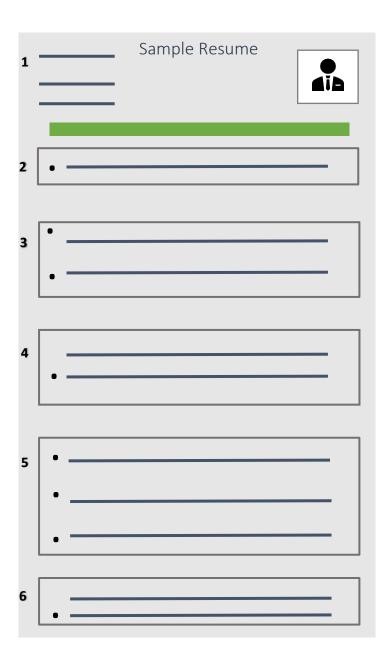**Deloitte.**

How to create your resume:

In the world of resumes, content is king. Resumes are meant to give a brief overview of your **experience and skills** and highlight your **accomplishments**. Your resume should include targeted content that is specific for the job you are applying for, and it should be simple and concise.

So, what should you write?

Resumes typically have four basic sections: **Profile/Overview, Skills/Achievements, Experience and Education**. It is recommended to keep a **One Page resume** only.

Sample Resume

1. **Start at the top of your resume**
   Provide your name / contact information including valid email address and calling number at the top left corner. Attach a passport-sized photograph at the top right corner.

2. **Immediately below your contact information, consider providing a resume introduction / Objective.**

3. **Highlight your skills**
   Provide a list of key words that capture your technical and behavioral skills and competencies. For example: Technical competencies: AI/ML, Cloud Security, Python, ERP, Java, C++ and so on

4. **Provide Educational details**
   This section of the resume is for your education/additional qualifications and other relevant credentials. Consider starting the list from the most recent qualification and provide the name and percentage/CGPA.

5. **Next up is your relevant Internship Projects/Any full-time work experience**
   Instead of simply listing responsibilities, consider listing accomplishments/learning that you achieved within each position/role

6. **Relevant certifications** (Optional)