

CRAFTING THE PERFECT RESUME

A GUIDE FOR UTM UNDERGRADUATE STUDENTS



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

HOW TO GET HIRED



UTM CAREER CENTRE | DDVCSAA

INNOVATING SOLUTIONS



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

resume



UTM CAREER CENTRE | DDVCSAA

INNOVATING SOLUTIONS

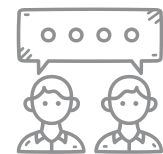
WHAT IS A RESUME?



First step taken by corporate recruiters and hiring managers to identify candidates who might be invited to interview for a position.



A resume is one of the documents employers may request you to submit as part of an application package.



It's helpful to review information about resumes and learn what to include in a resume to make yours as effective as possible.

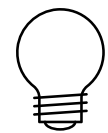


GET READY WITH YOUR RESUME!



An Overview or Summary of Your Qualifications and Life Experiences

- Showcase what you 've learned and are proud of!



Your Personal Marketing Tool

- To make a good first impression on your potential employer.



Your First Step in Convincing Future Employers that You are the Right Person for the Job

- Ensure your resume stands out from the rest!

Tip: Begin with a good template / referral

How: Follow step-by-step how to write a good resume



THE IMPORTANCE OF A STRONG RESUME

Your Resume is Your First Impression

Your resume is often the first impression a potential employer has of you. It's important to make sure it's a strong representation of your skills, education, and experience. A well-crafted resume can help you stand out from other candidates and land the job you want.

Showcasing Your Education, Skills, and Experience

Your resume should highlight your educational background, relevant work experience, and any skills or achievements that set you apart from other candidates. Make sure to tailor your resume to the specific job you're applying for, emphasizing the skills and experience that are most relevant to the position.

Formatting and Design



The design of your resume is just as important as its content. A well-designed resume can help you stand out from other candidates and make a great first impression. Here are some tips for formatting and designing your resume:

Choose the Right Font

Select a font that is easy to read and professional. Some good options include Arial, Times New Roman, and Calibri. Avoid using decorative or overly stylized fonts that may be difficult to read.

Use Consistent Formatting

Be consistent with your formatting throughout the resume. Use the same font, font size, and spacing for all sections. This will make your resume look polished and professional.

Keep it Simple

Avoid cluttering your resume with too much information or design elements. Keep it simple and easy to read. Use bullet points to highlight your achievements and skills.

Educational Background

Your educational background is an important aspect of your resume, especially for recent graduates. Make sure to include your degree, major, and any relevant coursework or academic achievements.

Degree and Major

Be sure to list your degree and major prominently on your resume, as this is often the first thing that employers look for. Include the name of your institution, the location, and the date of graduation

Coursework and Academic Achievements

If you have taken any relevant coursework or achieved any academic honors, be sure to include them on your resume. This can demonstrate your knowledge and expertise in a particular area.

