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# RESUME TIPS FOR YOUR 2023 JOB SEARCH



**01**

**RESUME NAME**



**06**

**PRIORITY FIRST**



**02**

**RESUME COLOR**



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**WORK IMPACT**



**03**

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**GOOD HEADER**



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**TECHNICAL LANDMARKS**

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Engineering Manager @ Jio

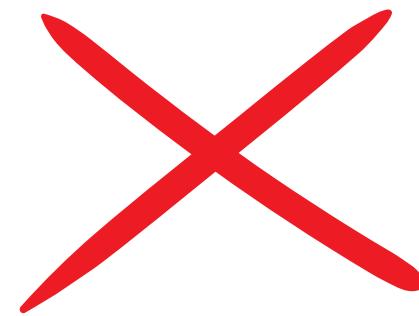
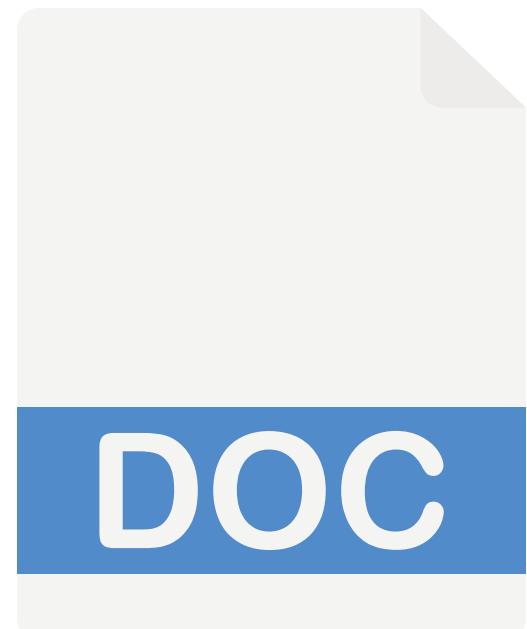
**Dinesh Varyani**  
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# TIP 1: RESUME NAME

**Provide a valid resume name for your file.**

**Name\_Designation\_YOE.pdf**

**Avoid names such as MyResume.pdf, Resume.docx, CV.docx,  
etc**



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# TIP 2: RESUME COLOR

**Keep resume in multi-colour format.**

**Using a single colour will make important parts of your resume look the same.**

**e.g. links/emails become hard to recognize from normal text.**

**NAME SURNAME**  
JOB TITTLE HERE

**PROFILE**  
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim minim veniam, quis nostrud exercitation ullamco laboris.

**EXPERIENCE**  
Job Position - Present  
Company Name / Location  
Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum

Job Position - 2020  
Company Name / Location  
Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum

Job Position - 2018  
Company Name / Location  
Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum

**REFERENCE**  
Job Position Here  
Name Surname  
Company name here  
P: +00 000 000 000

**EDUCATION**  
2018 - 2020  
Degree / Major Name  
University name here

2018 - 2020  
Degree / Major Name  
University name here

2018 - 2020  
Degree / Major Name  
University name here

**LANGUAGE**  
■ Language-01  
■ Language-02  
■ Language-03

**SKILLS**  
■ Skills-01  
■ Skills-02  
■ Skills-03  
■ Skills-04

**Phone**  
+00 0000 000 000  
**Email**  
info@name.com  
**Address**  
Your Street Address.

**AVERY DAVIS**  
Digital Designer

**CONTACT**  
123-456-7890  
hello@reallygreatsite.com  
reallygreatsite.com

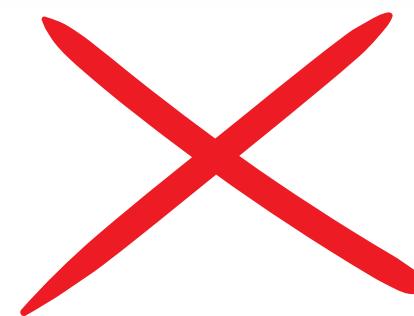
**EDUCATION**  
EDUCATIONAL QUALIFICATION  
University  
2017-2020

**WORK EXPERIENCE**  
WEB DESIGNER  
Really Great Company  
2020 - Present  
• Website design and development  
• Delivered 20 websites from concept to completion  
• Developed visual style guide

**SKILLS**  
Content Writing  
Web Design  
Illustration  
Graphic Design

**REFERENCES**  
Provided upon request.

**SUMMARY**  
A passionate digital designer with over 10 years experience in online content, design and development. Known for my hardworking ethic and exceptional people skills.





