

Resume Writing: A Comprehensive Guide for Job Seekers

**By
Sathishkumar Kannan, MSc (UK)
CEO, WHY Global Services**

1. Header

- Name
- Professional email address
- Phone number
- LinkedIn profile or portfolio link (if applicable)

Do's:

- Include your full name, professional email, phone number, and professional LinkedIn or GitHub profiles.
- Ensure your contact information is current and professional.

Don'ts:

- Avoid unprofessional email addresses.
- Don't include personal information like your marital status, photograph, or date of birth.

Example:

Sathishkumar Kannan

Email: sathish.example@gmail.com | Phone: 90000 00000

LinkedIn: linkedin.com/in/sathishk | GitHub: github.com/SathishM

2. Career Objective

A career objective focuses more on your career goals and how you hope to achieve them while contributing to the company you're applying to. It can be particularly useful when you have limited professional experience, as it helps to frame your resume by highlighting your future ambitions and the value you intend to bring to the position.

Do's:

- Clearly state your career goals and how you plan to achieve them while contributing to potential employers.
- Keep it concise and tailored to the specific role you're applying for.

Don'ts:

- Don't be vague or generic.
- Avoid making it too long; 2-3 sentences are sufficient.

Example:

Aspiring Full Stack Developer with a 6-month internship experience at [Company Name], skilled in both front-end and back-end technologies. Seeking to leverage my technical skills and collaborative spirit to contribute to the success of the technical projects in the company.

3. Professional Experience

- Internships, part-time jobs, or volunteer work related to the field.
- For each position, include your title, the company's name, location, and the dates of employment.
- Use bullet points to list your responsibilities and achievements, focusing on what's relevant to the job you're applying for.

Do's:

- Begin with the most recent internship/experience.
- Use action verbs to describe your responsibilities and achievements.
- Quantify your achievements when possible.

Don'ts:

- Don't list every task; focus on the most relevant and impressive ones.
- Avoid using passive language.

Example for using action verbs:

- Developed a responsive web application that increased user engagement by 30%.
- Led project management efforts, coordinating between teams to ensure on-time delivery.
- Optimized application performance, resulting in a 20% reduction in load times.

- Conducted thorough testing and debugging of software, identifying critical bugs ahead of product launches.
- Documented the software development process, creating detailed guides for future reference.
- Collaborated in the design of new software features, contributing innovative ideas that were incorporated into the final release.
- Designed and deployed a dynamic website for a local business, enhancing their online presence and increasing sales by 25%.
- Engineered a user-friendly mobile app with a team of five, which won the Best Innovation Award at the university's tech fair.
- Investigated emerging technology trends, compiling a comprehensive report that was later published in the university's annual technology review.

Example:

Full Stack Development Intern, XYZ Solutions, Chennai, Jan 2024 - Jun 2024

- Developed a responsive web application, increasing user engagement by 40%.
- Developed and integrated APIs, enhancing the application's functionality.
- Utilized modern JavaScript frameworks (like React or Angular) to build dynamic user interfaces, resulting in a more interactive and modern web application.
- Led a cross-functional team in agile development cycles, improving project completion rates by 20%.
- Managed version control and continuous integration processes using Git and Jenkins, ensuring smooth and efficient team collaboration.

4. Projects

Do's:

- Include any relevant academic or personal projects.
- Briefly describe the project, your role, and any technologies used.

Don'ts:

- Don't include projects that aren't relevant to the job you're applying for.
- Avoid too much technical jargon.

Example:

Project: Online Bookstore Platform

Role: Lead Developer

Tools Used: React, Node.js, MongoDB

- Led the development of a comprehensive e-commerce platform for books, implementing a user-friendly interface and secure payment gateway.

5. Skills

Do's:

- List relevant technical and soft skills.
- Organize them logically (e.g., programming languages, tools, frameworks).

Don'ts:

- Don't exaggerate your skill level.
- Avoid listing skills that are not relevant to the job.

Example:

Programming Languages: Python (Expert), JavaScript (Intermediate), C++ (Beginner)

Design Tools: Adobe Photoshop (Advanced), Adobe Illustrator (Intermediate), Sketch (Intermediate)

Data Analysis Tools: Excel (Advanced), R (Intermediate), SQL (Expert), Tableau (Intermediate)

Software Development: Git (Expert), Docker (Intermediate), Jenkins (Intermediate), JIRA (Expert)

6. Educational Qualification

Do's:

- List your most recent educational qualification first.
- Include your degree, institution name, and graduation date.

Don'ts:

- Don't list high school if you have a college degree.
- Avoid including your GPA unless it's particularly high or required.

Example:

B.Tech in Computer Science, ABC Institute of Technology, Chennai, May 2024
CGPA: 8.5/10

7. Awards and Achievements (Optional)

Do's:

- Include any relevant awards or recognitions received during your education or internships.
- Briefly describe the award and why it was received.

Don'ts:

- Don't include minor or irrelevant awards.

Example:

Award: Best Innovative Project, ABC College Tech Fest, 2023

- Received for developing a cloud-based solution for remote education challenges.

8. Declaration

What to Write: A simple, concise statement will suffice. For example:

"I hereby declare that the above information is true and correct to the best of my knowledge and belief."

Placement: Place the declaration at the end of the resume, just before your name and the date.

Example:

I hereby declare that the information provided is true and accurate to the best of my knowledge and belief. I understand that any false statement may be grounds for rejection or dismissal.

Date: [Insert Date]

Signature: [If submitting a hard copy or if a digital signature is requested]

Name: [Your Full Name]

9. General Tips & Tricks

- Customize your resume to match the job description. Highlight the experience and skills that are most relevant to the job you're applying for.
- Use a Clear and Professional Format (Eg. Arial, 11)
- Incorporate keywords and phrases from the job listing into your resume. This can help your resume get past Applicant Tracking Systems (ATS) and catch the eye of the hiring manager.
- Start bullet points with action verbs like "developed," "led," "designed," etc., to make your contributions stand out.
- Check for spelling, grammar, and punctuation errors. Consider having a friend or a mentor review your resume for mistakes you might have missed.
- Include a Skills section to quickly showcase technical and soft skills relevant to the position.

- Avoid including personal details that are not relevant to the job, such as age, marital status, or a photograph (unless specifically requested).
- Make sure your LinkedIn profile is up-to-date and aligns with your resume. Include the link if it adds value to your application.
- Your resume is a living document. Update and adapt it as you gain new experiences and skills.

All the very best

Wish you all Godspeed...!