

LIFE SKILLS

VOLUME II



Dr. S. Ravi Kiran
Dr. B. S. Ravi Kumar



This Page Intentionally Left Blank

Life Skills

Authors:

Dr. S. Ravi Kiran

Dr. B. S. Ravi Kumar

@ All rights reserved with the Publisher / Authors

First Edition April 2021

ISBN 978-81-947069-5-3



9 788194 706953 >

ISBN: 978-81-947069-5-3

Pages: 362

Price: 350/-

Publisher & Imprint:



Jupiter Publications Consortium

22/102, Second Street, Virugambakkam

Chennai, Tamil Nadu, India.

Email: director@jpc.in.net

Copyright Disclaimer

Copyright © 2021 by Jupiter Publications Consortium (JPC)

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and specific other non-commercial uses permitted by copyright law. For permission requests, write to the publisher, addressed "Attention: Permissions Coordinator," at the address below.

Publisher's Address:

Jupiter Publications Consortium
22/102, Second Street, Virugambakkam
Chennai, Tamil Nadu, India.
Email: director@jpc.in.net

Title Verso

Title: Life Skills

Author's Name:

Dr. S. Ravi Kiran

Dr. B. S. Ravi Kumar

Published By:

Jupiter Publications Consortium

Publisher's Address:

22/102, Second Street, Venkatesa Nagar, Virugambakkam
Chennai 600 092. Tamil Nadu, India.

Printer's Details:

Jupiter Publications Consortium

Edition Details: I

Volume Details: II

ISBN: 978-81-947069-5-3

Copyright @ Jupiter Publications Consortium



This Page Intentionally Left Blank

Preface

Learners who want to be good students or breadwinners at work need a variety of life skills. The basic skills of reading, writing, and arithmetic, which are typically taught in professional education at the college level, are, of course, the most significant. Being literate, on the other hand, does not guarantee a smooth transition to self-sufficiency and employment.

A individual must know how to write a cover letter and resume, as well as how to prepare for and participate in a job interview, in order to obtain employment. The person must be able to provide job-related skills. To keep a job, a person must possess a variety of social skills, including the ability to get along with coworkers, negotiate with bosses and other authority figures, and provide prompt, responsible, and reliable work. Providing for a family often necessitates knowledge of budgeting, rentals, credit, insurance, taxation, and other aspects of everyday life, all of which were once referred to as survival skills. Other types of skills needed for an individual to be a successful spouse and parent include personal relationships, parenting, fitness, and nutrition, to name a few.

It was important to define the word "life skills" in order to narrow down the spectrum of the quest for such items. "life skills" are among the "self-development, communication skills, job and financial skills development, education, interpersonal and family relationships development, and stress and anger management." identified by the Department of Education. Because of the broad definition, grantees were able to develop a wide range of services, including basic academic skills, pre-employment training, computer literacy, and social skills.

The word "life skills" is described in this book in terms of outcomes, i.e., the overall goal of life skills programming is to

help people live more effectively and perform better in their various roles as families, community, and workforce members.

Obviously, both education and treatment services contribute to achieving these goals; nevertheless, we view life skills as complementing rather than replacing academic, degree, and treatment programs.

The term "life skills" has been described in a variety of ways in this book. First, we've narrowed down the topics that we'll be looking at.

A life skills curriculum, by this description, is all-encompassing rather than concentrating on a single subject, such as parenting. This distinguishes it from fields like customer education, physical education, pre-employment training, and cognitive thinking services. All of these are specialized rather than comprehensive areas from which life skills programming can extract materials.

The expected faculty is included in our concept of life skills as a program subject. The life skills program, as described in this book, is an educational program that a faculty member can teach in an educational environment. It's a mental process. Therapists, psychologists, unit or cottage staff, and physicians are not permitted to use it. As a result, services that are called "life skills," but are only therapy or rehabilitation programs have been omitted from this book. For the purposes of this book, life skills refer to a training curriculum that includes several components derived from the four categories mentioned above: social skills, job preparation, personal development and management, and practical living skills.

In recent years, life skills have emerged as a critical yet underappreciated component of cognitive education. Adult offenders and young offenders also lack the psychological, survival, personal management, and job skills required to operate in the family, community, and workplace. Academic

and preparation alone would not be enough if they lack those abilities.

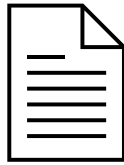
Using this book as an important part of the curriculum while teaching life skills in a cognitive environment allows for many opportunities to get the student group together. Learners not only bring new abilities to the training program, but they also demonstrate their natural ability to society.

After reading and disseminating the book's usefulness to the learners, faculty members may profit from the book's excitement and spirit, and their own sense of the value of the jobs they do in helping their students prepare for post-release lives can be renewed.

Students need a lot of motivation to assume that the skills they're studying will be useful in their future lives.

We hope that this book on Life Skills (Volume 1) will lead to more life skills programming in the cognitive sense, to stronger life skills programs for the learners, and to their ultimate success in the years ahead.