Skills and Achievements

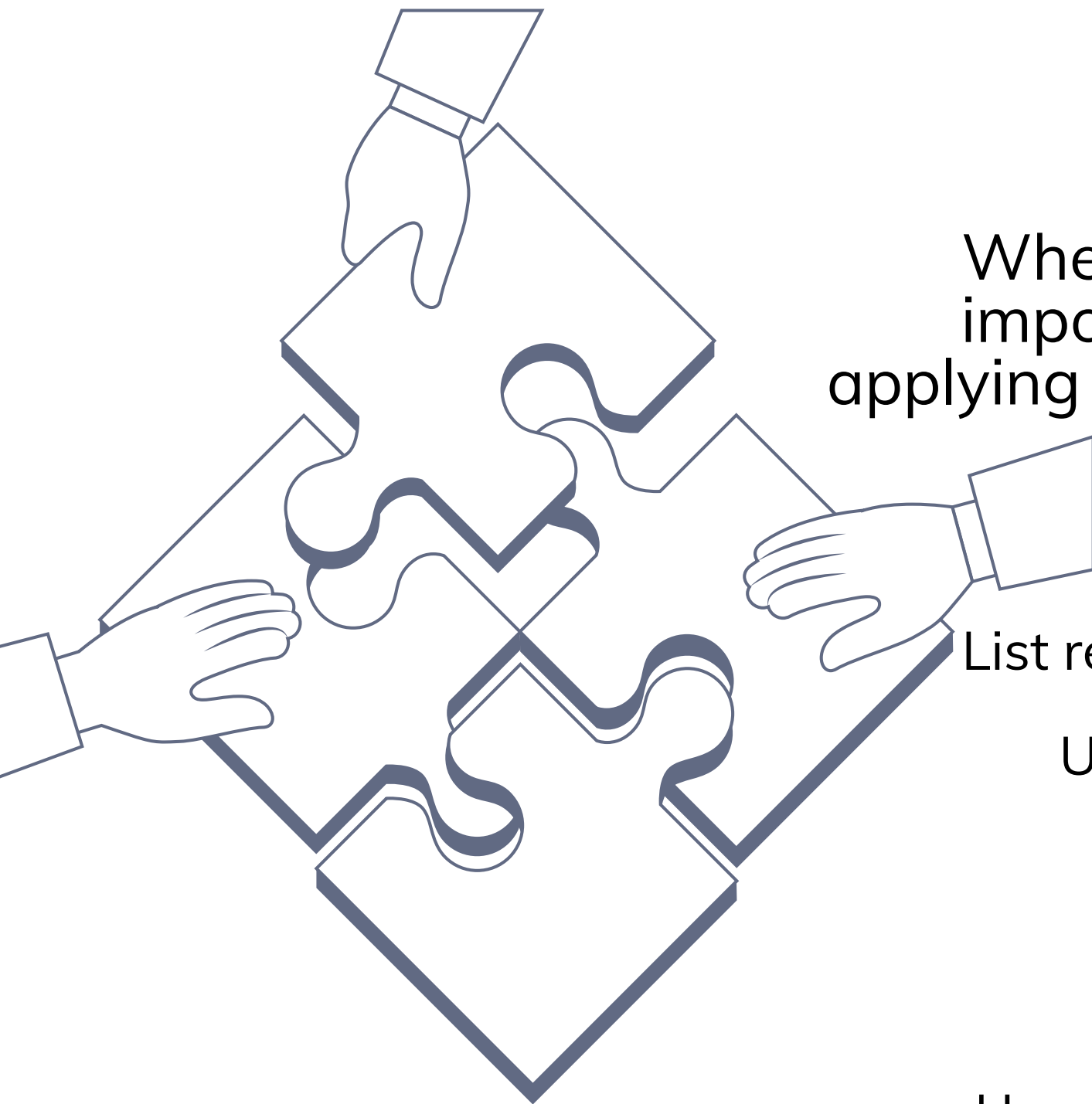
When highlighting skills and achievements on your resume, it's important to focus on those that are relevant to the job you are applying for. Use bullet points to clearly and concisely list your skills and accomplishments.

Skills

List relevant technical and soft skills, such as proficiency in a programming language or strong communication skills.
Use specific examples to demonstrate your skills, such as completing a challenging project or leading a team.

Achievements

Highlight accomplishments that demonstrate your skills, such as increasing sales or improving efficiency.
Use quantifiable metrics whenever possible, such as percentages or dollar amounts.



