

## Creating Your Resume

- The main purpose of your resume is to win you an interview.
- Use the sample below to design and create your own resume. Next, bring it to the Writing Centre and we will help you make it look even better!

### A Few Tips:

- 'Biodata', 'Resume' and 'C.V.' are often used interchangeably. We suggest you use the word 'Resume'.
- If you have no full-time work experience, try to limit your resume to one side of an A4 page.
- Put most recent accomplishments first in 'Education' and 'Experience' sections
- Ensure you use standard fonts without much variation. Run spell check too.

For more information / help, visit us:  
Writing Centre  
Top floor, Computer Science block.  
[www.chowgules.ac.in](http://www.chowgules.ac.in)



# Resume Sample

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**Mr. Vishnu Kamat**

H.No 220,  
Behind Sezer Hotel,  
Khareband Road,  
Margao, Goa-403601

Email: vishnukamat@gmail.com

Mobile No: +91-9333315398

Residence : +91-832 -2745607

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**Objective:**

To utilize my academic knowledge and communication skills in an institution of higher education.

**Education:**

- Master of Arts (English Literature), First Class, 2009, Goa University, Goa, India.
- Bachelor of Arts (English Literature), First Class, 2007, Parvatibai Chowgule College of Science & Arts, Goa, India.
- Higher Secondary School Certificate (Arts), First Class, 2004, Rosary Higher Secondary Science & Arts, Goa, India.
- Secondary School Certificate, Distinction, 2002, Popular High School, Goa, India.

**Other qualifications:**

- Certificate course in Journalism
- Certificate course in Information Technology
- Business English Certificate – Vantage level

**Experience:**

- Part time substitute teacher, Std VII & VIII, Navodaya High School, Ponda.2009-10
- Part-time administrative assistant, Sangath (N.G.O.), Porvorim, 2008-2009
- Student tutor, Writing Centre, Parvatibai Chowgule College of Science & Arts, Margao. June 2005 – April 2006

**Other activities:****Extracurricular activities**

- Participated in language related seminars in various colleges in Goa & Maharashtra.

**Awards**

- Represented the college in State Level Undergraduate Debate Competition, Sept, 2006 secured first prize.

**Memberships**

- Member of Book Reader's Club Goa, 2010 - present

**Sports**

- Organized soccer drills and games for Tiger's Sports Club.

**Social**

- Member of blood donation drive organizing committee.