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Make your **resume** stand out from the crowd

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Let’s talk tips & tricks for resume writing

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15BIT0335

B.Tech 2015 - 2019

Makes me feel nostalgic

@Vinit_Shahdeo

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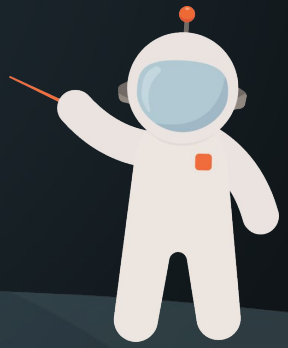
You **know yourself** **better** than anyone else.

Build your resume by your own, do not hire someone to do the same.

Things to keep in mind?

1. Be honest
2. Choose a classic template
3. Avoid typos
4. Neither too short nor too long
5. Use keywords



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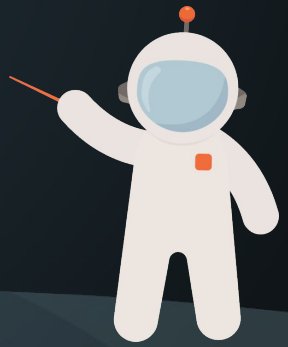
Choose right template

1. Don’t be too creative by using 5-6 colors
2. Avoid too many font types
3. **Do not shout!**
4. Look neat, look smart
5. Format your resume well



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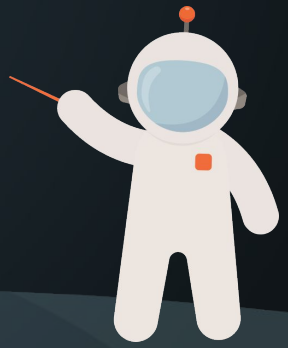
Use proactive description

1. Use passive tone of voice - worked, increased, organized
2. Avoid TMI - Neither too long nor too short
3. **Use keywords - Highlight your achievements**
4. Provide relevant links - GitHub / Blog / LinkedIn
5. Follow STAR model - Use bullet points



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Common Mistakes

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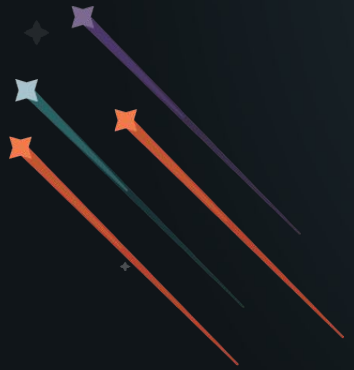
1. HTML is not a programming language
2. Avoid broken links
3. Chronology matters - Use reverse chronological order
4. Do not skip summary
5. Alter your CV inline with the role you're applying for

Let’s have a look into a few resume samples



Points to Note

- It’s not a comprehensive list of your career history. It’s a marketing document selling you as the perfect person for the job
- Choose a easy layout - utilize online templates
- Keep it of single page (still a hotly debated topic)
- Use classic (10-12 points) fonts with few icons - attractive & readable font
- Be consistent - make strategic use of bold, and italics
- Balance your text and space
- Skip photo if you just have a selfie with SnapChat filter (Kidding ;p)
- **Experience first, Education second**
- Keep it short and simple
- Keep it recent, keep it relevant
- Always provide online supplement - GitHub / LinkedIn / Blog / Website
- Clean up your online presence - Digital footprint matters

Points to Note

- Make the most of keywords (Be smarter than ATS)
- List out your skills (interests not daily habits)
- **Show them you're an achiever not a doer**
- Show - do not tell your soft skills (if you're a problem solver, prove it)
- **Add numbers wherever possible**
- Trim unnecessary fat from your resume
- Do not make any mistake that makes you look dumb
- Avoid spelling mistakes and grammatical errors
- If you lie on your resume, you're at a big risk
- New college grads won't have much work experience to highlight, but they can still draw from class projects, clubs, hackathons to talk up their hard and soft skills.
- **Save it as PDF** (Name it as <your name> Resume e.g. Kashish Resume)
- Proofread, proofread, proofread

Q & A

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All the best

Thank you for joining

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