Dr. S. Ravi Kiran
Dr. B. S. Ravi Kumar
- Authors



This Page Intentionally Left Blank

Acknowledgment

We express our deep sense of gratitude to **Prof. K. Janardhan Reddy**, Former Principal, University College of Science, Osmania University, Hyderabad, **Prof. B. K. Jagadish**, Department of Zoology, YCM and former Deputy Registrar, Mysore University, **Sri. A. M. Annaiah**, IFS, APCCF (Rtd.), Aranya Bhavana, Bangalore, **Smt. K. Jyothi** IAS, Registrar, Bangalore University and **Prof. E. T. Puttaiah**, Former Vice-Chancellor of Gulbarga University for their encouragement, moral support, constructive criticisms, and valuable suggestions extended throughout our lifetime. Their constant motivation made us move into the path of Research and Development which led us to take up the work of this magnitude and complete on time.

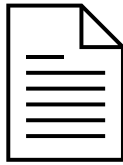
We express our heartfelt thanks to Prof. Usha Krishnamurthy, Former Principal, AVK College for women, Hassan and **Dr. Viswanadham Bulusu**, Principal, Aurora's Degree & PG College, for their encouragement, Co-operation and unstinted support extended throughout the tenure of this project.

Our sincere thanks to NSS legend late **Sri C. T. Shivappa Gowda**, former SLO, NSS cell, Bangalore, and **Sri B. K. Shivanna**, former NSS Co-ordinator and Controller of Examination, Mysore University, for their motivation and support.

We are elated to express our heartfelt thanks to our family members for their immense support, co-operation, and assistance.

We appreciate the publisher for his painstaking effort in bringing out this book. Any suggestion for the improvement of the book is most welcome.

Dr. S. Ravi Kiran
Dr. B. S. Ravi Kumar
Authors



This Page Intentionally Left Blank

Table of Contents

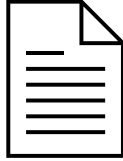
S.No	Title	Page No
1	Professional Skills (Career Skills) Module 1 Resume Skills	1-26
2	Professional Skills (Career Skills) Module 1I Interview Skills	27-60
3	Professional Skills (Career Skills) Module 1II Group Discussion Skills	61-82
4	Professional Skills (Career Skills) Module 1V Exploring Career Opportunities	83-92
5	Team Skills Module 1 Presentation Skills	93-100
6	Module 2: Trust and Collaboration	101-114
7	Module 3: Listening as a Team Skill	115-122
8	Module 4: Brainstorming	123-134
9	Module 5: Social and Cultural Etiquettes	135-144
10.	Module 6: Internal Communication	145-150

Table of Contents

S.No	Title	Page No
11	Leadership and Management Skills Module 1: Leadership Skills	151-172
12	Module 2 Managerial Skills	173-200
13	Module 3 Entrepreneurial Skills	201-220
14	Module 4 Innovative Leadership and Design Thinking	221-242
15	Module 5 Ethics and Integrity	243-260
16	Universal Human Values Module 1 Love and Compassion	261-270
17	Universal Human Values Module 2 Truth	271-276
18	Universal Human Values Module 3 Non-Violence	277-294
19	Universal Human Values Module 4 Righteousness	295-301
20.	Universal Human Values Module 5 Peace	303-311
21	Universal Human Values Module 6 Service	313-326

Table of Contents

S.No	Title	Page No
22	Universal Human Values Module 7 Renunciation	327-344
23	Bibliography	345



This Page Intentionally Left Blank

Professional Skills (Career Skills)

Module I

Resume Skills

Module 1: Resume Skills – Preparation and Presentation

➤ INTRODUCTION OF RESUME AND ITS IMPORTANCE

The Importance of a Curriculum Vitae

The resume serves as a connection between you and the potential employer. As a result, the value of a summary can never be overlooked. So, to create an excellent first impression, your resume must stick out from the crowd. It is all up to you if the recruiting manager would remember you. Companies need resumes from candidates to choose the suitable candidates to work for them, so they may not have enough time to meet and every nominee.

Rejection occurs, and it continues until they see something interesting about one resume. This is where a well-organized, tidy, and accurate resume comes into effect. You may be wondering why having a resume is so critical. Let us have a look:

Your resume arrives at the recruiter's desk even earlier than you do: Yes, your application achieves this before you can go to the recruiter's workplace. Generally, an organization requests your resume first, then reviews your previous work to see how it meets their requirements, and if it does, they offer you a thumbs up! So, in any case, a well-written resume just performs half the job for you. As a result, having a well-structured and succinct resume is critical for making an excellent first impression.

The below is what your resume says about you: A resume says a lot about who you are as a professional. It explains what you have done before. What are you doing right now, and where are you going? Imagine a little paper containing too much information concerning you, history, current, and potential. Doesn't it sound incredible? But keep in mind that this tale of the past, present, and future must be told rapidly, or they will lose interest. As a result, suggesting a short story may be a difficult task. As a result, you could need skilled assistance in drafting your resume.

To persuade the hiring manager that you are the best candidate for the job: You must believe that influencing the recruiter that you are the best candidate for the job is easy. However, you will only be able to do so if You show up for the face-to-face interview. Your resume will convince them that you are the most suitable candidate for the position before

you even turn up for the face-to-face interview. You now understand the value of a resume of your professional life.

