HOW TO ORGANIZE YOUR RESUME

in Md Riyazuddin

1. CONTACT DETAILS

- **Phone number**
- **Email address**
- **LinkedIn Profile**
- **Portfolio Link**

INTERVIEW
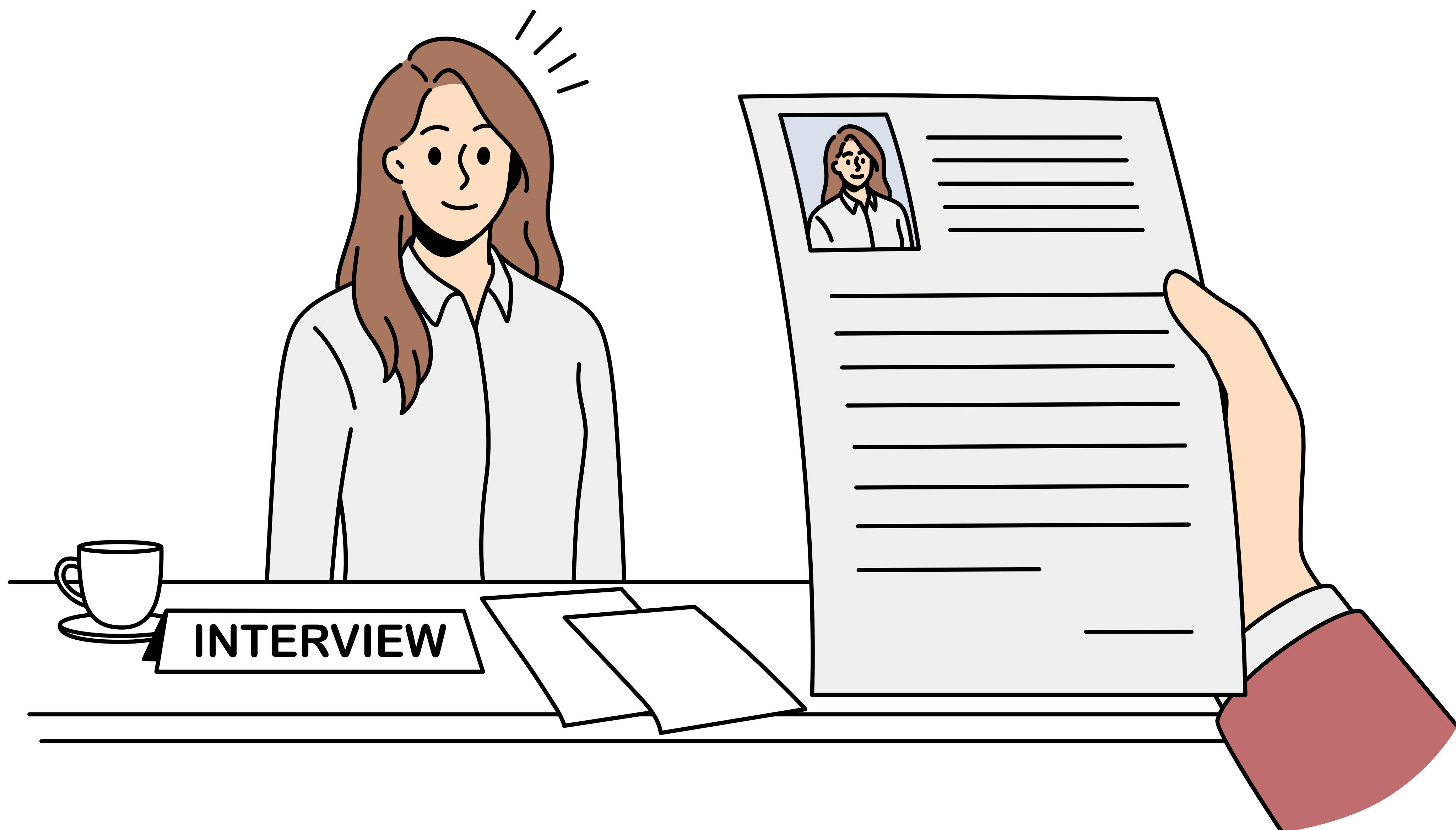
2. PROFESSIONAL SUMMARY

This is a section that provides a brief overview of your skills, experience, and career goals.

