A Winning Resume

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Funcilitated by:
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Funverks

Funverks Global (PVT) Ltd.

Pakistan, UAE & Sri Lanka

Objective

1. Cover Letter
2. Resume & CV Difference
3. Types of Resume
4. Mistakes to Avoid

Cover Letter

- **Introduction – the basics**
  - Identify the position for which you are applying
  - State how you learned of the position

- **The Body**
  - Your skills & experience
  - Bring your resume to life
  - What makes you interested in the opportunity

- **Closing Paragraph**
  - Wrap up and logical approach
  - Thank the person for considering your resume
  - Include your contact details

What is the purpose of Resume?

The Difference (Résumé v/s CV)

	Curriculum Vitae	Résumé
Length	Two pages or more	One page, sometimes two pages
Contents	Name, contact information, education, work experience and relevant work-related skills. Includes a summary of academic background as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details	Name, contact information, education, work experience and relevant work-related skills. Focus is on work experience, listed in reverse chronological order
Commonly written as	CV	Resume
Purpose	In Europe, the Middle East, Africa and Asia, employers expect a CV. In the U.S., a CV is used primarily when applying for academic, education, scientific or research positions.	

Source: http://www.diffen.com/difference/Curriculum_Vitae_vs_R%C3%A9sum%C3%A9

Sections of Resume

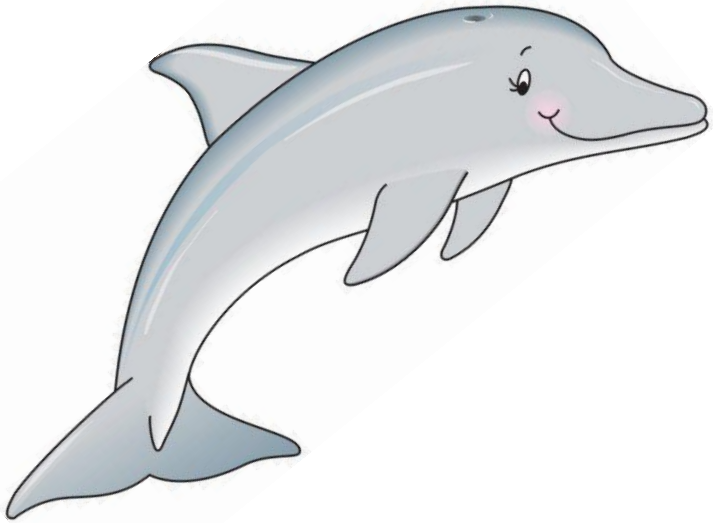
- Contact Information
- Resume/Career Objective
- Professional Experience
- Accomplishments
- Academic Background
- Personal Information
- Special Training & Specialized Skills
- Volunteer Work

Types of Resume

1. Reverse Chronological Resume

Types of Resume

2. Functional Resume



Types of Resume

3. Combined Resume

Types of Resume

4. Targeted Resume

Types of Resume

5. Infographic Resume

SHUJAUDDIN ALLAUDDIN
Being a curious, hardworking & a creative fine artist, I am a 23years old Karachi raised professional. Having multiple skills in Fine Arts, Visual Arts, Digital Designing and Photography, I am self motivated, excellent pressure handler and a great visuallizer. Exceptional command in reading, writing, listening & communication is what makes me a good speaker too.
EDUCATION
2009: Matriculation in Science from Alyabad Community School.
2009-2011: Intermediate in Pre-Engineering from Aga Khan Higher Secondary School.
2011-Date: Bachelors in Media Sciences (Advertising) from Iqra University.
LANGUAGES
English
Urdu
Persian(Dari)
SOFTWARES
Adobe Photoshop
Adobe Illustrator
Adobe Premier
Adobe Flash
MS Office
EXPERIENCE
Aug,2013 - Oct,2014: Official photographer and graphic designer at Whetstone Training & Development.
Dec,2013 - Continue: Director and Senior Photographer at Sharpixels Media.
Jul, 2015 to date: Creative head at Funverks Global Private (PVT). Ltd
SKILLS:
Painting
Sketching
Photography
Illustration
Calligraphy
Typography
Storyboarding
Charactor Designing
Acting
Graphic Designing
Image Manipulation
Video Editing
Photo Editing
HOBBIES
Drawing
Painting
Writing
Cycling
Football
Basketball
Swimming
Photography
Internet Surfing
Watching Movies
Watching Comedy
Image Manipulation
PAGES
Shujauddin's Art
Digital captures by Shujauddin Hussaini
CONTACT:

