Resume Building

Topics to be covered

1. Sections
2. Tips
3. Resume building sites
4. Closing comments

Sequence of sections

1. Formal passport size photo at top right corner
2. Full name in capital + below that your objective
3. Your contact details
4. Education details
5. Personal projects
6. Work experience
7. Skills
8. Achievements
9. Certificates
10. Languages
11. Interests

1. Objective/Brief introduction

1.   Keep it very short & professional (max - 2 lines)
2.   Must include your position/role you're looking for
3.   Example: A hands on **xyz** professional with experience in **xyz** looking to craft intelligent & scalable systems at fast paced organization

2. Contact Details

1. Phone number (Eg. +91-abc-abc-abcd)
2. Email (make a professional email id like abc.xyz@gmail.com)
3. Location (Eg. Mumbai, India)
4. Linkedin url (Eg. linkedin.com/in/jaya-tanwani)
5. Github url (Eg. github.com/jayatanwani)
6. DOB (Eg. DD Mon YYYY)

3. Education Details

Start with your current education details then your past qualifications

    a. Degree
    b. College
    c. Start date - End date + CGPI/%

4. Personal projects

1. Include at least 3 projects
2. Start with your recent projects & then the completed projects
3. Start with your professional project name
4. Include 1-2 two lines description of your project

(Eg. **Simple E-commerce System with Shopping cart**

Built a simple e-commerce system with the catalog of books and a way to add items to the catalog and checkout functionality.

5. Work Experience

1. Include at least 2 internships
2. Can include your college internship/virtual internship/paid internship
3. Start with your position/role
4. Mention your employer name (company)
5. Include Start date - end date and location
6. Description is optional (as per your content of resume)

Eg. **Technical developer intern**
     Girlscript Foundation
     mm/yyyy - mm/yyyy   **Nagpur, India**

6. Skills

Must Include

1. Two programming languages
2. One database
3. Github
4. Data structures & Algorithms

Optional

1. ML / Blockchain / Android / **REST** / **Framework**

7. Achievements

Can Include:

1. Volunteer opportunities
2. Published any Research Paper
3. College incharge position
4. Associated with an NGO
5. Associated with a open source community
6. Earned any Scholarships
7. Hackerrank/Interviewbit/codechef profile score
8. Coding competitions rank (first or runner up)

8. Certificates

Can Include:

1. Any courses you have completed online
2. Any workshops attended (Related to ML/AI/Blockchain etc)
3. Participation certificates in coding competitions
4. Participation certificates in college events

9. Languages

Include your native language, other languages you know & their proficiency level

Eg.

Hindi 4/5

English 3/5

10. Interests

Include those things in which you have interest & you are planning to learn those things in future

Eg.

1. Coding
2. Problem Solving
3. ML/AI/Blockchain etc
4. Continuous learning

Tips

1. In case you have not done two internships & running out of time:
   a. Do 1-2 virtual internships from Insidesherpa
   b. Try to associate with an NGO & include that in your work experience
   c. If you have worked in any project in your college include that in your work experience

Tips

2. In case you have not made at least 3 projects:

   a. Make 1-2 projects by referring to youtube videos
   b. Use these youtube links & make the projects

      https://youtu.be/287lnVXph6o

      https://youtu.be/bmNmQfTBHLo

      https://youtu.be/y5mBHPtEO5w

      https://www.youtube.com/watch?v=ES8GDaBbgEI

Tips

3. Strictly **ONE PAGE** RESUME

Resume Building sites

1. https://novoresume.com/
2. https://zety.com/
3. https://www.resumonk.com/
4. https://enhancv.com/

Closing Comments