**Resume Preparation Pointers To Be Considered**

***Tools, Technology & Project***

1. **You should know all the words and its meaning written in the resume.**
2. Just for sake of writing and making the resume more fancy & appealing don't mention the tools and technologies that you are unaware of.
3. It's not necessary to mention 2 or 3 projects. One project is also enough. But you did mention 2 projects also fine.
4. **You should know about your project (Application) really well with all the different modules available in it.**
5. Search some good, non popular US,UK,UAE or Australian based application which matches your project domain mentioned in your resume. Go through it.
6. Try to mention the technical skills on the first page of the resume.

***Formatting & General Mentioning***

1. **Resume should be of 2 - 3 pages not more than that.**
2. Choose some decent font which will be easy to read.
3. Don't attach your photograph in your resume until it is asked by the recruiter.
4. No need for writing the end declaration of the resume
5. Mentioning your job location is enough if there is left out space at the end of page then you can mention the personal details. (Ex. Father full name, Address, etc)
6. **While sharing the resume it should be in PDF format only.**
7. The name of the resume should be

FirstName\_LastName\_+XYearsExp\_ProfileName.pdf

Profile Name - Ex. Automation Tester, QA\_Engg, TestEngineer

1. No need of adding up a separate column for your education, College/University,

And respective percentages. Can just mention the branch of UG or UG & PG both with years of passing & university in one or two lines.

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**About Naukri Profile**

1. Upload the profile passport photo in decent attire
2. **Complete your naukri profile at 100%**
3. **Create a formal emailID specially for the Naukri Profile**
4. Don’t connect or add any social media accounts to it
5. Make use of all the related keyword in “Key Skills” section
6. Add job type as permanent
7. Resume Headline should be catchy enough to tell about you in 2 3 lines.
8. **Don't forget to mention the top 5 key skills under “Employment” section**
9. **If you have any older profiles active for Naukri, Indeed, Monster, Linkedin etc.**

**deactivate it immediately.**

1. **Do update your profile on a daily basis in the morning regardless if it's a weekend or any National Holiday.**

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**Do consistently practice on daily basis without a miss**