

கல்வி மற்றும் வேலை வாய்ப்பு  
வழிகாட்டுதல் கூட்டம்

Next .....

திரு S.ஜெயக்குமார் அவர்கள் உரை

தலைப்பு :

வேலைக்கு உங்களை தயார்படுத்துவது  
எப்படி - புதிய வழிமுறைகள்

# How to prepare yourself for a career exploration

Jeyakumar

# Difference between Biodata, Resume and CV

Biodata	Biological Data – 2-dimensional data, Past + Present, include biological data like height, weight etc
Resume	French meaning – summary, 2-dimensional data, Past + Present, single page
CV – Curriculum Vitae	Latin Word meaning “events pertaining to life”, 2-dimensional, Past + Present, multi page
Auctor Vitae	Latin Word meaning “Author’s 3-dimensional data, Summary of Past + Present + Future including detailed vision for self and domain, multi page

## Questions:

- What one for a fresher?
- What one is best for 2-3 years experienced person?
- What one is best for 10+ years experienced person?
- Who will use Biodata format?
- Should I keep just one resume or multiple versions?

*However, these answers can change depending on domain & company that you apply for*

## What to include:

- Contact information – Name, Address, Phone number, Email ID
- Personal statement / Objective
- Education – recent first, include your favorite subjects, mention your college project and internships, mention your learnings
- Work Experience – recent first, include metrics, if possible
- Skills – technical, life skills, employability skills
- Additional information

Include volunteer experience, additional training and courses, professional certifications and associations, any other extra curricular, awards and languages.

## Questions:

- Can I include my village address
- Can I include my social media handle
- Should I mention marks
- Should I explain break in work experience
- Should I include my photo
- Should I include 'references'

*However, these answers can change depending on domain & company that you apply for*

# What is a great resume?

- Should be able to capture attention of recruiter
- Professional, readable & well formatted
- Apply appropriate margins – 1.5 inches on all sides
- Select a professional, readable font - Arial, Calibri and Georgia
- Make your font size 10 –12 points
- Section headers – bold 12, 14 and 16, underline
- Use bullet points

# Questions?

- Can I use colour fonts?
- Can I provide hyperlinks to my other online work – GitHub, Design uploads?
- PDF or Word ?
- Should I write a cover letter ?
- What should I include in cover letter ?

*However, these answers can change depending on domain & company that you apply for*

# The Importance Of Resume Keywords

- Companies use Applicant Tracking system to filter and match
  - Volume filtering
  - Relevant matching
- They use 'key word' search to match
- Job description should match 'skills and 'experience'

For example, if a job description asks for three to five years of experience and you have two years, write "2+ years of experience in (your job or industry)."



# Examples of skills

## Example 1

- **Headline:** Graphic designer with strong experience as creative lead in an agency setting.
- **Summary:** Mastery of Adobe Creative Cloud and familiarity with Sketch, InVision, HTML, CSS and JavaScript. *Mention certifications.*

## Example 2

- **Headline:** Aspiring financial services professional with degree in Business Administration.
- **Summary:** Advanced Excel and intermediate SQL skills, excellent written and verbal communication

# Examples of Work Experience

## Example 1

- **Task:** Analyzed marketing campaign performance  
**Accomplishment:** Reported on ROI of [marketing campaigns](#), improving campaign efficiency by 20%.

## Example 2

- **Task:** Took patient vitals and updated charts  
**Accomplishment:** Performed routine clinical procedures while ensuring patient comfort and updating charts via an EMR system.

# Common Mistakes

- Grammar
- Spelling
- File name
- Lack of cover letter
- Fancy Mail ID
- Irrelevant social handle

# Final tips

- Proof Read the resume
- Review of resume by known recruiters
- Attend Mock Interviews
- Dress up to the event
- Be on time
- Confident & honest answers
- Ask questions about the role & growth opportunities
- Ask feedback about how you did
- Understand & Negotiate

# Common Mistakes

- Asking for salary details voluntarily
- Grooming – look and dress
- Presentability
- Body language

# New Trends

- Start early in creating your social profile
- Create a repository of your work – online
- Create your online portfolio – include process & learnings
- LinkedIn profile – be active
- Create your network – alumni network, friends, mentors, past interviewers, HR people
- Follow your dream company – online
- Diversify your knowledge

Questions?

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