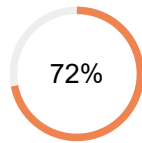


ns

Re-score

Interview 360

Score: 18 Sep 2024



Navika_Resume.pdf

- Checks: 59
- Passed: 43
- Dismissed: 0
- Failed: 16

Nearly there! With just a few tweaks your CV could be ready for the green zone. Read through the feedback - it will give you all the information and advice you need to get as close to 100% as possible. Once you've updated your CV with the suggestions, resubmit it and watch your score go up.

[Score History](#)

How much have we helped you?



Feedback



Most Applicant Tracking Systems (ATSs) or CV scanners will provide hiring managers with a short summary of your skills & experience. This is how you might be summarised:

Navika Agarwal is experienced in: Information Technology (Programming); and Employability Skills. Navika Agarwal appears to be an entry-level candidate, with 2 months of experience.

[View ATS Version of CV](#)

Your CV is a PDF file. Many ATSs can't read certain elements of PDFs, so there are some things we can't check for. [Click for more details](#)

File

[Top Tips](#)

4 4 0 0

Top Tips



Search Transcript...

Applying for a job is hard enough, but if you receive a rejection message from a computer, that can be a real blow to your confidence. Many big employers and recruitment firms will use something called an Applicant Tracking System or ATS. Its an automated system used to sift through large numbers of CVs and resumes before sending on the successful ones to a human being.

What you probably didnt realise is that even before the machine gets to the content of your CV, the actual file could trip it up and have it kicking your CV out of the

✔ Type

Your CV is a PDF document, which can be read by many ATSS, but there may be some accuracy issues. Word documents tend to be read most accurately.

Hiring managers tend to prefer MS Word docs or PDFs. The same is true for ATSS, although even PDFs can be problematic for some software. Other file types should be avoided as vital pieces of information could be missed by the ATS. A standard MS Word document is often the safest bet, particularly if the hiring manager wants to edit CVs for specific clients.

✔ Age

Last updated on 18/09/2024.

Your document was last edited less than 2 months ago, making it a recent document, likely to be prioritised.

The more recently your CV was modified the more likely it is to be considered. Older documents are often deprioritised. So, make a small edit to your document or simply save it with a new file name before you submit it. Hiring managers like to see a more recent CV too, so it's a good thing to do for humans and machines.

✔ File name

We found your name, **Navika Agarwal**, in your file name: **Navika_Resume**. Good job!

Your file name is within the recommended limit of 24 characters.

Don't make your file name too long. Some ATSS only show the first 24 letters of a file name. For the humans: do include your full name in the file name and possibly the role title, but don't include version numbers or dates. The hiring manager will assume they are receiving your most up to date version.

✔ Size

File size is 133KB.

Your file size is less than 1MB. All good.

An acceptable CV file size is 20KB-1MB. If you include graphics or photos (which you shouldn't because an ATS can't read them) this may mean the document exceeds the file size limit of the ATS. Even if you're not going via an ATS, no human wants to be downloading a massive file, particularly if they are reviewing it on their mobile. So check it and keep it small.

Advice



[Where does my CV go when I upload it?](#)



[E-applications: what's in a file?](#)

Presentation

Top Tips

☰ 6 ✔ 1 ✓ 0 ! 5

Top Tips

Presenting your CV for the machines



So, you have a highly visual CV or resume that uses a funky template with graphics, text boxes and a brand new interesting font. Now, try converting that to a plain text file. Because that's what an applicant tracking system will do before it tries to read your beautiful CV. Now it's not only much less beautiful but also vital pieces of information are missing or in the wrong place and it looks like a complete mess. At this point the machine is going to assess your CV and decide whether it's worth passing on to the hiring manager or recruiter you've applied to. Scared? You should be!

Number of pages [Dismiss](#)

We can't read your CV accurately for this check because it's a PDF document. Please dismiss this check if you don't think there's a problem.

