



Resume Writing

10 Tips to Build a Resume That Gets Interviews

TIP 01 · Tailor Your Resume for Every Job

A generic resume rarely works. Customise it for each application.

- Read the job description carefully and mirror its language
- Move the most relevant experience and skills to the top
- Match your job title with the one being advertised (if accurate)

TIP 02 · Use a Clean, ATS-Friendly Format

Many companies use Applicant Tracking Systems to filter resumes before a human reads them.

- Use standard section headers: Summary, Experience, Education, Skills
- Avoid tables, text boxes, headers/footers, and graphics
- Stick to fonts like Calibri, Arial, or Garamond at 10–12pt
- Save as PDF unless instructed otherwise

TIP 03 · Write a Powerful Summary Statement

The top 3–4 lines are prime real estate. Don't waste them.

- Lead with your role, years of experience, and top skill
- Example: 'Data Analyst with 3 years of experience in SQL and Power BI, specialising in e-commerce analytics'
- Skip pronouns (no 'I' or 'My')

TIP 04 - Quantify Every Achievement You Can

Numbers make your impact concrete and memorable.

- 'Reduced report generation time by 40% using Python automation'
- 'Managed a team of 6 and delivered project 2 weeks ahead of schedule'
- Ask yourself: How much? How many? How often? How fast?

TIP 05 - Use Strong Action Verbs

Start every bullet point with a powerful verb that shows ownership.

- Led, Built, Designed, Launched, Streamlined, Reduced, Managed, Analysed
- Avoid weak openers like: 'Responsible for...' or 'Helped with...'
- Use past tense for previous roles, present tense for current

TIP 06 - Keep It to 1–2 Pages

Recruiters spend an average of 7 seconds on a first scan.

- One page for under 5 years of experience
- Two pages max for senior professionals
- Remove old or irrelevant roles — quality over quantity

TIP 07 - Add a Skills Section with Keywords

This helps both ATS scans and quick human scanning.

- Separate technical skills from soft skills
- Example: 'Tools: Excel, SQL, Power BI, Python | Soft Skills: Communication, Leadership'
- Don't list basic things like 'MS Word' unless the job requires it

TIP 08 - Education Section — Keep It Concise

Unless you are a fresh graduate, education comes after experience.

- Include: Degree, University, Year of Graduation
- Add GPA only if above 8/10 or 3.5/4.0
- Include relevant courses or thesis if you are a fresher

TIP 09 - Include Certifications & Courses

This shows initiative, especially for career changers.

- Add course name, platform (e.g. Coursera, Google), and year
- Only include relevant certifications
- LinkedIn Learning, HubSpot, Google, AWS — all are credible

TIP 10 - Proofread — Then Proofread Again

A single typo can cost you the interview.

- Read it backwards to catch spelling errors
- Use Grammarly or ask a friend to review
- Check: consistent formatting, correct dates, no broken links