To market your talents: A well-written resume will help you market the skills you have acquired over the years. You will tell the recruiter about all the talents you have learned across various jobs and how you want to put them to use for the benefit of the prospective company. This is just what today's recruiters ought to hear. They want to know how your abilities can benefit their business. And if the resume succeeds in informing them of this, the aim has been accomplished.

To get an interview: Whether your father or a near relative owns a business that you would quickly enter without any difficulty, you would almost certainly need a decent resume. Finally, the resume aims to land an interview. The first move in that direction is to write a resume. As a result, do not overlook the significance of a well-written resume.

To Market Yourself: In today's professional environment, it is critical to establish your brand, and this path begins after you graduate from college and complete your studies. When you first start working in a professional environment, it is critical that you get things correct from the start. To showcase your information, skills, expertise, ability, and accomplishments, you must have a carefully designed resume that will reflect you as a professional trainer or an aspiring career who is ready to tackle this challenging world.

Fast yet enduring the first impression: You've always heard the phrase "first impressions are everything." It also goes along with the resume. Working hard on your resume is worthwhile if one resume sticks out from the crowd and gives the impression that this is the one. The recruiter will most definitely ignore the resume because it is text-heavy and challenging to decipher. As a result, you now know what your resume does NOT appear like. Maintain a conversational tone that is easy to interpret and understand.

Review your work goals: Recruiters would not have to waste hours scanning and digging over your resume in detail to understand your profile because a good resume outlines your work aspirations too simply. Therefore, make sure the summary section of your resume is comprehensive enough to give a concise rundown of your whole profession in a few sentences. Suppose you have no previous experience and are recruiting as a fresher. In that case, it is recommended that you

provide information about your jobs, traineeships, industrial visits, training sessions, and other valuation courses in the summary section so that even if a hiring manager decides not to review the full detailed resume, the summary will be adequate for him to assess your qualifications.

To demonstrate our successes: We cannot wait for the recruiter to contact us to ask about your previous work experience and accomplishments. It sounds like you have not written and sent our friend a text, and we are asking him or her to consider your feelings or circumstance. As a result, it is vital to compose a decent resume that highlights our accomplishments and tells our success story so far.

Resume: Having a decent resume is vital when applying for work, but make sure it is just the resume. Make it easy to understand for a recruiter by not making it so fancy or full of jargon. Before submitting the resume to a recruiter, bear in mind that you can either deliver the resume alone or enclose a covering letter. Unless specifically requested, may not comprise, or append a letter of recommendation, copies of the academic transcripts, a reference letter, or something else.

You are sure of your work: Several times, we prepare and conduct something, even succeeding in our effort, but after a period, maybe a year or so, we seem to forget about it. We are aware of the existing issues and are attempting to address them. So, if you have a decent resume, we can know what we have learned and accomplished in our professional career. If we maintain by refreshing your resume as you move jobs or start a new organization, if you get a new career, a new mission, or a new team to manage, it will happen. Keep track of when the organization rewards you for your efforts. That does not imply that you create a regular journal or a resume, but rather that you keep track of the significant events of your professional life. You should still make changes to the outline while holding the master copy on hand. Know, also the best writer in the universe has the assistance of a publisher. You might read it, re-interpret it, and edit it ten times, so getting a second opinion is still a brilliant idea.

A competent writer will comprehend the requirements, analyze your job experience, confirm your educational context, and further express it. So, there's no harm in hiring a specialist to help you create the ultimate resume.

Why Do You Want a Resume?

The resume also moved to the top of a list of qualifications required by potential employers in today's job market. Before wasting valuable time in an interview, an investigator wants to see you – on paper. The way you show your application to an interviewer will make or break your chances.

You cannot survive without a resume, as well as an inadequate overview would almost certainly ruin you before you get a chance to perform. That is why it is crucial to provide a complete overview that communicates what you will do with employers.

A resume is a description of your skills and experience.

The word resume derives from the French word *résumé*, which means "summary." Your resume looks just like that: A list of your credentials, abilities, and accomplishments. It demonstrates your previous actions to a potential employer. It includes information about your qualifications and preparation, career experience and schooling, and, most prominently, achievements to prior employers.

It should also remind the boss of your professional goal (the work you want) and articulate the advantages you would bring to the job if employed clearly and succinctly.

A resume is a type of advertising. It promotes you, your unique talents and credentials, and the advantages you will have.

Employer Benefits vs Skills

To help you stick out from the crowd, ensure your portfolio is packed with employer benefits, not just experience. According to resume specialist Peter Newfield, today's resumes, rather than the skills-based resumes of the past, must be "results-driven". The boss would quickly realize what benefits you bring to his business after reading your resume. Consider yourself a commodity and your boss a customer. How will you pitch the boss about your product (you)?

Employers are more involved in the opportunities you will get than in your fantastic ability set. Try to emphasize these workplace opportunities while writing your resume. Do not only mention your abilities if you are proficient in PageMaker and laptop printing, for example (such as *Mastery of PageMaker*"). Convert your talents into advantages. Tell the boss what your desktop publishing experience will

do for them (for example, "ability to produce attractive brochures at a low cost").

Benefits reflect the actual accomplishments—what you have accomplished with your talents—while skills show your ability. Many candidates are familiar with PageMaker, which an employer recognizes. Your role is to show the boss what you can do with this ability and what types of job activities you have completed using PageMaker. Employers are impressed with this.

