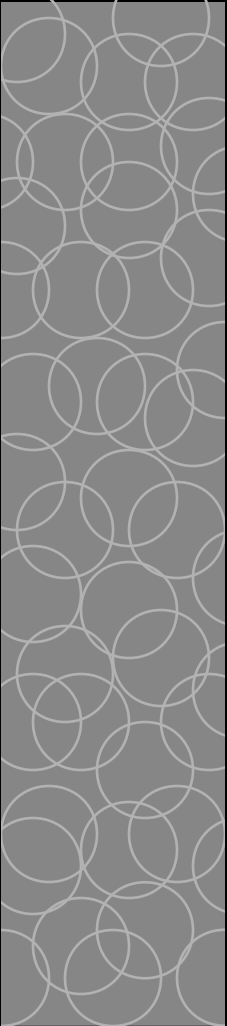


Personal Information

- 
- ◆ Date of birth, marital status and nationality can come under this section



Education



New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.

- ◆ Your most recent educational information is listed first.
- ◆ Include your degree (MBA., BBA., etc.), major, institution attended, minor/concentration.
- ◆ Add your grade point average (GPA) if it is higher than 3.0.
- ◆ Mention academic honors.

Work Experience

Briefly give the employer an overview of work that has taught you skills. Use **action** words to describe your job duties. Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first, relevant job.

- ◆ Title of position,
- ◆ Name of organization
- ◆ Dates of employment
- ◆ Describe your work responsibilities with emphasis on **specific skills** and achievements.





Special Skills

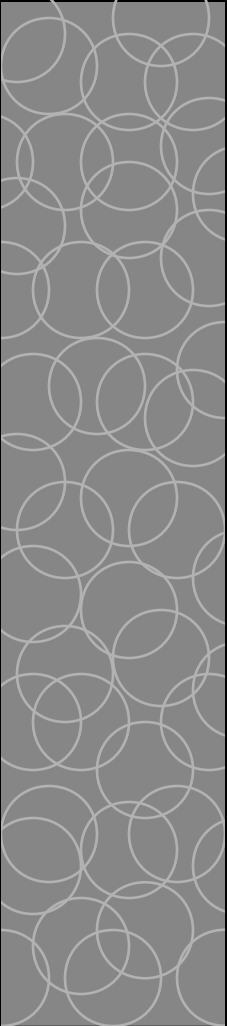


You can also list your **special skills** after listing your experience, i.e.

- ◆ Skills in photography,
- ◆ Participating in debates,
- ◆ Writing in college journals or in any print media, etc.



Summary - Resume Checkup



After writing your resume, have it reviewed by someone who you believe has good knowledge on writing a resume.

You can also take the following steps to ensure quality:

Content:

- ◆ Run a spell check on your computer before anyone sees your resume.
- ◆ Get a friend or acquaintance to do a grammar review.
- ◆ Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).



Sample Resume

Resume

M. Salauddin Ahmed

22/1 Shiddheswari Road, Dhaka

Telephone: (88) 02-8415532

Email: Msalaudin@vsnl.com

Summary/Profile

Human Resources graduate with internship experience and work experience in training and compensation and benefits in a leading pharmaceutical company. Have strong analytical skills and interpersonal skills. Seeking a junior management HR position in a multinational company.

Experience:

Work Experience:

Compensation Intern Star Pharmaceuticals

Summer 2008

Intern in Star Pharmaceuticals

- ◆ Created a database in Microsoft Access to track compensation figures for a newly created division.



Sample Resume (cont'd)



September 2008 till now Star Pharmaceuticals Human Resources Executive

- ◆ Performed complete review of HR policy manual under the supervision of Employee Relations Manager, producing a report to senior management with recommendations on outdated policies.
- ◆ Conducted a 12-question employee opinion survey on company vacation policies and compiled results for review and use by the director of HR
- ◆ Planned company's first "All employee communication, a complete day-long agenda, including all aspects of event; resulted in attendance of more than 200 employees.



Sample Resume (cont'd)



EDUCATION

BBA (Major: Human Resources)

GPA: 3.4/4.0

May 2007

AIUB, Dhaka

Minor: Communication

Got award for academic excellence in

HSC

National College

2003



The END