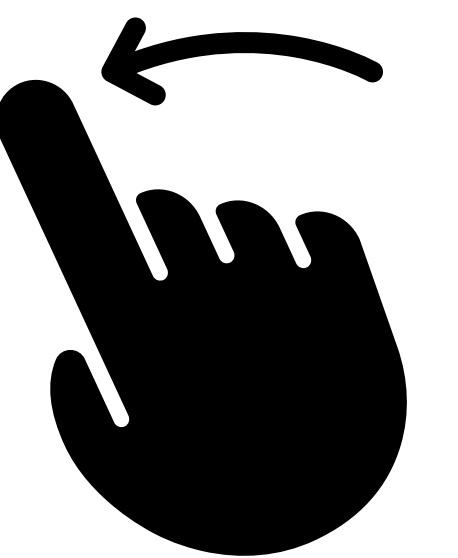




Things to Remove from your Resume



Unprofessional Emails

create an email address that's reserved exclusively for your job-search and formal activities

Riyaz.Rock@gmail.com



riyazmd774@gmail.com



Unnecessary design features

When it comes to writing a winning resume, simple is always better

Always use your @college email account and check it frequently, even if you have enabled forwarding.

RESUMES AND COVER LETTERS

Resume Sample

Firstname Lastname

17 Main Street • Los Angeles, CA 92720 • youremail@college.harvard.edu • (714) 556-9857

Education

HARVARD UNIVERSITY
A.B. Honors degree in History. GPA 3.73.
Relevant Coursework: International Political Economics and the European Community.
Commit 25 hours per week to Harvard Varsity Field Hockey Program.

Cambridge, MA
May 2022

UNIVERSITY OF LONDON
Study abroad coursework in European History and Econometrics.

London, UK
May - August 2020

LOS ANGELES HIGH SCHOOL
Graduated with high honors. SAT: M:780 V:760.
National Honor Society. Member of Varsity Field Hockey Team.

If including coursework, be sure it's relevant to the position to which you're applying.

Los Angeles, CA
June 2018

Experience

PEPSI-COLA NORTH AMERICA BEVERAGES
Marketing Analyst Intern
Examined profitability of foreign market for new fruit drink using analysis of comparable brands. Managed focus groups and consumer surveys gathering over 500 data points. Created ideas for niche marketing campaigns including use of social networks and viral marketing. Presented findings to senior managers using quantitative analysis and creative visuals in combined PowerPoint presentation.

Remote
May - August 2021

THOMAS WILCK ASSOCIATES
Assistant Account Executive
Researched and assembled requests for proposals for medium-sized public relations and communications firm. Actively participated in staff meetings and brainstorming sessions. Generated correspondence with top executive officers.

London, UK
May - August 2020

TECH HILLS
Technology Intern
Implemented new web site, including back end database storage system and dynamic web pages.

Note that relevant interests and skills can be demonstrated through campus and volunteer activities as well as through previous employment.

Laguna Hills, CA
May - August 2019

Leadership

HARVARD UNDERGRADUATE WOMEN IN BUSINESS (WIB)
Executive Committee Member
Organized marketing and advertising campaign to increase membership. Coordinated business conference and networking reception for 50 business professionals and 500 students.

Cambridge, MA
February 2019 - Present

HARVARD COLLEGE MARATHON CHALLENGE
Training Program Director
Developed training program for 25 charity runners. Raised over \$25,000 to support Phillips Brooks House Association and The Cambridge Food Project.

Cambridge, MA
January - May 2019

Skills & Interests

Technical: Microsoft Excel and Access, Stata, SQL, Java and HTML.
Language: Fluent French and Conversational Spanish.
Interests: Ultimate Frisbee, Bhangra dance, and European films.

Be consistent presenting data. Use either numerals or words but not both.

Craig Kunce

304 Fourth Avenue South, La Crosse, Wisconsin 54602, 608) 555-3480

OBJECTIVE

A challenging position in the graphic design field that utilizes my experience, education and creativity to help the company grow and succeed.

SUMMARY OF SKILLS AND QUALIFICATIONS

- Experience designing advertising and marketing materials for a variety of projects including logos, brochures, packaging, advertising, signage and websites
 - Excellent ability to communicate and work in a team setting - derived from current freelance projects
 - Thorough knowledge and understanding of prepress and the offset printing process
 - Experienced illustrator with strong watercolor, oil painting, and colored pencil skills
 - Able to work directly with clients to discuss ideas and solutions to their needs

SOFTWARE KNOWLEDGE

- Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, GoLive, Word, PowerPoint, and Excel
- Tech-savvy, comfortable, and up-to-date with current online design and media trends and interfaces

EDUCATION

Associate of Applied Science, Graphic Design
Western Technical College, La Crosse, Wisconsin
Graduated with highest honors. GPA 3.8.

