1 :INDRODUCTION:

1.1 OVERVIEW

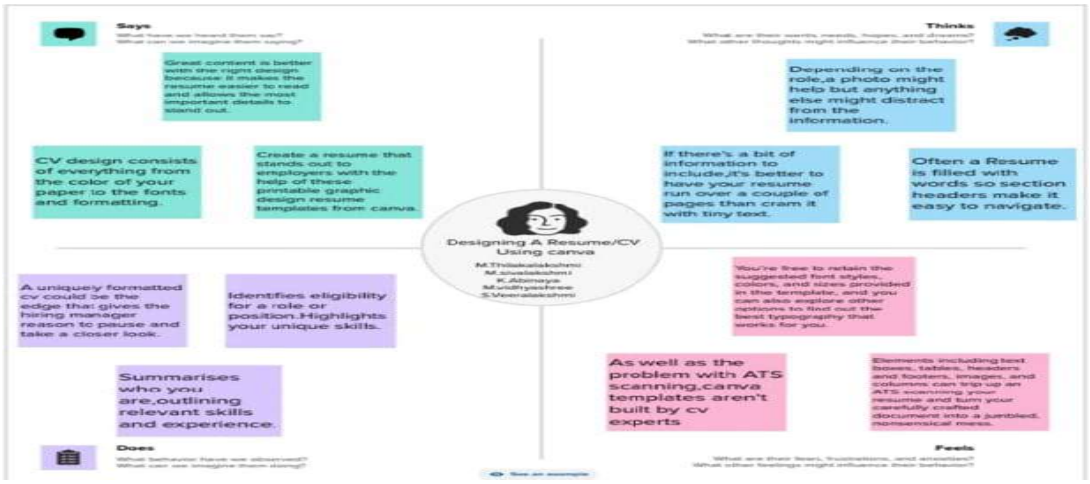
A resume is **a formal document that a job applicant creates to itemize their qualifications for a position**. A resume is **a bulleted overview of your work experience, education and skills**. A cover letter, as the name shows, displays your skills The spelling of resume comes from the French word for “summary.” The original meaning carries through today, because the purpose of a resume is still to provide employers with a summary of your relevant qualifications.

1.2 Purpose

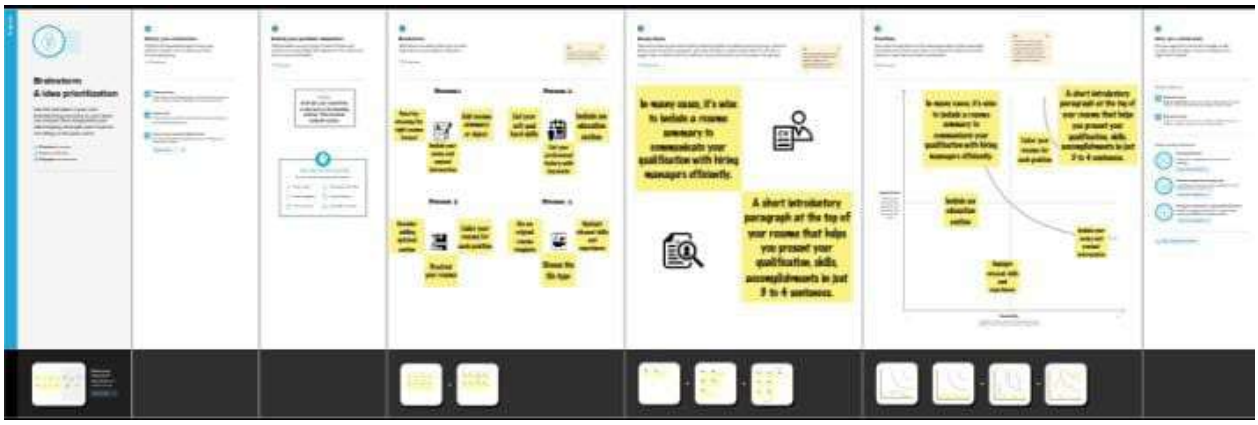
A resume is to give your potential employer a feel for your past experience and skills. Remember you are trying to sell yourself, so emphasize your strengths. Most employers look for a steady job history and positive patterns of progression.

