

Rules for drawing up a student's resume

It is necessary to start the document according to all the rules - with personal information:

- FULL NAME;
- age;
- city;
- contact details.

It would not be superfluous to specify the purpose of the job search - this will establish you as a job seeker who knows what he needs.

The resume of a student who does not have the necessary skills may contain:

- professional development in the specified area;
- the presence of practice in the specialty that was studied at the educational institution;
- search for different opportunities for growth.

At the same time, the candidate should not constantly focus on the fact that this will be his first job.

When compiling a student's resume, the largest section is "Education". But at the same time, do not forget about personal qualities and achievements in studies, etc.

Describing education

The difference between the resume of a specialist who has just graduated from a university from a more experienced applicant for the proposed vacancy is that you can include data on secondary school here. For example, you can indicate that a general education institution with an in-depth study of foreign languages or a physical and mathematical bias, etc., has been completed. This can be a significant advantage.

When a student makes a response to a vacancy, he must necessarily indicate where he had an internship. Thanks to this, the employer will understand in which field the applicant has an idea about future work. Therefore, it is important to describe in as much detail as possible:

- type of practice - it can be pre-graduate, introductory, production;
- what was the topic;
- goals and objectives set by the head;
- main responsibilities;
- what skills were obtained as a result.

When making an application for a job, a student can also specify the topic of term papers, a graduation project. If you have been engaged in scientific activity, then you should tell about it in the "Education" section or transfer it to "Personal achievements".