



IMPAR

Indian Muslims for Progress and Reforms

**REPORT ON THE
JOB READINESS PROGRAM**

**BIODATA, COVERING
LETTER & THANKS
LETTER WRITING
BY SIANA JAMES**

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Ms. Injila Khan, Program Coordinator IMPAR

Ms. Injila Khan gave the introductory remarks about the Jobs Readiness Program and the current session. She welcomed the speaker Ms. Siana James to the participants by giving a brief about her leading English Academy, Speakwell.



Ms. Siana James, Corporate Trainer in Spoken English and Soft Skills at Speakwell

She began with interacting with the participants, asking them about their qualification and work experience.

She first took the topic '**Resume Writing**'. She started by shedding light upon the learning outcome of the session. She also explained the **difference** between Biodata, CV and Resume that many people are bewildered about. She elaborated that a biodata is used for many purposes besides employment such as marriage proposals. On the other hand, a CV is written in detail which includes educational life, courses opted, etc. in depth. Where as a resume summarises your personal and professional details, and is for a particular kind of job.

To begin with, a good resume, as she explained, shows that you are the right candidate for the job. She gave a **layout of resume** starting with contact details that they must be on top followed by objective mentioning how your skills will benefit the company. Next she talked about core competencies in which one needs to mention 4-5 skills with a combination of professional and personal skills. Soft skills are required for any job. Then comes professional experience. One should write company's name and duration he/she served in an organisation with the designation below. Avoid adding short duration jobs. List jobs in reverse chronological order. She then gave an example of how to put the job details, such as the use of bullets is preferable. The next heading should be of educational qualifications. She explained this with examples. The right order of writing this is- degree, university, percentage and year of passing. It should be in reverse chronological order and can also be used in tabular form. If one has more skills, courses that he/she wants to mention, can write under the heading additional qualification. Notable achievements/ accomplishments is the next thing she mentioned to write in a resume. If one has worked on any unique project or was acknowledged for something, then he/she should mention those things here and this is the highlight of the resume. Personal details is the last thing to mention in a resume that includes, name, DoB, address, languages known, hobbies etc.

Ms. James concluded the section with a few **tips** such as:

- Job applied must be in sync with education and experience
- If one has switched his/her field, it is important to mention the reason for the same
- Put key words like accomplished, contributed, organized, etc.

Next she talks about the **format**. It should be in a simple layout, points should be used instead of paragraphs with font like calibri or verdana, 11 in size. Bold headings will make things more visible but capitals should be avoided. And last but not the least, a resume should be of one page or maximum two.

There are some **don'ts** she talks about when it comes to resume writing like avoiding grammatical errors, spelling mistakes, paragraphs, irrelevant information and giving the heading resume/ biodata on top. Instead, name and contact details must come on top. One last tip she gave was to get it checked by others. She took a few questions and tried to answer them with full wisdom and understanding. In the question-answer round, Mr. Tariq Hasib, an employer of a company gave a few suggestions about what an employer looks in a candidate.

Lastly, Ms. Siana James spoke about '**cover letter and thanks letter**'. She gave the format with the sample of the thanks letter. Also, a very important point she made that one should never delay sending the thanks letter. She ended the session by answering to the participants' questions.

It was an interactive session. Vote of thanks was given by Mr. Khalid Ansari, Executive Director IMPAR.