Make your Resume

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What is Resume?

Your resume is your reflection to a recruiter for a job.

A resume is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and notable accomplishments.

Important points of resume

1. Name and Title
2. Contact Information
3. Summary or Objective
4. Skills
5. Experience
6. Projects
7. Education
8. Extra curricular Activities
9. Achievement/professional courses
10. Hobbies and Interest
11. Language

Name and Title

1. Name should be professional
2. The title should be job specific

Contact Information

1. Address
2. Email
3. Phone
4. LinkedIn
5. Github
6. Portfolio
7. Problem solving site

Summary or Objective

1. About yourself
2. Relevant to job description
3. Use Power word
4. Your passion
5. Your destination

Skills and Technologies

1. Expertise - Comfortable - Familiar - Tools
2. Front end - Backend - Database - tools
3. Language - Libraries /Frameworks - Technologies - Tools

Bonus : Interpersonal skills/ extra skills

Problem solving skill

1. Site Name
2. How much problem you are solved
3. What types of problem you solved.
4. Add certificate

Experience

1. Company name
2. Your position
3. Company location
4. Job duration
5. Your roles and responsibilities

Projects

1. Projects name and write what type of website is it.
2. Add time period
3. Three bullet points for key features
4. Each point should not be more than 2 lines
5. Use power word
6. Live site and Github or Make video and give this link
7. Write what technology used

   Note: Three bullet point for key feature also write which technology used

Add the relevant project.

Education

1. Your last Institute
2. Your subject/degree
3. Duration
4. If you are a school student then you can skip it

Extra Curricular Activities

1. Club activities
2. Organizing Event
3. Participating to competitions
4. Team Leading
5. Participant hackathon

Achievement/Courses/ Certificate

1. Winning any competition
2. Winning any award
3. Course completion
4. Recommendation

Hobbies and Interest

1. Your Interest area
2. Your Hobbies
3. Your extraordinary performance

Language

1. Bangla - Native
2. English - Fluent or Comfortable
3. Other language if you know

Common Topics

1. Only One Font Family Use
2. Resume All font size is equal or same except heading, name and title
3. No more than 2 colors in your resume
4. Check Grammar and Spelling Mistake
5. Don't give any wrong or false information

Common Questions

1. How much pages should be in resume?
2. How much projects should be added in the resume?
3. Is resume one column or two column?
4. Which font should we use?
5. What will be the font size of the resume?
6. Can I use any online template?
7. Can I use Freelancing Experience?
8. Can I use a picture in a resume?
9. CV or Resume which will you use?
10. How to make offline resume?
11. Can I use Other Job experience?
12. Do I need to include references in the resume?

Resume Format

1. Chronological resumes

2. Combination resumes

3. Resume with profile

4. Non Traditional resume

5. Functional resume

6. Infographic resume

7. Targeted resume

Source Link:
https://www.indeed.com/career-advice/resumes-cover-letters/types-of-resumes

Different between CV and Resume

A resume is a one page summary of your work experience and background relevant to the job you are applying to.

A CV is a longer academic diary that includes all your experience, certificates, and publications, research, details academic qualification.

1. Length
2. Used Case
3. Education
4. Type of information
5. Publication
6. Personal Information
7. Research Experience / Lab Experience / Graduate Fieldwork

CV/Resume in Different Countries

America : **CV used for brief description and academic Purpose and Resume used for short description.**

Europe and New Zealand: **They use Only CV term. Their cv means our resume and cv both accepted**

Africa, Asia and Australia : **CV and Resume both are same term.**

South Asia: **Same as America but they accept both.**

Recourse: https://zety.com/blog/cv-vs-resume-difference

Make and submit purpose

1. Make it using google doc or ms word
2. And submit must be pdf format
3. Don't change your link. Just update your same link

For any question

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Thank You Everyone.
Wish You for a Good Luck