Best Website to Create the website :

1. ⊕ **https://www.canva.com**
2. http://novoresume.com

📘 **Resume Building Guide (Valuable Content for Free PDF)**

Page 1 – Motivation + Importance
"Your resume is not just a piece of paper, it's your first impression. Employers spend less than 7 seconds scanning it – make every word count."

Page 2 – Common Mistakes Freshers Make

- **Adding unnecessary personal details (religion, father's name, etc.)**
- **Using long paragraphs instead of bullet points**
- **Writing "Curriculum Vitae" or "Resume" on top (not needed)**
- **Grammar/spelling errors**
- **No achievements, only duties**

Page 3 – Golden Rules for a Strong Resume

- **Keep it 1 page (for freshers, max 2 pages)**
- **Use simple fonts (Calibri, Arial, Times New Roman)**
- **Start with a short Profile Summary**
- **Highlight Skills + Achievements**
- **Use Action Words: Managed, Supported, Assisted, Created, Solved, Achieved**
- **Tailor your resume for the job role**

Page 4 – Sections of a Good Resume

1. **Name & Contact Info (email, phone, LinkedIn)**
2. **Profile Summary – 3–4 lines about who you are**
3. **Skills – Only job-relevant**
4. **Education – With years**
5. **Experience (if any) – Write achievements not duties**
6. **Projects / Internships – Add if fresher**
7. **Certificates / Training – Highlight**

Page 5 – Call to Action
"This sample resume is just the beginning. In my paid course, I will guide you step by step to create a professional resume tailored for the private sector – and even help you practice answers to defend it in interviews. For more details, visit my website."

📄 **Sample Resume (for Free Download)**

Rohit Sharma

📞 +91-1231231231 | ✉ abc@gmail.com | 🌐 LinkedIn.com

Profile Summary

Motivated graduate with strong communication and problem-solving skills. Trained in customer handling, MS Office, and teamwork. Looking to start a career in the private sector with a focus on growth and learning.

Skills

- **MS Excel, MS Word**
- **Communication & Customer Handling**
- **Problem Solving**
- **Quick Learner**

Education

B.Com (Hons), Delhi University – 2023
12th (CBSE), Delhi Public School – 2020

Experience

Intern – Customer Support, XYZ Pvt Ltd (2 months)

- **Handled client queries via phone and email**
- **Assisted in ticketing & refund process**
- **Improved response time by 15%**

Projects / Achievements

- **Created a sample business plan in college project (Ranked 2nd place)**
- **Organized inter-college event with 200+ participants**

Certificates

- **MS Office Training – NIIT**
- **Communication Skills Workshop – IIMT**