Age: 24yrs
Gender: Male

Education:

2009 — Maticulation from Alyabad Community School

2011 — Intermediate in Pre-Engineering from Aga Khan Higher Secondary School

2017 — Bachelors in Media Sciences from Iqra University, Karachi

Skills:

Graphic Design
Image manipulation
Digital Painting
Photography

Illustration
Storyboarding
Visualizing
Video/Photo Editing

Painting
Sketching
Concept Art
Character Design

Professional Experience:

2014 — Freelance Photo Editor at Yellow Jacket Studio, DHA, Karachi

2015 — Graphic Design Intern at Funverks Global Pvt. Ltd.

2015 - Date — Creative Head at Funverks Global Pvt. Ltd.

Command in Softwares:

A.Photoshop | A. Illustrator | A. Premier | A. InDesign

Command in Languages:

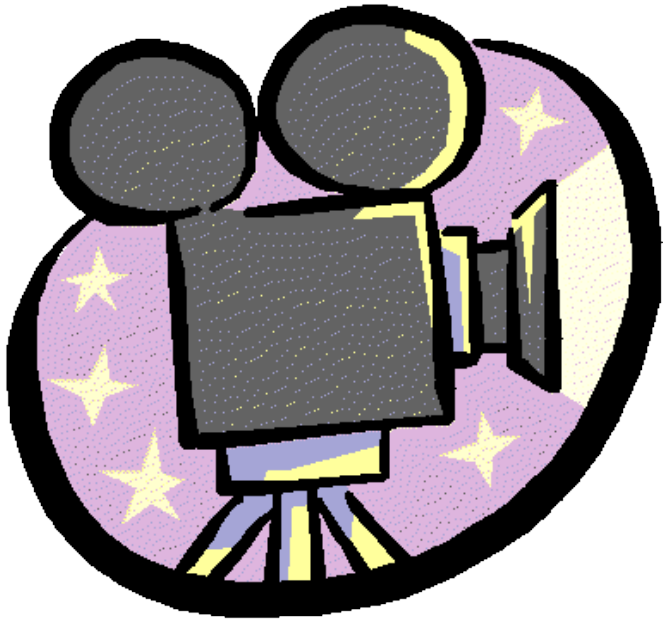
English | Urdu | Farsi (Dari)

Contact:

Email:
Cell:
FB/:
LinkedIn:

