RÉSUMÉ WRITING

A résumé is a document used to present an applicant's backgrounds and skills while applying for new employment. It's a summary of a candidate's job experience and education.

Format of a Résumé

Although the templates of résumés vary from profession to profession, we will discuss the most widely accepted format here, which consists of −

- **Name** − Full name of the applicant without general salutations like Mr., Ms.

- **Address** − the permanent address

- **Objective** − the aim of your professional life

- **Education** − your academic qualification

- **Skills** − areas of expertise in your profession

- **Programming Languages** − if any

- **Software Tools** − Software tools you use in your profession *MSWord*, *Excel*

- **Operating System Platforms** − operating system you use *Windows*, *Mac*

- **Database Management System** − if any

- **Personal Skills** − soft skills

- **Experience Breakdown** − detailed explanation of your experience

- **Achievements & Interests** − Hobbies. Achievements in professional life

- **Declaration** − stating all information provided about the applicant as true

NOTE − Fields marked (**e, f, i**) will change as per applicant's area of expertise. Points (**g, h**) are considered parts of a general template now, as almost all the companies now expect the candidate to have basic computer proficiency on some specific software tool *MSWord*, *MSExcel*, *etc*….

A Sample Résumé

Vineet Nanda

1691 - Popular Avenue
San Diego, CA 92139

Telephone: 598-654-2356
email1@example.com

Objective

I want to utilize my skills in problem solving, computer graphics & animation and 3-D graphics applications in as a visual effects technical director.

Education

- M.S. Computer Science and Engineering
  Antioch University − Midwest (OH)

  Major − Computer Graphics and Animations

  GPA: 3.8 (on the scale of 4.00)

  June 2013 - Expected

- B.Tech. Computer Science & Engineering
  Air Force Institute of Technology

  GPA: 3.8 (on the scale of 4.00)

  June 2013 - Expected

Major - Software Engineering

Skills

- Visual Animation: Algorithms and Techniques
- Object Oriented Programming – VB, C++, Java
- 3-D Image Generation
- Software Engineering
- Operating System
- OOPs Concepts

Programming Languages

Proficient in Java, Java Script, C, C++, HTML, Visual Basic, also worked in PHP

Software Tools

Adobe Dreamweaver and Adobe After Effects, MS Visual Studio, Side Effects Houdini, Autodesk Motion Builder, Autodesk Maya

Operating System Platforms

Microsoft Windows (all releases), UNIX

Database Management System

Oracle 9i

ODBC

JDBC

Personal Skills

Strong Communication Skills, Working in a Team, Quick Learner

Experience

Antioch University – Midwest (OH)
- Research Associate – July 2010 to Present
- Animation Mentor – December 2010 – June 2011
- Computer Animation Assistant – July to December 2012

Achievements and Interests

- Presented a series of 5 lectures on Computer Animation – 2011
- Computer Lab Assistant – January 2011 – December 2012
- Offered Services as Editor of the Monthly University Magazine – April 2011 – December 2011
- Football and Hockey

Declaration

I, hereby, declare that the above written particulars are true to the best of my knowledge and belief.

Signature

Place

Date

Time