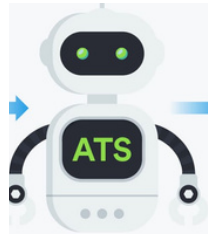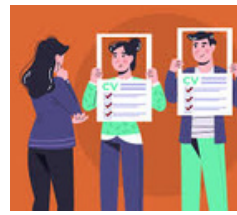# RESUME TIPS & GUIDANCE

50K+ → 5K → HR → 1k

ATS (APPLICANT TRACKING SYSTEM)

- It is programmed that convert the resume into a text document then it scans key pieces of information and a keyword such as years of experience, and skill as per the job description and then generates a score.
- It scans from left to right and top to bottom, so always keep important stuff at the top. If your resume doesn't play well with ATS, It will never get through to the human recruiter.

ADD KEYWORD

- In the Resume, it is important to mention some of the keywords (Avoid acronym) mentioned in the job description for getting a high score by ATS.
- for example, C++ or Software development, etc you found in the job description that should at least contain an inside your skill section and It will be better if you show that skill via projects or internships. That is why you should update your resume as per the job description instead of sending the same resume every place.

FILE FORMAT & NAMING

- ATS is made to extract text and filter, that's why DOCX and PDF format are compatible for ATS, Avoid using .jpg, or any other file format for Resume. PDF is mostly preferred because its formatting can't be broken.
- Resume/CV name like a resume, resumefinal, resume123SDE that can create difficulty for HR to find once again your resume in 10K+ resume
- Give a name like NAME_YOE_ROLE or NAME_BRANCH_PY [YOE - *Year of experience*, PY - *Passout year*]
- ***Example*** - RohitGupta_1YOE_SDE, RohitGupta_CSE_2022.

RESUME STRUCTURE & TEMPLATE

- The best resume format is a chronological resume that works for every ATS, You can also go for the Hybrid resume format.
- Use headings that are suitable for ATS like "Education, Skills, Experience" etc instead of creating new headings.
- You can either make a google doc/ms-word resume or a Latex Resume from the Overleaf website (Template Link - T1 , T2, T3), You can also use a Novo resume that follows a chronological order,

RELEVANT LINK

If you applying for a software role it becomes important to show your problem-solving skill, So add a coding profile link, GitHub, Linkedin link as well as a deployment or GitHub link for the project you mention in your Resume.

AVOID GRAPHICS

- The main goal of an ATS is to convert to text so putting images, tables, icons, boxes, logos, and graphs makes it harder for an ATS as well as a recruiter to read, and along with that text conversion can results in format and information lose.
- Multi-column resume can be good for the reader but since ATS scan from left to right & top to bottom manner so it will merge all column into a single side which can result in cv parsing error or may intersperse or delete some piece of information.
- For example, let's say in the same height you have an experience section on the left and an education section in right in your CV, so it might result in that experience and education getting mixed up after converting into a text document.

QUALITY > QUANTITY

- The recruiter usually takes 7-8 seconds for reviewing your resume so focus more on quality than quantity. In fact, too much content in the resume also has chances of rejection from ATS due to delays in extracting & parsing content.
- Use keywords and small paragraphs that should be impactful and short to give key ideas regarding experience, project, and achievement. Avoid making 3-4 pages resume and long paragraph. Make single page resume and use bullet points to describe things.

AVOID GRAMMAR MISTAKE

One spelling mistake can be an obstacle between you and your dream job, Make sure to make a resume with negligible grammatical errors, and Use strong action verbs and proper tenses. Also, get it reviewed by one of your professional trustworthy friend.

ACHIEVEMENT & IMPACT > RESPONSIBILITY

- The recruiter doesn't care much about what was your team or what was your task instead they interested in knowing what you learned (Techstack), what you achieved by doing a project/internship, and what its impact & results with some numerical data points.
- ***Example*** -
  - WRONG -: Responsible for sales, handled sales team X
  - CORRECT -: Increased sales by 12 % using XYZ strategy over a 5 months period.

SIMPLE STYLE

- Instead of multicolor background or text, use a simple white background and at max 2 colors of text (To separate heading with body text) that increase the readability of the resume.
- Avoid using multiple fonts or uncommon fonts that can trouble ATS, Either ATS will download a new font or change your font to ATS supported font so which can affect the structure of your resume. For resumes use fonts like Arial, Calibri, and Times New Roman.
- Use bullet points of the most common type like circles and squares instead of another type. You can also use italics / bold / underline.