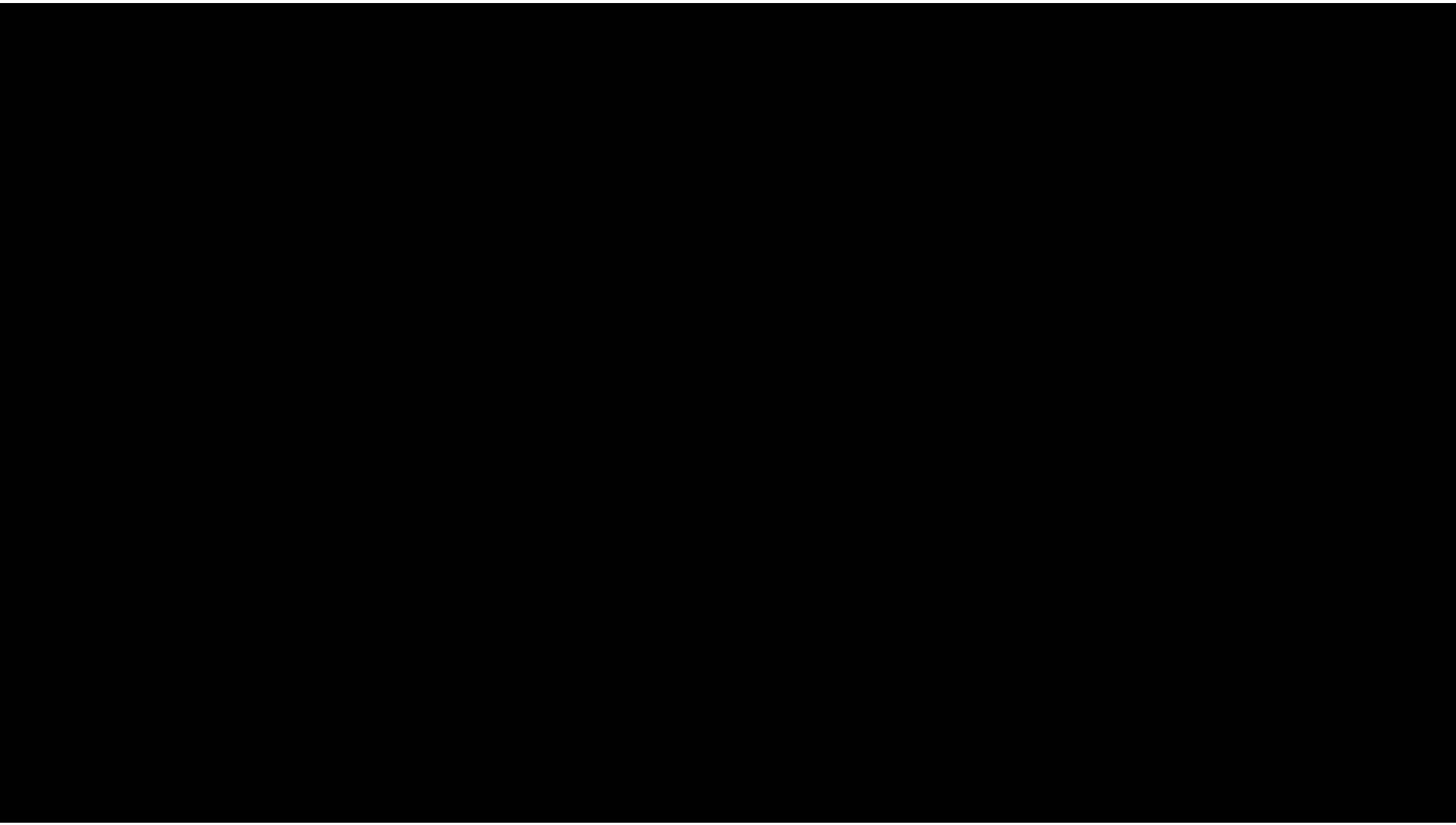
Types of Resume

6. Video Resume



Video Resume

- Dress for your job interview
- Short confident introduction about yourself
- Describe your major achievement
- Closing with a statement to why you should be hired?
- Finally request an opportunity for an interview



Source: https://www.youtube.com/watch?v=Mo_vRjtkgSI

Identify Mistakes

Resume Objective

To work for a challenging position in competitive and dynamic environment to build personal credibility through efficient performance, knowledge and skills for long term career development and growth

Common Mistakes in Resume Objective

1. Using the Same Objective For Every Job Application
2. Making It All About You
3. Being Too Vague
4. Going On… and On… and On…
5. Adding Absolutely No Value

Resume Objective Statement

Dedicated and motivated engineering graduate seeking entry level assistant quality control manager position with Dyna Tech.

