

Common CV Mistakes to Avoid

In this competitive market, the first thing that recruiters will look at is your CV and you would definitely want it to stand out from the crowd, surely for the right reasons.

Research shows that first 8-10 seconds of reading your CV is very crucial. Things like layout, spelling and Grammar have an effect on whether they bother reading your CV the whole way through.

Let me start off with probably the most basic yet common CV mistake; poor spelling and grammar. We all do before finalizing it but you would be surprised that even spell checker would not be able to do it for you most of the times so do it for you, check yourself, then check again, then read it out loud, and get someone else to look at it for you. This may sound a little off-track but spelling mistakes reflects a careless nature, and no manager will want carelessness in their team. It is so important that you make sure you check your spelling and grammar because it would be such a shame to be disregarded for something that could be easily avoided.

other point to be noted is the email address. You could have the best academics from a reputed university and great work experience, but if you're using the same email address that you used to log into msn messenger, you will most probably be shunned. Spend 10 minutes to create a new account with a sense of Professionalism and use it only for job applications.

Another common CV mistake is having lots written down on paper but not really saying a great deal. Try using lesser words to say more. Your CV should be concise and to the point, there is no need to waffle on for 4 or 5 pages when 2 sides of A4 are more than enough.

Employers look out for only specific points that related with the Job description and hence its important to have bullet points rather than long paragraphs. It may sound like tricky business, but the main thing to remember when writing your CV is to keep it simple. There's no need to over complicate things, just make sure you are concise and to the point.

It is very important to make sure that information you give is relevant to the job that you are applying for. In case you have experience in variety of different roles, you can avoid including in your profile to avoid wasting space.

Industry keywords plays a very vital role when writing a CV. Most of the companies these days are turning to technology to initially help them with the CV's they receive and if don't have appropriate keywords on your profile, your CV will get lost in the pile.

Avoid clichés. It's all very well saying you're "committed" and a "team player", but it's very easy to list qualities that you may not necessarily have just to look good on your CV. It is always best to give examples to back up your points. Employers look through tons of CV's and see the same thing over and over again, but brief examples of when you have shown certain skills and attributes will make you stand out.

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10 Inside Secrets To Writing A Great Cover Letter !!

A well drafted cover letter is a door that leads to the resume, the resume then leads to the interview and interview to the final job. Cover letters should be clear, concise & no longer than a page.

Pasted below are some tips on writing a cover letter that will make the process a little easier. Simple, short and to the point, here they are -

1. Do not reiterate what is already there on your resume.

2. Write it in a manner as if you are talking directly to the person reading it
3. Writing a cover letter is just like telling a story. The story of how you came to apply for the job and why do you think you are a good fitment for the role.
4. The cover letter is a place to highlight your significant accomplishments that relates to the job you are applying for. It doesn't mean reiterating a list of accomplishments from your resume but an opportunity to give additional information.
5. Job seekers have a hard time talking about themselves. Let me tell you that you are the only person to sell your candidature to a potential employer, hence don't exaggerate it too much neither lie. Articulate well on the achievements that you feel will help you sell your candidature for this role.
6. Try to limit your Cover letter to a single page. Be succinct.
7. Show some personality traits, but avoid hard-sell, gimmicky, or unorthodox letters.
8. Best practice is to tailor your cover letter to each job opportunity. Highlight, if possible, some knowledge of the organization to which you are applying.
9. Write in a style clear; avoid long and intricate sentences and paragraphs. Use action verbs and the active voice; convey confidence, optimism, and enthusiasm coupled with professionalism.
10. Assess the employer's needs and your skills & then try to match them in a way that will appeal to the employer's self-interest.

Top 10 Reasons for not getting Interviews

Interview is the first step to explore possibilities of employment with prospective employer. Most of the time job seekers find this step the most difficult. Please read through the pointers below to see if you are not falling into these traps:

1. Revisit your resume:

Do proper research of perspective employer and the role before applying your candidature. Be clear what the employer is looking out for & how you can contribute to the organization. Circulating same resume to all the companies would not help capturing the attention of employers. Hiring managers would always be interested to understand why 'YOU' are the best fitment for the role and your research comes handy in this.

