

**Sandip Institute of Technology & Research Centre, Nashik**  
**Department Of Electronics and Telecommunication**  
**Report on “Computer Network”**

**Date:-21/08/2018**

**Main objective :- Resume Writing Workshop**

**Industry. Resource Person:-Mr. Indrajit Sonawane, Mr. Anupam and Team**

**Organized by:-Prof.M.D.Nikose(T&P Cell E&Tc Department)**

**Objective :-**

A resume is a short descriptive document.

- It is an account of work experience, education, qualifications, objectives, personal qualities and special skills.
- It is usually the first item a potential employer sees about you and therefore is very important!
- The resume's main purpose is to get you an interview!

Standard Resume Formats

Chronological

Functional

Combination

- Resume Reference Sources“
- Resume Writing” flyer samples
- WinWay Resume
- Online advice
- Books at libraries (including our
- Career Center!) and bookstores
- This workshop!



- Formatting Tips,
- Part I
- Length – for most, one page is best Use one font throughout
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- Use BOLD to emphasize only the most important features of your resume
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- Acceptable type sizes are 10, 11 and 12 pt.
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- Be consistent with tabs, dates and other formatting features

#### Summary of the most important points

- Main purpose of the resume – to get an interview
- Choose a resume format – there are basically 3 types
- Required resume elements – personal info, objective, education, work experience
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- Tailor your resume to the particular job you are applying for!
- Know how an e-mailable resume differs from the traditional formats
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- Use the cover letter to sell yourself and add value to your resume