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## TIP 3: ONE PAGE MYTH

**Keeping a One-page resume so that it's easy for the recruiter to go through it in 5-10 seconds is not always correct.**

**If you have done great things/amazing projects in your professional career you can showcase it in a 2-3 page resume.**

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## TIP 4: TECHNICAL SKILLS

Showcase your skills/technologies in one place rather than scattered with every project you have worked on.

### TECHNICAL SKILLS

Core Java	Spring Boot	Micronaut	JPA/Hibernate	Restful webservices	API Development/Integration
Spring Cloud Microservices	HTML	CSS	Javascript	React	Angular
Algorithms	GraphQI	Apollo	Oracle	Software Development	Design Patterns



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## TIP 5: GOOD HEADER

**The resume header is the first thing the recruiter/manager will check out.**

**Provide a good introductory summary covering your passion and ambitions at the top**

### **SUMMARY**

Dynamic and creative software developer with over 11 years of experience in software development. With proven leadership and development skills, have delivered complex systems to clients. In the overall experience, have been consistently rewarded in delivering technology-based solutions. Would like to give my best to my organization and be an important asset in an environment that provides me immense opportunities to learn, grow and enhance my skills and knowledge to the fullest.



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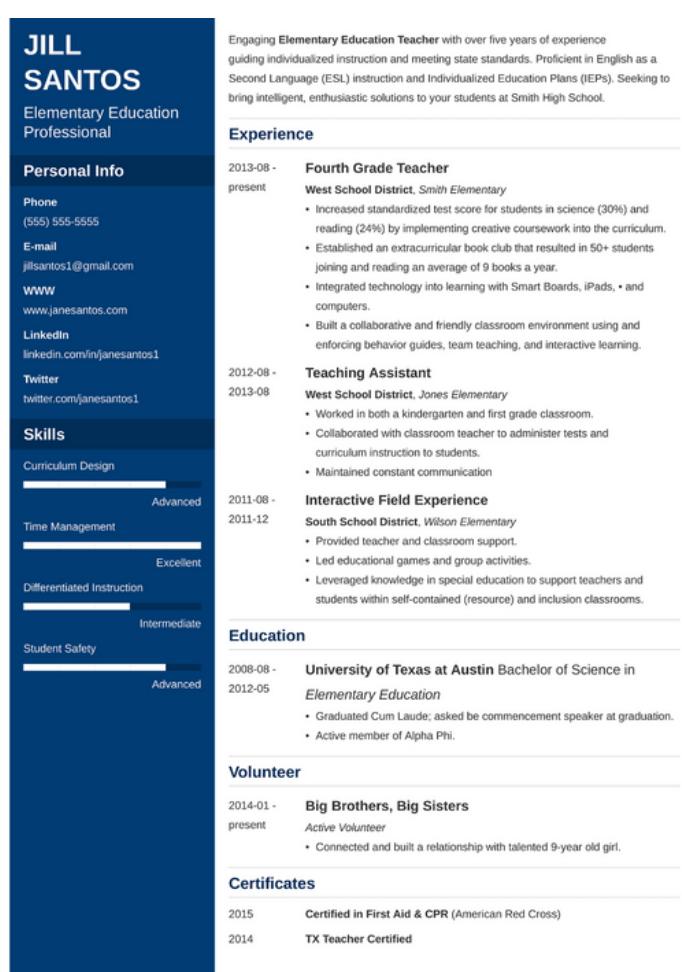


# TIP 6: PRIORITY FIRST

**Keep the most important things in the resume first, like the summary, technical skills, projects, achievements, certifications, education, etc.**

