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Structuring your Resume
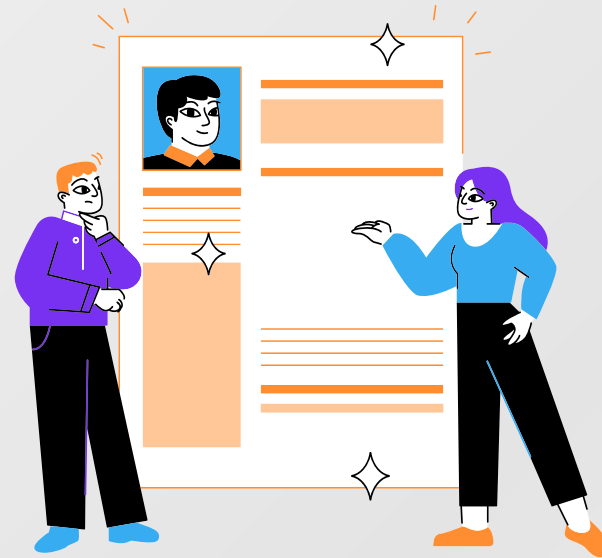
Free Templates to use

- Link 1

- Link 2

- Link 3

- Link 4

- Link 5

Strong Points

Weak Points

Neutral Points

Strong Points

1. Full Name

2. Contact Information (phone number, email address, LinkedIn)

3. Professional Title

4. Objective Statement

5. Work Experience (including company names, job titles, and dates)

6. Education (degrees earned, institutions attended, graduation dates)

7. Certifications or Licenses

8. Technical Skills

Neutral Points 😑

1. Profile Photo (ONLY PROFESSIONAL)

2. Projects (relevant to the position)

3. Achievements or Awards

4. Languages Spoken

5. Volunteer Experience

6. References (available upon request)

7. Soft Skills

Weak Points

1. Gap in employment

2. Irrelevant work experience

3. Irrelevant trainings

4. Grammar errors

5. Too much words

6. Too much colors

7. Soft Skills