A resume aims to secure an interview.

Many people feel that having a good resume would get them a job. This is a mistake. In today's economy, it is rare to see an employer that hires someone based solely on what they see on a resume. Employers want to meet you in person before making a recruiting decision. They would like to know if you have the necessary qualifications to have the correct personality for the role. This, for example, necessitates questioning. The interview will ultimately decide how or not you are recruited.

The resume, on the other hand, is what gets you an interview! In today's market, where many companies utilize resume-tracking software that selects your portfolio based on keywords, you should be extra careful to have as many offers on your resume as possible. Not only do you satisfy your manager today, but you should also impress his computer! Any cv, digital or traditional, has one goal: to get your interview.

How many times have you said to yourself, "If I'd Have interacted with both the interviewer in person, I might have persuaded him that I'm the right guy for the job!" Your best hope is to write an outstanding resume that will have you heard, and then you are in the doors to contact the boss to apply for the position.

Other Benefits of a Resume: It helps you prepare for the interview. When interviewing you, most companies can use the resume as a reference. Many of the points you made in the resume would be asked to be explained in depth.

You would be more organized because of this. Making a resume forces you to evaluate your abilities. As a result, you will be able to assess the various job opportunities available to you. It would also assist you in developing a successful career hunting strategy.

It gives you a feeling of safety. It is a bright idea to always have an updated resume on file. You never know whether you will need to look for a new career or just a transition. It is also a good idea to keep your resume revised and ready if you suddenly lose your work.

It is possible to use it as a business pass. When you need to perform informational interviews to evaluate new prospects, it is there.

➤ DIFFERENCE BETWEEN CV, RESUME AND BIO-DATA

What is the difference between a curriculum vitae, a resume, and a biodata?

CURRICULUM VITAE

- CV or Curriculum Vitae is basic details regarding you, such as your qualifications, work descriptions and specifications, professional abilities, interests, strengths and weaknesses, incentives, and so forth, each in detail as though you were presenting a rundown of your life.
- It should be between two and three pages in length. Depending on your background or endeavours, it may even be longer than three pages.
- First-year students and recent graduates of education mainly use it.
- The CV should be held straightforward and free of any fancy techniques so that the investigator can quickly scan it and get a greater understanding of you.
- If you have some prior knowledge, list it in sequential order or categorize it.

Resume

- The term "resumé" comes from the French word "summary." It is mainly used to condense the actions or abilities you have shown into a smaller number of files.
- Unlike a CV, it usually takes the overview or title of the endeavours that you have performed, such as your schooling, career experience, tasks completed, preparation, and so on. But, unlike a CV, it does not include a lengthy description of the deeds; instead, it only requires an explanation or title.
- This fits with those who have much expertise and are excited to start a new career. The resume can be no longer than two pages long, but no less than one page long. It should be so that an interviewer will quickly learn what you have learned and what you are interested in from looking at the names.

Bio-DATA

- Biodata stands for biographical data, but what does it mean? It simply refers to your personal information, such as your name, age, sex, date of birth, language, ethnicity, marital status, citizenship, and so on.
- That is the archaic edition of the CV and resume, to put it. It only operates in public offices and agencies where personal information is needed.
- Many organizations or businesses do not accept biodata. The explanation for this is that, first and foremost, it does not include sufficient details, and second, under the current rules, work applications do not provide the most sensitive and confidential information, such as a PAN number, to avoid misuse.

Basis for Comparison	Curriculum Vitae	Resume	Biodata
Meaning	A detailed description of the endeavours done in your life like qualification, experience, skills, achievements etc.	It is a document containing information about the education, professional experiences, and competencies of the profile in the previous job.	It is primarily an archaic version of the CV or Resume. It just contains personal details.
Document type	Comprehensive	Concise	Concise
Length	2 to 6 pages	It should not be more than two pages	It should not be more than a page

When should use	When applying primarily for fellowship, academic position etc	When applying for a job, internship etc.	I am applying for a job in Government institutions or offices.
Focus on	Expertise, you are specialized in which field.	Your contribution to your work where you were working, and what difference have you created.	We are giving personal information appropriately.
Educational Qualification	At the top	After mentioning the experience.	In between the personal details, in short.
References	Can be included	Should not be included	May or may not be included.

➤ ESSENTIAL COMPONENTS OF A GOOD RESUME

The first chance you must impact a recruiting manager or recruiter is with a decent resume. It is often crucial to give a good first impression. Since the normal recruiter just takes a few seconds to scan your resume, you must stick out. We have put together a collection of relevant things to include while writing or editing your resume. The below is a collection of the ten most important elements of a perfect resume:

1. A well-structured format

Keep your resume ordered by keeping the font conventional, the layout pleasing, and the spacing clear. Do not be scared to play around with colours and style on your resume if you want it to stick out. However, be aware of your target demographic and ensure that you are first and foremost portraying yourself adequately.

2. Spelling/grammar correction

Before you file it, double-check the spelling, and make someone else proofread it.

3. Workplace Attitude

Instead of "party animal 687" or "2cool4u15," use a professional-sounding e-mail address. Have a phone number and a professional voicemail greeting as well. Reality TV, heavy songs, screaming children, or road noise in the background are not essential for potential workers to notice. If you must re-record your voicemail greeting because of this, so be it.

