Resume Writing Tips

Key Sections of a Resume

Personal Information: Include your full name, location, phone number, and email address. Place these details at the top of the first page, with your name in a clear, bold font.

Educational Qualifications: List your degrees starting with the most recent. Include the institution's name, city/country, degree and specialization, and dates of enrollment and graduation.

You may also add thesis/dissertation titles, honors and awards, GPA (optional), study-abroad programs, or published research.

Work Experience: Focus on relevant roles (employment, internships, volunteering). For each entry, include job title, organization, dates, and location. Summarize responsibilities and achievements using strong action verbs such as: managed, planned, developed, analyzed, supervised, designed.

Skills and Competencies: Highlight language proficiency, computer/technical skills, professional certifications, and training courses, including dates when possible.

Formatting Tips

- Use a clear, professional font such as Arial, Tahoma, Time New Roman or Calibri (size 12–14).
- Clearly separate sections and consider using a simple template.
- Keep your resume concise: ideally one page, maximum two.
- Avoid personal photos and overly complex designs.
- Exclude irrelevant details (e.g., unrelated hobbies).
- Avoid weak phrases ("tried") or vague clichés ("works well under pressure").
- Proofread carefully—spelling or grammar mistakes can leave a poor impression.