



Writing a Fresher Resume

A definitive guide to help you kickstart your Career with the Right First Job



“Luck is where opportunity and preparation meet.”



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INTRODUCTION

For most of us, resume is the first ever professional document we create.

It summarizes our education, work experience, skills, and other relevant information to showcase our suitability for a particular job role.

So, it is the document, that gets you THAT JOB, you've been dreaming about all these years.

Here's why you need to make sure it stands out:

- Recruiters only spend an average of 6 seconds of time on your resume. YES, you are that short of time
- Applicant Tracking Systems screen your resume before they reach the recruiter. You lose the game if you don't enrich your resume with the right keywords
- Layoffs are on an all-time high, and technology is cutting jobs. So you need your resume to do the work for you



HOW TO WRITE A RESUME FOR BEGINNERS & FRESHERS

A resume acts as a first point of contact between you and your employer therefore it is important for your resume to clearly demonstrate how capable you are.

An ideal resume contains the following sections:

1. Contact Details

Your name and contact details form the topmost section of your resume. This section should be clearly visible, short, and crisp.

How to list contact details?

Start with writing your name in bold capitalized letters followed by location, phone number, and email address. You can include links to professional websites like LinkedIn, your portfolio, or your website.

2. Title

A Resume always starts with a Job Title where you briefly mention the position you are striving for in addition to your degree/qualification.

Examples:

- Aspiring Tax Accountant
- Certified Data Analyst
- B.Tech (CS) from IIT, Delhi

3. Resume Summary or Objective

A summary is a brief representation of your resume in a readable yet impactful form. A resume objective demonstrates the skills, you want to leverage for a particular job role. .

Write a powerful objective or summary and motivate the recruiter to read your entire resume.

How to write a resume summary

Step 1: Define Your Goal

Brainstorm and identify what you want to convey through the summary:

- Is it any specific achievement?
- A stack of skills?
- A particular part of your career?

Step 2: Draw important points from your targeted job description

Once you know your differentiating factors in terms of your experience, achievements, education, and/or skills, check your targeted job description and see what the recruiter is looking for.

Pay attention to the job descriptions of the positions that interest you. Review categories such as "Requirements," "Experience," or "Education" to determine which abilities or experiences you should mention in your summary.

Step 3: Combine the two to create a resume summary

Once you've taken some time to reflect on your relevant abilities and accomplishments and how they connect to the role, writing an excellent resume summary becomes much simpler.

Pick what among your abilities matches with the job description to create a summary. Talk about your soft skills as well.

Objective for a resume with no experience

Marketing graduate looking for a position at a digital marketing agency, where I can apply skills in market research, competitive analysis, communication, social media management, and team coordination to support lead generation growth and success.

Summary for a resume with no experience

An aspiring digital marketer, with the ability to communicate brand stories through various social media channels and campaigns. Skilled in implementing a proactive social content calendar and coordinating all aspects of digital marketing projects from conception to delivery and optimization.

4. Experience/Internship

An experience section of the resume, as the name suggests, lists out your employment journey. It is made of employment details of all or some of your most significant employments.

- **Job/Position Title:** What is the role you were hired for? For instance, Marketing Manager, Content Writer, Software Engineer
- **Dates of employment:** These include the month and year of your joining a particular job and the month and year of finishing it.
- **Name of the employer and location:** Mention the name of the company you worked for, followed by the location of your office. If your company is

headquartered in the USA, but they have an office in India, where you work, your location would be the city in India.

- **Job description:** This is what you did during the job. This is the most extensive part of your entire experience section.

5. Education & Certifications

Education is one of the most important sections for a resume with no experience. Your academic background (high school and university education) displays your skills and acts as proof of your knowledge.

- If you are a college graduate with specialized education, mention your coursework.
- If you do not have any work experience or projects, place this section on top of your resume.

