Welcome to the resume guide
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This guide is a complementary document to the youtube video :

In this guide you will learn how to craft the perfect resume for your job research.

Did you know that HR departments only allocate 15 to 30 seconds to review your resume? To make the most of this brief window, it's crucial to effectively showcase your qualifications. Furthermore, some companies even use software and AI algorithms to pre-screen resumes before they reach HR.

This guide is specifically designed to help you if your resume lacks the appropriate structure and relevant keywords.

This comprehensive guide is tailored to your needs. It will be divided into multiple sections, and at its conclusion, you'll find a handy checklist to apply to each of your resume.

1. The start

Preparing to write your resume: collecting your information
It's important to gather all the necessary information about yourself before you begin writing your resume. Doing so will help you create a personalised CV. I recommend using a note-taking platform such as Google Docs to record your previous experiences and other relevant details.

My personal way to write these information is shown as below

- Name of the company/laboratory - Location of the company/laboratory - When did you start - when did you leave (else Current) - What was your job title in this company (eg: Software Engineer, Intern as Mechanical engineer ...) - List everything you have done in your job with this structure and starting with a verb in past tense: - What did you do - What was the impact - How did you measure your success	✏️ **Example** - Airbus - Toulouse - Data Engineer - 02/2021 - Current - Developed more than 1000 user stories in an agile framework team - Designed the new pipeline of the engineering department that improved the build time by 50% - Improved data freshness of data product from a week to 1 day.

For your educational experience list as below

- Name of the school - Location of the school - When did you start - when did you leave (else Current) - What was your Degree/Diploma name - List all the skills / courses your learnt there	✏️ **Example** - ENIT - Tunisia - Mechanical engineer degree: - Fluid mechanics - Design with CAO - Stress computation

The last part is to list all your skills and how to evaluate them

Skill - How to evaluate	✏️ **Example** - Python - 5 years using it in different professional experience - CATIA V5 - Part of my design courses in ENIT

2. Design rules ✨

2.1. Number of pages

Condense your Information!
To ensure that everything you need is included in your resume, it is crucial to eliminate any extraneous details and condense your content. Remember, the fewer pages you have, the better.

Follow this rule:

Years of experience	Number of pages
1-5 years	1 pages (no more, unless you have a PhD and many research performed)
5 or more	2 pages as first target (more if really needed)

2.2. Language of your resume

When applying to jobs in certain countries, it is recommended that you write your resume in the native language. While English is considered the universal language, some companies, particularly older ones, might prefer resumes in their native tongue. Therefore, it is crucial to conduct research beforehand.

I recommend the following:

Country	Preferred language for your resume
France / Tunisia	French
Germany	Deutsch
Other	English

2.3. Picture
It's a bit tricky, unfortunately. In some countries, like Germany, a photo is still required on resumes. However, if you discover that it isn't legally mandatory, it's best to avoid including one. Be aware some countries prohibit the usage of pictures like USA..

The power of first impressions: avoiding unconscious bias in profile pictures. It's well documented that our brains are wired to form judgments based on appearance. In fact, studies have shown that our first impression of a person is often based solely on their facial features before we even speak to them. To increase the responses to your resume, consider removing your picture to avoid any unconscious bias. For my case I do not have a picture on my resume.

If you think that your picture can enhance your chances to be called these tips are for professional headshots:

- Opt for a uniform, simple background. Neutral, sober colors work best, and avoid any other type of background even if it's blurry.
- Dress in corporate attire, making sure your clothes fit well.
- Don't forget to style your hair.
- Aim for a gentle smile. It's best to avoid looking too sad, serious, or happy.
- Position your body at a 30° angle towards the camera instead of facing it directly; after all, it's not an ID picture.
- You can use online tools to remove the background of your picture example canvas or


2.4. Colors of your CV

When crafting your CV, it's important to avoid using too many colors, especially for the background. Keep in mind that the HR department may print your resume, and they often do so in black and white. To avoid any issues, stick to a white background with black text for 80% of your content. The remaining 20% can be a single color of your choice. By applying the Pareto principle, you can ensure that your CV is both professional and visually appealing.

