



# Neudesic Resume Guidelines



## Do's

- Follow the Neudesic Template
- Name the file as "Neudesic\_FirstNameLastName"
- Limit Resume to 3 pages maximum
- Restrict summary to maximum 4-5 lines
- Group similar skills together instead of each skill being considered as a line item. For Example: HTML5, CSS3 can be clubbed as 1-line item.
- Ensure skills listed in summary section has a mention in project details section
- Include version numbers, wherever applicable (Example: Angular 6)
- Add POC or any other major achievements
- For every project worked on include the role played, languages and tools used
- Customize responsibilities based on the project
- Include only high-level solution
- Include quality aspects in resume like peer review, code quality metrics, Definition of Done etc.
- Mention only the graduation and post-graduation details.
- Include all certifications taken. If the certification has expired, include that in brackets.
- Upload updated resume in Timu at least once every 3 months



## Dont's

- Do not add confidential information like customer's name and details. Instead use details like "Major bank"
- Do not include module name or any business-critical details
- Avoid the first-person pronouns like "I", "Me"
- Do not use Capital font
- Avoid abbreviations, except for popular acronyms.
- Do not include designations like Senior Consultant II, etc. Instead just keep it at Consultant, Senior Consultant, Principal Consultant. Use bold font judiciously
- Do not include the project duration
- Avoid Spelling or Grammar Errors