Personal Statement and Cover Letter

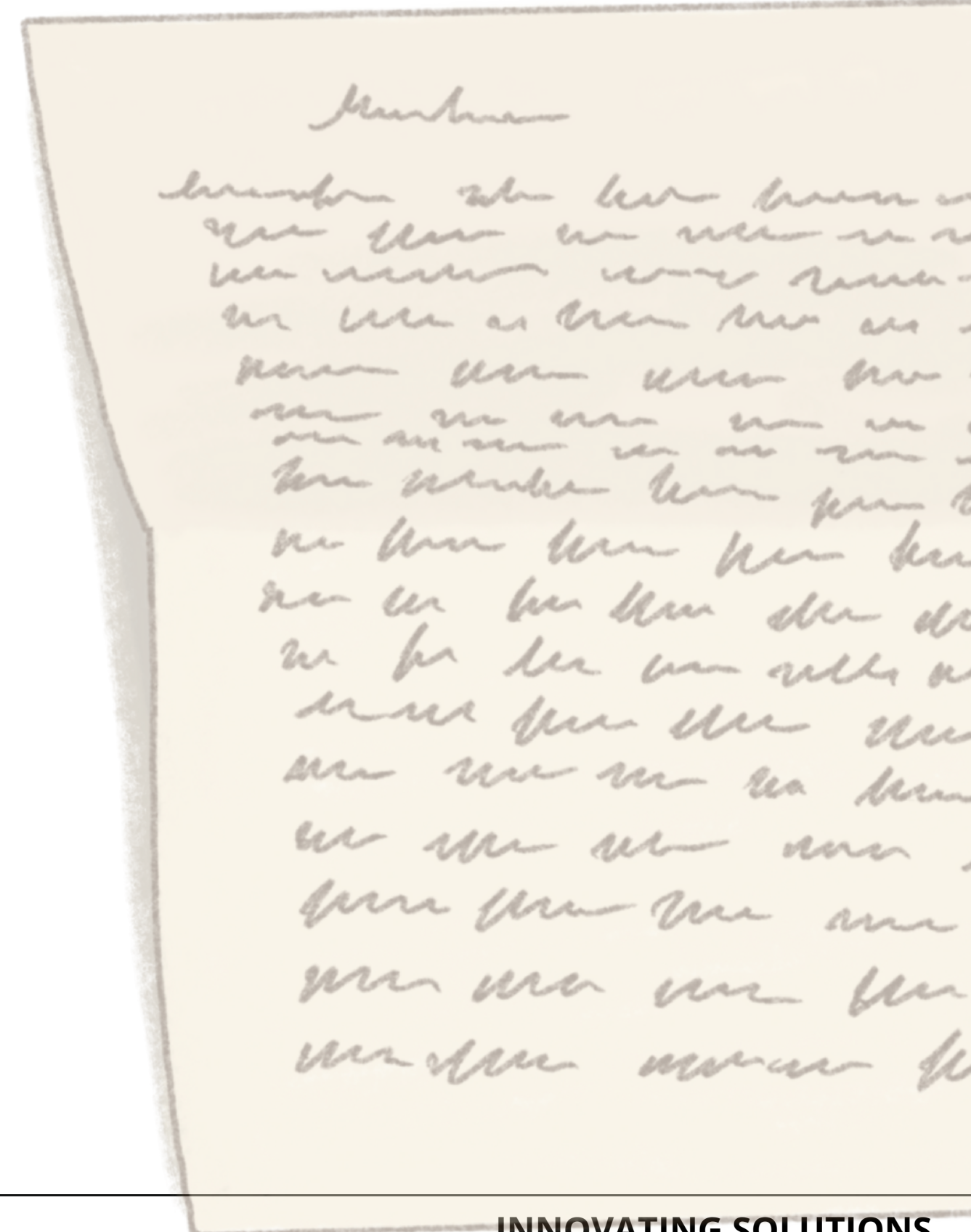
The personal statement and cover letter are your opportunity to showcase your personality and explain why you are the best candidate for the job. They allow you to highlight your unique skills, experiences, and achievements that make you stand out from other applicants.