Action Verbs

Marketed
Organized
Participated
Raised
Recommended
Accommodated
Accomplished
Assigned
Assisted
Broadened

Demonstrated
Earned
Edited
Enhanced
Established
Handled
Hired
Honored
Identified
Illustrated

Gained
Generated
Governed
Grouped
Implemented
Improved
Led
Learned
Maintained
Managed

Revised
Summarized
Supervised
Trained
Utilized
Volunteered
Won
Worked
Budgeted
Cataloged

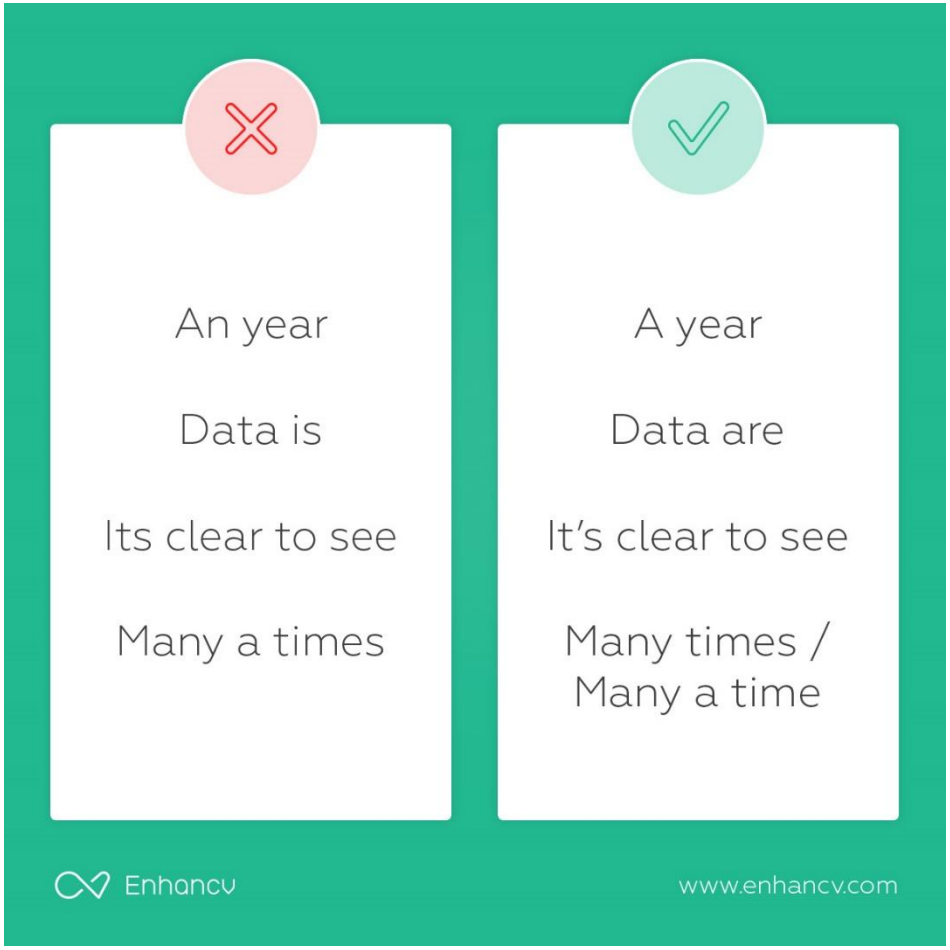
Chaired
Coordinated
Created
Decided
Defined
Delegated
Exceeded
Facilitated
Formulated
Founded