4. Keywords with a purpose

Leave terms like "reliable" and "hardworking" off the list. If you claim to be dependable, a prospective boss will not invite you in for an interview. They will bring you in because they believe you can help them fix a dilemma.

5. The Job Description's Keywords

Incorporate vocabulary from the job description of the place you are applying for into your resume. This will allow a recruiting manager to quickly see if you are a good candidate for the job and resume scanning software to flag you as a possible match.

6. Short Explanations for Layoffs and Employment Gaps

Mention that you were laid off from several jobs owing to a downsizing. If you have a significant break in your work records, clarify what you were doing and what you experienced during that period.

7. Work/Internship/Volunteer Experience

If you have worked in your field for a long time, you do not need to include your first position. If you have significant business expertise, limit your work records to the last 10-15 years. If you are a recent graduate, you can mention your part-time job from college. However, you can also provide any internships, voluntary service, coursework, or tasks that are important to the position. Also, unpaid experience counts.

8. Make Effective Use of Room

Treat each term on your resume as though it were a piece of beachfront real estate—space is so important. Let each word count.

9. Individualized Cover Letter

The substance of your cover letter should be distinct from that of your resume and should closely follow the work description. This means you will have to rewrite it with each work application you create.

Realistic expectations

Be upbeat, but not unrealistic. If a work requirement specifies a crucial role that you believe you can perform, attempt to phrase your previous knowledge to illustrate this. However, if a work listing specifies seven requisite skills or certifications and you only have three, you are not eligible and do not apply. It is a beautiful opportunity to refresh your resume and focus on your talents and job-specific abilities as the new year begins. All, regardless of whether they want to look for work in the immediate future, should be able to outline their talents, qualifications, and experience quickly and succinctly. These resume tips are meant to assist you in making the most significant possible impact on paper. You have one shot at making an excellent first impression, so use it wisely.

Q: What are the essential components of a resume?

I have not applied for work long and have no idea what a resume might include these days. Will you able to assist? – student

Writing a resume is complex; not only are the guidelines constantly evolving but they are often enforced differently based on the line of employment, where you are with your profession and your immediate job objectives. However, every professional may use several standard components of a resume to organize this crucial job-search paper. The members of a summary are mentioned below.

Information about how to contact us

This might sound simple, but according to a TopResume survey, 25% of people either neglect to provide all the appropriate pieces of contact details or refuse to format documents in a way that the recruiting bots will understand. Be sure to provide the following personal information at the top of your resume, just below the header section:

On your resume, have your chosen first name (Bill instead of William) and last name. Then, on all your other job-search resources, such as your LinkedIn profile, including business cards, make sure you use the same variant of your character. The key is to maintain a level of consistency.

Mobile phone details: It is a good idea to put your cell phone number on your resume. You will have a complete influence on the voicemail recording and how and who answers calls.

Contrary to common opinion, your complete mailing address does not need to be used on your resume. Instead, if you are looking for work close to home, add your neighbourhood, state, and zip code. If you are looking for a long-distance career or are willing to relocate, you should leave your mailing address off your resume.

Create a separate email address devoted to your career-search activities with a standard service like Gmail such that managing your job applications and communicating with recruitment agencies and valuable networking connections is a breeze.

A personalized URL to the public LinkedIn profile is the most popular social networking profile to have on a resume. Other social networking accounts can only be added if they are related to the field of employment. You will also want to provide a path to your interactive website or journal if you work in a creative industry.

For more guidance about how to arrange your contact details on a resume, visit the following page.

Occupational Title

A resume's technical title section is reasonably straightforward. Add a line below your contact details that outlines the kind of job you are looking for. For example, if you are applying for a job as a Director or Senior Manager of FP&A, your professional title might be "Senior Financial Planning & Analysis Professional." It is normal to update your job qualification to fit the one mentioned in the work application when applying your resume for a particular job posting. If you are switching professions and do not want to put a tag you have never worn before at the top of your resume, insert the term "Objective:" in front of it to give the reader more meaning.

A resume technical overview, also known as an employment summary, executive summary, or career description, has largely replaced the resume objective paragraph you probably studied how to compose in college.

Rationally, a resume purpose argument based on the career seeker's desires, wishes, and objectives. However, when explaining the work applicant's credentials, a resume technical overview reflects what the job seeker needs to give a potential employer. To see some professional resume statement instances, go to the following page.

Expertise in the Following Fields

A segment titled "Areas of Expertise" or "Core Competencies" is a beautiful spot to provide the crucial keywords which will enable your resume to get through the recruiting bots. Emphasize the hard and soft skills that are most important to the role you are applying for. If you are unsure what to use in this section of your resume, collect a few work details that intrigue you and use a word cloud generator to build a word cloud. This can assist you in rapidly determining which words are often used for this sort of work opportunity. If you have the talent, make sure to include it in this portion of your resume, your career description, and, if applicable, your job experience.

Experiential Learning

The hybrid or mixture resume style, which is the most common, lists your work experience in reverse order. This ensures that your most recent career experience will be placed at the top of your resume, and your oldest accomplishments will be listed at the bottom. The general rule is

to focus on your most recent 10–15 years of experience. The resume's career background section may provide a host of working opportunities outside of full-time employment, such as unpaid internships or "returnships," consultancy gigs, and related voluntary work.

