

How to Write a Resume in 9 Steps:

1. Pick the Right Resume Format & Layout
2. Mention Your Personal Details & Contact Information
3. Use a Resume Summary or Objective
4. List Your Work Experience & Achievements
5. Mention Your Top Soft & Hard Skills
6. Include Additional Resume Sections (Languages, Hobbies, etc.)
7. Tailor Your Information For the Job Ad
8. Craft a Convincing Cover Letter
9. Proofread Your Resume and Cover Letter