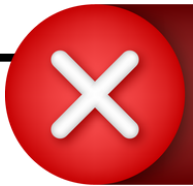
Personal Statement

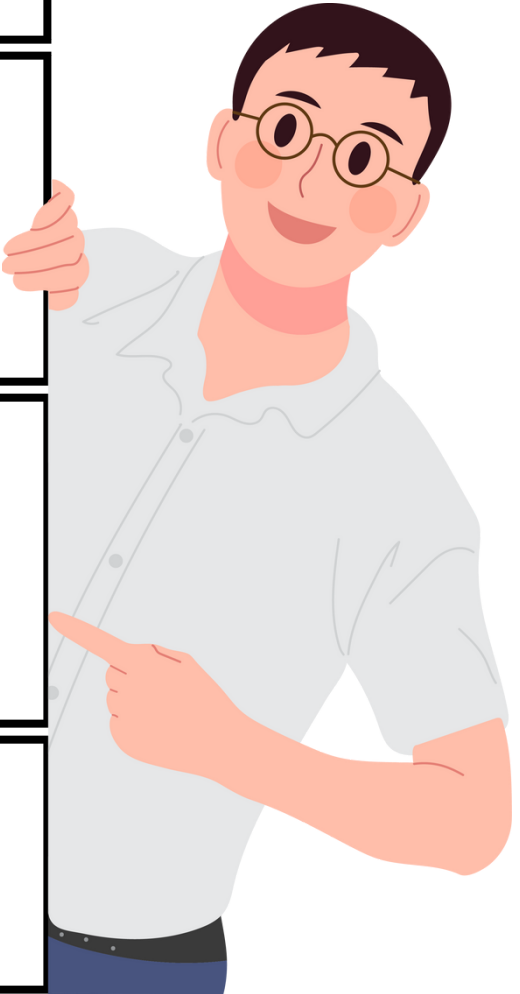
The personal statement should be a brief summary of who you are and what you can offer to the organization. It should highlight your strengths and accomplishments, as well as your career goals and aspirations. Keep it concise and focused, and tailor it to the specific job and company you are applying to.

Cover Letter

The cover letter is your chance to expand on the information in your resume and personal statement. It should be addressed to the hiring manager or recruiter, and should explain why you are interested in the position and how your skills and experience make you a good fit for the job. Use specific examples to demonstrate your qualifications and show that you have done your research on the company and the role.



 DO'S	 DON'TS
Determine your job search objective prior to writing the resume and tailor your resume for the position.	Use templates and tables included in software.
Customize your resume to match a specific job description	Include long, generic objective statements. Employers won't read them!
Focus on positive results and accomplishments	Make general claims ("Good communication skills") without backing them up with examples.
Keep a consistent, easily-readable format	Misrepresent your education or job experience. Stay honest in all of your job application materials, as well as on your social media public profiles
Expand on professional, volunteer, research, and classroom experiences to show transferable skills.	List past salary information.





7 BASIC COMPONENTS THAT SHOULD BE INCLUDED IN A RESUME

- 1 PERSONAL INFORMATION
- 2 RESUME SUMMARY, OR RESUME OBJECTIVE
- 3 EDUCATION AND QUALIFICATIONS
- 4 WORK EXPERIENCE AND /OR EMPLOYMENT HISTORY
- 5 ACHIEVEMENTS
- 6 SKILLS / ADDITIONAL SKILLS
- 7 REFERENCE



1 PERSONAL INFORMATION



[ADDRESS]
[CITY, STATE, ZIP CODE]
[PHONE NUMBER]
[EMAIL ADDRESS]
[LINKEDIN PROFILE (OPTIONAL)]



Professional
passport style
photo

3 EDUCATION AND QUALIFICATIONS



JOB POSITION

EDUCATION & QUALIFICATIONS

-Start with highest qualification, include your secondary school results for fresh graduates).

[Degree Earned] in [Major]
[University Name]
[City, State]
[Graduation Date]

OBJECTIVE

-Short description of your qualifications that explains why you're a good fit for the role. Can include your achievements, experience, education and skills.