Certifications & Education

Your certificate is probably one of your most vital selling points right now unless you are a recent graduate. Therefore, this detail should be mentioned right before your career history at the top of your resume. If you are not an entry-level professional, though, you can transfer your college information to the end of your resume, including the name of the school, its position (City, State), the degree you received, and any awards you received, such as summa cum laude or cum laude. Have the year you graduated from college if you graduated during the last 15 years; otherwise, leave it blank. Suppose you are fresh to the workforce and need more information to show your employability to employers. In that case, you need to provide information regarding your GPA and any of the 400-level courses you have taken.

If you have several degrees, list them in order of when you received them, beginning from the most recent. This section of the resume is also a perfect spot to list any related certifications, certificates, experience, or career development coursework that will help you stand out as a more attractive applicant.

Additional Resume Parts

You may want to include any of the following parts in addition to these essential resume elements, depending on your background and the job you are targeting. This portion, which is usually utilized for senior-level practitioners of more than ten years of experience, could be included alongside or outside of a technical overview. This segment highlights notable accomplishments that might be scattered in a professional's lengthy career history. You are letting readers appreciate the importance you bring to the table by emphasizing these contributions at the top of the first page of your resume, and you are tempting them to scan your resume carefully to learn more.

Volunteer experience: Professionals who participate in philanthropic efforts such as working with non-profits and mentoring services are seen positively by hiring managers and recruiters alike. Try including

details about your charitable work with a non-profit group on your resume and LinkedIn profile.

If you operate in a professional environment, this section could take the place of your "Areas of Expertise" section at the top of your resume. If you work in a non-technical field but use many technological resources to do your job – and these systems are often included in job listings you are interested in – you may want to have a section at the end of your resume lists all these platforms.

Language skills: If you are multilingual, note it in your career overview and go through it in depth in a different segment at the end of your resume. Only use a language on your resume if you are confident of your ability to interview in that language.

Publications: Whether you are looking for jobs in the medical, dental, technical, science, or study fields, your academic resume – also recognized as an academic CV – would almost certainly have a segment where you can highlight any presentations you have provided or publications you have published or been featured in.

Module 1: Resume Skills – ii) Common Errors

You might be given a second opportunity to correct a mistake in your personal or professional life. However, if your resume is declined due to minor yet noticeable errors, you could or may not be given a second opportunity to persuade the recruiter to accept you. The aim of writing a resume should be to land a decent work interview and hold your resume out of the garbage. This essay discusses some of the pitfalls that can be prevented while creating a perfect resume. The following are a few of them.

A Cluttered Resume: Keep your resume as clear as practicable. Build the resume in such a way that it is accessible even briefly, whether it is in terms of font, font height, formatting, or something else. Make the headings bold, give them reasonable spacing, explain the document, and adequately divide the lines. Reduce the amount of information on your resume as far as possible. To make it appear excellent and comprehensible, strike the right combination between white space and text. Do not use a margin that is too narrow. When you attempt to print something, it will seem blurred.

No mention of accomplishments: Your resume is your golden opportunity to inform a recruiter about your qualifications to a potential employer. This is a once-in-a-lifetime opportunity. Take the opportunity to discuss your accomplishments as well as your duties and obligations.

Roles are the same, but accomplishments are what distinguishes your resume from the others. Mentioning them will pique the recruiter's imagination and persuade him or her that you have not only adhered to your 8–9-hour duties but have gone beyond and above to demonstrate your merit.

Not so important experience: You likely worked at McDonald's or another restaurant through college to supplement your income. However, this should not be included in your resume, including that if the encounter corresponds to the potential career prospects in any way.

For example, whether you are just searching for a career in the hospitality or hotel industry, you might note your part-time college job, which demonstrates that you have understood the value of a client and how to treat them to achieve repeat and recommendation business after your college days.

So much personal information: I have seen resumes where the applicant has mentioned their name (even if it was already listed at the top), father's name, mother's name, profession, current address, permanent address, and other such information. But trust me when I say that a recruiter has nothing to do with this stuff. As a result, do not fill up your resume with this stuff.

Personal pronouns cannot be included in a formal resume. It is a well-known reality that your resume is solely for you, including all material about you. As a result, avoid using terms like she, he, and others. With the new organisation, use present tense, and for the former organization, use past tense. For the previous business, do not use the present tense, and vice versa.

Unprofessional email address: This is one of the explanations why your resume could make people laugh. Summaries of email addresses like bad1@yahoo.com, cutiepie@rediffmail.com, and loveuever@gmail.com have been seen. And if you have anything close, do not include that on your resume. Keep the old ones for personal usage and make a fresh one for technical use.

Though several people believe that a one-page resume is ideal, the argument about what might be the perfect duration of a summary is never-ending. Having a two-page resume is not a bad idea. Just make sure all the relevant information is used and illustrated on the first page. I am not a fan of cramming any material into one tab to finish it on one page. That does not strike me as a brilliant idea. If it spills over to the next tab, do not worry about it; careful spacing is often crucial to making it readable.

