

## **INTRODUCTION**

Resume, or as old school people like to call it, Curriculum Vitae (CV) is one of the most important things that you need to focus on while looking for a job. It is usually the first impression that you make on the company.

Having reviewed multiple resumes, I've seen a few common mistakes that people make. To help candidates create a good resume that might help them get shortlisted at product-based companies, I've listed down the DOs and DON'Ts of resume making through a Q&A format.

Most of these should be valid for you irrespective of your years of experience (students, freshers, experienced professionals) or your role (SDE/ Fullstack/ Backend/ Frontend/ Mobile/ SDET/ SRE/ DevOps Engineer).

### **What is the ideal size of a resume?**

- The ideal size of a resume is 1 page.

### **Why should I keep my resume under 1 page?**

- Recruiters spend less than 20-30s on resume
- They mostly skim and look for stuff that can get you in
- If they cannot find important stuff fast then your resume gets rejected
- Important stuff is difficult to find in 1+ page resumes

## How to keep my resume under 1 page?

- If your resume is greater than 1 page, start by removing the least relevant stuff. Trust me, you don't need it.
- Start by removing objectives, bio, headline or any other information that does not add value.
- Do not put your photo or any personal information as those are generally not relevant for the job.
- Use ideal font-size for different parts
  - Name: 14 pts
  - Section Headers: 12-13 pts
  - Everything else: 11-12 pts
  - Having larger fonts may increase the size of your resume and smaller fonts might decrease readability.
- Remove/reduce old stuff that does not show any additional competency.
  - That prize you won in the 6th standard might not be valuable in your resume. If that honour you got 10+ years ago deserves a place in your 1-page resume then it shows that you didn't perform well in the last 10 years.
  - If you're facing space-crunch, do these:
    - Experienced (2+ years): Remove CGPA. Your work experience is your new proxy for competence.
    - Experienced (2+ years): Reduce details about your internships/college projects. If you interned at a top tech company just mention it for credentialing. Don't add much detail about it though.
    - Experienced (5+ years): Remove everything about your college apart from the college name, major, degree and graduation year.
    - Remove old projects unless it is exceptional compared to other projects that you've done recently.

- List only relevant activities
  - Do not list activities that don't signal any competency directly or indirectly related to your job role.
  - Do not list participation certificates or training certificates.
- List only your top projects with details. Avoid listing down all your projects in the resume.

### Do you have any formatting tips?

- Follow reverse-chronological order in employment and education (Latest to Oldest).
- Use the font size mentioned above.
- Use bullet points to divide your content for anything beyond 2 lines.
- Use the same font family everywhere. Do not use fancy fonts.
- Keep the spacing consistent everywhere.
- Use tables and remove table borders.
- Mention dates in MMM YYYY or MMM 'YY format.  
Example: Jul 2020 or Jul '20
- Always submit your resume in PDF format.
- Name your resume as FirstName\_LastName.pdf to make it easy to find and identify.

### What is a good resume format according to you?

- Header
  - Only Name, Location, Contact Info, 2-3 Relevant Links (Personal Website, LinkedIn, GitHub, Twitter, Medium, etc.)

- If you're based out of Bengaluru, for jobs in India mention: "Bengaluru, KA". For abroad, mention "Bengaluru, India".

- **Sections**

- Employment/Work Experience
  - For each role, mention the company name, team name (optional), location (optional), duration (start and end date) and details.
- Projects
  - For each project, mention title, duration, demo/code link (if possible), details

- **Education**

- Mention college name, major, degree, graduation year, CGPA (optional) and any other relevant information (optional).

- **Additional Activities**

- Performance in relevant contests/events
- Being part of relevant societies/clubs
- Being TA, mentor, instructor, etc
- Any other activities that might show relevant competency

- **Skills**

- Only add languages, technologies, and frameworks that you are skilled at.
- Do not mention the OS, Browser, IDE or other software that you use.

## **Can I lie on my resume?**

- Do not mention skills you don't/barely possess, projects you have barely or have not at all worked on or internships, jobs that you've not done.
- Many interviewers may actually try to verify if what you've mentioned is true or not.

- Lying on your resume might get you rejected, if not blacklisted.

### **Do you've any additional tips to make my resume relevant?**

- Keep each bullet point short. Do not bloat details about your projects.
- Focus more on impact. Companies care more about the impact you created and not the responsibilities or the work that you were assigned.
- Use numbers to signify impact. Examples: increased performance by x%, scaled the service 4x, increased product usage by y%, etc.
- Mention high-level details about your work.
  - Low-level details that an outsider won't understand would be useless.
  - If there is no way to explain your project at a very high level. Give context to make it easier to understand.
- Emphasise on stuff that someone skimming your resume should notice.
  - Use bold formatting for stuff you want to emphasise.
  - Impact or core parts of the projects deserve emphasis. Languages and technologies don't.
- Do not list mediocre/negative stuff
  - Omit your CGPA if it is low.
  - Omit the company that you joined for 2 months and then left for another job.
  - Omit any work that is mediocre compared to the rest of your resume.
- Spell-check and grammar-check everything. Use Grammarly or the inbuilt spell and grammar checker of Microsoft Word/Google Docs to make your resume error-free.