

# How to Create a Resume?

- 1.Heading
- 2.Education Details
- 3.Internship(s)/Work Experience
- 4.Projects
- 5.Skills
- 6.Training & Workshops
- 7.Addition Details

# 1. Heading

- i. Name
- ii. Phone Number
- iii. Email ID
- iv. Portfolio Link- GitHub, Behance, LinkedIn(if any)

## Do's and Don'ts

- Example of a professional email ID: [firsrtname.lastname@gmail.com](mailto:firsrtname.lastname@gmail.com)
- Example of an unprofessional email ID: [mscool2024@gmail.com](mailto:mscool2024@gmail.com) ,  
[coolingboy123@yahoo.com](mailto:coolingboy123@yahoo.com)
- No photograph (unless specifically asked for by the company).
- Age & gender (unless specifically asked for by the company).

## 2. Education Details

### Do's and Don'ts

Reverse chronological order (most recent first).

2025     BTech Computer Science Engineering

2020     CBSE XII - 80%

2018     CBSE X – 80%

### 3. Internship(s)/Work Experience

#### Do's and Don'ts

Reverse chronological order (most recent first) or customize as per the requirement.

Generic or no description at all.

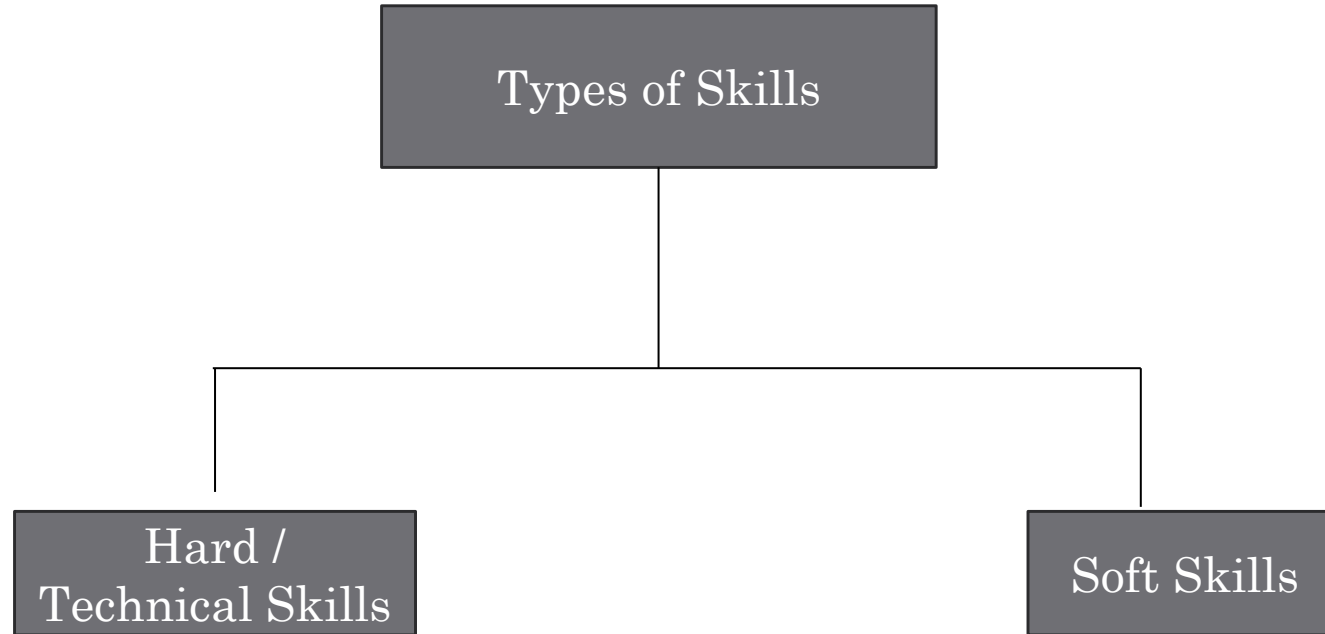
Avoid making spelling/grammatical mistakes.

Avoid using industry specific jargon. Make it simple to read and understand.

