RESUMEHUB The Complete Job Application Kit

RESUMEHUB HANDBOOK

The Indian Job Search System

Build the resume. Get found. Apply smarter. Negotiate harder.

60 min	9	10
TO YOUR FIRST APPLICATION	STAGES DIAGNOSED	AI WORKFLOWS

HB

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THE WHOLE SYSTEM, ON ONE PAGE

Seven steps. One hour to start.

A job search is not one task, it is seven. Almost everyone does step 3 five times and never does steps 1, 5 or 6 at all — which is why applications go quiet and nobody can tell them why.

1	**Diagnose**	Which of nine stages is actually failing	**A diagnosis** Part I
2	**Choose**	Pick one template from the decision tree	**The right file open** Part 0 + II
3	**Build**	Fill it with what you actually did	**A complete resume** Part II + III
4	**Sharpen**	Turn duties into evidence with numbers	**Six strong bullets** Part IV
5	**Be found**	Headline, skills, location, notice period	**A findable profile** Part 0
6	**Reach out**	Referral, recruiter, email — not just portals	**A human who knows you applied** Part V
7	**Convert**	Interview prepared, offer negotiated	**An offer you understood** Part VI

Start at step 1, not step 3. The single most expensive mistake in a job search is rewriting the resume when the resume was never the problem. Part I tells you which step is failing. Part 0 tells you what to do in the next sixty minutes. Everything after that is the reference you get sent to.

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0

Do this first

One hour, seven steps, and the four tools you will use every week. This is the part that turns a book into a job search.

PART 0

The 60-minute setup, the workflows and the tools

BEFORE YOU READ ANYTHING ELSE

One hour, seven steps, and you will have sent a better application

This part is not reading material. It is the set of things to do, the tools to do them with, and the order to do them in. Everything else in this book is the reference you will be sent to.

DO THIS NOW

- ☐ Set a timer for sixty minutes.
- ☐ Have your current resume open, however bad it is.
- ☐ Have one real job posting you want to apply to.
- ☐ If you are missing any of the three, get them first. This hour does not work in the abstract.

01 Answer six questions

`5 min`

Go to Part I and work through the diagnosis. You need to know which of the nine stages is failing before you touch a document. If you skip this you will almost certainly spend your hour on the wrong thing.

02 Pick your template in 30 seconds

`2 min`

Use the decision tree on the next page. Do not browse all 36. Pick one, open the .docx named beneath its gallery page, and stop looking.

03 Fill it with what you actually did

`20 min`

Not polished yet — just true. Every role, every date, the plain version of what you were responsible for. Ugly and complete beats elegant and half-finished.

04 Turn six duties into six achievements

`15 min`

Take your six most important bullets to Part IV. Find your function. Rewrite each one against the Weak → Better → Strongest patterns. Put a real number wherever you honestly have one, and leave it out where you do not.

05 Make yourself findable

`10 min`

Recruiters search for candidates as much as candidates apply to jobs. Run the 30-minute visibility setup in this part — headline, skills, notice period, location. Ten minutes now gets you most of the benefit.

06 Score the application before you send it

`5 min`

Use the Application Scorecard in this part. Under 40, do not send it yet. This one habit will save you more applications than any template.

07 Open the tracker

3 min

File 04. Log this application today, not on Sunday from memory. A search you are not measuring cannot be diagnosed, and that is where most people are without realising it.

STEP TWO, EXPANDED

Pick your template in thirty seconds

Thirty-six options is a gift once you have chosen and a paralysis before you have. Find your row, open that file, stop looking.

Your situation	Open this template	Family
Final-year student or fresher, engineering	Fresher BTech	Fresher
Fresher, commerce / accounts	Fresher BCom	Fresher
Fresher, MBA	Fresher MBA	Fresher
Fresher, BBA / BA / B.Sc	Fresher BBA or Fresher Graduate	Fresher
Only internships, no job yet	Fresher Internship	Fresher
1–7 years, applying through portals	ATS Professional	ATS First
1–7 years, applying via referral or email	Modern Business	Modern
Your function has its own vocabulary	The matching Industry template	Industry
Changing function or industry	Career Switch	Career Change
Long gap, or returning after a break	Transferable Skills	Career Change
Little formal experience, strong skills	Skills First	Career Change
8+ years, senior individual contributor	ATS Executive	ATS First

TWO RULES THAT MATTER MORE THAN WHICH ONE YOU PICK

Applying through a portal? Use an ATS-first layout. Columns, sidebars, icons and text boxes are the common structural reasons parsing software misreads a resume. These layouts avoid them. No honest seller can promise you an “ATS-proof” file — what you can do is remove the known risks.

Sending by email or through a referral? A richer layout is fine, because a human opens it first. Keep both versions and use the right one.

THE AI WORKFLOWS

Ten jobs to get done, not seventy-six prompts to browse

Anyone can ask a model to “rewrite my resume” and get something generic back. These are chains: each one runs several prompts in order and ends with a finished artefact.

> **THE PRINCIPLE BEHIND ALL TEN**
>
> **AI should make you clearer, not fake you better.** Recruiters are now reading large volumes of polished, identical AI-written resumes, and they have become very good at spotting them. Sounding impressive is no longer a differentiator. Being specific is.
>
> Every chain here is written to make the model ask you for real detail and mark [ADD NUMBER] where you have not given one — rather than inventing something plausible that you cannot defend in an interview.

W01 Build my base resume

You end up with: A complete, honest master resume you will tailor for everything else.

→ `P-01 extract everything you have actually done, without judging it yet`
→ `P-04 turn each duty into an outcome, flagging where a number is missing`
→ `P-07 cut it to one page without losing the evidence`

Do not let the model invent a number. Every prompt in this chain is written to make it ask you instead, and to write [ADD NUMBER] where you have not supplied one.

W02 Tailor my resume to this exact job

You end up with: A version of your resume aimed at one posting, in about ten minutes.

→ `P-11 pull the real requirements out of the job description`
→ `P-13 find which of your evidence maps to each requirement`
→ `P-15 rewrite the summary and reorder the bullets for this role`

Run this for every application you care about. Untailored applications are the main reason volume stops working.

W03 Find the evidence I am missing

You end up with: A list of things you did that you forgot were achievements.

→ `P-19 interrogate each role for scale, money, people and time saved`
→ `P-22 identify which claims a reader will not believe without proof`

Most people underclaim rather than overclaim. This workflow is for them.

W04 Write achievements without inventing anything

You end up with: Six bullets that are specific, credible and true.

→ `P-04 outcome-first rewriting`

→ `P-26 the honesty pass: mark anything you could not defend in an interview`

The second prompt is the important one. An inflated bullet collapses in the first interview, which costs far more than a modest one.

W05 Build my recruiter outreach

You end up with: A LinkedIn note, a WhatsApp message and an email for one target company.

→ `P-31 research the company and the role in one pass`

→ `P-34 draft the approach in three channel-appropriate lengths`

Referrals and direct approaches convert far better than portal applications. This is the highest-return twenty minutes in your week.

W06 Predict my interview

You end up with: The twelve questions you are most likely to be asked, for this specific job.

→ `P-41 derive likely questions from the job description and your resume`

→ `P-44 identify the three questions where your answer is weakest`

Then prepare those three properly rather than skimming all 132 in Part VI.

W07 Build my six STAR stories

You end up with: Six written stories that cover most behavioural questions you will ever face.

→ P-47 surface candidate stories from your experience
→ P-49 structure each as Situation, Task, Action, Result
→ P-52 stress-test each one for vagueness

Written down, not thought about. Six stories is the whole behavioural interview.

W08 Decode my offer

You end up with: A plain-English breakdown of what you will actually be paid.

→ P-61 separate fixed, variable, retention and one-time components
→ P-64 flag clauses that carry risk — bonds, clawbacks, notice terms

Use with the Offer Letter Red Flags checklist in this part. This is not legal advice; for anything that worries you, take proper advice before signing.

W09 Prepare my negotiation

You end up with: Your number, your justification, and your answers to the three pushbacks.

→ P-67 build the case for your number from market and your own evidence
→ P-70 rehearse the three most common counters

Compare fixed against fixed, never headline against headline.

W10 Plan my next 30 days

You end up with: A week-by-week plan with targets you will actually hit.

→ `P-73 turn your diagnosis into a weekly action plan`
→ `P-75 set a realistic weekly application and outreach target`

Pair this with the 90-day plan in Part VI and the weekly dashboard in this part.

> **WHERE THE PROMPTS THEMSELVES ARE**
>
> Part IV holds all 76 prompts in full, grouped by category, with the prompt numbers used in the chains above. Copy them exactly — the wording is doing work, particularly the parts that stop the model inventing facts.

GETTING FOUND

Thirty minutes that makes recruiters able to find you

Applying is only half the market. Recruiters search candidate databases and filter hard — on role keywords, skills, location and notice period. A profile that is invisible to those filters is invisible full stop, no matter how good the resume attached to it is.

DO THIS NOW

- ☐ Open your Naukri profile and your LinkedIn profile side by side.
- ☐ Work down the six items below in order. Do not skip to the About section — it is the least important of the six for being found.
- ☐ Thirty minutes total. Set the timer.

01 Headline

`0–5 min`

Role + specialism + one proof of level. “Inside Sales · SaaS · ₹6L monthly quota” beats “Hardworking professional seeking opportunities”. Recruiters search by role keywords, so the title you want must appear in your headline.

02 Key skills

`5–12 min`

This is the field recruiter searches match against most directly. List the exact terms used in the job postings you are targeting — their words, not your preferred phrasing. Fifteen to twenty specific skills beats five vague ones.

03 Current location and preferred locations

`12–16 min`

Recruiters filter hard on this. If you are willing to relocate, say so explicitly and list the cities. Leaving it blank removes you from filtered searches entirely.

04 Notice period and availability

`16–20 min`

An unfilled notice period reads as a risk. A stated 30 or 60 days reads as a plan. If you are immediately available, say it — it is a genuine advantage in a filtered search.

05 Summary / About

`20–26 min`

Four short paragraphs: what you do, your strongest proof, what you are looking for, how to reach you. Written for a recruiter skimming on a phone, not a hiring committee.

06 Profile freshness

`26–30 min`

Most portals rank recently-updated profiles higher in recruiter searches. Make one small edit weekly — a skill, a line, a date. Five minutes a week, and it compounds.

THE MISTAKE ALMOST EVERYONE MAKES

Writing the profile in your own preferred words rather than the words used in the postings you are targeting. A recruiter searching “inside sales SaaS” will not find “revenue acceleration specialist”, however good you are.

Open three job postings you want. Note the exact skill terms they repeat. Use those.

THE TOOLS

Four things to fill in, not read

Print these, or copy them into a notes app. They are the difference between knowing what good looks like and actually doing it.

Tool 1 — The Application Scorecard

Score every application before you send it. It takes ninety seconds.

Check, before you press send	Score
Role match — do I meet 70%+ of the stated requirements?	___ / 10
Resume match — does my summary name this role?	___ / 10
Keywords — do their words appear in my skills and bullets?	___ / 10
Evidence — does each top bullet carry a number or concrete outcome?	___ / 10
Visibility — is my portal and LinkedIn profile current?	___ / 10
Channel — have I tried a referral or direct approach first?	___ / 10
Readiness — could I take a screening call tomorrow?	___ / 10
TOTAL	___ / 70

HOW TO READ YOUR SCORE

55 and above — send it.

40 to 54 — fix the lowest-scoring line first, then send.

Under 40 — do not send it yet. An application at this score is not a lottery ticket, it is a wasted slot and a data point you will misread later.

Tool 2 — Interview Readiness Score

Rate each round 1 to 5 the day before your interview. Your two lowest scores are what you prepare tonight — not all five.

Round	What it tests	Rate yourself 1–5
1 · Recruiter screen	45-second self-introduction, salary answer	___
2 · Hiring manager	Why this role, why you, what you would do first	___
3 · Functional / technical	Depth in your actual craft	___
4 · Behavioural	Your six STAR stories	___
5 · Offer conversation	Your number and your three counters	___

Tool 3 — Offer Letter Red Flags

Before you sign anything, confirm every line below is stated in writing. Workflow W08 will help you read the document; this is the checklist of what to look for.

- Fixed pay stated separately from total CTC
- Variable pay — and what it is actually conditional on
- Joining or retention bonus, and any clawback period
- Employment bond or minimum service clause
- Probation length and terms during probation
- Notice period — yours and theirs, and any buyout option
- Termination clause and what notice you are owed
- Work location, and whether remote or hybrid is in writing
- Relocation support, if you are moving
- Insurance — who is covered, and from which date
- Leave policy, and whether it carries forward
- Appraisal cycle, and when you first become eligible
- Designation in writing — it affects your next move, not just this one

> **NOT LEGAL ADVICE**
>
> This is a checklist of things worth checking, not a legal opinion. Employment bonds, clawbacks and termination clauses have real consequences. If any clause worries you, get proper advice before signing rather than guessing.

Tool 4 — The Weekly Dashboard

Six weeks on one page. Fill it in every Friday, in twenty minutes. Write the numbers down even in a bad week — especially in a bad week, because that is when your memory of the week is least accurate.

Week	Applications	Referrals asked	Recruiter replies	Interviews	Offers
1					
2					
3					
4					
5					
6					

WHAT TO LOOK AT ON FRIDAY

Not the totals. The **ratios** — applications per reply, replies per interview. Those tell you which stage is failing, and that sends you back to Part I.

The full 90-day version of this, with phases and benchmarks, is in Part VI.

IF YOU ARE ON A PHONE

How to actually edit these files on Android or iPhone

Most people who buy this will open it on a phone first. This page exists so that is not where it ends.

1. **Unzip the file.** Android: open Files or My Files, tap the .zip, choose Extract. iPhone: open Files, tap the .zip and it unpacks into a folder of the same name.
2. **Open the Handbook.** Any PDF reader works. Use the bookmarks or contents icon to jump between parts rather than scrolling 217 pages.
3. **Open a template.** Install Google Docs (free). Tap the .docx and choose Google Docs. Word and WPS also work. The layout holds because the templates use only fonts that already exist on your device.
4. **Edit it.** Replace everything in [square brackets]. Delete every grey italic instruction line before you send it — this is the single most common mistake.
5. **Save as PDF.** In Google Docs: three dots → Share & export → Save as → PDF. Always send a PDF unless the employer asks for Word.
6. **Rename it properly.** `Firstname_Lastname_Role.pdf`. Not `resume_final_v3.pdf`. A recruiter with 200 files open will notice.
7. **Upload it.** On Naukri: Profile → Update resume. On LinkedIn: apply with the PDF from Files. Then update your headline and skills while you are there.

> DO THE WRITING ON A LAPTOP IF YOU CAN
>
> Reading and uploading work fine on a phone. Writing a resume does not — you cannot see the whole page, and layout mistakes are invisible until a recruiter opens it. Borrow a laptop for the sixty minutes if you possibly can.

I

The diagnosis

Nine stages stand between you and an offer. Your search is failing at one of them. Find out which, before you rewrite anything.

PART I

Find the stage that is failing

THE POINT OF THIS BOOK

You are not being rejected. You are being filtered out — at one stage.

Nine stages stand between you and an offer. Your search is failing at one of them. Every one has a different fix, and eight of them have nothing to do with your resume.

Most people respond to silence by rewriting their resume. Then they rewrite it again. It is the only part of the process they can see, so it absorbs all the effort — while the actual fault sits somewhere else entirely, untouched.

The most common real fault is not the resume at all. It is **applying cold through portals and never following up**. Across published recruiting datasets, referred and directly-approached candidates convert to interviews at a far higher rate than job-board applicants — and referrals are only a small share of all applications submitted. The exact numbers vary by dataset and country (see the sources page at the end of this part), but the pattern is consistent, and almost nobody acts on it.

> **WHAT THIS BOOK DOES AND DOES NOT PROMISE**
>
> It will not get you a job, and nobody selling anything can honestly promise that. Hiring freezes, internal candidates and budget cuts account for an enormous share of rejections and have nothing to do with you.
>
> What it will do is stop you guessing. You will know which stage is failing, what to change, and which pages to read — instead of rewriting the same document for the fifth time.

STEP ONE

Six questions. Answer them from your tracker, not your memory.

This takes four minutes and it is the difference between fixing the right thing and working harder at the wrong one.

1. **How many applications have you sent in the last 60 days?**
   Count real applications, not roles you saved. If you do not know, this is your first problem — open the tracker.
2. **How many produced any reply at all?**
   A rejection counts as a reply. Silence does not.
3. **How many produced a screening call or first-round interview?**
4. **How many reached a final round?**
5. **How many offers?**
6. **Of those applications, how many came through a referral or a direct approach to a person, rather than a portal?**
   Be honest. For most people the answer is zero, and that is usually the largest single problem on this page.

> IF YOU CANNOT ANSWER THESE
>
> Then your first action is not to rewrite anything — it is to start logging. Open **04 · Application Tracker.xlsx** and record every application from today. Come back to this page in two weeks.
>
> A job search you are not measuring cannot be diagnosed, and that is the position most people are in without realising it.

STEP TWO

Compare your numbers against what normal actually looks like

Most people have no idea whether their results are bad or ordinary, so they assume the worst and fix the wrong thing.

Stage	Rough healthy range	Source note
Applications → any reply	roughly 1 in 8 to 1 in 15	targeted applying
Applications → one interview (cold portal)	roughly 1 in 40	aggregate 2026 benchmarks
Applications → one interview (referred)	far higher; ~40% advance	large ATS datasets
First interview → final round	roughly 1 in 3	varies widely by function
Final round → offer	roughly 1 in 3 to 1 in 4	~25–30% in most samples
Total applications → one hire	often 30 to 180+	varies hugely by industry

READ THESE AS ROUGH RANGES, NOT TARGETS

These are aggregate figures from published recruiting datasets and industry benchmark reports, and most of the large samples are global rather than India-specific. Indian ranges vary by city, function and season.

Use them to spot which stage is weakest relative to the others — not to grade yourself, and not as a promise of what you will achieve.

A 1-in-40 reply rate on cold applications is an ordinary market, not a personal verdict. Planning for a 90% non-response rate is the difference between persistence and despair.

STEP THREE

Find your stage

Start at the top and stop at the first row that is true of you. Fix that stage before anything else — everything after it is downstream and will improve on its own once the earlier stage does.

If this is true of you	Your stage is	Go to
Fewer than ~20 applications sent	9 — Volume	page for stage 9
50+ sent, almost no replies, and your resume has columns, icons or text boxes	2 — The document	Part II, the gallery
50+ sent, almost no replies, layout is plain, bullets describe duties	3 — What it says	Part IV, bullet library
50+ sent, almost no replies, and you meet under half the requirements	1 — Targeting	Part VI, toolkit
Some replies, few interviews, and every application went through a portal	4 — Channel	Part V, recruiter messages
You have never followed up on an application	5 — Follow-up	Part V, emails
Screening calls happen but rarely convert	6 — Screening call	Part VI, interviews
3+ interviews, no offer	7 — The interview	Part VI, interviews
Offers arriving, unhappy with the money	8 — The offer	Part VI, salary

CHANGE ONE THING AT A TIME

If you change your resume, your target roles and your pitch in the same week, you will learn nothing from what happens next.

Fix one stage. Send twenty more applications. Then look at the numbers again.

THE NINE STAGES

One page each. Read yours, then read the pages it sends you to.

1 Targeting

You are applying to roles you cannot credibly win, or cannot be found for.

YOU ARE HERE IF

You have sent 50+ applications and had almost no replies — and when you read the job descriptions again honestly, you meet maybe half the stated requirements.

WHY THIS HAPPENS

- Applying to everything is not a strategy; it is what people do instead of choosing.
- A role where you meet 70–80% of the requirements is worth ten where you meet 40%.
- If your last 20 applications were all different functions, you have no positioning — and nothing in this book can fix a resume that is trying to be four people at once.

> **DO THIS, IN THIS ORDER**
>
> Pick ONE target role title and write it down. Every application for the next two weeks matches it.
>
> Build a list of 40–60 companies you would actually join, not every company hiring.
>
> For each, decide in advance how you will reach them: portal, referral, or direct approach.

→ **Where to read: Part VI — The job search toolkit, and the tracker in file 04.**

2 The resume document

Your resume is being read by software before a human, and it is not parsing.

YOU ARE HERE IF

Replies are under roughly 1 in 40 across 50+ cold applications, and your resume has a two-column layout, a photo, icons, text boxes or a sidebar.

WHY THIS HAPPENS

- Applicant tracking software reads text in reading order. Text boxes, sidebars and two-column layouts are the most common structural reasons a resume is misread.
- A designed resume that a parser cannot read is worse than a plain one it can.
- Nobody can honestly promise you an “ATS-proof” resume. What you can do is remove the structural reasons software misreads yours.

DO THIS, IN THIS ORDER

Open the gallery in Part II. Find the finished resume closest to your situation.

Open the .docx named beneath it from the Editable Templates folder.

If you are applying through portals, use an ATS-first layout. Keep a richer version only for email and referrals, where a human opens the file.

→ **Where to read: Part II — The gallery. Then Part III for a worked example in your function.**

3 What the resume says

The document parses fine. The writing gives a reader no reason to act.

YOU ARE HERE IF

You are getting occasional replies but far below 1 in 20, and your bullets describe duties — “responsible for”, “handled”, “worked on” — rather than outcomes.

WHY THIS HAPPENS

- “Responsible for managing the sales pipeline” tells a reader nothing. Everyone in that job was responsible for that.
- A number is the cheapest credibility available, and most people leave theirs out.
- If you genuinely did not measure something, say what you did plainly. An invented figure collapses in the first interview, which is far more expensive than a modest one.

> **DO THIS, IN THIS ORDER**
>
> Take your six most important bullets. Rewrite each one against the Weak → Better → Strongest patterns for your function.
>
> Put a real number in every bullet where you honestly have one.
>
> Read the annotation under the worked example closest to your role. The reasoning transfers even when the job title does not.

→ **Where to read: Part IV — The bullet library. Part III — worked examples.**

4 The channel you apply through

Your materials may be fine. You are using the weakest possible route into the company.

YOU ARE HERE IF

You are getting some interviews but the ratio is poor, and essentially all of your applications go through job portals with no referral or direct contact.

WHY THIS HAPPENS

- This is probably the most under-used lever in any job search.
- Published recruiting datasets consistently show referred candidates converting far better than job-board applicants. One widely-cited applicant-tracking-system analysis put referral application-to-interview progression in the tens of percent against low single digits for typical job-board applications — while referrals make up only a small share of all applications submitted.
- The exact multiple varies by dataset, industry and country, and most of the large samples are not Indian. But the direction is consistent enough to act on: asking one person takes about twenty minutes, and is worth more than the same twenty minutes spent on another portal application.

DO THIS, IN THIS ORDER

For every company on your target list, spend ten minutes finding one person who works there — alumni, ex-colleague, second-degree connection.

Send two referral or recruiter approaches every working day. Two, not twenty.

Apply through the company's own careers page rather than an aggregator where you can; career-site applicants convert better than job-board applicants in most published samples.

→ Where to read: Part V — Recruiter messages, and LinkedIn.

5 Follow-up

You apply once, hear nothing, and treat silence as a decision. It usually isn't.

YOU ARE HERE IF

You have never sent a follow-up on an application, or you sent one and stopped.

WHY THIS HAPPENS

- Most applications are never followed up at all. That alone puts a polite follow-up ahead of nearly every other applicant in the pile.
- Silence is very often a stalled requisition, a hiring manager on leave, or an inbox — not a rejection.
- Two follow-ups is the honest ceiling. Beyond that you are not persistent, you are a problem.

> **DO THIS, IN THIS ORDER**
>
> Day 5 after applying: one short follow-up, one ask.
>
> Day 12: a second and final one. Then let it go and log it.
>
> Do the same after every interview, within 24 hours.

→ Where to read: Part V — Application emails.

6 The screening call

Your written application works. The first phone conversation does not.

YOU ARE HERE IF

You get callbacks and screening calls, but they rarely convert into a proper interview.

WHY THIS HAPPENS

- A screening call is usually decided in the first two minutes, on one question: who are you, what do you do, why this role.
- Most people answer this by narrating their whole CV chronologically. The screener stops listening around the second job.
- You need a 45-second answer you have actually said out loud, not one you have thought about.

> **DO THIS, IN THIS ORDER**
>
> Write a 45-second answer to “tell me about yourself”: current role, one proof point, why this job.
>
> Say it aloud ten times. Record it once and listen back — uncomfortable, and the fastest fix available.
>
> Have your salary answer ready before the first call, because it gets asked early.

→ **Where to read: Part VI — Interview preparation, and salary negotiation.**

7 The interview itself

You are getting into the room and not converting. This is almost always vagueness.

YOU ARE HERE IF

You have had three or more interviews and no offer. Your answers are honest but general, and you have not prepared specific stories.

WHY THIS HAPPENS

- In most published samples roughly a quarter to a third of interviews convert to an offer, so a few rejections is normal rather than diagnostic.
- But if you have had several with nothing, the pattern is usually the same: answers without specifics.
- Six prepared stories will cover the overwhelming majority of behavioural questions you will ever face. Most candidates prepare none.

> **DO THIS, IN THIS ORDER**
>
> Prepare six stories in STAR form: a problem you solved, a failure you owned, a conflict, a time you influenced someone, a deadline, a time you learned something fast.
>
> Each needs a real number or a concrete outcome. Write them down; do not improvise.
>
> Prepare three questions to ask them that could not be answered from the website.

→ **Where to read: Part VI — Interview preparation, including the worked answers.**

8 The offer conversation

You are getting offers and leaving money on the table.

YOU ARE HERE IF

You have received an offer and either named a number first, accepted on the call, or compared headline CTC rather than fixed pay.

WHY THIS HAPPENS

- In India the headline CTC figure and the money that reaches your account are different things, and the gap is where offers are won and lost.
- Whoever names a number first anchors the negotiation. It should not be you if you can avoid it.
- Nobody has ever lost an offer by asking for the full break-up in writing before responding.

> **DO THIS, IN THIS ORDER**
>
> Ask for the complete CTC break-up in writing: fixed, variable, retention, notice terms.
>
> Never accept on the call. “Thank you — may I come back to you tomorrow?” is always fine.
>
> Compare fixed pay against fixed pay, not headline against headline.

→ **Where to read: Part VI — Salary negotiation.**

9 Volume and stamina

Nothing is broken. You have not done enough of it yet, or you stopped too early.

YOU ARE HERE IF

You have sent fewer than about 20 applications, or your search has quietly become an anxious daily scroll with very little going out.

WHY THIS HAPPENS

- Published aggregate benchmarks put cold portal applying somewhere around 40 applications per interview, with only a few percent of applicants reaching interview for any one role.
- So at 15 applications with no interview, you do not have a diagnosis. You have a sample size problem.
- Searches usually feel worst around week six: early momentum has faded and offers have not landed. Knowing that in advance is most of the defence against it.

> **DO THIS, IN THIS ORDER**
>
> Five tailored applications a day, every weekday. Not sixty on Sunday and none after.
>
> Two referral or recruiter approaches a day alongside them.
>
> Fixed hours, then stop. A search that becomes an all-day scroll stops working.

→ **Where to read: Part VI — The 90-day job search plan.**

WHERE THESE NUMBERS COME FROM

Sources, and their limits

The benchmark ranges in this part are drawn from published recruiting-industry datasets and aggregated reporting, including large applicant-tracking-system samples (Ashby Talent Trends; Gem recruiting benchmarks; CareerPlug recruiting metrics), employer benchmark reporting on applications per posting, and aggregated job-seeker survey analyses.

- **They are mostly not Indian data.** The largest published samples are US and European. Indian conversion rates differ by city, function, company type and season. Treat every figure as a direction, not a target.
- **They are averages across millions of applications**, which means they describe the market, not you. Your own numbers, tracked over 20–30 applications, are more useful than any benchmark on this page.
- **They change.** Reply rates fell materially between 2016 and 2025 across most published samples. If your results feel worse than a friend's did three years ago, that is probably real and not your fault.
- **Nothing here is a prediction.** No figure in this book is a promise of interviews, offers or employment, and nothing in it constitutes career, legal or financial advice.

PART I

How to use this kit

START HERE

Read this first. It takes four minutes.

This kit is a system, not a folder of files. Follow the eight steps below in order and you will have a tailored resume, a proper application email, an improved LinkedIn profile and a prepared interview answer set. You do not need to read everything. You need to read the four pages you are holding, then start at Step 1.

> THE ONE THING MOST PEOPLE GET WRONG
>
> Sending an identical resume to every job is the single most common reason good candidates get no response. A recruiter is scanning for evidence that you match *this* role. The whole point of Steps 2 and 3 is to make tailoring take fifteen minutes instead of two hours.

The eight steps

01 **Pick your template**

`01_RESUME_TEMPLATES`

Open the folder for your situation — ATS, Modern, Fresher, Career Change or Industry. Open one **.docx** file in Word or Google Docs. If you are unsure, use **ATS Professional**. It is the safest choice for almost every Indian job application.

02 **Build your master resume**

`03_RESUME_BULLET_LIBRARY`

Fill the template with everything you have ever done — long version, no editing. Use the Bullet Library to turn flat job duties into achievement lines. This master copy is never sent to anyone. It is the source you cut down from.

03 **Tailor it to the actual job**

`04_AI_RESUME_PROMPTS`

Never send the same resume twice. Run Prompt 07 (Job Description Decoder) and Prompt 12 (Keyword Gap Check) against the job posting, then adjust your summary, skills and top three bullets. Fifteen minutes per application.

04 **Add a cover letter if asked**

`05_COVER_LETTERS`

Only when the posting asks for one, or when you are applying cold or through a referral. Pick the framework that matches your situation and swap in the specifics.

05 Send it properly

`06_JOB_APPLICATION_EMAILS + 07_RECRUITER_MESSAGES`

A resume attached to a blank email gets skimmed. Use the application email templates, and the recruiter scripts when you are reaching out on LinkedIn or WhatsApp.

06 Fix your LinkedIn

`08_LINKEDIN_KIT`

Recruiters check LinkedIn after they read your resume. Thirty minutes here changes what they see. Headline first, then the About section.

07 Prepare before the call

`09_INTERVIEW_PREPARATION`

Prepare six stories in STAR format. They will cover most of the 132 questions in the interview guide. Read the salary section before you ever say a number.

08 Track everything

`11_JOB_SEARCH_TOOLKIT`

Open the tracker spreadsheet on day one. People who follow up get replies; people who cannot remember who they applied to do not follow up.

Which template should I use?

If you read nothing else on this page, read this table.

Your situation	Open this family	Start with
Applying through Naukri, LinkedIn Easy Apply, or a company careers portal	01A — ATS First	ATS Professional
Final-year student or under 1 year of experience	01C — Fresher	Graduate
2–7 years, applying to corporates	01A / 01B	ATS Professional or Modern Business
8+ years or a leadership role	01B — Modern Professional	Modern Executive
Changing function or industry	01D — Career Change	Skills First
A role with a strong functional identity (sales, IT, finance, HR…)	01E — Industry	The template named for your function
Emailing your resume directly to a hiring manager	01B — Modern Professional	Modern Business

WHAT "ATS" ACTUALLY MEANS

An Applicant Tracking System is the software an employer uses to store and search applications. It reads your file and tries to pull out your name, your roles, your dates and your skills. Simple single-column layouts with real text are read accurately. Text inside images, text boxes, tables, headers or two-column sidebars is often read badly or skipped.

So: **an ATS-safe resume is not a special design. It is a plain one.** Every template in the 01A folder is built that way. No one can promise a specific system will parse a specific file perfectly — but a clean single-column layout removes the most common causes of failure.

What opens what

File	Format	Open it with
Resume templates	.docx	MS Word, Google Docs, WPS Office, LibreOffice — all free or already installed
Guides and libraries	.pdf	Any phone, laptop or browser
Application tracker	.xlsx	Excel, Google Sheets, WPS Office

To edit a template in Google Docs: open **drive.google.com** → New → File upload → select the .docx → right-click the uploaded file → Open with → Google Docs. When you are finished, File → Download → PDF Document. **Always send your resume as a PDF unless the employer specifically asks for Word.**

What is in the kit

Folders are numbered in the order you will need them.

