



A Winning Resume

October 24, 2017

Facilitated by:
Zeeshan Khan





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

Length Two pages or more

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

Commonly written as CV

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.

Résumé

One page, sometimes two pages

Name, contact information, education, work experience and relevant work-related skills. Focus is on work experience, listed in reverse chronological order

Resume





Sections of Resume

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





Types of Resume

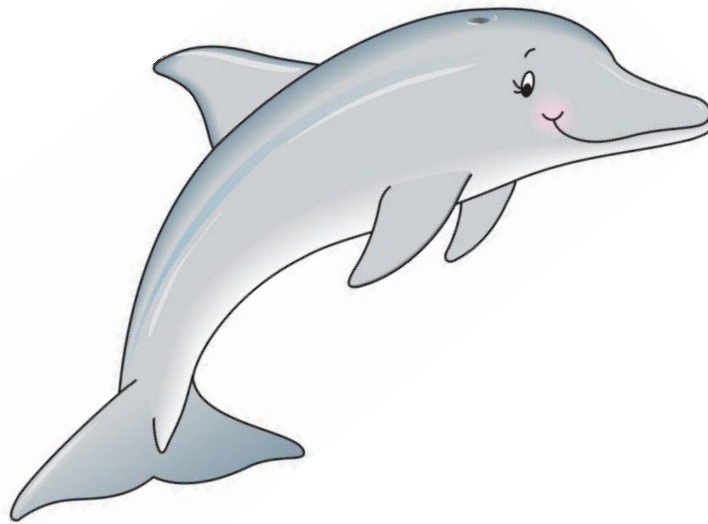
1. Reverse Chronological Resume





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 visualizer. 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

Ps Adobe Photoshop

AI Adobe Illustrator

Pr Adobe Premier

Fl Adobe Flash

Office 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:





Hi!
I'm **Shujauddin Allauddin Hussaini**
I love to sketch, paint and design.

Age: 24yrs
Gender: Male

Education:

2009 Matriculation 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:

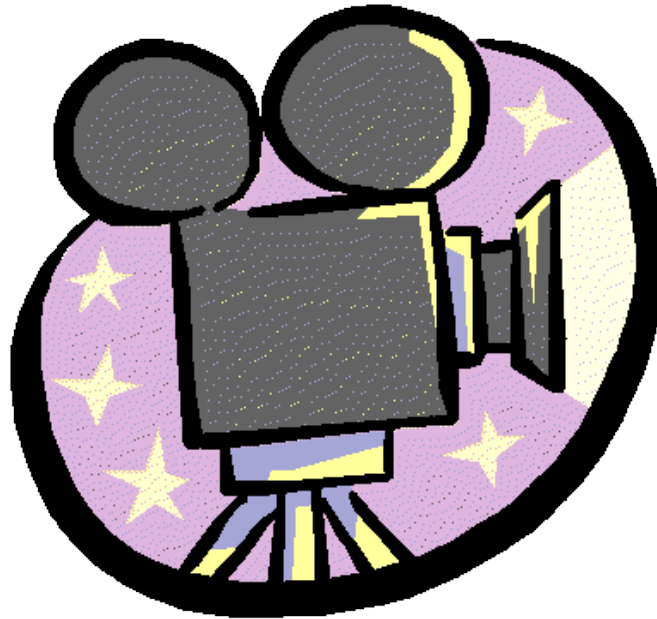
Email:
Cell:
FB/
LinkedIn:

See my work on
my Facebook pages:



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







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	Demonstrated	Gained	Revised	Chaired
Organized	Earned	Generated	Summarized	Coordinated
Participated	Edited	Governed	Supervised	Created
Raised	Enhanced	Grouped	Trained	Decided
Recommended	Established	Implemented	Utilized	Defined
Accommodated	Handled	Improved	Volunteered	Delegated
Accomplished	Hired	Led	Won	Exceeded
Assigned	Honored	Learned	Worked	Facilitated
Assisted	Identified	Maintained	Budgeted	Formulated
Broadened	Illustrated	Managed	Cataloged	Founded



Resume Mistakes To Avoid

- Clichés and overused words



The infographic is set against a teal background and features two white rectangular panels. The left panel is topped with a red circle containing a white 'X', indicating words to avoid. The right panel is topped with a teal circle containing a white checkmark, indicating preferred alternatives. The words are listed vertically in each panel.

