



OXFORD GROUP OF INSTITUTIONS

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”





RESUME BUILDING TIPS !!


"A Ticket to your successful career"



Your Resume is your marketing tool !!

- Its your visiting card.
- It talks about you and your personality.
- It tells the employer that you are the right fit.
- Its a summary of who you are and what your achievements are.

IT SHOWS YOUR PROFILE AND MARKET VALUE !!



The INTERVIEW
gets you the JOB !!

BUT



The RESUME
gets you the
INTERVIEW !!

Key Elements of a Resume !!

- Personal Information
- Objective statement
- Educational Background
- Work Experience / Internships
- Projects
- Technical Skills and Soft Skills
- Awards/Honors
- Additional Courses
- Certifications
- Extra Curricular Activities





RESUME: Great Tricks and Writing Advice !!

Resume Writing Do's:

- Customization of resume is important
- Create your resume according to job description
- Make sure to have a clear objective
- Do not shoot same resume for all jobs.**

Resume Header!!

Full Name

Address

Contact Number

E-Mail ID

Official Picture



Objective !!

In one statement briefly state your goal and the type of job you would like to be considered for.

Example :

Job Description : **Software Developer**

Objective : "Enthusiastic software developer dedicated to creating elegant and high-performance solutions through collaborative development and continuous learning."

Format your Education section !!

Follow the following order :

- Doctorate Degree
- Master's Degree
- Bachelor's Degree
- XII
- X

Most recent Education to be mentioned first

EDUCATION QUALIFICATIONS: -

Qualification	Board/University	Name of the Institution	Year of passing	%/CGPA
Bachelor of Technology (IT)	UTU	College of Engineering Roorkee	2024	9.0 Cgpa (till 5 th semester)
Intermediate	CBSE	Angels' Academy Sr. Sec. School	2019	87.6
Matriculation	CBSE	Bal Bharti Sr. Sec. School	2017	9.4 Cgpa

SEMESTERWISE DETAILS OF UG QUALIFICATION: -

Sr. No.	Semester	Percentage/CGPA	Month/Year
1.	VI	Pursuing	
2.	V	80.0%	January,2023
3.	IV	74.2%	June,2022
4.	III	91.6%	February,2022
5.	II	88.5%	October,2022
6.	I	89.2%	June,2021

Work Experience/ Internships!!

Name of Company	
Designation	
Duration	
Work Done (can be multiple)	
Results Achieved (Can be multiple)	
Skills Learnt	

Listing Projects in a Resume !!

Title of Project	
Description	
Company Name	
Duration	
Your Role	
Outcome	
Technology used	

Certification Courses !!



coursera

 Microsoft



upGrad

udemy

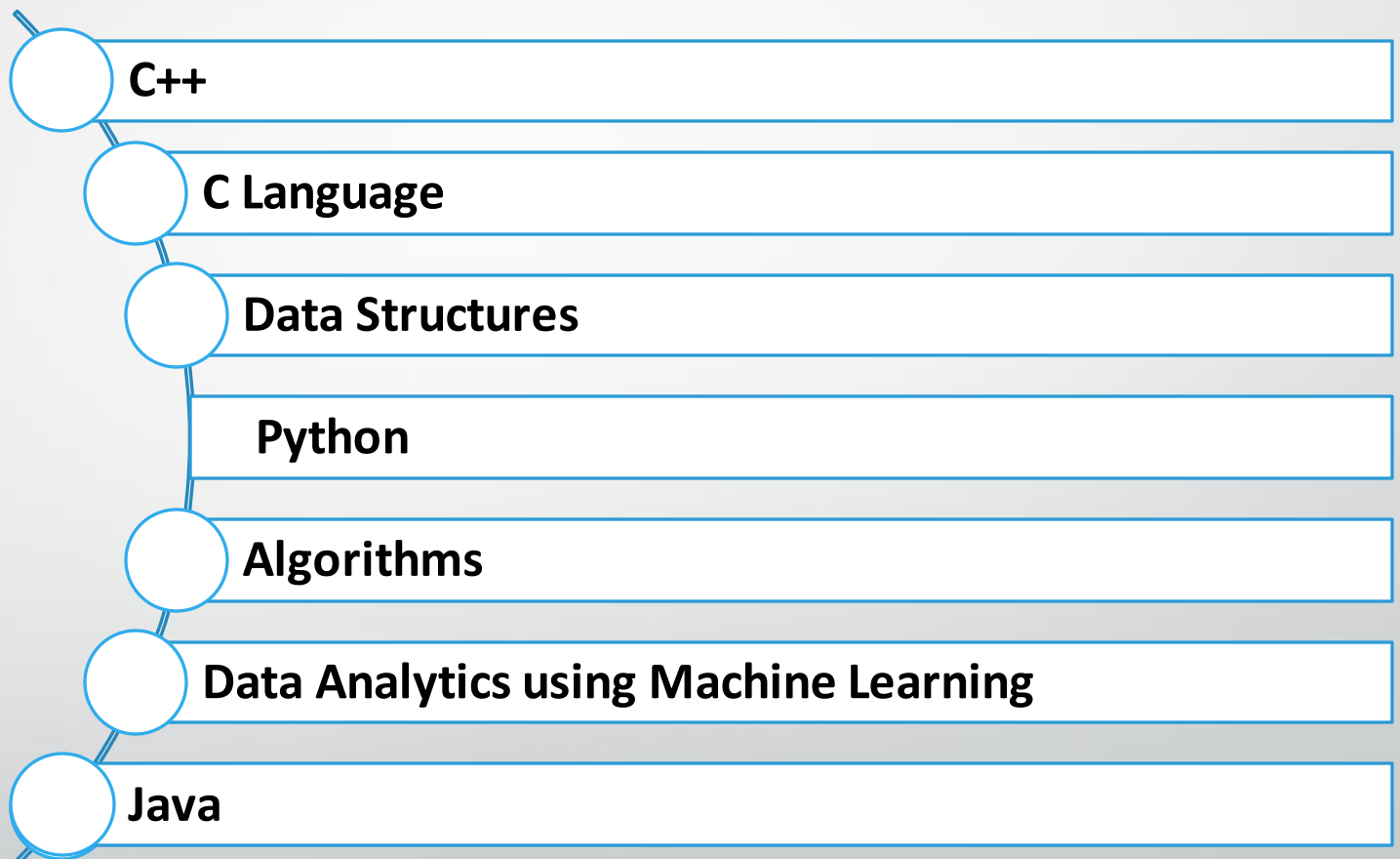


Google

amazon

Certification courses enhance skills and validate expertise, making candidates more qualified and competitive for job roles !!

Technical Skills !!



C++

C Language

Data Structures

Python

Algorithms

Data Analytics using Machine Learning

Java

Soft Skills !!

Good Communication Skills

Group Discussion

Team Work

Leadership

Presentation

Personal Information !!

- Name
- Father's Name
- Mother's Name
- DOB
- Marital Status
- Passport No.
- LinkedIn ID



Declaration !!

“I hereby declare that everything stated above is correct and true to the best of my knowledge.”

Place:

Date:

Name & Signature

**WE ARE HIGHLY OBLIGED TO WELCOME YOU
TO JOIN US AND WISH YOU ACADEMIC
JOURNEY A GRAND SUCCESS !!**

THANK YOU!

J O I N U S !