

What's is a resume?

A resume is a **formal document that a job applicant creates to itemize their qualifications for a position**. A resume is usually accompanied by a customized cover letter in which the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the resume.

Is a resume your CV?

The CV presents a full history of your academic credentials, so the length of the document is variable. In contrast, a **resume presents a concise picture of your skills and qualifications for a specific position**, so length tends to be shorter and dictated by years of experience (generally 1-2 pages).

What is resume vs resume?

Wiktionary - All three spellings are listed as interchangeable, but their usage in the US is explained. **Resume is correct since English doesn't usually borrow accents from foreign words**. In *Resumé*, the accent indicates that the "e" is not silent, while *résumé* simply retains the accents taken from French.

Should I give my resume or CV?

A resume is the preferred application document in any country/region.

Americans and Canadians would only use a CV when applying for a job abroad or if searching for an academic or research-oriented position. In the UK, Ireland, and New Zealand, a CV is used in all contexts and resumes aren't used at all.

Resume for Fresher's: How to Make, Objective & Sample

Is there anything more confusing and stressful than writing your first resume ever?

No worries: with this guide to writing a resume for freshers, you'll outshine your competition!

Your first step into the professional world is not an easy one:

How you are even supposed to write a resume if you have barely any experience?

Good news:

It's possible. And it's not as difficult as it may seem at first. Plus, you're in the right place to learn everything you need to know about writing a job-winning resume for fresher's!

Whether you're diving into being an engineer or a teacher or flying into the science world; get ready to embrace the opportunities and challenges of post-grad life.

In this article, you'll see:

- How to make a resume for a fresher that will boost your chances of landing your first job.
- Which resume sections you should include in your fresher resume and in what order?
- How to show your skills on a resume for fresher's when you don't have experience.
- How to write a career objective for a resume for freshers.

Sample Resume for Fresher's

Bharat Dutta

+91 33 28596794

36, KirtiPur, Jaipur 132730

bhrt Dutta@email.com

Nationality: Indian

Date of birth: 18.08.1999

Single

AMET University graduate with BBA in data science. My studies have given me a detailed understanding of Big Data and Machine Learning and their application through practical data analysis. Looking to apply my skills towards designing efficient data analysis solutions and drawing actionable insights for driving ROI at XYZ Business.

Education

B.Sc. in Computer Science

VisvaBharati University, PO Santiniketan

September 2018–June 2021

Relevant Coursework: Python for Data Science, Research Design and Application for Data and Analysis, Statistics for Data Science, Fundamentals of Data Engineering, Applied Machine Learning, Experiments and Causal Inference, ML at Scale.

- CGPA: 98%
- Honours & Awards: Dean's List (past 5 semesters)

Key skills gained:

- Highly developed analytical skills with the ability to balance a heavy workload and prioritize accordingly.
- Ability to examine complex datasets, drawing conclusions appropriate to the problems at hand.
- Advanced written and verbal communication skills developed through producing essays and reports adhering to strict guidelines, as well as delivering presentations to large groups.

Work Experience

Data Science Intern

Oct 2019–Feb 2020

Nielsen IQ, Mumbai

Key Qualifications & Responsibilities

- Performed alpha extraction of useful insights from large structured and unstructured data sets
- Evaluated and analysed existing and new data sets to generate quantitative fundamental insights or model relevant financial metrics
- Applied statistical analysis, natural language processing, and machine learning methods to large data sets for data mining, feature engineering, bias correction, and prediction

Key Achievement

Pioneered a new alpha extraction method which led to a 130% increase in investment returns.

Skills

- Making informed decisions from management tools
- Efficient at identifying unique business opportunities
- Effective at capturing and gaining insight from holistic data
- Competent in C++
- Advanced Photoshop and image editing skills.
- Proficient in MS Office suite including advanced Excel knowledge
- G Suite, Stata, Matlab, and SAS

Languages

- Hindi - Native
- English - Bilingual
- Spanish - Beginner

1. Choose the Best Format for a Fresher Resume

Fresher, right? First time writing a resume for a full-time job?

There's one crucial fact you need to know about recruiters:

They skim through resumes fast as possible.

That's right: employers don't read each resume top to bottom. In fact, they spare no more than a glance for each job application. To be more precise, you have just 7 seconds to grab their attention!

As our **HR statistics** report shows, this is the average time recruiters spend on each resume. This means those who don't make it past that first scan must continue their job hunt elsewhere.

So, make the most of your 7 seconds, making a good impression with impeccable resume formatting and readable content.

Here's how to format a resume for a fresher that can land you a job:

- Use the reverse-chronological resume layout. This means listing your most recent experience (be it professional or academic) first and working your way back through older entries. This format shows off your biggest strengths and achievements, plus it's what recruiters are most familiar with.
- Set your page margins to 1 inch all the way around and include plenty of white space to guide the gaze.
- Pick a professional, readable resume font and set it to 11 or 12 points.
- Include a larger heading for each section (13 to 14 points) to make your resume easy to skim.
- Don't go overboard on crazy graphics or unnecessary details: stick to the most relevant essentials and limit yourself to one page.

Now, here's what you need to include on a fresher resume:

- Header with your contact information.
- Resume objective for fresher's, showing your transferable skills and academic achievements. If you have relevant work experience, replace it with a resume summary.
- Education section, documenting your knowledge and academic experience.
- Work experience, if you have any (including internships and volunteering).
- List of skills and abilities you have which match the job advertisement.
- Extra resume sections to help you stand out from other applicants.