2 PROBLEM DEFINITION & DESIGN THINKING

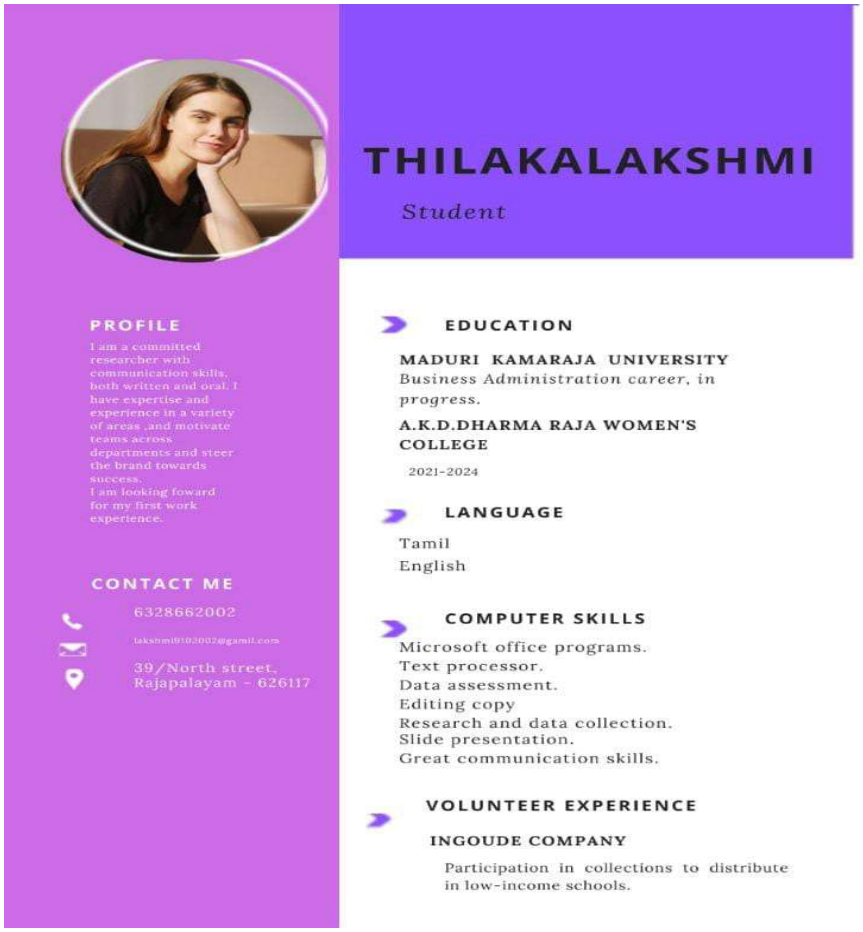
2.1 Empathy map



2.2 Ideation & Brainstorming map



3 Result



THILAKALAKSHMI

Student

PROFILE

I am a committed researcher with communication skills, both written and oral. I have expertise and experience in a variety of areas ,and motivate teams across departments and steer the brand towards success.
I am looking foward for my first work experience.

CONTACT ME

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39/North street,
Rajapalayam - 626117

EDUCATION

MADURI KAMARAJA UNIVERSITY
Business Administration career, in progress.