The following key word is missing: Recruiters today use keywords to scan resumes. They either check resumes using a candidate monitoring method or use keywords specific to the open vacancy to search the database. As a result, make sure your resume contains the keywords that are appropriate for your profile. Keywords, on the other hand, should be important to your profile. If your resume has incorrect keywords, likely, it will not be shortlisted. Even if it is, it will not be for the job you want.

Spelling and grammatical errors can seem slight, but they can have a significant effect on the career. As a result, it is a good idea to run a spell search on your resume before sending it to anyone. The auto spell search

does not always catch the error. Under any scenario, carefully proofread the resume from top to bottom before reviewing it by a family member or acquaintance. Hiring administrators are not lenient when it comes to typos. We seem to get a little addicted to something by the time we finish writing it, whether it is a post, resume, cover letter, biography, or novel, and we only go with the flow of the mind. As a result, identifying your error becomes exceptionally complicated. As a result, proofreading the text that we have published necessitates an objective eye and mind.

Formatting errors: After the resume's content has been completed, the most critical aspect is the presentation, which cannot be overlooked. As a result, make sure your overview is readable, presentable, and easy to comprehend. You are using a font that is neither too tiny nor too big. Must not use a font size less than 10. Often, make sure that the pages and lines are well spaced so that a recruiter does not have to work too hard to read your resume. Instead of lengthy, strong paragraphs, make a bulleted list. It is respected and welcomed if the format is tidy, safe, and clutter-free.

Too much creativity: While creativity is beneficial, too much of it will confuse the resume. Recruiters prefer a short, clear, tidy, and plain summary and that adequately covers all the organizational and educational backgrounds. So, unless you are applying for a planner, decorator, or artist role, do not go nuts with your imagination.

Do not deceive yourself: In a professional resume, there can be no space for lies or bluffing so the recruiter would finally catch on. And I am sure you do not want to end up in such a sticky position or face the humiliation of getting caught doing anything that is not true. Before you get the work, you would almost certainly be subjected to a background search and cross-check. And fabricating information would have a detrimental effect on your upcoming interview; your proposal could be refused outright.

Abbreviations Can Be Avoided: It occurs in IT/Technology employment. There are several short forms available, but they should not be included with your resume. The person reading your profile might not be familiar with the vocabulary or terminologies. And if you are using a word's acronym, I would recommend elaborating it inside brackets. If you are writing something like "Developed a GUI (Graphical User Interface)," for example. This is how you can add a graphical user interface to a bracket.

It would clarify the context and make it simple for a recruiting manager to comprehend.

Mistakes on your resume that are preventing you from getting a job (Points to Prevent Them)

When analyzing resumes, recruiters share the most popular deal-breakers they have come across.

At maximum, resume errors will make you a poor initial feeling; at most terrible, they will grab the opportunity to get a job because of mistakes.

Roughly 72% of owners believe these resumes are unfit to be read further.

Employers are more prone to respond to lies about your qualifications than lies about your abilities when it comes to deception.

There is nothing more patronizing to a career applicant than being told to double-check their application. Nonetheless, everyone in the recruitment business can warn you that most résumés they get are either riddled with inconsistencies or flagrantly disregard the work posting's directions.

Any of it may stem from a mismatch between resume recommendations and recruiter requirements. We assume you learn how to pronounce and use proper grammar, but then who knows that the use of Microsoft Word might be the mistake that takes your resume straight to an (electronic) garbage?

When errors on a resume become a deal-breaker.

In a 2018 survey conducted by recruiting platform Top Resume, 72% of employers said that personal information such as contact details, or any clumsy email address is sufficient to dismiss an employee before they read a resume.

"It's all subject to the type and level of position you're pursuing and the individual recruiter's personal preferences, said Amanda Augustine, a job analyst at Talent Inc., "the mother company of Top Resume. "If you're new to the workforce, it's more acceptable to include a list of hobbies on

your resume because, frankly, you have less material to work with and may need the information to fill an entire page for your resume."

According to Augustine, another exemption to hobbies is whether they are connected to the work you are doing.

On the other side, no matter what business you work in, there are certain résumé pitfalls to stop. And if those errors are not as per the employment contract, it leaves a sour taste in the employer's mouth.

Lack of interest in the work. How interested will you be in the position if you could not be persuaded to fact check your resume for typing errors and adjust the content to demonstrate why you are qualified? If all other factors are equivalent, the applicant who better reflects their background, skills, and interest in the role will be offered the job. In the first look at a resume, an interviewer can assess both factors.

The inattention of information or a lack of judgement. Employers look for soft qualities that might not be explicitly stated on a resume and ensure that an employee possesses all the professional skills and expertise required to do a job.

"While it can be challenging to demonstrate that you possess certain soft skills on a resume, it's fairly easy to send employers the signal that you lack other soft skills, such as sound judgment and attention to detail,"
"When you include details and images that recruiters find to be inappropriate, opt for an over-the-top resume design, or don't proofread your application, you're allowing employers to question your judgment and decision-making skills."

We polled job hirers and hiring managers to find out what the most popular resume errors are.

popular resume blunders

1. Including ambiguous job dates

"When headhunters or gatekeepers see dates on your resume without months, they immediately suspect something is false. They will believe the worse if they think you are concealing a disparity in jobs, and they will see you as unethical for trying to mislead them. If they are pressed for time, they'll toss the resume in the garbage rather than investigate the holes." – Inferno Publishing Company director and author Giacomo Giammatteo.