This is what an education section looks like:

California State University – Long Beach, CA
BA in Interior Design
Dec. 2021

Skills

Skills are equally important for a resume with no experience as in a resume of experienced professionals. You can enlist skills you have acquired so far through your academics and other engagements.

You can include two types of skills in your resume: soft skills and hard skills.

Soft Skills

Soft skills are transferable skills that help you operate in a professional environment. They are job-specific and immune to automation. Employees look for transferable skills like teamwork, time management, problem-solving, and flexibility.

Hard Skills

These skills enable you to perform your core job. They are different for each job, and you need specialized training to develop them. Your academics act as proof of your soft skills.

Use these tips to write a skill set:

Step1: Know your strengths

The first step is to identify the skills you already have. While doing this, focus on your hard skills only.

For instance, a B.Com graduate will have skills in accounting, taxation, financial management.

Step 2: Check job requirements

An ideal skill section is that which not only represents the candidate but also those what the recruiter is seeking.

Look at your target job description and see what keywords are mentioned in there. Focus more on hard or job-related skills. Do not miss the soft skills too if they are the topmost priority in your job profile.

Step 3: Create a Skills Section

Use the above two steps to create a skills section.



EXPERIENCE ALTERNATIVES FOR A RESUME WITH NO EXPERIENCE

Work experience alone is not the only deciding factor for recruiters. Your background and the value you can add to the organization propel the hiring decision. Internships, Volunteering, Projects, or Extracurricular activities are some alternatives to work experience. These show your time management and prioritization skills, as well as your drive to excel.

1. Internships:

Internships are a great substitute for work experience if you are still in university or just out of it.

Here is an example:

HR Intern

360-degree Staffing Solutions – New York, NY

09/2022 – 12/223

- Updated internal databases with new employee information
- Gathered payroll data like leaves, working hours, and bank accounts.
- Assisted the recruiter with screening resumes and application forms.
- Scheduled and confirmed interviews with candidates.

2. Volunteering

Volunteering or community contributions show your commitment and service orientation. All employers look for these qualities. The next best thing about volunteering is you can write the smallest of your contributions to the community.

Here is an example:

Animal Care Volunteer

Queen Elizabeth Animal Protection Shelter

7/2021- Present

3. Projects

Projects are the ultimate tools to fill in the knowledge gaps in a resume with no work experience. These include research projects, assignment projects, or any other independent projects.

Here is how to represent projects in a software engineering resume with no experience:

Android Local Train Booking System

Independent project

Built a local train ticketing software that allowed users to book tickets for local trains and receive online booking receipts via the app. For local train travel, they were able to print the online booking receipts as hard copy proof.

Bug Tracker

B.S. Project

Developed a bug tracking tool to assist in the identification and tracking of defects in projects and systems.

4. Extracurricular activities

These are activities outside the scope of your course curriculum. They help with developing essential professional skills like networking, communication, etiquette, cultural competence, and much more. They include arts, athletics, student clubs, sports teams, and student government. In a resume with no experience, they show how you have developed your skills. Employers always prefer candidates with some engagement in activities.

Extracurricular activities example for an entry-level resume

Clubs and Societies – University of California, Long Beach

07/2021 – 04/2022

President of Economics Society

Volleyball Club

USE OF COLOURS IN YOUR RESUME

Should you use colours in your resume?

Most text resumes we see are black and white.

But it is not an industry standard. No authority has prescribed any standard for resume development.

It is what you see everyone doing and apply that.

So there are NO rules about using colours in your resume?

You can use any colour of your choice in your resume, provided the resume is easy to read and is not heavy on the eye due to bright colours. But try to stick to one colour. Do not make it too colourful.

Colours are attractive and they have the power to influence humans. And the case is no different in a professional space. Even after automation and scanning of your resume by ATS, your resume will be reviewed by a human.

Using colours is most likely to play in your favour. But, it may not give certain results in case of using too many colours or if the recruiter has a personal bias.