Please keep your CV simple and easy to read. Don't go fancy (and for graphic designers your Portfolio should speak about your creative work)
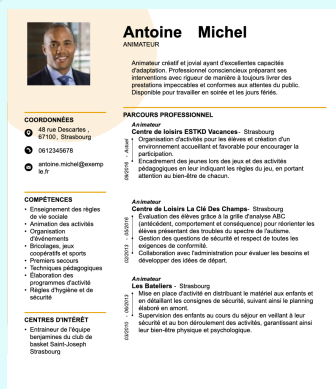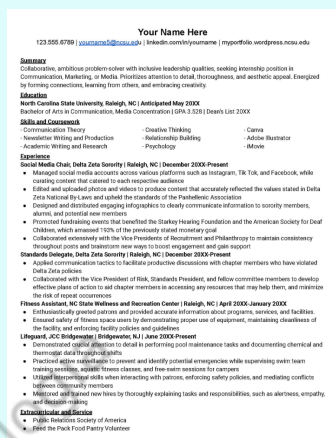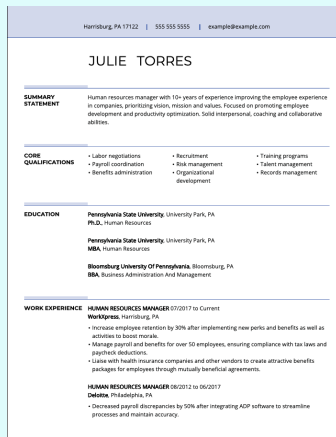
2.5. Fonts to use

Using a simple, easy-to-read font is essential. Avoid using fancy fonts or weird typography. Here are some fonts that I recommend:

- Calibri
- Times New Roman
- Canva Sans

- Arial

To ensure maximum readability, it is recommended that you use a font size between 10pts and 12pts. However, it is crucial to note that the sweet spot lies at 11 pts, and that 10 pts should be the minimum limit for your font. Avoid going below this threshold to guarantee optimal readability.

To make your headings, main sections, and company/school/lab names stand out, use bold text. However, it's best to avoid italicized or underlined text as I don't recommend them.

To ensure optimal readability, aim for a text spacing range between 1.15 and 1.5. However, it is crucial not to go below the lower limit of 1.15. As for paragraphing, it's best to avoid cramming everything into a single block. Keep your paragraphs free of excessive spacing to enhance content flow.

Additionally, ensure that each sentence shares the same style, font, and size.

2. CV Structure ✨

The structure of your CV may vary depending on the following:

- Is this your first job?
- Have you experienced a period of unemployment before seeking a new position?
- Are you doing a career pivot.

✏️ **If this is your first job, career pivot or after an unemployment**	✏️ **Other**
- Personal information - Desired job title - A summary of why you are seeking this position and what makes you an ideal candidate - Hard skills that align with the requirements of the job you are seeking - Education section, including relevant courses (if you are freshly graduated or you have followed a career pivot courses this section comes before experience) - Experience section that highlights your most relevant work experience - Certifications - Language proficiency - Optional: relevant projects that showcase your skills - Optional: clubs/associations - Interests (only include those that you truly enjoy and engage in regularly – honesty is key!)	- Personal Information - Desired Job Title - Optional: Summary - Hard Skills Section Relevant to the Job You're Seeking - Relevant Work Experience (consider hiding older experience as you advance in your career) - Education Section (no need to add courses as you advance in your career) - Certifications - Languages - Optional: Relevant Projects - Optional: Clubs/Associations - Optional: Interests (only include those that are genuine and reflect your hobbies)

3. Personal information ✨

Crafting this simple part is straightforward, but we may tend to over-explain at times.

✅ **Information to add**	❌ **Information to remove**
• Your name & last name • Your Phone number • Your professional e-mail eg: ☐ namelastname@gmail.com ☐ name.lastname@yahoo.com ☐ lastname.name@gmail.com ☐ name.lastname1995@live.fr ☐ lastnmae.name1995@live.fr • Your LinkedIn link***** • Your Portfolio link (If you are in software/ creative field) • Your City - Country (Don't give the full address) • Optional: your driving license	• Don't put your age • Don't put your nationality • Don't put your marital status (Single, Married …) • Don't use non professional type e-mail (eg: federer98@yahoo.fr, ilovesharapova@live.fr) • Don't put your full address: 19 moon bey floor 5, Andromeda, Space

* Did you know that including your LinkedIn link in your profile can increase traffic and engagement with your resume? Recent statistics show that this is the case. Stay tuned because I'll be sharing tips for optimising your LinkedIn profile in the near future.

4. Summary ✨

The summary section of your resume should be concise between 2 to 5 lines and focus on the following:

- Your job title and years of experience
- A couple of your most significant accomplishments to date
- One or two of your top skills relevant to the position
- Don't repeat what is already written in your resume

Avoid buzzwords and fabricated skills throughout your resume, including in this section.

