

**Talent Acquisition Team,**

There are no standard rules to writing a resume, but there are certain perceptions about a resume that will catch the eye of a recruiter or simply fall under the larger pool of general/common resumes. If you want to highlight your resume, make sure broad parameters of good resume writing are kept in mind.

The presentation of your resume does not necessarily get you the job but will definitely get you a fair chance of being noticed. We have outlined a few steps that can be followed easily by you in synchrony by way of the acronym LLESSONS. Below are a few pointers as to how your resume can be underlined, they may not be exhaustive or mandatory, it is only suggestive.

**Legibility** is the simple reason of being easily readable. Make sure the font you use is easily legible, normally you do not go below 11 and greater than 12 points, try Arial or Times which is the most widely used.

**Lead** on well. When a recruiter opens a CV on a computer screen, it is natural that only the first half of the resume is seen. So ensure that the most important details pertaining to the job requirement is visible on that half. Facts about your job description, technologies mastered, your achievements, etc. should come to the fore.

**Emphasize** on your achievements more than responsibilities. Achievements are a manifestation of your responsibilities and gives more thrust to your candidature. Make sure that your accomplishments are substantiated with 'numbers'. Numbers give accurate standing to what you have achieved and gives the recruiter hard evidence of your capabilities.

**Short & Sweet** steals the show. There are no guidelines to the number of pages a CV must contain, but it is necessary not to overload the same. A recruiter should not find reading your CV tedious, relevant information is what will get you the job and not unnecessary records. A short resume is bound to gather more attention as it reduces the task of searching through the document for the pertinent skills required for the job in hand.

Also, ensure that your statements are not expanded for the sake of the language, but rather short and crisp that conveys the message accurately and effectively.



**Objectives** must be short and precise. Let it contain your specific goals and don't get carried away by trying to flower it with adjectives. Make sure the objective supports the rest of your resume.

**Nitty-grittys** can spell the essence of a resume, so pay attention to detail. Do not use pronouns in the resume. Usage of 'I' or 'me' does not hold good as it is a document and you are not present in person to read out the resume. Personal data, hobbies (unless it is related to the job), photographs, etc. can be avoided as it does not add value to the resume.

The most common of resume formats is the 'reverse chronological' type which gives the recruiter an easy look into the employment history of the candidate. You can follow this format with confidence.

**Second** opinions do matter. Make sure your resume is reviewed by another person before it is sent to the company. There are high possibilities that the individual can spot errors which we have become blind to due to viewing the document several times. Always get a second opinion.

\*\*Content provided is for informational purposes only; 3AM IT Solutions does not undertake that the content made available will guarantee candidates employment. Selection is as per meritocracy, process and policy of the company. The information contained in the document has been obtained from sources believed to be reliable. 3AM IT Solutions disclaims all warranties as to the accuracy, completeness or adequacy of such information.