Resume – **Only 1 page** (2 resumes – 1st for software screening, 2nd to carry to interview)

No images, icons or symbols

**Header** – name, phone number, email, LinkedIn, (GitHub maybe?)

**Education** – Graduate Institution, List courses and GPA, Undergraduate Institution, Summer Courses (For keywords)

[Keep everything left aligned in software screening resume; Dates are right aligned in the other one]

Font – Min 10

**Skills** – Programming Skills, Hard skills (Soft skills can go in the cover letter)

TIP: Refresh LinkedIn and resume after every 6 months

[Constantly look for new jobs; doesn’t mean you keep jumping organizations for 20 yrs.]

**Experience**

Organization, location, time period, 3 bullet points (highlights at your job)

[No jargons]

**DON’T LIE OR EXAGGERATE**

**Projects**

Similar format like experience, No need for organization

**Activities**

Stick to rule of 3 –

If you’re a gamer, show it.

Save one line for **interests** – Need to have something different in your story from others.

3 unusual things about you.

Ordering of the sections can depend on the role you’re applying for (after 5+ years of experience don’t mention education at the top)