A.K.D.DHARMA RAJA WOMEN'S COLLEGE
2021-2024

LANGUAGE

Tamil
English

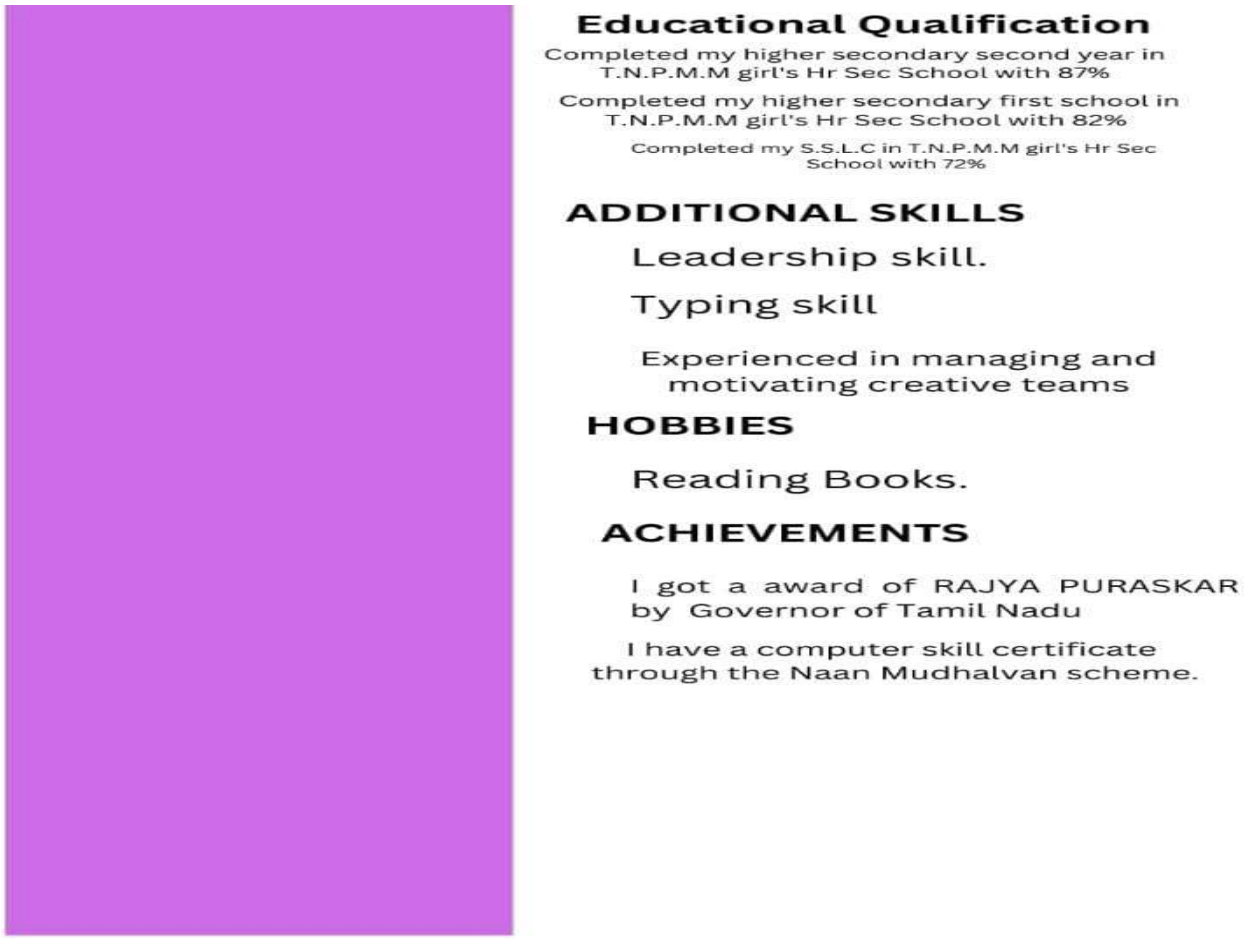
COMPUTER SKILLS

Microsoft office programs.
Text processor.
Data assessment.
Editing copy
Research and data collection.
Slide presentation.
Great communication skills.

VOLUNTEER EXPERIENCE

INGOUDE COMPANY

Participation in collections to distribute in low-income schools.



4. Advantages & Disadvantages

Advantages:

Give our an edge over other candidates. Helps our leave a lasting impression on the hiring manager. Showcases our strengths and achievements. Open doors to more career opportunities.

Disadvantages:

More information is not always necessary . Risk of overlooking the important facts. Better readability and organiation.

5. Application:

Create a clear visual hierarchy of information. Keep the fonts clean and professional. Give it a nice, consistent color scheme. Make sure that our skills section is prominent. Personalie it, and invest in a professional photo.

6. Conclusion:

Highlight both hard and soft skills. Convey our willingness to learn by highlighting our most relevant hard and soft skills and providing a few brief details of how our skills contributed to our career growth.