> **✏️ Example**
>
> Technical Writer with over 7 years of experience crafting comprehensive end-user documentation, with a specialisation in user help guides. Possesses practical writing, analytical, research, and time management skills. Demonstrated expertise in rewriting over 80% of user help guides for 30+ products at Company X, leading to a notable 42% reduction in product-related customer support calls.

4. Skills ✨

Only list the skills that are relevant to the job application.
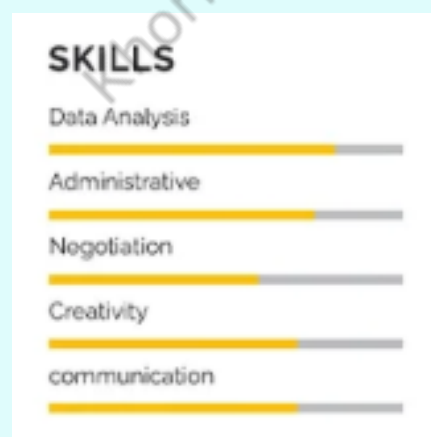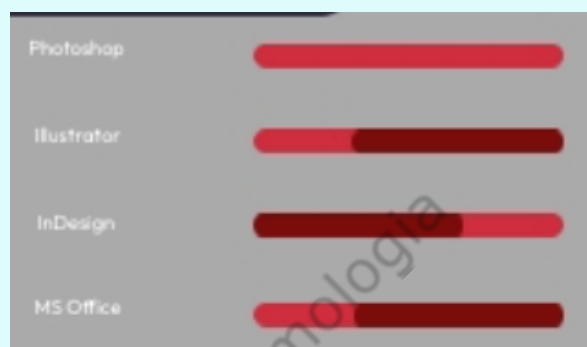
- Prioritize hard skills
- Then add soft skills

> **✅ Example**
>
> **Skills**
>
> | Python | Spark | Scala | Pandas | PostgreSQL | PL/SQL | SQL |
> | --- | --- | --- | --- | --- | --- | --- |
> | Foundry | DynamoDB | S3 | Amazon RDS | AWS Lambda | Big Data | HDFS |
> | Git | JIRA | Docker | PgAdmin | Javascript | Google Script | VBA |

Avoid unusual metrics such as stars or bars:

- It is impossible to accurately evaluate oneself using a star rating system
- There is no way to refute or support a self-assessment but if you have an official certification or a score you can add it.
- Stars and bars can be unattractive and difficult to manage
- It's best to keep your skills unquantified and let your work experience demonstrate them. During the interview, you can delve into specifics about each skill.

A Product roadmap planning
B Mentoring and coaching my team of 8
C Cooking quesadillas with my cat
D Talkint to users

Photoshop

Illustrator

InDesign

MS Office

SKILLS

Data Analysis

Administrative

Negotiation

Creativity

communication

5. Professional experience section ✨

When listing your work experiences, follow these guidelines to make your job history concise, clear, and relevant:

- Start with the name of the organization, location, dates, and job title in reverse chronological order (most current first).
- Use strong verbs to describe your responsibilities and focus on your skills and strengths, using industry-specific keywords. Remember to tailor your

descriptions to the position and company you are applying to.

- Use past tense for all the activities from the beginning to the end. All your sentence should start with a verb in a past tense.
- Avoid using first-person pronouns, conjunctions, prepositions, and generalizations about the company. Instead, describe your specific accomplishments and responsibilities.
- Quantify your achievements and responsibilities whenever possible, using numbers, dollar/euro values, and percentages.
- Use numeric symbols for numbers 10 and over, but spell out numbers under 10.
- Each line should be 1 line or 1 and half length. Don't go over 2 lines.
- Limit your description to the most important points, keeping it concise and relevant.
- Do not use personal pronouns such as "I, me or my"
- Avoid any Buzzwords https://solutions.trustradius.com/buyer-blog/119-hated-business-buzzwords/
- Use strong verbs https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome

The database we wrote in the first section:	✏️ **Example** : I am applying for a job requiring a single data engineer not in a team
- Airbus - Toulouse - Data Engineer - 02/2021 - Current - Developed more than 1000 user stories in an agile framework team - Designed the new pipeline of the engineering department that improved the build time by 50% - Improved data freshness of data product from a week to 1 day.	Airbus - Toulouse 02/2021 - Current Data Engineer - - Designed the new pipeline of the engineering department that improved the build time by 50%. - Improved data freshness of data products from a week to one day.