Folder	What is inside	When
00_START_HERE	This guide, the support and FAQ sheet.	Read first
01_RESUME_TEMPLATES	36 editable .docx templates in five families, each with a PDF preview.	Step 1
02_RESUME_EXAMPLES	43 complete worked resume examples across 4 volumes, each one annotated with why it works.	Step 1
03_RESUME_BULLET_LIBRARY	56 Weak → Better → Strongest bullet rewrites across 14 functions, plus an 80-verb action bank.	Step 2
04_AI_RESUME_PROMPTS	76 copy-paste prompts for ChatGPT, Claude, Gemini or Copilot.	Step 3
05_COVER_LETTERS	10 cover letter frameworks with the eight rules that decide whether a letter helps or hurts.	Step 4
06_JOB_APPLICATION_EMAILS	18 ready-to-edit emails with subject lines, from first send to resignation.	Step 5
07_RECRUITER_MESSAGES	18 short scripts for LinkedIn, WhatsApp and email.	Step 5
08_LINKEDIN_KIT	Headline formulas, the four-paragraph About structure, and a 12-point profile checklist.	Step 6
09_INTERVIEW_PREPARATION	132 questions, 12 fully worked answers, and the STAR method.	Step 7
10_SALARY_NEGOTIATION	8 negotiation scripts written around Indian CTC structures.	Step 7
11_JOB_SEARCH_TOOLKIT	The application tracker (Excel) and six checklists covering 45 things people forget.	Step 8
12_BONUS_MATERIAL	The 90-Day Job Search Plan — what to do, in what order, for the three months after your resume is finished.	Step 8
13_LICENSE_AND_USAGE	What you may and may not do with these files.	Reference

If you only have one hour

- **0–20 min** — Open ATS Professional. Paste in your existing resume content. Do not style anything.
- **20–40 min** — Open the Bullet Library for your function. Rewrite your five most recent bullets using the Weak → Better → Strongest pattern. Put real numbers in.
- **40–50 min** — Run Prompt 01 (Full Resume Rewrite) and Prompt 03 (Professional Summary).
- **50–60 min** — Export to PDF, name it `Firstname_Lastname_Resume.pdf`, and send it with application email E-01.

> **A HONEST WORD ABOUT WHAT THIS KIT DOES**
>
> This kit will not get you a job, and anyone who tells you a product can is selling you something. What it does is remove the part of a job search that wastes the most time and causes the most self-doubt: not knowing what a good application looks like. The templates, examples, scripts and questions here are the raw materials. The applications are still yours to send.

Need help?

Open `00_START_HERE/ResumeHub_Support_And_FAQ.pdf`. It covers downloading, opening, editing and re-sending your files.

PART I

Support and FAQ

SUPPORT

How to open, edit and use your files

Nearly every question about this kit is one of the eight below. If yours is not here, write to us and we will answer it.

How do I download the kit?

Your delivery email contains the download link. It also appears on the thank-you page immediately after payment. Save the ZIP file somewhere you will find it again, then extract it — on Windows, right-click and choose Extract All; on a Mac, double-click; on Android or iPhone, use the Files app.

The download did not arrive.

Check your spam and promotions folders first, and search your inbox for “ResumeHub”. If it is genuinely not there, write to us from the email address you used at checkout and we will resend it. We will resend as many times as you need, for as long as you need.

How do I edit the resume templates?

The templates are .docx files. Open them in Microsoft Word, or in Google Docs (upload to Google Drive, right-click, Open with Google Docs), or in the free WPS Office or LibreOffice. Replace everything in [square brackets], delete the grey italic instruction lines, and export to PDF before you send it.

I do not have Microsoft Word. What do I do?

Use Google Docs — it is free, works in any browser, and opens .docx files. Upload the template to drive.google.com, right-click it and choose Open with Google Docs. WPS Office is a good free option on Android and Windows. Fonts may shift slightly between programs; check the layout before you export.

Should I send my resume as PDF or Word?

PDF, unless the employer specifically asks for Word. A PDF looks the same on every machine. A Word file can reflow on someone else's computer and arrive looking broken.

Can I use these templates for jobs outside India?

Yes. The layouts are standard international formats. A few things are India-specific and should be adjusted: do not include a photo, date of birth, marital status or father's name on a resume for the UK, US, Canada or most of Europe, and the salary module is written around Indian CTC structures.

How do I use the AI prompts?

Open Module 04, copy an entire prompt including the instruction lines, paste it into ChatGPT, Claude, Gemini or Copilot, and replace everything in [SQUARE BRACKETS] with your own detail. A free account on any of those is enough. Always check any number the AI produces — if you did not give it that figure, do not put it on your resume.

Is this a course or a subscription?

Neither. It is a one-time purchase of a set of files that you download and keep. There is no login, no account, no renewal and nothing to cancel.

Still stuck?

Write to the support address shown on your order confirmation and on the checkout page, from the email you used to buy. Include your order reference if you have it. We answer every message.

> **REFUNDS**
>
> This is a digital product delivered immediately, so it is sold on a no-refund basis — you receive the entire kit the moment you pay, and there is nothing to return. What we will always do instead is resend your files, as many times as you need, if a download fails or you lose them. If something in the kit is broken, corrupted or missing, tell us and we will fix it and send you the corrected file.

II

The gallery

All 36 templates, finished. Find the one that looks like the job you want, then open the .docx named beneath it.

PART II

The gallery of finished resumes

Thirty-six templates, each shown finished. Find the one that looks like the job you want, note the filename beneath its heading, and open that file from the **Editable Templates** folder.

Every person and figure on these pages is invented. They are composites written to show each layout working. Copy the structure and the shape of the sentences. Never copy the facts — an interviewer will ask, and you will have nothing to say.

#	Template	Family	File to open
1	ATS Professional	ATS-first	ResumeHub_ATS_Professional.docx
2	ATS Executive	ATS-first	ResumeHub_ATS_Executive.docx
3	ATS Graduate	ATS-first	ResumeHub_ATS_Graduate.docx
4	ATS Minimal	ATS-first	ResumeHub_ATS_Minimal.docx
5	ATS Corporate	ATS-first	ResumeHub_ATS_Corporate.docx
6	ATS Technical	ATS-first	ResumeHub_ATS_Technical.docx
7	ATS Finance	ATS-first	ResumeHub_ATS_Finance.docx
8	ATS Sales	ATS-first	ResumeHub_ATS_Sales.docx
9	Modern Executive	Modern professional	ResumeHub_Modern_Executive.docx
10	Modern Business	Modern professional	ResumeHub_Modern_Business.docx
11	Modern Marketing	Modern professional	ResumeHub_Modern_Marketing.docx
12	Modern Technology	Modern professional	ResumeHub_Modern_Technology.docx
13	Modern Manager	Modern professional	ResumeHub_Modern_Manager.docx
14	Modern Consultant	Modern professional	ResumeHub_Modern_Consultant.docx
15	Fresher Graduate	Fresher	ResumeHub_Fresher_Graduate.docx
16	Fresher BTech	Fresher	ResumeHub_Fresher_BTech.docx
17	Fresher BCom	Fresher	ResumeHub_Fresher_BCom.docx
18	Fresher MBA	Fresher	ResumeHub_Fresher_MBA.docx
19	Fresher BBA	Fresher	ResumeHub_Fresher_BBA.docx
20	Fresher Internship	Fresher	ResumeHub_Fresher_Internship.docx
21	Sales	Industry-specific	ResumeHub_Sales.docx
22	Marketing	Industry-specific	ResumeHub_Marketing.docx
23	Finance	Industry-specific	ResumeHub_Finance.docx
24	Human Resources	Industry-specific	ResumeHub_Human_Resources.docx
25	Information Technology	Industry-specific	ResumeHub_Information_Technology.docx
26	Operations	Industry-specific	ResumeHub_Operations.docx
27	Business Development	Industry-specific	ResumeHub_Business_Development.docx
28	Data Analytics	Industry-specific	ResumeHub_Data_Analytics.docx

#	Template	Family	File to open
29	Project Management	Industry-specific	ResumeHub_Project_Management.docx
30	Customer Success	Industry-specific	ResumeHub_Customer_Success.docx
31	Administration	Industry-specific	ResumeHub_Administration.docx
32	Creative	Industry-specific	ResumeHub_Creative.docx
33	Career Switch	Career change	ResumeHub_Career_Switch.docx
34	Transferable Skills	Career change	ResumeHub_Transferable_Skills.docx
35	Skills First	Career change	ResumeHub_Skills_First.docx
36	Professional Transition	Career change	ResumeHub_Professional_Transition.docx

ATS-first

Maximum parsing safety, minimum ornament. Use these for job portals, Naukri and company application forms.

ATS Professional · ATS-first `ResumeHub_ATS_Professional.docx`

SIDDHARTH BOSE

Marketing Manager -> Senior Marketing Manager

Gurugram, Haryana | +91 98XXX XXXXX | siddharth.bose@email.com | linkedin.com/in/siddharthbose

SUMMARY

Marketing manager with 6 years across B2B SaaS and edtech, currently leading a team of 4 and an annual budget of about Rs 1.8 crore. Built a content and demand-generation engine that now produces the majority of my company's qualified pipeline.

EXPERIENCE

Marketing Manager - Learnwise Technologies Aug 2023 - Present
Gurugram

- Lead a team of 4 (content, design, paid, marketing ops) and an annual budget of about Rs 1.8 crore.
- Grew marketing-sourced qualified pipeline from about 25% to 58% of total pipeline over two years.
- Took organic traffic from roughly 11,000 to 47,000 monthly sessions through a 60-article content programme built around buyer questions rather than keyword volume.
- Cut paid cost-per-MQL by about 35% by shifting spend from broad awareness to bottom-of-funnel intent campaigns.
- Introduced a monthly pipeline review with the sales head; disputes over lead quality largely stopped once both teams agreed the definition.

Assistant Marketing Manager - NexGen Cloud Jul 2020 - Jul 2023
Noida

- Ran demand generation for 2 product lines; managed a monthly budget of about Rs 6 lakh.
- Launched the company's first customer case-study programme - 14 published studies, used by sales in every deal cycle.
- Managed 3 agency relationships covering paid, PR and design.

SKILLS

Leadership team of 4, budget ownership, agency management, cross-functional alignment with sales
Demand gen content strategy, SEO, paid acquisition, lifecycle email, ABM basics
Tools HubSpot, GA4, Ahrefs, Looker Studio, Salesforce

EDUCATION

MBA (Marketing) - IMT Ghaziabad, 2020
B.Tech (IT) - West Bengal University of Technology, 2018

ATS Executive · ATS-first `ResumeHub_ATS_Executive.docx`

Siddharth Bose

Marketing Manager -> Senior Marketing Manager

Gurugram, Haryana | +91 98XXX XXXXX | siddharth.bose@email.com | linkedin.com/in/siddharthbose

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EDUCATION

MBA (Marketing) - IMT Ghaziabad, 2020

B.Tech (IT) - West Bengal University of Technology, 2018

ATS Graduate · ATS-first `ResumeHub_ATS_Graduate.docx`

Priyanka Rathore

Business Development Associate

Jaipur, Rajasthan | +91 98XXX XXXXX | priyanka.rathore@email.com | linkedin.com/in/priyankarathore

SUMMARY

BBA graduate (2026) who funded part of my studies working weekends in a family retail business, handling customers and daily cash. Comfortable talking to strangers, following up, and being told no. Looking for a business development role where persistence counts.

EXPERIENCE

Sales Assistant (weekends) - Rathore Furnishings Jun 2023 - Mar 2026
Jaipur

- Handled walk-in customers on the shop's two busiest days each week for close to 3 years.
- Managed daily cash reconciliation of Rs 15,000-40,000 with no reported shortfall.
- Started a simple WhatsApp follow-up list for customers who left without buying; about 1 in 6 came back within a month.

Campus Placement Coordinator - BBA Department Jul 2025 - Mar 2026
Jaipur

- Coordinated logistics for 9 recruiter visits covering a batch of about 120 students.
- Was the single point of contact for 4 visiting companies - scheduling, room setup, candidate lists.

SKILLS

Sales walk-in handling, follow-up, objection handling, cash management

Tools Excel, Google Sheets, WhatsApp Business

Languages Hindi (native), English (fluent), Marwari (conversational)

EDUCATION

BBA - University of Rajasthan, 2026 | 74%

Class XII (Commerce) - CBSE, 2023 | 79%

ATS Minimal · ATS-first `ResumeHub_ATS_Minimal.docx`

Siddharth Bose

Marketing Manager -> Senior Marketing Manager

Gurugram, Haryana | +91 98XXX XXXXX | siddharth.bose@email.com | linkedin.com/in/siddharthbose

SUMMARY

Marketing manager with 6 years across B2B SaaS and edtech, currently leading a team of 4 and an annual budget of about Rs 1.8 crore. Built a content and demand-generation engine that now produces the majority of my company's qualified pipeline.

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Tools HubSpot, GA4, Ahrefs, Looker Studio, Salesforce

EDUCATION

MBA (Marketing) - IMT Ghaziabad, 2020
B.Tech (IT) - West Bengal University of Technology, 2018

ATS Corporate · ATS-first `ResumeHub_ATS_Corporate.docx`

SIDDHARTH BOSE

Marketing Manager -> Senior Marketing Manager

Gurugram, Haryana | +91 98XXX XXXXX | siddharth.bose@email.com | linkedin.com/in/siddharthbose

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EXPERIENCE

Marketing Manager - Learnwise Technologies

Aug 2023 - Present

Gurugram

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Assistant Marketing Manager - NexGen Cloud

Jul 2020 - Jul 2023

Noida

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Demand gen content strategy, SEO, paid acquisition, lifecycle email, ABM basics
Tools HubSpot, GA4, Ahrefs, Looker Studio, Salesforce

EDUCATION

MBA (Marketing) - IMT Ghaziabad, 2020
B.Tech (IT) - West Bengal University of Technology, 2018

ATS Technical · ATS-first `ResumeHub_ATS_Technical.docx`

Rahul Nambiar

Backend Engineer (Python / Django)

Bengaluru, Karnataka | +91 98XXX XXXXX | rahul.nambiar@email.com | github.com/rnambiar | linkedin.com/in/rahulnambiar

SUMMARY

Backend engineer with 2 years building and maintaining Django services for a logistics platform handling about 40,000 shipments a month. Own two services end to end, including their on-call. Most useful when something is slow and nobody knows why.

EXPERIENCE

Software Engineer - ShipGrid Technologies Jul 2024 - Present

Bengaluru

- Own the rate-calculation and notification services in a Django/PostgreSQL system processing about 40,000 shipments a month.
- Cut p95 latency on the rate-quote endpoint from 1.8s to 340ms by replacing three sequential queries with a single annotated queryset and adding a Redis cache layer.
- Reduced a nightly reconciliation job from 52 minutes to 9 by batching writes; it had been running into the morning traffic window.
- Wrote the service's first integration test suite - 64 tests - after a silent serialisation bug reached production.
- Carry on-call one week in four; handled 3 production incidents as primary responder.

Junior Developer - ShipGrid Technologies Jun 2023 - Jun 2024

Bengaluru

- Built 20+ REST endpoints against an existing schema; wrote the API documentation the frontend team still uses.
- Migrated 2 legacy cron scripts into Celery tasks with retry handling.

SKILLS

Languages Python, SQL, JavaScript (working)
Backend Django, Django REST Framework, Celery, PostgreSQL, Redis
Infra Docker, AWS (EC2, S3, RDS), GitHub Actions
Practice code review, integration testing, on-call

EDUCATION

B.Tech, Computer Science - NIT Calicut, 2023 | CGPA 8.2/10

ATS Finance · ATS-first `ResumeHub_ATS_Finance.docx`

Swapnil Gokhale

Senior Accounts Executive

Pune, Maharashtra | +91 98XXX XXXXX | swapnil.gokhale@email.com | linkedin.com/in/swapnilgokhale

SUMMARY

Accounts professional with 3 years handling end-to-end books for a manufacturing company with about Rs 60 crore turnover. Own monthly close, GST filing and vendor payments. Close the books by working day 5, down from 12 when I joined.

EXPERIENCE

Accounts Executive - Vardhaman Industries Oct 2023 - Present
Pune

- Handle full accounts payable and receivable for a Rs 60 crore turnover unit - about 400 vendor invoices and 120 customer invoices a month.
- Brought the monthly close from working day 12 to working day 5 by building a standing checklist and chasing provisions ahead of month-end rather than after.
- File GSTR-1 and GSTR-3B monthly; handled 2 GST notices with the consultant, both closed without demand.
- Reconcile 6 bank accounts and about 90 vendor ledgers monthly.
- Coordinate statutory audit schedules; the last two audits closed with no major observations on my areas.

Junior Accountant - Vardhaman Industries Jul 2022 - Sep 2023
Pune

- Processed vendor invoices and TDS deduction entries in Tally.
- Prepared the fixed asset register and depreciation schedule.

SKILLS

Accounting AP/AR, monthly close, bank and vendor reconciliation, TDS, fixed assets, audit support
Compliance GSTR-1, GSTR-3B, GST notice handling
Systems Tally Prime, SAP FICO (end-user), Excel (advanced)

EDUCATION

M.Com - Savitribai Phule Pune University, 2022 | 73%
B.Com - Savitribai Phule Pune University, 2020 | 70%

ATS Sales · ATS-first `ResumeHub_ATS_Sales.docx`

VIKRAM SHETTY

Inside Sales Executive -> Senior Inside Sales

Bengaluru, Karnataka | +91 98XXX XXXXX | vikram.shetty@email.com | linkedin.com/in/vikramshetty

SUMMARY

Inside sales executive with 2 years selling a SaaS subscription to small businesses over phone and video. Consistently at or above target for 6 of my last 8 quarters. Strongest on discovery calls and on winning back lapsed accounts.

EXPERIENCE

Inside Sales Executive - CloudLedger Software Apr 2024 - Present
Bengaluru

- Own a monthly target of Rs 6 lakh in new subscription revenue; hit or exceeded it in 6 of the last 8 quarters.
- Make 55-70 outbound dials a day into a small-business list; average 9 connected conversations and 2 qualified demos.
- Closed 84 new accounts in FY25-26 at an average ticket of about Rs 21,000.
- Rebuilt the team's discovery-call question set after noticing demos were being booked with unqualified prospects; the demo-to-close rate for my own pipeline improved over the following two quarters.
- Ran a lapsed-account win-back push over 6 weeks; reactivated 19 of 140 dormant accounts.

Sales Development Trainee - CloudLedger Software Sep 2023 - Mar 2024
Bengaluru

- Qualified inbound leads and booked demos for 3 senior reps; averaged 34 booked demos a month.
- Maintained CRM hygiene for a shared pipeline of about 600 open leads.

SKILLS

Sales outbound calling, discovery, objection handling, demo delivery, win-back
Tools Salesforce, Outreach, LinkedIn Sales Navigator, Excel
Languages English, Kannada, Hindi, Tulu

EDUCATION

BBA - Bangalore University, 2023 | 73%

Modern professional

For experienced candidates applying through referrals, recruiters or email, where a human opens the file first.

Modern Executive · Modern professional `ResumeHub_Modern_Executive.docx`

Siddharth Bose

Marketing Manager -> Senior Marketing Manager

Gurugram, Haryana | +91 98XXX XXXXX | siddharth.bose@email.com | linkedin.com/in/siddharthbose

SUMMARY

Marketing manager with 6 years across B2B SaaS and edtech, currently leading a team of 4 and an annual budget of about Rs 1.8 crore. Built a content and demand-generation engine that now produces the majority of my company's qualified pipeline.

EXPERIENCE

Marketing Manager - Learnwise Technologies Aug 2023 - Present
Gurugram

- Lead a team of 4 (content, design, paid, marketing ops) and an annual budget of about Rs 1.8 crore.
- Grew marketing-sourced qualified pipeline from about 25% to 58% of total pipeline over two years.
- Took organic traffic from roughly 11,000 to 47,000 monthly sessions through a 60-article content programme built around buyer questions rather than keyword volume.
- Cut paid cost-per-MQL by about 35% by shifting spend from broad awareness to bottom-of-funnel intent campaigns.
- Introduced a monthly pipeline review with the sales head; disputes over lead quality largely stopped once both teams agreed the definition.

Assistant Marketing Manager - NexGen Cloud Jul 2020 - Jul 2023
Noida

- Ran demand generation for 2 product lines; managed a monthly budget of about Rs 6 lakh.
- Launched the company's first customer case-study programme - 14 published studies, used by sales in every deal cycle.
- Managed 3 agency relationships covering paid, PR and design.

SKILLS

Leadership team of 4, budget ownership, agency management, cross-functional alignment with sales

Demand gen content strategy, SEO, paid acquisition, lifecycle email, ABM basics

Tools HubSpot, GA4, Ahrefs, Looker Studio, Salesforce

EDUCATION

MBA (Marketing) - IMT Ghaziabad, 2020

B.Tech (IT) - West Bengal University of Technology, 2018

Modern Business · Modern professional `ResumeHub_Modern_Business.docx`

Siddharth Bose

Marketing Manager -> Senior Marketing Manager

Gurugram, Haryana | +91 98XXX XXXXX | siddharth.bose@email.com | linkedin.com/in/siddharthbose

SUMMARY

Marketing manager with 6 years across B2B SaaS and edtech, currently leading a team of 4 and an annual budget of about Rs 1.8 crore. Built a content and demand-generation engine that now produces the majority of my company's qualified pipeline.

EXPERIENCE

Marketing Manager - Learnwise Technologies Aug 2023 - Present
Gurugram

- Lead a team of 4 (content, design, paid, marketing ops) and an annual budget of about Rs 1.8 crore.
- Grew marketing-sourced qualified pipeline from about 25% to 58% of total pipeline over two years.
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EDUCATION

MBA (Marketing) - IMT Ghaziabad, 2020

B.Tech (IT) - West Bengal University of Technology, 2018

Modern Marketing · Modern professional `ResumeHub_Modern_Marketing.docx`

Fatima Sheikh

Performance Marketing Specialist

Mumbai, Maharashtra | +91 98XXX XXXXX | fatima.sheikh@email.com | linkedin.com/in/fatimasheikh

SUMMARY

Performance marketer with 3 years running paid acquisition for D2C brands. Managed a cumulative ad spend of about Rs 2.1 crore across Meta and Google. Comfortable owning the whole loop from creative brief to blended ROAS.

EXPERIENCE

Performance Marketing Executive - Fable & Co (D2C skincare) Feb 2025 - Present

Mumbai

- Manage a monthly Meta and Google budget of Rs 9-12 lakh across prospecting and retargeting.
- Improved blended ROAS from 2.1 to 3.4 over 9 months, mainly by cutting 6 underperforming audiences and rebuilding creative testing around 3 clear angles.
- Brief and test 12-15 new creatives a month with an in-house designer; maintain a running log of what worked so tests aren't repeated.
- Reduced customer acquisition cost from about Rs 640 to Rs 420 on the core product line.
- Built the weekly performance dashboard the founder now uses for spend decisions.

Digital Marketing Associate - Bright Reach Media (agency) Aug 2023 - Jan 2025

Mumbai

- Ran paid social for 5 client accounts simultaneously with a combined monthly spend of about Rs 14 lakh.
- Handled monthly reporting and QBR decks for 5 clients; 4 of the 5 renewed.
- Set up conversion tracking and server-side events for 3 clients after iOS changes broke attribution.

SKILLS

Paid Meta Ads Manager, Google Ads, campaign structure, audience testing, creative testing

Analytics GA4, Meta Pixel & CAPI, Looker Studio, Excel

Other creative briefing, landing page feedback, budget pacing

EDUCATION

BMM (Advertising) - University of Mumbai, 2023 | 74%

Google Ads Search & Meta Blueprint certified

Modern Technology · Modern professional `ResumeHub_Modern_Technology.docx`

Rahul Nambiar

Backend Engineer (Python / Django)

Bengaluru, Karnataka | +91 98XXX XXXXX | rahul.nambiar@email.com | github.com/rnambiar | linkedin.com/in/rahulnambiar

SUMMARY

Backend engineer with 2 years building and maintaining Django services for a logistics platform handling about 40,000 shipments a month. Own two services end to end, including their on-call. Most useful when something is slow and nobody knows why.

EXPERIENCE

Software Engineer - ShipGrid Technologies Jul 2024 - Present

Bengaluru

- Own the rate-calculation and notification services in a Django/PostgreSQL system processing about 40,000 shipments a month.
- Cut p95 latency on the rate-quote endpoint from 1.8s to 340ms by replacing three sequential queries with a single annotated queryset and adding a Redis cache layer.
- Reduced a nightly reconciliation job from 52 minutes to 9 by batching writes; it had been running into the morning traffic window.
- Wrote the service's first integration test suite - 64 tests - after a silent serialisation bug reached production.
- Carry on-call one week in four; handled 3 production incidents as primary responder.

Junior Developer - ShipGrid Technologies Jun 2023 - Jun 2024

Bengaluru

- Built 20+ REST endpoints against an existing schema; wrote the API documentation the frontend team still uses.
- Migrated 2 legacy cron scripts into Celery tasks with retry handling.

SKILLS

Languages Python, SQL, JavaScript (working)

Backend Django, Django REST Framework, Celery, PostgreSQL, Redis

Infra Docker, AWS (EC2, S3, RDS), GitHub Actions

Practice code review, integration testing, on-call

EDUCATION

B.Tech, Computer Science - NIT Calicut, 2023 | CGPA 8.2/10

Modern Manager · Modern professional `ResumeHub_Modern_Manager.docx`

Amit Barman

Operations Manager (Warehouse / Supply Chain)

Kolkata, West Bengal | +91 98XXX XXXXX | amit.barman@email.com | linkedin.com/in/amitbarman

SUMMARY

Supply chain professional with 4 years running warehouse and dispatch operations for an e-commerce fulfilment centre handling about 4,500 orders a day. Took on-time dispatch from 88% to 97% and held it through two peak seasons.

EXPERIENCE

Assistant Operations Manager - Swift Fulfilment Services Jan 2024 - Present
Kolkata

- Run daily operations for a 45,000 sq ft fulfilment centre processing about 4,500 orders a day with a team of 60 across 3 shifts.
- Improved on-time dispatch from 88% to 97% by resequencing the pick path and moving fast-movers to forward locations.
- Cut order picking errors by redesigning the pick-list format and adding a scan verification step before packing.
- Managed two festive peaks where daily volume tripled, using a temporary workforce plan built 6 weeks in advance.
- Maintain inventory accuracy above 99% through daily cycle counting on A-class SKUs.

Warehouse Supervisor - Swift Fulfilment Services Aug 2021 - Dec 2023
Kolkata

- Supervised inbound receiving and putaway for about 1,200 SKUs.
- Reduced inbound processing time per truck by standardising the unloading and check sequence.

SKILLS

Operations warehouse management, pick-pack-dispatch, shift planning, peak planning, cycle counting, 5S

Systems WMS, Excel (advanced), basic SQL

People team of 60, temporary workforce management

EDUCATION

MBA (Operations) - University of Calcutta, 2021

B.Sc (Mathematics) - University of Calcutta, 2019

Modern Consultant · Modern professional `ResumeHub_Modern_Consultant.docx`

Siddharth Bose

Marketing Manager -> Senior Marketing Manager

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EDUCATION

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B.Tech (IT) - West Bengal University of Technology, 2018

Fresher

Structured around education, projects and internships rather than an empty work-history section.

Fresher Graduate · Fresher `ResumeHub_Fresher_Graduate.docx`

Priyanka Rathore

Business Development Associate

Jaipur, Rajasthan | +91 98XXX XXXXX | priyanka.rathore@email.com | linkedin.com/in/priyankarathore

SUMMARY

BBA graduate (2026) who funded part of my studies working weekends in a family retail business, handling customers and daily cash. Comfortable talking to strangers, following up, and being told no. Looking for a business development role where persistence counts.

EXPERIENCE

Sales Assistant (weekends) - Rathore Furnishings Jun 2023 - Mar 2026
Jaipur

- Handled walk-in customers on the shop's two busiest days each week for close to 3 years.
- Managed daily cash reconciliation of Rs 15,000-40,000 with no reported shortfall.
- Started a simple WhatsApp follow-up list for customers who left without buying; about 1 in 6 came back within a month.

Campus Placement Coordinator - BBA Department Jul 2025 - Mar 2026
Jaipur

- Coordinated logistics for 9 recruiter visits covering a batch of about 120 students.
- Was the single point of contact for 4 visiting companies - scheduling, room setup, candidate lists.

SKILLS

Sales walk-in handling, follow-up, objection handling, cash management

Tools Excel, Google Sheets, WhatsApp Business

Languages Hindi (native), English (fluent), Marwari (conversational)

EDUCATION

BBA - University of Rajasthan, 2026 | 74%

Class XII (Commerce) - CBSE, 2023 | 79%

Fresher BTech · Fresher `ResumeHub_Fresher_BTech.docx`

Aditi Kulkarni

Graduate Software Engineer

Pune, Maharashtra | +91 98XXX XXXXX | aditi.kulkarni@email.com | linkedin.com/in/aditikulkarni | github.com/aditik

SUMMARY

Computer Science graduate (2026) who has built and shipped three working projects, including one used by 40 classmates for a semester. Comfortable in Python and JavaScript. Looking for a backend or full-stack role where I can keep writing code every day.

PROJECTS

Attendance Tracker - Flask, SQLite, Bootstrap Aug 2025 - Apr 2026

Final-year project

- Built a web app that replaced a paper attendance register for 3 faculty members covering 4 course sections.
- Adopted by 40 classmates and 3 teaching staff over two semesters; cut roll-call time from about 6 minutes to under 1.
- Wrote 28 unit tests after a data-loss bug in week 3 taught me why they matter.

Rail Fare Comparator - Python, BeautifulSoup, pandas Jan 2025 - Mar 2025

Self-directed

- Scraped and normalised fare data across 3 booking sites into a single comparison table.
- Handled 1,200+ records with pandas; wrote the cleaning logic to survive missing and malformed fields.

Campus Blood Donor Registry - React, Firebase Oct 2024

College tech fest, team of 4

- Led the frontend for a 4-person team; delivered a working prototype in a 36-hour build.
- Placed 2nd of 22 teams.

SKILLS

Languages Python, JavaScript, SQL, C

Frameworks Flask, React, Bootstrap

Tools Git, SQLite, Firebase, Postman

Other REST APIs, unit testing

EDUCATION

B.Tech, Computer Science - Savitribai Phule Pune University, 2026 | CGPA 8.1/10

Relevant coursework: Data Structures, DBMS, Operating Systems, Computer Networks

CERTIFICATIONS

Google IT Automation with Python (Coursera, 2025); SQL for Data Science (2024)

Fresher BCom · Fresher `ResumeHub_Fresher_BCom.docx`

Rohit Menon

Accounts / Finance Executive

Kochi, Kerala | +91 98XXX XXXXX | rohit.menon@email.com | linkedin.com/in/rohitmenon

SUMMARY

B.Com graduate (2026) with two accounting internships and hands-on Tally and Excel work. Handled live vendor ledgers for a 40-crore-turnover firm during a 3-month internship. Looking for an accounts executive role in a growing company.

EXPERIENCE

Accounts Intern - Varma & Associates (Chartered Accountants) Jan 2026 - Mar 2026
Kochi

- Reconciled vendor ledgers for 18 client accounts; flagged 11 mismatches totalling about Rs 2.4 lakh for partner review.
- Prepared GSTR-1 and GSTR-3B working sheets for 6 clients under supervision.
- Rebuilt a recurring reconciliation sheet in Excel using XLOOKUP and conditional formatting, cutting the monthly close prep from roughly 3 hours to 40 minutes.

