RESUME
YOUR TICKET TO AN INTEVIEW

SOMEONE ONCE SAID:

"YOU NEVER GET A SECOND CHNACE TO CREATE A FIRST IMPRESSION "

"YOUR **RESUME** IS ONE OF YOUR **FIRST IMPRESSION** WITH A POTENTIAL **EMPLOYER"**

PRIMARY PURPOSE

➤ A resume is a marketing piece that presents you in the best possible light

➤ It is not an application

3 STAGES OF EVALUATION

➢ Application Tracking System

➢ Recruiter

➢ HR

TIPS

➢ Choose conventional fonts like….

    Times new roman

    Arial

    Tahoma

    Verdana

➢ Font size should be 10-12

➢ Avoid lot of bold, italics, tables and underlining

➢ Use keywords for your industry jobs

➢ Don't use header and footer

STRUCTURE

You can arrange your resume in a variety of formats

However, most resumes follow this type of order:

Name

Personal information(mail id, contact num, LinkedIn id, GitHub, Leet code profile)

Education qualification(chronological order)

Project(Micro, Mini, Major)

Internship

Achievements(Hackathon, Project Context, GitHub, Leet code)

Additional skills

Don't

- Two Pages
- Empty Space
- Use
- Non technical stuff(Part of organizing event, Symposium)
- Add Soft skill which is irrelevant
- Skill Ratings

TEMPLATES

➢ Over leaf site

      Deedy Resume (Perfect Content)

      Render cv (No proper Content)

➢ Resume Now

➢ Flow Cv

How to Generate Resume

- Find Right Template
- Fix Resume Section
- Make rough draft in Document
- Use Chat GPT to make your Resume more technically sound
- Use Latex Language
- Grammar Check using Grammarly App
- Check ATS Score
  1. Skill syncher
  2. Resume.io
  3. ResumeWorded.com

Prompt

I Am preparing my resume for software engineer role. I want to make it look more professional and technically sound. I will give you my resume, it might be in simple English and with limited technical term so you make it more professional and technical. And include the more metrics wherever needed. Make sure projects includes What did you do, how did you do, What was the impact it Achieved-these three points to be covered in any info you convert.