

# How to write an impressive resume?

Resume or CV is one document that defines you , your motivation , your skills , your qualifications , your experiences , your assets, your personality , your achievements, etc. It becomes a very important part of your application , whether you are applying for a scholarship or a job or internship or some freelance work.

First of all , your resume cannot be longer than two pages , two pages are more than enough. If it's just one page , it's better . Because for a fresher , even two pages is too much. Then ,Your resume should be clear and concise. Now , I'll tell you in detail about what methods or tips you can follow to write an amazing resume.

Your resume will start with a summary or objective but not both. In summary , you can shortly write about your experience and the fields that you have been exploring. After summary , you can go for basic personal details like name , email , contact number , etc. A little tip: Use only a professional email iD , don't use your school email ID , it should reflect that you are a professional. Don't write your age , weight , height , marital status , religion , etc. These details just create controversy and you know why. So , until and unless the job you are applying for requires these details , don't mention them. You can also mention your linkedin and twitter profile or if you have worked for some blogs , you can mention the link. Then you can write either your experiences or education. If you are working for many years , then you should write your experience first and go for reverse chronological order. It means to write about the latest things first and then go into past details. For example , first you worked for amazon and then for microsoft. So , you should write about the job at Microsoft first and then about the job at amazon. For those who don't have work experience , they can write about the projects that you have been part of , any internships that you got or some papers that you have published, etc. But for those who don't have much work experience , you can write your education qualifications first. Again , write your qualifications in reverse chronological order. Don't make it too boring though , describe it in an interesting manner. But if you have done a lot of freelance work or internship for a renowned company , then go for experience first and then education. Don't just simply list out things. In short , you have to figure out which is your strongest part. Is it experience or education and then you have to prioritise it accordingly. If you taken a workshop , then you can also mention that

You have to mention the projects that you have worked on. But you have to make sure that you have in-depth knowledge about that project. Because during the interview , you will have to share information about your projects. So , make sure that you mention your best projects and be prepared for any question related to that project and mention the part that you played during that project or responsibilities or contribution that was from your side if that was a team project.

You can also make a different section called skills and achievements. In the achievements section , you can mention all your achievements relevant to the job in that section. For example , if you are applying as a coder and you have got 5 stars on codechef , then you can mention that in the achievements section.

For the skills section , I'll tell you what to mention. Skills are of two types , soft skills and hard skills. Hard skills are those which are attained by specific workshops , courses ,etc. Soft skills are those which you improve day by day and are attained by more and more experience and these are skills that define your personality. Wait ,I'll give you an example Accounting is a hard skill , but leadership is a soft skill ,marketing is a hard skill , but organising is a soft skill. So , what you can do is list your hard skills first and then your soft skills. But , mention only those skills which are relevant to the field in which you are applying

and in soft skills , you can list all those skills that you will be using in your work life after you get the job. Think accordingly and then mention.

You can also mention in your resume about the responsibilities that you will be able to take over and what value will you bring in the company. So , that employer will think in the way you want them to think in and your mentioned things can make them convince about considering you.

If you were a part of some club or committee in college and you handled some major event and you feel like it was a big responsibility , then you can also mention that in your resume.

I'll also give you some tips about formatting as well. First of all , use very basic fonts , don't go for fancy ones. For example , you can use Arial , Times New Roman , Verdana , Helvetica , etc. Keep the font size between 10 to 12. Keep appropriate space between sections. Use a professional template which suits the job opportunity. Give each section a simple heading so that the employer will know what that section is all about. Write it in a way that it is easily readable , highlight the most important points. Make sure that every information you give is easily readable. Use bullet points to give concise information , you don't need to write long paragraphs , just write short but precise information using bullet points in each section. Mostly , people use blue and black colour and a single font to keep it professional , neat and clean.

Some things that I would like to add are:

- Be honest. Don't lie or exaggerate , just be truthful. You don't want to give the wrong impression.
- Read your job description properly. Find keywords and understand what exactly is needed. Think like you are the employer and then write the things in your resume according to what the employer needs.
- Use persuasive words which will help you convince the employer. Use words which represent your confidence like handled , led , organised , managed , etc. For example , I led the team of 10 members for this purpose during this time.
- Your resume should represent what kind of employee you are , it should reflect your personality and skills in a strong and impressive manner. Use the appropriate words to highlight your achievements , experiences , skills , etc in the best possible way.
- Include only relevant information and put the most important information first. If you are just graduating , then you don't need to include an empty work history section. But as I told you , you should write about qualifications , published papers , projects that you were a part of , any part time work or internship , academic achievements , etc.
- When your resume is ready , please check it multiple times. Check for any spelling or grammar mistakes. You can even use softwares like Grammarly to check for grammar , spellings and to get better suggestions of what words to use and what not so that your mentioned things look impressive. There is no chance of mistakes when you are writing your resume. Proofread it and you can also share them with some of your friends to review , so that you will get to know what your resume looks like or signifies when looked at by another person's point of view. Work upon your errors and improve them according to the suggestions.

I am pretty sure that after listening to these tips , you must have learned a lot and got a detailed idea of how to write an impressive resume.

Thank you for listening.