[? Something not right?](#)

Best practice is to keep your CV to a maximum of two A4 pages. However, some recruiters and employers now prefer a one-page CV and if you don't have much experience, that may be a more appropriate choice. Three pages is really only appropriate for academic or medical CVs and should generally be avoided.

Word count

There are 571 words in your CV.

The wordcount of your CV is within the recommended range of 350 - 800 words. Well done!

The word count of your CV will depend to some extent on your experience, but around 400 words per page is a good guide, with a minimum of 350 for one page to ensure you're providing enough information. Be aware of repetition and including things not relevant to the potential employer, and say what you need to say whilst keeping your phrasing concise.

Font type & size [Dismiss](#)

Number of font sizes found throughout your CV: 6

You've used more than 4 different font sizes. That's too much.

[? Something not right?](#)

Lots of different font types and sizes can make your document look messy and unprofessional. Use one font type and only use a bigger font size for headings.

Font colour [Dismiss](#)

We can't read your CV accurately for this check because it's a PDF document. Please dismiss this check if you don't think there's a problem.

[? Something not right?](#)

Too much variation in font colour on a CV can make it look messy and unprofessional and even difficult to read, depending on the colours chosen. Generally, the advice is to keep font colour conservative and consistent.

Whitespace [Dismiss](#)

We can't read your CV accurately for this check because it's a PDF document. Please dismiss this check if you don't think there's a problem.

[? Something not right?](#)

The right balance between text and whitespace on a document is crucial. It makes content more legible, can draw attention to what's important and can increase comprehension by almost 20%. Not enough space can make your document feel cluttered and confusing; however, too much space can look like you don't have enough to say.

Manual formatting [Dismiss](#)

We can't read your CV accurately for this check because it's a PDF document. Please dismiss this check if you don't think there's a problem.

[Something not right?](#)

Using the spacebar or multiple tabs to create the layout you're after can cause lots of problems when it comes to a machine reading and rendering your CV. So don't hit the space bar or tab key multiple times to create an indent or a new line; hit the tab key once, use the return key or type 'tab' into MS Word's search and use the 'Insert alignment tab' function.

Advice



[Is your CV mobile-friendly?](#)



[Is your CV the right length?](#)

Structure

[Top Tips](#)

☰ 7 ✓ 7 ✓ 0 ! 0



Top Tips



Search Transcript...



Whether your CV or resume is being read by a human or a machine, the structure of the document is crucial. Hiring managers spend mere seconds skimming your CV and if they can't navigate it easily, they'll give up; applicant tracking systems (ATSs) are expecting clearly defined sections too. If they can't find them, they may deprioritise or even reject your CV.

So, here are 5 tips on how to structure your CV or resume with sections:

Sections

You should have at least 3 identifiable sections. We've found 4 sections in your CV. That's great.

Education

Experience

Technical Skills

Achievements

Make your document easy for humans and machines to process by structuring your CV into sections. Use standard section headings and include them in a standard order. Standard headings include 'Personal Profile', 'Education', 'Work Experience', 'Key Skills', 'Interests' and 'References'.

Key sections

You've included both work experience and education sections.

Education and work experience are the two sections hiring managers will expect to see on your CV. Not including either one of them may mean your CV is rejected at the first stage. Make sure both sections have standard headings, such as 'Education' and 'Work Experience' or 'Work History', so CV scanners can find them easily.

✔ **Contact details**

Good news! We found contact information and it was at the top of your CV.

Always include a contact details section at the top of your CV. Otherwise, how will the hiring manager or recruiter invite you to the next stage of the process? Don't include contact information elsewhere in your CV, it may confuse the ATS and potentially be missed by the person viewing your CV.

✔ **Section content**

All your sections appear to have content.

All section headers should have related content beneath them i.e. there shouldn't be just headers in your document. If the detail does exist beneath your section header, but an ATS can't find it, it may be due to the layout or formatting in your CV. Save your CV as a text document and see if you can spot the problem.

