**A Winning Resume: Module 1**

Now that you have your introduction in place let us look at some of the key elements while writing a resume step by step:

**Heading:** Heading, in a nutshell, should address your basic details, how can people reach out to you should be covered right at the start of your resume. This generally starts with placing your name at the top of the page highlighted in bold with a slightly large font compared to the overall page. Address, phone, and email ID to follow.

These are must-haves, what additionally can be included is links to various social media handles you would want the recruiter to refer.

**Education:** Academic background should be in reverse chronological order with the most recent first. There is no specific format for mentioning the background but a generalized way is to start with name and type of degree, name of your college/university, followed by your majors and percentage/CGPA.

**Experience Highlights:**  A free space to put across your learning and experience briefly. Be a little cautious while mentioning about your job description. Remember your resume reaches someone who would’ve been through the same process and would be aware of the places to find a loophole. Start with mentioning your designation, company name (one line description about the company), period of work and who were you reporting to. This needs to be consistent across all the job descriptions.

**Capabilities/Skills:** Whether you want to include this or not depends on your experience and skill. If there is a particular skill that you think will make a mark, this is the place to put them. You can elaborate on your knowledge about that skill in this section. You never know what might impresses a recruiter at the spur of the moment.

**Volunteer/Community Service:** This is optional depending on your interest levels but the description needs to follow the same format as jobs.

**Projects/Certifications:** This is one section where you have the power to set yourself apart from the rest. It adds weightage to your resume and validation to your acquired skill. Every employer looks for some precise knowledge in the area where they need an employee for.

Need not worry if this is blank, learning never stops and it is always good to continuously review it time and again, that’s where certifications enter.

Above all your resume and the way you present it gives some idea about your personality too! Remember something pleasing to eye will catch everyone’s attention. Always try to take a hard copy and see how you are utilizing the space and how it looks. Best of luck!

**Common mistakes to be avoided while writing a winning resume**

Make sure to cross-check all the details mentioned in the heading, and be transparent.

Writing too lengthy sentences can dilute the purpose, make them crisp and to the point

Don’t highlight skills that you are not sure of or don’t want to use again in the next job

Before writing the job description, sit back memorize and pen down all your accomplishments and learnings rather than jumping to the section directly

Verify that you have supporting documents for your certification

Every time you write a resume you will discover something new about yourself, it is always a good idea to quickly glance through it once in a while and add that new discovery you feel sets you apart.