2. CV isn't Keyword Rich:

Companies receives high volumes of resumes & therefore uses scanning software to search for keywords to determine which candidates needs to be called for interviews. One should therefore read through the JD (Job Description) carefully & craft resume accordingly to ensure getting pass through in the scanning of the interview.

3. Your Cover-letter isn't a good Sales pitch:

Think of your cover letter as a sample that convinces the hiring manager your resume, the

main course, is worth sampling. The best of cover letters encapsulates selected details from the resume and explains how your talents and experience matches with what the prospective employer is looking out for.

4. *Too embellished:*

Your resume and cover letter should flow and be understandable. Don't get too technical, use flowery language, or stretch the truth with your experience and skills. Your resume should only talk the things that you have done in the past. Don't exaggerate!

5. *Your application isn't perfect:*

Read through your resume carefully & ensure there is no typos or grammatical errors to get pass your chances of securing an interview.

6. *You only focus on the Google's of the world:*

Don't be under impression that companies that gain headlines are always good places to work. Since these are the names on everyone's lips, therefore they receive thousands of resumes for each opening. One should always try exploring opportunities with small and midsize companies by having eyes and ears open to other apart from Google.

7. *Step up the Networking:*

Using the name of a common contact to make the connection between you and the hiring manager is by far the best way to ensure your cover letter and resume get optimal attention. So, keep in touch with members of your professional network; you never know who has a contact at the company you hope to work for.

8. *Follow up with the Hiring Manager:*

Generally, one should contact a hiring manager within two weeks of sending a resume and cover letter. A brief phone call or e-mail reasserting your interest in the position would definitely help as Manager also gets an impression that you are serious about the job you have applied your candidature for.

9. *You didn't follow the application method specified:*

Sometimes job applicants make the mistake of using the same method of application for every job even though this may not be the one specified by the potential employer. For example if an employer wants you to apply in writing posting your application then do this and don't send an email. Follow application instructions very carefully.

10. *You're not as qualified as you think:*

As suggested above, before submitting your resume, take a close look at the job description and compare your skills and experience with those required for the position. Most of the time its observed that people without carefully looking at the JD submit their applications. The bottom line is that you might not be the best fitment for the job as you think.

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Interview – The crucial first 10 minutes

11. First impression is the last impression. Studies reveal that the first 10 minutes are very crucial for any interview and it is in these time that an interviewer takes decision of hiring or not hiring.
12. **BIG QUESTION – How do you ensure that the impression that you create is a favourable one?**
13. **ANSWER -**
 - **Don't Arrive Too Late or Too Early – Be Punctual.** It's always advisable to arrive 10 minutes early than to rush in at the last hour;
14. • **Know your Audience** – Professionals are well versed with their skill set but that isn't enough! If you are throwing anecdotes about yourself & have no knowledge of the organization you are interviewed for, you are putting yourself in big trouble. Interviewers want to know that you care to learn about the company in advance. When you make it clear that you researched the company prior to your interview & then decided to move forward, it shows that you think you can be an asset to that company;
15. • **Do Dress Appropriately** – Project a clean and well groomed appearance. Dress comfortably. Shoes should be polished, pants/skirts and shirts pressed;
16. • **Act Professionally** – Project a Professional and enthusiastic image in front of the interviewer. Your aim should be to convince the interviewer that you would be an asset to the company going forward and not a liability;
 - **Eye Contact** – Make eye contact when you speak. Stand straight, move confidently and sit slightly forward in your chair. Body language is very important and interviewer notices it more than you think;
 - **Good Handshake, key to interview success** – Handshake firmly. A firm handshake projects confidence and leaves a lasting impression

Resume Writing Tips

First impressions counts, and in today's world, your Resume has only 10 seconds to make an impact. With that kind of pressure you need to be sure your document stands out from the rest which would give you a head start.

Preparing a Resume can be challenging and difficult. There is often a tendency to oversell or provide irrelevant information which results in an unattractive resume thereby reducing the chances of getting pass through in an initial screening. The key to a successful Resume is to keep it clear, concise, highlighting your key attributes and skill set that makes you the perfect fitment for the role.

