



# Steps of Building a Resume

By Divya Bharathi Bhandari



## Let's discuss and learn

- Laying the Foundation
- Building the Resume
- Finishing the Resume



# Laying The Foundation

In order to have a strong foundation, its important to have a good presentable resume. [Canva.com](https://www.canva.com) can be used to present the resumes in a structured manner.





1. **FOCUS:** Your résumé should be focused on a specific career industry.
2. **ORDER:**
3. **MARGINS:**
4. **FONT:**
5. **LENGTH:**
6. **OBJECTIVE:**
7. **QUALITY:**
8. **APPEARANCE AND READABILITY:**





**THANK YOU**