**Resume Writing**

**YouTube Link**

<https://www.youtube.com/watch?v=QnUI3sLZ4hc> - Resume Writing for Students

**Using following link to create a professional and well-structured resume**

**Link - https://www.resume-now.com**

**Resume Writing Tutorial Worksheet for Students**

**Part 1: Understanding Resume Basics**

1. **What is a Resume?**  
   Write a short definition of what a resume is and its purpose.
2. **Why is a Resume Important?**  
   List three reasons why a resume is a vital part of the job application process.
3. **Components of a Resume:**  
   Match the following sections with their descriptions:

| **Section** | **Description** |
| --- | --- |
| Header | A. Fill in the details for your resume header. |
| Objective/Summary | B. Contact details such as name, phone number, and email. |
| Education | C. Academic qualifications, institutions attended, and years of study. |
| Skills | D. A brief statement outlining career goals and motivations.  . List of skills relevant to the job or opportunity. |
| Work Experience | E. Details of internships, jobs, or projects, including responsibilities. |

**Part 2: Drafting Your Resume**

1. **Header:**  
   Fill in the details for your resume header.
   * Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * LinkedIn/Portfolio (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Objective/Summary:**  
   Write a short, 2-3 sentence career objective or professional summary.
3. **Education:**  
   Fill in the following template with your educational details.

| **Degree** | **Institution** | **Years Attended** | **Achievements** |
| --- | --- | --- | --- |
|  |  |  |  |

1. **Skills:**  
   List 5-8 technical, soft, or transferable skills relevant to your goals.
2. **Work Experience/Projects:**  
   Use the STAR (Situation, Task, Action, Result) method to describe your experiences.

| **Experience/Project Title** | **Description (using STAR)** |
| --- | --- |
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