-A brief statement that communicates your career goals, such as the type of your job or industry you want to work in or skills you want to build.

2 RESUME SUMMARY, OR RESUME OBJECTIVE



6 SKILLS / ADDITIONAL SKILLS



SKILLS

-Emphasize most valuable skills for the job you're applying for. Use tables and rating scales.

Add any additional skills (Foreign Language, editing skills, debate, public speaking with proven records)

LANGUAGE

English
German
Spanish

WORK EXPERIENCE

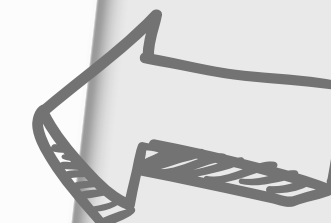
If applying for a job

Detail your work experience chronologically
(Internship & part time)
Position
[Company Name]
[City, State]
[Employment Dates]

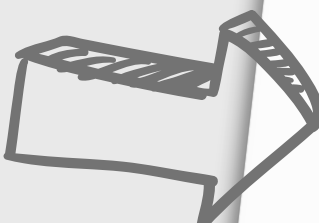
If applying for an Internship

Part-Time Job or Volunteer Experience
[Organization/Company Name]
[City, State]
[Dates]

4 WORK EXPERIENCE AND /OR EMPLOYMENT HISTORY



7 REFERENCE



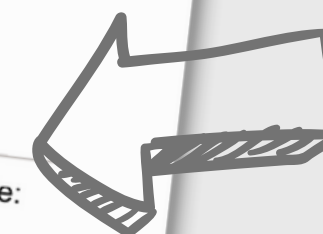
REFERENCE

Include at least ONE academic referee (ensure that you have their permission to include them as your referees)

