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Updated: New 2 page sample summary formats for freshmen in doc format added for 2019. We've already shared 1 Page Summary, 3 Page Summary format, how to write resumes for freshmen, and we share mostly for freshmen especially for engineering candidates. Here we have attached 5 Sample Summary Format (2 Page) for you. Download the summary and change it according to your profession and the field for which you apply. Free Download 2 Page Summary Pattern in Doc Format Below Summary format in MS Word .doc with two pages, each will give you an idea, and you can also look in other Summary formats like 3 Page Summary, One Page Summary, as we gave below. DOWNLOAD 1 DOWNLOAD 2 DOWNLOAD 3 DOWNLOAD 4 DOWNLOAD 5 Related to Resume/Job Seekers: Found resume format Download file does not open? or any other question? Let me know through the discussion form. Downloaded resume formats? Hope you have an example resume in the word .doc file format to create your resume, if you do so, please post your thoughts or comment on the same. If you need a better version of this, also let us know so that we can regularly update you to current trends. The Summary Writing Tips Page has been updated - A summary format recommended for freshmen of all parties, including 2019. Should you still want to download more sample resume formats for free? You can check out our 40 page summary format templates for freshmen engineering, McA, MBA, BSC Computer Science Students Program. All of them are readily available in word format, so you can simply enter your Information Save with both your name/details to apply for new jobs. If you need a resume format for other professions, you can post your comments. We'll try to download them. In the next post we will share a new resume format for SEO Jobs, Mechanical Engg Jobs, Civil Construction Jobs, etc. You can ask us about the latest formats for different areas. JobsSearch JobsAdvanced SearchCreate Free Work AlertRegister Now RecruitersChest All RecruitersRecruiter ConnectionGo to NaukriRecruiter Services Companies MoreTop ExamsJEE MainJEE AdvancedBCECEGATECATSNAPMATNEETSBI PO LOGin Create a resumeTable Of ContentThere three types of resume formats that are preferred: These are the most common. In this resume format, you can get a quick overview of everything they want to know. This format gives the greatest weight to the work experience section, which is mentioned before skills and education. Recruiter prefers this format because it has a simple and neat layout because he/she can get a quick idea your experience and skills. What sections to include in the chronological format of the summary? Contact InformationProfessional TitleResum Summary of Work Sections How work experience is a major part of the chronological format of a resume, let's know how to write it. Recent work experience has to come to the top. This information block should include the following, respectively: Your post Company NameJob LocationJoining Date - Leaving dateKey Achievements and Tasks Accomplished (in 4-5 pool points) Use the same formatting style when listing each new work experience. Chronological Summary Of Benefits Formattl gives a brief look at your work history. You can easily learn about the progress in your career. In addition, it will pass the app tracking software to resume the test accurately. Best to convert into a detailed CVChronological Summary Of The Flawed Formattl's not good for fresh candidates or who are in a changing career. Not preferable for candidates who do not have standard progress in their careers. The employment gap can be easily seen in this format. Creating a resume This format allows the candidate to put his/her best foot forward. The functional resume format emphasizes skills more than work experience. This format is the exact opposite of the chronological format. It first lists skills related to role in work, qualifications, and work experience is written below, without specifying it. What sections to include in the functional resume format? Contact informationSum SummaryProfessional TitleSkillsExtra SkillsWork-Experience EducationAs skills section is a key part of this summary format. Let's know how to write: First mention the basic skills that you have mastered in how technical skills - In this section, you can specify the skills associated with the post. For example, for the work of digital marketing you can mention: Web analytics, competitor analysis, social media optimization, paid campaign, letter, etc. you can't just mention the skills, but you can describe what you achieved by applying these skills (in a paragraph or bullet). The Link to the Online Portfolio (if any)Functional summary Of the Advantagesst format focuses on your achievements rather than your work experience. This is the best resume format for candidates who are in career change and fresh. The best way to emphasize your skills and qualifications. Functional resume format FlawsIt is not recommended by recruiters as it is the opposite of the chronological format. Some employers may think that you have used this format to hide your shortcomings in your work experience. This format is not friendly to the KIO. Creating a resume As the title speaks for itself, is a combination of the two formats mentioned, namely the chronological format of the resume and the format of the functional resume. This format equally emphasizes skills and experience. You could say that it is a combination of characteristics of both formats. This format is less compared to the functional format, and also emphasizes the strength of the candidate. What sections to include in A A Resume format? Contact InformationSummary: In this section you can express your strengths, achievements and achievements that can help create a positive picture of you. This section plays an extremely important role in this format. Make sure you pass on your positives and strength in the most great way. Skills - Add your skills related to opening a job and other skills too to impress. Professional Experience EducationHybrid Summary Format AdvantagesSkills and work experience share an equal space. It focuses on your respective and recent achievements, not your entire career. Hybrid CV Format DisadvantagesIn this format, it is important to have skills and work achievements that complement each other. It highlights a gap in Labour's history. Create a resumeln the entire format has its pros and cons, and it's hard to know which format works best for you. But you don't need to worry about choosing the right one as we are here to guide you and offer the right one for you. So let's move on to the conclusion that the right resume format is being selected. Student or entry-levelMid-levelSeniorReverse Chronological✓✓✓Factor✓Combination✓✓Hronological Resume Format Is Recommended for: This format is offered to candidates who have solid work experience and have continuous growth in their careers. Since this resume format is