

Resume Writing Guide

This document provides best practices for creating a professional resume suitable for freshers and experienced candidates.

1. Resume Structure

A resume should follow a clean and professional structure.

- Header with name and contact information
- Professional summary
- Skills section
- Projects and experience
- Education

2. Projects Section

Projects demonstrate practical skills and problem-solving ability.

- Clearly describe the problem and solution
- Mention tools and technologies used
- Quantify impact where possible

3. Common Mistakes

Avoid these frequent resume mistakes.

- Long paragraphs
- Grammatical errors
- Irrelevant information