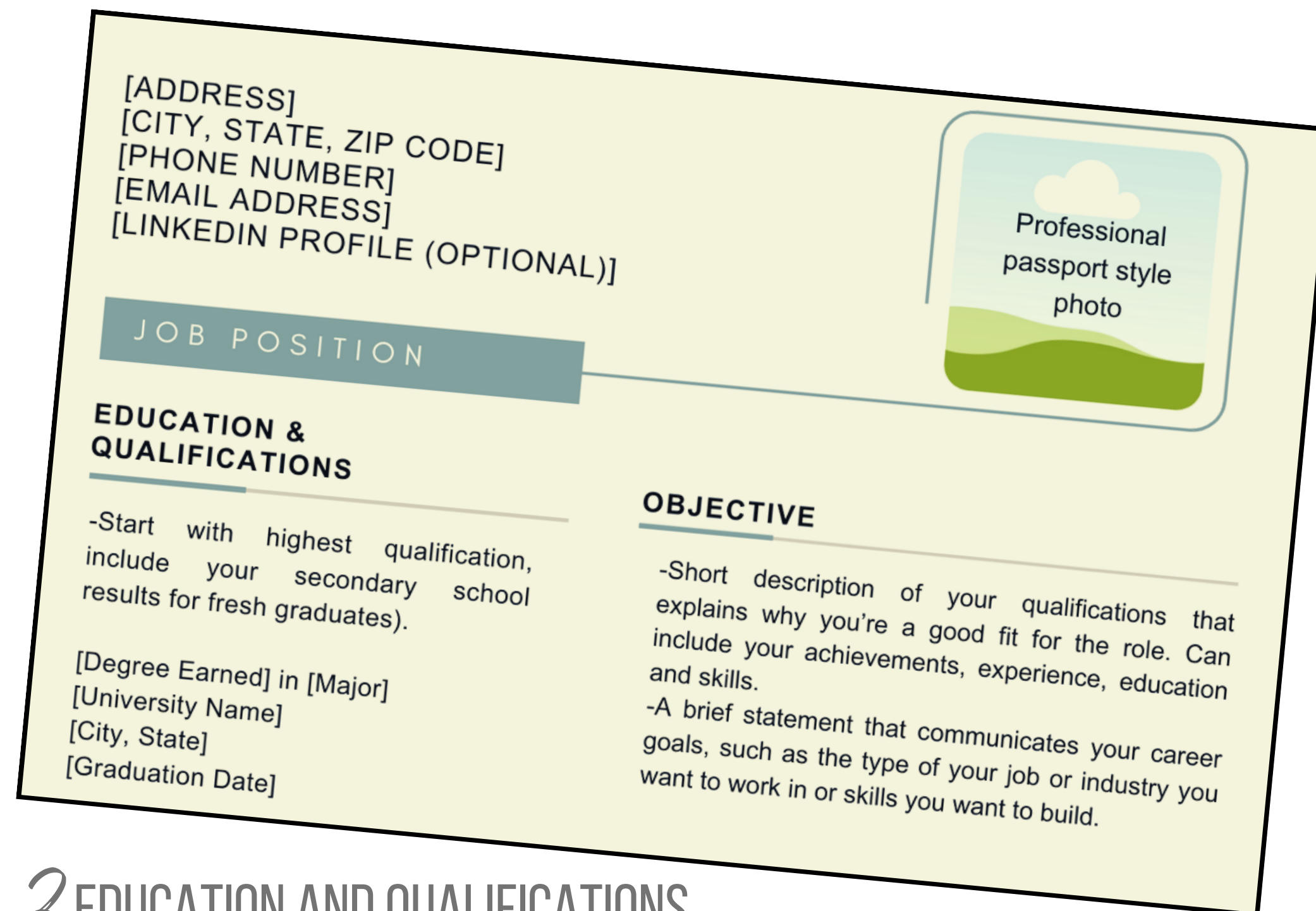
ACHIEVEMENTS

-Include academic achievements (example: competition, journal publication)
-List down all notable activities achievement (Highlight leadership roles and the skills you have developed.

5 ACHIEVEMENTS



RESUME: STEP BY STEP



A diagram of a resume template on a light yellow background. At the top left, contact information fields are listed: [ADDRESS], [CITY, STATE, ZIP CODE], [PHONE NUMBER], [EMAIL ADDRESS], and [LINKEDIN PROFILE (OPTIONAL)]. To the right is a placeholder for a 'Professional passport style photo' with a cloud and green hills. Below the contact info is a dark teal box labeled 'JOB POSITION'. Underneath is the 'EDUCATION & QUALIFICATIONS' section, which includes instructions to start with the highest qualification and lists fields for [Degree Earned], [Major], [University Name], [City, State], and [Graduation Date]. To the right of the education section is the 'OBJECTIVE' section, which includes instructions to provide a short description of qualifications and a brief statement of career goals.

[ADDRESS]
[CITY, STATE, ZIP CODE]
[PHONE NUMBER]
[EMAIL ADDRESS]
[LINKEDIN PROFILE (OPTIONAL)]

Professional passport style photo

JOB POSITION

EDUCATION & QUALIFICATIONS

-Start with highest qualification, include your secondary school results for fresh graduates).

[Degree Earned] in [Major]
[University Name]
[City, State]
[Graduation Date]

OBJECTIVE

-Short description of your qualifications that explains why you're a good fit for the role. Can include your achievements, experience, education and skills.
-A brief statement that communicates your career goals, such as the type of your job or industry you want to work in or skills you want to build.

3 EDUCATION AND QUALIFICATIONS

Begin with the highest qualification, include your secondary school results for fresh graduates)

1 PERSONAL INFORMATION

- Write your name at the top of each page in bold font
- Write your full name and correspondence address
- Include other contact information (email and phone numbers)
- If you decide to include a passport-style photo in your resume, please ensure that it looks professional and appropriate.

2 RESUME SUMMARY, OR RESUME OBJECTIVE

- Short description of your qualifications that explains why you're a good fit for the role. Can include your achievements, experience, education and skills.
- A brief statement that communicates your career goals, such as the type of your job or industry you want to work in or skills you want to build.