✔ **Section layout**

Your sections all seem to have the header on a separate line above the content.

Put your section headers above the content for that section and not on the same line as the content. It's visually clearer and more appealing and also ensures the machines will find your sections with ease too.

✔ **Repeated sections**

We didn't find any duplicate sections in your CV.

Generally you should only have one version of each section as multiple versions can confuse both humans and machines. However, it may make things clearer for some applications to have more than one section when it comes to skills and work experience, for example.

✔ **Section dominance**

Your work experience and education appear to be the most dominant sections.

The quantity of content in each of your sections will help a machine and a hiring manager identify what type of CV you are presenting: i.e. work experience, education or skills-focussed. However, if you haven't set your sections out clearly with easily recognisable headers, such as 'Education', 'Work Experience' and 'Key Skills', the ATS may group sections together and wrongly assume you've placed more importance on some sections than you meant to.

Advice



[What type of CV do I need?](#)



[International CV/resume rules](#)



Top Tips

The content of your CV: What to include



The first thing you need to ask yourself when writing your CV or resume is what you are going to include. Both hiring managers and the systems that manage online applications for them, known as Applicant Tracking Systems (or ATSS), have certain expectations around CV content. So which sections do you need in your CV and what content do you need to include in each section?

For the contact information section, include your first and last name, a phone number and a professional email address. Add links to your LinkedIn profile, and any other

Contact Information

✓ Name

It looks like your full name on your CV is Navika Agarwal.

By the way, this name is different from the name we have in your MyMQ Career Zone account, which is Sanjay Kanakkot Viswanathan.

Always include a first name and last name on your CV, unless you're a very famous popstar!

! Phone & email [Dismiss](#)

We couldn't find an email address for you in your CV. It looks like your phone number is +91-9917183400.

[? Something not right?](#)

There's no point in sending out an amazing CV if the person reading it can't easily contact you as soon as they decide they want you for an interview. So make sure you include your phone number and a professional email address.

i Postal address

We couldn't find a postal address for you in your CV. That's fine. You don't need to include one if you don't want to.

Including your address can be helpful if you're uploading your CV to a job board as the site may suggest job openings near where you live. It can also be useful to hiring managers, who can judge how easy your commute would be. However, if the commute looks too onerous that may affect your chances. So, only include your address information if it works for you.

! LinkedIn [Dismiss](#)

We couldn't find a URL for your LinkedIn profile

[? Something not right?](#)

Having a LinkedIn profile is almost a prerequisite today for professionals or aspiring professionals. Linking to it on your CV turns your CV into an interactive document and shows that you're comfortable with digital/online/tech and that you understand the importance of personal branding. But make sure your profile is complete and presents a strong, favourable picture of you.

i Other social media links

We couldn't find links to the other most common social media platforms.

Social media links besides LinkedIn can bring depth and colour to your CV whilst also showing that you're good with tech and (hopefully) personal branding. But some profiles are more beneficial to your job application than others, so check your profiles carefully and make sure they're appropriate, and portraying the image you want a hiring manager to see.

✓ Multiple occurrences

It looks like there are no multiple occurrences of your contact information. Good job!

If a hiring manager likes your CV, you don't want there to be any confusion about how they contact you. So make sure you've only included one address, one phone number and one email address at the top of your CV.

✓ Exclusions

We couldn't find any personal information that should be excluded. That's good.

There are certain personal details you should leave out of your CV because you may be opening yourself up to discrimination or potential identity theft. So exclude, for example, your age, proof of ID reference numbers, marital status and date of birth.

Education

✓ Section

We found your education section!

If you are early on in your career, potential employers will be interested in your education, particularly your most recent educational achievement. It gives them a sense of what you've learned and the skills you've acquired that could be useful when you start working for them. Even if you're experienced, your latest qualification should be included, so always make sure you create a section specifically about your education.