Finance Intern - Trivandrum Traders Pvt Ltd Jun 2025 - Jul 2025
Remote

- Entered and verified about 600 purchase invoices in Tally Prime with a zero-error audit result on the sample check.
- Built a simple ageing report for receivables that the owner still uses weekly.

SKILLS

Accounting Tally Prime, journal entries, bank reconciliation, GST working

Excel XLOOKUP, pivot tables, conditional formatting, basic macros

Other Zoho Books (basic), English and Malayalam (fluent), Hindi (working)

EDUCATION

B.Com (Finance & Taxation) - Mahatma Gandhi University, 2026 | 72%

Class XII (Commerce) - Kerala State Board, 2023 | 84%

Fresher MBA · Fresher ResumeHub_Fresher_MBA.docx

Priyanka Rathore

Business Development Associate

Jaipur, Rajasthan | +91 98XXX XXXXX | priyanka.rathore@email.com | linkedin.com/in/priyankarathore

SUMMARY

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EXPERIENCE

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Campus Placement Coordinator - BBA Department Jul 2025 - Mar 2026
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- Coordinated logistics for 9 recruiter visits covering a batch of about 120 students.
- Was the single point of contact for 4 visiting companies - scheduling, room setup, candidate lists.

SKILLS

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Tools Excel, Google Sheets, WhatsApp Business
Languages Hindi (native), English (fluent), Marwari (conversational)

EDUCATION

BBA - University of Rajasthan, 2026 | 74%
Class XII (Commerce) - CBSE, 2023 | 79%

Fresher BBA · Fresher `ResumeHub_Fresher_BBA.docx`

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Fresher Internship · Fresher `ResumeHub_Fresher_Internship.docx`

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Class XII (Commerce) - CBSE, 2023 | 79%

Industry-specific

Pre-loaded with the vocabulary and section order that hiring managers in each function expect.

Sales · **Industry-specific** `ResumeHub_Sales.docx`

VIKRAM SHETTY

Inside Sales Executive -> Senior Inside Sales

Bengaluru, Karnataka | +91 98XXX XXXXX | vikram.shetty@email.com | linkedin.com/in/vikramshetty

SUMMARY

Inside sales executive with 2 years selling a SaaS subscription to small businesses over phone and video. Consistently at or above target for 6 of my last 8 quarters. Strongest on discovery calls and on winning back lapsed accounts.

EXPERIENCE

Inside Sales Executive - CloudLedger Software Apr 2024 - Present
Bengaluru

- Own a monthly target of Rs 6 lakh in new subscription revenue; hit or exceeded it in 6 of the last 8 quarters.
- Make 55-70 outbound dials a day into a small-business list; average 9 connected conversations and 2 qualified demos.
- Closed 84 new accounts in FY25-26 at an average ticket of about Rs 21,000.
- Rebuilt the team's discovery-call question set after noticing demos were being booked with unqualified prospects; the demo-to-close rate for my own pipeline improved over the following two quarters.
- Ran a lapsed-account win-back push over 6 weeks; reactivated 19 of 140 dormant accounts.

Sales Development Trainee - CloudLedger Software Sep 2023 - Mar 2024
Bengaluru

- Qualified inbound leads and booked demos for 3 senior reps; averaged 34 booked demos a month.
- Maintained CRM hygiene for a shared pipeline of about 600 open leads.

SKILLS

Sales outbound calling, discovery, objection handling, demo delivery, win-back
Tools Salesforce, Outreach, LinkedIn Sales Navigator, Excel
Languages English, Kannada, Hindi, Tulu

EDUCATION

BBA - Bangalore University, 2023 | 73%

Marketing · Industry-specific ResumeHub_Marketing.docx

Fatima Sheikh

Performance Marketing Specialist

Mumbai, Maharashtra | +91 98XXX XXXXX | fatima.sheikh@email.com | linkedin.com/in/fatimasheikh

SUMMARY

Performance marketer with 3 years running paid acquisition for D2C brands. Managed a cumulative ad spend of about Rs 2.1 crore across Meta and Google. Comfortable owning the whole loop from creative brief to blended ROAS.

EXPERIENCE

Performance Marketing Executive - Fable & Co (D2C skincare) Feb 2025 - Present

Mumbai

- Manage a monthly Meta and Google budget of Rs 9-12 lakh across prospecting and retargeting.
- Improved blended ROAS from 2.1 to 3.4 over 9 months, mainly by cutting 6 underperforming audiences and rebuilding creative testing around 3 clear angles.
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- Ran paid social for 5 client accounts simultaneously with a combined monthly spend of about Rs 14 lakh.
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SKILLS

Paid Meta Ads Manager, Google Ads, campaign structure, audience testing, creative testing

Analytics GA4, Meta Pixel & CAPI, Looker Studio, Excel

Other creative briefing, landing page feedback, budget pacing

EDUCATION

BMM (Advertising) - University of Mumbai, 2023 | 74%

Google Ads Search & Meta Blueprint certified

Finance · Industry-specific `ResumeHub_Finance.docx`

Swapnil Gokhale

Senior Accounts Executive

Pune, Maharashtra | +91 98XXX XXXXX | swapnil.gokhale@email.com | linkedin.com/in/swapnilgokhale

SUMMARY

Accounts professional with 3 years handling end-to-end books for a manufacturing company with about Rs 60 crore turnover. Own monthly close, GST filing and vendor payments. Close the books by working day 5, down from 12 when I joined.

EXPERIENCE

Accounts Executive - Vardhaman Industries Oct 2023 - Present

Pune

- Handle full accounts payable and receivable for a Rs 60 crore turnover unit - about 400 vendor invoices and 120 customer invoices a month.
- Brought the monthly close from working day 12 to working day 5 by building a standing checklist and chasing provisions ahead of month-end rather than after.
- File GSTR-1 and GSTR-3B monthly; handled 2 GST notices with the consultant, both closed without demand.
- Reconcile 6 bank accounts and about 90 vendor ledgers monthly.
- Coordinate statutory audit schedules; the last two audits closed with no major observations on my areas.

Junior Accountant - Vardhaman Industries Jul 2022 - Sep 2023

Pune

- Processed vendor invoices and TDS deduction entries in Tally.
- Prepared the fixed asset register and depreciation schedule.

SKILLS

Accounting AP/AR, monthly close, bank and vendor reconciliation, TDS, fixed assets, audit support
Compliance GSTR-1, GSTR-3B, GST notice handling
Systems Tally Prime, SAP FICO (end-user), Excel (advanced)

EDUCATION

M.Com - Savitribai Phule Pune University, 2022 | 73%
B.Com - Savitribai Phule Pune University, 2020 | 70%

Human Resources · Industry-specific `ResumeHub_Human_Resources.docx`

Ritu Bhardwaj

HR Business Partner

Bengaluru, Karnataka | +91 98XXX XXXXX | ritu.bhardwaj@email.com | linkedin.com/in/ritubhardwaj

SUMMARY

HR generalist with 5 years supporting a 400-person technology business across recruitment, performance and employee relations. Cut regretted attrition in the engineering function from 22% to 13% over two years by fixing the first-90-days experience.

EXPERIENCE

Senior HR Executive - Northlight Technologies (approx. 400 employees) Apr 2023 - Present

Bengaluru

- HR partner for engineering and product - about 180 employees across 14 managers.
- Reduced regretted attrition in engineering from 22% to 13% over 2 years; the main change was a structured 90-day onboarding plan owned by the hiring manager, not HR.
- Ran the annual performance cycle for 400 employees including calibration sessions with 9 department heads.
- Handled 14 employee relations matters including 3 formal grievances, all closed within policy timelines.
- Closed 46 roles in FY25-26 with an average time-to-fill of 38 days.
- Rewrote the exit interview process and now present a quarterly attrition-theme summary to the leadership team.

HR Executive - Bluepeak Services Jun 2020 - Mar 2023

Bengaluru

- Managed end-to-end recruitment for non-technical roles; about 60 hires over 3 years.
- Administered payroll inputs and leave records for 220 employees.
- Coordinated statutory compliance - PF, ESI, gratuity documentation.

SKILLS

HRBP stakeholder partnering, performance cycle management, employee relations, attrition analysis, calibration

TA full-cycle recruitment, time-to-fill management, offer negotiation

Compliance PF, ESI, POSH awareness

Tools Darwinbox, Excel, Naukri, LinkedIn Recruiter

EDUCATION

MBA (HR) - Christ University, Bengaluru, 2020

BA (Psychology) - Bangalore University, 2018

Information Technology · Industry-specific `ResumeHub_Information_Technology.docx`

Rahul Nambiar

Backend Engineer (Python / Django)

Bengaluru, Karnataka | +91 98XXX XXXXX | rahul.nambiar@email.com | github.com/rnambiar | linkedin.com/in/rahulnambiar

SUMMARY

Backend engineer with 2 years building and maintaining Django services for a logistics platform handling about 40,000 shipments a month. Own two services end to end, including their on-call. Most useful when something is slow and nobody knows why.

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Practice code review, integration testing, on-call

EDUCATION

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Operations · Industry-specific `ResumeHub_Operations.docx`

Amit Barman

Operations Manager (Warehouse / Supply Chain)

Kolkata, West Bengal | +91 98XXX XXXXX | amit.barman@email.com | linkedin.com/in/amitbarman

SUMMARY

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- Maintain inventory accuracy above 99% through daily cycle counting on A-class SKUs.

Warehouse Supervisor - Swift Fulfilment Services Aug 2021 - Dec 2023

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SKILLS

Operations warehouse management, pick-pack-dispatch, shift planning, peak planning, cycle counting, 5S
Systems WMS, Excel (advanced), basic SQL
People team of 60, temporary workforce management

EDUCATION

MBA (Operations) - University of Calcutta, 2021
B.Sc (Mathematics) - University of Calcutta, 2019

Business Development · Industry-specific `ResumeHub_Business_Development.docx`

Pooja Agarwal

Business Development Manager

Pune, Maharashtra | +91 98XXX XXXXX | pooja.agarwal@email.com | linkedin.com/in/poojaagarwal

SUMMARY

Business development professional with 3 years selling IT staffing and project services to mid-size companies. Brought in 22 new client logos and grew 4 accounts into retainers. Comfortable with the long, relationship-led sale.

EXPERIENCE

Business Development Executive - Talentbridge Services Nov 2023 - Present

Pune

- Added 22 new client logos over 2 years against an annual target of 8.
- Grew 4 transactional clients into monthly retainers worth a combined Rs 11 lakh a month.
- Generate my own pipeline: 30-40 targeted LinkedIn approaches and 15-20 calls a week, no inbound support.
- Negotiated and closed contracts ranging from Rs 1.5 lakh to Rs 28 lakh in annual value.
- Recovered a major account that had issued a termination notice, by rebuilding the delivery-review cadence with the client's HR head; the account is still active.

Business Development Associate - Talentbridge Services Sep 2022 - Oct 2023

Pune

- Researched and built the target account list for 2 verticals - roughly 400 companies.
- Booked 60+ first meetings for senior BD colleagues.

SKILLS

BD outbound prospecting, LinkedIn social selling, first-meeting conversion, contract negotiation, account recovery

Domain IT staffing, project-based services, MSA and SOW basics

Tools Zoho CRM, LinkedIn Sales Navigator, Excel

EDUCATION

MBA (Marketing & HR) - Symbiosis, Pune, 2022

BBA - Savitribai Phule Pune University, 2020

Data Analytics · Industry-specific ResumeHub_Data_Analytics.docx

Shweta Deshmukh

Senior Data Engineer

Pune, Maharashtra | +91 98XXX XXXXX | shweta.deshmukh@email.com | linkedin.com/in/shwetadeshmukh

SUMMARY

Data engineer with 6 years building pipelines for retail and e-commerce analytics. Currently responsible for a warehouse serving about 120 internal users and roughly 3TB of daily ingest. Care more about data people trust than dashboards people ignore.

EXPERIENCE

Data Engineer - Meridian Retail Group May 2023 - Present

Pune

- Own 40+ Airflow pipelines feeding a Snowflake warehouse used by about 120 analysts and business users; roughly 3TB ingested daily.
- Rebuilt the sales-fact pipeline after persistent reconciliation gaps; discrepancies between the warehouse and the source POS system fell from a daily occurrence to rare.
- Cut warehouse compute cost by about 28% by rewriting 6 of the heaviest queries and introducing incremental rather than full-refresh loads.
- Introduced data quality checks with Great Expectations on 15 critical tables; bad data is now caught at load rather than by an analyst three days later.
- Mentor 2 junior engineers; run the team's pipeline design review.

ETL Developer - Insight Analytics Services Aug 2019 - Apr 2023

Pune

- Built and maintained SSIS and Python ETL jobs for 5 client data warehouses.
- Migrated a client from nightly batch to near-real-time streaming with Kafka, cutting reporting lag from 24 hours to under 15 minutes.

SKILLS

Pipelines Airflow, dbt, Kafka, SSIS, Python
Warehouses Snowflake, Redshift, SQL Server
Quality Great Expectations, data contracts, reconciliation design
Cloud AWS (S3, Glue, Lambda)

EDUCATION

M.Tech (Computer Engineering) - COEP Pune, 2019
B.E. (IT) - Savitribai Phule Pune University, 2017

Project Management · Industry-specific `ResumeHub_Project_Management.docx`

Kavya Reddy

Business Analyst -> Product Analyst

Hyderabad, Telangana | +91 98XXX XXXXX | kavya.reddy@email.com | linkedin.com/in/kavyareddy

SUMMARY

Business analyst with 2 years in a product team, sitting between engineering and operations for a B2B marketplace. Write the requirements, run the analysis behind them, and check afterwards whether the change actually worked.

EXPERIENCE

Business Analyst - TradeLink Marketplace Jun 2024 - Present

Hyderabad

- Write requirements and acceptance criteria for a 6-engineer squad; 3-4 features per quarter.
- Analysed drop-off in the seller onboarding funnel and found 44% of applicants stalled at document upload; the resulting redesign moved completion from 56% to 78%.
- Build and maintain 9 operational dashboards in Metabase used daily by the ops team.
- Run post-release checks on every feature I specify - 2 of 11 were reverted or reworked because the data did not support the expected outcome.
- Facilitate requirement workshops with operations, finance and support before each quarter's planning.

Operations Associate - TradeLink Marketplace Jul 2023 - May 2024

Hyderabad

- Handled seller verification for about 60 applications a week.
- Identified and documented the manual steps that later became the automation backlog.

SKILLS

Analysis SQL, Excel, funnel and cohort analysis, A/B test reading

Product requirement writing, acceptance criteria, user stories, stakeholder workshops

Tools Jira, Confluence, Metabase, Figma (reading), Miro

EDUCATION

MBA (Operations & Systems) - ICFAI Hyderabad, 2023

B.Tech (ECE) - JNTU Hyderabad, 2021

Customer Success · Industry-specific ResumeHub_Customer_Success.docx

Farhan Ali

Customer Support Manager

Bengaluru, Karnataka | +91 98XXX XXXXX | farhan.ali@email.com | linkedin.com/in/farhanali

SUMMARY

Support leader with 6 years, currently managing a 16-person team handling about 9,000 tickets a month for a consumer fintech app. Moved CSAT from 3.9 to 4.5 while cutting average handling time, mainly by fixing the knowledge base rather than pushing the team harder.

EXPERIENCE

Customer Support Team Lead - PayEasy Feb 2023 - Present

Bengaluru

- Manage 16 agents across chat, email and phone; about 9,000 tickets a month.
- Raised CSAT from 3.9 to 4.5 over 18 months while reducing average handling time from 9.2 to 7.4 minutes.
- Rebuilt the internal knowledge base into 140 articles mapped to actual ticket reasons; escalations to L2 fell by roughly a third.
- Reduced first-response time on chat from about 4 minutes to under 90 seconds by changing shift overlap at peak hours.
- Run weekly quality audits - 5 tickets per agent - and monthly coaching conversations.
- Feed a monthly 'top 10 ticket reasons' report to product; 4 of those issues were fixed at source in the last year, permanently removing that ticket volume.

Senior Support Associate - PayEasy May 2020 - Jan 2023

Bengaluru

- Handled escalated complaints and payment dispute cases.
- Trained 12 new agents through onboarding.

SKILLS

Leadership team of 16, shift planning, quality audit, coaching, hiring input

Support ops CSAT and AHT management, escalation design, knowledge base ownership, SLA management

Tools Freshdesk, Zendesk, Excel, Google Sheets

EDUCATION

BBA - Bangalore University, 2020 | 71%

Administration · Industry-specific ResumeHub_Administration.docx

Amit Barman

Operations Manager (Warehouse / Supply Chain)

Kolkata, West Bengal | +91 98XXX XXXXX | amit.barman@email.com | linkedin.com/in/amitbarman

SUMMARY

Supply chain professional with 4 years running warehouse and dispatch operations for an e-commerce fulfilment centre handling about 4,500 orders a day. Took on-time dispatch from 88% to 97% and held it through two peak seasons.

EXPERIENCE

Assistant Operations Manager - Swift Fulfilment Services Jan 2024 - Present

Kolkata

- Run daily operations for a 45,000 sq ft fulfilment centre processing about 4,500 orders a day with a team of 60 across 3 shifts.
- Improved on-time dispatch from 88% to 97% by resequencing the pick path and moving fast-movers to forward locations.
- Cut order picking errors by redesigning the pick-list format and adding a scan verification step before packing.
- Managed two festive peaks where daily volume tripled, using a temporary workforce plan built 6 weeks in advance.
- Maintain inventory accuracy above 99% through daily cycle counting on A-class SKUs.

Warehouse Supervisor - Swift Fulfilment Services Aug 2021 - Dec 2023

Kolkata

- Supervised inbound receiving and putaway for about 1,200 SKUs.
- Reduced inbound processing time per truck by standardising the unloading and check sequence.

SKILLS

Operations warehouse management, pick-pack-dispatch, shift planning, peak planning, cycle counting, 5S
Systems WMS, Excel (advanced), basic SQL
People team of 60, temporary workforce management

EDUCATION

MBA (Operations) - University of Calcutta, 2021
B.Sc (Mathematics) - University of Calcutta, 2019

Creative · Industry-specific `ResumeHub_Creative.docx`

Ishaan Verma

Social Media / Content Marketing Executive

Noida, Uttar Pradesh | +91 98XXX XXXXX | ishaan.verma@email.com | linkedin.com/in/ishaanverma

SUMMARY

Content and social marketer with 1 year at a consumer app, running the organic channels end to end. Took Instagram from 4,800 to 31,000 followers in 11 months with no paid promotion. Write my own copy and edit my own video.

EXPERIENCE

Social Media Executive - Rumble Fitness App May 2025 - Present
Noida

- Own Instagram, YouTube Shorts and the company blog; publish 14-18 pieces a month.
- Grew Instagram from 4,800 to 31,000 followers in 11 months organically.
- Identified that short 'form-correction' clips outperformed everything else by a wide margin, and rebuilt the content calendar around them.
- Produce and edit video myself using CapCut and Premiere Pro - no external agency.
- App installs attributed to organic social grew from about 300 to 2,400 a month over the same period.

Content Intern - Delhi Digital Studio Dec 2024 - Apr 2025
New Delhi

- Wrote 40+ blog posts and social captions for 3 client brands.

SKILLS

Content short-form video, copywriting, content calendar planning, community management

Tools Instagram/Meta Business Suite, CapCut, Adobe Premiere Pro, Canva, Google Analytics

Languages English, Hindi

EDUCATION

BA (Journalism & Mass Communication) - GGSIPU, 2025 | 71%

Career change

Built to lead with transferable evidence so the switch reads as deliberate, not desperate.

Career Switch · Career change `ResumeHub_Career_Switch.docx`

Lakshmi Venkatesh

Corporate Trainer / L&D; Executive

Chennai, Tamil Nadu | +91 98XXX XXXXX | lakshmi.venkatesh@email.com | linkedin.com/in/lakshmivenkatesh

SUMMARY

Moving from 7 years of classroom teaching into corporate learning and development. Designed and delivered curriculum to 200+ students a year, trained 9 colleagues on a new assessment system, and completed an instructional design certification in 2025. The audience changes; the craft of making people learn something does not.

EXPERIENCE

Senior Teacher & Academic Coordinator - Meridian Public School Jun 2019 - Present
Chennai

- Design and deliver curriculum to 200+ students a year across 6 sections.
- Coordinate a team of 9 teachers - lesson planning standards, peer observation and moderation of assessments.
- Trained all 9 colleagues on a new digital assessment platform during rollout, including writing the internal how-to guide; the department was fully onboarded within a month.
- Redesigned the assessment structure for two subjects after analysing three years of result data; the change was adopted school-wide.
- Ran 12 parent-communication sessions a year - the closest classroom equivalent to stakeholder management.

TRANSITION EVIDENCE

Certificate in Instructional Design Completed Nov 2025

- Covered ADDIE, adult learning principles, storyboarding and e-learning assessment design.
- Built a 45-minute e-learning module on workplace communication as the capstone, in Articulate Rise.

Volunteer Trainer - NGO Skill Programme 2025
Chennai

- Delivered 6 employability workshops to 90 young adults; designed the material myself.
- Collected feedback after each session and revised the deck three times based on it.

SKILLS

Training curriculum design, facilitation, adult learning principles, ADDIE, training needs identification
Tools Articulate Rise, PowerPoint (advanced), Google Workspace, assessment platforms
Other stakeholder communication, peer coaching, feedback-led revision

EDUCATION

M.A. (English) - University of Madras, 2019
B.Ed - Tamil Nadu Teachers Education University, 2017

Transferable Skills · Career change `ResumeHub_Transferable_Skills.docx`

Nitin Rawat

Business Development Executive (B2B)

Dehradun, Uttarakhand | +91 98XXX XXXXX | nitin.rawat@email.com | linkedin.com/in/nitinrawat

SUMMARY

Five years in hotel front office and banquet sales, now moving into B2B sales. Closed about Rs 1.4 crore in banquet and corporate booking revenue over three years, working entirely on relationships and follow-up. I have been selling for years - just inside a hotel.

EXPERIENCE

Banquet Sales Executive - Himalayan Grand Hotel Apr 2022 - Present

Dehradun

- Own corporate and social banquet bookings; closed about Rs 1.4 crore in event revenue over 3 years.
- Built and maintain a corporate account list of 40 local companies; 12 became repeat clients booking two or more events a year.
- Handle the full cycle - enquiry, site visit, proposal, negotiation, contract and post-event follow-up.
- Generated about 35% of enquiries myself through outbound calls and visits to corporate offices, rather than waiting for walk-ins.
- Negotiated pricing within a defined discount band; maintained average realisation above the property benchmark.

Front Office Executive - Himalayan Grand Hotel Jun 2020 - Mar 2022

Dehradun

- Handled guest check-in, complaint resolution and room upselling.
- Achieved the highest room-upgrade conversion on the front desk team for 4 consecutive months.

SKILLS

Sales outbound prospecting, proposal writing, negotiation, account retention, upselling

Commercial pricing within discount bands, revenue realisation, contract handling

Languages Hindi, English, Garhwali

EDUCATION

B.Sc Hospitality Management - Uttarakhand Technical University, 2020 | 74%

Skills First · Career change `ResumeHub_Skills_First.docx`

AYESHA KHAN

Associate Product Manager

Mumbai, Maharashtra | +91 98XXX XXXXX | ayesha.khan@email.com | linkedin.com/in/ayeshakhan

SUMMARY

Four years in banking operations, now moving into product. Spent the last two years as the business owner on a digital lending rollout - writing requirements, testing releases and training branch users. That work was product management in everything but title.

EXPERIENCE

Deputy Manager, Operations - Meridian Bank Jul 2022 - Present
Mumbai

- Business owner for the digital personal-loan journey used across 60 branches.
- Wrote requirements and user stories for 3 major releases in partnership with the technology team and an external vendor.
- Ran UAT for each release - 120+ test cases per cycle - and signed off go/no-go.
- Analysed drop-off in the online application funnel; identified that the income-document step caused most abandonment and pushed a change that reduced it.
- Trained 60 branch users across 4 regions on the new journey; wrote the user guide and FAQ myself.
- Coordinated between operations, risk, compliance and technology on every release.

Officer, Retail Operations - Meridian Bank Jun 2021 - Jun 2022
Mumbai

- Processed and verified retail loan applications; handled about 90 files a month.
- Documented the manual exception-handling process that later informed the automation scope.

PRODUCT LEARNING

Product Management Certification & Case Portfolio Completed Jan 2026

- Completed a structured product management programme covering discovery, prioritisation and metrics.
- Wrote 3 teardown case studies of Indian fintech apps, each with a prioritised improvement backlog; published on LinkedIn.

SKILLS

Product requirement writing, user stories, UAT, funnel analysis, stakeholder management, vendor coordination
Domain retail lending, digital onboarding, banking operations, risk and compliance interfaces
Tools Jira, Confluence, Excel, SQL (basic)

EDUCATION

MBA (Finance) - NMIMS Mumbai, 2021
B.Com - University of Mumbai, 2019

Professional Transition · Career change `ResumeHub_Professional_Transition.docx`

Praveen Nair

Data Analyst (from process engineering)

Kochi, Kerala | +91 98XXX XXXXX | praveen.nair@email.com | github.com/praveennair | linkedin.com/in/praveennair

SUMMARY

Process engineer with 5 years in manufacturing, moving into analytics. Spent the last two years doing the analysis work on my own plant's data - yield, downtime and quality - and completed a data analytics programme in 2025. Bringing domain knowledge that a pure analyst would not have.

EXPERIENCE

Process Engineer - Kerala Polymers Ltd Jun 2021 - Present
Kochi

- Analyse production data across 3 lines - about 40,000 batch records over the period - to identify yield loss drivers.
- Built a Power BI dashboard tracking yield, downtime and rejection by line and shift; it replaced a manual weekly Excel report and is now reviewed in the daily production meeting.
- Identified through data analysis that a single humidity-sensitive step accounted for a large share of monthly rejections; the process change that followed reduced rejection rate measurably.
- Automated the daily production report with Python, saving the shift team about 45 minutes a day of manual compilation.
- Run SPC charts and capability studies for 8 critical process parameters.

ANALYTICS PORTFOLIO

Manufacturing Downtime Analysis (public dataset) 2025

- Analysed a public OEE dataset; built a Power BI model attributing downtime to 6 causes and quantifying the cost of each.
- Documented methodology and published on GitHub.

Data Analytics Programme Completed Sep 2025

- SQL, Python (pandas), statistics, Power BI. Capstone: retail sales forecasting model.

SKILLS

Analysis SQL, Python (pandas, NumPy), statistics, SPC, root-cause analysis
Visualisation Power BI, Excel (advanced)
Domain manufacturing processes, yield and OEE, quality systems

EDUCATION

B.Tech, Chemical Engineering - Cochin University of Science & Technology, 2021 | 7.9/10

III

Worked examples

43 complete resumes with the reasoning behind every choice. The annotations are the actual lesson.

PART III

Worked examples, annotated

43 complete resumes, each followed by a short box explaining what it does deliberately. Read the box before you write your own — the reasoning transfers even when the job title does not.

Notice how ordinary the numbers are. Nobody here saved crores or led hundreds. They counted what they actually did, and wrote it down plainly. That is the whole technique.

Freshers, students and first jobs

EXAMPLE 1 OF 43 | FRESHER - B.TECH, NO INTERNSHIP

Aditi Kulkarni

GRADUATE SOFTWARE ENGINEER

Pune, Maharashtra | +91 98XXX XXXXX | aditi.kulkarni@email.com | linkedin.com/in/aditikulkarni | github.com/aditik

SUMMARY

Computer Science graduate (2026) who has built and shipped three working projects, including one used by 40 classmates for a semester. Comfortable in Python and JavaScript. Looking for a backend or full-stack role where I can keep writing code every day.

PROJECTS

Attendance Tracker - Flask, SQLite, Bootstrap

Final-year project | Aug 2025 - Apr 2026

- Built a web app that replaced a paper attendance register for 3 faculty members covering 4 course sections.
- Adopted by 40 classmates and 3 teaching staff over two semesters; cut roll-call time from about 6 minutes to under 1.
- Wrote 28 unit tests after a data-loss bug in week 3 taught me why they matter.

Rail Fare Comparator - Python, BeautifulSoup, pandas

Self-directed | Jan 2025 - Mar 2025

- Scraped and normalised fare data across 3 booking sites into a single comparison table.
- Handled 1,200+ records with pandas; wrote the cleaning logic to survive missing and malformed fields.

Campus Blood Donor Registry - React, Firebase

College tech fest, team of 4 | Oct 2024

- Led the frontend for a 4-person team; delivered a working prototype in a 36-hour build.
- Placed 2nd of 22 teams.

EDUCATION

B.Tech, Computer Science - Savitribai Phule Pune University, 2026 | CGPA 8.1/10

Relevant coursework: Data Structures, DBMS, Operating Systems, Computer Networks

SKILLS

Languages: Python, JavaScript, SQL, C | **Frameworks:** Flask, React, Bootstrap | **Tools:** Git, SQLite, Firebase, Postman | **Other:** REST APIs, unit testing

CERTIFICATIONS

Google IT Automation with Python (Coursera, 2025); SQL for Data Science (2024)

WHY THIS ONE WORKS

— **Projects sit where experience would.** With no internship, the projects section carries the resume - so it comes before education, not after it.

— **Every project has a user and a number.** "40 classmates and 3 teaching staff" beats "web application using Flask", because it proves someone other than the examiner used it.

— **The failure is included on purpose.** Mentioning the data-loss bug that led to writing tests reads as engineering judgement, not weakness. Interviewers ask about it, which is exactly what you want.

— **No fake corporate summary.** It doesn't claim to be a "results-driven professional". It says what she built and what she wants next.

EXAMPLE 2 OF 43 | FRESHER - B.COM, CAMPUS PLACEMENT TRACK

Rohit Menon

ACCOUNTS / FINANCE EXECUTIVE

Kochi, Kerala | +91 98XXX XXXXX | rohit.menon@email.com | linkedin.com/in/rohitmenon

SUMMARY

B.Com graduate (2026) with two accounting internships and hands-on Tally and Excel work. Handled live vendor ledgers for a 40-crore-turnover firm during a 3-month internship. Looking for an accounts executive role in a growing company.

EXPERIENCE

Accounts Intern - Varma & Associates (Chartered Accountants)
Kochi | Jan 2026 - Mar 2026

- Reconciled vendor ledgers for 18 client accounts; flagged 11 mismatches totalling about Rs 2.4 lakh for partner review.
- Prepared GSTR-1 and GSTR-3B working sheets for 6 clients under supervision.
- Rebuilt a recurring reconciliation sheet in Excel using XLOOKUP and conditional formatting, cutting the monthly close prep from roughly 3 hours to 40 minutes.

Finance Intern - Trivandrum Traders Pvt Ltd
Remote | Jun 2025 - Jul 2025

- Entered and verified about 600 purchase invoices in Tally Prime with a zero-error audit result on the sample check.
- Built a simple ageing report for receivables that the owner still uses weekly.

EDUCATION

B.Com (Finance & Taxation) - Mahatma Gandhi University, 2026 | 72%

Class XII (Commerce) - Kerala State Board, 2023 | 84%

SKILLS

Accounting: Tally Prime, journal entries, bank reconciliation, GST working | **Excel:** XLOOKUP, pivot tables, conditional formatting, basic macros | **Other:** Zoho Books (basic), English and Malayalam (fluent), Hindi (working)

WHY THIS ONE WORKS

- **Internships are written like jobs.** Same structure, same specificity. An internship with real numbers outranks a job described vaguely.
- **One number proves scale, another proves impact.** "18 client accounts" shows the volume he handled; "3 hours to 40 minutes" shows he improved something.
- **"Under supervision" is honest and helps.** A fresher claiming to have filed GST returns alone invites a question he'll fail. This phrasing survives scrutiny.
- **Marks are included because he's a fresher.** Once you have 3+ years of work, drop them. Before that, recruiters in campus-hiring pipelines still screen on them.

