# MY RESUME IN DETAILED EXPLANATION

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This is the only resume I would recommend you to follow, I have also created my resume from this one - ***https://www.overleaf.com/latex/templates/jakes-resume/syzfjbzwjncs***

**Here are some strategies I followed while creating this:**

- Removed my photograph and personal details.
- Kept the resume to one page since my experience is less than 4-5 years.
- Used readable fonts like Arial and Calibri.
- Eliminated all spelling and grammatical errors.
- Avoided partitioning the resume for a smoother read.
- Used bullet points in the work experience section instead of paragraphs.
- Added relevant keywords based on the job description.
- My mobile number, email address, LinkedIn, and GitHub are at the top.
- Used metrics and numbers to quantify the impact of my work.
- Focused on 4 key sections: Technical Skills, Work Experience, Education, and Personal Projects/Certifications.

**Formatting:**

- Name
- number, email id, LinkedIn link, GitHub link

Then -

**Option 1:**

- Profile Summary
- Professional Experience
- Skills
- Education
- Certifications

**Option 2:**

- Professional Experience
- Skills
- Projects
- Education
- Certification

**Option 3: (If you have more experience and it is going beyond page 1, then no need to add personal projects)**

- Professional Experience
- Skills
- Education
- Certifications

**Let's understand how to design the resume section by section:**

### Profile Summary

It should give readers an instant insight into who you are as a professional and what you bring to the table (maximum 2-4 lines)

Example –

Results-driven Data Engineer with strong expertise in building scalable data pipelines and streamlining real-time and batch processing using Spark, Kafka, Airflow, and BigQuery. Proven track record of optimizing data workflows, reducing latency, and driving up to 5x improvements in processing speed across diverse environments.

### Professional Experience

Improved data processing efficiency by 30% through Spark-Hive and Spark-HBase integrations, reducing latency in real-time and batch processing scenarios.

- Create pointers like this – (Use metrics and numbers to quantify your work.)
- For every important skill there should be one pointer like in this case it is mainly for spark, likewise create for databricks, sql, python, kafka and so on

**I will be providing the prompt to create pointers in different pdf, do check that out.**

### Technical Skills

Example – change them according to your cloud and expertise

**Big Data Technologies:** Hadoop, Spark, Hive, Sqoop, PySpark, HBase, Airflow
**Cloud Technologies**: Google Cloud Platform - BigQuery, Data Fusion, Cloud Composer, Data Proc, Cloud Storage, Cloud SQL, Pub/Sub, Compute Engine, Cloud Spanner
**Languages:** Python, SQL
**Databases and Tools:** Oracle, MySQL, HBase
**Scheduling:** Airflow
**Platforms:** Windows, Linux.

### Education, Certifications are straight forward

### Projects:

For projects as well follow the same strategy as Professional Experience. Create pointer showing impact for each skill that you used in the project.

**Pointers to keep in mind while creating resume -**

**1. Stick to One Page (Unless You Have 5+ Years of Experience)**

Less is more. Hiring managers spend just a few seconds on each resume — so keep it focused and relevant.

**2. Make It Easy to Read**

Use clean formatting, consistent bullet points, proper spacing, and a modern font (like Calibri or Helvetica). Avoid clutter.

**3. Aim for a Resume Score Above 80**

Use tools like Resume Worded to check your resume. It helps you identify missing keywords and improve structure.

**4. Show the Impact with Numbers**

Don't just say what you did — show how well you did it. Use metrics like:

"Improved Kafka ingestion speed by 40%, reducing overall processing time by 25%."

**5. Use Different Action Verbs**

Avoid repeating words like "Designed" or "Built." Use variety:

Optimized, Engineered, Automated, Streamlined, Spearheaded...

This keeps your resume dynamic and engaging.

**6. Watch Out for Grammar Errors**

Sounds basic, but it's a big deal. Use tools like Grammarly to catch those small but costly mistakes.

**7. Use Bullet Points (Not Paragraphs)**

Bullets make it easier to scan. Keep each point crisp and focused — ideally 1–2 lines long.

**8. Skip the Fluff**

No photo. No declaration. No personal details like DOB, gender, or father's name. It's outdated and irrelevant.

### 9. Include Only the Key Sections

Your resume should include:

• Profile Summary (optional, but great if you have room)

• Experience

• Technical Skills

• Education

• Certifications (if any)

### 10. Tailor It for Each Job

Don't use a one-size-fits-all resume. Read the job description, then adjust your resume to highlight what that company is looking for.

### 11. Have Role-Specific Resumes Ready

If you're applying for different types of roles (like Data Engineer vs. Analyst), make separate resumes for each. Highlight the right tools and projects for that role