



Estd.2001

# Sri Indu

College of Engineering & Technology

UGC Autonomous Institution

Recognized under 2(f) & 12(B) of UGC Act 1956,

NAAC, Approved by AICTE &

Permanently Affiliated to JNTUH

## (ACS)ADVANCED COMMUNICATION SKILLS LAB

D.HARSHITH REDDY

22D41A0554

CSE-A

## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Under the guidance of  
Mr. B.SANJAY

*Building the Perfect Resume  
Your Gateway to Success*

# Key Components of a Perfect Resume

- **Contact Information** (Professional email, phone, LinkedIn link, GitHub if applicable)
- **Professional Summary** (impactful introduction)
- **Educational Qualifications** (With proper formatting and reverse chronological order)
- **Technical Skills** (Languages known, tools, technologies relevant to CSE)
- **Projects** (Highlight key projects with technologies used, challenges, and outcomes)
- **Work Experience/Internships** (For those who have them, include achievements rather than just duties)
- **Certifications** (Relevant ones like Course completion, internship, etc.)



# Tips for Creating an Effective Resume

- Use a **professional design** and readable fonts (avoid too much color or decoration).
- Tailor the resume for every job role (include keywords from the job description).
- Avoid common mistakes like grammatical errors or irrelevant information.
- Stick to a **one-page** resume (unless you have significant experience).

# ATS (Applicant Tracking System)

An **Applicant Tracking System (ATS)** is a software tool widely used by companies to streamline the recruitment process by automating the management of resumes and job applications. ATS acts as a digital gatekeeper, filtering and ranking resumes based on specific criteria set by recruiters. These systems are designed to simplify the hiring process by scanning resumes for keywords, skills, education, and other job-specific qualifications.

- Importance of using simple, ATS-friendly templates.
- Avoid images, graphics, or tables that ATS might not read.
- Include relevant keywords for the role.

# Differences between a CV and a Resume:

## Resume

- Concise, typically 1-2 pages.
- Used for industry or professional jobs.
- Focused on skills and relevant experience.
- Highly customizable for each job.

## CV

- Detailed and can be multiple pages.
- Comprehensive, includes education, research, etc.
- Static, not tailored to specific roles.









# CHAD GIBBONS

GRAPHIC DESIGNER





## CONTACT

-  123-456-7890
-  hello@reallygreatsite.com
-  123 Anywhere St., Any City
-  reallygreatsite.com



## EXPERTISE SKILLS

- Web Design
- Creative Thinking
- Adobe Photoshop
- Adobe Illustrator

## LANGUAGE

- English 
- French 
- Hindi 
- Bengali 

## INTEREST

-  Travelling
-  Books

## 01 PROFESSIONAL PROFILE

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## 02 EDUCATION

### Masters in Art and Illustration

Really Great University (2012 - 2014)

- Post graduated in graphic designing
- In-house extensive training

### BA in Art and Illustration

Really Great University (2009 - 2012)

- Academic excellence in visual identity and motion graphic designing.

## 03 EXPERIENCE

Salford & Co. Mar 2018 - Present  
**Creative Director**

- Works closely with the marketing team regarding advertisements and promotions.

Borcelle Dec 2015 - Jan 2018  
**Project Manager**

- Handled multiple digital accounts and works with reputed organizations to provide unique graphic designs.

# Example Resume



hello@reallygreatsite.com  
+123-456-7890  
123 Anywhere St., Any City

## EDUCATION

### Your Degree Name Here

Really Good University : 2013-2015

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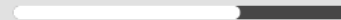
### Your Degree Name Here

Really Good University : 2011-2013

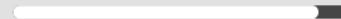
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## SKILLS

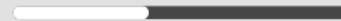
### Amazing Skill Here



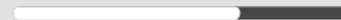
### Amazing Skill Here



### Amazing Skill Here



### Amazing Skill Here



## REFERENCES

### Reference Name

Company Name

Phone : +123-456-7890

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Company Name

Phone : +123-456-7890

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# Jonathan Patterson

GRAPHIC DESIGNER

## PROFILE

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## EXPERIENCE

Really Great Company 2019-2022

### Senior Graphic Designer

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Really Great Company 2017-2019

### Graphic Designer

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Really Great Company 2015-2017

### Junior Graphic Designer

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