RESUME: STEP BY STEP

6 SKILLS / ADDITIONAL SKILLS

- Emphasize most valuable skills for the job you're applying for. Use tables and rating scales.
- Add any additional skills (Foreign Language, editing skills, debate, public speaking)

SKILLS

-Emphasize most valuable skills for the job you're applying for. Use tables and rating scales.
Add any additional skills (Foreign Language, editing skills, debate, public speaking with proven records)

LANGUAGE

English

German

Spanish

REFERENCE

Include at least ONE academic referee (ensure that you have their permission to include them as your referees)

7 REFERENCE

- Include at least ONE academic referee (ensure that you have their permission to include them as your referees)

WORK EXPERIENCE

If applying for a job

Detail your work experience chronologically (Internship & part time)

Position

[Company Name]

[City, State]

[Employment Dates]

If applying for an Internship

Part-Time Job or Volunteer Experience

[Organization/Company Name]

[City, State]

[Dates]

ACHIEVEMENTS

-Include academic achievements (example: competition, journal publication)
-List down all notable activities achievement (Highlight leadership roles and the skills you have developed).

4 WORK EXPERIENCE AND /OR EMPLOYMENT HISTORY

- If applying for a job : Detail your work experience chronologically (Internship & part time)
- If applying for an Internship : Part time job or volunteer experience

5 ACHIEVEMENTS

- Include academic achievements (example: competition, journal publication)
- List down all notable activities achievement (Highlight leadership roles and the skills you have developed).

WOW

these mistakes



Spelling or Grammatical Errors



Highlighting Duties Instead of Accomplishments

Example : Head of Sponsorship in National Innovation Festival (NIF) 2019

In charge of all sponsorship affairs, worked with different departments to make an successful event.



Lack of Specifics in your Work Experience (Internship)

Example : Practical Trainee at SEM Computing Sdn Bhd

Completed a website designing project



Lengthy Paragraphs, Going on too long

Focus on your Values, Unique Selling Propositions (USP), your skills.
Think what you can contribute to the potential employers.



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

GOOD

BAD

resumes



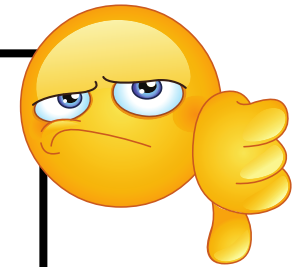
UTM CAREER CENTRE | DDVCSAA

INNOVATING SOLUTIONS

LAYOUT & DESIGN



A good resume should have a logical progression and clear layout so whoever reads it quickly gets an overview your career. A resume mistake can be to have a bad resume layout.



A poorly-formatted resume can land your application in the “no” pile. A poorly formatted resume is an instant red flag to employers because it sends the message that you have poor attention to detail and don’t care about the quality of your work.

DAVID PÉREZ
 Administrative Assistant

1938 W Augusta Blvd, Chicago, IL 60622
 (212) 204-5342
 david.perez@gmail.com
 linkedin.com/in/david-perez

OBJECTIVE

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

John Lewis
 Digital Marketing Specialist

212 256-1414 wis@gmail.com linkedin.com/in/john-lewis/

OBJECTIVE

Digital Marketing Specialist with 4+ years of experience in online marketing, branding, and business strategy across music, media, and entertainment industries. Skilled in evaluating financial needs and implementing multi-pronged digital strategies that increase revenue and drive brand growth.

RELEVANT SKILLS

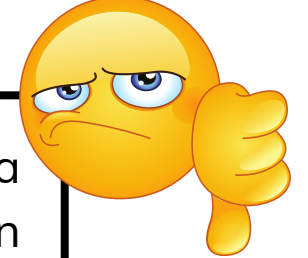
Digital Data Analytics/Marketing Adobe Photoshop Adobe Illustrator Adobe InDesign AutoCAD
 Microsoft Office Hootsuite Salesforce Slack

Poor formatting makes your resume look unprofessional.