! Education dates [Dismiss](#)

We think the following education records have dates missing:

Senior Secondary

Madhavrao Scindia Public School

[? Something not right?](#)

Including dates on your education means humans and ATSS alike can easily pick out your most recent qualification, which will usually be the most important to a potential employer.

✓ Record order

Your education history appears to be presented in reverse chronological order based on the dates we found. That's great!

We think this is your latest education record:

Institution: Dr. A. P. J. Abdul Kalam Technical University

Course: B.Tech - Not Found

Dates: From 2021 to 18/09/2024

If we've got this wrong, please check your dates, layout and formatting.

Always list your education in reverse chronological order to make it easy for the hiring manager to see your most recent (and relevant) qualification.

✓ Record details

There seems to be information missing from your most recent educational record:

Institution: Dr. A. P. J. Abdul Kalam Technical University

Course: B.Tech - Not Found

Dates: From 2021 to 18/09/2024

Grade: -

For the most recent record in your education history, potential employers will expect to see relevant dates, the name of the institution, the name(s) of the course(s) and level(s) taken and, if relevant, the grade(s) you achieved. For the rest of your education, although dates, institution and level will usually be expected, grades can be summarised.

✔ Skills in education records

We only found the following skills in your most recent education record. Are there any other common technical or workplace skills you gained on your course that you could add?

Institution: Dr. A. P. J. Abdul Kalam Technical University

Course: B.Tech - Not Found

Skills: Presenting

If you picked up skills, completed modules or undertook certain projects during your time in education, particularly in your most recent qualification, that are relevant to the job, it's worth including them in your education section.

Work Experience

✔ Section

We found your work experience section!

Along with your education section, your work experience is the most important section on your CV, so you should always include it. It's important to create a separate section so the hiring manager and the ATS can find it easily.

i Number of jobs

We think we've found 3 jobs in your work experience section:

Prison X

Prison X - Sorting Algorithm Visualiser

Suvidha Foundation - Machine Learning Intern

If this doesn't look right, please check you've included dates as well as checking your layout and formatting. Company names may be missed if they are everyday words with no company suffix, such as Ltd, Plc, Llp, Inc etc., so try adding a suffix if that's the case.

Quality and relevance of work experience is more important than quantity, but having a critical mass of experience generally means more skills and that can boost your chances of getting to interview. Include part time jobs and volunteering experience and even roles you've taken on in your hobbies. List each job with its own dates, company and your job title.

! Job titles [Dismiss](#)

The jobs with the following companies were found without job titles:

Prison X

[? Something not right?](#)

Job titles convey the responsibilities and the level of the job you were/are doing and they help hiring managers to see how you've progressed in your career. Accurate job titles are essential; so include them and don't make them up yourself.

✔ Company name

All your jobs include company names.

Employer names in your work experience are important to hiring managers: they need to know who to go to for a reference for a start, but it also gives them crucial insight into the type and potential complexity of work you've been doing as well as the workplace cultures you've experienced.

✓ Job order

Your employment history appears to be presented in reverse chronological order, based on the dates we found. That's great! This looks like your latest job:

Prison X

If we've got this wrong, please check your layout and formatting.

Just like your education, hiring managers are always more interested in your most recent experience. So, make it easy for them to find it by listing your experience in reverse chronological order.

✓ Multiple current jobs

No issues here!

You shouldn't have more than one current job with the same employer. If that's what we've found, you may have made a mistake with your dates or perhaps your formatting has meant we've misread your CV. But if we've misread it, so will other online application systems and ATSS.

✓ Skills in work experience

We found these skills in your work experience:

Algorithm

Api

Html

Javascript

Python

[Show All](#)

Think about the skills you've developed in the work experience you've had and match them to the transferable and/or technical skills required in job descriptions for the types of roles you're applying for. To provide evidence of your abilities, your achievements in this section should include any actions you took, using those skills, that produced a measurable benefit.

