**Resume Preparation**

* Don’t mention Career Objectives
* No profile picture
* Don’t Mention Gender
* Don’t mention Martial Status
* No family details
* Don’t mention Non-Technical Experience (Even if you had worked as a freelancer in the technical field, don’t mention it, but can be considered if it is mentioned under Paid internship section).
* Don’t exceed one page (if and only, when you have developed 3-4 projects in the curriculum, even then it is preferred to be one).
* No white spaces in the resume (No half ending sentences and empty lines). Should be filled with words completely. If the sentence is ending in the middle, add some more words and prolong it. Total space should be filled.
* Fresher resume should contain minimum of ONE project, don’t develop a resume without projects. If you are from non-technical (other than computers) and developed core projects, keep your core projects description minimal in 2-3 lines.
* Don’t mention Operating systems: Windows, Instead Linux is highly preferrable
* Don’t mention Notepad, Command prompt, Ms Office, Edit Plus
* Don’t mention workshops and online training you have attended in the colleges.
* Strictly No hobbies
* No Human Languages like Telugu, Urdu, Hindi etc. other than Technical
* No need of self-declaration

**Sections:**

* **Programming Languages:** Core Java, JavaScript, SQL (Even though SQL is not programming language, queries are logical.). Don’t mention C, C++, Python unnecessarily.

**\*\*Note:**  If your stream is Java, don’t mention C, C++, Python, .net. Same applies if your stream is python don’t mention remaining Programming languages)

* **Frameworks:** Spring Boot (REST ful Webservices, Spring data JPA, Spring security, Spring Micro Services (Optional for freshers)), Angular
* **Database:** Oracle or MySQL. Don’t Mention both (only one database should be mentioned). If you know SQL and NoSQL Avoid Mentioning both, only one for example (MongoDB) or (MySQL) **\*\*** From fresher’s companies expect SQL, with deeper knowledge. \*\*
* **Tools/Utilities/IDEs:** Git & GitHub, Eclipse, VS Code, Tomcat, SQL Developer – (Oracle’s Client, mention only if you are working with Oracle).
* **Projects**:
* At least 3-4 lines about the project.
* (No management projects, e.g. Library Management, School Management and Hospital Management).
* Clearly mention the skills you have used in the project.
* Mention your role, URL if it is live/hosted.
* Mention domain name and client name is very recommended to mention for example (banking, education etc).
* **Education Details:**
* Latest education to 10th class
* Mention year of pass out and percentage
* For the last education, Brach is mandatory (E.g. Computer Science, Mechanical)
* **Extra-curriculum Activities:**
* For example, if you are topper in your school, in college, or cent marks in the subjects
* Mention the games
* Ranks can be mentioned (if the ranks are less than 2000 state wide and less than 10000 country wide)
* If you have got placed in any of companies from the colleges, can be mentioned
* If you were a class leader, class representative. This can be mentioned

**Top of the Resume:**

* Mention your name
* Email id (should not be lengthy) (combination of calling name and digits e.g. [Jasim323@gmail.com](mailto:Jasim323@gmail.com)). Don’t use your regular email id.
* Minimum Two mobile numbers Mention GitHub URL, LeetCode profile URL, LinkedIn Profile URL, HackerRank URL.
* Address: Town/City, State name.

\*\***Note\*\***

* Divide the page into multiple sections, to accommodate all this information
* It is advised to have a multi coloured resume (can be developed by CANVA).

|  |  |
| --- | --- |
| A | B |
| C | D |
| E | F |

A – Name, Email, Ph. No, Location

B – All URL’s

C – Education Details

D – About Yourself, Certifications

E – Skills

F – Projects

\*\* No only certificates should be mentioned from Coursera

\*\* NPTEL certificates can be mentioned