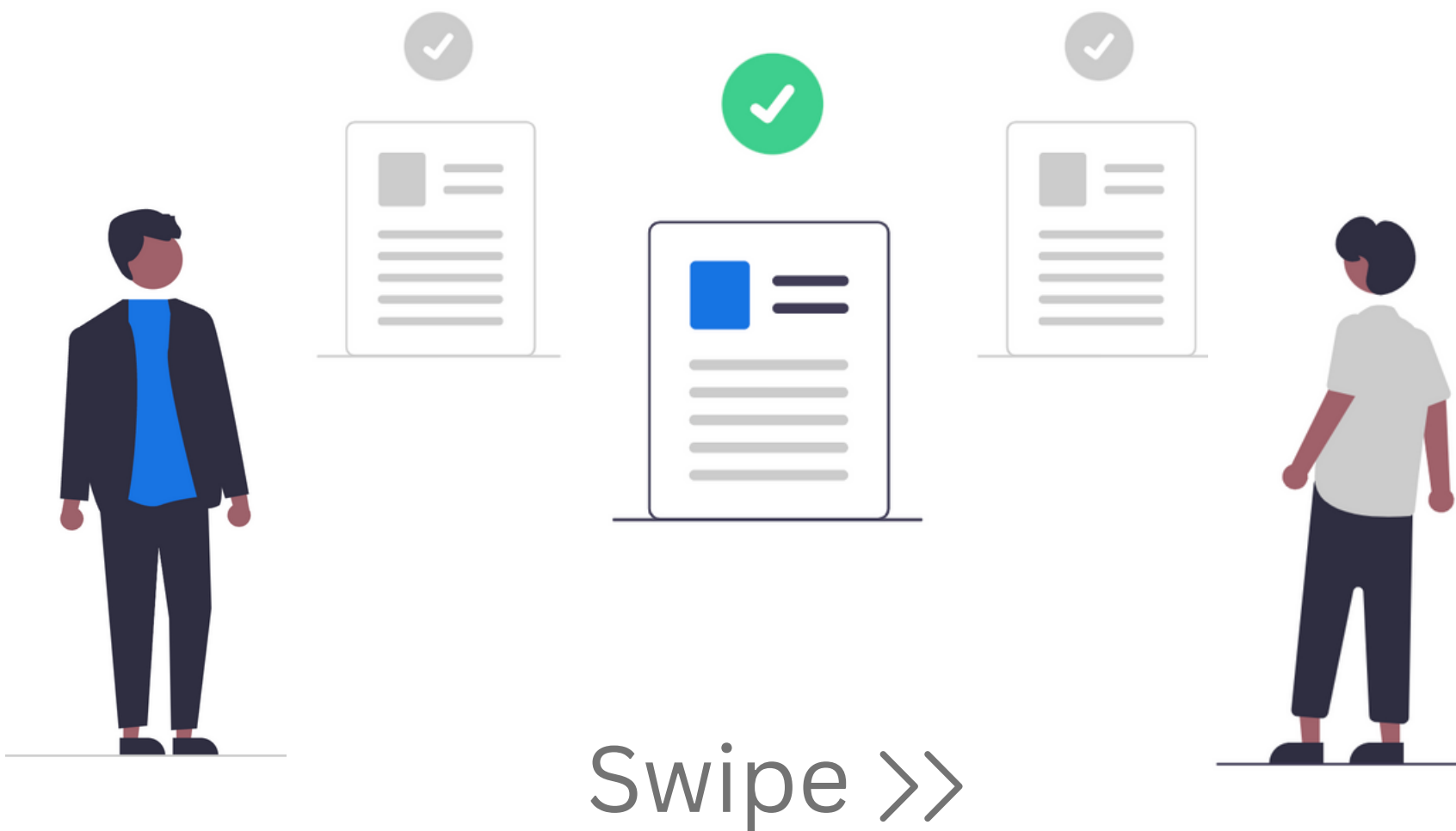


10 tips for your resume

(Part 1)



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1. Good font size

Font size is really important!

- Too small - it is highly likely that a lot of your details will be ignored
- Too big - you might end up reducing the core content to be added

2. Chronology everywhere

- Reverse chronological order makes it easy to scan through the resume (unless there is something else highly relevant to the position - highlight that)
- If you're experienced, education cannot be the first section of the resume
- Add your latest experience/education/project as the first list item in the respective sections

3. Grammarly please

- You have only **10 seconds** to impress a recruiter/hiring manager
- If there are **typos**, you almost certainly lose those 10 as well
- Use **Grammarly** to ensure that the basic sentences are correctly formed

4. Links are great

- Do you have an awesome coding profile? - [Link it](#)
- Have you deployed your project? - [Link it](#)
- Do you have relevant certifications? - [Link them](#)
- Research publications? - [Link them](#)
- Ensure that the links work. Double-check permissions to those Google Drive links you add!
- Do you have **empty** Github, LeetCode, StopStalk, LinkedIn, ...? - **Please don't link!**

Keep them **relevant** to the job you're applying to and **don't overdo it!**

5. LaTeX resumes only

Do NOT build your own template

- Here, uniqueness doesn't necessarily earn brownie points
- You don't know if all kinds of ATS can parse your new template
- Recruiters/Hiring managers are not used to seeing this new template, so they might miss out on your content

Pick a LaTeX resume template and replace content -
you can try free templates on overleaf.com!

6. Skip verbal proficiency

- For tech roles specifically, English is assumed
- You will never be shortlisted by writing "English (Proficient)" or vice versa
- Writing verbal proficiency only helps where communication is the primary job (support, sales, customer success, etc)

These are often considered fillers in the resume. You can add a good project/achievement instead of mentioning spoken language proficiency!

7. Write that email ID

Email ◇ LinkedIn ◇ Github ◇ Website



hello@reczee.com ◇ LinkedIn ◇ Github ◇ Website



Most ATS cannot parse an email unless explicitly mentioned

The recruiter might not care to manually copy-paste your email on their ATS. Don't blame recruiters if you don't hear back from them!

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8. Colors - max two!

- One color (black) - Links might get missed
- More than two colors - Makes the reviewer's focus move too frequently

Two colors (black + blue)

Black for general text (bold for highlighting) &
some variant of blue for links

9. Blank spaces

- Too much white space is almost always a **red flag**
- If you have less content, **think** of more content to put (course projects, achievements, ...)
- If you have less content, **work** on more content to put (Open source, small side projects, ...)
- If you have less content, sometimes adjusting font size might help (can still be a red flag)

10. Descriptions

- Just writing tech stack used is of **no help!**
- Writing "Learned about x and y" is of **some help!**
- Writing what was the project about, its impact, and your actual contribution is of **great help!**
- Try to stick to 2-4 lines per project/experience.

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