

Q1. What are the key elements to be put in a resume?

Ans. Key points to be included in a resume:-

1. Objective:-

- In one short sentence summarize your goal for your job search.
- The goal statement should be related to the specific position for which you are applying.
- It is also effective to highlight your skills in the goal statement.

2. Education

- High school name
- City and state
- Date of graduation
- Course highlights (courses related to the job)
- Certificates

3. Work and related experience

- Summer jobs, internships, volunteer work
- Include position title, company/organization

4. Activities / Hobbies

- Include your role in the position, the organization and dates.

5. Skills

- Soft skills: being responsible, loyal, hardworking, energetic, outgoing.
- Hard skills: research and writing, Microsoft Word 98, Public speaking.

6. References (3-5 people)

- Teacher / Professor

- Work super visor (current or past)
- Character preference

Q2. Explain the difference between a curriculum vita and a resume ?

Ans.

Resume

CV

- | | |
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| <ul style="list-style-type: none"> • Emphasize skills | <ul style="list-style-type: none"> • Emphasizes academic accomplishments |
| <ul style="list-style-type: none"> • used when applying for a position in industry, non-profit and public sector | <ul style="list-style-type: none"> • used when applying for positions in academia, fellowships and grants. |
| <ul style="list-style-type: none"> • Is no longer than 2 pages, with an additional page for publications and/or poster presentations if highly relevant to the job. | <ul style="list-style-type: none"> • Length depends upon experience and includes a complete list of publications, posters, and presentations. |
| <ul style="list-style-type: none"> • After 1 year of industry experience, lead with work experience and place education section at the or near the end, depending upon qualifications. | <ul style="list-style-type: none"> • Always begins with education and can include name of advisor and dissertation title or summary (see examples). Also used for merit/tenure review and sabbatical leave. |



Q3. What are the skills to put in a resume?

Ans. Employers are looking to hire employees who have the right mix of two different types of skills: soft skills and hard skills.

- Hard skills are abilities specific to the job and/or industry.

- Generally, these are more technical skills you learn in school, certification programmes, training materials or experience on the job.

- Hard skills might include proficiency in things like:

- Software

- Foreign languages

- Operating certain equipment or machinery

- Soft skills on the other hand, are abilities that can be applied in any job.

- Often, soft skills may be referred to as "people skills" or "social skills" and include proficiency in things like:

- Communication

- Customer service

- Problem-solving

- Time management

- Leadership