

How to write a Resume

Choose the right resume template



Example

1. Add a Professional Title & Summary / Objective
2. Write your Contact Information
3. Mention your top Soft & Hard Skills
4. List your Work Experience & Achievements
5. Include your Education
6. Include Additional Sections (e.g.: Languages, Certificates, Volunteer, Interests etc.)
7. Tailor your information to the job ad
8. Proofread before applying for jobs

Guide To Write A Resume

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