RESUME TIPS

SWAROOP NADELLA
https://www.linkedin.com/in/swaroopnadella/

FILE NAME

- While saving and sending to HR people, save it with valid File Name.

- This helps to recognize your Resume when HR save to local.

- Examples:

  - Swaroop_Resume.docx

  - Swaroop_SDET.docx

  - Swaroop_QALead.docx

- Avoid using random file names like "Final", "Resume", "Version 1", "Resume (1)" etc. These are not good File Names.

THINGS TO AVOID

- Do not add your photograph

- Do not add your full address. Only City maybe fine if you want to.

- Do not add your family member details. Father name also not required.

- Do not add Signature at end of Resume

- Do not add Declaration saying all points are correct etc.

- Do not add Personal details like DOB, Martial Status. Mention Age if you want to.

- Do not add any Hobbies, Other Information which are not important or not significant. If you have major accomplishments can include about it.

FRESHER PROFILES

- You may add Career Objective if you want to as first section to convey your aspirations

- Resume should focus on your current Technical Skills if you are aspiring for Role in Software Industry

- Avoid adding Non IT experience details in detailed fashion, Not required.

- HR and Interviewers are not interested in your Non IT work.

- Include you Academic Final year project details if you do not have any other project work to showcase.

- Include any Test Automation frameworks created, push it to Personal GitHub account.

EXPERIENCED PROFILES

- Not required to add Career Objective. Add detailed Professional experience summary.

- Showcase your experience in the Technical Skills clearly in the Summary and Skills Matrix.

- Include Not more than Two Projects experience. Do not make your Resume Long with more pages. More than 3 pages is not recommended.

- Include any Open source contributions like Test Automation frameworks created, push it to Personal GitHub account.

Important Points to follow

- Write your Name clearly, Do not use Short forms.

  - Example: Swaroop Nadella (FirstName<space>LastName)

- Use professional email address in Resume.

- Create new professional email address if required.

  - Example: Mohan Raju : mohanraju77@gmail.com OR mohanraju@gmail.com

- Do not exceed Resume pages beyond 3. Ideally 1 or 2 pages if possible.

- Do not overuse BOLD, CAPS Text, Do not use Italic text.

- Maintain consistent Font

THANK YOU

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