

Resume Guide

Here's a guide to help you create an effective resume:

1. Contact Information:

- Include your full name, phone number, email address, and optionally, your LinkedIn and Github links.

2. Professional Summary:

- Write a brief statement (2-3 sentences) that summarises your experience, skills, and career goals. Tailor it to match the job you're applying for.

3. Skills:

- List your key skills and areas of expertise relevant to the job. Include both hard and soft skills.

4. Work Experience:

- Start with your most recent or current position and work backwards.
- Include the company name, job title, employment dates, and location.
- Describe your responsibilities and accomplishments using bullet points.
- Focus on quantifiable achievements and highlight the skills you utilised.

5. Education:

- Provide details about your education, including the name of the institution, degree earned, graduation year, and any relevant certifications or honours.

6. Additional Sections: ● Consider including sections like "Projects," "Publications," "Volunteer Work," or "Professional Memberships" to highlight relevant experiences and accomplishments.

7. Keywords and Customization:

- Review the job description and incorporate relevant keywords throughout your resume.
- Tailor your resume to match the specific requirements and preferences of each job you apply to.

8. Formatting and Design:

- Use a clean and professional layout with consistent formatting.
- Choose a legible font and maintain appropriate font sizes.
- Use bullet points and headings to enhance readability.

9. Length:

- Aim for a concise resume that fits on one or two pages, depending on your experience level.

10. Proofreading and Editing:

- Thoroughly proofread your resume for grammar, spelling, and formatting errors.
- Seek feedback from others to ensure clarity and effectiveness.