- Hardware experience: Mac and PC computers, flat-bed color scanners, digital photography, B/W and color printers, large format printing, working on servers and networks, prepress and film imaging equipment (Xitron Xenith 4 PDF Workflow Solution), offset printing presses, bindery and finishing machinery, and electronic paper cutters.

WORK EXPERIENCE

Assistant Manager, Meat Department
Quillin's, La Crosse, Wisconsin. 2007-present

- Assisted Meat Department Manager with all daily responsibilities

- Inspected and signed for deliveries in manager's absence (5-10 times per week)
- Direct customer service (dealt with approx. 50 customers per day)
 - Trained and mentored all new employees (30 to date)

Graphic Designer and Publication Artist
The Zeal, La Crosse, Wisconsin. 2006-2007

Md Riyazuddin

Home Address

**they don't need your exact home address.
you can include your city, state, and zip code**



**324, Blackwood Street, San Andreas, TX,
100432**



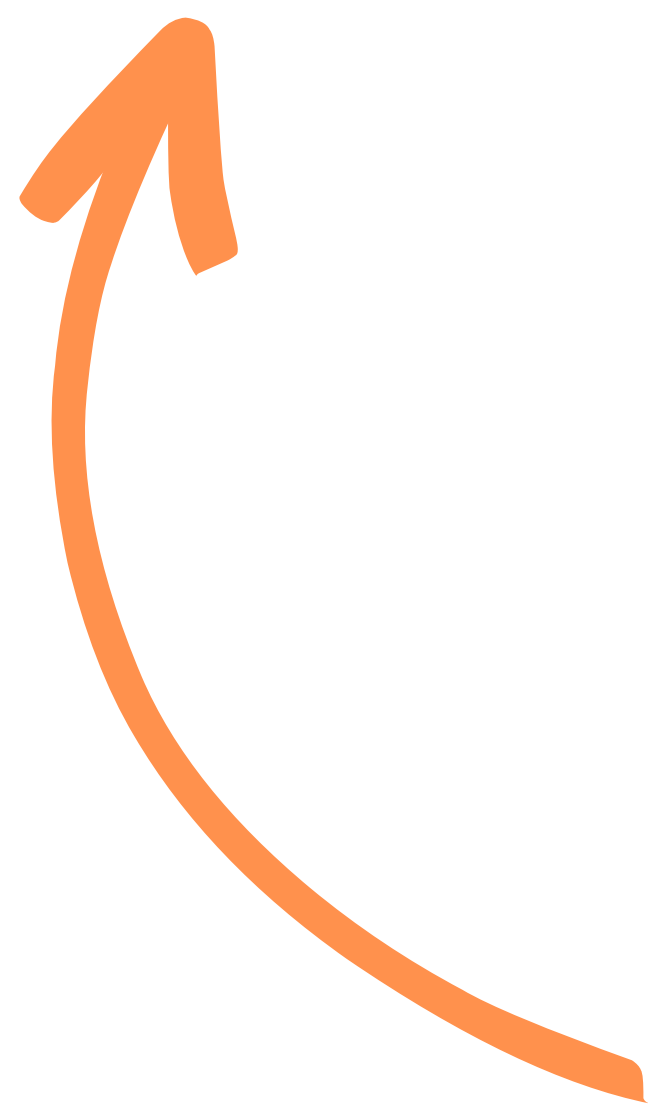
San Andreas, TX, 100432



Resume objective statement

This vague statement is a waste of space on your resume because it doesn't help hiring managers

looking for opportunities that will allow me to leverage my skills



instead, you can write about your relevant qualifications and career achievements that makes them wanna hire you



Personal Social media

Do not include accounts that host unprofessional personal content

In addition, create at least one professional online profile on sites like LinkedIn or GitHub (depending on your line of work)



Irrelevant accomplishments/awards

**don't include accomplishments that are not relevant
to the job you are applying for**

1st Position in the College Dance Competition



**Lead to Team of 5 in an AI Development
Competition and Won 1st Prize**



Silly Fonts

a simple font is the best font for a resume

this font is not a X good for resume



This is a Good Font for a Resume



Irrelevant hobbies and interests

hiring managers don't care about irrelevant hobbies. you can include your hobby if it's related to the position you're applying for

- Watching tv series
- Travelling
- Watching Sports



- Machine Learning
- Robotics
- Chess





#

FOLLOW ME
FOR MORE

Md Riyazuddin

