

# Resume tips that got me shortlisted for an Interview with Amazon/Google in less than 2 hours

# Tip #1 - Resume Name

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Provide a valid resume name  
for your file e.g. -

**Dinesh\_Varyani\_Resume.pdf**

Avoid names such as

**MyResume.pdf, Resume.docx,**

**DineshVaryani.docx, etc**



# Tip #2 - Resume Color

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Keep resume in multi-color format. Using single color will make important parts of your resume look the same.

e.g. links/email become hard to recognize from normal text.

# Tip #2 - Resume Color

## AVERY DAVIS

Digital Designer

### CONTACT

123-456-7890  
hello@reallygreatsite.com  
reallygreatsite.com

### EDUCATION

#### EDUCATIONAL QUALIFICATION

University  
2017-2020

#### EDUCATIONAL QUALIFICATION

High School  
2010 - 2016

### SKILLS

Content Writing  
Web Design  
Illustration  
Graphic Design

### REFERENCES

Provided upon request.

### SUMMARY

A passionate digital designer with over 10 years experience in online content, design and development. Known for my hardworking ethic and exceptional people skills.

### WORK EXPERIENCE

#### WEB DESIGNER

Really Great Company  
2020 - Present

- Website design and development
- Delivered 20 websites from concept to completion
- Developed visual style guide

#### WEB DEVELOPER

Really Great Company  
2014 - 2016

- Database administration and IT management
- Website back ups and server migration
- Front end and back end development

#### CONTENT MANAGER

Really Great Company  
2010 - 2016

- Content writing and editing
- Developed and maintained editorial content plan
- Created and trained staff on editorial style guide



## Adeline Palmerston

### GRAPHIC DESIGNER

### PERSONAL INFO

I am a passionate Graphic & Branding Designer having expertise of 5+ years. I work closely with my clients in developing strong brand identities that define and exhibit values, and also professional visual entities to define your tone. I am a strong team player and a social butterfly.

### EDUCATION

➤ Advance Diploma in Graphic Design 2015-2017  
University name

➤ Bachelors of Design in Graphic Design 2012-2015  
University name

### EXPERIENCE

➤ Social Media Manager 2020-Present  
Studio Shodwe

- Led a team of 3 designers to develop digital media resources.
- Led an Ad campaign for 4 brands over a 6 month period in driving result-oriented growth.
- Developed 200+ digital and print graphics.

➤ Graphic Designer 2017-2021  
Liceria & Co.

- Developed Branding and Packaging designs for 4 new brands.
- Designed over 300 social media content.
- Derived visual quality identity and guidelines for brands.
- Other digital and print designs.

### REFERENCE

- Kyrie Petrakis - VP, Liceria & Co.  
hello@reallygreatsite.com +123-456-7890
- Alexander Aronowitz - HR, Studio Shodwe  
hello@reallygreatsite.com +123-456-7890

### CONTACT

☎ +123-456-7890  
✉ hello@reallygreatsite.com  
📍 123 Anywhere St., Any City, ST 12345

### SKILLS

- Graphic Design
- Visual Design
- Branding Design
- Packaging Design
- Book Cover Design
- Motion Graphics

### TOOLS

- Design Tool 1 80%
- Design Tool 2 75%
- Design Tool 3 80%
- Typography 85%
- Print Design 85%



# Tip #3 - One Page Myth

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Keeping a One-page resume so that it's easy for the recruiter to go through it in 5-10 secs is not always correct.

If you have done great things/amazing projects in your professional career you can showcase it in a 2-3 page resume.

# Tip #4 - Technical Skills

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Showcase your skills/technologies in one place rather than scattered with every project you have worked on.

## TECHNICAL SKILLS

|                            |             |           |               |                      |                             |                 |                 |
|----------------------------|-------------|-----------|---------------|----------------------|-----------------------------|-----------------|-----------------|
| Core Java                  | Spring Boot | Micronaut | JPA/Hibernate | Restful webservices  | API Development/Integration |                 |                 |
| Spring Cloud Microservices | HTML        | CSS       | Javascript    | React                | Angular                     | Design Patterns | Data Structures |
| Algorithms                 | GraphQL     | Apollo    | Oracle        | Software Development | Agile Methodology           |                 |                 |

# Tip #5 - Good Header

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The resume header is the first thing the recruiter/manager will check out. Provide a good introductory summary covering your passion and ambitions at the top

## SUMMARY

Dynamic and creative software developer with over 11 years of experience in software development. With proven leadership and development skills, have delivered complex systems to clients. In the overall experience, have been consistently rewarded in delivering technology-based solutions. Would like to give my best to my organization and be an important asset in an environment that provides me immense opportunities to learn, grow and enhance my skills and knowledge to the fullest.

