How to make a Killer Resume?

• • •

By Achintya Gaumat
Founder and Chief Mentor, TwoWaits,
HBTU Kanpur 2016 CSE Alumni

Why Resume is needed?

- Recruiters evaluate a large number of applications, resume provides a template to compare quickly.

- This template ensures they have all the info to make the decision.

- How a resume is made tells some insights into candidates, serves as a preliminary evaluation tool.

- Some jobs require certain strict legal criteria, it helps to ensure candidate sworn by the info provided.

Ensure Basic Structure

- More than 40% students don't add even the basic details required which leads to rejection in earlier phases only.

- Make sure you add proper personal info (Name, Number, Email ID, Bio), accurate Education Details (10th, 12th with Board, Percentage, Year of Appearing, College info as well).

- Skills proficient in, internships (if any), projects must be added in a standard format.

- Extra Curricular activities (only of college) will also help along with any prizes won.

Add what Recruiters wish to see!

- For SDE profiles, they wish to see your performance on top coding platforms like CodeChef, CodeForces, Leetcode.

- Coding is not optional but mandatory, solve 100+ questions on these and do mention in your resumes with links to profile.

- Practical Experience in the form of internships, technical preferred, if none available. Even unpaid/non-tech will help.

- Some Not For Profit work you have been part of, social work, cause you contributed to, were part of, do mention.

Describe Projects Professionally

- Projects with just titles seem they are fake, student have just added without any actual work done.

- Add a proper title like '*Web based App to Measure COVID Infections*', '*COVID Mask Detection Using Python*', etc.

- Followed by feature description in 3-4 lines, tools/technologies used mentioned separately.

- Link to live project or GitHUB code or just screenshots hosted on Google Drive will be enough.

Not JAZZY, but Elegant Design

- Don't use contrasting or bright colors, I see a lot of them. Use simple colors, not more than 2.

- Use only 1 font like Calibri/Times New Roman/Arial.

- Font size should be consistent, 16-18 for heading, 13-14 for text.

- Proper spacing is needed, formatting. Irregular spaces to be avoided.

- You may use some online tool to make a better resume, but standard things can be easily made in MS Word.

Other Considerations

- Never send in .doc format, only and only PDF.

- Name it properly like 'Achintya_HBTU_Resume.pdf' not like 'resume.pdf', 'resume_final (1).pdf'.

- You may mention at least 2 professional references.

- Only add anything that you can proof by giving authentic certificates. Never lie about anything.

- Add not more than 2-3 trainings/courses, only those about which you can answer any questions.

Out of Box

- *Customize your resume for a company.*

  <u>Example</u> : A guy applying for Flipkart made his resume in the format of a Product Page, a girl applying for AirBNB, created a separate website where she described in depth how she will help the company.

- Get your resume reviewed by some employees of the company you are applying to in future. Even better if you can get some HR to look at it and point some common mistakes.

Q & A

If you wish to get your resume reviewed by us,

inbox us your resume or email us at

achintya@twowaits.com