EXAMPLE 3 OF 43 | FRESHER - MBA MARKETING

Sneha Bhattacharya

MARKETING EXECUTIVE / BRAND MANAGEMENT TRAINEE

Kolkata, West Bengal | +91 98XXX XXXXX | sneha.b@email.com | linkedin.com/in/snehabhattacharya

SUMMARY

MBA in Marketing (2026) with a summer internship at an FMCG distributor where I ran a retail audit across 60 outlets. Comfortable with consumer research, campaign planning and the spreadsheet work behind both.

EXPERIENCE

Summer Marketing Intern - Eastern FMCG Distributors
Kolkata | Apr 2025 - Jun 2025

- Audited shelf presence and stock availability across 60 retail outlets in 3 zones over 8 weeks.
- Found that 14 of 60 outlets were persistently out of stock on the fastest-moving SKU; presented the finding to the regional sales head, who changed the replenishment cycle for that zone.
- Built the audit tracker in Google Sheets so the sales team could keep running it after I left - they still do.

Content Volunteer - Kolkata Literary Collective
Part-time | 2024 - 2025

- Wrote and scheduled social posts for an event series; grew the Instagram following from about 400 to 2,100 over 9 months.
- Coordinated with 6 speakers on promotional material and deadlines.

EDUCATION

MBA (Marketing) - IISWBM, Kolkata, 2026 | CGPA 7.8/10

BA (Economics) - University of Calcutta, 2024 | 76%

SKILLS

Research: retail audit, survey design, competitor tracking | **Tools:** Excel, Google Sheets, Canva, Meta Business Suite, Google Analytics (basic) | **Languages:** English, Bengali, Hindi

WHY THIS ONE WORKS

- **The internship has a consequence, not just activity.** "Presented the finding to the regional sales head, who changed the replenishment cycle" shows her work altered a decision. That is the hardest and most valuable thing to show as a fresher.
- **"They still do" is quietly powerful.** Work that outlived the intern is real work.
- **The volunteer role earns its place.** It's unpaid, but it has a measurable outcome and shows she can run something without supervision.
- **She doesn't claim to be a strategist.** The target line says Executive / Trainee. Overclaiming at fresher level is the fastest way to sound naive.

EXAMPLE 4 OF 43 | FRESHER - ENGINEERING, NON-IT BRANCH MOVING TO IT

Karan Deshpande

DATA ANALYST (ENTRY LEVEL)

Nagpur, Maharashtra | +91 98XXX XXXXX | karan.deshpande@email.com | linkedin.com/in/karandeshpande

SUMMARY

Mechanical Engineering graduate (2025) who moved into data work during final year and has been building analytics projects since. Completed a 6-month analytics programme and three portfolio projects using real public datasets. Looking for an entry-level data analyst role.

DATA PROJECTS

Indian Road Accident Analysis - Python, pandas, Plotly

Self-directed | Nov 2025 - Jan 2026

- Cleaned and analysed a public dataset of about 90,000 accident records across 12 years.
- Built an interactive dashboard showing accident concentration by time of day and road type; published the write-up on GitHub.
- Found that 38% of recorded accidents in the set clustered in a 4-hour evening window - the finding that shaped the whole dashboard.

Manufacturing Downtime Tracker - Excel, Power Query

Built during final-year plant internship | Feb 2025

- Turned 6 months of handwritten downtime logs into a structured dataset of about 1,400 rows.
- Identified that 3 of 19 machines accounted for roughly half of logged downtime hours.

SQL Practice Portfolio

Ongoing

- Completed 120+ SQL problems across joins, window functions and CTEs; solutions documented on GitHub.

EDUCATION

B.E., Mechanical Engineering - RTM Nagpur University, 2025 | 7.4/10

Data Analytics Programme - 6-month online certification, completed Dec 2025

SKILLS

Analysis: SQL, Python (pandas, NumPy), Excel (Power Query, pivot tables) | **Visualisation:** Power BI, Plotly, Matplotlib | **Other:** Git, statistics fundamentals, dashboard design

WHY THIS ONE WORKS

- **The branch switch is addressed in line one.** He doesn't hide the mechanical degree or apologise for it - he states the pivot as a fact and moves on.
- **The mechanical internship became a data project.** Reframing the downtime log work as analytics turns a liability into evidence. Most career-switchers miss this.
- **Each project names the actual finding.** "38% clustered in a 4-hour evening window" shows he can reach a conclusion, not just produce a chart.
- **The certification is listed under education, not skills.** A course is not a skill. What he built with it is.

EXAMPLE 5 OF 43 | FRESHER - BBA, NO INTERNSHIP, PART-TIME WORK

Priyanka Rathore

BUSINESS DEVELOPMENT ASSOCIATE

Jaipur, Rajasthan | +91 98XXX XXXXX | priyanka.rathore@email.com | linkedin.com/in/priyankarathore

SUMMARY

BBA graduate (2026) who funded part of my studies working weekends in a family retail business, handling customers and daily cash. Comfortable talking to strangers, following up, and being told no. Looking for a business development role where persistence counts.

EXPERIENCE

Sales Assistant (weekends) - Rathore Furnishings

Jaipur | Jun 2023 - Mar 2026

- Handled walk-in customers on the shop's two busiest days each week for close to 3 years.
- Managed daily cash reconciliation of Rs 15,000-40,000 with no reported shortfall.
- Started a simple WhatsApp follow-up list for customers who left without buying; about 1 in 6 came back within a month.

Campus Placement Coordinator - BBA Department

Jaipur | Jul 2025 - Mar 2026

- Coordinated logistics for 9 recruiter visits covering a batch of about 120 students.
- Was the single point of contact for 4 visiting companies - scheduling, room setup, candidate lists.

EDUCATION

BBA - University of Rajasthan, 2026 | 74%

Class XII (Commerce) - CBSE, 2023 | 79%

SKILLS

Sales: walk-in handling, follow-up, objection handling, cash management | **Tools:** Excel, Google Sheets, WhatsApp Business | **Languages:** Hindi (native), English (fluent), Marwari (conversational)

WHY THIS ONE WORKS

- **Shop work is treated as sales experience, because it is.** Most candidates hide family-business or retail work. Handling walk-ins for three years is more relevant to a BD role than a summer internship making slides.
- **The WhatsApp follow-up list is the standout line.** Nobody told her to do it. Initiative with a result attached is the single most persuasive thing a fresher can show.
- **"Being told no" is deliberate.** BD hiring managers screen for rejection tolerance. Naming it directly is more credible than claiming to be "highly motivated".
- **The placement coordinator role shows reliability at scale** - 9 recruiter visits, 120 students - without pretending it was a leadership position.

EXAMPLE 6 OF 43 | FRESHER - DIPLOMA HOLDER, TECHNICAL

Mohammed Irfan

MAINTENANCE TECHNICIAN / JUNIOR ENGINEER

Hyderabad, Telangana | +91 98XXX XXXXX | m.irfan@email.com

SUMMARY

Diploma in Electrical Engineering (2025) with 11 months of shop-floor experience as an apprentice at an auto component plant. Familiar with preventive maintenance schedules, breakdown response and safety documentation. Looking for a technician role in manufacturing.

EXPERIENCE

Maintenance Apprentice - Deccan Auto Components

Hyderabad | Aug 2025 - Present

- Support preventive maintenance on 14 machines across two shifts, working to a weekly schedule.
- Attend breakdown calls with the senior technician; independently handle routine electrical faults such as sensor and contactor replacement.
- Maintain the machine history log; digitised 8 months of paper records into a shared Excel sheet so the team could spot repeat faults.
- Completed 6 months with zero reportable safety incidents in my area.

EDUCATION

Diploma in Electrical Engineering - State Board of Technical Education, Telangana, 2025 | 78%

Class X - SSC, 2022 | 81%

SKILLS

Technical: preventive maintenance, electrical fault-finding, motor and starter wiring, sensor replacement, multimeter and megger use | **Documentation:** machine history logs, safety checklists, Excel | **Languages:** Telugu, Hindi, Urdu, English (working)

WHY THIS ONE WORKS

— **Written for the person who actually reads it.** A plant maintenance manager wants machine count, shift pattern and fault types - not adjectives. This resume gives him those in the first three lines of experience.

— **The digitisation bullet separates him from other diploma candidates.** Everyone does preventive maintenance. Almost nobody improves how the records are kept.

— **Safety is stated as a fact with a boundary.** "Zero reportable safety incidents in my area" over 6 months is checkable and modest. "Safety-conscious professional" is not.

— **No LinkedIn link, and that's fine.** For shop-floor roles, a phone number matters far more. Don't pad a resume with links you don't use.

EXAMPLE 7 OF 43 | FRESHER - ARTS GRADUATE, NO TECHNICAL BACKGROUND

Ananya Rao

CUSTOMER SUPPORT ASSOCIATE

Bengaluru, Karnataka | +91 98XXX XXXXX | ananya.rao@email.com | linkedin.com/in/ananyarao

SUMMARY

BA English graduate (2026) with a year of part-time work handling customer queries for a small e-commerce seller. Write clearly, stay calm with upset people, and learn product detail quickly. Looking for a customer support role, ideally in a company where good writing is valued.

EXPERIENCE

Customer Query Handler (part-time) - Lotus Home Store (online seller)

Remote, Bengaluru | Apr 2025 - Mar 2026

- Handled 25-40 customer messages a day across WhatsApp, Instagram and marketplace chat.
- Wrote the seller's first set of 22 canned replies for common questions on sizing, delivery and returns; average first-response time fell from a few hours to under 20 minutes.
- Managed return and replacement coordination for roughly 30 orders a month.
- Handled escalations personally when a delivery partner lost a batch of 14 orders - all 14 customers were contacted the same day.

Editorial Volunteer - College Literary Magazine

2024 - 2026

- Edited and proofread submissions for 4 issues; coordinated with 20+ student contributors against print deadlines.

EDUCATION

BA (English Literature) - Bangalore University, 2026 | 77%

Class XII - Karnataka State Board, 2023 | 82%

SKILLS

Support: written customer communication, escalation handling, returns coordination, canned-response writing | **Tools:** WhatsApp Business, Google Sheets, Instagram Business, marketplace seller panels | **Languages:** English, Kannada, Hindi, Tulu

WHY THIS ONE WORKS

- **An arts degree is not apologised for - it's used.** The summary names writing as the asset, and the canned-replies bullet proves it produced something operational.
- **Volume is stated honestly as a range.** "25-40 messages a day" is credible. A precise fake number like "handled 37 tickets daily" is not.
- **The lost-delivery story is the strongest line.** Support hiring is really about how you behave on the worst day, and this shows it in one sentence without drama.
- **Languages are listed properly.** For a support role in Bengaluru, four languages is a hiring advantage - so it isn't buried at the bottom as an afterthought.

EXAMPLE 8 OF 43 | FRESHER - GAP AFTER GRADUATION

Sahil Kapoor

OPERATIONS EXECUTIVE

Ludhiana, Punjab | +91 98XXX XXXXX | sahil.kapoor@email.com | linkedin.com/in/sahilkapoor

SUMMARY

B.Sc graduate (2024) who took 14 months to support a family business through a difficult period, then completed a supply chain certification. Ran day-to-day dispatch for a small distribution operation during that time. Looking for an operations role where I can apply that directly.

EXPERIENCE

Operations Support - Kapoor Textiles (family business)

Ludhiana | Jul 2024 - Sep 2025

- Ran daily dispatch coordination for 20-25 outbound consignments across 3 transporters.
- Rebuilt the dispatch register in Excel after repeated disputes over missing consignments; disputes with transporters dropped noticeably once every handover was signed and logged.
- Managed inventory counts for about 300 SKUs on a monthly cycle.
- Handled vendor follow-ups and payment scheduling alongside my father during a cash-flow squeeze.

EDUCATION

B.Sc (Non-Medical) - Panjab University, 2024 | 71%

Certificate in Supply Chain Management - completed Nov 2025

SKILLS

Operations: dispatch coordination, transporter management, inventory counting, vendor follow-up | **Tools:** Excel (VLOOKUP, pivot tables), Tally (basic), Google Sheets | **Languages:** Punjabi, Hindi, English

WHY THIS ONE WORKS

- **The gap is answered before it's asked.** Line one of the summary explains the 14 months. An unexplained gap gets a resume binned; an explained one that produced real work does not.
- **Family business is named as family business.** Hiding it is worse - it looks evasive when it comes up in the interview, and it always comes up.
- **The dispatch register bullet is the proof point.** It shows he noticed a problem, fixed it with a system, and the problem reduced. That is exactly what an operations role is.
- **Honest hedging on the outcome.** "Dropped noticeably" rather than a made-up percentage. If you didn't measure it, don't invent a figure - you will be asked how you calculated it.

EXAMPLE 9 OF 43 | FRESHER - M.SC, RESEARCH BACKGROUND

Nithya Subramanian

RESEARCH ASSOCIATE / QUALITY ANALYST (LIFE SCIENCES)

Chennai, Tamil Nadu | +91 98XXX XXXXX | nithya.s@email.com | linkedin.com/in/nithyasubramanian

SUMMARY

M.Sc Biotechnology (2026) with 14 months of hands-on laboratory work across a dissertation project and an industrial training stint. Trained in standard analytical techniques and documentation practice. Looking for a research associate or QA role in a pharma or biotech laboratory.

EXPERIENCE

Industrial Trainee - Chennai Bio Labs

Chennai | Jun 2025 - Aug 2025

- Ran routine microbial limit testing on about 120 samples under supervision, following established SOPs.
- Maintained batch documentation and observed GLP documentation practice throughout.
- Assisted with equipment calibration logs for 4 instruments.

RESEARCH

M.Sc Dissertation - Antimicrobial screening of plant extracts

Sep 2025 - Apr 2026

- Screened 8 plant extracts against 4 bacterial strains across roughly 200 plate assays.
- Presented findings at a departmental symposium; the work was judged among the top 3 of 18 projects in the cohort.
- Wrote the full 60-page dissertation including methodology and statistical treatment.

EDUCATION

M.Sc Biotechnology - University of Madras, 2026 | CGPA 8.4/10

B.Sc Microbiology - University of Madras, 2024 | 81%

SKILLS

Techniques: microbial culture, antimicrobial susceptibility testing, spectrophotometry, PCR (basic), aseptic technique | **Documentation:** SOP adherence, batch records, calibration logs | **Software:** Excel, GraphPad Prism (basic), MS Word

WHY THIS ONE WORKS

- **Volume of work is quantified.** "About 120 samples" and "roughly 200 plate assays" tell a lab manager she has actually worked at bench pace, not just read about it.
- **Documentation is treated as a skill.** In regulated industries, people are hired and fired on documentation discipline. Most fresh graduates never mention it.
- **Dissertation is placed as research, not education.** A year of lab work is experience; burying it as a line under her degree would waste it.
- **"Under supervision" and "basic" appear where true.** Overstating a technique in a lab role gets found out on day one at the bench.

EXAMPLE 10 OF 43 | FRESHER - HOTEL MANAGEMENT

Devika Nair

GUEST RELATIONS EXECUTIVE

Goa | +91 98XXX XXXXX | devika.nair@email.com | linkedin.com/in/devikanair

SUMMARY

Hotel Management graduate (2026) with 6 months of industrial training across front office and F&B; at a 120-room property. Handled guest check-ins independently during peak season. Looking for a guest relations role in a hospitality or service business.

EXPERIENCE

Industrial Trainee - Front Office & F&B;, Coastal Grand Hotel (120 rooms)

Goa | Jul 2025 - Dec 2025

- Handled check-in and check-out independently during peak season, averaging 20-30 guest interactions per shift.
- Rotated through F&B; service covering breakfast for up to 90 covers.
- Resolved guest complaints at the desk where possible; escalated 5 matters to the duty manager over 6 months with written handover notes each time.
- Was asked to brief two incoming trainees on front-desk procedure in my final month.

EDUCATION

B.Sc Hospitality & Hotel Administration - IHM, 2026 | 76%

Class XII - CBSE, 2023 | 80%

SKILLS

Front office: check-in/out, guest complaint handling, PMS (Opera - basic), upselling | **F&B;:** restaurant service, banquet support | **Languages:** English, Hindi, Malayalam, Konkani (conversational)

WHY THIS ONE WORKS

- **Property size is stated.** "120 rooms" tells a hospitality recruiter instantly what scale she has worked at. A hotel resume without room count is missing its most useful number.
- **Escalation is framed as judgement.** Escalating 5 matters in 6 months, each with written handover, shows she knows what she can and can't handle - a maturity signal.
- **The trainee-briefing line does heavy lifting.** Being asked to train others is the clearest evidence available that her supervisors trusted her.
- **Languages placed prominently for a coastal tourism market**, where they directly affect guest handling.

EXAMPLE 11 OF 43 | FRESHER - LAW GRADUATE

Arjun Sethi

LEGAL ASSOCIATE (CORPORATE)

New Delhi | +91 98XXX XXXXX | arjun.sethi@email.com | linkedin.com/in/arjunsethi

SUMMARY

LLB graduate (2026) with four internships across a corporate law firm, a litigation chamber and an in-house legal team. Drafting and due-diligence exposure in each. Looking for a corporate legal associate role.

EXPERIENCE

Legal Intern - Mehra & Partners (Corporate Practice)
New Delhi | Jan 2026 - Mar 2026

- Assisted on due diligence for 2 transactions; reviewed and summarised roughly 140 contracts against a partner-issued checklist.
- Drafted first cuts of NDAs and service agreements, reviewed and revised by a senior associate.
- Prepared research notes on 6 questions of company law, each with cited authority.

Legal Intern - In-house team, Northern Logistics Ltd
Gurugram | Jun 2025 - Jul 2025

- Built a contract repository index covering about 300 vendor agreements with expiry and renewal dates flagged.
- Summarised key commercial terms from 40 agreements for the legal head.

Litigation Intern - Chambers of Adv. S. Krishnan
Delhi High Court | Dec 2024

- Attended hearings and prepared case briefs; observed drafting of written submissions in 3 matters.

EDUCATION

LLB - Faculty of Law, University of Delhi, 2026 | 64%

BA (Political Science) - University of Delhi, 2023 | 73%

SKILLS

Legal: contract review, due diligence support, legal research, drafting (NDAs, service agreements), case briefing | **Research:** SCC Online, Manupatra | **Other:** MS Word (advanced), contract trackers in Excel

WHY THIS ONE WORKS

— **Internships are ordered by relevance, not date alone.** The corporate firm leads because the target is corporate. Litigation sits last - it's useful context, not the pitch.

— **Volume of documents is the key metric in legal work.** "Roughly 140 contracts" and "about 300 vendor agreements" tell a partner what he can be trusted with on day one.

— **Drafting is described accurately.** "Drafted first cuts, reviewed and revised by a senior associate" is exactly what an intern does. Claiming to have drafted agreements outright would be a lie any partner spots.

— **The 64% is not hidden.** Law marks run low; an attempt to omit them reads worse than the number itself.

EXAMPLE 12 OF 43 | FRESHER - SWITCHING FROM CAMPUS PLACEMENT OFFER

Tanvi Joshi

HR EXECUTIVE / TALENT ACQUISITION

Indore, Madhya Pradesh | +91 98XXX XXXXX | tanvi.joshi@email.com | linkedin.com/in/tanvijoshi

SUMMARY

MBA (HR) graduate, 2026. Ran end-to-end coordination for a 140-student placement season and completed an HR internship handling onboarding for a 200-person company. Looking for a talent acquisition role where I own the pipeline, not just the paperwork.

EXPERIENCE

HR Intern - Malwa Systems Pvt Ltd (approx. 200 employees)

Indore | Apr 2025 - Jun 2025

- Ran onboarding documentation for 18 new joiners across 3 months, start to finish.
- Screened roughly 200 applications for 4 open roles and scheduled 45 first-round interviews.
- Rewrote 4 job descriptions after noticing the existing ones listed duties but no outcomes; applications for those roles increased over the following month.
- Compiled the monthly attrition report and presented it to the HR manager.

Student Placement Coordinator - MBA Programme

Indore | Jul 2025 - Feb 2026

- Single point of contact for 11 recruiting companies across a 140-student batch.
- Coordinated interview scheduling across 3 days of on-campus drives without a clash.

EDUCATION

MBA (Human Resources) - Devi Ahilya Vishwavidyalaya, 2026 | CGPA 7.9/10

BBA - Devi Ahilya Vishwavidyalaya, 2024 | 75%

SKILLS

TA: resume screening, interview scheduling, JD writing, candidate coordination | **HR Ops:** onboarding documentation, attrition reporting | **Tools:** Excel, Google Workspace, Naukri recruiter panel (basic), LinkedIn Recruiter (exposure)

WHY THIS ONE WORKS

- **The target line states an ambition, not just a title.** "Where I own the pipeline, not just the paperwork" tells a hiring manager what she wants to do - and filters out the roles she'd leave in six months.
- **The JD rewrite is initiative with a mechanism.** She noticed a flaw, changed it, and something moved. That single bullet is worth more than the rest of the internship.
- **Screening and scheduling volumes are stated** because TA is a throughput job and recruiters hire on evidence of throughput.
- **"Exposure" is used honestly for LinkedIn Recruiter.** Claiming proficiency in a licensed tool she used twice would collapse in the first interview.

Sales, marketing and business development

EXAMPLE 13 OF 43 | 2 YEARS - INSIDE SALES

Vikram Shetty

INSIDE SALES EXECUTIVE -> SENIOR INSIDE SALES

Bengaluru, Karnataka | +91 98XXX XXXXX | vikram.shetty@email.com | linkedin.com/in/vikramshetty

SUMMARY

Inside sales executive with 2 years selling a SaaS subscription to small businesses over phone and video. Consistently at or above target for 6 of my last 8 quarters. Strongest on discovery calls and on winning back lapsed accounts.

EXPERIENCE

Inside Sales Executive - CloudLedger Software

Bengaluru | Apr 2024 - Present

- Own a monthly target of Rs 6 lakh in new subscription revenue; hit or exceeded it in 6 of the last 8 quarters.
- Make 55-70 outbound dials a day into a small-business list; average 9 connected conversations and 2 qualified demos.
- Closed 84 new accounts in FY25-26 at an average ticket of about Rs 21,000.
- Rebuilt the team's discovery-call question set after noticing demos were being booked with unqualified prospects; the demo-to-close rate for my own pipeline improved over the following two quarters.
- Ran a lapsed-account win-back push over 6 weeks; reactivated 19 of 140 dormant accounts.

Sales Development Trainee - CloudLedger Software

Bengaluru | Sep 2023 - Mar 2024

- Qualified inbound leads and booked demos for 3 senior reps; averaged 34 booked demos a month.
- Maintained CRM hygiene for a shared pipeline of about 600 open leads.

EDUCATION

BBA - Bangalore University, 2023 | 73%

SKILLS

Sales: outbound calling, discovery, objection handling, demo delivery, win-back | **Tools:** Salesforce, Outreach, LinkedIn Sales Navigator, Excel | **Languages:** English, Kannada, Hindi, Tulu

WHY THIS ONE WORKS

- **Quota performance is stated as a ratio, not a boast.** "6 of the last 8 quarters" is specific and checkable. "Consistent top performer" is neither.
- **Activity metrics matter in inside sales.** Dials, connects and demos per day tell a sales manager exactly how he works. Most inside sales resumes only give revenue and get screened out.
- **The discovery-question rebuild shows he thinks about the system**, not just his own number. That is the difference between an executive and a future team lead.
- **Average ticket size is included.** Rs 84 lakh closed at Rs 21,000 average is a completely different job from the same revenue at Rs 5 lakh average. Recruiters need to know which.

EXAMPLE 14 OF 43 | 4 YEARS - FIELD SALES, FMCG

Ramesh Yadav

AREA SALES MANAGER

Lucknow, Uttar Pradesh | +91 98XXX XXXXX | ramesh.yadav@email.com | linkedin.com/in/rameshyadav

SUMMARY

Field sales professional with 4 years in FMCG distribution across tier-2 and tier-3 Uttar Pradesh. Currently handle 3 distributors and about 220 retail outlets. Grew my territory's secondary sales by roughly a third over two years by fixing outlet coverage rather than pushing stock.

EXPERIENCE

Senior Sales Officer - Northern Consumer Products

Lucknow & surrounding districts | Jul 2024 - Present

- Handle 3 distributors covering about 220 outlets across 4 towns; personally visit 25-30 outlets a week.
- Grew secondary sales in my territory by roughly 30% over 24 months, from about Rs 38 lakh to Rs 49 lakh a month.
- Increased the number of billed outlets from 154 to 220 by reviving stockists who had stopped ordering.
- Cut distributor stock returns by tightening order forecasting with the distributor's own sales team.
- Trained and now supervise 4 distributor sales representatives on beat planning and order-taking.

Sales Officer - Northern Consumer Products

Kanpur | Jun 2022 - Jun 2024

- Managed 1 distributor and about 90 outlets; met or exceeded monthly targets in 19 of 24 months.
- Launched 2 new SKUs in the territory, achieving listing in 60+ outlets within the first two months.

EDUCATION

B.Com - University of Lucknow, 2022 | 69%

SKILLS

Field sales: beat planning, distributor management, secondary sales, outlet expansion, new SKU launch | **Reporting:** DSR, stock and sales statements, Excel | **Languages:** Hindi (native), English (working), Awadhi

WHY THIS ONE WORKS

— **Outlet count is the currency of FMCG hiring.** 3 distributors, 220 outlets, 25-30 visits a week - this tells an area manager the exact size of the job he has handled.

— **The growth number has a mechanism attached.** "By reviving stockists who had stopped ordering" explains how, and 154 to 220 outlets proves it. Growth without a mechanism reads as market tailwind.

— **Returns reduction shows commercial maturity.** Anyone can push stock into a distributor; the good ones don't create returns they'll pay for later.

— **Supervising 4 DSRs is stated plainly.** He isn't a manager yet, and doesn't claim to be - but the supervision line is the bridge to the ASM role he's targeting.

EXAMPLE 15 OF 43 | 3 YEARS - DIGITAL MARKETING

Fatima Sheikh

PERFORMANCE MARKETING SPECIALIST

Mumbai, Maharashtra | +91 98XXX XXXXX | fatima.sheikh@email.com | linkedin.com/in/fatimasheikh

SUMMARY

Performance marketer with 3 years running paid acquisition for D2C brands. Managed a cumulative ad spend of about Rs 2.1 crore across Meta and Google. Comfortable owning the whole loop from creative brief to blended ROAS.

EXPERIENCE

Performance Marketing Executive - Fable & Co (D2C skincare)

Mumbai | Feb 2025 - Present

- Manage a monthly Meta and Google budget of Rs 9-12 lakh across prospecting and retargeting.
- Improved blended ROAS from 2.1 to 3.4 over 9 months, mainly by cutting 6 underperforming audiences and rebuilding creative testing around 3 clear angles.
- Brief and test 12-15 new creatives a month with an in-house designer; maintain a running log of what worked so tests aren't repeated.
- Reduced customer acquisition cost from about Rs 640 to Rs 420 on the core product line.
- Built the weekly performance dashboard the founder now uses for spend decisions.

Digital Marketing Associate - Bright Reach Media (agency)

Mumbai | Aug 2023 - Jan 2025

- Ran paid social for 5 client accounts simultaneously with a combined monthly spend of about Rs 14 lakh.
- Handled monthly reporting and QBR decks for 5 clients; 4 of the 5 renewed.
- Set up conversion tracking and server-side events for 3 clients after iOS changes broke attribution.

EDUCATION

BMM (Advertising) - University of Mumbai, 2023 | 74%

Google Ads Search & Meta Blueprint certified

SKILLS

Paid: Meta Ads Manager, Google Ads, campaign structure, audience testing, creative testing | **Analytics:** GA4, Meta Pixel & CAPI, Looker Studio, Excel | **Other:** creative briefing, landing page feedback, budget pacing

WHY THIS ONE WORKS

- **Total spend managed is the headline credential in performance marketing.** Rs 2.1 crore cumulative immediately places her at a level. Without it, everything else is unanchored.
- **Before-and-after on both ROAS and CAC.** One could be luck; two moving in the right direction together is a pattern.
- **The improvement explains the method.** "Cutting 6 underperforming audiences and rebuilding creative testing around 3 angles" is the kind of detail only a real practitioner writes.
- **The renewal stat carries the agency job.** "4 of the 5 renewed" says clients were happy without her having to claim it.

EXAMPLE 16 OF 43 | 5 YEARS - B2B ENTERPRISE SALES

Anand Iyer

KEY ACCOUNT MANAGER / ENTERPRISE SALES

Chennai, Tamil Nadu | +91 98XXX XXXXX | anand.iyer@email.com | linkedin.com/in/anandiyer

SUMMARY

Enterprise sales professional with 5 years selling industrial automation solutions to manufacturing clients. Closed deals from Rs 8 lakh to Rs 1.4 crore with sales cycles of 4-11 months. Comfortable selling into a technical buying committee.

EXPERIENCE

Key Account Executive - Precision Automation Systems

Chennai | Jan 2024 - Present

- Own 14 named manufacturing accounts across Tamil Nadu and Andhra Pradesh.
- Closed Rs 4.7 crore in order value across FY25-26 against a target of Rs 4.2 crore.
- Won a Rs 1.4 crore retrofit contract after an 11-month cycle involving the plant head, maintenance lead, finance and a third-party consultant.
- Grew revenue from 3 existing accounts by 40-60% each by mapping additional lines within the same plants rather than chasing new logos.
- Work alongside 2 application engineers on technical proposals; own commercials and negotiation myself.

Sales Engineer - Precision Automation Systems

Coimbatore | Jun 2021 - Dec 2023

- Handled technical qualification and site surveys for an average of 6 live opportunities at a time.
- Converted 22 of 71 qualified opportunities over the period.
- Managed the handover to installation for 18 completed projects.

EDUCATION

B.E., Electronics & Instrumentation - Anna University, 2021 | 7.6/10

SKILLS

Sales: enterprise/complex sale, buying-committee mapping, technical proposals, commercial negotiation, key account growth | **Domain:** industrial automation, PLC/SCADA solutions (commercial understanding) | **Tools:** Salesforce, Excel, AutoCAD (viewing)

WHY THIS ONE WORKS

- **Deal size range and cycle length together define the seller.** Rs 8 lakh to Rs 1.4 crore over 4-11 months tells an enterprise hiring manager he can hold a long, complex sale - which is the only thing they actually screen for.
- **The Rs 1.4 crore win names the buying committee.** Listing plant head, maintenance, finance and a consultant proves he navigated a real enterprise deal rather than a large transactional one.
- **Account growth is separated from new logos.** "Mapping additional lines within the same plants" is exactly what key account management is, and it's what the target role wants.
- **Conversion is given honestly as 22 of 71.** A 31% win rate on qualified enterprise opportunities is genuinely good. Rounding it to "high conversion" would have weakened it.

EXAMPLE 17 OF 43 | 2 YEARS - RETAIL STORE SALES

Neha Solanki

STORE MANAGER (FROM ASSISTANT MANAGER)

Ahmedabad, Gujarat | +91 98XXX XXXXX | neha.solanki@email.com | linkedin.com/in/nehasolanki

SUMMARY

Retail professional with 2 years on the floor of a 3,200 sq ft apparel store, currently assistant manager for a 9-person team. Took the store's conversion rate from about 18% to 26% by changing how the team greets and follows up. Ready for a store manager role.

EXPERIENCE

Assistant Store Manager - Urban Thread (apparel, 3,200 sq ft)

Ahmedabad | Mar 2025 - Present

- Supervise a floor team of 9 across two shifts; handle rostering, daily briefing and shrinkage checks.
- Improved walk-in to bill conversion from about 18% to 26% over 8 months by introducing a structured greeting and a 3-question needs check.
- Store achieved monthly sales target in 9 of 11 months; average bill value rose from Rs 2,150 to Rs 2,640.
- Reduced stock shrinkage after introducing a daily high-value item count at shift handover.
- Trained 6 new joiners on floor process; 5 are still with the store.

