

WEBINAR

# Building Resume That Get Shortlisted

# In Today's Webinar

1. The Intro Section
2. The Experience Section
3. The Projects Section
4. Overall Resume Tips
5. Doubts

# The Intro Section

- Do NOT mention your complete Address, Just city is enough
- Mention your email, Phone Number and Full Name. The email should be a clickable link.
- Also mention other websites like your LinkedIn and Github.
- If you have a good Profile on a certain website, then mention that as well e.g. Codechef Profile, Coding Shuttle Profile, Leetcode Profile, etc.
- Do Not mention more than 3 other websites links
- Add a professional summary including your experience, academics, achievements, etc.

# The Experience Section

- First Mention your Job, Internship and other working experience.
- If you do not have any working experience, then you should mention your Educational Experience.
- Do not mention your Marks if they are not above 97 percentile.
- Everything should be sorted chronologically.
- Use this technique to mention your working experience:
  - 1. What did you do?
  - 2. How did you do it?
  - 3. Impact with numbers
- Modify your Job experience according to the Job description.  
This means you should mention the keywords mentioned in the JD if you had worked on those.

# The Projects Section

- Don't mention more than 3 Personal Projects.
- Open source projects contributions and LIVE Projects with users are more impactful.
- Add the link to the demo and/or the code of the project
- Use this technique to mention your projects:
  - 1. What was it?
  - 2. How did you do it? Tech stack
  - 3. Impact with numbers
- Show different Projects for different Jobs. e.g. Mention Android Projects for Android, Java Developers and mention Machine Learning Projects for Data Analyst, Data Science roles, etc.

# Overall Resume Tips

- Your resume should NOT cross more than 1 page if your experience is below 5 years.
- Do Not include fields like hobbies, family information, profile photo, etc.
- You should modify your resume for each job application. Your resume should contain the keywords mentioned in the Job Description. Studies show that candidates only include 50% of the relevant keywords.
- Avoid using multiple fonts and colors. keep it simple and less cluttered. Use the template provided to you for better results.
- Your resume should contain Numbers or measurable outcomes. eg.  
"Executed processing of vendor contracts and implemented a standardised process, reducing contract discrepancies by 90%."

# Overall Resume Tips

- Call attention to important achievements. Your achievements show your professionalism. Things like DR Ranks, Hackathon winners, Coding Competition, etc.
- Do Not include your LinkedIn Profile if your profile is not active or does not contain your achievements.
- Always Proofread and edit your resume before sending out.
- Take a look at the Job Description of various Job roles, and start building the most asked skills. e.g. Most Data roles require Python and SQL, while most software engineering roles require React, or NodeJS etc.

