

Deloitte.

How to create your resume


Resumes are meant to give a brief overview of your **experience and skills** and highlight your **accomplishments**. In your resume, include targeted content that is specific to the job that you are applying for, and let it be simple and concise.

So, what should you include in your resume?

Resumes typically have four basic sections: **Profile/Overview**, **Skills/Achievements**, **Experience**, and **Education**. It is recommended to keep a one-page resume only.

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Sample resume



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- 1. Start at the top of your resume**
Provide your name, contact information, including valid email address, and a contact number at the top left corner. You can choose to attach a passport-sized professional photograph at the top right corner.
- 2. Immediately below your contact information, consider providing a resume introduction or objective**—a crisp summary that showcases your strengths and career objective.
- 3. Highlight your skills**
Provide a list of keywords that capture your technical and behavioral skills and competencies. For example: For technical competencies, consider adding Java, C++ and so on. For behavioral skills, consider adding leadership, team player, and so on.
- 4. Provide educational details**
This section of the resume is for your educational and/or additional qualifications, as well as other relevant credentials. Consider starting the list from the most recent qualification and provide the name and percentage/CGPA alongside each qualification.
- 5. Next up is your positions of responsibility/certifications/projects/any relevant work**
Instead of listing responsibilities, consider listing accomplishments and learning that you have achieved within each position/role or while pursuing any certifications.
- 6. Other languages known (optional) and Relevant interest/hobbies (optional)**