

Resume Format

Personal Details - Your name, phone number, location, and email address. In some cases, you can include useful links, such as a [LinkedIn](#) or GitHub profile.

Resume Summary or **Objective** - A brief 2-4 sentence summary of your work experience, or your objective for applying for a given position.

Professional Profile & Expertise - This should correlate the exact position you're applying for.

Work Experience - Your work experience in reverse-chronological order. When possible, talk about achievements over responsibilities.

Skills Section - Skills relevant for the position you're applying for. Please refer technical & Behavioural competencies section in Job description.

Education - Your educational history & achievements.

Language Proficiency - Oral / Written communication ability.

Optional Sections - Sections like volunteering, projects, portfolio, hobbies, etc.