1. **Contact Information:** Include your full name, phone number, email address, and optionally, your professional social media profiles (such as LinkedIn).
2. **Resume Summary/Objective**: Write a brief statement that highlights your key qualifications and career goals. Tailor this section to the specific job you're applying for.
3. **Work Experience:** List your previous work experience in reverse chronological order, starting with your most recent job. Include the company name, your job title, dates of employment, and a description of your responsibilities and accomplishments.
4. **Education:** Provide details about your educational background, including the name of the institution, degree obtained, major/minor, and graduation date. Mention any relevant coursework or academic achievements.
5. **Skills:** Create a section that highlights your relevant skills. Include both technical skills (e.g., programming languages, software proficiency) and soft skills (e.g., communication, leadership).
6. **Achievements and Awards**: If you have received any notable awards or achievements, include them in a separate section to showcase your accomplishments.
7. **Certifications and Training**: List any certifications or training programs you have completed that are relevant to the position you're applying for.
8. **Projects:** If you have worked on significant projects, include a section that outlines the project, your role, and the outcomes or results achieved.
9. **Additional Sections**: Depending on your background, you may include sections like Volunteer Work, Publications, Professional Memberships, or Language Proficiency.
10. **Formatting and Design:** Keep your resume clean, well-organized, and easy to read. Use a professional font and consistent formatting. Use bullet points to highlight key information and make it scannable for recruiters.

Remember, it's essential to tailor your resume for each job application, highlighting the most relevant skills and experiences. Additionally, proofread your resume carefully to ensure it's free of any errors.

If you need more specific guidance or examples, there are various online resources and templates available that can help you create a professional resume.

**Use case Diagram:**

User

|

+----+----+

| |

Create Resume Edit Resume

| |

+----+----+ |

| | |

Save Resume Delete Resume

**In this use case diagram:**

* "User" represents the primary actor who interacts with the resume builder application.
* "Create Resume" represents the use case where the user creates a new resume. This may involve entering personal information, work experience, education details, skills, and other relevant sections.
* "Edit Resume" represents the use case where the user makes changes to an existing resume. This could involve modifying the content, adding new sections, or updating existing information.
* "Save Resume" represents the use case where the user saves the resume they have created or edited.
* "Delete Resume" represents the use case where the user deletes a resume from their account.