Sales Associate - Urban Thread

Ahmedabad | Apr 2024 - Feb 2025

- Consistently among the top 3 of 12 associates on monthly individual sales.
- Handled the fitting-room zone during weekend peaks, the store's highest-conversion position.

EDUCATION

B.Com - Gujarat University, 2024 | 70%

SKILLS

Retail: floor management, conversion improvement, visual merchandising support, shrinkage control, rostering, team briefing | **Systems:** POS, daily sales reporting, Excel | **Languages:** Gujarati, Hindi, English

WHY THIS ONE WORKS

— **Store size and team size are given.** Retail hiring is entirely about scale of responsibility - 3,200 sq ft and 9 people is a concrete job description in six words.

— **Conversion rate is the metric retail managers actually care about**, and she moved it. Most retail resumes only mention sales value, which moves with footfall and season.

— **"5 are still with the store" is a retention proxy.** In an industry with heavy attrition, that quietly says more about her management than any adjective could.

— **Shrinkage is mentioned without a fabricated number.** She names the control she introduced instead of inventing a percentage she can't defend.

EXAMPLE 18 OF 43 | 6 YEARS - MARKETING MANAGER

Siddharth Bose

MARKETING MANAGER -> SENIOR MARKETING MANAGER

Gurugram, Haryana | +91 98XXX XXXXX | siddharth.bose@email.com | linkedin.com/in/siddharthbose

SUMMARY

Marketing manager with 6 years across B2B SaaS and edtech, currently leading a team of 4 and an annual budget of about Rs 1.8 crore. Built a content and demand-generation engine that now produces the majority of my company's qualified pipeline.

EXPERIENCE

Marketing Manager - Learnwise Technologies

Gurugram | Aug 2023 - Present

- Lead a team of 4 (content, design, paid, marketing ops) and an annual budget of about Rs 1.8 crore.
- Grew marketing-sourced qualified pipeline from about 25% to 58% of total pipeline over two years.
- Took organic traffic from roughly 11,000 to 47,000 monthly sessions through a 60-article content programme built around buyer questions rather than keyword volume.
- Cut paid cost-per-MQL by about 35% by shifting spend from broad awareness to bottom-of-funnel intent campaigns.
- Introduced a monthly pipeline review with the sales head; disputes over lead quality largely stopped once both teams agreed the definition.

Assistant Marketing Manager - NexGen Cloud

Noida | Jul 2020 - Jul 2023

- Ran demand generation for 2 product lines; managed a monthly budget of about Rs 6 lakh.
- Launched the company's first customer case-study programme - 14 published studies, used by sales in every deal cycle.
- Managed 3 agency relationships covering paid, PR and design.

EDUCATION

MBA (Marketing) - IMT Ghaziabad, 2020

B.Tech (IT) - West Bengal University of Technology, 2018

SKILLS

Leadership: team of 4, budget ownership, agency management, cross-functional alignment with sales | **Demand gen:** content strategy, SEO, paid acquisition, lifecycle email, ABM basics | **Tools:** HubSpot, GA4, Ahrefs, Looker Studio, Salesforce

WHY THIS ONE WORKS

- **Team size and budget appear in line one of the summary.** For a manager-level role these two numbers are the qualification. Everything else is supporting evidence.
- **The pipeline share metric is the strongest line on the page.** 25% to 58% of pipeline sourced by marketing is a business outcome, not a marketing vanity metric.
- **Traffic growth explains the strategy.** "Built around buyer questions rather than keyword volume" is a point of view. Senior roles are given to people who have one.
- **The sales-alignment bullet is unusual and valuable.** Most marketing managers never mention the lead-quality argument; solving it is a real managerial achievement.

EXAMPLE 19 OF 43 | 3 YEARS - BUSINESS DEVELOPMENT, SERVICES

Pooja Agarwal

BUSINESS DEVELOPMENT MANAGER

Pune, Maharashtra | +91 98XXX XXXXX | pooja.agarwal@email.com | linkedin.com/in/poojaagarwal

SUMMARY

Business development professional with 3 years selling IT staffing and project services to mid-size companies. Brought in 22 new client logos and grew 4 accounts into retainers. Comfortable with the long, relationship-led sale.

EXPERIENCE

Business Development Executive - Talentbridge Services

Pune | Nov 2023 - Present

- Added 22 new client logos over 2 years against an annual target of 8.
- Grew 4 transactional clients into monthly retainers worth a combined Rs 11 lakh a month.
- Generate my own pipeline: 30-40 targeted LinkedIn approaches and 15-20 calls a week, no inbound support.
- Negotiated and closed contracts ranging from Rs 1.5 lakh to Rs 28 lakh in annual value.
- Recovered a major account that had issued a termination notice, by rebuilding the delivery-review cadence with the client's HR head; the account is still active.

Business Development Associate - Talentbridge Services

Pune | Sep 2022 - Oct 2023

- Researched and built the target account list for 2 verticals - roughly 400 companies.
- Booked 60+ first meetings for senior BD colleagues.

EDUCATION

MBA (Marketing & HR) - Symbiosis, Pune, 2022

BBA - Savitribai Phule Pune University, 2020

SKILLS

BD: outbound prospecting, LinkedIn social selling, first-meeting conversion, contract negotiation, account recovery | **Domain:** IT staffing, project-based services, MSA and SOW basics | **Tools:** Zoho CRM, LinkedIn Sales Navigator, Excel

WHY THIS ONE WORKS

— **Performance against target is explicit.** "22 logos against an annual target of 8" is far stronger than "22 new clients", because it establishes what good looked like.

— **The account-recovery story is the differentiator.** Anyone can list wins; saving a terminating account shows composure and relationship depth, and it's memorable in an interview.

— **Self-generated pipeline is called out.** "No inbound support" pre-empts the question every BD interviewer asks: were these leads given to you?

— **Retainer conversion signals the right instinct** - turning one-off revenue into recurring revenue is what a BD manager is actually hired to do.

EXAMPLE 20 OF 43 | 4 YEARS - INSURANCE / FINANCIAL PRODUCTS SALES

Deepak Chaudhary

RELATIONSHIP MANAGER - BANKING / INSURANCE

Patna, Bihar | +91 98XXX XXXXX | deepak.chaudhary@email.com | linkedin.com/in/deepakchaudhary

SUMMARY

Relationship manager with 4 years selling life insurance and investment products through a bancassurance channel. Manage a book of about 340 customers and consistently rank in the top quartile of my region. Strongest on renewals and referrals rather than cold acquisition.

EXPERIENCE

Relationship Manager - Sunrise Life Insurance (bancassurance)

Patna | Jun 2024 - Present

- Manage a customer book of about 340 across 4 partner bank branches.
- Achieved 112% of annual premium target in FY25-26 (Rs 1.9 crore of new business premium against Rs 1.7 crore).
- Maintain a persistency ratio of about 87% at 13 months, above the branch average.
- Generate roughly 40% of new business from existing-customer referrals.
- Trained 5 bank branch staff on product basics so they could identify and pass on leads.

Sales Officer - Sunrise Life Insurance

Muzaffarpur | Aug 2022 - May 2024

- Met annual premium targets in both years; ranked 4th of 31 officers in the zone in FY24.
- Handled policy servicing and claim documentation support for around 180 customers.

EDUCATION

B.Com - Patna University, 2022 | 68%

IRDAI licensed; NISM Series-V-A certified

SKILLS

Sales: needs-based selling, bancassurance channel management, referral generation, renewal and persistency management | **Products:** term, endowment, ULIP, annuity basics | **Languages:** Hindi, Bhojpuri, English (working)

WHY THIS ONE WORKS

- **Persistency is the number that separates good insurance sellers from bad ones.** Anyone can sell a policy; 87% still paying at 13 months says he sold the right policy to the right person.
- **The referral share is a quality signal.** 40% from referrals means existing customers trust him - hard to fake and highly valued by banking recruiters.
- **Licences are listed under education, where compliance-minded recruiters look for them.** For regulated roles these are pass/fail screening criteria.
- **Training bank staff shows channel understanding.** In bancassurance the branch team is the real lead source, and managing that relationship is the actual job.

EXAMPLE 21 OF 43 | 1 YEAR - MARKETING, EARLY CAREER

Ishaan Verma

SOCIAL MEDIA / CONTENT MARKETING EXECUTIVE

Noida, Uttar Pradesh | +91 98XXX XXXXX | ishaan.verma@email.com | linkedin.com/in/ishaanverma

SUMMARY

Content and social marketer with 1 year at a consumer app, running the organic channels end to end. Took Instagram from 4,800 to 31,000 followers in 11 months with no paid promotion. Write my own copy and edit my own video.

EXPERIENCE

Social Media Executive - Rumble Fitness App

Noida | May 2025 - Present

- Own Instagram, YouTube Shorts and the company blog; publish 14-18 pieces a month.
- Grew Instagram from 4,800 to 31,000 followers in 11 months organically.
- Identified that short 'form-correction' clips outperformed everything else by a wide margin, and rebuilt the content calendar around them.
- Produce and edit video myself using CapCut and Premiere Pro - no external agency.
- App installs attributed to organic social grew from about 300 to 2,400 a month over the same period.

Content Intern - Delhi Digital Studio

New Delhi | Dec 2024 - Apr 2025

- Wrote 40+ blog posts and social captions for 3 client brands.

EDUCATION

BA (Journalism & Mass Communication) - GGSIPU, 2025 | 71%

SKILLS

Content: short-form video, copywriting, content calendar planning, community management | **Tools:** Instagram/Meta Business Suite, CapCut, Adobe Premiere Pro, Canva, Google Analytics | **Languages:** English, Hindi

WHY THIS ONE WORKS

- **Follower growth is paired with a business metric.** Followers alone are a vanity number; "installs from organic social grew from 300 to 2,400" turns it into commercial value.
- **The insight is stated, not just the result.** Finding that form-correction clips outperformed and rebuilding the calendar around it shows he reads data and acts on it.
- **"No paid promotion" and "no external agency" pre-empt the two obvious doubts** about any social growth claim.
- **One year of experience presented without inflation.** He targets Executive, owns his channels, and doesn't pretend to have led a strategy function.

EXAMPLE 22 OF 43 | 7 YEARS - REGIONAL SALES LEADERSHIP

Sunita Pillai

REGIONAL SALES MANAGER

Hyderabad, Telangana | +91 98XXX XXXXX | sunita.pillai@email.com | linkedin.com/in/sunitapillai

SUMMARY

Sales leader with 7 years in medical devices, currently managing a 9-person team across 3 states and an annual revenue line of about Rs 22 crore. Took a consistently underperforming region to target within four quarters by replacing the coverage model, not the people.

EXPERIENCE

Area Sales Manager (South) - Meditech Instruments

Hyderabad | Apr 2023 - Present

- Manage 9 sales executives across Telangana, Andhra Pradesh and Karnataka; annual revenue responsibility of about Rs 22 crore.
- Region moved from 78% of target in FY23 to 104% in FY25 without changing team members.
- Rebuilt territory coverage around hospital tier rather than geography, which cut travel days per executive and increased face time with high-value accounts.
- Introduced a weekly 30-minute pipeline review per executive; forecast accuracy improved enough that the national head adopted the format for two other regions.
- Retained 8 of 9 team members over 3 years in a market with heavy poaching.
- Personally handle the 5 largest hospital accounts, worth about Rs 6 crore combined.

Senior Sales Executive - Meditech Instruments

Bengaluru | Jun 2019 - Mar 2023

- Handled 40+ hospital and diagnostic-centre accounts; exceeded target in 3 of 4 years.
- Won a Rs 2.6 crore equipment tender against 4 competing suppliers.

EDUCATION

MBA (Marketing) - Osmania University, 2019

B.Sc (Biotechnology) - Osmania University, 2017

SKILLS

Leadership: team of 9, multi-state P&L;, territory design, forecasting, performance coaching | **Sales:** hospital/institutional sales, tender bidding, key account management | **Tools:** Salesforce, Excel (advanced), Power BI (basic)

WHY THIS ONE WORKS

- **"Without changing team members" is the most important phrase here.** Any manager can hit target after firing everyone. Fixing performance with the same people is what senior leadership hiring screens for.
- **Team retention is quantified in a poaching market.** 8 of 9 retained over 3 years is a leadership credential, and it is rarely claimed because it's rarely achieved.
- **The pipeline-review format spreading to other regions** is third-party validation - someone senior judged her method good enough to copy.
- **She still carries accounts personally.** For regional roles in India, hiring managers want a player-coach, and Rs 6 crore of personally handled accounts proves she hasn't gone purely administrative.

EXAMPLE 23 OF 43 | 3 YEARS - EXPORT / INTERNATIONAL SALES

Harpreet Singh

EXPORT SALES EXECUTIVE -> MANAGER

Ludhiana, Punjab | +91 98XXX XXXXX | harpreet.singh@email.com | linkedin.com/in/harpreetsingh

SUMMARY

Export sales professional with 3 years selling engineering components to buyers in the Middle East, Africa and Eastern Europe. Handle enquiry to shipment including documentation. Added 11 overseas buyers across 6 countries.

EXPERIENCE

Export Sales Executive - Sandhu Engineering Works

Ludhiana | Oct 2023 - Present

- Added 11 new overseas buyers across 6 countries; export revenue from my accounts is about USD 640,000 annually.
- Handle the full cycle: enquiry, quotation, sample approval, PI, LC or advance terms, and shipment coordination.
- Prepare and check export documentation - commercial invoice, packing list, COO, bill of lading - with no shipment held at port for documentation errors in 2 years.
- Represented the company at 2 international trade fairs; 4 of the 11 new buyers came from those visits.
- Negotiate in USD and EUR; manage payment terms with a mix of advance, LC at sight and partial credit.

EDUCATION

MBA (International Business) - Punjab Technical University, 2023

B.Com - Panjab University, 2021

SKILLS

Export: buyer development, quotation and costing, Incoterms, LC handling, export documentation, freight coordination | **Markets:** UAE, Saudi Arabia, Kenya, Nigeria, Poland, Romania | **Languages:** Punjabi, Hindi, English

WHY THIS ONE WORKS

- **Named markets beat a generic claim.** Listing six actual countries lets an employer match him to their own export corridors instantly.
- **The documentation bullet is the sleeper.** Export businesses lose real money to port delays. "No shipment held for documentation errors in 2 years" is the line that gets him interviewed.
- **Trade fair ROI is quantified** - 4 of 11 buyers - which shows he treats an expensive company activity as something to be measured.
- **Payment terms are named specifically.** LC at sight versus advance versus credit is a risk conversation, and knowing the difference marks him as commercially trained.

Technology and engineering

EXAMPLE 24 OF 43 | 2 YEARS - BACKEND DEVELOPER

Rahul Nambiar

BACKEND ENGINEER (PYTHON / DJANGO)

Bengaluru, Karnataka | +91 98XXX XXXXX | rahul.nambiar@email.com | github.com/rnambiar | linkedin.com/in/rahulnambiar

SUMMARY

Backend engineer with 2 years building and maintaining Django services for a logistics platform handling about 40,000 shipments a month. Own two services end to end, including their on-call. Most useful when something is slow and nobody knows why.

EXPERIENCE

Software Engineer - ShipGrid Technologies

Bengaluru | Jul 2024 - Present

- Own the rate-calculation and notification services in a Django/PostgreSQL system processing about 40,000 shipments a month.
- Cut p95 latency on the rate-quote endpoint from 1.8s to 340ms by replacing three sequential queries with a single annotated queryset and adding a Redis cache layer.
- Reduced a nightly reconciliation job from 52 minutes to 9 by batching writes; it had been running into the morning traffic window.
- Wrote the service's first integration test suite - 64 tests - after a silent serialisation bug reached production.
- Carry on-call one week in four; handled 3 production incidents as primary responder.

Junior Developer - ShipGrid Technologies

Bengaluru | Jun 2023 - Jun 2024

- Built 20+ REST endpoints against an existing schema; wrote the API documentation the frontend team still uses.
- Migrated 2 legacy cron scripts into Celery tasks with retry handling.

EDUCATION

B.Tech, Computer Science - NIT Calicut, 2023 | CGPA 8.2/10

SKILLS

Languages: Python, SQL, JavaScript (working) | **Backend:** Django, Django REST Framework, Celery, PostgreSQL, Redis | **Infra:** Docker, AWS (EC2, S3, RDS), GitHub Actions | **Practice:** code review, integration testing, on-call

WHY THIS ONE WORKS

- **Latency numbers with the technique named.** "1.8s to 340ms by replacing three sequential queries with a single annotated queryset" proves he did the work. A number without a mechanism is unverifiable and every engineering interviewer knows it.
- **Scale is stated once, early.** 40,000 shipments a month tells the reader whether his experience matches their traffic. Without it, "built REST APIs" is meaningless.
- **On-call is listed as a skill.** It signals production ownership, which separates engineers who ship from engineers who commit.
- **The production bug is named.** Writing tests *after* a silent serialisation bug is a more honest and more memorable story than claiming a test-first philosophy nobody follows.

EXAMPLE 25 OF 43 | 4 YEARS - FULL-STACK DEVELOPER

Meera Krishnan

SENIOR FULL-STACK ENGINEER

Chennai, Tamil Nadu | +91 98XXX XXXXX | meera.krishnan@email.com | github.com/meerak | linkedin.com/in/meerakrishnan

SUMMARY

Full-stack engineer with 4 years across React and Node, currently the sole engineer on a customer-facing portal used by about 12,000 monthly users. Comfortable owning a product surface from database to interface, including the decisions nobody else wants to make.

EXPERIENCE

Software Engineer - Coastal Insurance Services

Chennai | Mar 2024 - Present

- Sole engineer on the customer self-service portal: React frontend, Node/Express API, MongoDB, about 12,000 monthly active users.
- Rebuilt the claims-upload flow after support data showed 31% of users abandoned it; abandonment fell to 12% over the following quarter.
- Reduced initial bundle size from 2.4MB to 780KB through code splitting and lazy loading, which mattered because most users are on mobile data.
- Set up CI with automated tests and preview deployments; releases went from fortnightly and manual to several times a week.
- Wrote the runbook and handover documentation so the portal is not a single point of failure on me.

Frontend Developer - Vertex Web Solutions

Chennai | Aug 2021 - Feb 2024

- Built React interfaces for 7 client projects across e-commerce, healthcare and education.
- Introduced a shared component library across 3 projects, cutting new-page build time noticeably for the team of 5.
- Mentored 2 junior developers through their first six months.

EDUCATION

B.E., Computer Science - Anna University, 2021 | 8.0/10

SKILLS

Frontend: React, TypeScript, Redux, HTML/CSS, responsive and mobile-first design | **Backend:** Node.js, Express, MongoDB, REST | **Tooling:** Git, Docker, GitHub Actions, Vite, Jest | **Practice:** CI/CD, code review, mentoring

WHY THIS ONE WORKS

- **"Sole engineer" is the credential.** It answers the question a senior interviewer is really asking - can you operate without someone senior above you?
- **The abandonment fix is a product outcome, not a code outcome.** 31% to 12% shows she measured user behaviour and changed it. Very few engineers write bullets like this and it is disproportionately persuasive.
- **Bundle size is justified by context.** "Because most users are on mobile data" turns an optimisation into a judgement call about real users in India.
- **The runbook bullet shows seniority.** Deliberately making yourself replaceable is what senior engineers do; juniors accumulate indispensability.

EXAMPLE 26 OF 43 | 3 YEARS - QA ENGINEER

Abhishek Ranjan

QA AUTOMATION ENGINEER

Pune, Maharashtra | +91 98XXX XXXXX | abhishek.ranjan@email.com | linkedin.com/in/abhishekranjan

SUMMARY

QA engineer with 3 years moving a manual testing function towards automation. Built a Selenium suite covering the critical paths of a banking web application, taking a 3-day regression cycle down to under 4 hours.

EXPERIENCE

QA Engineer - Finserve Software Solutions

Pune | Jan 2024 - Present

- Built and maintain a Selenium/Java automation suite of 340 test cases covering the application's critical user journeys.
- Cut the full regression cycle from 3 days of manual effort to under 4 hours automated.
- Integrated the suite into the Jenkins pipeline so it runs on every merge to the release branch; broken builds are now caught before QA sign-off rather than during it.
- Log and track defects in Jira; raised 400+ defects over two years with a rejection rate below 8%.
- Wrote API test coverage in Postman/Newman for 45 endpoints.

Manual Test Engineer - Finserve Software Solutions

Pune | Jun 2022 - Dec 2023

- Executed manual test cases across 6 release cycles for a retail banking module.
- Authored test cases and scenarios from BRDs for 3 new features.

EDUCATION

B.E., Information Technology - Savitribai Phule Pune University, 2022 | 7.5/10

ISTQB Foundation Level certified

SKILLS

Automation: Selenium WebDriver, Java, TestNG, Maven, Postman/Newman | **Practice:** test case design, regression planning, defect lifecycle, risk-based testing | **Tools:** Jira, Jenkins, Git, SQL (queries for test data)

WHY THIS ONE WORKS

- **The 3-days-to-4-hours line is the whole resume.** It converts QA work, which is usually invisible, into a number a release manager immediately understands.
- **Defect rejection rate below 8% is a quality-of-work metric.** Raising 400 defects means nothing if half get rejected as invalid; the low rejection rate proves his reports were good.
- **CI integration shows he understands where QA sits** in a modern delivery pipeline, not just how to write scripts.
- **The manual-to-automation arc is visible in the job history.** That progression is exactly what QA hiring managers look for, and the resume lets them see it without asking.

EXAMPLE 27 OF 43 | 5 YEARS - DEVOPS / CLOUD

Imran Qureshi

DEVOPS ENGINEER / SRE

Hyderabad, Telangana | +91 98XXX XXXXX | imran.qureshi@email.com | github.com/imranq | linkedin.com/in/imranqureshi

SUMMARY

DevOps engineer with 5 years running AWS infrastructure for a fintech platform. Moved a monolith deployment from manual releases to fully automated pipelines, and cut monthly cloud spend by about 34% without reducing capacity.

EXPERIENCE

Senior DevOps Engineer - Paywise Fintech

Hyderabad | Feb 2024 - Present

- Manage AWS infrastructure across 3 environments running 22 microservices on EKS.
- Reduced monthly AWS spend by roughly 34% (about Rs 4.1 lakh a month) through right-sizing, spot instances for non-critical workloads and deleting orphaned resources nobody owned.
- Replaced manual deployment with GitLab CI pipelines and Terraform; deployment time fell from about 90 minutes to 12, and rollback from an hour to under 5 minutes.
- Implemented centralised logging and alerting with Prometheus and Grafana; mean time to detect on production incidents dropped substantially.
- Wrote the incident postmortem template and ran 7 blameless postmortems.

Cloud Engineer - Hyderabad Systems Ltd

Hyderabad | Jul 2021 - Jan 2024

- Migrated 14 applications from on-premise servers to AWS over 18 months with no unplanned downtime on cutover.
- Automated backup and disaster-recovery routines for 9 production databases.
- Managed Linux server fleet of about 40 instances.

EDUCATION

B.Tech, Computer Science - JNTU Hyderabad, 2021

AWS Certified Solutions Architect - Associate (2023)

SKILLS

Cloud: AWS (EKS, EC2, RDS, S3, IAM, CloudWatch), cost optimisation | **IaC & CI/CD:** Terraform, GitLab CI, Docker, Kubernetes, Helm | **Observability:** Prometheus, Grafana, ELK | **Scripting:** Bash, Python

WHY THIS ONE WORKS

— **Cost saving is given in both percentage and rupees.** 34% sounds good; Rs 4.1 lakh a month is what the CTO takes to the CFO. Give both when you can.

— **"Without reducing capacity" closes the obvious objection.** Anyone can cut cloud spend by degrading service - saying it explicitly is what makes the claim credible.

— **Rollback time is included alongside deploy time.** Deploy speed is a nice-to-have; rollback speed is what SRE interviewers actually probe.

— **Blameless postmortems signal culture, not just tooling.** At senior DevOps level, how you handle incidents matters as much as how you prevent them.

EXAMPLE 28 OF 43 | 6 YEARS - DATA ENGINEER

Shweta Deshmukh

SENIOR DATA ENGINEER

Pune, Maharashtra | +91 98XXX XXXXX | shweta.deshmukh@email.com | linkedin.com/in/shwetadeshmukh

SUMMARY

Data engineer with 6 years building pipelines for retail and e-commerce analytics. Currently responsible for a warehouse serving about 120 internal users and roughly 3TB of daily ingest. Care more about data people trust than dashboards people ignore.

EXPERIENCE

Data Engineer - Meridian Retail Group

Pune | May 2023 - Present

- Own 40+ Airflow pipelines feeding a Snowflake warehouse used by about 120 analysts and business users; roughly 3TB ingested daily.
- Rebuilt the sales-fact pipeline after persistent reconciliation gaps; discrepancies between the warehouse and the source POS system fell from a daily occurrence to rare.
- Cut warehouse compute cost by about 28% by rewriting 6 of the heaviest queries and introducing incremental rather than full-refresh loads.
- Introduced data quality checks with Great Expectations on 15 critical tables; bad data is now caught at load rather than by an analyst three days later.
- Mentor 2 junior engineers; run the team's pipeline design review.

ETL Developer - Insight Analytics Services

Pune | Aug 2019 - Apr 2023

- Built and maintained SSIS and Python ETL jobs for 5 client data warehouses.
- Migrated a client from nightly batch to near-real-time streaming with Kafka, cutting reporting lag from 24 hours to under 15 minutes.

EDUCATION

M.Tech (Computer Engineering) - COEP Pune, 2019

B.E. (IT) - Savitribai Phule Pune University, 2017

SKILLS

Pipelines: Airflow, dbt, Kafka, SSIS, Python | **Warehouses:** Snowflake, Redshift, SQL Server | **Quality:** Great Expectations, data contracts, reconciliation design | **Cloud:** AWS (S3, Glue, Lambda)

WHY THIS ONE WORKS

- **The reconciliation fix is the most valuable line.** Data engineering is judged on trust; fixing warehouse-to-source discrepancies is the thing that makes a business use its data at all.
- **Scale is stated in three dimensions** - pipelines, users and daily volume - which lets a hiring manager place her precisely.
- **Data quality is treated as engineering, not governance paperwork.** Naming Great Expectations and the 15 tables makes it concrete.
- **The summary carries an opinion.** "Data people trust rather than dashboards people ignore" is a point of view, and senior candidates are expected to have one.

EXAMPLE 29 OF 43 | 3 YEARS - MECHANICAL DESIGN ENGINEER

Nikhil Patil

DESIGN ENGINEER (MECHANICAL)

Nashik, Maharashtra | +91 98XXX XXXXX | nikhil.patil@email.com | linkedin.com/in/nikhilpatil

SUMMARY

Mechanical design engineer with 3 years in auto component design, working in SolidWorks and CATIA. Took 4 components from concept through prototype to production release, including one redesign that removed about 12% of part weight.

EXPERIENCE

Design Engineer - Shreeji Auto Components

Nashik | Aug 2023 - Present

- Designed and released 4 sheet-metal and machined components to production, from concept through DFMEA to drawing release.
- Redesigned a bracket assembly to reduce part weight by about 12% and consolidate 3 parts into 1, cutting assembly time on the line.
- Run design reviews with production and quality before release; caught a tooling clash on one component that would have cost a die modification.
- Prepare 2D manufacturing drawings with GD&T; for the vendor base; support 6 suppliers on drawing queries.
- Perform basic FEA in ANSYS for stress and deflection checks on load-bearing parts.

Graduate Engineer Trainee - Shreeji Auto Components

Nashik | Jul 2022 - Jul 2023

- Supported the design team on drawing updates and ECN documentation for 30+ existing parts.
- Spent 3 months on the shop floor understanding machining and assembly constraints.

EDUCATION

B.E., Mechanical Engineering - Savitribai Phule Pune University, 2022 | 7.7/10

SKILLS

CAD: SolidWorks, CATIA V5, AutoCAD | **Engineering:** GD&T;, DFMEA, sheet metal and machining design, tolerance stack-up, basic FEA (ANSYS) | **Process:** ECN, drawing release, supplier drawing support

WHY THIS ONE WORKS

— **"Concept to production release" is the phrase that matters.** Many design engineers only modify existing parts; owning a component all the way to release is a different level and is stated plainly.

— **Weight reduction and part consolidation are the two things automotive design is judged on.** 12% and 3-parts-into-1 are precisely the numbers a design manager scans for.

— **The tooling-clash catch shows engineering judgement** and, implicitly, money saved - without inventing a rupee figure he can't substantiate.

— **Shop-floor time is listed.** In manufacturing, a designer who has stood at the machine is trusted more than one who has not.

EXAMPLE 30 OF 43 | 1 YEAR - IT SUPPORT

Ritika Chauhan

IT SUPPORT ENGINEER (L1 -> L2)

Noida, Uttar Pradesh | +91 98XXX XXXXX | ritika.chauhan@email.com | linkedin.com/in/ritikachauhan

SUMMARY

IT support engineer with 1 year on a service desk supporting about 450 users across two offices. Resolve most tickets at first contact and have started taking L2 escalations on Active Directory and network issues.

EXPERIENCE

IT Support Engineer (L1) - Sterling Business Services

Noida | Apr 2025 - Present

- Handle 20-30 tickets a day for about 450 users across desktop, network, printing and access issues.
- First-contact resolution on roughly 70% of assigned tickets; average resolution time under 45 minutes for L1 categories.
- Manage Active Directory user creation, group membership and password policy for all new joiners and exits.
- Built a 24-article internal knowledge base for repeat issues; ticket volume for the top 3 recurring problems fell after it was published.
- Support hardware refresh - imaged and deployed 80 laptops during an office move.

EDUCATION

BCA - Guru Gobind Singh Indraprastha University, 2025 | 73%

CompTIA A+ certified (2025)

SKILLS

Support: ticketing (Freshservice), Windows 10/11 troubleshooting, Active Directory, Office 365 admin (basic), printer and network basics | **Hardware:** laptop imaging, deployment, peripheral support | **Practice:** SLA adherence, knowledge base writing

WHY THIS ONE WORKS

- **User count and ticket volume define a support role.** 450 users and 20-30 tickets a day tell an IT manager exactly what environment she has handled.
- **First-contact resolution is the service desk's core KPI.** Quoting 70% shows she knows how her own function is measured - which is rarer than it should be at L1.
- **The knowledge base is the initiative bullet.** Reducing ticket volume is more valuable to an employer than closing tickets faster.
- **The L1 to L2 framing is honest and ambitious at once.** She isn't claiming L2, she's showing the specific areas where she already operates there.

EXAMPLE 31 OF 43 | 8 YEARS - ENGINEERING TEAM LEAD

Gaurav Malhotra

ENGINEERING MANAGER

Gurugram, Haryana | +91 98XXX XXXXX | gaurav.malhotra@email.com | linkedin.com/in/gauravmalhotra

SUMMARY

Engineering leader with 8 years, the last 3 leading a team of 7 building payment infrastructure. Shipped a payments migration serving about 2 million transactions a month with no customer-visible downtime. Still review code; no longer write much of it.

EXPERIENCE

Engineering Team Lead - Quantum Payments

Gurugram | Jun 2023 - Present

- Lead a team of 7 engineers across backend and platform; own delivery, hiring and performance for the group.
- Led migration of the payment gateway integration layer serving about 2 million transactions a month, completed over 5 months with no customer-visible downtime.
- Cut production incidents from an average of 6 a month to 2 by introducing staged rollouts and a mandatory pre-release checklist.
- Hired 4 engineers over 2 years; all 4 are still with the team.
- Introduced a written design-doc process for anything over two weeks of work, which reduced mid-build direction changes.
- Run weekly one-to-ones and quarterly growth conversations with each engineer.

Senior Software Engineer - Quantum Payments

Gurugram | Mar 2020 - May 2023

- Built the reconciliation service matching gateway settlements against internal ledgers.
- Led a 3-person squad on the merchant onboarding rewrite.
- Mentored 3 engineers, two of whom were later promoted.

Software Engineer - Delhi Software Labs

New Delhi | Jul 2018 - Feb 2020

- Java backend development across 3 client projects in banking and telecom.

