



Pick the right resume format and layout

Mention your personal detail and contact information

Volunteerin
g
experience

Certification
s and
awards

Use a resume summary or objective



Craft a

convincing

cover letter

write a resume headline

Emphasize
your knowhow with the
skills section

List your education qualification and skills

Prioritize
your work
experience

Include
languages,
hobbies
and interest

Include projects, publications

Does

Feels