How to select the right colour for your resume

Using a colour or not using any in your Resume is a completely personal choice, here are some factors that will help you decide on it further.

- **Industry-standard:** Though plain resumes are universal, a hint of blue is widely acceptable. A general notion about resumes in corporate jobs like finance, accounting, IT is that of clean, black resumes, a little colour, if used wisely is acceptable.
- **Your profile:** A lot of how your resume looks and feels depends on the type of profile and your seniority. As you grow in your career, more straightforward and achievement-oriented resumes are preferred. If you are 10-15 years in your career already, use colours subtly and only where it is required.
- **What you want to convey:** Before you put your resume in place, decide how you will be using it. Is it a generic resume, for a specialised company, or a career change one? There can be so many scenarios. Understand what you want to convey, and use colour to your benefit.

Where to Use Colour in Your Resume

Using colour in your resume is a proven way to stand out, but it cannot be where. It can neither be in amounts so less, that the resume loses its purpose.

- **Use in Graphic Elements:** Infographic resumes are the most colourful resumes you will ever find. And they are widely accepted. They are only of the most common ways to incorporate colour in your Resume. They bring focus to the right place without making the resume look light.
- **Highlight Important Sections:** Infographic resumes are the best if you want to highlight colours. But you can use colours in the text. Text like headings, bullets, important information, or your name can be highlighted to draw attention.
- **Add aesthetic elements:** A simple black and white resume with just a few colourful elements go a long way in making your resume aesthetic. You do not need to colour your entire resume, but just working out some sections shows a balanced use of colour.



HOW TO EFFECTIVELY USE BULLET POINTS IN YOUR RESUME

You use bullet points across your resume to make it compact and effective. Here are a few tips to write bullet points that differentiate you from the rest:

Show your skills

Let each bullet point speak about your skills, and make the recruiter think –“Let me interview her, she seems to be a perfect candidate”

List the not-so-obvious items to show your skills through the resume

Show accomplishments and impact

Bullet points are a great way to show the results you’ve generated. Instead of using long paragraphs, focus on short sentences talk about accomplishment and impact. This means showing the result of work done.

Start with an action verb

Sentences that start with action words create a larger impact than those without them.

Without action verb: Responsible for making sales calls, negotiating with clients, and signing contracts

With action Verb: Conducted sales calls, negotiated with clients and signed contracts.

Which one do you think will make a higher impact?

The one which starts with an action verb, because:

- It removes the fluff i.e. “responsible for making”
- It shows you in action with the word “conducted”

Keep Bullets Short and Simple

Your work does not end with using bullet points. Bullets points should serve their purpose - be clear and improve readability.

Make sure your bullet points are:

- Not redundant
- Not as long as a paragraph
- Convey a maximum of one or two ideas



Examples

- Identify and turn consumer insights into a beneficial impact on the growth of the business
- Assist in agency management & project coordination (media, creative, shopper, influencer & PR)
- Manage cross-functional efforts to sustain the operational rhythm of the core portfolio

One Bullet Point Says One Thing

Your bullet point loses its meaning as soon as it talks about many things. A paragraph focuses on many things, not a bullet point.

Example

- Teach instrumental techniques, scales, sight-reading and music theory.
- Help prepare students for auditions and live performances.
- Organise and facilitate musical performances for the school community.

The three different points here talk about three things:

- Teaching students
- Preparing students for events
- Organising events at school

Do not overuse

We know you are inspired to put all your data into your resume to impress the recruiter, but it is not the right approach. Too many bullet points create overwhelm and demotivate the recruiter from reading your resume.

Keep up to 8 bullet points for each job description if you cannot contain your information in less than that. You can also club your bullets under sub-heading for a neat format.

List in order of importance

Include the most important information in your first bullet point. Continue to list things in order of importance and relevance so they stand out the most to employers.



