# Make your Resume

By Shahriar Hoq Shubho



#### 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
- Language Libraries /Frameworks Technologies Tools

Bonus: Interpersonal skills/ extra skills





Problem solving skill

- <sub>1.</sub> Site Name
- 2. How much problem you are solved
- 3. What types of problem you solved.
- 4. Add certificate

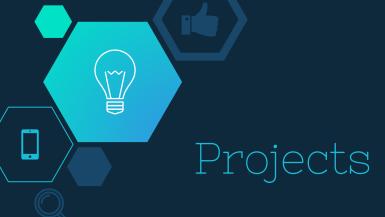




## Experience

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





- 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





- 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





- 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?





- 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-resume





# 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: <a href="https://zety.com/blog/cv-vs-resume-difference">https://zety.com/blog/cv-vs-resume-difference</a>





#### 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





#### **Shahriar Hoq Shubho**

Senior Job Placement Executive, Technical Recruiter

Team Programming Hero

Phone: +8801322901102

Email: <a href="mailto:shubho@programming-hero.com">shubho@programming-hero.com</a>

LinkedIn: https://www.linkedin.com/in/shahriar-hog-shubho/

Facebook: <a href="https://www.facebook.com/shahriar.hoq.shubho/">https://www.facebook.com/shahriar.hoq.shubho/</a>



Thank You Everyone.

Wish You for a Good Luck