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Connect The Dots - June/2016 - Resume Writing

Dear FFE Scholars,

We hope that you enjoy your summer holidays. Summer holidays are a good time to work on career-related goals that you don't have time for during the semester.

Writing - and/or updating - your resume should be a top goal. Resumes are important for students in all years. You may need it to apply for internships and jobs, to access research opportunities, or to participate in competitions. Please read this e-mailer for helpful tips on how to create a strong and effective resume. Even if you already have a resume, you will find useful advice on how to improve it.

Why?

Your resume is your first chance to make a good impression with future employers. It is your opportunity to share information about your skills, experiences and goals.

How?

Step One: Brainstorm! Make a list of all of the possible things you want to include about yourself, such as:

- College coursework relevant to the job you are applying for
- All jobs and internships, with points about tasks and accomplishments
- Extracurricular activities, with roles
- Technical and Language Skills
- Honors or awards (like the FFE Scholarship!)

Step Two: Find a template and fill in the information. There are templates available in [Microsoft Word](#) and Google Docs. Choose one and add the information from your brainstorming lists.

Make sure to limit your resume to one page - choose the most important experiences and skills from our brainstorming list. You can see some sample resumes for different industries at

[Naukri.com](#).

Step Three: Edit, edit and keep editing! An excellent resume is always a work in process. Use the tips below to make sure your resume is the best that it can be.

Be Organized

- Have clearly organized sections that are marked with a heading. The heading should be in a larger font, and can be in bold. Common headings are:
 - Education (include college and high school, branch of study, relevant coursework, percentage)
 - Experience (internship , work, school projects, academic clubs)
 - Leadership or Activities (roles in clubs, activities, awards, research)
 - Skills and Interests (hobbies, sports, arts, volunteering)
- Make it chronological. In each section, list the most recent first, the oldest last, everything in the middle in reverse chronological order.
- Use consistent formatting. Check to make sure the following are consistent throughout your resume:
 - Indentation
 - Font size
 - Use of bold and italics
 - Date formatting
 - Line spacing
 - Page layout

Take Action

The words that you use in your resume are important! When writing about your experiences and accomplishments, use strong action verbs to describe your work. This helps to convey you as a leader.

Make sure that you use the correct verb tense. Use present tense (i.e. 'manage') for ongoing or current work. Use past tense (i.e. 'managed') for completed work.

Ten Strong Action Words

1. Manage
2. Lead
3. Build
4. Conduct
5. Oversee
6. Administer
7. Accomplish
8. Coordinate

9. Design
10. Organise

Review and Revise

Do's

1. Limit your resume to one page. College students and recent graduates should not take up more than one page to list their experiences. Be concise. Only include information that is relevant to the job you are applying for.
2. Include your contact information, especially mobile number and email address. Make sure your email address sounds professional (e.g. shahrukhkhan@email.com, NOT ilovemovies@email.com).
3. Ask for help. Use available resources to help you improve your resume. Ask a mentor, internship supervisor, professor, etc to review your resume and give you feedback.
4. Tailor your resume for different jobs. You don't need to have only *one* resume - you can have many. Include the most relevant information for the job you are applying.

Don't's

1. Make spelling and grammatical errors. This is the quickest way to disqualify yourself.
2. Include photos, pictures or cartoons. Keep it professional and clean!
3. Have a messy resume. Use bold, italics and underline sparingly. Make it easily readable with a good balance of white space to text.
4. Start your resume with "I want a job that challenges me..." Instead, be specific about your skills and the type of job that you are seeking.

FFE Connect

Keep checking the [FFE Facebook](#) and [LinkedIN](#) groups this month for discussions and links on resume writing. Post questions you have about resume writing. Respond to FFE's posts with ideas and resources. Let us know what other information you would find useful.