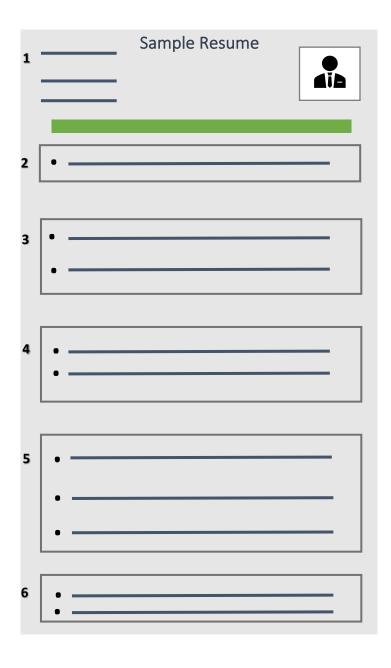
# Deloitte.

## How to create your resume:

In the world of resumes, content is king. Resumes are meant to give a brief overview of your **experience and skills** and highlight your **accomplishments**. In your resume, include targeted content that is specific to the job you are applying for, and let it be simple and concise.

Resumes typically have four basic sections: **Profile/Overview**, **Skills/Achievements**, **Experience**, **and Education**. It is recommended to keep your **resume to one page**.



### 1. Start at the top of your resume

Provide your name, contact information, including valid email address, and a contact number at the top left corner. You can choose to attach a passport-sized professional photograph at the top right corner.

 Immediately below your contact information, consider providing a resume introduction or objective—a crisp summary that showcases your strengths and career objective.

#### 3. Highlight your skills

Provide a list of keywords that capture your technical and behavioral skills and competencies. For example: For technical competencies, consider adding Java, C++ and so on. For behavioral skills, consider adding leadership, team player, and so on.

#### 4. Provide educational details

This section of the resume is for your educational and/or additional qualifications, as well as other relevant credentials. Consider starting the list from the most recent qualification and provide the name and percentage/CGPA alongside each qualification.

5. Share your Position of Responsibilities/Certifications/Projects/any relevant work experience

Instead of listing responsibilities, consider listing accomplishments and learning that you achieved within each position/role or while pursuing any certifications.

Other languages known (Optional) and Relevant interest/hobbies (Optional)