EDUCATION

B.Tech, Computer Science - Delhi Technological University, 2018 | 8.1/10

SKILLS

Leadership: team of 7, hiring, performance management, delivery planning, design review | **Technical:** Java, Spring Boot, Python, PostgreSQL, Kafka, AWS | **Practice:** incident management, staged rollout, design docs, mentoring

WHY THIS ONE WORKS

- **The summary states what he no longer does.** "Still review code; no longer write much of it" is an honest, senior signal. Managers who claim to be hands-on full-time are usually neither good managers nor good engineers.
- **Retention of his own hires is the strongest management metric available.** Four hired, four still there - that is harder to achieve than any delivery milestone.
- **Incident reduction has a named mechanism** (staged rollouts, pre-release checklist), which makes it a process achievement rather than a lucky quarter.
- **People practices are listed as work.** One-to-ones and growth conversations belong on an engineering manager's resume; leaving them off makes you look like a tech lead applying for a manager's job.

EXAMPLE 32 OF 43 | 4 YEARS - CIVIL SITE ENGINEER

Vishal Kumbhar

SITE ENGINEER -> SENIOR SITE ENGINEER

Navi Mumbai, Maharashtra | +91 98XXX XXXXX | vishal.kumbhar@email.com | linkedin.com/in/vishalkumbhar

SUMMARY

Civil site engineer with 4 years on residential high-rise projects, currently supervising structural works on a 22-storey tower. Handle execution, quality checks and daily coordination between 3 subcontractors and about 90 workers.

EXPERIENCE

Site Engineer - Konkan Constructions

Navi Mumbai | Sep 2023 - Present

- Supervise RCC structural works on a 22-storey residential tower, roughly 4.2 lakh sq ft built-up area.
- Coordinate 3 subcontractors and about 90 workers daily; run the morning work allocation and safety briefing.
- Maintain slab cycle at 8-9 days against a planned 10, sustained across 14 floors.
- Conduct pour cards, reinforcement checks and cube testing coordination; maintain quality records for consultant and client audits.
- Track and certify subcontractor bills; reconcile material consumption against theoretical requirement monthly.

Junior Site Engineer - Sahyadri Infra Projects

Pune | Jun 2021 - Aug 2023

- Executed foundation and substructure works on 2 commercial projects.
- Prepared daily progress reports and material requisitions.
- Assisted in quantity take-off and bar bending schedules.

EDUCATION

B.E., Civil Engineering - University of Mumbai, 2021 | 7.3/10

SKILLS

Execution: RCC works, slab cycle management, subcontractor coordination, quality checks, safety briefing | **Technical:** AutoCAD, MS Project, bar bending schedules, quantity take-off, cube testing | **Documentation:** pour cards, DPR, bill certification

WHY THIS ONE WORKS

— **Project scale is given in the terms the industry uses.** 22 storeys and 4.2 lakh sq ft tell a project manager instantly whether this is the right calibre of experience.

— **Slab cycle is the single most-watched metric on a high-rise.** Beating a 10-day plan at 8-9 days across 14 floors is the number that gets him shortlisted.

— **Bill certification and material reconciliation are commercial responsibilities**, not just technical ones - and they're what distinguish a senior site engineer from a junior.

— **Worker and subcontractor counts are stated.** Site engineering is a people-management job disguised as a technical one, and the resume reflects that.

EXAMPLE 33 OF 43 | 2 YEARS - PRODUCT / BUSINESS ANALYST

Kavya Reddy

BUSINESS ANALYST -> PRODUCT ANALYST

Hyderabad, Telangana | +91 98XXX XXXXX | kavya.reddy@email.com | linkedin.com/in/kavyareddy

SUMMARY

Business analyst with 2 years in a product team, sitting between engineering and operations for a B2B marketplace. Write the requirements, run the analysis behind them, and check afterwards whether the change actually worked.

EXPERIENCE

Business Analyst - TradeLink Marketplace

Hyderabad | Jun 2024 - Present

- Write requirements and acceptance criteria for a 6-engineer squad; 3-4 features per quarter.
- Analysed drop-off in the seller onboarding funnel and found 44% of applicants stalled at document upload; the resulting redesign moved completion from 56% to 78%.
- Build and maintain 9 operational dashboards in Metabase used daily by the ops team.
- Run post-release checks on every feature I specify - 2 of 11 were reverted or reworked because the data did not support the expected outcome.
- Facilitate requirement workshops with operations, finance and support before each quarter's planning.

Operations Associate - TradeLink Marketplace

Hyderabad | Jul 2023 - May 2024

- Handled seller verification for about 60 applications a week.
- Identified and documented the manual steps that later became the automation backlog.

EDUCATION

MBA (Operations & Systems) - ICFAI Hyderabad, 2023

B.Tech (ECE) - JNTU Hyderabad, 2021

SKILLS

Analysis: SQL, Excel, funnel and cohort analysis, A/B test reading | **Product:** requirement writing, acceptance criteria, user stories, stakeholder workshops | **Tools:** Jira, Confluence, Metabase, Figma (reading), Miro

WHY THIS ONE WORKS

- **The funnel analysis is a complete story in one bullet** - problem found, number attached, change made, result measured. This is the single most effective bullet structure in any analyst resume.
- **Admitting 2 of 11 features were reverted is the boldest choice here, and it works.** It proves she genuinely measures outcomes rather than declaring victory at launch. Interviewers remember this.
- **The operations background is an asset, not filler.** Having done the manual work she now specifies away is exactly why her requirements are good.
- **Squad size and delivery cadence quantify an otherwise fuzzy role.** "6-engineer squad, 3-4 features per quarter" gives the reader a scale to judge against.

Finance, HR, operations and career change

EXAMPLE 34 OF 43 | 3 YEARS - ACCOUNTS & FINANCE

Swapnil Gokhale

SENIOR ACCOUNTS EXECUTIVE

Pune, Maharashtra | +91 98XXX XXXXX | swapnil.gokhale@email.com | linkedin.com/in/swapnilgokhale

SUMMARY

Accounts professional with 3 years handling end-to-end books for a manufacturing company with about Rs 60 crore turnover. Own monthly close, GST filing and vendor payments. Close the books by working day 5, down from 12 when I joined.

EXPERIENCE

Accounts Executive - Vardhaman Industries

Pune | Oct 2023 - Present

- Handle full accounts payable and receivable for a Rs 60 crore turnover unit - about 400 vendor invoices and 120 customer invoices a month.
- Brought the monthly close from working day 12 to working day 5 by building a standing checklist and chasing provisions ahead of month-end rather than after.
- File GSTR-1 and GSTR-3B monthly; handled 2 GST notices with the consultant, both closed without demand.
- Reconcile 6 bank accounts and about 90 vendor ledgers monthly.
- Coordinate statutory audit schedules; the last two audits closed with no major observations on my areas.

Junior Accountant - Vardhaman Industries

Pune | Jul 2022 - Sep 2023

- Processed vendor invoices and TDS deduction entries in Tally.
- Prepared the fixed asset register and depreciation schedule.

EDUCATION

M.Com - Savitribai Phule Pune University, 2022 | 73%

B.Com - Savitribai Phule Pune University, 2020 | 70%

SKILLS

Accounting: AP/AR, monthly close, bank and vendor reconciliation, TDS, fixed assets, audit support | **Compliance:** GSTR-1, GSTR-3B, GST notice handling | **Systems:** Tally Prime, SAP FICO (end-user), Excel (advanced)

WHY THIS ONE WORKS

- **Working day 12 to working day 5 is the perfect finance metric** - it's the number every finance controller cares about, and it's entirely within his control.
- **Invoice volumes establish scale.** 400 vendor invoices a month is a very different job from 40, and turnover alone doesn't convey it.
- **GST notices closed without demand** is a risk-management credential. Most accounts resumes list filings; almost none mention how disputes went.
- **"SAP FICO (end-user)" is scoped honestly.** Claiming SAP expertise when you only transact in it is caught in the first technical round.

EXAMPLE 35 OF 43 | 5 YEARS - HR GENERALIST

Ritu Bhardwaj

HR BUSINESS PARTNER

Bengaluru, Karnataka | +91 98XXX XXXXX | ritu.bhardwaj@email.com | linkedin.com/in/ritubhardwaj

SUMMARY

HR generalist with 5 years supporting a 400-person technology business across recruitment, performance and employee relations. Cut regretted attrition in the engineering function from 22% to 13% over two years by fixing the first-90-days experience.

EXPERIENCE

Senior HR Executive - Northlight Technologies (approx. 400 employees)

Bengaluru | Apr 2023 - Present

- HR partner for engineering and product - about 180 employees across 14 managers.
- Reduced regretted attrition in engineering from 22% to 13% over 2 years; the main change was a structured 90-day onboarding plan owned by the hiring manager, not HR.
- Ran the annual performance cycle for 400 employees including calibration sessions with 9 department heads.
- Handled 14 employee relations matters including 3 formal grievances, all closed within policy timelines.
- Closed 46 roles in FY25-26 with an average time-to-fill of 38 days.
- Rewrote the exit interview process and now present a quarterly attrition-theme summary to the leadership team.

HR Executive - Bluepeak Services

Bengaluru | Jun 2020 - Mar 2023

- Managed end-to-end recruitment for non-technical roles; about 60 hires over 3 years.
- Administered payroll inputs and leave records for 220 employees.
- Coordinated statutory compliance - PF, ESI, gratuity documentation.

EDUCATION

MBA (HR) - Christ University, Bengaluru, 2020

BA (Psychology) - Bangalore University, 2018

SKILLS

HRBP: stakeholder partnering, performance cycle management, employee relations, attrition analysis, calibration | **TA:** full-cycle recruitment, time-to-fill management, offer negotiation | **Compliance:** PF, ESI, POSH awareness | **Tools:** Darwinbox, Excel, Naukri, LinkedIn Recruiter

WHY THIS ONE WORKS

- **Regretted attrition, not total attrition.** The distinction shows she thinks like a business partner. Total attrition includes people you were glad to lose.
- **The fix is credited correctly.** "Owned by the hiring manager, not HR" shows she understands that HR's job is to change manager behaviour, not to do it for them - which is the entire HRBP role.
- **Employee relations volume is stated with an outcome.** "14 matters including 3 formal grievances, all closed within policy timelines" signals she can handle the difficult end of the job.
- **Time-to-fill sits next to hire count.** 46 roles means nothing without the speed at which they were filled.

EXAMPLE 36 OF 43 | 4 YEARS - SUPPLY CHAIN / OPERATIONS

Amit Barman

OPERATIONS MANAGER (WAREHOUSE / SUPPLY CHAIN)

Kolkata, West Bengal | +91 98XXX XXXXX | amit.barman@email.com | linkedin.com/in/amitbarman

SUMMARY

Supply chain professional with 4 years running warehouse and dispatch operations for an e-commerce fulfilment centre handling about 4,500 orders a day. Took on-time dispatch from 88% to 97% and held it through two peak seasons.

EXPERIENCE

Assistant Operations Manager - Swift Fulfilment Services

Kolkata | Jan 2024 - Present

- Run daily operations for a 45,000 sq ft fulfilment centre processing about 4,500 orders a day with a team of 60 across 3 shifts.
- Improved on-time dispatch from 88% to 97% by resequencing the pick path and moving fast-movers to forward locations.
- Cut order picking errors by redesigning the pick-list format and adding a scan verification step before packing.
- Managed two festive peaks where daily volume tripled, using a temporary workforce plan built 6 weeks in advance.
- Maintain inventory accuracy above 99% through daily cycle counting on A-class SKUs.

Warehouse Supervisor - Swift Fulfilment Services

Kolkata | Aug 2021 - Dec 2023

- Supervised inbound receiving and putaway for about 1,200 SKUs.
- Reduced inbound processing time per truck by standardising the unloading and check sequence.

EDUCATION

MBA (Operations) - University of Calcutta, 2021

B.Sc (Mathematics) - University of Calcutta, 2019

SKILLS

Operations: warehouse management, pick-pack-dispatch, shift planning, peak planning, cycle counting, 5S | **Systems:** WMS, Excel (advanced), basic SQL | **People:** team of 60, temporary workforce management

WHY THIS ONE WORKS

- **Three numbers define a warehouse job:** square footage, daily order volume and headcount. All three appear in the first bullet.
- **The dispatch improvement names the physical change.** "Resequencing the pick path and moving fast-movers forward" is what an operations manager actually does, and it proves he was on the floor.
- **"Held it through two peak seasons" is the credibility line.** Anyone can improve a metric in a quiet month; sustaining it through 3x volume is the real test.
- **Peak planning is described with lead time.** "Built 6 weeks in advance" shows planning discipline rather than heroics.

EXAMPLE 37 OF 43 | 6 YEARS - CUSTOMER SUPPORT LEADERSHIP

Farhan Ali

CUSTOMER SUPPORT MANAGER

Bengaluru, Karnataka | +91 98XXX XXXXX | farhan.ali@email.com | linkedin.com/in/farhanali

SUMMARY

Support leader with 6 years, currently managing a 16-person team handling about 9,000 tickets a month for a consumer fintech app. Moved CSAT from 3.9 to 4.5 while cutting average handling time, mainly by fixing the knowledge base rather than pushing the team harder.

EXPERIENCE

Customer Support Team Lead - PayEasy

Bengaluru | Feb 2023 - Present

- Manage 16 agents across chat, email and phone; about 9,000 tickets a month.
- Raised CSAT from 3.9 to 4.5 over 18 months while reducing average handling time from 9.2 to 7.4 minutes.
- Rebuilt the internal knowledge base into 140 articles mapped to actual ticket reasons; escalations to L2 fell by roughly a third.
- Reduced first-response time on chat from about 4 minutes to under 90 seconds by changing shift overlap at peak hours.
- Run weekly quality audits - 5 tickets per agent - and monthly coaching conversations.
- Feed a monthly 'top 10 ticket reasons' report to product; 4 of those issues were fixed at source in the last year, permanently removing that ticket volume.

Senior Support Associate - PayEasy

Bengaluru | May 2020 - Jan 2023

- Handled escalated complaints and payment dispute cases.
- Trained 12 new agents through onboarding.

EDUCATION

BBA - Bangalore University, 2020 | 71%

SKILLS

Leadership: team of 16, shift planning, quality audit, coaching, hiring input | **Support ops:** CSAT and AHT management, escalation design, knowledge base ownership, SLA management | **Tools:** Freshdesk, Zendesk, Excel, Google Sheets

WHY THIS ONE WORKS

- **CSAT up and AHT down at the same time is the hard combination.** Either alone is easy at the other's expense; moving both is what a support manager is hired for.
- **The mechanism is systemic, not motivational.** "Fixing the knowledge base rather than pushing the team harder" is a management philosophy stated in nine words.
- **The product feedback loop is the standout.** Removing ticket volume at source is the highest-value thing a support function can do, and almost nobody puts it on a resume.
- **Quality audit cadence is specific.** "5 tickets per agent weekly" tells a hiring manager exactly how he runs quality, without a paragraph of description.

EXAMPLE 38 OF 43 | CAREER CHANGE - TEACHER TO CORPORATE TRAINING

Lakshmi Venkatesh

CORPORATE TRAINER / L&D; EXECUTIVE

Chennai, Tamil Nadu | +91 98XXX XXXXX | lakshmi.venkatesh@email.com | linkedin.com/in/lakshmivenkatesh

SUMMARY

Moving from 7 years of classroom teaching into corporate learning and development. Designed and delivered curriculum to 200+ students a year, trained 9 colleagues on a new assessment system, and completed an instructional design certification in 2025. The audience changes; the craft of making people learn something does not.

EXPERIENCE

Senior Teacher & Academic Coordinator - Meridian Public School

Chennai | Jun 2019 - Present

- Design and deliver curriculum to 200+ students a year across 6 sections.
- Coordinate a team of 9 teachers - lesson planning standards, peer observation and moderation of assessments.
- Trained all 9 colleagues on a new digital assessment platform during rollout, including writing the internal how-to guide; the department was fully onboarded within a month.
- Redesigned the assessment structure for two subjects after analysing three years of result data; the change was adopted school-wide.
- Ran 12 parent-communication sessions a year - the closest classroom equivalent to stakeholder management.

TRANSITION EVIDENCE

Certificate in Instructional Design

Completed Nov 2025

- Covered ADDIE, adult learning principles, storyboarding and e-learning assessment design.
- Built a 45-minute e-learning module on workplace communication as the capstone, in Articulate Rise.

Volunteer Trainer - NGO Skill Programme

Chennai | 2025

- Delivered 6 employability workshops to 90 young adults; designed the material myself.
- Collected feedback after each session and revised the deck three times based on it.

EDUCATION

M.A. (English) - University of Madras, 2019

B.Ed - Tamil Nadu Teachers Education University, 2017

SKILLS

Training: curriculum design, facilitation, adult learning principles, ADDIE, training needs identification | **Tools:** Articulate Rise, PowerPoint (advanced), Google Workspace, assessment platforms | **Other:** stakeholder communication, peer coaching, feedback-led revision

WHY THIS ONE WORKS

- **The transition is declared in the first four words.** A career changer who makes the recruiter work out the pivot has already lost. She names it and immediately justifies it.
- **Teaching is translated into corporate vocabulary.** "Parent-communication sessions - the closest classroom equivalent to stakeholder management" does the translation explicitly so the reader doesn't have to.
- **Training colleagues is the bridging evidence.** It's the one thing on her resume that is literally corporate training, so it gets its own bullet rather than being buried.
- **The certification is paired with something she built.** A certificate alone signals intent; a capstone module signals capability. Always show the artefact.
- **The closing line of the summary handles the objection out loud** rather than hoping nobody raises it.

EXAMPLE 39 OF 43 | CAREER CHANGE - HOSPITALITY TO SALES

Nitin Rawat

BUSINESS DEVELOPMENT EXECUTIVE (B2B)

Dehradun, Uttarakhand | +91 98XXX XXXXX | nitin.rawat@email.com | linkedin.com/in/nitinrawat

SUMMARY

Five years in hotel front office and banquet sales, now moving into B2B sales. Closed about Rs 1.4 crore in banquet and corporate booking revenue over three years, working entirely on relationships and follow-up. I have been selling for years - just inside a hotel.

EXPERIENCE

Banquet Sales Executive - Himalayan Grand Hotel

Dehradun | Apr 2022 - Present

- Own corporate and social banquet bookings; closed about Rs 1.4 crore in event revenue over 3 years.
- Built and maintain a corporate account list of 40 local companies; 12 became repeat clients booking two or more events a year.
- Handle the full cycle - enquiry, site visit, proposal, negotiation, contract and post-event follow-up.
- Generated about 35% of enquiries myself through outbound calls and visits to corporate offices, rather than waiting for walk-ins.
- Negotiated pricing within a defined discount band; maintained average realisation above the property benchmark.

Front Office Executive - Himalayan Grand Hotel

Dehradun | Jun 2020 - Mar 2022

- Handled guest check-in, complaint resolution and room upselling.
- Achieved the highest room-upgrade conversion on the front desk team for 4 consecutive months.

EDUCATION

B.Sc Hospitality Management - Uttarakhand Technical University, 2020 | 74%

SKILLS

Sales: outbound prospecting, proposal writing, negotiation, account retention, upselling | **Commercial:** pricing within discount bands, revenue realisation, contract handling | **Languages:** Hindi, English, Garhwali

WHY THIS ONE WORKS

- **Revenue closed is the bridge.** Rs 1.4 crore is a sales number, and stating it converts five years of hospitality into five years of selling in the reader's mind.
- **The self-generated enquiry share pre-empts the killer objection** - that hotel sales is just order-taking from inbound walk-ins. 35% outbound answers it before it's asked.
- **Repeat clients prove retention**, which is what B2B employers actually buy.
- **The last line of the summary reframes the whole resume.** "I have been selling for years - just inside a hotel" is the sentence that makes a recruiter keep reading instead of filtering on industry.

EXAMPLE 40 OF 43 | CAREER CHANGE - NON-TECH TO PRODUCT MANAGEMENT

Ayesha Khan

ASSOCIATE PRODUCT MANAGER

Mumbai, Maharashtra | +91 98XXX XXXXX | ayesha.khan@email.com | linkedin.com/in/ayeshakhan

SUMMARY

Four years in banking operations, now moving into product. Spent the last two years as the business owner on a digital lending rollout - writing requirements, testing releases and training branch users. That work was product management in everything but title.

EXPERIENCE

Deputy Manager, Operations - Meridian Bank

Mumbai | Jul 2022 - Present

- Business owner for the digital personal-loan journey used across 60 branches.
- Wrote requirements and user stories for 3 major releases in partnership with the technology team and an external vendor.
- Ran UAT for each release - 120+ test cases per cycle - and signed off go/no-go.
- Analysed drop-off in the online application funnel; identified that the income-document step caused most abandonment and pushed a change that reduced it.
- Trained 60 branch users across 4 regions on the new journey; wrote the user guide and FAQ myself.
- Coordinated between operations, risk, compliance and technology on every release.

Officer, Retail Operations - Meridian Bank

Mumbai | Jun 2021 - Jun 2022

- Processed and verified retail loan applications; handled about 90 files a month.
- Documented the manual exception-handling process that later informed the automation scope.

PRODUCT LEARNING

Product Management Certification & Case Portfolio

Completed Jan 2026

- Completed a structured product management programme covering discovery, prioritisation and metrics.
- Wrote 3 teardown case studies of Indian fintech apps, each with a prioritised improvement backlog; published on LinkedIn.

EDUCATION

MBA (Finance) - NMIMS Mumbai, 2021

B.Com - University of Mumbai, 2019

SKILLS

Product: requirement writing, user stories, UAT, funnel analysis, stakeholder management, vendor coordination | **Domain:** retail lending, digital onboarding, banking operations, risk and compliance interfaces | **Tools:** Jira, Confluence, Excel, SQL (basic)

WHY THIS ONE WORKS

- **She reframes an existing job rather than inventing a new identity.** "Product management in everything but title" is defensible because the bullets underneath actually prove it - requirements, UAT, funnel analysis, stakeholder coordination.
- **Domain expertise is positioned as the advantage.** A banking-operations background is a moat for a fintech product role, not a handicap. The skills section makes that explicit.
- **The certification comes with public artefacts.** Three published teardowns give an interviewer something to read before deciding - far stronger than a certificate line.
- **Scale is quantified throughout** - 60 branches, 3 releases, 120+ test cases - so the pivot doesn't read as aspiration.

EXAMPLE 41 OF 43 | RETURN AFTER CAREER BREAK

Divya Ramesh

FINANCE ANALYST (RETURNING AFTER A BREAK)

Bengaluru, Karnataka | +91 98XXX XXXXX | divya.ramesh@email.com | linkedin.com/in/divyaramesh

SUMMARY

Finance analyst with 6 years in FP&A;, returning to full-time work after a 3-year break for family caregiving. Spent the last year refreshing skills and doing part-time consulting for two small businesses. Ready for a full-time analyst role.

EXPERIENCE

Freelance Finance Consultant (part-time)

Bengaluru | Mar 2025 - Present

- Built monthly MIS and cash-flow forecasting models for 2 small businesses with turnover of Rs 3-8 crore.
- Set up a 13-week rolling cash forecast for a client who had been managing cash on intuition; they have used it weekly since.
- Rebuilt one client's costing model, which revealed that 2 of their 9 product lines were being sold below fully loaded cost.

Career break - family caregiving

Feb 2022 - Feb 2025

- Full-time caregiving responsibility. Maintained professional currency through an advanced financial modelling course (2024) and a Power BI certification (2025).

Senior Financial Analyst - Crestline Technologies

Bengaluru | Aug 2018 - Jan 2022

- Owned the annual operating plan and quarterly reforecast for a business unit with about Rs 180 crore revenue.
- Produced the monthly management pack - variance analysis across 6 cost centres - presented to the CFO.
- Built the headcount cost model used across 4 departments for budget planning.
- Identified a recurring Rs 40 lakh annual overspend on a vendor contract that had been auto-renewing unreviewed for three years.

EDUCATION

MBA (Finance) - Symbiosis, Pune, 2018

B.Com - Bangalore University, 2016

Advanced Financial Modelling (2024); Microsoft Power BI Data Analyst (2025)

SKILLS

FP&A;: budgeting, forecasting, variance analysis, cash-flow modelling, costing, management reporting | **Tools:** Excel (advanced modelling), Power BI, SAP (reporting), Tally | **Other:** business partnering, board and CFO-level reporting

WHY THIS ONE WORKS

- **The break is a line item, not a hole.** Giving it dates, a reason and the courses completed removes the recruiter's uncertainty in three seconds. Unexplained gaps get filtered; explained ones rarely do.
- **Consulting work sits above the break, in the present tense.** It proves current capability and means her most recent experience is recent.
- **The Rs 40 lakh auto-renewing contract is her strongest bullet** and it's kept even though it's four years old. Great achievements don't expire; bury them at your own cost.
- **She names the caregiving without over-explaining or apologising.** One clause is the right length - enough to answer the question, not so much that it becomes the subject.
- **Certifications are dated inside the break**, which turns three years of absence into three years of preparation.

EXAMPLE 42 OF 43 | 2 YEARS - PROCUREMENT

Sagar Thakkar

PROCUREMENT EXECUTIVE

Vadodara, Gujarat | +91 98XXX XXXXX | sagar.thakkar@email.com | linkedin.com/in/sagarthakkar

SUMMARY

Procurement executive with 2 years buying indirect materials and packaging for a chemical manufacturer. Handle a spend of about Rs 14 crore a year across 70 vendors. Negotiated savings of roughly Rs 62 lakh in the last financial year.

EXPERIENCE

Procurement Executive - Gujarat Speciality Chemicals

Vadodara | Nov 2023 - Present

- Manage annual spend of about Rs 14 crore across packaging, consumables and MRO, with roughly 70 active vendors.
- Delivered about Rs 62 lakh in negotiated savings in FY25-26, mainly by consolidating packaging suppliers from 11 to 4 and renegotiating on volume.
- Run RFQ processes - typically 3-5 quotes per requirement - and prepare comparison statements for approval.
- Reduced average purchase-order cycle time from 9 days to 4 by moving approvals into a defined matrix rather than ad-hoc email chains.
- Developed 6 new vendors, including 2 alternatives for single-source items flagged as supply risk.

EDUCATION

MBA (Operations & Supply Chain) - MS University of Baroda, 2023

B.E. (Chemical) - Gujarat Technological University, 2021

SKILLS

Procurement: RFQ and comparison, negotiation, vendor development, spend consolidation, single-source risk mitigation | **Commercial:** costing, payment terms, purchase contracts | **Systems:** SAP MM (end-user), Excel (advanced)

WHY THIS ONE WORKS

- **Spend under management is the headline number in procurement.** Rs 14 crore across 70 vendors places him instantly.
- **Savings are explained by method.** "Consolidating 11 suppliers to 4 and renegotiating on volume" is a strategy. A savings figure with no mechanism reads as a market price drop he happened to be present for.
- **Cycle-time reduction shows process thinking**, which is what separates a buyer from a procurement professional.
- **Single-source risk mitigation is a mature concern** for someone with two years' experience, and it will get noticed.

EXAMPLE 43 OF 43 | CAREER CHANGE - ENGINEERING TO DATA / ANALYTICS

Praveen Nair

DATA ANALYST (FROM PROCESS ENGINEERING)

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SUMMARY

Process engineer with 5 years in manufacturing, moving into analytics. Spent the last two years doing the analysis work on my own plant's data - yield, downtime and quality - and completed a data analytics programme in 2025. Bringing domain knowledge that a pure analyst would not have.

EXPERIENCE

Process Engineer - Kerala Polymers Ltd

Kochi | Jun 2021 - Present

- Analyse production data across 3 lines - about 40,000 batch records over the period - to identify yield loss drivers.
- Built a Power BI dashboard tracking yield, downtime and rejection by line and shift; it replaced a manual weekly Excel report and is now reviewed in the daily production meeting.
- Identified through data analysis that a single humidity-sensitive step accounted for a large share of monthly rejections; the process change that followed reduced rejection rate measurably.
- Automated the daily production report with Python, saving the shift team about 45 minutes a day of manual compilation.
- Run SPC charts and capability studies for 8 critical process parameters.

ANALYTICS PORTFOLIO

Manufacturing Downtime Analysis (public dataset)

2025

- Analysed a public OEE dataset; built a Power BI model attributing downtime to 6 causes and quantifying the cost of each.
- Documented methodology and published on GitHub.

Data Analytics Programme

Completed Sep 2025

- SQL, Python (pandas), statistics, Power BI. Capstone: retail sales forecasting model.

EDUCATION

B.Tech, Chemical Engineering - Cochin University of Science & Technology, 2021 | 7.9/10

SKILLS

Analysis: SQL, Python (pandas, NumPy), statistics, SPC, root-cause analysis | **Visualisation:** Power BI, Excel (advanced) | **Domain:** manufacturing processes, yield and OEE, quality systems

WHY THIS ONE WORKS

- **He didn't wait for permission to become an analyst.** The analytics work is inside his current job, which means the pivot is evidenced rather than aspirational - the single biggest weakness in most career-change resumes.
- **Domain knowledge is positioned as the differentiator**, not the thing being escaped. For a manufacturing analytics role, five years in a plant beats a bootcamp graduate.
- **The humidity-step finding is a complete analytical story** - data examined, cause isolated, process changed, outcome improved.
- **"Reduced rejection rate measurably" avoids a fake number.** He clearly didn't own the final measurement, and says so implicitly rather than inventing a percentage.

IV

Writing it

Turning what you did into sentences a stranger will believe.

PART IV

The bullet library

MODULE 03

How to write a bullet that gets read

Every bullet on your resume is competing for about four seconds of attention. This library shows the same fact written three ways, so you can see exactly what separates a line that gets skipped from a line that gets remembered.

THE PATTERN

[Action verb] + [what you did] + [scope] + [measurable result]

Three of the four are usually already in your head. The one people leave out is scope — the team size, the territory, the budget, the volume. Scope is what tells a recruiter what level you were operating at, and it is available even when a result is not.

ABOUT THE NUMBERS IN THIS LIBRARY

Every figure appears as a [BRACKET], not as an invented value. That is deliberate. Numbers you cannot defend in an interview are worse than no numbers at all. Where you genuinely do not have a metric, use scope instead — it is honest and it still works.

Where to find your numbers

- Your last two appraisal or review documents — the richest source, and you already own it.
- CRM, ticketing or ERP exports — pull your own totals for the last twelve months.
- Monthly or quarterly review decks your manager presented, if you can still access them.
- Your own sent email — search for the month you closed something and read what you wrote at the time.
- Ask a colleague who was there. Memory is unreliable about scale in both directions.

Bullet library

Sales

WEAK	Responsible for sales in the assigned territory.
BETTER	Managed a territory of [X] accounts across [region], covering new business and renewals.
STRONGEST	Managed [X] accounts across [region] and delivered ₹[amount] against a target of ₹[amount] — [Y]% of quota.

The jump from Better to Strongest is one number: the target. Quota attainment is the number sales recruiters look for first.

WEAK	Handled client relationships.
BETTER	Owned relationships with [X] key accounts contributing [Y]% of regional revenue.
STRONGEST	Grew [X] key accounts from ₹[amount] to ₹[amount] in [period] by [what you actually did differently].

“Handled” is invisible. Say whether you grew it, kept it, or won it back.

WEAK	Did cold calling and lead generation.
BETTER	Generated leads through outbound calling and LinkedIn prospecting.
STRONGEST	Generated [X] qualified leads per month through outbound calling and LinkedIn, converting [Y]% to first meetings.

Two numbers beat one: volume shows effort, conversion shows skill.

WEAK	Achieved sales targets.
BETTER	Met or exceeded quarterly targets throughout [year].
STRONGEST	Exceeded quarterly target in [X] of [Y] quarters, finishing [year] at [Z]% of annual plan and ranking [N] of [M] in the region.

Rank is powerful and costs nothing to state, if you know it.

