

Writing a punchy resume how can a student or graduate without work experience tell about himself

A resume is the first thing an employer looks at when applying for a job. There is a classic resume structure that most job seekers and resume aggregators adhere to — for example, HeadHunter, etc. This is what you should use when you create your resume.

Your resume may include the following sections:

- Title: Contact information and desired position
- Brief information, career goals
- Education, academic achievements
- Pre-graduate practice, volunteer work, personal or academic projects (these sections will replace full-time work experience)
- Awards and achievements
- Trainings and certificates
- Skills and personal qualities
- About yourself
- Cover letter

In the absence of professional experience, use other ways to prove yourself an ideal candidate. We are talking about inexhaustible motivation, loyalty, drive and the desire to develop in the profession, and not to sit in your pants from 9 to 6. Your desire to work and energy will help you stand out in the eyes of the employer and get the desired place.

Contacts

At the beginning of the resume, you must specify your full name, phone number, email address, and city of residence. Specify the official contacts, they should look serious.

The same goes for social media. Many serious companies ask you to provide links to accounts in order to learn more about the identity of applicants. Make sure that there are no compromising pictures in your account, as well as on the Internet.

Wrong

kolbasa19@

Correctly

ivan.ivanov@.

Modern resumes include brief information instead of career goals. The summary section stands immediately after the name and contact information and includes one or two suggestions about you, your interests and opportunities.

If you don't have any experience yet, write about your level of education, relevant skills, professional interests, and work ethic. The section must be adapted according to the requirements of the vacancy.

Achievements: what's not to be ashamed of

Usually, applicants write about their success in previous jobs as achievements. Since this is not our case, write about what you have achieved during your studies: Olympiads, contests, grants won, scientific publications... It is important that they are relevant, that is, they correspond to the profile of the job you will respond to. It is not necessary to specify everything in a row. Write specifically, specify the names of the projects and their results.

Wrong

Participated in Olympiads and wrote a diploma...

Correctly

He became a silver medalist of the Olympiad "I am a professional", won a grant to study in Hungary, and defended his diploma in thermodynamics with honors.

Desired position: what to specify

If you have not yet decided on a specific position or you still do not have enough skills for a specific vacancy, you can safely write "beginner specialist" or Junior in your resume.

In the case of a specific position, it is better to specify exactly how it is indicated in the vacancy itself. Separate resumes should be created for each vacancy, since different skills are important for different employers.

Wrong

The desired position for the "SMM specialist" vacancy is an SEO specialist or an Internet marketer.

Correctly

The desired position for the vacancy. "SMM Specialist" is an SMM manager, SMM specialist or a novice specialist.

Student's skills: which ones to choose

Skills are divided into two types — Hard skills and Soft skills. Hard skills are skills acquired as a result of professional activity (for example, working in Photoshop). And "software" is suitable for any specialty (for example, communication skills, teamwork, etc.).

Many people believe that "hard" is more important than "soft", but now employers are looking more at soft skills, because they determine the flexibility of the applicant in a rapidly changing world.

They should be discussed in more detail in the summary. Tell us what qualities you have mastered during your studies and extracurricular life. For example, they were a leader in a project, performed in front of a large number of people, successfully communicated with people during volunteer activities, and so on.

Wrong

Sociability, hard work, interest in your favorite business.

Correctly

Flexible skills: time management, leadership, teamwork. Technical skills: working in Photoshop, Figma, Java programming.

Indicate not only your skills, but also any quantitative indicators that you have achieved during your studies. Do not forget to include knowledge of regulatory documentation, experience in creating projects, and the ability to configure systems.

Programmers, for example, are not always needed as full—fledged specialists - companies need their specific skills. When sending a resume, you need to find value in your experience and interesting tasks that you have solved. It is worth answering a few questions:

- How did you develop programs and codes?
- What has been rewritten, redone, or improved?
- What did you find difficult and what did you find easy?
- What mistakes have you noticed?

Other technical specialists can adapt the same questions for themselves.

Education: how to write

In the case of a student or a recent graduate, it is not difficult to indicate your education. The resume contains the full name of the educational institution, the level of education (incomplete higher education, higher education, secondary or specialized secondary education), years of study and specialty. If you have not finished your studies yet, then specify the planned year of graduation. Advanced training courses and trainings corresponding to the profile of the vacancy are also often added to the block about education. If there are any, be sure to include them in your resume — and it will definitely look great!

Wrong	Correctly
He studied at secondary school until 2011, at university — from 2012 to 2017...	Higher education: Satbayev University, 2014-2018 Bachelor's degree, specialty — architect.

Work experience: What will do

So, you don't have any work experience. How to replace it? In fact, any internship, internship or educational and research project at a university may well replace work experience. Naturally, relevant vacancies. Tell us what project you developed as a team, where you did your internship or internship, and what useful skills you learned. Even any participation in extracurricular activities will be a plus!

Wrong	Correctly
I have no work experience.	In the spring of 2015, I did an internship at the factory — I designed parts for cars. In addition, he was a member of the organizing committee for the preparation of the 2023 World Summer Universiade — he was engaged in the training of volunteers. Together with a team of guys, I prepared a training project, which was then implemented into production.

The purpose of the resume: how to choose

Defining a career goal is one of the most difficult points on a student's resume. First, you need to understand what you want from this job. It is a special art to do this so that the employer believes and takes you specifically.

The banal "I need money" or "I just want to get a job" won't do here. Such phrases will only do harm. It is important for HR to understand who he is hiring and that this person will faithfully perform his duties.

Write that you want to develop, start in an experienced company, get useful skills and will be happy to claim a higher place in the company in the future.

Wrong

My goal is to earn money and save up for a vacation!

Correctly

My goal is to become in demand and competitive in the labor market, to gain useful skills in your company with the possibility of career growth.

The section About yourself

We do not recommend specifying your hobbies: in fact, this is not very interesting to the recruiter (if it is interesting, he will ask for an interview). It is better to use the free space to talk about the types of tasks that you would like to work on, and areas of professional growth. Believe me, the recruiter is much more interested in this.

You can also add personal qualities to your impression of yourself, which correspond to the necessary skills. For example, for a lawyer, "attention to detail" and "stress tolerance". You can also tell us about your work preferences.

When you are looking for a part-time job or practice

If you do not plan to work fully, you should indicate an acceptable work schedule in your resume. For example, part-time employment, flexible hours, or part-time work for students. You can also specify remote or project work to build up a portfolio.

The cover letter will be credited. What to write to a student

The resume has been compiled, what's next? It's time for a cover letter, because it doubles the chances of getting an interview with an employer.

It is necessary not to sparkle with originality and be as specific as possible. It always works to address HR by name, which is indicated in the vacancy, focus on corporate culture and values and talk about how your experience will be useful to the company. Be sure to indicate which job you are applying for, mention information from the vacancy if it corresponds to your experience or interests. The cover letter is written on half of the A4 sheet. Don't write a five-page biography!

Where should a student's resume be posted?

Resumes can be posted both on job aggregators and sent personally to the employer by email, if it is indicated in the vacancy. If the employer has not responded to your message, do not rush to get upset — send your resume on, and you will definitely be invited to an interview with another company.

Which vacancies should I start with?

To start your career successfully, you need to gain experience as soon as possible. Start with an internship, part-time, seasonal or temporary job. First of all, contact the Satbayev University Career

Center. This is where they will help you join the internship program, help with resumes, select relevant vacancies from university partner employers, and so on.

Have a good career!