

01 - Resume Preparation

1.1 Introduction

Creating a well-organized resume is the first and most important step to landing interviews. Your resume should showcase your skills, projects, and education in a clear and impactful way.

- Use [FlowCV](#) to build your resume.
 - Use [Resumeworded](#) to get your resume scored and reviewed.
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1.2 Core Sections

As a student or new graduate, your **education**, **projects**, and **experience** are your biggest assets. Below is how to structure and present these sections effectively:

1.2.1 Education

- List your **degree**, **university**, **location**, and **expected or actual graduation date**.
- Include major (and minor if applicable).
- Include GPA if solid (generally >3.5), but this is optional.
- Mention academic honors (e.g., Dean's List, President's List).
- If you participated in research or capstone projects, briefly mention them here or under "Projects".
- **Relevant Coursework:**
 - List only courses that are relevant to the roles you're targeting (e.g., Algorithms, Data Structures, AI, Databases).
 - Avoid introductory or basic coursework unless highly relevant.
 - Focus on quality over quantity.

1.2.2 Professional Experience

- Include internships, part-time/full-time roles, and freelance work.
- Format each entry as: **Company | Title | Location | Dates**.
- Use bullet points to describe what you did and achieved, focusing on:
 - Technologies used
 - Individual contributions

- Impact and measurable results
- If you lack experience, emphasize roles such as teaching assistant, research assistant, tech volunteering, or leadership in tech clubs.

1.2.3 Projects

- Add at least **2 strong projects**:
 - Academic, personal, or open-source.
- For each project, include:
 - **Title and role**
 - **Brief description**
 - **Individual contribution** (if group project)
 - **Tech stack** used
- Choose projects that:
 - Solve a real problem (community or personal)
 - Are technically challenging or innovative
- Demonstrate **impact** (e.g., "reduced load time by 30%"), but use metrics carefully:
 - Good: "Reduced SQL query time by 30%"
 - Avoid: "Improved user experience by 20%" unless you have real metrics

1.2.4 Skills

- Use a categorized list such as:
 - **Languages & Frameworks:** C++, JavaScript, React, Node.js
 - **Tools:** Git, Docker, Linux
 - Keep it relevant and honest. Tailor to each job description.
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1.3 Supporting Sections

If your resume feels sparse, the following optional sections can help supplement your profile:

1.3.1 Profile / Summary

- Avoid lengthy objective statements.
- Use a 2–3 sentence summary to highlight your strengths and goals.

1.3.2 Achievements

- Include competitive and academic accomplishments such as:
 - Hackathon wins
 - Dean's/President's list
 - Scholarships
 - Research publications

1.3.3 Leadership and Extracurriculars

- Include only **tech-relevant** activities:
 - Club membership or leadership
 - Class representative (if lacking other content)

1.3.4 Certificates

- Prefer industry-recognized certifications:
 - AWS Cloud Practitioner, Azure Fundamentals
 - If not possible, use Coursera/Udemy **course completion certificates** (but **only full specializations**, not individual modules).
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1.4 Resume Writing Best Practices

1.4.1 Formatting Guidelines

- Keep it concise (1 page maximum).
- Use a clean one-column format (e.g., FlowCV's "Harvard" template).
- No photo.
- Use strong action verbs: *Developed, Implemented, Optimized, Led, Collaborated*.
- Use a professional email (e.g., [fullname@gmail.com]).
- Maintain visual and stylistic consistency throughout.
- Submit as PDF unless otherwise requested.

1.4.2 Common Issues to Avoid

- **Chasing a perfect score on Resumeworded:**
 - Aim for around 80, not 100.
 - Over-optimization can make your resume robotic.
- **Grammar and formatting errors:**
 - Proofread thoroughly

- Use tools like Grammarly
- Get feedback from peers

1.4.3 Reviews and Feedback

- Always get at least 1–2 external reviews.
 - Peer feedback helps catch things you might overlook.
 - Ask for both content and formatting advice.
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1.5 Final Checklist

- Resume is exactly one page
- All relevant experience, education, and projects are listed
- Bullet points use action verbs and measurable results
- No grammatical or formatting errors
- Skills section reflects the job description
- Submitted as a clean PDF
- Peer-reviewed and feedback incorporated