**These top sections will be the first thing recruiters will check out.**

**Things like hobbies, references, and contact info can come at the end**



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## TIP 7: WORK IMPACT

**Provide project impact via numbers and percentages rather than normal description.**

**Avoid** - Implemented the project with XYZ feature that helped in the productivity of the users.

**Focus** - Implemented the project with XYZ feature that increased the productivity of the users by 30%.

**Focus** - Implemented XYZ feature that reduced the manual time from 3 weeks to 10 mins.

**Focus** - Reduced the client onboarding duration from 1 month to 1 week etc.

**Thus, projects outcome in numbers and percentages shows how much impact your deliverables have done in Company's growth.**

- Designed the project which included the critical process of onboarding a Highend client. It spaned a complex workflow of gathering information of client's source of wealth. The system eased the process and has reduced client onboarding from 120+ days to less than 30 days.
- Responsible for requirement gathering from the legacy system and challenging businesses to adapt certain requirements to the new system.
- Responsible for overcoming issues of the legacy system. It was slow and provided locks while capturing the SOW of any partner. The new system was designed and implemented to overcome slowness and performance issues.
- The project reduced the timeframe of maker/checker communication to 60% and thus, increased the productivity of RMs and middle office teams by 50%.
- Led the end-to-end product development, deployment, monitoring, onboarding of Banking partners, and ensuring the quality of service of the product.

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## TIP 8: OUTSIDE CONTRIBUTION

**Day-to-day work is ok and being done by everyone.**

**But, an actual resume looks good when you showcase contributions outside work in a Company.**

**Always  
highlight the things you do apart  
from normal work like –**

***Events***

***Training  
Sessions***

***Hackathons***

***Team bonding activities KT***



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## TIP 9: INNOVATION & CREATIVITY

**Big Tech Giants will always look for innovative and creative work you have done in your career.**

**Thus, showcasing the innovative things you have done throughout your career like-**

*Tools  
Blogging  
Teaching  
YouTubing  
Building Apps  
Coding Platforms Rank  
Working on cool personal projects*

### **TECHNICAL ABILITIES AND CONTRIBUTIONS**

- Creator and owner of <http://www.hubberspot.com/> - a site containing blogs for Java learners and enthusiasts. It's thrice referred by the Spring Source Community for Spring Tutorials.
- Creator and owner of Youtube channel for technical videos by name - "[Dinesh Varyani](#)".
- Instructor on Udemy as [Dinesh Varyani](#) with courses on - Data Structures and Algorithms, JUnit 5 and Mockito 3.
- Created a tool named "Crud Builder" for Credit Suisse. The tool took DB tables metadata and generated code from Controller, Service, Repositories to Entities. The tool reduced the development time of developers by autogenerating code across all the multi-tier applications.
- Created a tool for QA's and Developers in Mastercard to directly configure Swagger within Postman to ease testing and debugging across various environments.
- Created a tool named "Log Extractor" for Mastercard. The tool presented UI to the developer and extracted the logs with one click from the configured environment.
- Created a tool named "Report Configuration Console" for ADP. The tool presented UI to the developer to configure reports related to the ADP Tax Credits Product. The tool configured reports in the database and also generated SQL for it. Thus, it saved a lot of development time for the team. It also had features to export SQL for all the reports in one go.
- Created a tool named "Product GUI Translation Tool" for Amdocs. This tool translated the GUI of Amdocs Product to various international languages. Initially, it was a manual process that took months to complete. This tool made it automatic and reduced overall development time to 20%.
- Working as a Java Trainer in Accenture and providing training to new joiners in technologies such as Java, Hibernate, JPA, and Spring Core.



