

How to Collect information and break down into sections ?

Structure our resume in a way that enhances our chances of selection. Even if we lack experience, we can proceed by gathering information that can add value to our resume.

Sections in the Resume

1. Contact Information

- Mention our name, phone number, email address, and residence address.
- If we have a GitHub and LinkedIn profile, it must be included.

2. Education

- Include our educational background, focusing on degrees, majors, institutions, and graduation dates.
- If our GPA is strong and relevant to the position we 're applying for, we can include it.

3. Projects

- Highlight relevant projects that should be used to showcase our skillset required for the job we are applying to.
- We can add little bit of description to explain what our project is about, like in technical project we can add language and technology used.

4. Work Experience

- Write our work history in a clear format, emphasizing accomplishments and responsibilities that showcase our ability to excel in the role.
- We should write in an order that is more relevant to the job you are applying to.

5. Achievements

- Showcase specific accomplishments to demonstrate the impact we've made in previous roles.
- Add volunteer work, internships, or extracurricular activities that demonstrate our skills and dedication.

6. Skills

- List technical and soft skills that are essential for the position.
- Highlight skills that differentiate us as a strong candidate.