PERSONAL INFORMATION



1. Your personal details are your first chance to introduce yourself to a potential employer. It should be as simple as name and contact information in a way that is easy to read and easy to find on your CV can help them contact you.
2. There are a few personal details entries that are an absolute must:-
 - Full name
 - Contact Information (email address, phone number and address)



1. Including too much and oversharing personal information on a resume can be a red flag for employers who just want an overview of your qualifications.
2. Here are some bits of information better left off your resume:
 - Marital status
 - Date of birth or age
 - Religious or political affiliations
 - Any sensitive information (such as an ID number)
 - Health or medical conditions
 - Salary history or requirements

Andrés Torres

109 Hollywood Avenue
Birmingham
B35 2HE

Tel: 0121 793 8932
Mob: 079 6778 3931
Email: torres.a@gmail.com

Personal Profile

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years' of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

(212) 204-5342



billy.j@gmail.com



Marital Status: Married for 14 years
to my beautiful wife Jeannie

Age: 41 this November

BILL JORDAN

Amateur coffee roaster and cycling enthusiast

CAREER OBJECTIVE

APPROPRIATE CONTENTS



Your resume communicates your qualifications and your brand, who you are and what makes you different to employers and recruiters. In a tough job market, you need a resume that helps you stand out in a sea of applicants.



If your resume's vague about your experience or doesn't quite align with the job ad, this is a red flag to employers because it signals that you're sending out resumes en masse and aren't especially interested in the role you're applying for.



=VS=

Good email address : intanmahsuri@gmail.com	Bad email address : bsrocknroll94@gmail.co
<p>Good Career Objective:</p> <p>To apply the knowledge acquired through a bachelor's degree in Marketing and Communications and two summer internships at a public relations agency to an entry-level position on the marketing or PR team of a major financial institution.</p> <ul style="list-style-type: none"> •Highlight your relevant experience, and if possible state the relevant skills 	<p>Bad Career Objective:</p> <p>A challenging creative opportunity where I can apply my skills in a dynamic organization with plenty of room for advancement.</p> <ul style="list-style-type: none"> •Too general, too self-focused •Focus your ability to contribute to the employers, it is not always about yourself

-VS-

Include Core Competencies in your Résumé

Do it! Listing out your core competencies, your USP, your values before writing your resume:

- Professional Communication
- Event Management
- Master programming languages...etc

Highlight your achievement without listing your core competencies

Being specific and Résumé customized to fit into job listing, job requirement, and company core values

Do it! Research, research and research the job requirement, understand and list out your relevant experience which can bring you to the spotlight
 Highlight the company core values in your resume (through objective)

Being too generalized or not customizing to match the job listing



are
you
ready?



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Thank you for the privilege of your time



CONGRATS!
You got the job!!!



UTM Career Centre
Department of Deputy Vice Chancellor (Student Affairs & Alumni)
Universiti Teknologi Malaysia
81310, UTM Johor Bahru, Johor



CONTACT US

075538833
ecareer@utm.my



UTM CAREER CENTRE | DDVCSAA

INNOVATING SOLUTIONS



PRODUCTION TEAM

DIRECTOR

Assoc. Prof. ChM Dr. Che Rozid Mamat

DEPUTY REGISTRAR

Datin Yasni Nurul Huda Hj. Md Yasin

SENIOR PSYCHOLOGY OFFICERS

Dr. Nik Rafidah Nik Yusoff
Dr. Norazwa Yeop Kamarudin
Mdm Norliza Ramli

CREATIVE TEAM

Ms. Ayu Nur Athirah Binti Mohd Jamri
Ms. Nabilla Huda Binti Hairulnizam
Ms. Nurul Suhadah Binti Mohd Shah