

Resume Checklist:

Though resumes are static, they are still in practice. Use the below checklist to ensure you are applying with the best possible resume.

1. Format:

- ☐ Ensure the template is simple and ATS-friendly. ([Check download section for sample resume](#))
- ☐ Use a font size between 10-12pt for readability.
- ☐ Keep the resume length to one page, or two if justifiable. ([Refer to this link](#))
- ☐ Maintain sufficient white space for ease of reading.
- ☐ Use bold and italics for highlighting and avoid any underlining.
- ☐ Keep dates and formats consistent (MMM YYYY – MMM YYYY).
- ☐ Prioritize the section order for relevance.
- ☐ Make section headings clear and descriptive.
- ☐ Name the resume document appropriately (e.g., Firstname_Lastname_Position).

2. Section Sequence

For Freshers:

- ☐ Follow the sequence: Personal Information → Skills → Education → Projects → Internships → Activities → Certifications.

3. Personal Demographics:

- ☐ Include essential contact details (full name, phone number, email, LinkedIn, Portfolio) and omit unnecessary personal information (e.g., Age, DOB).
- ☐ Limit your address to city or state only.
- ☐ Include only professional social media links.
- ☐ Test all hyperlinks for functionality.

4. Summary / Objective:

- ☐ Ensure the summary highlights your unique value in simple language.
- ☐ Proofread the summary for clarity and an inviting tone.

5. Skills:

- ☐ Categorize skills effectively and match them to job requirements.
- ☐ Add soft skills with achievements in the experience section.

SKILLS:		
Analytical Tools:	Programming Languages:	Database:
<ul style="list-style-type: none">• Power BI• Advanced Excel	<ul style="list-style-type: none">• SQL (Structured Query Language)• Python	<ul style="list-style-type: none">• MySQL• Microsoft SQL Server

6. Experience (internship):

- ☐ List internship titles, companies, and employment dates in reverse chronological order.
- ☐ Start bullet points with action verbs and keep them relevant and concise.
- ☐ Quantify achievements with metrics to show evidence of career progression.
- ☐ Specify tools and software used.
- ☐ Maintain consistent formatting across the section.

Note: If you do not have experience as an intern, you can show project experience as practical experience.

Experience
Feb 2018 - PRESENT
Mobility Health Services Ltd, Delhi - Data Analyst
<ul style="list-style-type: none">• Established a system to classify different health care documents (prescriptions, doctor notes, equipment orders) using python tesseract and Regex, which accelerated SLA for the classification process from 50 minutes to 2 minutes per document.• Prepared 40+ BI dashboards in Power BI for month-on-month insurance business reports.• Evaluated and analyzed around 1000+ insurance claims using Excel V-lookup, Chi-square, Normal, and T-distribution and eliminated outliers using Python and Pandas• Assisted businesses in determining optimal pricing strategies by analyzing data trends of 1-year data, identifying relevant business insights, and using time series analysis in Excel to forecast future trends.• Operated closely with the engineering and business team using scrum/agile methodology.

7. Projects:

- ☐ Provide concise project descriptions with quantifiable outcomes.
- ☐ For freshers, maintain a balance of academic and personal projects.
- ☐ Include links to work samples or visualizations where relevant.

Business 360 - Brick & mortar and ecommerce [Power BI SQL Excel Dax Studio] Link	Feb 2023
<ul style="list-style-type: none">• Customized a multi-functional Power BI dashboard to analyze AtliQ hardware's sales trends over the global market by gathering data from 2 different sources (Excel/CSV files and a SQL database).• Built data model and visualizations in Power BI, and optimized the report with DAX studio which improved the performance of the report by 5%.• The dashboard enabled AtliQ hardware to analyze different department sales trends and make data-driven decisions, leading to a projected 10% revenue acceleration and 20% reduction in data-related expenses.	

8. Achievements:

- ☐ List relevant awards and their impacts, aligned with the job role.

9. Certifications:

- ☐ List relevant certifications with title, issuer, and completion date.
- ☐ Prioritize impactful and recent certifications.

10. Education:

- ☐ For freshers, include degree, institution, graduation date, relevant projects, and GPA.
- ☐ For experienced, prioritize the highest degree.

11. Final Checks:

- ☐ Omit personal details like religion and marital status.
- ☐ Check the resume for grammatical errors and proofread thoroughly before submission.
- ☐ Use Resume worded website to check the ATS Score. [\(Refer to this link\)](#)