There are several websites with tips around the web, but most bring just a handful of them. We wanted to put them all together in a single place, and that is what you will find below: Resume writing tips.

1. Know the purpose of your resume

Some people write a resume as if the purpose of the document was to land a job. As a result they end up with a really long and boring piece that makes them look like desperate job hunters. The objective of your resume is to land an interview, and the interview will land you the job (hopefully!).

2. Don't forget the basics

The first thing on your resume should be your name. It should be Bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed.

3. Back up your qualities and strengths

Instead of creating a long (and boring) list with all your qualities (e.g., disciplined, creative, problem solver) try to connect them with real life and work experiences. In other words, you need to back these qualities and strengths up, else it will appear that you are just trying to inflate things.

4. Make sure to use the right industry keywords

Most companies (even smaller ones) are already using digital databases to search for candidates. This means that the HR department will run search queries based on specific keywords. Guess what, if your resume doesn't have the keywords related to the job you are applying for, you will be out even before the game starts.

These keywords will usually be nouns. Check the job description and related job ads for a clue on what the employer might be looking for.

5. Use effective titles

Like it or not, employers will usually make a judgment about your resume in 5 seconds. Under this time frame the most important aspect will be the titles that you listed on the resume, so make sure they grab the attention. Try to be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences. For example:

Bad title: Accounting

Good title: Management of A/R and A/P and Recordkeeping

6. Proofread it twice

It would be difficult to emphasize the importance of proofreading your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many as necessary.

7. Use Bullet points

No employer will have the time (or patience) to read long paragraphs of text. Make sure, therefore, to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

8. Put the most important information first

This point is valid both to the overall order of your resume, as well as to the individual sections. Most of the times your previous work experience will be the most important part of the resume, so put it at the top. When describing your experiences or skills, list the most important ones first.

9. Explain the benefits of your skills

Merely stating that you can do something will not catch the attention of the employer. If you manage to explain how it will benefit his company, and to connect it to tangible results, then you will greatly improve your chances.

10. Avoid negativity

Do not include information that might sound negative in the eyes of the employer. This is valid both to your resume and to interviews. You don't need to include, for instance, things that you hated about your last company.

11. Achievements instead of responsibilities

Resumes that include a long list of "responsibilities included..." are plain boring, and not efficient in selling yourself. Instead of listing responsibilities, therefore, describe your professional achievements.

12. No pictures

Sure, we know that you are good looking, but unless you are applying for a job where the physical traits are very important (e.g., modeling, acting and so on), or for few specific countries, or if employer specifically requests for the same, you should avoid attaching your picture to the resume else, best practice is to avoid it.

13. One resume for each employer

One of the most common mistakes that people make is to create a standard resume and send it to all the job openings that they can find. Sure it will save you time, but it will also greatly decrease the chances of landing an interview (so in reality it could even represent a waste of time). Tailor your resume for each employer. The same point applies to your cover letters.

14. Avoid age discrimination

It is illegal to discriminate people because of their age, but some employers do these considerations nonetheless. Why risk the trouble? Unless specifically requested, do not include your age on your resume.

15. You don't need to list all your work experiences

If you have job experiences that you are not proud of, or that are not relevant to the current opportunity, you should just omit them. Mentioning that you used to sell hamburgers when you were 17 is probably not going to help you land that executive position.

16. Go with what you got

If you never had any real working experience, just include your summer jobs or volunteer work. If you don't have a degree yet, mention the title and the estimated date for completion. As long as those points are relevant to the job in question, it does not matter if they are official or not.

17. Sell yourself

Remember that you are trying to sell yourself. As long as you don't go over the edge, all the marketing efforts that you can put in your resume (in its content, design, delivery method and so on) will give you an advantage over the other candidates.

18. Don't include irrelevant information

Irrelevant information such as political affiliation, religion and sexual preference will not help you. In fact it might even hurt your chances of landing an interview. Just skip it.

19. Use Mr. and Ms. if appropriate

If you have a gender neutral name like Alex or Ryan make sure to include the Mr. or Ms. prefix, so that employers will not get confused about your gender.

20. No lies, please

Seems like a no brainer, but you would be amused to discover the amount of people that lie in their resumes. Even small lies should be avoided. Apart from being wrong, most HR departments do background checks these days, and if you are busted it might ruin your credibility for good.

