

# **TOPIC RESUME WRITING**

## **Getting to know email**

**Email** (electronic mail) is a way to **send and receive messages** across the Internet. It's similar to traditional mail, but it also has some key differences. To get a better idea of what email is all about, take a look at the infographic below and consider how you might benefit from its use.

## **Email advantages**

- **Productivity tools:** Email is usually packaged with a calendar, address book, instant messaging, and more for convenience and productivity.
- **Access to web services:** If you want to sign up for an account like Facebook or order products from services like Amazon, you will need an email address so you can be safely identified and contacted.
- **Easy mail management:** Email service providers have tools that allow you to file, label, prioritize, find, group, and filter your emails for easy management. You can even easily control spam, or junk email.
- **Privacy:** Your email is delivered to your own personal and private account with a password required to access and view emails.
- **Communication with multiple people:** You can send an email to multiple people at once, giving you the option to include as few as or as many people as you want in a conversation.
- **Accessible anywhere at any time:** You don't have to be at home to get your mail. You can access it from any computer or mobile device that has an Internet connection.

## Understanding email addresses

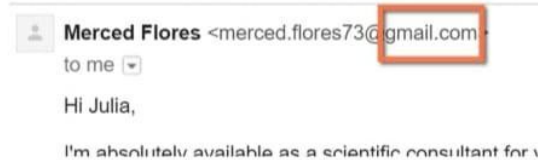
To receive emails, you will need an **email account** and an **email address**. Also, if you want to send emails to other people, you will need to obtain their email addresses. It's important to learn how to write email addresses correctly because if you do not enter them exactly right, your emails will not be delivered or might be delivered to the wrong person.

Email addresses are always written in a standard format that includes a **user name**, the **@** (at) symbol, and the **email provider's domain**.

The **user name** is the name you choose to identify yourself.



The **email provider** is the website that hosts your email account.



Some businesses and organizations use email addresses with their own website domain.



## Practice using an email program

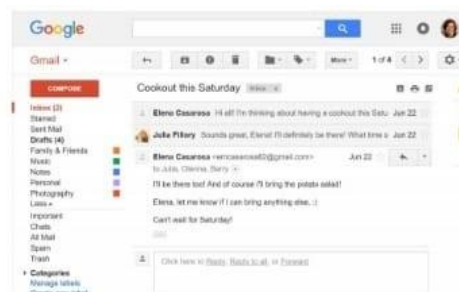
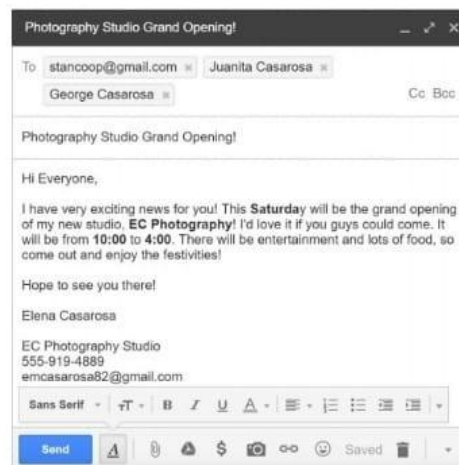
Keep in mind that this tutorial will not show you how to use a specific email account. For that, you will need to visit our [Gmail](#) tutorial. It's a useful course for learning the basics, even if you ultimately end up choosing an email provider other than Gmail, such as Yahoo! or Outlook.com. There, you will learn how to:

- Sign up for an email account
- Navigate and get to know the email interface
- Compose, manage, and respond to email
- Set up email on a mobile device

## Common email terms and actions

All email applications use certain **terms** and commands you will need to understand before using email. The examples below use **Gmail's Compose pane** and **Message pane** to introduce basic email terms, but these will still be applicable for Yahoo! and Outlook.

Click the buttons in the interactive below to learn more about the **Compose pane**.



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## TOPIC RESUME WRITING

A *resume* is a formal document that serves to show a person's career background and skills. In most cases, it's created in order to help a candidate to land a new job. A **traditional resume** consists of a professional summary, work history, and education sections. It works like your job hunt marketing document.

Resume, meaning *summary*, comes from French (though the French themselves call this document a CV).

# CV preparation: what should it contain

When looking at how to write a CV, there are several key items that it should contain.

- ***Personal details:*** As the description implies personal details including your name, your contact details including address, telephone number or numbers and email address should be included. Other details including nationality, date of birth and whether a driving license is held may also be included.

- ***Skills:*** It is current practice to include a section that highlights your key skills. This section is often scanned by prospective employers looking for keywords and therefore it is a very important element in the CV preparation.
- ***Experience:*** The work experience section of the CV backs up the skills section – any employer will want to see what you have done. This can be a little tricky for new graduates, but include any relevant experience including vacation jobs.

The work experience and should be set out in reverse chronological order, i.e. most recent experience first. This section of the CV should focus on achievements and successes and highlight abilities that were

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demonstrated. Again it needs to be truthful, but also put yourself in a positive light.

- ***Education:*** When preparing a CV it is normal to include a list of qualifications and brief educational details.
  - ***Other relevant information:*** Sometimes people may want to include other supplementary information including hobbies, interests, etc. Sometimes this is thought to be a bit superfluous, but it can give the interviewer a fuller picture of the candidate. This section should be kept short, and if space on the CV is at a premium, then it may be decided to omit it.
  - ***References:*** It is normal for prospective employers to take up before commencing any new employment. It has been known for this to be done
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# CV preparation key pointers

There are several key points that should be adopted when preparing a CV.

## CV preparation do's

- Use positive language
- Concentrate on achievements
- Be concise
- Keep to two sides of paper
- Check thoroughly for spelling and other mistakes
- Review the CV and ask the opinion of another person

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### **CV preparation don'ts**

- Don't say anything that is not true and you cannot back up
- Don't leave any gaps in the career history - it will cause interviewers to question what is being hidden
- Don't make the layout very fancy - keep it clean, simple and attractive

# SIMPLE RESUME WRITING

To create value for your esteemed organization by utilizing my managerial skills with learning spirit as being innovative.  
Seeking a challenging career as a manager or such other position in your esteemed organization.

## Educational Qualification:

- Pursuing PGDM in Marketing (Major) and Finance from ABC School of Management Kolkata (2013-15)
- B.Sc.(Mathematics), Calcutta University, Kolkata 2012, 1<sup>st</sup> Division
- 12<sup>th</sup> Science, WBHSE Kolkata 2009, 1<sup>st</sup> Division
- 10<sup>th</sup> ,WBCHSE Kolkata 2007,1<sup>st</sup> Division

## Achievements:

- Actively participated in National Human Resource Development Network seminar held on 25<sup>th</sup> and 27<sup>th</sup> October 2014 at Business School in Kolkata
- Summer Training from ABC - Kolkata, Topic on -A study of customer satisfaction towards Insurance product in Kolkata

## Extra-Curricular Activities and Computer proficiency:

- Organize events in College.
- MS office, Word, Excel, PowerPoint, Tally, SAP.

## Qualitative Skills:

- Ability to work in new and challenging environment, as well as deadlines driven environment.
- Willingness to work in groups and ability to lead group activities.
- Willingness to learn new concepts and ideas involving new technologies with an ability to adapt quickly and effectively.

## Hobbies:

- Listening to music.
- Playing and Watching Cricket

## Personal Details:

Date of Birth : January 19<sup>th</sup> 1991  
Language Known : Hindi and English

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