



HOW TO WRITE A RESUME TO GET THAT INTERVIEW CALL

By

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Introduction

A resume is a critical tool in the job application process, providing a snapshot of your qualifications, skills, and achievements. It serves as the primary means for an interviewer to assess your suitability for a position and invites you for an interview. Therefore, crafting a compelling resume is essential.

Key Components of a Resume

1. Educational Qualifications
2. Skills and Abilities
3. Achievements and Goals

Educational Qualifications

Your educational background should align with the job you are applying for. Highlighting your academic achievements can demonstrate your preparedness and relevance to the position.





Here's how to structure this section:

- **Degree and Field of Study:** Mention your degree, field of study, and the institution.
- **Years Attended:** Include the duration of your study.
- **Skills Acquired:** Describe the skills you gained during your education that are pertinent to the job.

Example:

2010-2013: Bachelor of Science in Education, LMK College, Hyderabad

- Improved questioning skills.
- Participated in college-level badminton competitions.
- Enhanced presentation skills through project work.





Skills and Abilities

List your skills systematically to reflect a growth mindset and relevance to the job. Skills can also be presented as duties performed during your job tenure.

- Problem Solving
- Communication
- Collaboration
- Critical Thinking
- Technological Proficiency
- Team Building
- Public Speaking
- Presentation Skills
- Quick Learning Abilities

Example:

2019-2021: Teacher at XYZ School, Hyderabad, Telangana

- Achieved 100% results for grades 6-8 in Science.
- Worked as a team player to support students needing extra help.
- Counseled students to enhance their performance in final assessments.



Achievements and Goals

Document your achievements in a chronological order, detailing the awards and recognitions you have received.

Example:

2019-2020: Best Group Teacher for Grade 6

- Exhibited skills in collaboration and parent counseling regarding student targets.

2018-2019: Appreciation from Principal for an experiment on Sustainability.

Career Objective

The career objective is a brief statement that encapsulates your professional aspirations and how they align with the organization's goals. It typically includes:

- An Enthusiastic Emotion: Reflecting your excitement and persona.
- Years of Experience: Indicating your experience level if applicable.
- Future Goals: Showcasing what you aim to achieve in the role.

Example:

An organized and dedicated science teacher with 6 years of experience, seeking a challenging coordinator role in your organization to foster research-oriented learning.



Descriptive Phrases for Career Objective

Document your achievements in a chronological order, detailing the awards and recognitions you have received.

Choose phrases that best describe your attributes:

- Dedicated
- Organized
- Creative
- Well-connected
- Dynamic
- A strong communicator
- Adaptable

Goals Phrases

Phrases to help frame your goals:

- Improve skills in students
- Make classroom interactive
- Instill value-oriented learning
- Create a culture of reading
- Teach through hybrid learning
- Strive for excellence





Personal Statement

A personal statement is a detailed account of your qualifications, skills, and achievements. It complements the career objective by providing deeper insights into your professional journey and what you bring to the table.

Bold Promise to the Organization

A bold promise statement shows your commitment to contributing to the organization's goals. This statement should align with the organization's vision and expectations.

Example:

- I will help establish a math and robotics lab at school, preparing students for national-level competitions.
- I can counsel bullies as a trained counselor and provide remedial lessons to students to enhance their concept skills.





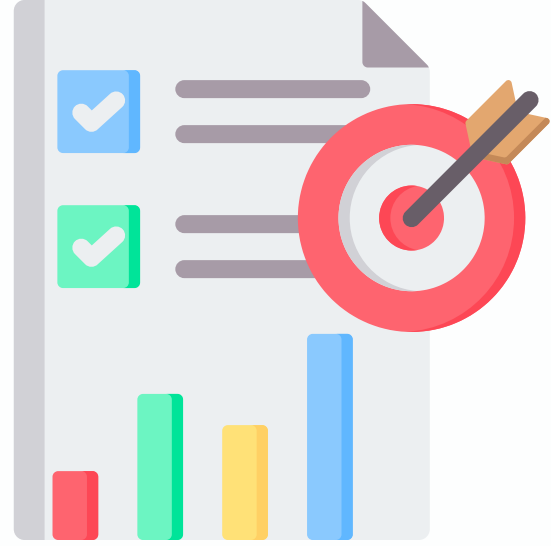
Experience

Detail your work experience in a clear, concise format. Include the academic years, the name of the organization, and the skills learned during your tenure.

Example:

- 2019-2021: Teacher at XYZ School, Hyderabad, Telangana
- Achieved 100% results for grades 6-8 in Science.
- Improved lesson plans through training in competency-based education.
- Used joyful learning to create student interest.





Achievements and Awards

List your achievements and awards in chronological order, highlighting the skills exhibited and the impact of your contributions.

Hobbies

Mention your hobbies to give a personal touch to your resume. It can include book reading, listening to music, or any other activities that reflect your personality and interests.

Example:

Book Reading:

- Seven Habits of Highly Effective People by Steven Covey
- Atomic Habits by James Clear
- Learning Organizations by Peter Senge





Music:

- Favorite singers: M.S. Subbulakshmi, The Beatles
- Listen to devotional songs to start my day.

Personal Information

Include your contact details and social media profiles to provide multiple avenues for the employer to reach you.

Example:

Phone: [Your Phone Number]

Email: [Your Email Address]

LinkedIn: [Your LinkedIn Profile]

Facebook: [Your Facebook Profile]

Twitter: [Your Twitter Handle]

Instagram: [Your Instagram Handle]

Conclusion

Your resume should effectively communicate your qualifications, skills, and achievements, making a compelling case for why you are the ideal candidate for the job. By following the guidelines outlined in this booklet, you can create a resume that stands out and increases your chances of getting that interview call.



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Dr. Padmavathy Tungaturthi is a distinguished educator and academic with extensive experience in teaching, research, and educational development. Known for her innovative approaches to curriculum design and teacher training, Dr. Padmavathy has significantly contributed to improving educational practices and learning outcomes. Her expertise lies in educational psychology, curriculum development, and the integration of technology in education. Dr. Padmavathy's work continues to inspire educators and enhance the quality of education across various levels.

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