

# Ajay Irkal

## Student

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## SUMMARY

Your summary goes here. It's the **last stage in the resume writing process**, so pick it up in the end. Focus more on what value you can provide, instead of what you are looking for. Limit it to **2-3 lines max**.

## KEY SKILLS (Delete the content within after reading & update from scratch)

Include skills that are specific to your major and/or the roles you are looking for. Don't write entire phrases here, just stick to key functions. This section will be the **second-last stage in the resume writing process**. For eg., If you are a marketing major looking for social media internships, your skills can look something like:

- Market Research • Social Media Strategy • Social Media Analytics • Social Media Content Creation & Curation
- Marketing Collateral • Keyword Research • Search Engine Optimization • Client Servicing • Blog Writing
- Digital Marketing • Website Content • Proofreading • Content Management & Editing

Technical Skills: If you have a few technical skills, you can write them within this section, like this.

**Tools:** Google Analytics, HootSuite, SEMrush, DupliChecker, Zoho Social

If you have a lot, you can create a separate section as shown below.

## TECHNICAL SKILLS (Delete the content within after reading & update from scratch)

A separate section here can be made if you are from a tech background. Professionals in a non-technical role can also use this section to demonstrate their technical expertise, but if you have space constraints, you can include them in the Key Skills section above (as shown). Categorize all your technical skills under relevant subheadings (instead of Strong, Intermediate, etc.) like:

**Languages:** VB6, SQL, Web Services - C#, C, C++, Java, Perl

**Operating Systems :** Windows (XP NT 3.x- 4.0 2000 2003 ) and UNIX

**Databases:** MS SQL Server (2008, 2005, 2000, 7.0, 6.5, 6.0), MS Access, FoxPro, DTS, DB2

**Reporting:** Crystal Report, SQL Server 2005 Reporting Services (SSRS)

## INTERNSHIPS (Delete the content within after reading & update from scratch)

Enter official designation as per company records

Sep '18 - Nov '18

Enter company name

Enter location (with state code)

Enter a one-line description of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc.

Same rules will apply as discussed above

## PROFESSIONAL EXPERIENCE (Delete the content within after reading & update from scratch)

Enter the official designation as per company records

Jun '19 - Sep '19

Enter company name in full

Enter location (with state code)

Enter a one-line description of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc.

- Use one-liner points to present the details of your internship/part-time/professional experience
- Rename the section heading as Relevant Experience (if you want to show all your roles - internships, part-time, volunteering, etc. - in one section).
- Bold keywords and phrases where you would like to draw the recruiter's attention.
- Use action verbs to start off your points, and achievement figures (ballpark/appx figures will work as well) to demonstrate the extent of your contributions
- It's the **first step in the resume writing process**. Start off with updating this section first. Based on the keywords and functions you bold, accordingly update the Skills section. Based on that, update your summary. Make sure only those functions are mentioned in the Summary/Skills which have been substantiated in this section.
- Instead of writing all your one-liner points together, group similar points under unique subheadings as shown below:

## Social Media Marketing

- Conducted research on **industry trends** & wrote compelling content for **social media posts**; created **5+ posts** daily
- Tracked **social media analytics** via **HootSuite** & other tools, and reported **results & new ideas** to our marketing team
- Created content to be shared by **20+ influencers** on Instagram, Facebook, and blog accounts to increase **traffic by 33%**

## Content Management

- Liaised with the Editorial **team of 25** to manage social media content & community, while coordinating with **30+ freelancers**
  - Increased Instagram & Facebook **followers by 20% and 25%** respectively in **3 months**
- Coordinated with the Design team to create platform-specific social media assets such as **flyers, ads, videos, GIFs**, etc.
- Received **2 million+ likes** on **20+ posts** on Facebook, Twitter, and Instagram

## EDUCATION (Delete the content within after reading & update from scratch)

Enter your official degree (with major)

Jun '12 - May '15

Enter the name of the educational institution

Enter location (with state code)

*Enter a one-line summary of the educational institution, with figures around no. of enrollments, college/university ranking, etc., if possible*

- *Enter your GPA if it's higher than 3/4*
- *Enter your key course modules if they're relevant to the profiles you are targeting - just the name of the coursework/modules in multiple one-liner bullet points.*

## CERTIFICATIONS/TRAINING (Delete the content within after reading & update from scratch)

*Follow this format while writing the certifications (or training) in a single line:*

- **Certification Name | Name of the Certifying Body | Location | Dates (with month & year)**

## ADDITIONAL INFORMATION / VOLUNTEERING EXPERIENCE (Delete the content within after reading & update from scratch)

- Details of your volunteering initiatives, if any, with appx. figures around the lives you impacted
- Languages and additional information you want to highlight.

## PROJECTS (Delete the content within after reading & update from scratch)

- *In case you have projects (academic or otherwise) that you want to showcase, they can go here.*
- *Depending on how relevant they are to the target profile, they can appear above or below your Experience section*
- *Try to define the project heading, objective, tech stack (if any), and the solution/conclusion - all subheadings to be limited to one line each.*
- *For non-tech projects, stick to a few one-liner points while broadly mentioning the objective and conclusion of the same.*
- *Here's an example to explain how you can write this section:*

**Project 1:** Build a **weather app** with **ReactJS** | [GitHub](#) | [Live](#)

- Used Openweathermap weather API to fetch weather information for the app and **geoPlugin API** to fetch IP geolocation
- Generated **HTTP call** to the weather API to fetch data for the particular city being searched for
- Employed **ReactJS** to build the form which allowed an option to select the city and choose between Celsius or Fahrenheit