geared towards work experience, it should be chosen only by experienced candidates without large gaps in employment. For example, professionals working in industries such as engineering, finance, accounting can use this format. Functional resume format is recommended for: This format is offered to those in career change. It is also best suited for job hunters who have a gap in their work experience or have limited work experience. For example, professionals working in industries such as computer programming, design, and writing can use this resume format. The Hybrid/Combined resume format is recommended for: This one works for those who have transfer skills and have a varied work history and freelancers who have little professional experience. It is also recommended for career changes. For example, a food inspector, a hairdresser and a yoga instructor can use this format. The formatting and layout are of great importance in building resumes, because the first impression is the last. If the resume format is clean and concise, then the employer can look at your resume without problems. In addition, your CV is designed to express the journey of your professional life. So here are some of the ultimate tips that will help you format an impressive resume. One page: We recommend keeping your resume long short. Avoid writing long, 2-3 pages when you don't need it. No one is free and not interested in reading the long way of your

professional life. Break resumes into sections: Always share your resume relevant sections, such as contact information, skills, resumes, work experience. Create a headline: Create a headline for the contact information section. Keep it brief: Using long statements and paragraphs can make it look weird and annoying. So, keep it straight to the point of application. Consistent font size: Avoid changing font size. It may look disorganized. Also, keep it 10.11 or 12pts size. These sizes are preferable. Use simple and readable fonts: Times New Roman, Arial is a few simple and recommended fonts for writing a resume. Give the fields a neat and complete look at your resume, giving it a margin of 0.5 inches to 1 inch. Use bullet glasses: Describe your past responsibilities in bullet points. Add space: You have to add space before and after each section. Exclude the word I - Exclude your I'm from your resume. In addition, you should avoid others, including widely used words in your resume, such as hardworking, team player, etc. avoid grammatical and spelling mistakes: cv errors, such as grammatical and spelling, annoy everyone who reads them. Grammatical errors can change the whole point of a sentence. This can give the employer a misconception about you. So be careful and avoid grammatical errors. Don't add a photo: Don't add a photo unless it's listed or requested. It is recommended that the resume should always be stored as a PDF file because it keeps the content intact. Also, abide by the rules. If a recruiter needs a different file format, such as DOC, DOCX will only then save it as that file. Also, don't save your resume as a graphic file like JPG, JPEG, PNG, WEBP, etc. But have you heard of the friendly AIT resume? If not, don't worry, because we have your back. Keep reading it to learn about ATS-friendly resumes. The Candidate Tracking System (ATS) scans, sorts, or ranks resumes for recruiters who receive hundreds of job applications. This facilitates their work and selects a resume on their behalf that corresponds to their current discoveries. Now, in this digital age, many well-known companies are using this system to facilitate the process of selecting applications for employment. This software quickly sorts the application that meets their opening position requirements. How do I format a friendly ATS resume? Below are the points you should always keep in mind, so your resume can pass the ATS test: Include the keywords used in the jobs: You should use the same set of resume keywords, is used in job publishing, so this increases the likelihood of matching job openings. This practice should be carefully conducted because it should make sense and represent you. Avoid graphics: Many ATS programs are not allowed to scan and process graphics. Therefore, it is recommended to use a minimum schedule in your resume. Keep It Simple: Use Use formats such as chronological or hybrid format to create a friendly ATS resume. Use bullet glasses to highlight your achievements. A simple and simple design is preferable. Choose the right file format: It's preferable to use a PDF file if you don't specify a different format. Why use an ATS-compatible resume format? Many companies have started using a tracking system for applicants to make their work easy. The system must disassemble your data to make it searchable and visible to the recruiter. If the system does not disassemble your resume, the hiring manager will never be able to meet your resume, even if you are qualified for the position. When it comes to creative resumes, there are no specific formats. The resume itself is used as a working sample, image or presentation of skills, in addition to the information provided. Young professionals in creative profiles have started the trend of using visual resumes, especially graphic designers and writers. On similar lines, developers used HTML resumes, animators and filmmakers used video scripts, UI/UEX developers used interactive flash files, and so on. Here are a few examples to draw inspiration from. Note: It is important to understand that these resumes are not accepted everywhere and should be used with caution. They are also difficult or impossible to run through app tracking software. Frequently asked questionsBreaking between resume, training program Vitae (CV) and BiodataResumes, resume and Biodata are very similar in nature and are used to present personal-professional information about a person. They are commonly used in job applications, academic applications, and similar documentation. The main differences between them: Biodata is a very short document with basic factual information only while the resume and resume provide the same information in more detail. The Vitaes curriculum contains very detailed information, while resumes have only brief descriptions. Biodata formats are one page, while resume formats can extend to two pages, and resume formats can be even longer because of the details presented. However, it is not advisable to have a resume longer than a 3-page if you are not very experienced. Biodata is widely used and may be required for documentation other than workplaces or academics. Resumes and resumes are mainly used for employment and academic applications or similar professional use. Biodata follows the functional resume format, while resumes can be made either with a combined resume or with a chronological summary. Resume. simple resume format for freshers in word file. resume format in word file for freshers

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