

Hello Nikunj,

I'm Nicole, with Resume-Now. I have personally reviewed your resume and would like to offer you some helpful advice and tips for improvement. I've included suggestions for each section of your resume, as well as guidance on how to choose content that highlights your value as a candidate.

Here are my comments and recommendations for you:

Summary Section:

You should always keep your target position in mind. Write your summary to show how your experience and skills will easily translate to your new position.

A good test of a summary is to take it completely out of the document and see if it makes sense by itself in just 3-5 sentences. Unfortunately, your summary section is overly wordy and bogged down with too much irrelevant information.

Skills Section:

You can really make this section stand out by reviewing the job ad you're applying for and include any specific skills, abilities and experience you have that will be beneficial for the new role.

You've selected some great skills but remember that too much information in one section can really clutter your resume and distract from your skillset. I think you should choose 6-8 skills statements that most relate to your goal position.

Experience/Work History Section:

It's often difficult to decide what to write for job descriptions. One strategy is to think in terms of how you made a difference. Describe what impact you had, what you changed or what you improved while in the position.

While highlighting your experience is an important way to showcase your skillset, too much content can have a negative effect. I suggest reducing the overall amount of content to 4-6 bullet points for each role to give you the most value.

Here are some questions to ask yourself to help identify what experience would be beneficial:

- What would your manager say were your strengths?
- What projects did you work on? What were the results?
- Did you manage others, work on a team or serve customers? What did you accomplish?

Education Section:

Use this section for your formal education and degrees only. Licenses, certificates and other courses should be listed in a separate section.

I see that you've made good choices here, so there's no need to make any changes to your Education section.

Grammar/Punctuation and Formatting:

And finally, make sure you carefully proofread everything at least twice - do not count on spellcheck to catch

everything! Any grammar, punctuation or formatting error, no matter how small, will hurt your chances of getting an interview.

I sincerely hope my suggestions are helpful. By following the tips I've outlined in this review, you'll have a resume that will serve you well in today's job market.

I wish you the best of luck with your job search!

Nicole

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