Personal Profile

! Section [Dismiss](#)

It looks like you haven't included a personal profile. We may have missed it, though, for the following reasons:

- no section header or header is on the same line as the content
- unrecognised section title: try changing it to "Personal Profile", "Personal Statement" or "Summary"
- statement is less than 150 characters

Dismiss this check if we've got this wrong or you don't want to include a personal profile.

[? Something not right?](#)

A personal profile is not a compulsory element of your CV, but it can be a very useful one. It's a way of grabbing the attention of busy hiring managers, giving them a short summary of the most important things you want them to know about you and encouraging them to read the rest of your CV. Include a header to ensure it's always found by the ATS.

! Length [Dismiss](#)

No personal profile section found.

[? Something not right?](#)

Personal profiles are usually 4-6 lines or 50-80 words. They need to be long enough to convey useful information but not so long that a hiring manager can't absorb most of the information with a quick scan.

Hobbies & Interests

i Interests

We couldn't find any information about your hobbies or interests. If we've missed it, try including the words 'Hobbies' or 'Interests' in the section header.

The interests and hobbies section isn't compulsory, but your CV is as much about your personality as it is about your skills and experience, and this section is a great opportunity to give the hiring manager a glimpse into the person behind the CV. However, you should only include interests that are actually interesting!

References

i Section

It looks like you haven't included a references section.

This section is optional in a CV. A potential employer will check your references when they're close to making you an offer. If you haven't included a references section, they'll assume you'll make your references available when they request them.

i Personal details

It looks like you haven't included personal/contact details for your references.

No references section found.

Including the names and contact details of a few of your references along with their role can be helpful, but it's not necessary. If you do include details, make sure you check it's ok to do so with the reference first. 'References available on request' is ok, but it can sometimes be considered a waste of valuable CV space.

Advice



[Writing effective achievements](#)



[Social media links to include in your CV or resume](#)



[Work experience on your CV](#)



[References on your CV](#)

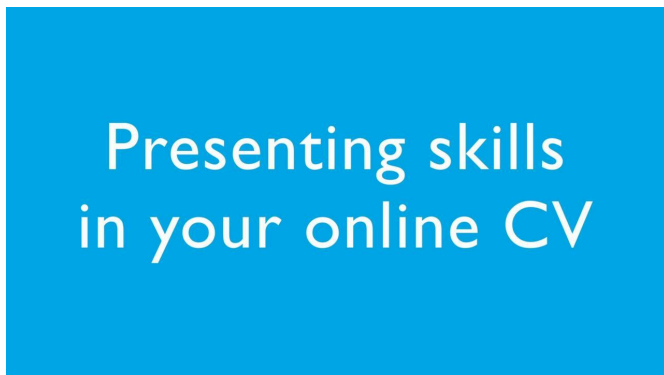
Skills

Top Tips

☰ 6 ✓ 6 ✓ 0 ! 0



Top Tips



Search Transcript...

Clearly presented skills on a CV or resume, whether they are industry specific, technical or transferable, are incredibly important for ensuring a candidate gets to the interview stage.

Hiring managers will scan a CV for the skills they consider a priority, and applicant tracking systems (ATSs) will do the same. The machine that will very likely process your online CV before any human eyes get to it will look for relevant skills and prioritise your document on that basis. It will also often provide a summary of your skills to the hiring

✔ Employability skills

We've extrapolated 6 of the most commonly required employability skills from your CV. You might find the following helpful in highlighting and evidencing these core skills in your CV and at interview:

Leadership & Management: Management

Creativity & Innovation: Creating, Design Skills

Critical Thinking & Problem Solving: Analysing, Numeracy, Problem Solving

Communication & Interpersonal Skills: Presenting

Teamworking & Collaboration: Collaboration, Teamworking

Show All

There are certain skills that are almost universally requested in a job description, such as communication, teamwork, leadership, organisation, and problem-solving skills etc. These are key transferable skills and should feature throughout your document. Click [here](#) to find out more about the 10 core employability skills employers look for.