RESUME WRITING MISTAKES TO AVOID

Grammatical mistakes

A grammatically erroneous resume either conveys that you aren't good at English or not professional enough to proofread your document. This reduces your chances of being hired even if you are skilled enough.

How to avoid: Run a spell check, use online tools or ask a friend, guide or family member to review it for errors

Incorrect contact details

This is the most common mistake found in resumes. With wrong contact details, recruiters will be unable to contact you, and you tend to lose any opportunities that might be coming your way.

How to avoid: When you check for grammar, also run a quick check on contact details. Check for wrong digits or typos in email address.

Writing it too long or cutting things too short

There are no real rules governing resume length because employers have different expectations, preferences and requirements. For a fresher, a single page resume is ideal. However, this does not mean cutting off important information out of your resume.

How to avoid: Don't include each and every detail about each and every job or project. Just try to incorporate all the information necessary for the job you are targeting

Including irrelevant details

There are few things that shouldn't be included in your resume like your personal information including your marital status, nationality, age, gender, and religious or political affiliations.

How to avoid: Stick to information that's relevant to getting your target job. Use relevant details on the top including your contact information, key skills, awards and accomplishments etc.

Not using action words that describe your contributions

Try to replace passive resume writing with more action verbs that not only clearly describe your work but also add value to your resume. However, using too many

resume action words can sometimes make the content coarse and difficult to read. It is therefore necessary to use language in a balanced way.

How to avoid: Write straight-forward sentences starting with action verbs like *Performed, Completed, Delivered, Contributed, Assisted, etc.*



ADDITIONAL TIPS FOR CREATING AN IMPACTFUL RESUME

Always write in reverse chronological order:

Write your data in a sequential manner. Begin from the current and end at writing about the past information. Remember, to add information which is considered to be relevant for the job.

Keep it formal:

Restrict your language to formal and avoid usage of too many adjectives. Don't be creative enough as they may not take you seriously.

Naming your resume:

Your file containing your resume should be named formal. Avoid adding any fancy names, which could make a negative impact.

The ideal way to name your resume file is "YourName_Resume"

Keep it updated always:

Have you learned any new skills? Have you gained any work experience? Ensure that you should update it regularly to avoid late submissions.



FRESHER RESUMES BUILT ON RESUMOD.CO

Resume of a Computer Science Engineer built on Resumod

ANUSHKA ROY

Computer Software Engineer

+91-9876543210 anushka@gmail.com Bangalore, India [LinkedIn](#)

A diligent computer science graduate, who applies principles and techniques of engineering, mathematics, and computer science to the design, development, and testing of software applications for computers. Versatile with various software development programs and is a valuable asset to the organization.

SKILLS

Software Development, Python, HTML, Object Oriented Programming, Debugging, Technical Support, Java, End-user Training

EMPLOYMENT HISTORY

- Engineer | BrainCoders | Bangalore**
Jan 2023 - Present
 - Assisted the development manager with software design and coding.
 - Attended and contributed to company development meetings.
 - Monitored the technical performance of internal systems.
 - Responded to requests from the development team.

INTERNSHIPS

- Trainee-Software Development | Wallgreens | Bangalore**
Apr 2022 - Dec 2022
 - Programmed well-designed, maintainable, testable and efficient code.
 - Performed white box and black box testing.
 - Troubleshoot, debug, fix and enhance software products.
 - Demonstrated the development and testing results to the team or project leader.
 - Maintained and supported products/projects.
- Intern Engineer | Amazon | Bangalore**
Nov 2021 - Mar 2022
 - Understood code quality, maintainability, modularity and scalability.
 - Broke down large tasks into independent smaller chunks.
 - Wrote well-tested code to ensure rapid iteration.

COURSES

Sep 2021 Working with Python at Coursera

EDUCATION

Apr 2020 B.Tech in Software Engineering -> Indian Institute Of Technology, Roorkee

EXTRA CURRICULAR ACTIVITIES

- Freelancer Coder | Bangalore**
Jan 2022 - Present
 - Worked with various organizations as a freelancer coder, and helped in the creation of desired websites, mobile applications etc.
 - Pitched ideas and opinions during client meetings and provided guidance regarding their expectations as required.

