Example template:
https://www.overleaf.com/latex/templates/deedy-cv/bjryvfsjdyxz

Check 1: Your resume should only be in **PDF.** Doc resumes look different on different machines. Stick to standard fonts like Arial, Helvetica, Calibri. Avoid too large or too small font size

Check 2: Contact (Email AND Phone Number) should be visible very clearly on the resume header. Refer to the template shared.

Check 3: If you have experience or have done internship, your resume should talk about them in a very visible section. Talk about projects done as part of work experience.

Check 4: Talk about good things, not bad things. For example, if you don't have a great CGPA, it need not go on the resume.

Check 5: Do not include Parent's name, Address(Current city is fine), references, family background, spoken languages, career objective, hobbies on your resume.

Check 6: Don't talk about your duties. Talk about the changes you brought. Use Action Verbs. https://www.glassdoor.com/blog/resume-action-verbs/

Check 7: Don't talk about projects that are too old and you don't remember. Be prepared for the interviewer picking any project on your resume and discussing that.

Check 8: Your achievements should also be in one of the most visible segments just like work experiences. They set you apart from the crowd.

Check 9: Mention full urls instead of just hyperlinks. This way, someone can manually open the url if they take a printout of your resume.

Check 10: Keep name of resume file apt. For eg: <Your_name>_<Role>. Don't keep the name as "resume", "Final 2", etc. A lot of recruiters keep resumes in a folder and it is very difficult to identify who / what role the resume belongs to.

Keyword checklist:
- If you are a Java backend developer, make sure keywords like "Core Java", "Spring" (if you have worked on Spring boot) appear on your resume. Make sure to mention tech stack with every project and explicitly mention Core Java there.

- If you are an Android developer, make sure "Android Developer" or "Android Engineer" appears on the resume.
- Frontend / Fullstack developer: Mention "Frontend Developer" as keyword. Mention "ReactJS" as it is taught as part of Academy. "Javascript", "CSS" is mandatory.
- Python developer: Mention explicitly "Python developer" as a keyword. Also, mention one framework "Django" or "Flask" in your resume.