Resume Mistakes To Avoid

- Clichés and overused words

Resume Mistakes To Avoid

- Typographical errors

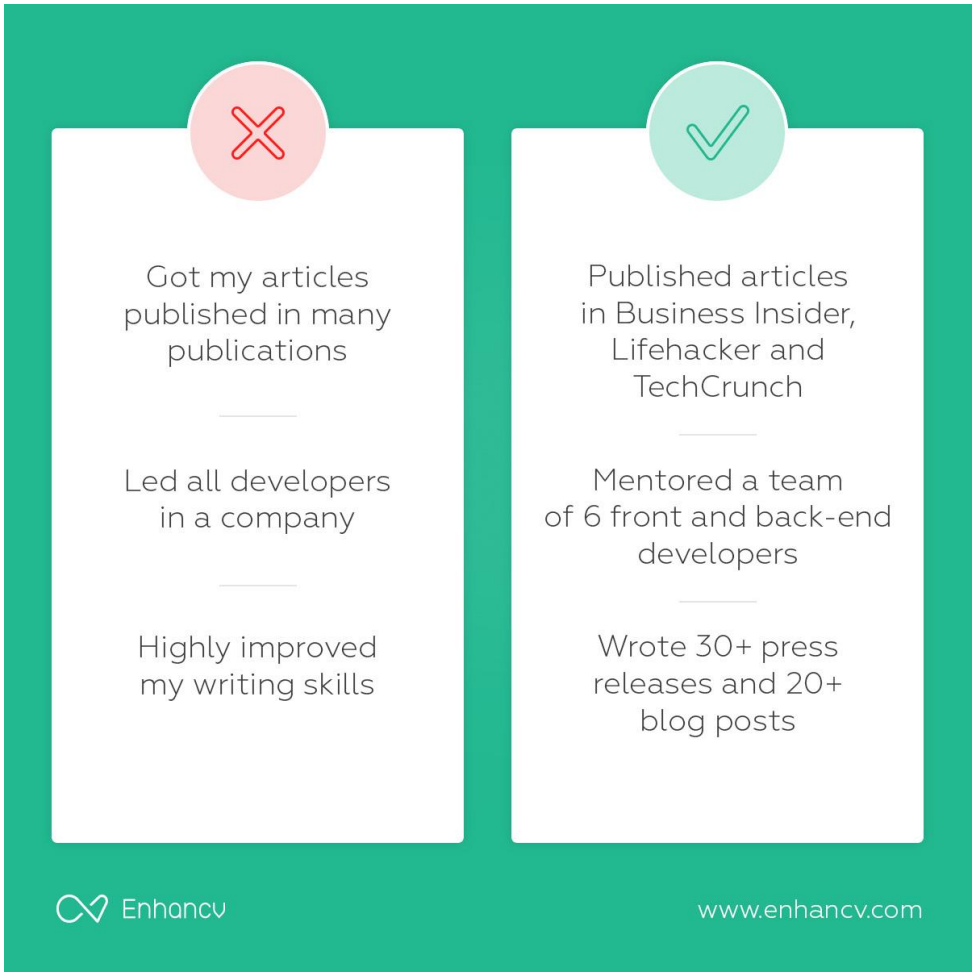


Resume Mistakes To Avoid

- Made up information

Resume Mistakes To Avoid

- Responsibilities VS Accomplishments



Resume Mistakes To Avoid

- Not specific to the company

Amanda Augustine, career expert: ”Identify the common keywords, terminology, and key phrases that routinely pop up in the job descriptions of your target company.”

Resume Mistakes To Avoid

- Irrelevant experience

Your resume should be up to date with relevant information at all times.

Resume Mistakes To Avoid

MARISSA MAYER

Business Woman & Proud Geek

@ mmayer@yahoo-inc.com http://marissamayr.tumblr.com/ Sunnyvale, CA

EXPERIENCE

President & CEO
Yahoo!
July 2012 - Ongoing Sunnyvale, CA

- Led the $5 billion acquisition of the company with Verizon - the entity which believed most in the immense value Yahoo! has created
- Acquired Tumblr for $1.1 billion and moved the company's blog there
- Built Yahoo's mobile, video and social businesses from nothing in 2011 to $1.6 billion in GAAP revenue in 2015
- Tripled the company's mobile base to over 600 million monthly active users and generated over $1 billion of mobile advertising revenue last year

Vice President of Location & Local Services
Google
Oct 2010 - July 2012 Palo Alto, CA

- Positioned Google Maps as the world leader in mobile maps and navigation
- Oversaw 1000+ engineers and product managers working on Google Maps, Google Places and Google Earth

Vice President of Search Products & UX
Google
2005 - 2010 Palo Alto, CA

Product Manager & Technical UI Lead
Google
Oct 2001 - July 2005 Palo Alto, CA

- Appointed by the founder Larry Page in 2011 to lead the Product Management and User Interaction teams
- Optimized Google's homepage and A/B tested every minor detail to increase usability (incl. spacing between words, color schemes and pixel-by-pixel element alignment)

Product Engineer
Google
23 June 1999 - 2001 Palo Alto, CA

- Joined the company as employee #20 and female employee #1
- Developed targeted advertisement in order to use users' search queries and show them related ads

A DAY OF MY LIFE

LIFE PHILOSOPHY

"If you don't have any shadows, you're not standing in the light."