## 4. Projects

- Title of the project
- Duration of the project
- Brief description about the project
- Online link to the project or publication (if any)

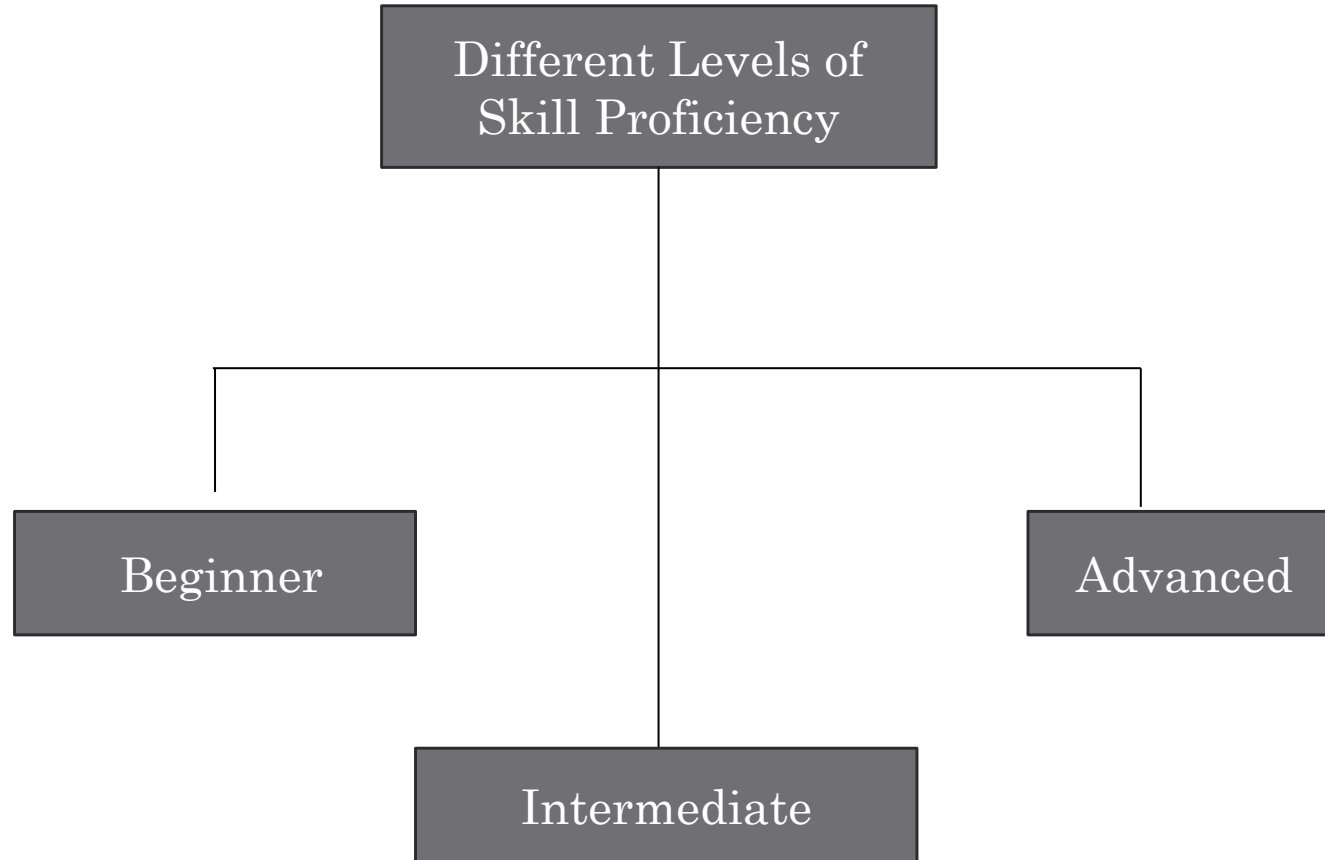
# 5. Skills



Hard / Technical Skills	Soft Skills
<p>Hard skills are technical skills or knowledge that you may have gained while doing your graduation, an internship, a workshop, seminar, training etc.</p>	<p>Soft Skills are personal habits and traits that shape how you work on your own, and with others.</p>
<p>Example:</p> <p><b>Engineering Students</b></p> <p>Programming languages/software's (such as Java, Android, etc.)</p> <p><b>Non-Engineering Students</b></p> <p>Microsoft Excel or tally for students from accounting background , fluency in a foreign language, graphic design, legal drafting, etc.</p>	<p>Examples:</p> <p>Effective communication, time management, interpersonal skills, active listening, leadership, problem solving, etc.</p>



# Skills



# Do's and Don'ts

- List the skills you are most experienced in, first.
- List your technical or hard skills before the soft skills.
- Maintain a balance between the different levels of skills.
- Mention the skills that reflect the internship/job position.
- Do not include things like knowledge of windows 10 or personality traits like sincere, hardworking, polite, etc.

## 6. Training & Workshop

### Do's and Don'ts

- Avoid filling this section up with details of irrelevant or too many short duration (1 day, half day) workshops.
- In reverse chronological order or customize as per the requirement.

## 7. Additional Details

- Co / Extra curricular activities you have participated in college or school.
- Minor positions of responsibilities.
- Hobbies and interests.

**Thank You**