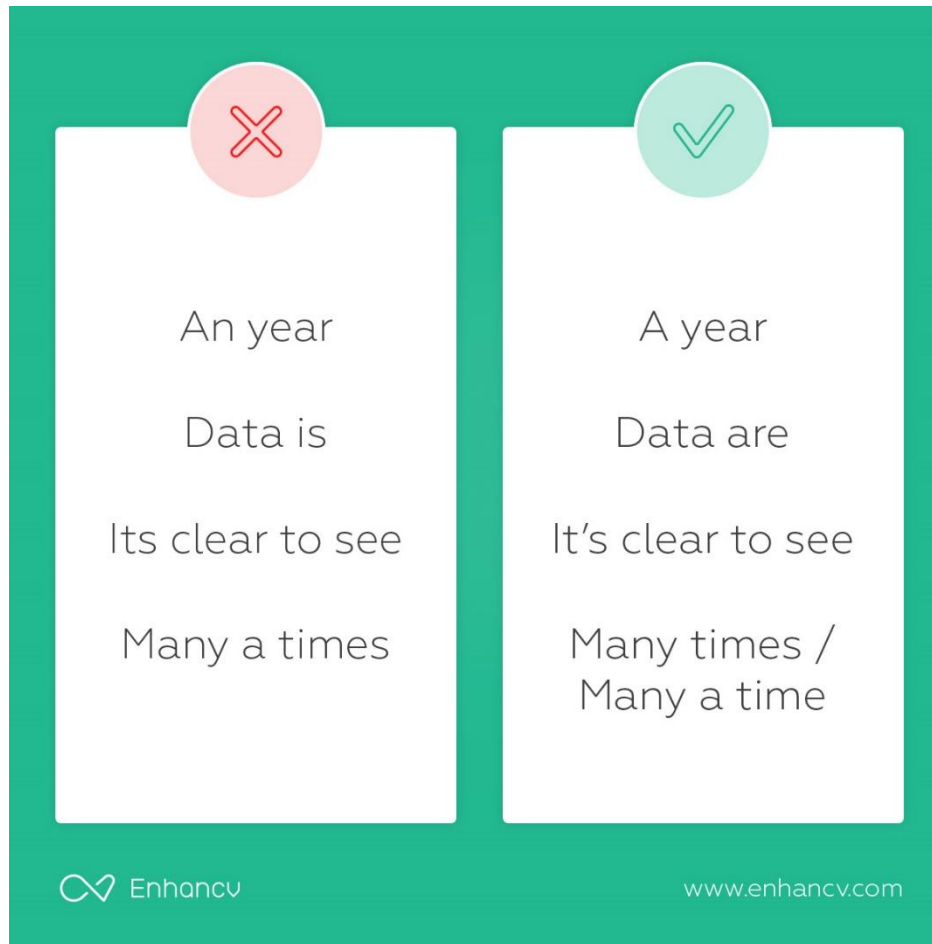
Words to Avoid (Clichés)	Preferred Alternatives
Expert	Increased
Creative	Created
Excellent	Accomplished
Innovative	Won

Enhancv www.enhancv.com



Resume Mistakes To Avoid

- Typographical errors



The infographic is set against a green background and is divided into two white rectangular panels. The left panel is topped with a red circle containing a white 'X', indicating errors. The right panel is topped with a teal circle containing a white checkmark, indicating correct usage. The text in the left panel lists four common mistakes: 'An year', 'Data is', 'Its clear to see', and 'Many a times'. The text in the right panel lists the correct alternatives: 'A year', 'Data are', 'It's clear to see', and 'Many times / Many a time'. At the bottom left of the infographic is the Enhancv logo, and at the bottom right is the website address www.enhancv.com.

Mistake	Correct Usage
An year	A year
Data is	Data are
Its clear to see	It's clear to see
Many a times	Many times / Many a time

Enhancv www.enhancv.com





Resume Mistakes To Avoid

- Made up information

To 5 lies on a resume
that don't pay off

1. Job Titles
2. Education
3. Dates of employment
4. Tech competences
5. Language competences



Resume Mistakes To Avoid

- Responsibilities VS Accomplishments



The infographic is set against a teal background and features two white rectangular panels. The left panel is topped with a red circle containing a white 'X', indicating a mistake. The right panel is topped with a teal circle containing a white checkmark, indicating a correct approach. Each panel lists three items, separated by horizontal lines. The left panel's items are: 'Got my articles published in many publications', 'Led all developers in a company', and 'Highly improved my writing skills'. The right panel's items are: 'Published articles in Business Insider, Lifehacker and TechCrunch', 'Mentored a team of 6 front and back-end developers', and 'Wrote 30+ press releases and 20+ blog posts'. At the bottom left of the teal area is the Enhancv logo and name, and at the bottom right is the website address www.enhancv.com.