21. Keep the salary in mind

The image you will create with your resume must match the salary and responsibility level that you are aiming for.

22. Analyze job ads

You will find plenty of useful information on job ads. Analyze not only the ad that you will be applying for, but also those from companies on the same segment or offering related positions. You should be able to identify what profile they are looking for and how the information should be presented.

23. Use action verbs

A very common advice to job seekers is to use action verbs. But what are they? Action verbs are basically verbs that will get noticed more easily, and that will clearly communicate what your experience or achievement were. Examples include managed, coached, enforced and planned.

24. No hobbies

Unless you are 100% sure that some of your hobbies will support your candidacy, avoid mentioning them. I know you are proud of your swimming team, but share it with your friends and not with potential employers.

25. Update your resume regularly

It is a good idea to update your resume on a regular basis. Add all the new information that you think is relevant, as well as courses, training programs and other academic qualifications that you might receive along the way. This is the best way to keep track of everything and to make sure that you will not end up sending an obsolete document to the employer.

26. No scattered information

Your resume must have a clear focus. It would cause a negative impression if you mentioned that one year you were studying drama, and the next you were working as an accountant. Make sure that all the information you will include will work towards a unified image. Employers like decided people.

27. Make the design flow with white space

Do not jam your resume with text. Sure we said that you should make your resume as short and concise as possible, but that refers to the overall amount of information and not to how much text you can pack in a single sheet of paper. White space between the words, lines and paragraphs can improve the legibility of your resume.

28. Lists all your positions

If you have worked a long time for the same company (over 10 years) it could be a good idea to list all the different positions and roles that you had during this time separately. You probably had different responsibilities and developed different skills on each role, so the employer will like to know it.

29. No jargon or slang

It should be common sense, but believe me, it is not. Slang should never be present in a resume. As for technical jargon, do not assume that the employer will know what you are

talking about. Even if you are sending your resume to a company in the same segment, the person who will read it for the first time might not have any technical expertise.

30. No fancy design details

Do not use a colored background, fancy fonts or images on your resume. Sure, you might think that the little flowers will cheer up the document, but other people might just throw it away at the sight.

31. No pronouns

Your resume should not contain the pronouns “I” or “me.” That is how we normally structure sentences, but since your resume is a document about your person, using these pronouns is actually redundant.

32. Attention to the typography

First of all make sure that your fonts are big enough. The smaller you should go is 11 points, but 12 is probably safer. Do not use capital letters all over the place, remember that your goal is to communicate a message as fast and as clearly as possible. Arial and Times are good choices.

33. Consider getting professional help

If you are having a hard time to create your resume, or if you are receiving no response whatsoever from companies, you could consider hiring a professional resume writing service. There are both local and online options available, and usually the investment will be worth the money.

HOW TO ANALYZE A JOB OFFER

When you get an offer, it's tempting. After all this is exactly what you've been waiting for. Now is the time to ask some key questions to yourself to analyze a job offer:

The compensation:

One needs to be clear on the compensation front. Compensation isn't just about base salary. There are lots of other factors that impact your take home salary such as perks, Medical, Performance Bonus etc. In case you are comparing offers side by side, don't forget to consider all of the components.

The opportunities for growth:

We all, as Professionals need to ask this question in the interview process or even after you receive the offer. Is the company focused on growth or do people have to wait for someone to quit in order to reach that next level? How long does the company expect people to be in their current roles before taking a next step? Is the company creating new positions each year or will you have to wait for your Senior to quit? These are all really important questions if moving up the hierarchy is important to you.

The culture:

Regardless of how much you love what you're doing, work environment that you are into has a huge impact on your overall happiness and quality of life. Be honest with yourself about what type of environment you would do best in. Is it structured or constantly changing? Is it big or small? Is it predicable or creative? You know what's best for you more than anyone else – so trust your inner feeling if something doesn't feel right.

The work:

Though you probably looked at a job description when you applied, make sure you've asked people to share what they think the role is. You'll want both things to feel somewhat consistent. If you fully understand the nature of the work, you will be able to gauge whether or not you feel excited about doing it. You'll also be able to get more knowledgeable about the areas you have less experience with prior to coming on board.

