

DO's & NO's in Resume – Step-by-Step Guide

Resume ante design paper kaadhu bro, clarity paper.

In this guide, you'll learn exactly what to do and what to avoid to build a clean, job-ready resume.

DO's in Resume

1. Use Clean & Simple Format

- Use professional fonts like Arial or Calibri. Resume ante design paper kaadhu bro, clarity paper.

2. Start with Strong Summary

- 2 lines lo neeku job enduku ivvali anedi cheppu. Aimless statements vaddu.

3. List Skills Clearly

- Confusion vaddu – Tech, Tools, Soft skills anni categories lo pettandi.

4. Showcase Projects/Internships

- Class lo nerchukunna vishayam practical ga ela apply chesaavo chupinchali.

5. Keep it to 1 Page

- Freshers ki 2 pages resume unnecessary. Crisp ga cheppandi.

6. Use Action Words in Bullet Points

- Did, Built, Created, Managed – ilanti words impact ni create chestayi.

7. Mention Achievements with Numbers

- Just 'did project' ante enough kaadhu. Impact cheppali.

8. Tailor Resume for Each Role

- Okate resume ni anni jobs ki pumpinchadam – waste. Role ki relevant ga tweak cheyyali.

9. Add Certifications or Online Courses

- Nuvvu initiative teesukunnav ani chupinche proof.

10. Include LinkedIn / GitHub if Applicable

- Online presence = credibility.

11. Use Reverse Chronological Order

- Recent experience mundu raani structure confuse chestundi.

12. Proofread Before Submitting

- Resume ni oka 2nd person chadavandi. Typos, flow, clarity – anni check cheyyali.
-

NO's in Resume

1. **No Spelling Mistakes**

- Typos unte, attention to detail ledu ani anukuntaru.

2. **Don't Use Fancy Fonts or Colors**

- Resume design ante festival poster kaadhu.

3. **Avoid Long Paragraphs**

- No one reads blocks of text. Bullet points = clarity.

4. **Don't Add Fake Experience**

- Interview lo caught ayithe, black mark permanent.

5. **No Irrelevant Info**

- Height, caste, father's name... unnecessary info vaddu.

6. **Don't Use "I", "My" in Resume**

- Resume is not essay writing – statements should be direct.

7. **Avoid Using Google Docs Share Link**

- PDF lo convert cheyyakunda share chesthe formatting pothundi.

8. **Don't Write Salary Expectations or References**

- Freshers ki irrelevant info. Adigite matrame ivvandi.

9. **No Clipart, Icons, or Emojis**

- Professional resume lo aesthetics ante simplicity.

10. **Avoid Passive Language**

- 'Was involved' ante bland. Instead: 'Led project to completion'.

Final Tip

Resume ni polish cheyyali ante, patience + clarity undali.

If you found this guide useful, follow me for more practical career content – **@divakarway03**