resume

*introduction*

creating a resume involves several steps

**choose a format:**

decide on a chronological,functional,or combination(hybrid)format.chronological lists work experience in reverse order, functional focuses on skills,and hybrid combinesboth.

**contact information:**

include your name, phone number, email address,and linkedln profile (if applicable)

**resume summary or objective:**

write a brief ,compelling statement that highlights your career goals and what you can offer to the employer.

**professional experience:**

list your work history,starting with your most recent job.include the company name ,job title,dates of employment, and key responsiblities and accomplishments.use bullet points for clarity.

**Education:**

include your educational background,starting with the most recent degree.mention the institution,degree earned,graduation date, and any honors or relevant coursework.

**skills:**

highlight your key skills,such as technical skills, soft skills,languages,or certifications. tailor this section to the job you're applying for.

**Achievements:**

include any awards, recognitions, or notable accomplishments that are relevant to the position.

**Additional section:**

you can add section like voluneer work,publications,or hobbies,if ther are relevant or showcase your skills.

**References:**

you can include ''References available upon request'',but it 's not necessary to list references on the resume.

**Formatting:**

keep the resume clean and easy to read use a professional font,consistent formatting ,and bullet points for clarity.

**Proofread:**

check for typos,grammatical errors,and formatting issues.Ask someone else to review your resume as well.

**Tailor to the job :**

customize your resume for each job application by highlighting relevant skills and experience.

**save and share:**

save your resume as a pdf to preserve formatting,and you can also create a plain text version for online applications.

remember, a well-crafted resume is your first opportunity to make a good impression on pitential employers, so take the time to make it compelling and tailored to thr job you're seeking.