**Prasad Sawant**

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**Professional Summary (Your title)**

Adjective (according to your role)+ Your Job Title+ Your Qualification/experience + [Skill 1], [Skill 2], and [Skill 3]. Eager to contribute enthusiasm, adaptability, and a fresh perspective to a dynamic team.

**Education**

**Your UNIVERSITY** name Your course

Degree, Concentration. GPA [Note: Optional] Graduation Date

Thesis [Note: Optional]

**NAME OF HIGH SCHOOL** Your Course

**Experience**

**ORGANIZATION** City, State

**Position Title**  Month Year – Month Year

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
* Begin each line with an action verb and include details to help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
* Quantify where possible.
* Do not use personal pronouns; each line should be a phrase rather than a full sentence.

**ORGANIZATION** City, State

**Position Title**  Month Year – Month Year

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* Quantify where possible.
* Do not use personal pronouns; each line should be a phrase rather than a full sentence.

**Certifications/Courses**

**COURSE NAME**

**Organization Name**

* This section can be formatted similarly to the Experience section, or you can omit activity descriptions.
* If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

**How to use the XYZ method by Google to write your experience**

#### Step 1: Understanding the XYZ Format

* X: The situation or task (can be a course project, leadership role in a club, etc.). (**use action verbs here**)
* Y: Your specific action or contribution.
* Z: The positive outcome or result, quantified if possible.

#### Step 2: Reflect and Identify

* Think about your coursework, projects, and any active roles in clubs or events.
* Focus on situations where you had a significant role or impact.

#### Step 3: Draft Your Statements

* For each notable achievement, frame it in the XYZ format.
* Keep it relevant to the internship you are applying for.

### Examples for Freshers:

* Course Project:
  + "Developed a mobile app (X) as part of a team in a programming course (Y), which was recognized as the 'Best Project' by the instructor (Z)."
* Leadership in Clubs:
  + "Led the college robotics club (X), organizing weekly workshops (Y), resulting in a 50% increase in club membership (Z)."
* Volunteer Work:
  + "Volunteered at a local non-profit organization (X), managing their social media campaigns (Y), leading to a 20% rise in online engagement (Z)."
* Academic Achievement:
  + "Completed a specialized online course in Data Analysis (X), successfully implementing a project that analyzed real-world sales data (Y), and received a grade of 95% (Z)."

**For the Talent Acquisition Strategies role shown in the video:**

* + **Completed a specialized online course in Talent Acquisition Strategies (X).**
  + **Received a commendable grade of 93% in the Talent Acquisition Strategies course, demonstrating a solid understanding of principles and practices (Z).**
  + **Successfully implemented a project involving the use of job portals and social media to identify potential candidates for various roles (Y).**

**Action Verbs to use in your resume**

[Click here](https://www.alumni.hbs.edu/Documents/careers/ActionVerbsList.pdf)

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