Resume Points

1. Full Name (Upper case Bold)
2. Email - Id (lower case)
3. Contact number (with country code)
4. Linked-in profile link
5. Naukri profile Link
6. Photo(optional)
7. Career Objective(should be less than 3 lines)
8. Academics(Good percentages -> table

avg /below-avg -> rows)

1. 10 th
2. 12 th/Diploma
3. Degree
4. Masters
5. Project/paper presentations Details (max of 2/3)

Each project/paper presentation should contain

1. Title
2. Description of project/paper presentation(should not exceed more than 2 lines)
3. Responsibility(should not exceed more than 2 lines)

10. Technical Skills (min of 2/3)

Each technical skill should contain

1. Skill Name.
2. Topics you have learnt or excelled in(min of 6 max of 10).

11. Achievements (Optional)

Each one should not exceed more than one line

12. Strengths/Weaknesses (Optional)

13. Personal Details( 5 - 8)

1. Full Name
2. Father’s Full Name
3. Address(optional)
4. Email-Id(optional)
5. Languages you are fluent in(min 2 langs)
6. Hobbies(Optional max of 3/4)

14. Acknowledgement (Optional)

15. Signature with full name on top (optional)