



Resume building guide

Hi,

I am giving you my personal resume which got shortlisted by 35+ companies to this email for your reference

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I have reviewed hundreds of CVs earlier and below are some tips and common mistakes to avoid while building yours. Please go through these points one by one and see if you have missed any of the points. Kindly update your CV accordingly.

1. In the title of your CV, mention whether you are a frontend / backend / full-stack engineer.
2. Include 1 section that articulates what your typical day looks like. May be a pie chart that shows 50% coding, 20% planning, 10% risk analysis etc.,
3. Please add your photo image in the first page. Don't worry about the ATS compliance and stuff. It doesn't matter if the resume is catchy and skills are strong.
4. Can you mention the number of clients affected (delivered) if you have that information about your projects ?
5. Include 1 hobby that says. (Love to build side projects and contribute to open source). This makes the HR think you are really interested in software engineering.
6. Include few soft skills like Communication, presentation skills, risk analysing capability, risk taker, and a team player. These are very much needed skills in today's world.
7. Include that you are good in balancing project deliverables versus team wellness. This is a good trait that team leads are looking at in bog companies now a days.
8. Can you please have a 2 column grid layout ? It is very effective and you can fit a lot more points in the 1st page. Trust me, recruiters don't go beyond 1st page most of the time.
9. Please add LinkedIn and Github links on the top of your first page. And please add few projects in your GitHub space. If you don't have projects, please at least keep forks of good open-source projects like Material UI, React core, etc., This will make the recruiter think that you are trying to contribute to those projects (Even if you haven't contributed yet)
10. Include a section that says "Accomplishments". You can even put small accomplishments like raising a PR to a certain project. It doesn't matter. Your accomplishments say that you are proud of what you are doing. So please add this section.
11. Add a new section "Skills" and mention HTML, CSS and Advanced JS, React etc., and also mention your proficiency in them. The skills section is very important because the initial HRs are not technical and they need specific terms look at.
12. Explicitly mention the tech stack used in each project you have done. Mention frontend and backend technologies / libraries used separately.

13. Include an intro paragraph about yourself in the beginning and mention your greatest achievement so far in your career.
14. Try to reduce the number of pages to 2 (or maximum 3 pages). Your first page should cover all important info like your intro, experience, education, skills etc., You can achieve this if you use a 2 column grid layout as it saves time. Recruiters usually don't go past the 1st page most of the time.
15. Sometimes adding too much description about the projects introduces clutter. Please reduce the number of lines in project summary but don't omit adding the tech stack used and the impact it brought to the team / company.
16. If a dedicated "Projects" section is missing in your CV, Please add it and mention the inner details in just 1 paragraph. Keep Experience and Project sections separate.
17. Try to add a timeline of your work history (companies worked earlier). It gives a visual representation of your journey so far of you connect them with lines and dots. It not only looks professional, it will make it easy for the interviewer / recruiter to understand your journey so far in your career (Refer my resume attached)
18. Your Education section should be placed below your Experience and Projects sections.

I may have gone a bit fancy in my CV but you don't have to replicate it. Follow your own style. Just use mine as a reference.

Please remember, ... Try to pack as much information as possible in the first page itself as I have seen team leads / manager don't go beyond 1st page before deciding. Sometimes vacancies get created because of attrition in the team and they conduct a drive, Even during this time, CVs are forwarded to the respective team's manager and the tech lead. They will maximum take 5 minutes before saying a Yes or a No. Hence your first page is a golden opportunity to feed them with as much maximum information as possible. I always suggest to go with a 2 column grid layout because it saves the page real estate.

Also, if you don't have an online resume already, please read my article - <https://www.mskwebdevelopment.com/post/build-your-online-portfolio-website>

Warm regards,
Manoj