

Resume Writing Guide

Page 1: Introduction

A strong resume is clear, concise, and tailored to the job.

Page 2: Resume Structure

Include Contact Information, Summary, Skills, Experience, Education, Certifications, and Projects.

Page 3: Writing Tips

Use action verbs, quantify achievements, keep formatting consistent, and avoid spelling mistakes.

Page 4: ATS Tips

Match keywords from the job description, use standard headings, avoid tables and graphics.

Page 5: Common Mistakes

Don't include irrelevant information, lengthy paragraphs, or an unprofessional email.

Page 6: Final Checklist

Proofread, save as PDF when required, and customize for each application.

Page 7: Conclusion

Keep improving your resume as your experience grows.