# Tip #6 - Priority Sections First

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Keep the most important things in the resume first, like the introduction summary, technical skills, projects, achievements, certifications, education, etc. These top sections will be the first thing recruiters will check out.

Things like hobbies, references, and contact info can come at the end



# Tip #7 - Resume Work Impact

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Provide project impact via numbers and percentages rather than normal description.

**Avoid** - Implemented the project with XYZ feature that helped in the productivity of the users.

**Focus** - Implemented the project with XYZ feature that increased the productivity of the users by 30%.

# Tip #7 - Resume Work Impact

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**Focus** - Implemented XYZ feature that reduced the manual time from 3 weeks to 10 mins.

**Focus** - Reduced the client onboarding duration from 1 month to 1 week etc.

# Tip #7 - Resume Work Impact

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Thus, projects outcome in numbers and percentages shows how much impact your deliverables have done in Company's growth.

- Designed the project which included the critical process of onboarding a Highend client. It spaned a complex workflow of gathering information of client's source of wealth. The system eased the process and has reduced client onboarding from 120+ days to less than 30 days.
- Responsible for requirement gathering from the legacy system and challenging businesses to adapt certain requirements to the new system.
- Responsible for overcoming issues of the legacy system. It was slow and provided locks while capturing the SOW of any partner. The new system was designed and implemented to overcome slowness and performance issues.
- The project reduced the timeframe of maker/checker communication to 60% and thus, increased the productivity of RMs and middle office teams by 50%.
- Led the end-to-end product development, deployment, monitoring, onboarding of Banking partners, and ensuring the quality of service of the product.

# Tip #8 - Outside Work Contribution

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Day-to-day work is ok and being done by everyone. But, an actual resume looks good when you showcase contributions outside work in a Company. Always highlight the things you do apart from normal work like - Training, Events, Hackathons, Team bonding activities KT, Sessions, etc

# Tip #9 - Innovation & Creativity

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**Big Tech Giants will always look for innovative and creative work you have done in your career. Thus, showcasing the innovative things you have done throughout your career like working on cool personal projects, YouTube, Blogging, Instructor, Tools, Building Apps, Coding Platforms Rank etc**

# Tip #9 - Innovation & Creativity

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## TECHNICAL ABILITIES AND CONTRIBUTIONS

- Creator and owner of <http://www.hubberspot.com/> - a site containing blogs for Java learners and enthusiasts. It's thrice referred by the Spring Source Community for Spring Tutorials.
- Creator and owner of Youtube channel for technical videos by name - "[Dinesh Varyani](#)".
- Instructor on Udemy as [Dinesh Varyani](#) with courses on - Data Structures and Algorithms, JUnit 5 and Mockito 3.
- Created a tool named "Crud Builder" for Credit Suisse. The tool took DB tables metadata and generated code from Controller, Service, Repositories to Entities. The tool reduced the development time of developers by autogenerating code across all the multi-tier applications.
- Created a tool for QA's and Developers in Mastercard to directly configure Swagger within Postman to ease testing and debugging across various environments.
- Created a tool named "Log Extractor" for Mastercard. The tool presented UI to the developer and extracted the logs with one click from the configured environment.
- Created a tool named "Report Configuration Console" for ADP. The tool presented UI to the developer to configure reports related to the ADP Tax Credits Product. The tool configured reports in the database and also generated SQL for it. Thus, it saved a lot of development time for the team. It also had features to export SQL for all the reports in one go.
- Created a tool named "Product GUI Translation Tool" for Amdocs. This tool translated the GUI of Amdocs Product to various international languages. Initially, it was a manual process that took months to complete. This tool made it automatic and reduced overall development time to 20%.
- Working as a Java Trainer in Accenture and providing training to new joiners in technologies such as Java, Hibernate, JPA, and Spring Core.