The people:

The people you work with is the key to happiness on the job. Not only do you want them to be friendly and helpful, but you probably also want them to be smart and talented (so you can learn from them). You'll get a feel for this based on the type of people who are interviewing you but it's also important to ask what type of people are successful at the company. Then you will learn a bit more about the common thread that ties everyone together.

Of course, I can sit here and guide you with everything that needs to be considered about an offer and a company. No company will be perfect and hit absolutely everything on your list either. The most important thing I want to say is that, you really do know yourself better than anyone else. Think about how much weight these different components hold to you personally and then do your research, ask your questions, and know what you are getting into!

Writing Masterwork of a Resume !

Most resumes are nothing more than a collection of various facts about your past – your work history with descriptions, dates, education, affiliations, list of software mastered, etc. If these attributes are put on the top of your resume, anyone reading it will feel like they are reading a form. This is boring no matter how extraordinary you are. All this facts are placed in the

second half of the resume. We should be putting hot stuff in the beginning, and all this information afterwards.

Employment History

When evaluating a potential résumé, many employers look at the employment history before they review anything else in the profile. The employer evaluates tenure at each firm and accomplishments, career progression and any gaps in employment. To employers, the tenure at each job is critical while evaluating a résumé score. A large number of jobs with very short tenures implies that the candidate is flighty, unsure of their career path or unable to work with management. On an average, three years is the average employee tenure, and employers evaluate their candidates accordingly. In a résumé, most people do not put why they left, but a string of jobs with short tenures implies repeated firings.

Formatting and Grammar

A sloppy résumé is a big NO. According to a recent research, 61 percent of hiring managers said typos would make them automatically dismiss a candidate from consideration. However, many candidates fail to carefully proofread, or pay someone else to proofread, their résumés. The most common, and easy-to-spot, flaws in a résumé are in the formatting. Common formatting errors in résumés are inconsistent spacing, randomly colored fonts, misspellings and bad punctuation. Non-essential information, such as marital status, fraternity affiliations, religious affiliations will most likely hurt a candidate's résumé.

One should take the time to customize résumé (especially the objective if you have one and cover letter for each position you want, and don't apply to those jobs in which you are not interested. If your resume doesn't reflect the job they're hiring for, the only thing you've done is waste their 20 seconds.

List Accomplishments vs. Duties

The more specific you can be, and the more accomplishments you can offer to an employer, the better your chances of getting through the initial screening. Every job has duties, as does the one you are applying for, and these most commonly are listed on the requisition. However, an employer is more interested to hear how you can exceed those duties to help their company grow and excel. Example- "Checked orders and sent out P.O.s" is something unimpressive, as is a common job description. An employer would be more likely to call if you mentioned that you "managed a revenue of \$XX million annually. It's great that you can do the job, but how can you excel? Employers base your potential for future success on your past – wow them.

Choose an Appropriate Length

While most résumé writing books say one page is appropriate, you should understand when to cross the line.

Consider a one-page résumé if:

- You have less than 10 years of experience.
- You're pursuing a radical career change, and your experience isn't relevant to your new goal.
- You've held one or two positions with one employer.

Consider a two-page résumé if:

- You have 10 or more years of experience related to your goal.
- Your field requires technical or engineering skills, and you need space to list and prove your technical knowledge.

While the absolute mandate of one page is out of vogue, it is critical that your résumé be no longer than it needs to be. If you find yourself increasing the font size, making 1.5" margins or pondering additional bullet points for each job, cut a page.

Body Language Tips !!

Once you've landed much awaited interview call, be sure to prepare in advance. Most of the professional do a thorough research on the company before the big day. Despite all your efforts to make a good impression, you may be sabotaging your own job search with something seemingly harmless: Body language.

Body language plays a very vital role and speaks volumes about your attitude and mindset. While we all try to impress prospective employer by our accomplishments but your interviewer will most likely remember you by your body language, whether they realize it or not.

Pasted below are few tips that would help to get insights into how your posture, gestures and appearance influence your image and create impression in a job interview.

