Questions to ask for Winning Resume-

- What is the highest level of education that you reached? From which school(s) did you receive your degree(s), and what were your majors?

- What specific position are you seeking?

- Have you had progressive professional growth(in academics regularly improving yourself) throughout your career?

- Have you had any jobs/Internship prior experience?

- **What would you say is stronger, your skills and accomplishments or your work experience(if any)?**

- Are there any special circumstances which might affect your resume (eg. gaps in education)

- **What positions have you held during your internship/jobs? For each position state a) the dates you held the position, b) the specific tasks you accomplished, c) whether these tasks support the job you're currently seeking. Look for specific examples of something you did or a project you worked on that gave you special satisfaction.**

- **For each task or accomplishment, what action words best describe what you did?**

- Have you received any awards or honors? Educational or professional? Do you hold any professional licenses or certificates?

- **What special skills could you offer organizations that apply to the position you're seeking? For example, proficiency in certain computer languages or with certain programs, technical experience, artistic talent, or language proficiencies.**

- **What organizations were you involved with while in college? What significant volunteer work have you done? What professional associations do you belong to? What positions have you held in these groups.**

- **Why should you be hired over all the other applicants? Why are you the very best candidate for this position**

ESSENTIALS

- Personal Details
    - ✓ Name
    - ✓ Email id
    - ✓ Contact number
    - ✓ Linked url

- ✓ Github
- ✓ Kaggle
- ✓ Codechef
- Profile Summary/career objective
  - ✓ Pitch yourself
  - ✓ Two- three sentences long
  - ✓ 2-3 skills- hard & soft
  - ✓ Usage of adjectives
  - ✓ What are your brightest moment
  - ✓ What I am proud of achieving
  - ✓ What do I love most
  - ✓ What do I do best
- Education details
  - ✓ Reverse chronological order
  - ✓ Mention:
  - ✓ Qualification
  - ✓ Institution name
  - ✓ Year of passing
  - ✓ CGPA?
- Internships & Projects
  - ✓ Reverse chronological order
  - ✓ Quantify
  - ✓ Use of keywords
  - ✓ Use of action words
  - ✓ Sentences in past tense
  - ✓ Include: Project Title, Description, Technology used, Result
  - ✓ Include: Internship Title, position, duration Description of responsibilities, Technology used

- Training & Certification
  - ✓ Make list of all certificates
  - ✓ More relevant first
  - ✓ Include: Name of the course, Offered by ,Year certified & validity
- Skills & Qualities
  - ✓ Read job description
  - ✓ Tailor skills to match JD
  - ✓ List of all your skills
  - ✓ Justify by STAR APPROACH(in Interview)
  - ✓ LANGUAGES-
  - ✓ DATABASE-
  - ✓ OPERATING SYSTEM
  - ✓ PRODUCTIVITY TOOLS
  - ✓ DESIGN TOOLS
  - ✓ SOFT SKILLS
- Extra curricular activities / Achievement-Awards
  - ✓ Academic awards
  - ✓ Any other recognition
  - ✓ Cultural or sports award
  - ✓ Position held in different forum

Any doubt, Kindly connect with me on WhatsApp.