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# TIP 10: TECHNICAL LANDMARKS

**Adding your exceptional professional achievements or landmarks will make you standout among others.**

**Thus, showcasing your achievements, certifications, awards, and recognitions is a must.**

## ACHIEVEMENTS AND RECOGNITIONS

- Received **STAR Team Award (Credit Suisse)** in recognition of exceptional contribution to SOW Delivery.
- Received **STAR India IT Performance Award (Credit Suisse)** in recognition of outstanding performance, accomplishment, and lasting commitments to the organization.
- Received **Spot Award (Altimetrik/Mastercard)** in recognition of outstanding performance and splendid efforts at work.
- Received **Accenture Celebrates Excellence Award - Pathfinder** for contribution to Innovative Excellence, effective project delivery by using new and innovative methods, reusing existing best practices and work methodologies to work more efficiently
- Received **Accenture Celebrates Excellence Award - Numero Uno** for contribution to Delivery Excellence in the individual category, demonstrating a key sense of accountability and ownership for the processes that impact the quality, delivery timelines, and service level metrics.
- Received **Zenith Propel Award** for demonstrating the quality of work in the Accenture Financial Services domain and having a significant impact on Accenture Success.
- Received prestigious awards through Accenture Recognize Performance Program.
- Received consistently **Top ratings** across different organizations for outstanding performance.

## CERTIFICATES

- Java Standard Edition 6 Programmer Certified Professional.
- System Design certification from Educative.
- Object Oriented Design certification from Educative.
- Data Structures and Algorithms certification from Algoexpert.
- Software Olympiad 2015.
- Won Altimetrik Cricket Tournament.
- Quiz competition winner.

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# TIP 11: RESUME TEMPLATE

**Choose a colorful resume template which can accomodate above tips.**

**Websites like hiration.com provides many such templates. It has one free template that fits to what a good resume should have.**

**Lee Sparks**  
Corporate Communications Head

**CONTACT**

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lee@hiration.com  
New York, NY  
[www.linkedin.com/lee](http://www.linkedin.com/lee)

**SUMMARY**

15+ years experienced senior corporate communications & marketing professional proficient in formulating and executing brand-building strategies to increase social media reach. Skilled at orchestrating marketing initiatives, managing public relations, conducting consumer behavior analysis & spearheading high-performing teams as part of promoting products and services. Adept at streamlining corporate communication processes and conceptualizing product campaigns to elevate revenue & drive visibility.

**PROFESSIONAL EXPERIENCE**

<b>Corporate Communications Head</b> Positronix LLC	Jun '14 - Present New York, NY
<i>An end-to-end solutions provider, with an employee base of 5k+ professionals globally</i>	
<b>Leadership &amp; Communications Strategy</b>	
• Managing a team of 20 professionals across diverse functions to drive smooth operations & bolster brand visibility	
• Streamlining corporate communication processes to ensure timely delivery of critical projects for 50+ clients	
• Driving communication on various social media channels by formulating a data-driven corporate communication strategy	
<b>Public Relations &amp; Branding</b>	
• Overseeing conceptualization of 20 campaigns spanning brand building and new product releases	
• Conducting extensive market research to gain insights into consumer behavior for building a robust brand image	
<b>Sr. Communications Manager   Jun '14 - Jun '16</b> Media Relations Manager Lucky Acoustics Pvt. Ltd.	Jan '06 - May '14 New York, NY
<i>An end-to-end solutions provider, they take clients through the entire cycle of project implementation for OLTP Solutions etc.</i>	
<b>Media &amp; PR Strategy</b>	
• Improved brand visibility and indirectly impacted business revenue by creating and implementing innovative programs	
• Fostered robust business relationships with 15 media personnel including journalists and editorial teams	
• Oversaw media coverage & performed competitor analysis while carefully monitoring consumer behavior to drive KPIs by 29%	
• Acted as the single point of contact for internal business teams to gauge critical insights around media requirements	
• Maintained MIS and media database while reporting to the Marketing Head on media deliverables	
<b>ADDITIONAL INFORMATION</b>	
• PG Diploma - Marketing & Communication   Harvard University   Hingham, US   Mar '09 - Mar '11	
• Bachelors of Arts   Harvard University   Hingham, US   Feb '06 - Feb '09	
<b>ADDITIONAL INFORMATION [Click on 'Add Section' above to add/customize more sections!]</b>	
Languages: English, Spanish & Hebrew	



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