1. The Handshake

A handshake seems like a minor detail, and occurs within the first few moments of the interview but it lays the foundation for your first impression. The handshake should be strong, hold a complete grasp of the hand, and should be accompanied by eye contact and a smile. Be conscious of yourself during this interaction—never wipe your hand off on your pants, which you may do without thinking. It conveys that you find the person unclean.

2. Exude confidence

Don't let your nerves get the best of you on the big day. Prepare as much as possible ahead of time to avoid interview jitters. To reflect this confidence in your body language, keep your positioning open. Walk into the interview room with shoulders back and your head held high. Once seated avoid crossing your arms, as its considered "defensive" and "closed-off". Instead lean forward with your hands folded on the desk. Smile and maintain steady eye contact with the interviewer to demonstrate your confidence.

3. A calm composure

A calm and relaxed demeanor goes hand-in hand with your confidence. Fidgeting in the interview may be an unconscious effort on your part, but it certainly won't go unnoticed by the interviewer. In fact, it is likely to divert the interviewer's attention away from what you're

saying. It also conveys your anxieties rather than your confidence. Take deep breaths throughout the interview. Sit up straight to breathe fully through the stomach.

4. Be positive from the inside out

Another body language tip is to think positively. Try walking into the interview with a smile. A smile will go a long way in an interview setting, but if it is too forced, it will actually have an adverse effect on the interviewer. By thinking positive thoughts, you'll increase your positive body language. A smile will build trust between the interviewer and yourself. It makes you appear interested and approachable. It also demonstrates your ease and confidence during the interaction.

5. Engage & connect

An interview is a chance to make a connection and be memorable to the interviewer. You can better engage with the interviewer with your body language. For this body language tip, listen to what the interviewer says and show that you're listening by nodding. When asked a question, feel free to pause for a moment to think rather than jumping into an automatic response mode.

6. Professionalism

While it's good to be personal in your interview, don't let your professionalism go off as a result. One of the easiest ways to follow this body language tip is to dress the part. Look "put together," but be sure you're comfortable in whatever you're wearing. If you brought papers to the interview, have them organized and ready to be laid on the table so you don't have to shuffle through your handbag and risk coming across as unorganized.

No matter how the interview went, finish it with another strong handshake. Thank the interviewer for their time before your departure.

Resume Presentation Tips

When it comes to the presentation of resume, some applicants still makes the old classic mistakes. The presentation of a resume is one of the first elements of the document that a

prospective employer will notice, so don't fail at the first hurdle. Pasted below are few pointers that will facilitate your chances of getting through the initial screening -

- Editing & Proofreading – Most of the times, resumes are rejected by employers for misspellings. A fresh eye can spot any mistakes you may have missed, and another reviewer may also notice when there is a better way of saying something, a clearer way to make a point.
- White Spaces – The use of white space is crucial too. Keeping margins at a standard size rather than trying to squeeze every information onto one page.
- Use of Standard Font – One should be using a standard font too, which is not too large or small. Arial and Times New Roman are the most acceptable fonts. Try to make the formatting of your resume as clear and logical as possible, using short bullet points. Never use 'resume' or 'CV' as a heading. It will be obvious to a recruiter that this is what the document is!
- Avoid overusing capital letters, underlining or bold letters too (other than for job titles), as this can make your resume difficult to read and is a negative for the overall presentation of your resume.
- Use of Colour – Remember that white paper is the norm and the use of colour should be minimal, if not non-existent. A resume is a professional document that may be photocopied, so you should minimize your design flair when presenting your resume.
- Use of Graphics – We do not recommend the use of any graphics on your resume including logos.
- Parsing Services – In the earlier days, recruiters were actually reading through your resume. Today, most of the companies are using "Resume Parsing Systems." These computer programs instead going through your complete CV's scrutinizes it basis the percentage of industry specific keywords of the Job Description. Therefore it's useful to include actual wording from the job posting within your resume. This may require tweaking your resume, but if it gets you noticed, nothing like it!
- Use of appropriate Titles – Please ensure that the job titles on your resume match the job position for which you are applying your candidature. Use of appropriate titles over the traditional ones is the need of the hour.

