

Resume 101

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Resume template you may refer: <https://study.algoprep.in/lg/DNt24ke4cWTM>

Most Important Points to Double-Check for:

1. Keep Resume to One Page
2. Use a Professional Font, Clean Layout, and no cluttered text.
3. Highlight Relevant Technical Skills in a Separate Section
4. Include Links to GitHub and Personal Portfolio
5. Quantify Achievements with Metrics (e.g., "Increased performance by 30%")
6. Use Strong Action Verbs for Descriptions
7. List Projects with Detailed Tech Stack and Outcomes (e.g., "Implemented feature X using React, improving load time by 20%")
8. Include Keywords from Job Descriptions
9. Showcase Open Source Contributions with Details (e.g., "Contributed to Project Y, fixing bugs and adding features used by 10,000+ users")
10. Highlight Certifications and Relevant Courses (e.g., "Completed AWS Certified Solutions Architect")

1. Personal Information

Use Case: This section provides your contact details, making it easy for recruiters to reach out to you for further communication or interviews.

Importance: Clear and accessible contact information ensures that recruiters can efficiently get in touch with you.

2. Education

Use Case: Highlights your academic background and qualifications, demonstrating your knowledge foundation and relevant education.

Importance: Educational qualifications help recruiters understand your academic strengths and areas of expertise.

Example:

*Netaji Subhas Institute of Technology, University of Delhi (currently NSUT), India
2017 - 2021*

- Branch | CGPA: 10 (expected)

3. Skills

Use Case: Lists the technical and professional skills you possess, showcasing your capabilities and areas of proficiency.

Importance: Skill sets allow recruiters to match your abilities with the requirements of the job position.

Example:

C++ | C | Java | Python | Machine Learning | JavaScript | NodeJS | React | MongoDB |
Blockchain | Solidity | MySQL | Git

4. Work Experience

Use Case: Details your professional history, highlighting your roles, responsibilities, and achievements in various organizations.

Importance: Work experience shows recruiters your practical experience and how you have applied your skills in real-world scenarios.

Example:

Organisation | Position

May 2020 - July 2020

- [Bullet Point 1]

- [Bullet Point 2]

5. Projects

Use Case: Provides an overview of significant projects you have worked on, demonstrating your hands-on experience and problem-solving skills.

Importance: Projects showcase your ability to apply theoretical knowledge in practical applications, indicating your readiness for similar tasks in a new role.

Example:

Project 1

February 2019

- Brief description of the project.

- [Bullet Point 1]
- [Bullet Point 2]

Project 2

February 2019

- *Brief description of the project.*
- [Bullet Point 1]
- [Bullet Point 2]

6. Academic and Extracurricular Achievements

Use Case: Highlights notable accomplishments in academics and extracurricular activities, reflecting your dedication and well-rounded personality.

Importance: Achievements indicate your ability to excel and your commitment to personal and professional growth.

Example:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

7. Positions of Responsibility

Use Case: List your leadership roles and responsibilities, demonstrating your capability to manage and lead.

Importance: Positions of responsibility show recruiters your leadership skills and your ability to take charge and deliver results.

Example:

Society / Club 1 | Position

June 2020 - Present

- [Bullet Point 1]
- [Bullet Point 2]

Society / Club 2 | Position

June 2020 - Present

- [Bullet Point 1]
- [Bullet Point 2]

8. Additional Information

Use Case: Provides links to your online profiles or portfolios, offering additional insights into your work and professional presence.

Importance: Online profiles can give recruiters a more comprehensive view of your skills, projects, and professional network.

Example:

[GitHub](<https://github.com/lookingforajob>)

You are good to go 🚀