Incorrect (Responsibilities):

- Got my articles published in many publications
- Led all developers in a company
- Highly improved my writing skills

Correct (Accomplishments):

- Published articles in Business Insider, Lifehacker and TechCrunch
- Mentored a team of 6 front and back-end developers
- Wrote 30+ press releases and 20+ blog posts

Enhancv www.enhancv.com





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://marissamayer.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.

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

A DAY OF MY LIFE

Spending Time with Zachary, Macalister, Marielle and Sylvia

Baking cupcakes & creating spread-sheets for all of the needed ingredients

Taking care of New York & San Francisco Ballet jawoons by being a member of their boards

Publicly resolving issues with Yahoo! investors

Building a business development strategy for Yahoo!'s future after the Verizon acquisition

Showing Yahoo! employees that their work has meaning

Sleeping & dreaming about work on the 38th floor of the Four Seasons Hotel in SF

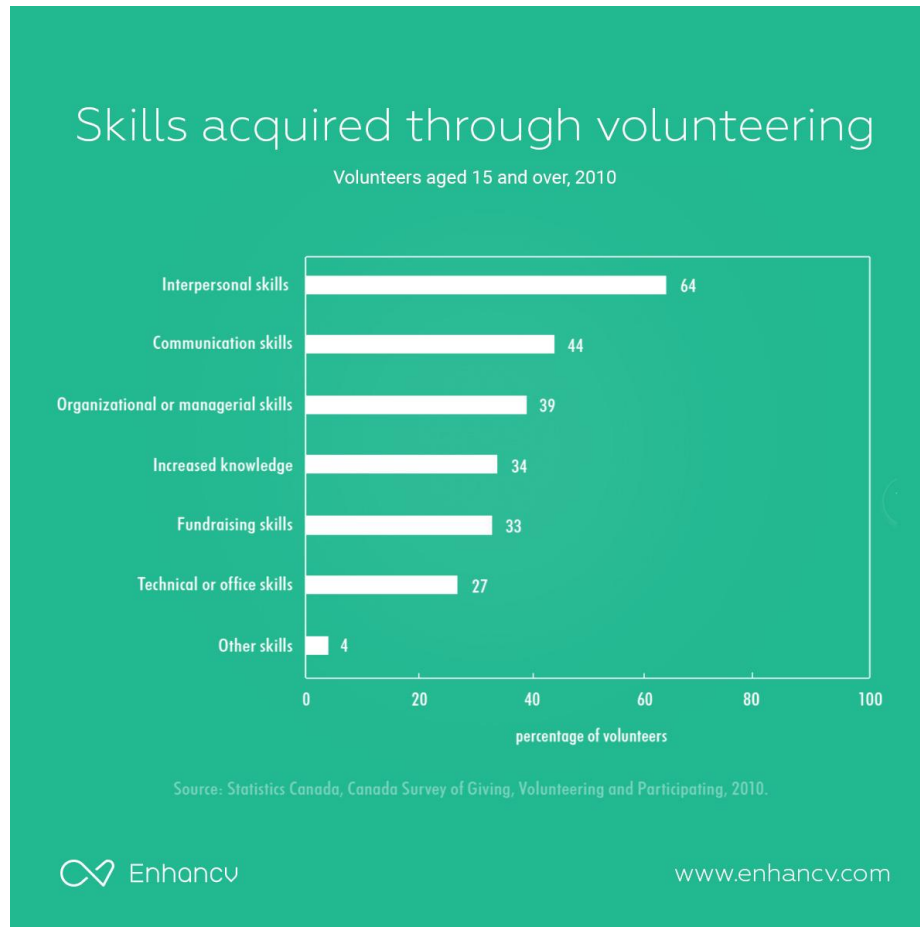
Made with admiration
www.enhancv.com

- 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!



zeeshan.khan@funverks.com
[linkedin.com/in/zeeshankhan123/](https://www.linkedin.com/in/zeeshankhan123/)