For instance:

"Career Coach" versus the traditional "Manager of Human Resources"

"Educational Administrator" versus the traditional "Manager of Training"

"Crew Leader" versus the traditional "Supervisor"

- Don't use the Page Header and Footer – Your resume will probably not make it past the Parsing system if you put your contact information, etc. as a header or footer. Only the text is downloaded into the system. Also, speaking as a recruiter, we have to remove the headers when emailing your resume. Using a page header or footer on your resume is a good way not to get noticed.

The main rule is to remember that your resume is a professional document, so make it look as professional as possible to convey yourself and your skills in the best possible light.

We wish you great success in your job search!!

How to write a follow-up email after an Interview?

This article is about how to write a follow up email after an interview.

As per our experience, Follow-up needs to be done in 2 ways post interview.

The first stage of Follow –up should be immediately after the interview by sending a **THANK YOU** note to the interviewer. This should ideally be done after a day of the interview. Then one needs to wait a bit to hear from the employer What's Next. There can be times when there

is no revert from the prospective employer and that's when the second stage of follow up comes into play. This should ideally be done 1 week after an interview, in case you have not heard anything. Pasted below are the tips on how to write a follow up email after an interview:

1. Reminding the Recruiter that you're extremely interested in the job

After about a week, when you follow up, be sure to communicate that you've been thinking about the job and remain really excited and enthusiastic.

2. Tell them why you're a great fit for the role

In the interview, you hopefully have explained why you are the best fitment for the role and an asset to the organization. No harm in reminding the interviewer, the skill set you bring to the table and how you can make an impact. We know, it won't be new information to the interviewer, but it's worth emphasizing in the follow-up process.

3. Show off an achievement, if applicable

This won't always be possible, but in certain fields and situations, you may have a recent accomplishment to show off. For example, if you have changed the way people were looking into the things earlier or have something recent to talk wrt cost optimization, you could share it. Anything that highlights your skills rather than you involved in BAU (Business-As Usual) should be mentioned.

4. Asking about next steps

The most important part of the "follow up" email is to find out What's Next? There is no surety that your follow-up would speed up the entire process, the objective is to get the information so you are in the loop. Few interviewers will be transparent with you about what types of things are unfolding in the process in near future and anticipated timelines.

Hope the same would help all the job seekers who are waiting for getting a revert from the prospective employer and the wait is never ending. We don't claim that all the follow ups would be acknowledged with a revert but there would be few smart recruiters who would be able to share the clear picture along with the stipulated TAT for the closure of the process.

Importance of Keywords in a Resume !!

Considering today's job market, Industry keywords are the most important elements of your resume.

Evaluating of Potential using Machine

In today's job market, a human won't even look at a resume unless it passes the screening test. Screening software isn't new. It has been existing for quite some time now. What employers are looking for is a good-to-perfect fit between the job requirements and the candidate. With hundreds of resumes floating in for each opening, no one has the time to sort through all that paper and this is where this screening software comes handy. This software does an apple to apple comparison of the candidate's profile basis the Job Description shared by respective line of Business and as per the bench marking criteria, one is through the initial screening of the hiring process. Therefore candidates need to tailor their resumes basis the understanding of the job role to prove that they're the ideal fitment for the position.

What are Keywords?

Keywords are nouns or noun phrases that describe what the position requires. For an accountant that may be knowledge and/or skill in accounts payable, accounts receivables, reconciliations, tax returns, etc.

Customizing your resume with keywords that are unique to your industry and are found in the job description is one way to ensure that a human might have a look at your background. Please ensure that we don't make the mistake of repeating Keywords as scanning software is set up to find these kind of repetition(s) and to reject an applicant.

Tips for Using Keywords:

To make certain your resume will meet with the software's approval and eventually the hiring manager's, please ensure to follow these guidelines:

1. Use keywords unique to your industry and those found in the job posting. The ones in the posting are the most important.
2. Don't repeat anything verbatim from the posting. Revise until the words are yours. Otherwise, you'll be rejected by the system.
3. We need to ensure that certain key(s)words are highlighted on the top – the opening summary is ideal. Don't wait to include them in the last job listing on consecutive pages. The sooner the software finds the matches, the more certain a hiring manager will actually look at your resume.