RESUME BUILDING SESSION BY LAKSHAY KUMAR

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Context

1. **What is a resume?**
2. **Interviewer mindset (HR/HM)**
3. **What does matter in resume structure?**
4. **Be truthful**
5. **Project section (fresher)**
6. **Project section (experienced)**
7. **Linkedin**
8. **More takeaways**

### 1. What is a resume?

Resume is a document should be filled by **relevent information** always.

We always remeber **skillset** does matter to each organizations.

**Avoid these section always:**

1. Softskills Section se organization ko koi farak nhi padta hai
2. Profile Summarry unko aapke skills se matlab hai aap kon hai unhe koi farak nhi padta hai

**Why avoid the unrevelevent information:**

200k resume agar ek HR ke pass aate hai to high chance hai ki unme se 30 to 40 resumes shorlist ho paye due to intervier/HR/HM only ek resume ko review karne ke liye 10 - 15 second ka time hi leta hai. I HOPE AAP SAMAJH GAYE HONGE

### 2. Interviewer mindset (HR/HM)

intervier/HR/HM resume ko within 10 to 15 sec hi review karte hai iska mtlb clear hai ki

We should always highlight the **relevent information** and **skillset** in our resume .

### 3. What does matter in resume structure?

We have must be a 1 page resume document. ( **All sections are prioritized** )

**1. Introduction** Section

**Name:** Manoj Kumar, **Phone No.:** 9109045XXX, **Location:** Tundla (Flexible)

**Email:** [example@gmail.com](mailto:example@gmail.com) **LinkedIn:** [@manojofficialmj](https://www.linkedin.com/in/manojoffcialmj/) **GitHub:** [@bcapathshala](https://github.com/BCAPATHSHALA) **Leetcode:** [@manojofficialmj](https://leetcode.com/manojofficialmj/)

**2. Exprience / Project** Section

* **Previour exprience (** if you have completed any internship / job exprience **)**
* **Projects exprience (** if you are fresher and have the projects on fullstack /backend / frontend **)**

**3. Research / Publication** Section

* **Innovator (** if you have any exprience of contributed something new to any organization’s project like **optimization**, **enhancement** and much more **)**

**4. Technical Skills** Section

* **Languages: C++**, **Core Java,** Javascript( **familier** )
* **IT Constructs: DSA,** **OOPS, LLD**, AI/ML, DBMS, OS
* **Libraries / Frameworks: React,** **Express,** [**AWS**](#Hyper Like of Certification( If you have)), Spring
* **Databases: MongoDB,** SQL( **familier** )
* **Tools: VS Studio,** **Postman,** Git

**5. Education** Section

* **MCA**
* **BCA**
* **12th (** Agar aapki **12th me 89%** hai and **BCA me 68%** hai to 12th ko apne resume me likhne se **avoid** karna hai aur apke pass **BCA** and **MCA** ki degree hai to bahut acchi bat hai **agar aap ek fresher ho** **)**
* **10th (** Agar aapki **10th me 89%** hai and **12th me 68%** hai to 10th ko apne resume me likhne se **avoid** karna hai **agar aap ek fresher ho )**

**NOTE:** agar aap **2 - 3 years experience** hai to aapko 10th and 12th resume me mention karne ki koi need nhi hai fir aap **off campus / on campus** ke liye hi kyun na apply kar rhe ho**.**

**6. Achievement / Extracurricular** Section

* **Leetcode:** Rank 1 - 2020
* **Hacker Rank:** 5 star - 2022
* **Any session delivery -** like AWS, Resume Building etc
* **Challenging work**
* **Placement coordinator**
* **Youtube -** Agar apke subscriber 5k or more than it and relevant information honi chahiye jis kisi bhi organization ke liye aap apply kar rhe ho
* **Certifications:** [MERN Stack](#certification link)

### 4. Be truthful

* **Projects:** jo bhi project mention kr rhe ho uski understanding hona bahut zaroori hai
* **Skills:** Jo koi bhi skill mention kar rhe ho to **Strong** and **Weack Skills** par dhyan de

**Strong Skills:**

Agar skill me aap jyada confident hai to use hightlight karde and sabse pahle likhe.

**Weack Skills:**

Agar skill me aap less confident hai but aapko uski knowledge hai to uske aange familier likhde bold ke sath

### 5. Project section ( fresher )

**Project Name: MyWebAndroidAPP [**[GitHUB](#)**] [**[LIVE](#)**] [**[Play Store](#)**] [**[App Store](#)**]**

**Tech Stacks: React Native, Node JS, Express, MongoDB**

**API : REST API, Razorpay API**

**Features: CRUD**

**Project Summary:** avoid this section always

### 6. Project section ( Experienced )

**Swiggy** 2014 - 2018 **Role: XYZ**

* **Fixed Bugs in XYZ problem**
* **Lead Developer Swiggy XYZ version with 2 years experienced**
* **And much more**

### 7. Linkedin

**Online Resume:** linkedin must be up-to-date always

### 8. More Takeaways

Resume banate time kuch baaton kaq dyan rakhna bahut zaroori hai

1. Single page resume
2. **Fonts** Consistent hona chaiye and **heading** size 15px hai to **sub heading** size 12 px hona chahiye
3. Two columns resume
4. Colored resume ( Preference of color is **blue**)
5. **Avoid random links and watermarks**
6. **Avoid profile summary**
7. Project live demo link honi chahiye
8. Keep It Short ( **Kahani likhne ki koi need nhi hai** )
9. **Avoid languages** ( **Tech resume hai to Hindi, English, Punjabi and etc likhne zaroori nhi hai** )
10. **Avoid Interests**
11. **Avoid soft skills**

**NOTE: Career Gap**

Agra career gap hai to production ready project bnaye and skillup rahiye to jyada metter nhi karta hai career gap.