

SEND US YOUR CV

Great. Send your CV, then don't call us, we'll call you. Which means, that's it Clyde, better hit the road because it is the best job off of all

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Job hunting is part of expat life. Clutching sweaty little CVs and dispatching them via emails and faxes to scores of recruitment agencies is part of the game. And as many as 40 per cent fall at the first hurdle because they have no clue how to package themselves.

Packaging is vital if you want to make the next grade. Regrettably, nearly 80 per cent of applicants for jobs below the Dh 5,000 line produce CVs that have no real originality about them and simply echo each other. If it wasn't for the name you might as well be talking about the same five hundred who have applied.

Do companies take CVs seriously... or has nepotism, *vasta* and networking (much the same thing) already decided who has got the job, the rest merely being window dressing? Possible, but not always valid.

Indeed, the CV does have an important role to play if it has a special texture about it. Not the 'striving for effect' resume but one that is professionally done.

And that is what this is all about. People who write you your bio-data as a profession and charge you for it. That way, you get a headstart in your next effort to get a job because the professional knows the recipe for maximum effect.

Resume writers are now a tribe and growing... should this tribe increase and are we risking an 'oversell' that with everyone passing out slick and stylised CVs you

are hidden?

City Times met a 'resume writer' in his office on Bank Street on a Friday afternoon.

The legend on the door says: First Impressions. The meaning and purpose of those two words is not lost on anyone. First impressions do count.

The sequence of a **Resume** begins with a brief summary followed by an account of personal, educational and professional qualifications. The French meaning of resume is "to sum up" and it originated between 1795 and 1805 AD. Resumes have been further sub-divided into chronological, functional, target, skill, performance, combined and keyword resumes.

Unfortunately, most people do not sum up, they prattle on and on.

The sequence of **CVs** is: Objective, certification, expertise, employment history, any other skills, memberships and personal details. CVs are for people who "can only change in their field or get on to a better position. They cannot opt for a new profession". Education is the most important "primary priority".

A **bio data** is written in a paragraph format, as a narrative story. The one basic difference is that a bio data is for people who are in very specific professions. Like those in the Infantry in the military. Such men cannot function in the air force. Another example is the carpenter. He cannot work as an electrician and vice versa. The bio data is written 'How he started, how he has proceeded...'. A bio data is a very dynamic document and tests the writing skills of a writer. When bio datas are

personal details that will come first followed by the certification, the writer of a bio data needs to be "really creative" with high "presentation skills".

As part of its "mission" to help job-seekers, First Impressions have been conducting a lot of research and one of its significant findings is that "resumes and covering letters, they play only 10 per cent role in job hunting" though it is the first step in the job hunting process. Yet another finding is that 12 factors affect a job hunter: covering letters, professional resume, body language, personality, networking, prospecting, background, education, time management, negotiation skills, attitude and communication (not necessarily in that order).

On an average, according to A. Bhatia of First Impressions any job seeker in Dubai finds a suitable job in 30 to 45 days. But in the event it is a planned search, the timespan of this period can be cut down to 15 to 30 days. First Impressions, as part of its zeal to help job seekers, has been holding resume writing workshops in Dubai, at the same time wary of the fact that "even good resumes do not guarantee a job, there are other aspects". Bhatia says that in most resumes written by job seekers themselves, 40 per cent or more vital information is omitted, unnecessary information finding more mention. According to him, 80 per cent of resumes end up in dustbins after the "first initial look". Because they are awfully boring.

The bottomline is: Never write your own resume. Leave that to professional resume writers.

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