6. Education section ✨

Before drafting this section, it's crucial to translate and match your degree to the country you're applying to. For instance, Baccaleaurate or Preparatory School degrees may not be recognised in the US or Germany, so it's essential to

use the equivalent terminology. This helps to avoid any confusion and ensures that your qualifications are properly understood by the target count

For example:

Tunisia	France	Canada	English UK
Baccalauréat	Baccalauréat	Diplôme d'études collégiales	A-level

If you're looking to move abroad, Google can be a great resource for finding mapping tables that correlate your diploma to the standards of your desired country.

After converting your diploma to the equivalent target, you can proceed to list all the courses you have taken at that institution. However, it's important to only include relevant courses that are applicable to the job you are applying for. For instance, if you are seeking a Mechanical Design position, it may not be necessary to include courses on stress or computation. Be selective with the courses you choose to list.

To avoid clutter, only include your mark (out of 20) if it is greater than 15 in the Tunisian system (or equivalent). Similarly, only mention your GPA if it is 3.0 or higher. In other terms, include your mark only if it's a good one.

7. Language section ✨

If you're not proficient in the language, there's no point in showcasing it. Like for the skills section, avoid using stars or bar charts. Instead, consider one of the following options:

- Rating based on certification:
  - English: TOEIC 900/990
  - French: Delf B2
- Rating based on A1, B1, B2, C1, C2, etc.
- Rating based on one of these options:
  - English: Bilingual

- Arabic: Native language

8. Projects ✨

This section is to be add only when it emphasise your skills, else to be deleted.

When it comes to showcasing your talents, it's crucial to present your best work in a clear and concise manner. Here are some tips to help you effectively display your skills:

- Title of your Project: choose a clear, descriptive title that encapsulates the purpose of your project.
- Year of accomplishment: highlight the year that you completed the project to demonstrate your recent experience.
- Small description of the project and relevant skills: provide a brief overview of the project, highlighting the skills you used. This will give potential employers or collaborators a clear idea of what you're capable of.
- End result: Include a link to showcase your completed project, whether it's a YouTube video, GitHub link, or other relevant resource.

Remember, displaying your skills and projects effectively is crucial to landing your next opportunity.

9. Clubs/Associations ✨

It's unfortunate that this section is often overemphasized in our country Tunisia, as it's not always necessary to give it more importance than it deserves. While club and associative life can certainly play a significant role in one's educational experience, it won't necessarily transform your resume into the perfect one. To be honest, if space is tight, I would consider skipping this section.

This section is an excellent opportunity to showcase your soft skills and network. Follow the steps below to make the most of it:

- Provide the name of the club
- Mention the year(s) of involvement
- Explain your role and responsibilities during that time

10. Interest ✨

It's crucial to be truthful and only include interests that genuinely pertain to you. Avoid topics that you lack knowledge in or haven't experienced. During an

interview, you might be questioned about these interests, so it's best to be honest. For instance, if you list astronomy as an interest, but you're unable to differentiate between a star and a planet, it could negatively impact your interview.

11. Checklist ✨

Your CV is the first impression you make on potential employers. To ensure that your resume stands out for the right reasons, here are some tips to follow:

- ☐ Eliminate all grammar and spelling mistakes. You can use online tools like Grammarly (https://www.grammarly.com) or Reverso Orthographe (https://www.reverso.net/orthographe) to check for errors.
- ☐ If you're struggling to write any section, use AI tools like ChatGPT (https://chat.openai.com), but be sure to rephrase all the sentences before including them in your resume you can use Reverso for rephrasing as well.
- ☐ Verify that all sections are in the correct order and that bullet points use the same tense.
- ☐ Remove any unnecessary spaces and punctuation errors.
- ☐ Print your resume to check for readability and give it to a friend outside of your field for a second opinion.
- ☐ Use online websites like ResumeWorded (https://resumeworded.com) to evaluate your resume and receive tips.
- ☐ For companies that use ATS, ensure that your resume is in the correct format. check the document resume_ats.pdf
- ☐ If you're not using ATS format, consider using a simple and professional design like those found on the folder resume_examples.
- ☐ If you choose to include a picture, ensure that it has a uniform background and looks professional.
- ☐ Avoid adding any extraneous information that is not relevant to the job you're applying for.
- ☐ Use a professional naming convention such as name_lastname.pdf.
- ☐ Before saving, ensure that your file size is under 1 megabyte. You can use online websites such as https://www.ilovepdf.com/fr to compress your document to meet this requirement.

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