RESUME

CHRONOLOGICAL RESUME

FUNCTIONAL RESUME

Chronological Resume

- It focuses on education and experience. It lists work experience items or educational/professional qualifications starting with the current or most recent

FUNCTIONAL RESUME

- It highlights accomplishments and emphasize skills. It demonstrate the skills needed for the targeted position.

Chronological Resume

- Heading:- Contact Information, Applicants Name,Full Postal Address with pin code, Contact Mr. And E-mail address.

Career Objective

- It should be specific.
- Focused statement must express his career goals in relation to the targeted position.

Ex. To work as a system manager in a leading IT company………

To obtain a challenging position…………

Professional Summary

- It can be used in place of career objective. It is a one sentence statement listing the applicant's most important qualifications, essential skills and work experience.

- Ex:- Five years experience in providing customer support to the users of industry's…………….

QUALIFICATION

- Specific details regarding the applicant's educational and professional training must be included. The name of the school, college, board, year of passing, percentage and division.

Work Experience

- It should be given in reverse chronological order by listing the most recent employment first.

- Position, name of the organisation. Duration and job responsibility must be mentioned.

Special Skills, Abilities

- Programming, computer processing, foreign language, drafting etc

Activities and interest

- Extra curricular activities and hobbies must be mentioned

Achievements, Accomplishments

- It includes Scholarship, Fellowship, awards, distinction, Certificates

References

- The name of the persons who can give letter of recommendations or references. They can be previous employer, teacher, research guide, supervisor.