

What is a resume?

A resume is a formal document that summarizes an individual's education, work experience, skills, and achievements. Its primary purpose is to showcase a candidate's qualifications and suitability for a specific job or opportunity. A well-crafted resume serves as the first impression to potential employers or selection committees, acting as a gateway to further interaction, such as an interview or networking conversation.

Key Objectives:

1. Highlighting skills and experiences *relevant to the opportunity*
2. Establishing credibility
3. Basically marketing yourself!

First Name. Surname.

Mobile Number. Email. Address.

EDUCATION

Name of school. Location.

Date: __ to __

EXTRACURRICULAR ACTIVITIES

Organisation. Position.

Date: __ to __

Description. Sentences starting with active verbs and quantifying experience and accomplishments.

Eg.

Before: Responsible for organizing school events and managing student participation.

After: Coordinated 5 school-wide events, increasing student participation by 30% through effective promotion and engagement strategies.

AWARDS

Name. Description.

Date: __ to __

SKILLS

Languages: Specify proficiency level (e.g., fluent, intermediate).

Additional Skills: Highlight key abilities relevant to your field.

Online Courses: List completed courses with brief descriptions if applicable.

Interests: Personalize this section to showcase unique hobbies or passions.

Additional Tips

- The resume should not exceed one page and a half.
- Make sure the resume looks professional and neat.
- Put your most recent activities at the top of each section.
- Ensure that your resume items are relevant to the occasion