Resume of Assistant Relationship Manager on Resumod



RIYA AGGARWAL

Assistant Bank Manager

A results-driven assistant bank manager with a strong understanding of the banking industry. Ability to drive profitability, enhance customer satisfaction, and drive the attainment of the organization's goals.

+91-9876543210

riya@gmail.com

Ghaziabad, India

LinkedIn

EMPLOYMENT HISTORY

Assistant Bank Manager

Fintech Bank

May 2023 - Present | Ghaziabad

- Assisting manager in efforts to reach profit, performance, and customer service goals.
- Overseeing banking services, especially customer service, to ensure excellence; contacts or assists customers and prospective customers.
- Ensuring that staff assignments and responsibilities are reasonable and that salary structure is equitable.
- Coordinating communication with branch staff.

INTERNSHIPS

Business Development Intern

Deloitte

Oct 2022 - Apr 2023 | New Delhi

- Identified, generated, and advanced leads for Business to Business marketing.
- Organized and maintained a customer relationship management network.
- Initiated and monitored sales through cold email campaigns.
- Tracked and reported on the status of proposal components.

Sales and Marketing Intern

Tech Solutions

May 2022 - Sep 2022 | New Delhi

- Worked closely with the manager or assigned staff member, and completed all allocated tasks.
- Conducted desktop research, or gathered information through surveys or by speaking to clients and staff.
- Attended and participated in meetings, workshops, events, and exhibitions.
- Liaised with clients, vendors, and suppliers on behalf of the company's managers.

COURSES

Online-Financial Accounting Fundamentals

University Of California, Irvine

Nov 2020 - Oct 2021

EDUCATION

M.Com

University Of Delhi

Apr 2020 - Apr 2022

B.Com

Hansraj College, New Delhi

Jun 2017 - Mar 2020

SKILLS

Client Relationship Management

Strong Communication

Accounting

Financial Services Management

Business Development

Bank Secrecy Act

Operational Procedures

Risk Management

LANGUAGES

English



Hindi



Resume of LLB Graduate

SURAJ PRATAP

LLB Graduate - Criminal Lawyer

Phone: 6866573856

Email: surajpratap@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/suraj-pratap-51999785798>

Address: L-41 Chirag Road, Delhi



LLB graduate with specialization in Criminology, knowledge of advancements in Criminal Law with skills in research and drafting legal documents, and managing cases. Pro-active in undertaking pursuits beyond the academic sphere while demonstrating academic excellence.

EDUCATION

B.A. LLB (Criminal Law) ▶ Sri Ram Law Institute	2019
<ul style="list-style-type: none"> Passed with distinction 	
Higher Secondary ▶ Sri Venkateshwar Public school	2014
Secondary School ▶ Sri Venkateshwar Public School	2012

PROFESSIONAL ENHANCEMENTS

Moot Courts	<ul style="list-style-type: none"> Appeared in Intra College level Moot Court competition November 2017. Appeared in Moot Court completion at FYLC, Rajasthan University September 2016.
Certifications	<ul style="list-style-type: none"> Diploma in Criminal Procedure and Oral Proceedings.

EXPERIENCE / INTERNSHIP

Research Intern ▶ First Class Legal Associates	Jan 2018 – Mar 2018
<ul style="list-style-type: none"> Accompanied seniors to client meetings to acquire an understanding of case history. Investigated on client cases, prepared reports and presented to the Attorney in-charge. Drafted all legal documents and case proceedings as requested. Maintained and archived records of recent hearings, and upcoming dates. 	
Intern ▶ District Court, Raipur	Jun 2016 – Aug 2016
<ul style="list-style-type: none"> Assisted counsel in preparing motions and trails, and attended Court Proceeding. Analysed various appeals and conducted research for fact checks. 	
Assistant Intern ▶ Legal Solutions	Jun 2015 – Sept 2015
<ul style="list-style-type: none"> Analyzed legal documents and other legal research work. Met the eye-witnesses (if required) with the seniors and interacted with them to figure out important points about the case. Tracked status of cases through case management and billing systems. Ran reports as needed. 	