MOST PROUD OF

Courage I had
to take a sinking ship and try to make it float

Persistence & Loyalty
I showed despite the hard moments and my willingness to stay with Yahoo after the acquisition

Google's growth
from a hundred thousand searches per day to over a billion

Inspiring women in tech
Youngest CEO in Fortune's list of 50 most powerful women

STRENGTHS

Hard-working (18/24) | Persuasive | Motivator & Leader

User Experience | Mobile Devices & Applications | Product Management & Marketing

LANGUAGES

English ●●●●●
Spanish ●●●●○
German ●●●○○

EDUCATION

M.S. in Computer Science
Stanford University
Sept 1997 - June 1999

B.S. in Symbolic Systems
Stanford University
Sept 1993 - June 1997

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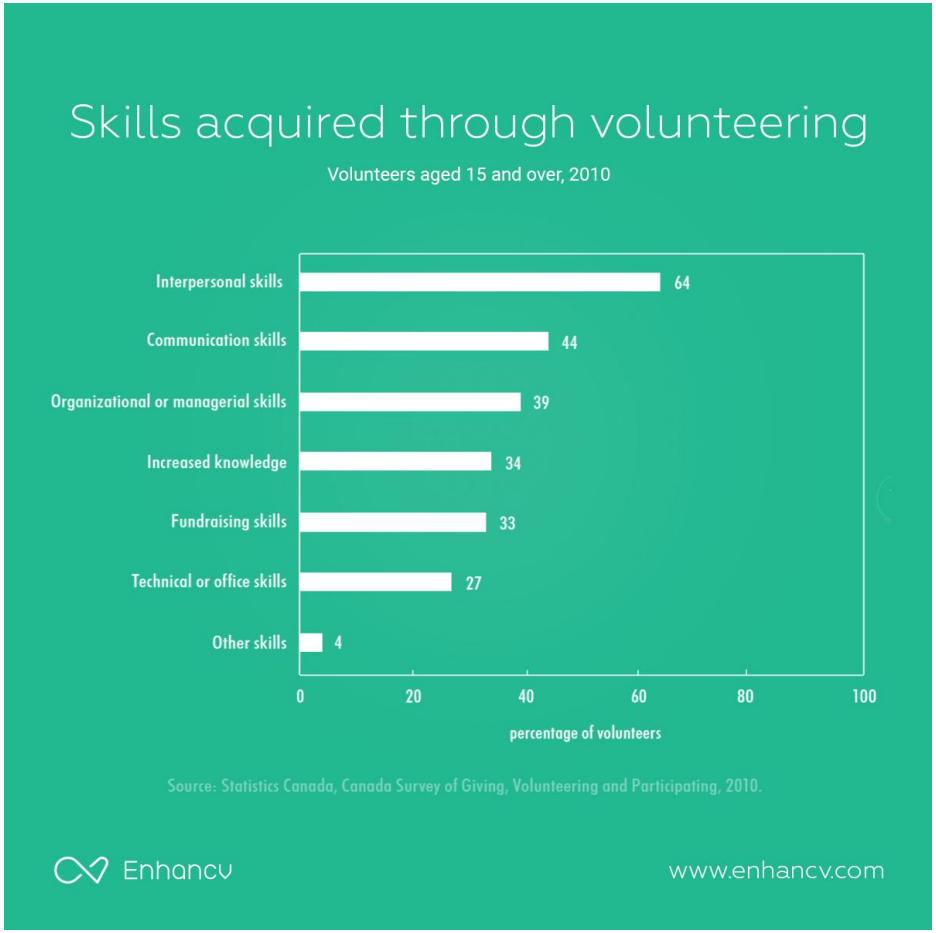
- Inconsistency in the format

Resume Mistakes To Avoid

- Paid VS Unpaid work experience



Resume Mistakes To Avoid

- Crafting only one resume

Forget this, the mindset of having a "one fits all" resume.

Thank You!

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