# Tip #10 - Technical Landmarks

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Adding your exceptional professional achievements or landmarks will make you stand out among others. Thus, showcasing your achievements, certifications, awards, and recognitions is a must.

# Tip #10 - Technical Landmarks

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## ACHIEVMENTS AND RECOGNITIONS

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- Received **STAR Team Award (Credit Suisse)** in recognition of exceptional contribution to SOW Delivery.
- Received **STAR India IT Performance Award (Credit Suisse)** in recognition of outstanding performance, accomplishment, and lasting commitments to the organization.
- Received **Spot Award (Altimetrik/Mastercard)** in recognition of outstanding performance and splendid efforts at work.
- Received **Accenture Celebrates Excellence Award - Pathfinder** for contribution to Innovative Excellence, effective project delivery by using new and innovative methods, reusing existing best practices and work methodologies to work more efficiently
- Received **Accenture Celebrates Excellence Award - Numero Uno** for contribution to Delivery Excellence in the individual category, demonstrating a key sense of accountability and ownership for the processes that impact the quality, delivery timelines, and service level metrics.
- Received **Zenith Propel Award** for demonstrating the quality of work in the Accenture Financial Services domain and having a significant impact on Accenture Success.
- Received prestigious awards through Accenture Recognize Performance Program.
- Received consistently **Top ratings** across different organizations for outstanding performance.

## CERTIFICATES

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- Java Standard Edition 6 Programmer Certified Professional.
- System Design certification from Educative.
- Object Oriented Design certification from Educative.
- Data Structures and Algorithms certification from Algoexpert.
- Software Olympiad 2015.
- Won Altimetrik Cricket Tournament.
- Quiz competition winner.



# Tip #11 - Resume Template

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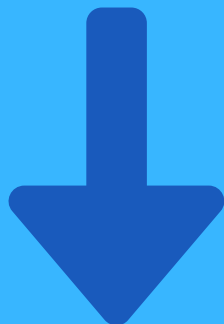
Choose a colorful resume template which can accomodate above tips. Websites like [hiration.com](https://www.hiration.com) provides many such templates. It has one free template that fits to what a good resume should have.

# Tip #11 - Resume Template

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Choose a colorful resume template that can accommodate the above tips. Websites like [hiration.com](https://hiration.com) provide many such templates. It has one free template that fits to what a good resume should have.

E.g -



+1 (978) 765 4321  
lee@hiration.com  
New York, NY  
www.linkedin.com/lee

Lee Sparks  
Corporate Communications Head

## SUMMARY

15+ years experienced senior corporate communications & marketing professional proficient in formulating and executing brand-building strategies to increase social media reach. Skilled at orchestrating marketing initiatives, managing public relations, conducting consumer behavior analysis & spearheading high-performing teams as part of promoting products and services. Adept at streamlining corporate communication processes and conceptualizing product campaigns to elevate revenue & drive visibility.

## PROFESSIONAL EXPERIENCE

### Corporate Communications Head

Jun '14 - Present

#### Positronix LLC

New York, NY

*An end-to-end solutions provider, with an employee base of 5k+ professionals globally*

#### Leadership & Communications Strategy

- Managing a **team of 20 professionals** across diverse functions to drive smooth operations & bolster brand visibility
- Streamlining corporate communication processes to ensure timely delivery of critical projects for **50+ clients**
- Driving communication on various **social media** channels by formulating a data-driven corporate communication strategy

#### Public Relations & Branding

- Overseeing conceptualization of **20 campaigns** spanning brand building and new product releases
- Conducting extensive **market research** to gain insights into consumer behavior for building a robust brand image

### Sr. Communications Manager | Jun '14 - Jun '16

#### Media Relations Manager

Jan '06 - May '14

#### Lucky Acoustics Pvt. Ltd.

New York, NY

*An end-to-end solutions provider, they take clients through the entire cycle of project implementation for OLTP Solutions etc.*

#### Media & PR Strategy

- Improved **brand visibility** and indirectly impacted business revenue by creating and implementing innovative programs
- Fostered robust business relationships with **15 media personnel** including journalists and editorial teams
- Oversaw media coverage & performed competitor analysis while carefully monitoring consumer behavior to drive **KPIs by 29%**
- Acted as the single point of contact for internal business teams to gauge critical insights around media requirements
- Maintained **MIS** and media database while reporting to the **Marketing Head** on media deliverables