3. WORK EXPERIENCE

List your previous work positions in reverse chronological order, starting with your most recent job. Include the job title, company name, dates of employment, and a concise description of your responsibilities and accomplishments for each role.

4. EDUCATION

Mention your educational background, including the degrees or certifications you have earned, the institution's name, and the dates attended. Include any relevant coursework or academic achievements.
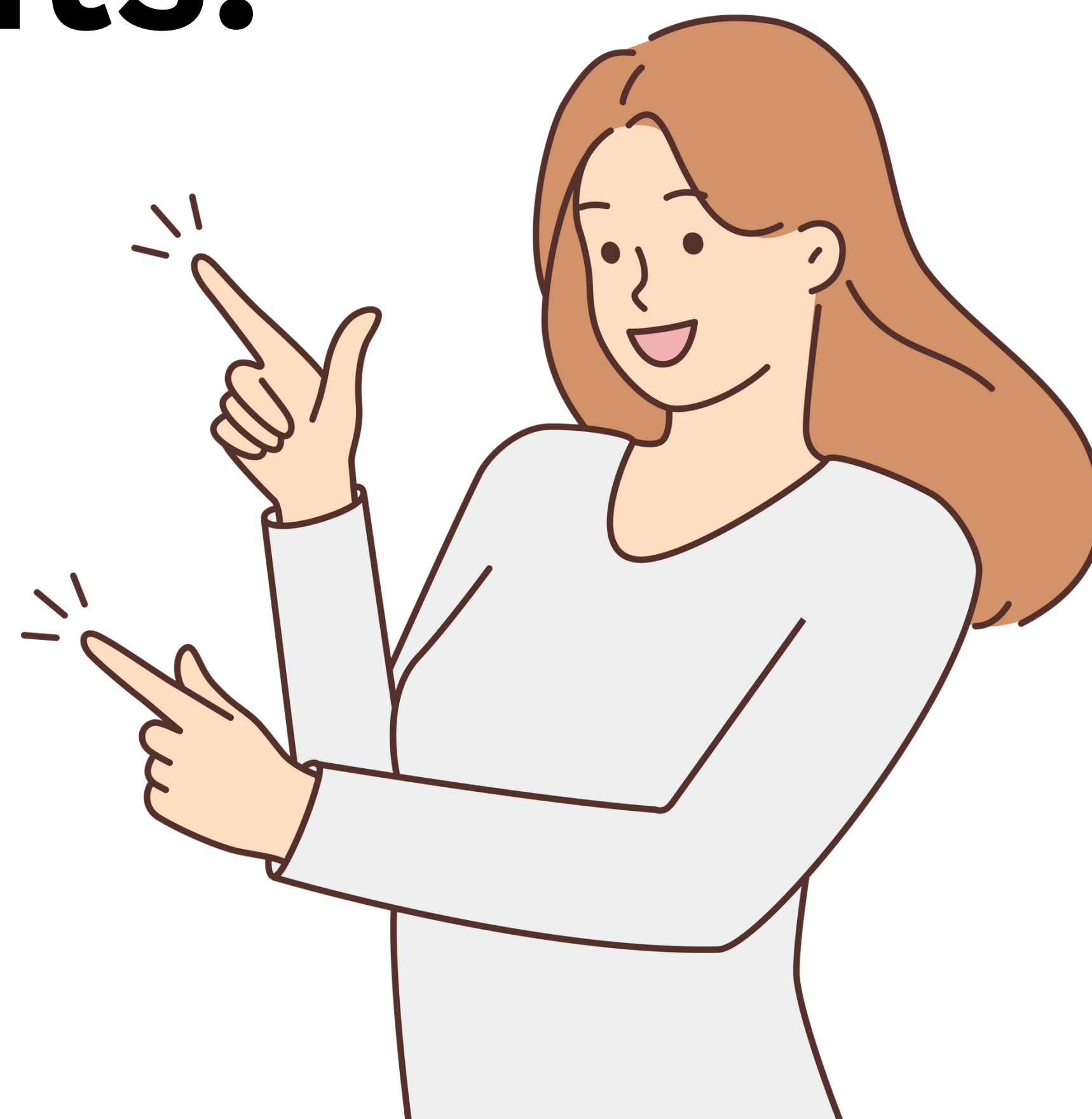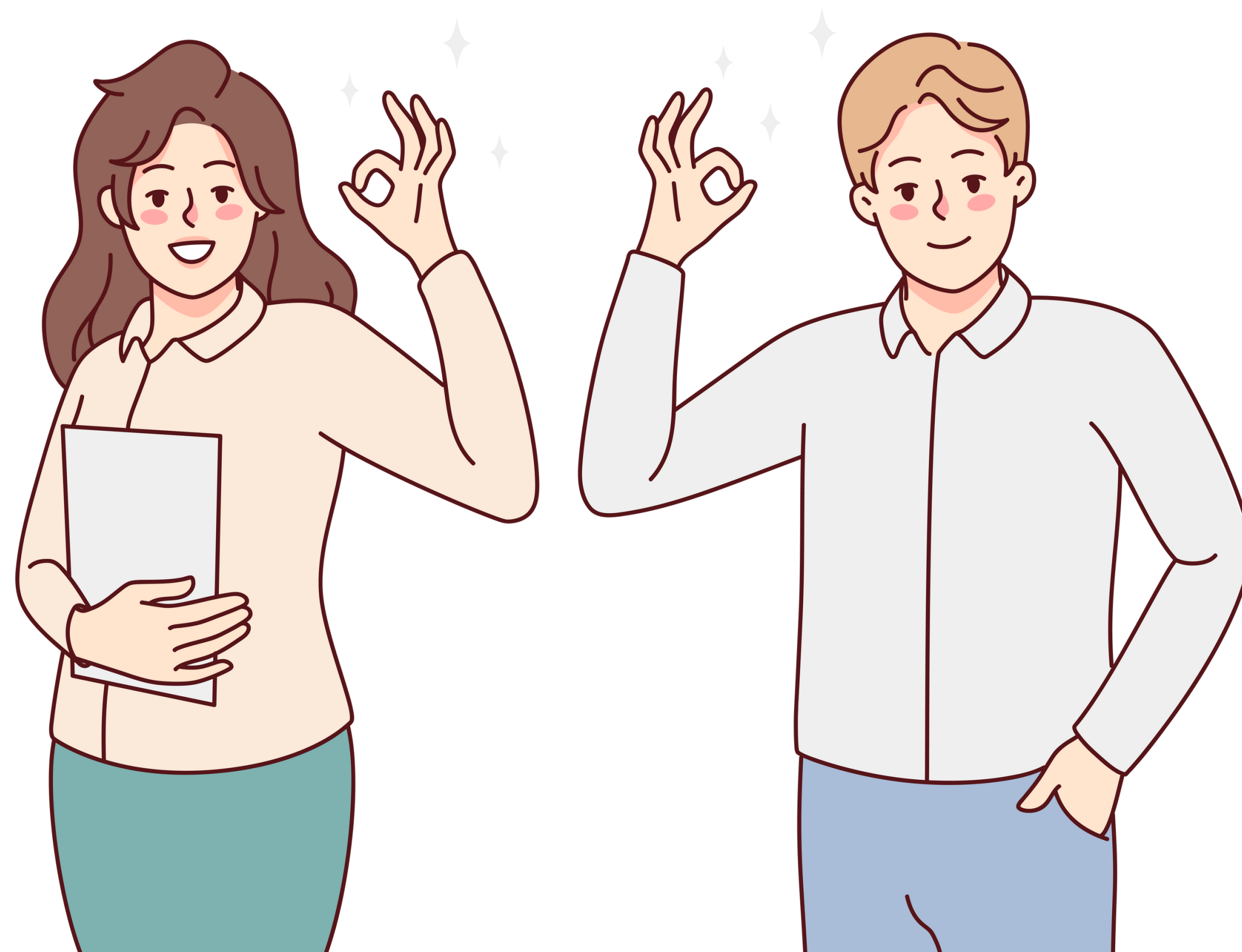
5. PUBLICATIONS/ PORTFOLIOS

List any professional certifications, Research paper publications or licenses that are relevant to the job you're applying for.

6. SKILLS/ QUALIFICATIONS

Highlight your relevant skills, such as technical skills, language proficiency, or specific software expertise. You can organize them into categories or create a separate section for technical skills.

7. HONORS/VOLUNTEER WORK

If you have completed any significant projects or received any honors or volunteered for relevant organizations, showcase them in this section.

SUMMARY

Contact Details

Work experience

Education

Publications / Portfolios

Skills/Qualifications

Honors/Volunteer work

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FOR MORE

Md Riyazuddin