

## Here's how to write the perfect CV

Writing a winning CV is not as tough as you might think -- as long as you know the basic rules.

### RAAMACHANDREN.R

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#### Keep the e-mail address small

Remember, the HR people might mistype your e-mail address while trying to approach you

### RESUME

#### No CV or Resume at the top

One of the readers posted a very good comment. It goes like this: Have you ever seen the title Newspaper on any newspaper you read? Anybody reading a newspaper knows what is it. Same applies to the CV as well.

### OBJECTIVE:

To achieve professional excellence and develop leadership qualities.

#### Educational qualification

Do not write your educational qualifications in a grid. The better way is to write it in bullets

### ACADEMIC QUALIFICATION:

Course	College/School	Year of Passing	Percentage
Matriculation	Guru Nanak Matriculation & Higher Secondary School, Velachery, Chennai – 600 042	2001	60
Higher Secondary	Guru Nanak Matriculation & Higher Secondary School, Velachery, Chennai – 600 042.	2003	80
Bachelor of commerce	Guru Nanak College, Velachery –600 042. (Affiliated to <i>Madras University</i> , Chennai).	2006	49

Currently pursuing POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION with FINANCE as specialization through SYMBIOSIS CENTRE OF DISTANCE LEARNING PUNE.

#### Avoid capital letters and long paragraphs with spelling mistakes

The reader will immediately lose the attention here.  
Try to maintain small bullets with empowering words.

## Format and profile

### TECHNICAL SKILLS:

Operating System: Windows 95/98/2000/Me/XP.

Knowledge on configuration of modems routers and basic computer hardware

### WORK EXPERIENCE

FROM July 2006 till Date

HCL Technologies BPO Services

Designation: Technical Support Officer

Process: AT&T (ISP)

Nature of Work: Troubleshooting for internet connections, modem configurations both wired and wireless, basic router configurations for linksys, netgear, belkin, dlink and basic wireless configuration of linksys router.

Have taken escalation calls while on floor and have monitored calls of team members.

Have even troubleshooted for 3<sup>rd</sup> party modems on customer's request.

Have achieved good scores in POSE (Point of Service Evaluation) FCR (First Call Resolution) and in AQS (Agent Quality Score)

Underwent training on BT modems and routers before being shifted to AT&T

Currently working in a non tech process named WLR3 for BT

Took calls in WLR3 for a while and returned back to AT&T process again

### ACCOLADES WON:

- Awarded the best volunteer in YOUTH RED CROSS
- Have been the runners up in Inter-Dept quiz

### EXTRA CURRICULAR ACTIVITIES:

- A core member of *Rotract Club of Guru Nanak college*(Member of *Rotract Club 3230 District*) , Took part in pulse polio and blood donation camps
- Have been a member and an organizer of various cultural activities in college

#### **Career Profile followed by work experience**

Use the opportunity to grab the reader's attention in first 30 seconds.

This can be done by providing a strong career summary followed by your work experience.

Create a strong impression and sell what they want to buy.

#### **General Tip: Save file as your name**

This is a very small but important point.

Many candidates save their CV as Resume of Kshipra Singh.doc.

The better way is to save it as **kshipra\_singh.doc**.

This helps in identifying your CV easily and fast.

## Format and profile

### PERSONAL DETAILS:

**Father's Name** : (late) Rajagopalan. R  
**Mother's Name** : Mrs. Kamakshi Rajagopalan  
**Date of Birth** : 15<sup>th</sup> August 1984  
**Age** : 23Years  
**Gender** : Male  
**Marital Status** : Single  
**Nationality** : Indian  
**Religion** : Hindu  
**Languages Known** : English, Tamil and Hindi

**Include relevant details in personal information**

The recruiters are not interested in knowing your parents' names or how much you weigh. Only provide information that is relevant to the profile.

**General Tip: No CTC / Expected Salary**

Don't include your current and expected CTC in the CV unless asked. This will reduce your chances for an interview call.

### DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date: 24.7.2008

Place: Chennai

**No Declaration required**

You do not need to write a declaration statement or include your signatures at the end of your CV.

(RAAMACHANDREN.R)