

How to create your resume:

In the world of resumes, content is king. Resumes are meant to give a brief overview of your **experience and skills** and highlight your **accomplishments**. In your resume, include targeted content that is specific to the job you are applying for, and let it be simple and concise.

Resumes typically have four basic sections: **Profile/Overview, Skills/Achievements, Experience, and Education**. It is recommended to keep your **resume to one page**.

Sample Resume

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- 1. Start at the top of your resume**
Provide your name, contact information, including valid email address, and a contact number at the top left corner. You can choose to attach a passport-sized professional photograph at the top right corner.
- 2. Immediately below your contact information, consider providing a resume introduction or objective**—a crisp summary that showcases your strengths and career objective.
- 3. Highlight your skills**
Provide a list of keywords that capture your technical and behavioral skills and competencies. For example: For technical competencies, consider adding Java, C++ and so on. For behavioral skills, consider adding leadership, team player, and so on.
- 4. Provide educational details**
This section of the resume is for your educational and/or additional qualifications, as well as other relevant credentials. Consider starting the list from the most recent qualification and provide the name and percentage/CGPA alongside each qualification.
- 5. Share your Position of Responsibilities/Certifications/Projects/any relevant work experience**
Instead of listing responsibilities, consider listing accomplishments and learning that you achieved within each position/role or while pursuing any certifications.
- 6. Other languages known (Optional) and Relevant interest/hobbies (Optional)**