

RESUME TIPS

Why resume is important?

Resume is your introduction to the company. The company get to know about you by seeing your resume.

What are your skills, education qualifications, experience, interests, achievements.

If you want to start or grow your professional career then Resume is the most important part of it.

As resume are really important- You have to make sure the resume you have created is the best and easily readable and stands out from the rest.

Resume tips-

1. Keep the format simple and readable
2. Make the resume by your own, don't use any template provided by sites.
3. Make sure the indentation, grammar, font size, type and theme are correct.
4. Make sure all links are working.
5. Make sure there are no spelling mistakes.
6. Your resume must include links to your professional accounts- LinkedIn, GitHub, Coding platforms etc.
7. Your resume must have your contact details- email, mobile number, and address.
8. Make sure your academic data is correct. Dates, year and marks.
9. Keep the hobbies and interest related to your field.

10. Your resume must be in pdf format.
11. Resume file name must be yourname_role_experience
Harsh_JavaDeveloper_Internship.pdf
12. Make sure your resume ats score is more than 75%. (Check it at resumeworded.com)
13. Re-check your resume once you have completed it.
14. Must upload your resume on google drive and make it accessible by sharing a link.
15. Keep 4-5 printouts of your resume with you.
16. Make sure your resume is suitable for the particular domain in which you are looking for a job/internship.
17. Keep 2-3 formats if looking for different profile roles.
18. The chronology of titles are really important.
19. Why objective or summary section is not suitable for freshers.
20. For professionals with experience what to write in the summary/objective section.
21. Resume must be of 1 page.

Thank You!

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