



Interviewing Skills

Subject : **Business
Economics**

Course : **B.A., 1st Semester,
Undergraduate**

Paper No. : **104**

Paper Title : **Business
Communication**

Unit : **4**

& Title : **Corporate
Communication**

Lecture No. : **1 (One)**

& Title : **Interviewing Skills**

Credits

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SUMMARY

A resume is one of the most important documents for a candidate seeking employment. It not only communicates the candidate's educational background but also provides valuable information about the various jobs held by the candidate. Therefore, it is important to reference many things including career objectives and career plans in a resume. These provide strong indication about the type of employment that a candidate is seeking.

A resume can focus on experiences listed in chronological fashion or document important skills or be a combination of both. However, if this content is not properly structured the resume can fall flat and fail to attract prospective employers. At the same time, properly sequencing the content in a logical fashion (from most important to least important) is equally important.