"Use a chronological structure with a focus on the last three to seven years' performances. Many applicants, including those with extensive experience, are advised to limit their resumes to one page or fewer. Since we need background, it is appropriate for a resume to be two pages long. However, most of the information must remain current for the audience to understand your background, duties, and achievements." – Evolving Talent Group collaborator John Light

2. Allowing contradictions to fall between the cracks

"One will sometimes fail to double-check their deadlines, work names, or job responsibilities. This bothers me more than typos. Most HR practitioners these days use LinkedIn and other social networking accounts to screen new hires. Employers should raise red flags if your start dates, names, or responsibilities do not match. We are left wondering whether they are lying on their resume or LinkedIn. 'Or is it both?' It disqualifies a nominee right away. People can still double-check their resumes, in my opinion. "An error may be a genuine blunder that costs you your career. – Adele Alligood, EndThrive's HR consultant and relationship manager."

3. Failing to recognize and remove job knowledge that is not important.

"Some people make the error of feeling compelled to include any position they have had since college, including part-time jobs. Suppose you are applying for a technology career, for example. In that case, it is unnecessary to mention that you worked as a Subway sandwich artist for three months until the company's technology enhances the sandwich-making method. Including those facts demonstrates laziness and a general lack of comprehension. – Joshua Goldstein, Underdog.io co-founder."

4. Emphasizing incorrect facts

"Bold your place with the corporation, not the company you worked with. This is not what the recruiter or recruiting manager wants to see. If the business is well-known (e.g., Facebook, Google), there is an exemption." – Bill Benoist, career, and leadership consultant.

5. Making assertions without supporting proof

"If you are trying to brag about increasing revenue or boosting operation quality, back up your points with hard data and a summary about how

you did it. I'm not convinced when I see a resume that says, "improved department sales income. " – Tyson Spring, Élever Professional's co-founder and head of market growth.

6. Excessive fluff in the work details

"People amplifying their credentials with fancy terms is one of the greatest flaws I have seen in today's resumes. They are not misleading on their resumes; they convert a single job into years of experience. When you sit down with them and use them in a realistic situation, you soon discover that their resume was full of hot air with no substance. – Victoria Ley, Life Levels INC creator".

7. Including apparent abilities

"Microsoft Word, Excel, and PowerPoint are no longer desirable qualifications to include on your resume. Employers nowadays believe that all good candidates have a working knowledge of the Microsoft Office suite. Instead, emphasize familiarity with more sophisticated technical solutions in your industry, such as SQL, Google Analytics, Salesforce, Mixpanel, and Adobe Creative Suite. Employers find these skills very appealing because they can make you stick out from the crowd." – Maisie Devine, CEO and co-founder of Savvy, a recruitment platform.

8. "Failure to justify a career transition."

"Which is a side effect of the usually poor work hunting strategy of leaving the doors open and therefore applying for virtually anything and anything. E.g., let us say you have a marketing background and expertise, yet after months of looking for a marketing position, you decide to broaden your horizons by pursuing other goals... 'Why is this individual applying for this job?' asks the interviewer after a few seconds of looking at the resume." – Jewel Bracy DeMaio, Perfect10Resumes.com resume coach

9. Excessive cuteness in the logo

"Create a resume with a plain, tidy, and easy-to-read layout. Often people want to come up with fresh ideas, but they ignore that managers read hundreds of thousands of applications and tend to find what they

are searching for fast. – Hugo Pereira, longtime Talent square head of product and development".

10. Putting education at the top of the page is a good idea.

"When moving beyond the entry- and intern-level position, schooling, education, and GPA no longer need to be listed at the top – your experience should speak for itself. – Hannah Landau, public relations specialist".

11. Used ineffective conjugations

"When it comes to explaining their previous encounters and successes, applicants always bury the lead. A successful resume portrays a professional who is active, motivated, and engaged. A verb like 'helped' or 'supported' accomplishes none of these goals. Skip the introduction and get back to the job you did with your previous employers. – Source One senior contractor Andrew Jones".

12. Inadequate usage of white space

"As we struggle to pack all our milestones into two columns, we sometimes forget the concept of white space. You may also be accused of adjusting margins and fonts to get it in. However, this further adds to the reader's confusion. Keep in mind that the recruiting manager can look through the application in a matter of seconds before deciding whether to pay it additional time. Get it appealing and easy to learn. Less is better in this case. – Contact an expert and mentor, Maryna Shkvorets".

13. Used a computer to copy and paste work descriptions

"Do not copy and paste the job listing onto your resume that you were working under in the past. Recruiters are not interested in reading something they have already published. They want to know how you handled such duties and activities in your new and previous careers. Recruiters are looking for skill sets, experience related to those skills in achieving a goal with current/past employers, what you did to help such goals be met, whether you managed or supervised someone that performed your career-related tasks (oversight), whether you trained others in your job (cross-training), whether you brought in revenue or reduced overhead costs, and how you handled or managed any of these things." – Dawn D. Boyer, D. Boyer Consulting's CEO.