## ADDITIONAL INFORMATION

- PG Diploma - Marketing & Communication** | Harvard University | Hingham, US | Mar '09 - Mar '11
- Bachelors of Arts** | Harvard University | Hingham, US | Feb '06 - Feb '09

## ADDITIONAL INFORMATION [Click on 'Add Section' above to add/customize more sections!]

Languages: English, Spanish & Hebrew

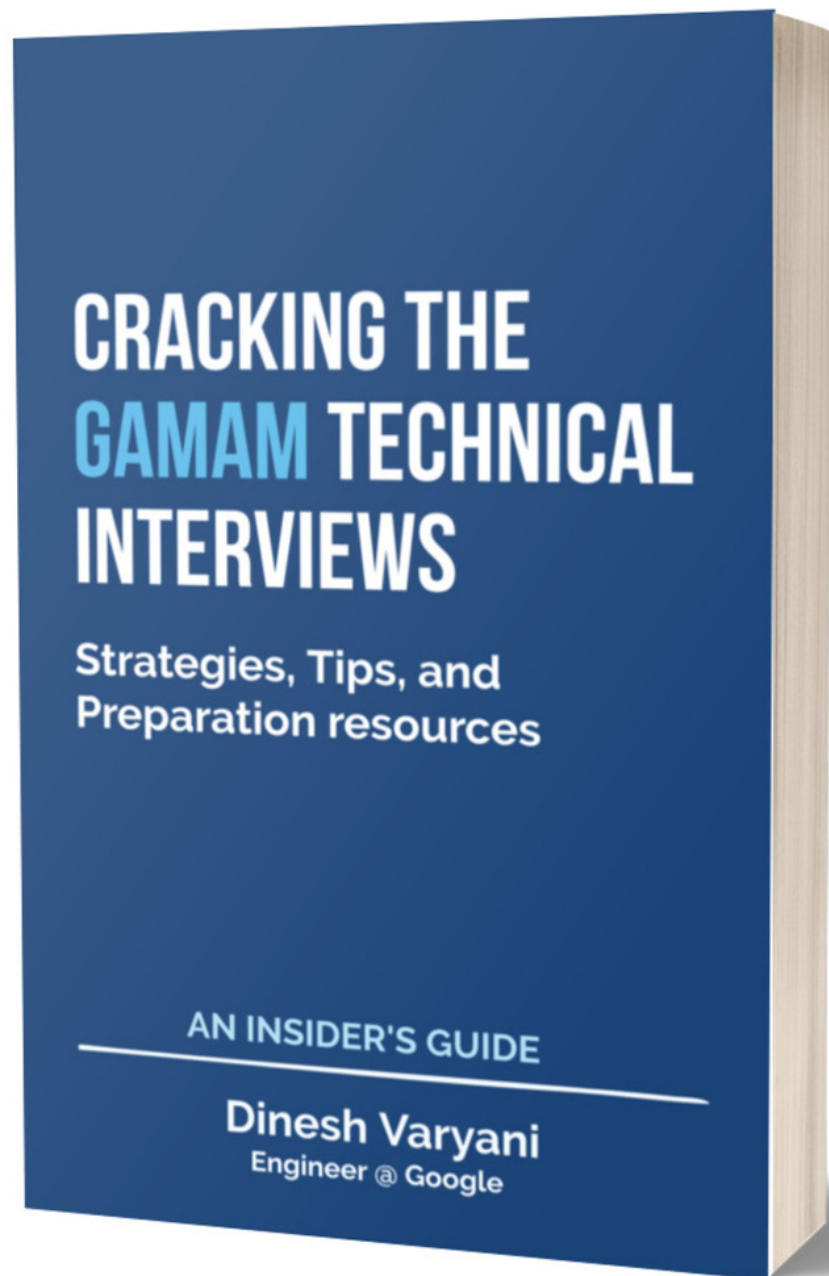
## KEY SKILLS

Communications & Media Strategy  
Corporate Communications Management  
Marketing & Branding Vision  
Public/Media Relations Management  
Consumer Behavior Analysis  
Market Research  
Competitor Analysis  
Social Media Management  
Team Management & Organizational Leadership

## TECHNICAL SKILLS

• NinjaOutreach • HubSpot • Prowly • Muck Rack

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