Don't have any work experience yet?

No problem. Just drop that section and go hard on the others.

And before you move on to more exciting resume sections, make sure to get your contact details right in your resume header. Because believe it or not, there's a right and a wrong way to do it!

Here are a few pointers to set your resume header up for success:

- Your contact info goes at the very top, above your resume summary or objective on a single-column resume, but beside it on a two-column resume.
- Give a professional email address. You're all grown up now, no more "Surajxxx@yahoo.com."
- Add relevant social links. LinkedIn is always a good idea, but rarely Facebook or Twitter. Designers can add Behance, while IT pros might add GitHub, for example.
- Include a branding statement as a subtitle below your name to stand out.

Finally, optimize your LinkedIn profile! Whether you put it on your resume or not, employers will most likely check it out before giving you a call.

Write a Compelling Resume Objective for Freshers or a Resume Summary

Your resume formatting made a great first impression. Well done!

But now that you have the recruiter's attention, how do you keep it?

Write a heading statement that shows your value and makes them want to read on!

You've got two options: the resume summary or resume objective.

Here is how you choose:

If you have experience in your prospective industry from some part-time work or an internship, use the resume summary.

The summary statement is a short paragraph summing up your experience and skills. It's brilliant to use an accomplishment with numbers to prove your value.

Here's an example resume summary for a fresher in a data science job:

Resume Summary for Freshers: Examples

RIGHT

Certified data scientist with 10 months' experience from data science internship at private investment banking startup. Achieved 125% investment returns through pioneering a new alpha extraction method and modelling relevant financial metrics.

WRONG

I have just finished a data science internship where I learned many new data analysis skills and knowledge. During this time, I created AI models, studied machine learning, assisted with statistical analysis, and designed automated pipelines.

Both look kind of impressive, don't you think?

However, looking closer, you'll see that in the right example, the candidate gives a key accomplishment with numbers to back it up. It proves their experience rather than just giving a list of duties.

But what if you have no relevant work experience?

Use a resume objective.

The objective tells your potential employer how your career goals align with their plans. You'll still use relevant skills, experience, and quantifiable achievements.

Here are two example resume objectives for freshers:

Objective for Resume for Freshers: Examples

RIGHT

Recent university graduate in computer science. Created class project utilizing AI to beat 500+ students at determining winners across multiple sports disciplines. Seeking to leverage 98% CGPA and 80 data science-related classroom hours to obtain the junior data scientist position at Shell.

WRONG

I've just graduated from university with a bachelor's degree in computer science. I haven't had any paid working experience yet, but I have the will to learn and many classroom hours.

Do you see it? In the right example, a brief introduction about your background, a key achievement, and mentioning the company's name all let them know you tailored your resume to the job.

When making a resume in our builder, drag & drop bullet points, skills, and auto-fill the boring stuff. Spell check? *Check.*

RESUME WRITING

A guide to writing a good resume

Preparatory work and important tips

A little preparation before you start will make your resume making process convenient and quicker. Here is a quick checklist

- Educational documents from class 10 onwards to calculate scores.
- Make a list of all things that you want to add on your resume. Like internships, projects, part-time jobs, extra-curricular activities, sports, trainings, skills, interests, etc. The list does not need to be exhaustive; you can always add to the list as you go.

Must-follow tips before you start:

SPECIFIC POINTS – Every point on your resume must be specific and must be supported *by* numbers or tangible/factual information.

- Use ACTION VERBS in all your points –They catch attention immediately and make your sentences clear.
- Use BULLET POINTS, make them crisp - NO paragraphs.
- DO NOT mention your “responsibilities” mention what you’ve accomplished.
- A common mistake most of us make while constructing a resume is to copy the format from a friend’s resume and build it based on that. AVOID THIS, unless your friend has taken professional help on making a resume.
- Don’t write resume as the heading.

Let's create our resume

Step 1: Resume Header

Name:

Phone:

Email address:

Step 2: Objective (write down your objective)

Step 3: Education: (Fill in the table from top to bottom – Degree, 12th & 10th)

Qualification	School/College	University/Board	Year	Stream/degree/ specialization	Score

Step 4: Projects, Internship etc.:(mention a brief about what you have done)

Name of project / company: (_____ **)**

Duration: From: to:

- _____
- _____
- _____

Name of project/ company: (_____ **)**

Duration: From: to:

- _____
- _____
- _____

Step 5: Skills (mention your skills below)

- _____
- _____
- _____
- _____

Step 6: Achievements: (mention your academic and professional achievements)

- _____
- _____
- _____

Step 7: Extracurricular activities

- _____
- _____
- _____

Step 8: Web Presence (this is optional)

- LinkedIn: _____
- Blog: _____
- Website: _____

Step 9: Hobbies and Interests (write down your hobbies and interests)

- _____
- _____
- _____
- _____

Step 10: Personal Information

- Date of birth: _____
- Languages known: _____
- Contact address: _____

Finishing touches

Make sure that the length of your resume does not exceed 2 pages.

- Save the copy as a ".doc" file.
- Have a .pdf format of your resume. Preferably send your resume in the .pdf format to the employer.

- The name of your file must contain the word "resume" and your full name. Ex:
Manish_Verma_Resume or Resume_Swetha_Reddy.
- Do a thorough recheck and make sure there are absolutely no errors in your resume. No grammatical errors, no spelling mistakes, no punctuation errors.
- Read through you resume time and again to make improvements and wording sentences better.
- Get your resume reviewed by a third person for errors.