PROJECTS

States Human Rights Commission, Raipur
<ul style="list-style-type: none"> Prepared a project on Decided cases in SHRC and researched on State's measure to ensure criminal justice.

SKILLS (TECHNOLOGY / FUNCTIONAL)

Constitutional Rights | Case Analysis and Tracking | Reporting and Documentation | Detail Oriented | Legal Research

EXTRA-CURRICULAR

Participations / Sports	<ul style="list-style-type: none"> Worked as Red Cross volunteer. Member of NCC in college.
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Resume of a Video Journalist built on Resumod

PRIYANKA RATHORE

Video Journalist

✉ priyaraths@gmail.com

☎ +91-9876543210

🌐 [LinkedIn](#)

📍 New Delhi, India

PROFILE

An aspiring journalist, with amazing videography and editing skills. Able to source footage and monitor and publish content, including live video feeds, to multiple platforms as well as produce news clips and packages.

COURSES

The Knots of Successful Journalism
Indian Institute of Mass
Communication
Sep 2021 - Jan 2022

SKILLS

Content Writing
■■■■■■■■■■■■■■■■■■■■

Research
■■■■■■■■■■■■■■■■■■■■■■

Interviewing Skills
■■■■■■■■■■■■■■■■■■■■

Investigative Journalism
■■■■■■■■■■■■■■■■■■■■

Interpersonal Communication
■■■■■■■■■■■■■■■■■■■■■■

Critical Thinking
■■■■■■■■■■■■■■■■■■■■

Strong Communication
■■■■■■■■■■■■■■■■■■■■■■

Report Writing
■■■■■■■■■■■■■■■■■■■■

EDUCATION

**MA in Journalism & Mass
Communication**
St. Xavier's College, New Delhi
Apr 2020 - Mar 2022

**BA in Journalism & Mass
Communication**
Amity University, Jaipur
Jun 2017 - Mar 2020

EMPLOYMENT HISTORY

Video Journalist

The Times

May 2023 - Present | New Delhi

- Performing research for each video.
- Finding relevant people to interview when necessary.
- Recording footage that has excellent sound and video quality.
- Editing footage after it has been recorded to include transitions and text where necessary.
- Uploading content to a system or website.

INTERSHIPS

Intern Video and Editing Journalist

True News

Jan 2023 - Apr 2023 | New Delhi

- Researched market trends and develop powerful storytelling, content writing, marketing, and social media promotional strategies.
- Researched and outreached to industry leaders and experts.
- Filmed and video edited content promoting for Shows, Books, and Web magazines.
- Edited podcasts, created text transcription, wrote articles about these interviews, identified distribution channels, and developed content distribution strategies.

Intern Video Journalist

The Local News

Jul 2022 - Jan 2023 | Jaipur

- Participated in a brainstorming session to share new design perspectives and ideas.
- Maintained up-to-date knowledge about the latest graphic design and video editing techniques.
- Ensured compliance with company guidelines and design standards.
- Assembled raw footage and transferred or uploaded it to shared drives.

VOLUNTEERING

Volunteered at Old Age Home, Sep 2022 - Dec 2022

Volunteered at Animal Shelter, Apr 2022 - Aug 2022

THAT'S IT!

We hope you liked this e-Book and we hope it helps you build a strong and powerful resume 😊

THIS GUIDE WAS DEVELOPED BY RESUMOD.CO

Resumod.co is an intelligent resume building tool that lets you build world-class resumes in minutes!