✔ Knowledge areas

We've extrapolated 4 of the most commonly required knowledge areas from your CV. You might find the following helpful in highlighting and evidencing these core skills in your CV and at interview:

Design

Mathematics

Computers And Electronics

Communications And Media

Knowledge areas are the organised sets of principles or facts applying to general domains, such as Biology or Mathematics. Including these keywords in your CV communicates your level of experience to a potential employer, and strengthens the recognition factor for the skills you have learned in those subjects.

Advice



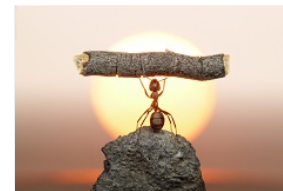
[Adding key skills to your CV](#)



[Workplace skills explained](#)



[Showcasing your transferable skills on your CV](#)



[The best ways to determine your strengths](#)

Language

Top Tips

≡ 10

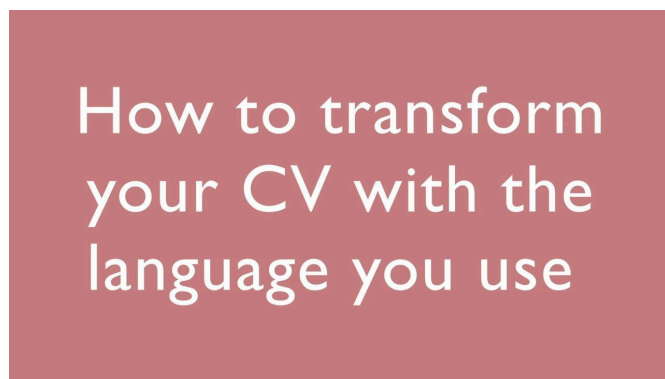
✔ 5

✓ 0

! 5



Top Tips



Search Transcript...



When writing your CV, there's lots to consider including the layout, structure, content, font and style. Even more important, however, is the language you use. Your CV should be a positive reflection of your work, education and achievements. The hiring manager or recruiter should come away with a strong sense of who you are as a person and what you're capable of. And it's the language you use that will get that message across or not. If you're not using your computer's thesaurus much, start right now. Here are some key language aspects to consider when writing your CV:

! **Spelling** [Dismiss](#)

16 spelling mistakes found:

analyzed coURsEs MERN MoCA NewsAPI

[Show all on my CV](#)

[? Something not right?](#)

Spelling mistakes are not good for two very good reasons: 1) for hiring managers they indicate poor attention to detail and a lack of care and respect with regard to the application and, 2) the machines may miss keywords that are misspelled, meaning you won't show up in searches. So spellcheck your document very carefully several times before you send it.

! **Grammar** [Dismiss](#)

19 grammar issues found:

. . 2023 23 algorithms

[Show all on my CV](#)

[? Something not right?](#)

Like spelling, poor grammar or punctuation can indicate poor attention to detail and a lack of pride in your work, even laziness. Unfortunately, poor grammar may also imply to some people that you're lacking in other areas too. Machines may also misunderstand what you're trying to say and summarise and prioritise you negatively because of that. So check it.

! **Personal descriptors** [Dismiss](#)

It looks like you haven't used many adjectives that match those in our 'Personal Descriptors List'. If the way you describe yourself in your CV could be more powerful, use the list for inspiration.

[? Something not right?](#)

When you're writing your personal profile or about your achievements, you want to make it personal, vibrant and attention-grabbing. Varying the adjectives you use about yourself and the work you've done can transform your CV and the hiring manager's view of you. Use our [Personal Descriptors List](#) for inspiration.

