**Recommendations for writing a resume / CV**

Resumes come in different formats, mainly: chronological, functional and mixed. We should use the format that’s most appropriate for our goals and level of experience. For candidates with a lot of experience we recommend a chronological resume with the last 10 years of experience and brief descriptions of each job/duty. A functional resume is recommended when you need to show that you are qualified for the job despite lacking professional experience: we explicitly describe ou previous job responsibilities, achievement, skills and participation in projects and competitions.

To create a resume, you can use ready-made solutions like incanchoose.ru and canva.com.

Regardless of the chosen format, resumes include:

**Basic information** : Full name, age (you can specify the date of birth), phone number and email address (preferably not in the form clubnichka69), place of birth (full name of the settlement, country) and citizenship (for foreigners work permit). It also includes marital status and address. Do not write your resume in the first person, i.e. do not use the pronoun "I".

**Priority areas / interests for an internship** : Don’t write a “desired position” in your resume. Write about the areas of activity that you are interested in and the programming languages you want to work in.

**Education:** Information about your highschool is recommended. Include the 42 school you’re enrolled in. **Additional education** (courses, seminars, trainings, internships, etc.) is should go at the end. List this information in chronological order, starting with the last place you studied. Don’t forget to include your enrollment and graduation dates, the full name of the educational institution (without abbreviations), faculty, specialty and the qualifications awarded by the diploma. If you find it necessary, you can specify the topic of the final work (dissertation or diploma). If there is a lot of work experience, then the “Education” section should go after “Work experience” because experience is more important. If there is little or no work experience at all, then the “Education” section should go first.

**"42 School - LOCATION"** - this is how you include your enrollment in the main section of education.

**Key Skills** (that you possess): Take stock of your core professional skills relevant to working in IT. Not less than 5, and not more than 10.

**Proficiency in foreign languages:** include the languages you speak and your proficiency (beginner intermediate, advanced, fluent).

**Knowledge of programming languages**, experience with tools, etc.

**Work experience:** This is the most important block of the resume. List your work experience in chronological order, starting with the last job. Include the following points for each job: time period (months and years), full name of the organization, city, country, position, line of work (a brief description of your main responsibilities) and the most significant achievements, if any, with quantitative indicators if possible.

**Project activity** : If you have little work experience but you’ve built toy projects, contributed to open-source projects or you have worked as a freelancer, you can have a “Project activity” section with the following structure: Name of the project; the team or organization; tech stack (technologies used to solve the problem). You can also add a link to the project’s repo, but make sure to add a brief description of what the project does. Employers go through hundreds of resumes, and they won’t look at your projects unless they’re interested in what they do.

**Community Service:** In this section you list any work you did for charity, for an NGO or a civil organization. Include the same points from the **Work experience** section. If you are a beginner and do not have extensive professional experience, then this section will be important. Include past professional internships, including those that took place as part of your training.

**Additional information**: Include everything that makes you stand out from the crowd: participation in competitions, hackathons, merit award, special title or rank, etc. Be sure to mention all the hackathons you’ve participated in, even if you didn’t win. Just like in the **Project** section, describe what problem was solved.

**Hobbies and Interests:** This section is optional. You should write it if it emphasizes your strengths.

When writing a resume, remember the following principles:

*Structure:* All information in the resume should be presented in a certain sequence and in a single style.

*Selectivity:* When thinking about your resume, first determine its purpose: decide what kind of job you want to get and what impression you want to make. Analyze your professional experience and only select what matches your goals. This will ensure it contains relevant information.

*Objectivity:* When describing your experience and skills, be realistic and objective. You must be prepared to justify everything that is stated in the resume.

*Brevity:* The volume of the resume should not exceed **two pages** , so the information must be stated briefly, focusing on the most important and significant points for the employer.

*Concreteness:* It is necessary to be extremely specific in the choice of wording. For example, “trained two new employees”, “trained”, “reduced errors by 15%, saving the organization $40,000”, etc.

*Activity:* Don't be verbose and avoid passive forms. Emphasize the results achieved using action verbs: "accomplished", "responsible for the implementation", "effectively used", "applied to the following opportunities", "responsible for", etc.

Focus on your achievements: “I got a promotion in three years”, “I worked in the company for three years, I always completed the work on time”, etc.

Once the resume is written, have someone who is fluent in the language it was written in review it. Make sure you use present tense verbs when describing your current job, and use past tense verbs when describing previous jobs. Remove any long phrases, complex terms and incomprehensible words. Clearly highlight the necessary headings. Make sure everything is written in the same style. Choose an easy-to-read format, with margins, reasonable-sized font, reasonable line spacing, etc.

We recommend adding a photo of yourself taken within the last year. The photo doesn’t need to be overly formal, but it shouldn’t be informal either. We recommend business casual or business format. No bare shoulders, no low-cut photos (for women) and no T-shirts or sportswear. Your photo should reflect the style of the resume.

Keep in mind that your resume will probably be printed, so keep the colors printer-friendly (light-background, dark foreground).