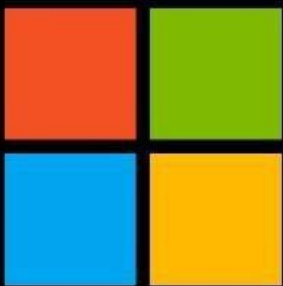


HOW TO GET A JOB AT



RESUME WRITING TIPS

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- Make it brief
 - one page resume, give information in less space
 - Relevant information that highlight your experience and skills
 - Include only the sections you need
- Review resume samples (This can help you to learn what to keep and what not)
- Make it easy to read
 - Scanning a resume is more difficult if it is hard to read.
 - Make sure to reduce any extra white space but keep a healthy amount.
- Selecting a clean & professional font
 - Keep your font size between 10 and 12 points.
 - You can use a basic, readable font like Arial, Times NewRoman or Helvetica.

RESUME WRITING TIPS

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- Consistent Formatting
 - use bold and italic
 - Use impressive bullets to call attention
 - use different font or typeface for your name, resume headers, and companies you've worked in
- Include relevant keywords
- Quantify whenever possible
 - Numbers allow the employers to understand the potential impact you may bring to the position and will boost your credibility.
- Include power words
 - Use words such as “achieved”, “established”, “created”, “developed”, “accomplished”, “improved”, “completed” or “increased/decreased”.

RESUME WRITING TIPS

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- Points to bear in mind while describing
 - Demonstrate your soft skills in the bullet points without actually saying them.
 - Illustrate achievements and not just descriptions.
 - It is good to mention skills with your level of mastery.
- Describing projects
 - If you're a recent university graduate or have limited work experience, include college-related projects or coursework that demonstrate relevant skills and knowledge.
 - Mention about the outcome of the projects you have worked on or managed.
 - Don't bluff or lie about things you don't know.
 - Highlight the technologies used in each project.

RESUME WRITING TIPS

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- Highlight achievements
 - You might include a separate “Achievements” section to specifically highlight accomplishments in your education, career or other experiences.
 - Feel free to include an “Interests” section on your resume, but only add those that are relevant to the job.
- LinkedIn profile (Add link to your LinkedIn profile)
- Check it multiple times
 - check there are no typos or grammar errors.
use Grammarly
 - online resume checker tools like ResumeCheck, LiveCareer, RezScore etc
 - Ask friends or colleagues to review
- Name Your File Smartly
 - Save your resume as “name_Resume” instead of “Resume.”
 - Always remember to save your resume as a PDF.

HOW TO APPLY

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- Get a referral
 - Aim to get referrals from your friends, former colleagues or LinkedIn connections working for those companies. NETWORKING is the key here!!
 - Companies place a lot of value on Internal References.
 - Go to LinkedIn. They have a search functionality where you can search for 2nd-level connections. They are the ones who are just one hop away from your immediate circle.
- Career portal
 - Many companies do not consider the referral if you have already applied online. So, choose this option only if you are unable to get yourself a referral.

HOW TO APPLY

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- Connect with recruiters on LinkedIn
 - LinkedIn is a great platform to directly connect with recruiters. Attach a small note related to your background with the connection request to increase your chances of being accepted.
 - LinkedIn's InMail feature allows you to convey your cover letter along with the resume to the recruiter.
- Active participation on various platforms
 - Following are some of the ways you can directly receive a mail from the recruiter!!
 - Hackerrank, Codechef and many others.
 - Prestigious competitions like Kickstart, ACM ICPC, Codejam, Hacker Cup, Codesprint, GS Quantify, Imagine Cup, Codechef Snackdown.
 - Hackathons, GSoc
 - **For the girls out there, GHC database is a really good option where you can submit your resume and get shortlisted.**

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