✓ **Action words**

It looks like you've used a good number of verbs from our 'Power Verbs' list to describe what you've done. Excellent! If there's much repetition in the list below, use our 'Power Verbs' for inspiration on synonyms.

Achieved Assisted Collected (2) Conducted Designed

[Show All](#)

It's easy to get repetitive in a CV, which makes it boring and uninspiring to read and may mean you miss out on some keywords a hiring manager is searching for. Also, a potential employer may subconsciously assume you have a lack of varied experience. So make good use of a thesaurus or our [Power Verbs List](#) and sprinkle interesting synonyms throughout your CV.

i Most used words

The 5 words you've used most in your CV are:

- '2023' (7)
- 'GitHub' (6)
- 'data' (6)
- 'Stack' (5)
- 'Web' (5)

[Show all on my CV](#)

Most of us have a tendency to fall back on the same vocabulary. Knowing what your favourite words are can help you rethink your sentences to make them less repetitive.

i Repeated phrases [Dismiss](#)

We found the following long, repeated phrases:

✓ Frequent 8 word phrases

Dr. A. P. J. Abdul Kalam Technical University

- > [Frequent 7 word phrases](#)
- > [Frequent 6 word phrases](#)

[Show all on my CV](#)

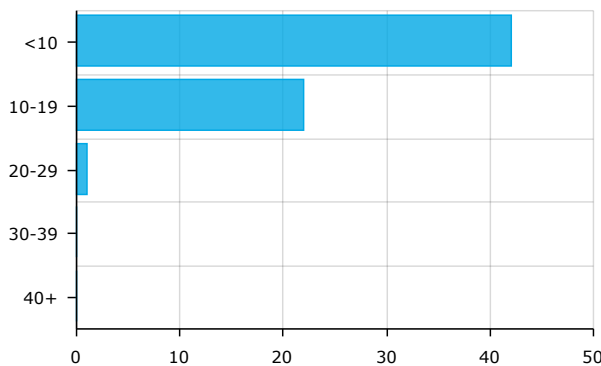
[? Something not right?](#)

Repeated phrases in any document catch the reader's eye for the wrong reasons. In a CV, it can feel not only dull and robotic; but also like a 'cut and paste' job. Look out for longer repetitive phrases especially, as these are more obvious to the reader, and rework them.

i Sentence structure

Your average sentence length should be between 11 and 18 words. Yours is 8 words. That suggests you've got a lot of short sentences. Try linking some together to help them flow.

Average Sentence Length



Varying your sentence length keeps the reader engaged. Too many long sentences can be complicated to follow; too many short sentences can feel jarring, impersonal and choppy. So try to keep your average sentence length between 11 and 18 words. Check your score and then rework your text if you need to.

✓ Readability

0% glue words. That's below the recommended limit of 40%. And no sticky sentences found either. Good job!

If it takes a reader a while to get to the point of your sentences, the chances are they're sticky! Sticky sentences are full of glue words such as "on, the, in, of, what, said, if, a, by, with, from, to, there". If your sentences contain more than 40% glue (or filler) words, try re-writing them to improve clarity and readability.

! Consistency [Dismiss](#)

8 capitalisation inconsistencies found:

data (5) and Data (1)

analysis (1) and Analysis (1)

project (2) and Project (1)

algorithm (2) and Algorithm (1)

algorithms (2) and Algorithms (1)

[Show all on my CV](#)

If inconsistencies are only found due to sentence starts or titles, then please dismiss this check.

[? Something not right?](#)

However you choose to capitalise the words in your CV, do it consistently. If you don't, your document can look unprofessional.

i Time to read

The estimated time to read your CV is 2 min, 7 sec.

You want your CV to have a varied vocabulary and be interesting to read but simple to digest. It should be possible to read your CV in around 2-3 minutes. If it's much longer than that, consider what you could strip out.

Advice

[How to transform your CV with the language you use](#)



[Personal Descriptors Generator](#)



[Power Verbs Generator](#)