

## RESUME WRITING

### What is a resume?

A resume, also spelled as a résumé, is a professional document that is created by an individual to showcase their professional background, skills, accomplishments, career objective, work history, education, contact information, and more.

The main reason to use a resume is to secure employment and allow the recruiters to know more about the individual who is applying for a particular job. A resume is helpful for a recruiter to understand the qualifications of an individual and helps the individual showcase their interest in a particular job. It is usually accompanied by a cover letter that can be customized based on the job role.



### What should be the length of my Resume and how do I write one?

The length of your resume depends on a number of factors. But the general rule would be that the more concise your resume is, the easier it is to read for a recruiter.

We don't actually need a resume that is more than one page unless we have a large amount of work experience that needs to be showcased. Here are a few points that you should always remember to include in your resume.

1. Craft a compelling Opening Summary
2. Work Experience entries

3. Contact Information
4. Skills
5. Education
6. References, if any
7. Achievements/ Certifications/ etc.

Below is a template for reference:

# FIRST NAME

# LAST NAME

Address

Phone

Email

LinkedIn Profile

Twitter/Blog/Portfolio

## OBJECTIVE

To replace this text with you own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

## EDUCATION

**Degree Title | School**  
DATES FROM – TO  
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

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## EXPERIENCE

**Job Title | Company**  
DATES FROM – TO  
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep in short.

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## SKILLS

- List your strengths relevant for the role you're applying for
- List one of your strengths

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## ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experience here. Or show off important extras like publications, certifications, languages and more.

Template reference: [My Greater Learning.com](https://www.mygreaterlearning.com)

### Checkpoints:

1. Provide Education qualifications in a chronological order- Latest comes first. Example: If you are pursuing your bachelor's degree, mention it first, followed by your senior secondary education details.
2. If you do not have any job experience, you can mention about the projects taken up and completed as part of your education. Ensure to mention the timelines. Example:  

Major project
"Title"
From -to (Duration)

3. Ensure to specify both technical skills and soft skills. Try to list soft skills that are most relevant in the current business market / job sector. Example: Time management, interpersonal skills, flexibility, adaptability. Refer to this [link](#) to know more about the skills required.
4. Include hobbies and interests. Includes activities that you practice and have through knowledge about.

### What a resume should have!

1. Write Your Contact Information
2. Add a Professional Title and Summary / Objective
3. List Your Work Experience and Achievements
4. Mention your top soft & hard skills
5. Include Additional Sections (e.g.: Languages, Certificates, Volunteer, etc.)
6. Tailor your information to the job ad
7. Proofread Before Applying for Jobs

Listed are few websites that will help you create a resume:

1. Zety.com : <https://zety.com/blog/free-resume-templates>
2. Resume Genius: <https://resumegenius.com/resume-templates>
3. Novo Resume: <https://novoresume.com/resume-templates>
4. Freesumes: <https://www.freesumes.com/free-resume-templates-for-ms-word/>

Complete the courses enlisted below to understand and master resume writing skills:

1. Resume Writing	<a href="https://bit.ly/39zApbQ">https://bit.ly/39zApbQ</a>
2. Resume Formats and Layouts	<a href="https://bit.ly/3wmxDjR">https://bit.ly/3wmxDjR</a>
3. Learning LinkedIn	<a href="https://bit.ly/3fyTY84">https://bit.ly/3fyTY84</a>
4. Creating LinkedIn Profile	<a href="https://bit.ly/2PuEhnz">https://bit.ly/2PuEhnz</a>