Bullet library

Marketing

WEAK	Managed social media accounts.
BETTER	Managed [X] social channels, publishing [Y] posts per month.
STRONGEST	Grew combined following from [X] to [Y] in [period] and lifted average engagement rate from [A]% to [B]%.

Follower count alone is weak. Pair reach with an engagement or conversion metric.

WEAK	Ran digital marketing campaigns.
BETTER	Planned and ran paid campaigns across Meta and Google with a monthly budget of ₹[amount].
STRONGEST	Ran ₹[amount]/month across Meta and Google, reducing cost per qualified lead from ₹[X] to ₹[Y] while holding volume above [N].

“While holding volume” is the detail that stops a sceptic assuming you just cut spend.

WEAK	Created content for the brand.
BETTER	Produced [X] pieces of content per month across blog, email and social.
STRONGEST	Produced [X] pieces per month; the top [Y] drove [Z] organic sessions and [N] inbound enquiries in [period].

Content volume is input. Sessions and enquiries are output. Recruiters pay for output.

WEAK	Worked on brand campaigns.
BETTER	Supported [campaign name/type] from brief through to launch across [channels].
STRONGEST	Coordinated [campaign] across [X] channels and [Y] agencies, delivering on schedule and [%] under a ₹[amount] budget.

If you cannot claim the result, claim the scope and the discipline. Both are real.

Bullet library

Finance & Accounts

WEAK	Handled accounts payable and receivable.
BETTER	Processed [X] invoices per month across [Y] vendors, with reconciliation to the GL.
STRONGEST	Processed [X] invoices monthly and reduced overdue receivables from ₹[amount] to ₹[amount] in [period].

Money recovered or protected is the most persuasive finance metric there is.

WEAK	Prepared MIS reports.
BETTER	Prepared monthly MIS covering [P&L; / cost centres / branch performance] for [audience].
STRONGEST	Automated the monthly MIS pack in Excel, cutting preparation from [X] to [Y] hours and removing [N] manual steps.

Automation stories work well in finance because everyone reading has felt that pain.

WEAK	Did GST and TDS filing.
BETTER	Managed GST and TDS filings for [X] registrations.
STRONGEST	Filed GST and TDS for [X] registrations across [Y] states with zero late filings or notices over [period].

“Zero notices” is a genuine, checkable achievement. Use it if it is true.

WEAK	Assisted in audit.
BETTER	Supported statutory audit by preparing [schedules] and responding to auditor queries.
STRONGEST	Prepared [X] audit schedules and closed [Y] auditor queries, contributing to a clean report with no qualifications.

Say what you produced, not that you assisted.

Bullet library

Human Resources

WEAK	Responsible for recruitment.
BETTER	Managed end-to-end hiring for [functions] across [levels].
STRONGEST	Closed [X] roles in [period] with an average time-to-fill of [Y] days, against a team benchmark of [Z].

A benchmark turns a number into a judgement. Include it when you know it.

WEAK	Handled employee engagement.
BETTER	Ran engagement initiatives for [X] employees across [Y] locations.
STRONGEST	Ran [X] engagement initiatives; the annual engagement score moved from [A] to [B] and voluntary attrition fell from [C]% to [D]%.

Attribute honestly. “Contributed to” is fine if the movement was not yours alone.

WEAK	Managed onboarding.
BETTER	Onboarded [X] new joiners per month, covering documentation, induction and system access.
STRONGEST	Onboarded [X] joiners per month with [Y]% of day-one formalities completed on time, up from [Z]%.

Onboarding is easy to quantify and almost nobody does it.

WEAK	Handled HR operations.
BETTER	Owned HR operations for [X] employees — payroll inputs, leave, confirmations and exits.
STRONGEST	Owned HR operations for [X] employees and reduced payroll input errors from [Y] per cycle to [Z] over [period].

Error reduction is the operations equivalent of revenue growth.

Bullet library

Information Technology

WEAK	Worked on the backend.
BETTER	Built and maintained backend services in [stack] for [product area].
STRONGEST	Built [service] in [stack] handling [X] requests per day, cutting p95 latency from [A] ms to [B] ms.

Latency, throughput and error rate are the three numbers engineering managers actually read.

WEAK	Fixed bugs.
BETTER	Resolved [X] production defects across [modules].
STRONGEST	Resolved [X] production defects and reduced recurring incidents in [module] by [Y]% by fixing [root cause].

Naming the root cause proves you diagnosed rather than patched.

WEAK	Involved in testing.
BETTER	Wrote unit and integration tests for [modules].
STRONGEST	Raised test coverage on [module] from [X]% to [Y]% and cut regression escapes from [A] to [B] per release.

Coverage alone is a vanity metric. Pair it with escaped defects.

WEAK	Part of an Agile team.
BETTER	Worked in a [X]-person Agile team on [product], across [Y]-week sprints.
STRONGEST	Delivered [X] story points per sprint in a [Y]-person team and reduced carry-over from [A]% to [B]% by [what changed].

Only use story points if the interviewer's world uses them. Otherwise describe shipped features.

Bullet library

Operations

WEAK	Managed daily operations.
BETTER	Managed daily operations for a team of [X] handling [volume] per day.
STRONGEST	Managed [X] staff across [Y] shifts handling [volume]/day, lifting SLA adherence from [A]% to [B]%.

Headcount, volume and SLA — three numbers, one line.

WEAK	Improved processes.
BETTER	Redesigned [process], removing [X] handoffs.
STRONGEST	Redesigned [process] and cut turnaround from [X] to [Y] hours, saving roughly [Z] man-hours per month.

Man-hours saved translates into money in any interviewer's head.

WEAK	Handled vendors.
BETTER	Managed [X] vendors against agreed SLAs and monthly spend of ₹[amount].
STRONGEST	Consolidated [X] vendors to [Y] and renegotiated rates, saving ₹[amount] annually at the same service level.

“At the same service level” pre-empts the obvious objection.

WEAK	Prepared reports for management.
BETTER	Produced daily and weekly operations dashboards for [audience].
STRONGEST	Built a daily operations dashboard used by [X] managers, replacing [Y] separate reports and [Z] hours of manual work weekly.

Replacing something is a stronger claim than creating something.

Bullet library

Customer Support & Success

WEAK	Handled customer queries.
BETTER	Handled [X] tickets per month across [channels].
STRONGEST	Handled [X] tickets monthly with a first-response time of [Y] minutes and CSAT of [Z], against a team average of [A].

Always include the comparison point if you have it.

WEAK	Resolved escalations.
BETTER	Owned escalated cases for [segment].
STRONGEST	Owned [X] escalations per month and closed [Y]% within SLA, reducing repeat escalations by [Z]%.

Repeat rate shows you fixed the cause, not just the ticket.

WEAK	Worked on customer retention.
BETTER	Managed renewals for [X] accounts worth ₹[amount].
STRONGEST	Managed renewals across [X] accounts worth ₹[amount], improving renewal rate from [A]% to [B]% in [period].

Renewal rate is the single most valuable number in customer success.

WEAK	Trained new team members.
BETTER	Trained [X] new joiners on process and tools.
STRONGEST	Trained [X] joiners and cut their time-to-productivity from [A] to [B] weeks by building [what you built].

Building an artefact — a deck, an SOP, a knowledge base — makes the claim verifiable.

Bullet library

Project Management

WEAK	Managed projects.
BETTER	Managed [X] projects with a combined value of ₹[amount].
STRONGEST	Delivered [X] projects worth ₹[amount] with [Y]% on-time completion and budget variance under [Z]%.

On-time percentage plus budget variance is the standard pair. Give both.

WEAK	Coordinated with stakeholders.
BETTER	Coordinated across [X] functions and [Y] external partners.
STRONGEST	Ran fortnightly governance across [X] functions, cutting open escalations from [A] to [B] within [period].

Name the ritual you introduced. It shows you built a system, not just attended meetings.

WEAK	Managed project risks.
BETTER	Maintained the risk register and mitigation plans for [project].
STRONGEST	Identified [X] risks pre-emptively; [Y] were mitigated before impact, protecting [₹amount / the go-live date].

Prevented problems are hard to prove. Anchor them to the register entry and the date.

WEAK	Prepared project documentation.
BETTER	Produced BRDs, project plans and status reports for [X] projects.
STRONGEST	Standardised project documentation into [X] reusable templates, adopted across a [Y]-person PMO.

Adoption by others is the proof that the work was good.

Bullet library

Business Development

WEAK	Looked for new business.
BETTER	Prospected [X] target accounts in [segment] through outbound and events.
STRONGEST	Opened [X] new accounts in [segment], contributing ₹[amount] in first-year revenue against a plan of ₹[amount].

First-year revenue is the standard BD metric. Use it.

WEAK	Built partnerships.
BETTER	Signed [X] partnerships with [type of partner].
STRONGEST	Signed [X] partners in [region]; [Y] became revenue-generating within [period], delivering ₹[amount].

The second number is the honest one. Signed partners who never transact are not achievements.

WEAK	Prepared proposals.
BETTER	Wrote [X] proposals and RFP responses for [segment].
STRONGEST	Wrote [X] proposals with a win rate of [Y]%, above the team average of [Z]%.

Win rate is checkable and separates a writer from a closer.

WEAK	Did market research.
BETTER	Researched [market/segment] to support entry planning.
STRONGEST	Researched [market]; the analysis led to entry into [segment], which reached ₹[amount] within [period].

Research is only an achievement if you can point to the decision it changed.

Bullet library

Data & Analytics

WEAK	Made dashboards.
BETTER	Built [X] dashboards in [tool] for [functions].
STRONGEST	Built [X] dashboards used weekly by [Y] stakeholders, replacing [Z] manual reports.

Usage is the metric. A dashboard nobody opens is not an achievement.

WEAK	Analysed data.
BETTER	Analysed [dataset] to identify trends in [area].
STRONGEST	Analysed [dataset] and identified [the specific finding], which led to [decision] worth ₹[amount].

Always end an analysis bullet with the decision it caused.

WEAK	Wrote SQL queries.
BETTER	Wrote SQL across [X] tables to produce recurring [reports].
STRONGEST	Automated [report] in SQL and [tool], cutting preparation from [X] hours to [Y] minutes each week.

Time saved per week is easy to picture and easy to believe.

WEAK	Worked with stakeholders.
BETTER	Partnered with [functions] to define reporting requirements.
STRONGEST	Ran requirement sessions with [X] teams and reduced ad-hoc data requests by [Y]% by publishing self-serve views.

Reducing your own interruptions is a genuine, respected win.

Bullet library

Administration

WEAK	Handled office administration.
BETTER	Managed office administration for a [X]-person office across [scope].
STRONGEST	Managed administration for [X] staff and an annual spend of ₹[amount], delivering [Y]% savings on renewal.

Attach a rupee figure to admin work. It is almost always available and almost never used.

WEAK	Managed travel bookings.
BETTER	Coordinated travel and accommodation for [X] employees per month.
STRONGEST	Coordinated [X] trips per month with zero missed bookings over [period] and [Y]% savings by shifting to [what changed].

“Zero missed” is the reliability claim; the saving is the value claim.

WEAK	Maintained records.
BETTER	Maintained [type] records for [scope] in line with [policy].
STRONGEST	Digitised [X] files, cutting retrieval time from [A] to [B] and passing [audit] with no observations.

Audit outcomes are the cleanest proof in a records role.

WEAK	Supported senior management.
BETTER	Supported [X] senior leaders with scheduling, correspondence and reporting.
STRONGEST	Supported [X] leaders, managing [Y] calendars and preparing [Z] board or review packs per quarter.

Volume and seniority together establish the level you operated at.

Bullet library

Engineering (Core / Manufacturing)

WEAK	Worked on production.
BETTER	Supervised production on [line/shift] with an output of [volume] per day.
STRONGEST	Supervised [line] producing [volume]/day and raised OEE from [A]% to [B]% over [period].

OEE, yield, scrap and downtime are the four numbers that matter on a shop floor.

WEAK	Did quality checks.
BETTER	Performed in-process and final inspection against [standard].
STRONGEST	Reduced rejection rate from [A]% to [B]% by identifying and correcting [root cause] in [process].

Rejection rate movement is the classic quality achievement.

WEAK	Handled maintenance.
BETTER	Managed preventive and breakdown maintenance for [equipment].
STRONGEST	Cut unplanned downtime from [X] to [Y] hours per month by moving [equipment] onto a preventive schedule.

Downtime hours convert straight into production value.

WEAK	Followed safety procedures.
BETTER	Implemented and monitored safety procedures on [site].
STRONGEST	Maintained [X] days without a lost-time incident across a [Y]-person site and closed [Z] safety observations.

Safety records are a genuine differentiator in core engineering roles.

Bullet library

Teaching & Education

WEAK	Taught students.
BETTER	Taught [subject] to [X] students across [Y] sections in [grade/level].
STRONGEST	Taught [subject] to [X] students; the class average moved from [A]% to [B]% and [Y] students scored above [Z]%.

Outcomes, not attendance. Results are the currency of an education CV.

WEAK	Prepared lesson plans.
BETTER	Designed the annual curriculum and lesson plans for [subject], [grade].
STRONGEST	Designed [X] lesson modules adopted across [Y] sections and [Z] teachers.

Adoption by colleagues shows the work outlived your classroom.

WEAK	Handled parent communication.
BETTER	Conducted parent-teacher meetings for [X] students each term.
STRONGEST	Introduced a fortnightly progress note for [X] families, raising meeting attendance from [A]% to [B]%.

Any teaching process you changed can be measured by participation.

WEAK	Managed extracurricular activities.
BETTER	Coordinated [activity] for [X] students.
STRONGEST	Led [activity] for [X] students to [result — placement, competition, participation growth].

A named competition result is worth more than a description of the activity.

Bullet library

Healthcare Administration

WEAK	Handled patient records.
BETTER	Maintained patient records for [X] patients per day in line with [standard].
STRONGEST	Managed records for [X] daily patients and cut file retrieval time from [A] to [B] minutes after moving to [system].

Turnaround time is the metric that hospital administrators care about.

WEAK	Managed appointments.
BETTER	Scheduled [X] appointments per day across [Y] consultants.
STRONGEST	Scheduled [X] appointments daily across [Y] consultants, reducing no-shows from [A]% to [B]% by introducing [what].

No-show rate is directly financial. Use it.

WEAK	Handled billing.
BETTER	Processed billing and insurance claims for [X] cases per month.
STRONGEST	Processed [X] claims monthly and reduced rejection from [A]% to [B]% by correcting [specific documentation gap].

Claim rejection is the healthcare equivalent of a receivables problem.

WEAK	Coordinated with departments.
BETTER	Coordinated between [departments] on patient flow and discharge.
STRONGEST	Cut average discharge time from [A] to [B] hours by restructuring coordination between [departments].

Discharge time is one of the most-tracked numbers in any hospital.

Action verb bank

Stop starting every bullet with “Responsible for”

Eighty verbs, grouped by what they actually claim. Pick the group that matches what you did, then pick the verb that is true. A verb that overstates your role is the easiest thing in the world for an interviewer to unpick.

What you did	Verbs
Led and owned	Led · Directed · Owned · Headed · Chaired · Oversaw · Supervised · Managed · Governed · Spearheaded (use sparingly)
Built and created	Built · Designed · Developed · Created · Launched · Established · Introduced · Founded · Engineered · Authored
Grew and increased	Grew · Increased · Expanded · Scaled · Accelerated · Doubled · Generated · Drove · Boosted · Raised
Reduced and saved	Reduced · Cut · Eliminated · Lowered · Minimised · Saved · Recovered · Consolidated · Streamlined · Decommissioned
Improved and fixed	Improved · Optimised · Upgraded · Rebuilt · Refined · Corrected · Resolved · Stabilised · Standardised · Automated
Analysed and decided	Analysed · Assessed · Evaluated · Investigated · Diagnosed · Forecast · Modelled · Audited · Benchmarked · Prioritised
Influenced and worked with	Negotiated · Persuaded · Partnered · Coordinated · Advised · Presented · Facilitated · Mentored · Trained · Onboarded
Delivered and completed	Delivered · Shipped · Executed · Implemented · Completed · Rolled out · Migrated · Deployed · Closed · Achieved

AVOID REPETITION

Read down the left edge of your resume. If the same verb appears more than twice, change it. Recruiters notice the pattern before they notice the content — and a resume where every line begins “Managed” reads as one job done repeatedly rather than a career that progressed.

Words to delete on sight

- **Responsible for** — replace with the verb for what you actually did.
- **Helped / assisted / supported / involved in** — name your own contribution instead.
- **Various / several / multiple** — you know the number. Use it.
- **Hardworking, dedicated, passionate, results-oriented, dynamic, team player** — unprovable, and every other applicant claims them too.
- **Successfully** — if it were unsuccessful you would not have listed it.
- **Utilised** — the word is “used”.

PART IV

The AI prompt library

HOW TO USE THESE PROMPTS

76 prompts. Copy, paste, replace, run.

These work with ChatGPT, Claude, Gemini, Copilot or any capable AI assistant. Every prompt is written to be pasted whole. The parts in [SQUARE BRACKETS] are the only things you change.

01 **Copy the whole prompt**
Including the role line at the top and the instructions at the bottom. Those lines are doing most of the work — trimming them is what turns a good output into a generic one.

02 **Replace every [BRACKET]**
If you leave a bracket in, the model will invent something to fill it. That is where fabricated achievements come from.

03 **Paste your real material**
Most of these prompts need your actual resume, the actual job description, or your actual numbers. The output is only as specific as the input.

04 **Check every number that comes back**
An AI assistant will confidently produce a figure you never gave it. You are the one who will sit in the interview and be asked about it. Delete anything you cannot defend.

THE RULE THAT MATTERS MOST

Never let an AI invent a number, an employer, a date or a qualification. Several prompts here explicitly instruct the model to insert [ADD NUMBER] rather than guess. Keep that instruction in. A resume that impresses a screener and collapses in an interview is worse than an honest one that never got read.

What is in here

Category	Prompts
Resume rewriting	6
Professional summary	3
Achievement discovery	4
Job description analysis	4
ATS and formatting	3
Skill extraction	3

Category	Prompts
Career switching	4
Fresher resumes	3
Experience rewriting	5
Cover letters	4
LinkedIn	4
Recruiter communication	4
Interview preparation	8
Salary negotiation	5
Application strategy	6
Indian market specifics	10
Total	**76**

RESUME REWRITING

Resume rewriting

PROMPT 01 Full Resume Rewrite

Use this when: You have an old resume and want it restructured properly.

```
You are an experienced recruiter who has screened resumes for [INDUSTRY] roles in India
for 15 years.

Below is my current resume. Rewrite it so that:
- every bullet leads with a strong action verb and ends with a result
- responsibilities are converted into achievements wherever the source material allows
- the layout stays single-column and plain-text (no tables, no columns, no graphics)
- nothing is invented — if a number is missing, insert [ADD NUMBER] instead of guessing

Target role: [PASTE TARGET JOB TITLE]
My current resume:
[PASTE YOUR FULL RESUME]

Return the rewritten resume, then a short list of the weakest remaining lines and what
detail I need to supply to fix each one.
```

Tip: The last instruction matters most. Without it the model invents numbers, and you will get caught in the interview.

PROMPT 02 Responsibility to Achievement Converter

Use this when: Your bullets read like a job description instead of a record of what you did.

```
Here are bullets from my resume. Each one describes a duty rather than an achievement.

For each bullet, give me three versions:
1. WEAK — the original, so I can see the difference
2. BETTER — same facts, rewritten with an action verb and clear scope
3. STRONGEST — a version with a measurable result, using [BRACKETS] wherever I must supply
a real number

Do not invent any figure. Use brackets.

My bullets:
[PASTE 5–10 BULLETS]
```

PROMPT 03 Cut It To One Page

Use this when: Your resume is two or three pages and you have under eight years of experience.

```
Reduce the resume below to a single A4 page for a [TARGET ROLE] application.

Rules:
- keep achievements, cut duties
- keep the most recent two roles in full; compress older roles to one or two lines each
- remove anything that does not support this specific target role
- do not shrink the font or the margins to make it fit — cut words instead

Tell me exactly what you removed and why, so I can disagree with any of it.

Resume:
[PASTE RESUME]
```

PROMPT 04 Plain English Pass

Use this when: Your resume is full of corporate filler.

```
Rewrite the text below in plain, direct English suitable for an Indian corporate
recruiter.

Remove: synergy, spearheaded, dynamic, results-oriented, go-getter, passionate,
hardworking, team player, out-of-the-box, leverage (as a verb), utilise (use "use").
Keep every fact. Do not add adjectives. Shorter is better.

Text:
[PASTE SECTION]
```

PROMPT 05 Consistency Auditor

Use this when: Final check before you send — formatting inconsistency is the most common avoidable flaw.

```
Audit the resume below and list every inconsistency you find, with the line it appears on:
- date formats that do not match each other
- tense errors (current role should be present tense, past roles past tense)
- bullets that end with a full stop while others do not
- inconsistent capitalisation in headings or job titles
- inconsistent spacing between sections
- Indian vs American spelling used inconsistently
- numbers written as digits in one place and words in another

Return only the list of problems and the corrected version of each affected line.

Resume:
[PASTE RESUME]
```

Tip: Run this last, after every other edit. It catches what your eye stops seeing.

PROMPT 06 Reverse Engineer From The Job

Use this when: You want the resume structured around what this employer actually asked for.

```
Read the job description first, then my resume.

Rebuild my resume section order and bullet order so that the evidence most relevant to
this job description appears highest on the page. Do not add anything that is not already
in my resume.

Then tell me the three requirements in the job description that my resume currently gives
no evidence for.

Job description:
[PASTE JD]

My resume:
[PASTE RESUME]
```

PROFESSIONAL SUMMARY

Professional summary

PROMPT 07 Three Summary Options

Use this when: You need a professional summary and cannot decide how to open.

```
Write three different professional summaries for me, each 2–3 lines, each with a different emphasis:
A. weighted to my results and numbers
B. weighted to my domain expertise
C. weighted to the transition I am trying to make

Facts you may use — do not add any others:
Current role: [ROLE]
Years of experience: [X]
Industry: [INDUSTRY]
Two strongest achievements: [ACHIEVEMENT 1] / [ACHIEVEMENT 2]
Target role: [TARGET ROLE]

No adjectives about my personality. Facts and outcomes only.
```

Tip: Write the summary last, once your bullets exist. A summary written first ends up describing an imaginary candidate.

PROMPT 08 Fresher Summary Without Experience

Use this when: You are a student or recent graduate with no full-time work history.

```
Write a 2–3 line profile summary for a fresher applying to [TARGET ROLE].

Use only these facts:
Degree and college: [DEGREE], [COLLEGE]
CGPA or percentage: [SCORE]
Strongest project: [PROJECT AND WHAT IT DID]
Internship, if any: [INTERNSHIP AND WHAT I DID]
Technical skills: [SKILLS]

Do not use the words passionate, enthusiastic, eager, hardworking or dedicated. Do not claim experience I do not have. Lead with the most concrete thing on the list.
```

PROMPT 09 LinkedIn Headline From Resume

Use this when: Turning your resume summary into a LinkedIn headline.

```
Using my resume summary below, write eight LinkedIn headline options under 220 characters each.


Mix these structures:
- Role | Specialism | Proof point
- Role helping [audience] achieve [outcome]
- Role | keyword | keyword | keyword


Every option must contain the words a recruiter would actually search for when hiring a [TARGET ROLE]. No emojis. No "aspiring". No "|" chains longer than four items.


My summary:
[PASTE SUMMARY]
```

ACHIEVEMENT DISCOVERY

Achievement discovery

PROMPT 10 The Interrogation

Use this when: You believe you have no achievements worth writing down. Almost everyone is wrong about this.

```
You are going to help me find achievements I have forgotten.

Ask me ONE question at a time, wait for my answer, then ask the next. Ask fifteen questions in total. Cover: things I fixed, things I built, things I sped up, money I saved or made, people I trained, problems that stopped happening after I arrived, work I was asked to do because I specifically was trusted with it, and anything I was thanked for.

After all fifteen answers, turn what I told you into resume bullets with [BRACKETS] where I still need to supply a number.

My role: [ROLE], [INDUSTRY], [X] years.
Ask your first question now.
```

Tip: This is the single most useful prompt in the kit for people who think their work was 'nothing special'.

PROMPT 11 Find The Number

Use this when: You know what you did but have no metric for it.

```
For each of my responsibilities below, suggest three different ways I could quantify it — different angles, not three versions of the same number. For each suggestion, tell me where in my own records I would find that number (appraisal document, CRM export, email, invoice, attendance sheet, dashboard).

Do not invent values.

My responsibilities:
[PASTE 5 RESPONSIBILITIES]
```

PROMPT 12 Scope Instead Of Outcome

Use this when: There genuinely is no metric — some roles do not produce one.

```
Some of my work has no measurable outcome. For each item below, rewrite it to show SCOPE instead of RESULT — team size, budget, geography, number of clients, volume handled, seniority of stakeholders, or duration.

Scope is a legitimate substitute for a metric and is far better than a vague claim.

Items:
[PASTE ITEMS]
```

PROMPT 13 Appraisal Mining

Use this when: Your last appraisal document is the best source of achievements you own.

```
Below is the text of my performance appraisal. Extract everything that could become a resume achievement, including things my manager praised that I would not have thought to mention.

Group them as: hard results / process improvements / people and leadership / recognition.
Flag anything that would need a number attached before it is resume-ready.

Appraisal text:
[PASTE APPRAISAL]
```

JOB DESCRIPTION ANALYSIS

Job description analysis

PROMPT 14 Job Description Decoder

Use this when: Before you apply — always run this first.

```
Analyse this job description and tell me:

1. The five things this employer actually cares most about, ranked (not the order they are listed in — the order the wording suggests they matter)

2. Which requirements are genuine filters and which are wish-list items

3. The exact keywords and phrases I should mirror in my resume

4. What kind of candidate they seem to have in mind

5. The three questions I am most likely to be asked about this role in an interview


Job description:

[PASTE JD]
```

Tip: Referenced as Step 3 in the Start Here guide. Run this and the Keyword Gap Check together.

PROMPT 15 Keyword Gap Check

Use this when: Making sure your resume speaks the same language as the posting.

```
Compare my resume against this job description.


Produce a two-column list:

- Keywords and phrases present in the job description AND in my resume

- Keywords and phrases present in the job description but MISSING from my resume


For each missing item, tell me whether I plausibly have that experience based on what is already in my resume, and if so, suggest the honest line I could add. If I clearly do not have it, say so plainly and do not suggest a workaround.


Job description:

[PASTE JD]


My resume:

[PASTE RESUME]
```

Tip: The 'say so plainly' instruction stops the model from coaching you into a lie.

PROMPT 16 Am I Actually Qualified

Use this when: Deciding whether an application is worth the time.

```
Score my fit for this role from 1 to 10 and justify the score.

Then tell me, honestly:
- whether it is worth applying
- what my strongest single argument is
- what the interviewer will push back on hardest
- what I would need to add to my resume to move the score up by two points

Be blunt. I would rather not waste an application.

Job description:
[PASTE JD]

My resume:
[PASTE RESUME]
```

PROMPT 17 Decode The Salary Band

Use this when: The posting says 'as per industry standards'.

```
Based on this job description — the seniority signalled, the responsibilities listed, the location, the company size and the qualifications demanded — tell me what band of compensation this role most likely sits in for the Indian market, and explain the reasoning behind your estimate.

Be explicit that this is an inference from the posting, not verified data, and list what I should check independently before quoting a number.

Job description:
[PASTE JD]
```

Tip: Treat the output as a hypothesis. Verify it against AmbitionBox, Glassdoor and, best of all, someone who actually works there.

ATS AND FORMATTING

ATS and formatting

PROMPT 18 ATS Readability Check

Use this when: Before you upload to a careers portal.

```
Act as a resume parser. Read the plain text of my resume below exactly as a machine would, and report:
- which sections you could identify with confidence
- my job titles, employers and dates as you parsed them (list them back to me)
- anything you could not parse or found ambiguous
- any date gaps you detected
- any formatting that suggests tables, columns, headers or text boxes

Then list the specific changes that would make this file parse cleanly.

Resume text:
[PASTE THE PLAIN TEXT — copy from the PDF and paste, do not attach the file]
```

Tip: Paste the text you get from copying the PDF. If the paste comes out jumbled, that is your answer already.

PROMPT 19 File Name And Metadata Check

Use this when: Small details that make you look careless.

```
Tell me the correct way to name and prepare a resume file for an Indian job application, covering: the file name format, whether to send PDF or Word, what document properties to check, and what to do when a portal insists on .doc. Then critique my current file name: [PASTE FILE NAME]
```

PROMPT 20 Section Heading Standardiser

Use this when: Creative headings confuse parsers.

```
My resume uses these section headings: [LIST YOUR HEADINGS].

Replace any non-standard heading with the conventional equivalent that applicant tracking systems reliably recognise, and explain each change. Flag any heading that a parser may fail to categorise at all.
```

SKILL EXTRACTION

Skill extraction

PROMPT 21 Skills Section Builder

Use this when: Your skills list is a random pile of words.

```
Build me a skills section from the resume below.

Rules:
- group into three labelled rows maximum
- order each row with the most relevant to [TARGET ROLE] first
- remove anything that is not a skill ("hard working", "MS Office" if I am applying for a senior role)
- do not add a skill that has no evidence anywhere in my resume
- format as "Label: skill · skill · skill" on a single line per group

Resume:
[PASTE RESUME]
```

PROMPT 22 Prove Each Skill

Use this when: A skills list nobody believes is worse than no skills list.

```
For every skill in my list below, find the line in my resume that proves I have it. Where you cannot find proof, say "NO EVIDENCE" and tell me what kind of bullet would establish it.

Skills: [PASTE SKILLS]
Resume: [PASTE RESUME]
```

PROMPT 23 Skill Level Honesty Check

Use this when: Deciding what to actually claim.

```
I want to describe my level in each of these skills accurately. For each one, ask me two diagnostic questions that would reveal whether I am at beginner, working, or advanced level. After I answer, tell me the honest label to use and the phrasing to put on my resume.

Skills: [LIST SKILLS]
```

CAREER SWITCHING

Career switching

PROMPT 24 The Bridge Statement

Use this when: Explaining a career change in one line.

```
Write five different opening lines for my resume summary that explain, without apology, why I am moving from [CURRENT FIELD] to [TARGET FIELD].

Each must:
- name the switch directly in the first clause
- give a concrete reason grounded in something I have actually done
- end with what I bring rather than what I want

Context: [WHY YOU ARE SWITCHING, WHAT YOU HAVE DONE TOWARDS IT]
```

Tip: Never leave the recruiter to guess. An unexplained switch reads as instability; an explained one reads as intent.

PROMPT 25 Translate My Experience

Use this when: Your current field has its own vocabulary; the target field has a different one.

```
Translate each of my achievements below out of [CURRENT FIELD] language and into [TARGET FIELD] language, keeping every fact identical.

Show them side by side so I can check nothing was distorted. Flag any translation where the meaning stretches too far.

Achievements:
[PASTE ACHIEVEMENTS]
```

PROMPT 26 Objection Pre-Empt

Use this when: Preparing for the pushback you will definitely get.

```
I am moving from [CURRENT ROLE] to [TARGET ROLE]. List the eight objections a hiring manager will raise about this switch, hardest first.

For each: the objection in their words, why it is reasonable, and a 30-second answer built only on facts from my background below.

Background: [PASTE BACKGROUND]
```

PROMPT 27 Which Roles Actually Fit

Use this when: You know you want out but not what to go towards.

```
Based on the experience below, list twelve job titles I could realistically apply for in India today, grouped as:
- direct match (I qualify now)
- one step away (needs one specific addition)
- aspirational (needs 1–2 years of deliberate work)

For each, name the single thing that most stands between me and it.

Experience: [PASTE BACKGROUND]
```

FRESHER RESUMES

Fresher resumes

PROMPT 28 Build A Resume From Nothing

Use this when: You have never had a job and do not know what to put down.

```
I am a fresher with no work experience. Interview me to build a resume.

Ask one question at a time. Cover: my degree and scores, projects (academic and personal), any internship or training, technical skills, college activities and positions of responsibility, competitions, volunteering, part-time or family-business work, and languages.

Do not move on until I have answered. After the interview, produce a complete one-page fresher resume with education first, using only what I told you.

Ask your first question now.
```

Tip: Part-time work and family-business work count. Most Indian freshers leave these off and lose real evidence of responsibility.

PROMPT 29 Project To Bullet

Use this when: Turning a college project into something a recruiter values.

```
Turn my academic project into three resume bullets.

Focus on what I personally did, the tools I used, the problem it solved, and the outcome — marks, accuracy, users, or what it demonstrated. Avoid describing the project as a syllabus item.

Project: [DESCRIBE THE PROJECT, YOUR ROLE, THE TOOLS, AND THE RESULT]
```

PROMPT 30 Internship Value Extractor

Use this when: Your internship felt like fetching things. It probably was not.

```
I did a [DURATION] internship at [TYPE OF COMPANY] in [FUNCTION]. Ask me eight questions to uncover what I actually contributed, then convert my answers into three or four resume bullets.

Do not let me get away with "I assisted the team" — push me for the specific task, the tool, the output and the volume.
```

EXPERIENCE REWRITING

Experience rewriting

PROMPT 31 Seniority Recalibration

Use this when: Your bullets undersell the level you were actually operating at.

```
Read my bullets below. For each, tell me whether the phrasing signals a junior, mid or senior level of responsibility, and rewrite any that undersell what I actually did — without overstating it.

Signals to consider: whether I owned or supported, decided or executed, led or participated, and the scope named.

Bullets: [PASTE BULLETS]
```

PROMPT 32 Employment Gap Framing

Use this when: You have a gap and are unsure how to present it.

```
I have a gap in my employment from [START] to [END]. The reason was [REASON].

Give me: the one-line version for my resume, the two-line version for a cover letter, and the 30-second spoken version for an interview. All three must be honest, brief and unapologetic, and must end by moving the conversation forward rather than dwelling on the gap.

Do not suggest hiding it or manipulating dates.
```

Tip: Gaps are normal. Concealed gaps that surface during a background check are not survivable.

PROMPT 33 Short Tenure Presentation

Use this when: Several jobs in a short period.

```
My last [NUMBER] roles lasted [DURATIONS]. Reasons: [REASONS].

Show me how to present this history so it reads as coherent rather than unstable — including whether to group roles, whether to show months or only years, and what a recruiter is genuinely worried about. Then write the honest two-sentence explanation I can give when asked.
```

PROMPT 34 Same Company, Many Roles

Use this when: You were promoted internally and it looks like job-hopping.

```
I worked at [COMPANY] from [YEAR] to [YEAR] in these roles: [LIST ROLES WITH DATES].

Format this on my resume so the progression is obvious at a glance and each role's achievements stay distinct. Show me the exact layout.
```

PROMPT 35 Freelance And Consulting

Use this when: Presenting self-employed or project work credibly.

```
I worked freelance in [FIELD] from [DATE] to [DATE], for clients including [TYPES OF CLIENT].

Show me how to present this as a single professional entry rather than a scatter of gigs — including what to call the employer line, how to group clients, and how to show scale without breaching client confidentiality.
```

COVER LETTERS

Cover letters

PROMPT 36 Cover Letter From The Job Description

Use this when: The posting asks for a cover letter.

```
Write a cover letter of no more than 250 words for the role below.

Structure: why this company specifically (one specific, checkable detail — not flattery) / the single most relevant thing I have done / one short paragraph of evidence with a number / a direct closing line.

Do not restate my resume. Do not open with "I am writing to apply for". Do not use the words excited, thrilled, passionate or opportunity.

Job description: [PASTE JD]
My background: [PASTE RESUME OR SUMMARY]
```

PROMPT 37 Cold Application Letter

Use this when: No advertised vacancy — you are approaching them directly.

```
Write a 180-word cold cover letter to [COMPANY], who have not advertised a role.

It must open with something specific and true about their business, name the problem I could help with, give one line of proof that I have solved that problem before, and ask for a 15-minute conversation rather than a job.

About the company: [WHAT YOU KNOW]
About me: [YOUR BACKGROUND]
```

PROMPT 38 Referral Cover Letter

Use this when: Someone inside the company suggested you apply.

```
Write a short cover letter for a role I was referred to by [NAME], who is a [THEIR ROLE] at [COMPANY].

Name the referrer in the first sentence. Keep it under 200 words. Make clear I have done my own homework and am not relying on the referral alone.

Role: [ROLE]
My background: [BACKGROUND]
```

PROMPT 39 Cover Letter Critique

Use this when: You wrote one and it feels flat.

```
Critique my cover letter as a hiring manager who reads forty a day.


Tell me: whether I would keep reading after line one, which sentences add nothing, where
it repeats my resume, whether the ask at the end is clear, and what the strongest sentence
is. Then give me a tightened version at 200 words.


Letter: [PASTE LETTER]
```

LINKEDIN

LinkedIn

PROMPT 40 About Section Writer

Use this when: Your LinkedIn About box is empty or is a copy of your resume summary.

```
Write my LinkedIn About section in first person, 4–5 short paragraphs, under 1,500
characters.

Paragraph 1: what I do and for whom, in plain language
Paragraph 2: the proof — two or three concrete results
Paragraph 3: how I work or what I am known for
Paragraph 4: what I am open to, and how to reach me

No buzzwords. No third person. No "Results-driven professional".

My background: [PASTE RESUME]
```

PROMPT 41 Experience Section Rewrite

Use this when: LinkedIn experience entries can be longer and more human than a resume.

```
Rewrite my resume bullets for LinkedIn, where there is more room and the tone can be
slightly more conversational.

For my current role: one short context line, then 4–5 bullets.
For older roles: one context line and 2–3 bullets each.
Keep every number. Add nothing.

Resume: [PASTE RESUME]
```

PROMPT 42 Recruiter Search Visibility

Use this when: Recruiters search LinkedIn with keywords. You need to contain them.

```
List the twenty search terms a recruiter hiring for [TARGET ROLE] in [CITY] would most
likely type into LinkedIn Recruiter.

Then check my profile text below and tell me which of those terms appear, which are
missing, and exactly where to add each missing term so it reads naturally rather than
stuffed.

My profile text: [PASTE HEADLINE, ABOUT AND EXPERIENCE]
```

PROMPT 43 Profile Audit

Use this when: A full pass over the profile.

```
Audit my LinkedIn profile section by section — photo guidance, banner, headline, About, experience, skills, education, recommendations, featured — and score each out of 10 with one specific fix per section.


Prioritise the fixes: tell me which three to do first for the biggest change in how recruiters see me.


Profile: [PASTE PROFILE TEXT AND DESCRIBE YOUR PHOTO AND BANNER]
```

RECRUITER COMMUNICATION

Recruiter communication

PROMPT 44 First Message To A Recruiter

Use this when: Reaching out cold on LinkedIn.

```
Write a LinkedIn connection message to a recruiter under 300 characters, and a longer
follow-up message under 120 words to send once they accept.


Both must: name the specific role or team, give one line of relevant proof, and make one
clear small ask. No flattery, no "I hope this message finds you well", no life story.


Recruiter: [NAME, COMPANY]
Role: [ROLE]
My proof point: [ONE ACHIEVEMENT]
```

PROMPT 45 Follow Up Without Nagging

Use this when: It has been a week and there is no reply.

```
Write three follow-up messages for an application I submitted [X] days ago, to be sent at
day 7, day 14 and day 21.


Each must be shorter than the last, add something new rather than repeating the ask, and
the final one must gracefully close the loop so I do not look desperate.


Role: [ROLE], Company: [COMPANY]
```

Tip: Three follow-ups is the ceiling. After that you are damaging the relationship, not maintaining it.

PROMPT 46 Asking For A Referral

Use this when: Approaching someone you barely know.

```
Write a message asking [PERSON] at [COMPANY] for a referral for [ROLE].


Constraints: under 120 words, acknowledge that they may not know my work well enough to
refer me, make it easy for them to say no, and offer to send a short summary they can
forward. Include a two-line version of that summary they could paste.


How I know them: [CONTEXT]
My relevant proof: [ACHIEVEMENT]
```

PROMPT 47 Responding To An Inbound Recruiter

Use this when: A recruiter messaged you and you want to keep the door open.

```
Write two replies to a recruiter who has approached me about [ROLE]:
A. I am interested — ask the four questions I need answered before investing time
B. I am not interested right now — decline warmly and keep the relationship alive

Both under 100 words.
```

INTERVIEW PREPARATION

Interview preparation

PROMPT 48 Interview Question Predictor

Use this when: Preparing for a specific interview.

```
Based on this job description and my resume, predict the twenty questions I am most likely to be asked, ranked by probability.

For each: the question, why they will ask it, and the specific thing in my background they are probing. Mark the five that I am least prepared for based on what my resume shows.

Job description: [PASTE JD]
Resume: [PASTE RESUME]
```

PROMPT 49 Build My STAR Stories

Use this when: You need a stock of stories that cover most behavioural questions.

```
Help me build six STAR stories that between them will answer most behavioural interview questions.

The six should cover: a conflict, a failure, a deadline under pressure, influencing without authority, a measurable win, and a time I changed my mind.

Ask me about each one at a time. After each answer, write it back as a tight STAR story of about 150 words and tell me which interview questions it can be used for.

Start with the first.
```

Tip: Six well-rehearsed stories will cover most of the 120 questions in the interview guide. Build these once, use them everywhere.

PROMPT 50 Tell Me About Yourself

Use this when: The first question in almost every interview.

```
Write my answer to "Tell me about yourself" for a [TARGET ROLE] interview. Ninety seconds spoken, roughly 180 words.

Structure: where I am now and my scope / one line on the path that got me here / my strongest relevant result with a number / why this role, specifically.

No childhood, no education history unless I am a fresher, no listing of every job. Written to be spoken aloud, not read.

My background: [PASTE RESUME]
```

PROMPT 51 Mock Interview

Use this when: Practising out loud.

```
Conduct a mock interview for [ROLE] at [COMPANY TYPE].

Ask one question at a time and wait for my answer. Do not tell me the next question in advance. After each answer, give me a score out of 10 and one specific improvement — then continue. Ask twelve questions: three warm-up, six behavioural, three role-specific.

Be a realistic interviewer, not an encouraging one. Begin.
```

PROMPT 52 Weakness Answer

Use this when: The question everyone handles badly.

```
Help me answer "What is your greatest weakness?" honestly.

Ask me three questions about where I actually struggle. Then write an answer that names a real weakness, shows what I have concretely done about it, and demonstrates self-awareness — without using a disguised strength like "I am a perfectionist" or "I work too hard".
```

PROMPT 53 Questions To Ask Them

Use this when: The end of the interview, when most candidates go blank.

```
Give me ten questions to ask at the end of an interview for [ROLE] at [COMPANY], grouped as: about the role, about the team, about how success is measured, and about the company's direction.


Mark the three that would most impress this particular interviewer, given the job description below, and the two I should avoid until a later round.


Job description: [PASTE JD]
```

PROMPT 54 Why Are You Leaving

Use this when: A question that has ended interviews.

```
My actual reason for leaving is: [HONEST REASON, INCLUDING THE UNFLATTERING PART].


Write a 20-second answer that is truthful, does not criticise my current employer, and pivots to what I am moving towards. Then tell me the two follow-up questions this answer invites, and how to handle each.
```

Tip: Never criticise a current employer in an interview. The interviewer assumes you will one day speak about them the same way.

PROMPT 55 Post Interview Debrief

Use this when: Learning from the one you just did.

```
I just finished an interview. Ask me eight questions to debrief it — what was asked, where I hesitated, what surprised me, what I forgot to say, what they seemed to react to.


Then give me: what to include in my thank-you email, what to prepare differently for the next round, and an honest read on how it likely went.
```

SALARY NEGOTIATION

Salary negotiation

PROMPT 56 Answering The CTC Question

Use this when: The single most common negotiation moment in an Indian interview.

```
I have been asked for my current CTC and expected CTC at the [SCREENING / HR ROUND / OFFER] stage.

Give me:
- a way to defer the answer politely if it is too early
- what to say if they insist
- how to answer if I am underpaid relative to the market and do not want my current CTC to anchor the offer
- the exact wording for each, written to be spoken

Context: current CTC [AMOUNT], target range [RANGE], notice period [PERIOD].
```

Tip: Deferring works at screening. By the offer stage you need a number. Decide it before the call, not during it.

PROMPT 57 Counter Offer Script

Use this when: You have an offer and it is below your target.

```
Write a counter-offer message for an offer of ▫[OFFERED] against my target of ▫[TARGET] for [ROLE].

It must: thank them clearly and confirm genuine interest, give a specific reason for the counter grounded in scope or market rather than personal need, name one figure rather than a range, and stay warm enough that a "no" does not end the conversation.

Give me an email version and a shorter version to say on a call.

My leverage: [OTHER OFFERS / SCARCE SKILL / NONE]
```

PROMPT 58 Total Compensation Comparison

Use this when: Two offers that are hard to compare.

```
Compare these two offers as total compensation and as a career decision.

Offer A: [CTC BREAKDOWN, VARIABLE, BENEFITS, LOCATION, ROLE, COMPANY STAGE]
Offer B: [SAME]

Break down fixed versus variable, what is actually guaranteed, the real monthly in-hand difference, and the non-financial factors that matter over two years. State clearly what information I am missing before I can decide properly.
```

PROMPT 59 Negotiating Beyond Salary

Use this when: They will not move on the number.

```
The employer says the salary is fixed. List everything else that is negotiable in an Indian offer — joining bonus, notice-period buyout, variable structure, review timing, designation, location, work-from-home days, leave, relocation, certification budget.

For the four with the best chance of success in [INDUSTRY], write the exact sentence I should use to ask.
```

PROMPT 60 Notice Period And Joining Date

Use this when: The logistics conversation that can sink an offer.

```
Help me negotiate a joining date. My notice period is [PERIOD]; they want me in [TIMEFRAME].

Give me: how to raise buyout, how to ask my current employer for early release, what to commit to in writing, and what to do if the new employer pressures me to resign before the offer letter arrives.

Write the message to the new employer and the message to my current manager.
```

Tip: Never resign before you hold a signed offer letter. This is the most expensive mistake in the Indian job market.

APPLICATION STRATEGY

Application strategy

PROMPT 61 Weekly Job Search Plan

Use this when: Turning an anxious scroll into a routine.

```
Build me a weekly job search plan that fits [X] hours per week around a full-time job.

Allocate time across: applications, tailoring, outreach and referrals, LinkedIn,
interview preparation, and skill building. Give me day-by-day blocks with a specific
target for each, and one metric to track weekly.

My situation: [EMPLOYED / NOTICE PERIOD / SEARCHING], target role [ROLE], timeline
[MONTHS].
```

PROMPT 62 Target Company List

Use this when: Applying to whatever appears is a poor strategy.

```
Build me a target list of thirty companies in [CITY / REGION] hiring for [ROLE], grouped
as: realistic now, a stretch, and long shots.

For each group, tell me the right approach — portal application, referral, or direct
outreach — and roughly what share of my effort should go to each group.

My background: [SUMMARY]
```

PROMPT 63 Why No Replies

Use this when: You have applied to fifty roles and heard nothing.

```
I have applied to [NUMBER] roles in [PERIOD] with [NUMBER] responses.

Diagnose the likely cause. Work through, in order: whether I am applying to the right
level, whether my resume clears the first screen, whether my application channel is wrong,
whether my online presence contradicts my resume, and whether my target market is simply
not hiring.

Ask me whatever you need to narrow it down. Give me the single highest-impact change to
make first.

My resume: [PASTE]

Roles applied to: [PASTE 3 EXAMPLE JDs]
```

Tip: Silence is data. Fifty applications with no reply is almost always a targeting problem or a first-screen problem, not bad luck.

PROMPT 64 Application Priority Sort

Use this when: Ten open tabs and limited time.

```
Here are the roles I am considering. Rank them by expected return on my time, factoring fit, seniority match, how recently posted, whether I have a route in, and how competitive each is likely to be.


Tell me which three to apply to properly today and which to drop entirely.


Roles: [PASTE TITLES, COMPANIES AND KEY REQUIREMENTS]
```

PROMPT 65 Rejection Debrief

Use this when: Getting something back from a no.

```
I was rejected [AT WHICH STAGE] for [ROLE] at [COMPANY].


Write the short reply asking for feedback in a way that people actually answer. Then help me work out what to change: ask me five questions about the process and give me an honest read on whether this was a fixable problem or simply a stronger candidate.
```

PROMPT 66 Thirty Day Sprint

Use this when: You need momentum, fast.

```
Design a 30-day job search sprint for a [ROLE] search in India, starting from [MY CURRENT STATE].


Week 1 through Week 4, with daily actions, weekly targets, and a checkpoint at the end of each week that tells me whether to continue or change approach. Keep the daily load under [X] hours.
```

INDIAN MARKET SPECIFICS

Indian market specifics

PROMPT 67 Campus Placement Preparation

Use this when: Your college placement season is starting.

```
Prepare me for campus placements at [COLLEGE] for [ROLE] roles.

Give me: the aptitude and technical areas most commonly tested by companies hiring for this role, the standard HR round questions in campus interviews, how a group discussion is actually scored, and a four-week preparation schedule.

My branch: [BRANCH], CGPA: [SCORE], target companies: [LIST].
```

PROMPT 68 Internal Transfer Application

Use this when: Applying for a role inside your current company.

```
Write an internal application for [TARGET ROLE] at my current employer, where I currently work as [CURRENT ROLE] in [CURRENT TEAM].

It must acknowledge that they can see my full record, name what I have contributed that is visible to the hiring manager, and address the obvious question of why I want to leave my current team without criticising it.

Give me the email to the hiring manager and the note to my current manager.
```

Tip: Tell your current manager before they hear it from someone else. In most Indian organisations they will be asked to release you.

PROMPT 69 Government And PSU Applications

Use this when: Public-sector formats differ sharply from private ones.

```
Explain how a resume or biodata for an Indian government, PSU or public-sector application differs from a private-sector resume — structure, length, what personal details are conventionally included, certificates, and format.

Then convert my private-sector resume into that format.

Resume: [PASTE RESUME]
```

PROMPT 70 Naukri Profile Optimisation

Use this when: Naukri is where most Indian recruiters search first.

```
Optimise my Naukri profile for [TARGET ROLE] in [CITY].

Cover: the resume headline field, the key skills field, the profile summary, how to fill work experience so search filters catch me, which fields drive recruiter search results, and how often to update so I appear in recent-activity filters.

My background: [PASTE RESUME]
```

PROMPT 71 Notice Period Positioning

Use this when: A 90-day notice period is filtering you out of shortlists.

```
My notice period is [PERIOD] and it is costing me shortlists.

Give me: how to present it on Naukri and in applications, when to raise buyout, the exact wording to use with a recruiter who says the client needs someone in 30 days, and what is realistic to negotiate with my current employer.
```

PROMPT 72 Relocation Positioning

Use this when: Applying to a city you do not currently live in.

```
I live in [CURRENT CITY] and am applying to roles in [TARGET CITY].

Show me how to handle this: whether to put the target city on my resume, how to address relocation in a cover letter, what to say when asked "why this city", and how to remove the employer's worry that I will leave within a year.
```

PROMPT 73 Reference Check Preparation

Use this when: The offer is close and they have asked for references.

```
Help me prepare references for a [ROLE] offer.

Cover: who to choose and who to avoid, what to tell each referee before they are contacted, how to handle a request for a reference from a current employer I have not told, and what a background verification agency in India typically checks.

Then write the message asking someone to be my referee.
```

Tip: Brief every referee before you give their number. An unprepared referee is worse than one fewer reference.

PROMPT 74 Offer Letter Review

Use this when: Before you sign.

```
Read the offer letter terms below and tell me, in plain language: what is guaranteed
versus conditional, how the variable component actually pays out, what the notice and bond
clauses commit me to, what happens if I leave within a year, and anything unusual I should
question.


List the five questions I should ask HR before signing.


State clearly that this is a general explanation and not legal advice.


Offer terms: [PASTE THE RELEVANT CLAUSES]
```

Tip: This gives you a reading of the document, not a legal opinion. For a bond, a non-compete or anything you are unsure of, pay a lawyer for an hour.

PROMPT 75 WhatsApp Message To A Recruiter

Use this when: Indian recruiters often move the conversation to WhatsApp.

```
Write three WhatsApp messages to a recruiter, each under 60 words:
A. sending my resume after they asked for it
B. following up on an interview I attended three days ago
C. politely declining an interview slot and proposing two alternatives


Tone: professional but not stiff. No "Respected Sir/Madam". No forwarded-message
formatting. No emojis.
```

PROMPT 76 Returning To Work After A Break

Use this when: A career break of a year or more.

```
I am returning to work after a [DURATION] break for [REASON].


Give me: how to present the break on my resume, a two-line summary opening that addresses
it without apology, how to describe anything I did during the break that is relevant, the
spoken 30-second answer for the interview, and which Indian returnship programmes are
worth researching.


My background before the break: [SUMMARY]
```

Tip: A break is a fact, not a flaw. Name it, place it in the past, and move the conversation to what you can do now.

PART IV

Cover letters

MODULE 05

Cover letters that are actually read

Ten frameworks covering the situations that actually arise, plus the eight rules that decide whether the letter helps or hurts. Each framework is a skeleton — the bracketed parts are where your specifics go, and they are the only parts that matter.

The eight rules

Rule	Why
Length	Under 250 words. A cover letter that runs to a full page is not read; it is scanned for the company name and discarded.
Opening	Never open with “I am writing to apply for the position of”. They know. Use line one for something only you could have written.
The company line	One specific, checkable detail. Not “your reputation for excellence” — that fits any company and signals you sent fifty of these.
Do not restate the resume	The letter answers a question the resume cannot: why this role, why this company, why now.
Address it to a person	Find the hiring manager or the recruiter on LinkedIn. “Dear Sir/Madam” is acceptable but weaker. “To Whom It May Concern” is not.
Banned words	Excited, thrilled, passionate, opportunity, esteemed organisation, humbly request, needful. All of them mark the letter as a template.
The ask	End with a specific, small next step — a conversation, a call, fifteen minutes. Not “I look forward to hearing from you”.
When to skip it	If the portal makes it optional and you have nothing specific to say, a weak cover letter is worse than none. Spend the time tailoring the resume instead.

THE FASTEST WAY TO USE THIS MODULE

Pick the framework that matches your situation. Paste it into Prompt 37 (Cover Letter From The Job Description) in Module 04 along with the job posting and your resume. You will get a filled draft in one pass — then edit it yourself so it sounds like you and not like software.

CL-01 · Standard Application

The posting asks for a cover letter and nothing unusual applies.

> Dear [Hiring Manager's Name],
>
> I am applying for the [Role] position at [Company]. [One specific, checkable sentence about the company or the role — something you could only write after reading about them.]
>
> In my current role as [Title] at [Company], I [the single most relevant thing you have done, with a number]. [One more sentence of evidence that maps to their top requirement.]
>
> [Company] is looking for [restate their central requirement in your own words]. That is the part of my work I have spent [X] years on, and it is the reason I applied.
>
> I would welcome the chance to talk it through. I am available on [availability] and can be reached at [phone].
>
> Regards,
> [Your Name]

CL-02 · Fresher — No Experience

You are a student or recent graduate with no full-time history.

> Dear [Hiring Manager's Name],
>
> I am a [Year] [Degree] graduate from [College], applying for the [Role] position at [Company].
>
> I do not have full-time experience yet, so let me tell you what I do have. [Project or internship, what you built or analysed, the tool you used, the result.] [A second concrete item — a competition, a certification, a responsibility you held.]
>
> I applied to [Company] specifically because [a real reason grounded in something you read or used].
>
> I would be glad to talk about how I could contribute. Thank you for your time.
>
> Regards,
> [Your Name] · [Phone] · [Email]

CL-03 · Career Change

You are moving between functions or industries.

> Dear [Hiring Manager's Name],
>
> I am applying for the [Role] position at [Company]. I am currently a [Current Role] in [Current Industry], and I am moving into [Target Field] deliberately — this is not a sideways accident.
>
> The reason I can make that move is [the transferable capability]. In my current role I [achievement phrased in the target field's language, with a number]. That is the same problem your posting describes.
>
> I have also [course, certification, freelance project, or internal work in the target field] to close the gap on [the specific thing you lack].
>
> I know a switch carries risk for you. I would rather address that directly in a conversation than leave it unsaid.
>
> Regards,
> [Your Name]

CL-04 · Referral

Someone inside the company suggested you apply.

> Dear [Hiring Manager's Name],
>
> [Referrer's Name], who works as [Their Role] in [Their Team], suggested I apply for the [Role] position.
>
> [Referrer] and I [how you know each other and for how long]. They thought the role was a fit because [the specific reason they gave].
>
> For context: I am currently [Title] at [Company], where I [the most relevant achievement, with a number].
>
> I have read the posting in full and would be glad to talk about the parts I am strongest on — and the parts I would need to learn.
>
> Regards,
> [Your Name]

CL-05 · Cold Approach — No Advertised Role

You want to work there and they are not hiring publicly.

> Dear [Name],
>
> You are not advertising for this, so I will be brief.
>
> [One specific observation about their business — a launch, an expansion, a problem visible from outside.]
>
> I am a [Role] with [X] years in [field]. At [Company] I [the achievement most relevant to the observation above, with a number].
>
> If that is a problem worth solving at [Company] this year, I would value fifteen minutes to hear how you are approaching it. If not, no reply needed.
>
> Regards,
> [Your Name] · [Phone] · [LinkedIn]

CL-06 · Internship

Applying for an internship while studying.

> Dear [Hiring Manager's Name],
>
> I am a [Year]-year [Degree] student at [College], applying for the [Internship Title] at [Company] for [duration/period].
>
> My relevant work so far: [project or coursework, what you actually did, the tool, the outcome]. I have also [second item].
>
> I am available from [date] to [date] and can work [full-time / part-time / remote / from your [city] office].
>
> Thank you for considering my application.
>
> Regards,
> [Your Name] · [Phone] · [Email]

CL-07 · Return To Work After A Break

You have been out of the workforce and are coming back.

> Dear [Hiring Manager's Name],
>
> I am applying for the [Role] position at [Company]. I took a career break from [Month Year] to [Month Year] for [brief, factual reason], and I am now returning to full-time work.
>
> Before the break I was [Title] at [Company], where I [achievement with a number]. During the break I [anything relevant — course, freelance, volunteering — or simply say what you kept current].
>
> I am ready to start [availability] and I am not looking for a phased return.
>
> I would be glad to discuss the role.
>
> Regards,
> [Your Name]

CL-08 · Internal Application

Applying for a different role inside your current employer.

> Dear [Hiring Manager's Name],
>
> I would like to be considered for the [Role] position in [Team]. I have been with [Company] for [X] years, currently as [Title] in [Team].
>
> You can see my record, so I will point to the parts that matter for this role: [achievement one, with a number] and [achievement two]. I have also worked with [their team or a related one] on [specific piece of work].
>
> I have spoken to [current manager] about this application.
>
> Happy to discuss whenever suits you.
>
> Regards,
> [Your Name]

CL-09 · Remote Role

The position is remote and they will worry about it.

> Dear [Hiring Manager's Name],
>
> I am applying for the [Role] position. I have worked remotely for [X] years / [with distributed teams across [locations]].
>
> [The most relevant achievement, with a number.] That work was delivered [remotely / across [X] time zones], so the working model is not new to me.
>
> Practically: I am based in [City], work comfortably in [time zone / overlap hours], and have [connectivity/workspace detail if relevant].
>
> I would welcome a conversation.
>
> Regards,
> [Your Name]

CL-10 · Follow-Up Letter

You applied, heard nothing, and want to add something rather than nag.

> Dear [Hiring Manager's Name],
>
> I applied for the [Role] position on [date] and wanted to add one thing rather than simply follow up.
>
> [Something new and genuinely relevant — a piece of work you completed since, a thought about their market, a question their posting raised.]
>
> If the role is still open I remain very interested. If it has been filled, I would appreciate knowing so I can stop checking.
>
> Thank you either way.
>
> Regards,
> [Your Name]

V

Reaching people

The messages that decide whether anyone reads the resume at all.

PART V

Application emails

MODULE 06

Application emails

18 emails covering every stage of an application, from the first send to the resignation letter. Each has a subject line, because a resume attached to an email with no subject is the fastest way to be ignored.

Six rules for every email here

- **Subject lines carry the role and your name.** Recruiters search their inbox; make yourself findable.
- **Under 120 words.** Anything longer will be read later, which means never.
- **One ask per email.** Two asks get one answer, usually to the easier one.
- **Attach the file before you write the email.** The forgotten attachment is the most common self-inflicted wound in a job search.
- **Name the file properly.** `Firstname_Lastname_Resume.pdf` — never `resume_final_v3.pdf`.
- **Drop “Respected Sir/Madam” and “do the needful”.** Both read as dated to most hiring managers now.

E-01 · Applying with your resume attached

Email | Sending a resume directly to a company email address.

Subject: Application — [Role] — [Your Name]

Dear [Name / Hiring Team],

I am applying for the [Role] position at [Company]. My resume is attached.

In short: [X] years in [function], currently [Title] at [Company], where I [one achievement with a number].

Happy to share anything else that would help.

Regards,
[Your Name] · [Phone]

E-02 · Applying through a referral

Email | A contact told you to send it directly.

Subject: [Referrer's Name] suggested I write — [Role]

Dear [Name],

[Referrer's Name] suggested I send you my resume for the [Role] position. It is attached.

Briefly: [X] years in [function]; most relevant to this role, I [achievement with a number].

Let me know if a short call would be useful.

Regards,
[Your Name] · [Phone]

E-03 · First follow-up (day 7)

Email | One week after applying, no response.

> **Subject:** Following up — [Role] application — [Your Name]
>
> Dear [Name],
>
> I applied for the [Role] position on [date] and wanted to check whether the application reached you.
>
> Still very interested. Resume attached again for convenience.
>
> Regards,
> [Your Name]

E-04 · Second follow-up (day 14)

Email | Two weeks, still nothing. Add value, do not repeat.

> **Subject:** One more thought on the [Role] position
>
> Dear [Name],
>
> Following up on my application from [date] — and adding one thing rather than just checking in.
>
> [A genuinely relevant thought: something about their market, a question the posting raised, or a piece of work you have completed since.]
>
> If the role has been filled, I would appreciate knowing.
>
> Regards,
> [Your Name]

E-05 · Closing the loop (day 21)

Email | Third and final follow-up. Leave gracefully.

Subject: Closing the loop — [Role]

Dear [Name],

I will stop following up on the [Role] position — I know inboxes are full.

If something opens up in [team/function] later, I would still be glad to hear from you.

Thank you for your time.

Regards,
[Your Name]

E-06 · Requesting a referral

Email | Asking a contact to refer you internally.

Subject: A favour, and an easy way to say no

Hi [Name],

[Company] has an opening for [Role] — [link]. I would like to apply and wondered whether you would be comfortable referring me.

You may not know my work well enough to put your name to it, and that is a completely reasonable no. If it is easier, I have written two lines below you could forward without any endorsement:

“[Your Name] is a [Role] with [X] years in [field]; most recently [one achievement]. Applying for [Role].”

Either way, good to be in touch.

[Your Name]

E-07 · Confirming an interview

Email | They have proposed a time.

Subject: Confirmed — [Role] interview, [Day] [Date]

Dear [Name],

Confirming [Day, Date] at [Time] for the [Role] interview, [in person at [address] / on [platform]].

Please let me know if anyone else will be joining, or if there is anything you would like me to prepare or bring.

Thank you.

Regards,
[Your Name] · [Phone]

E-08 · Rescheduling an interview

Email | You genuinely cannot make the time offered.

Subject: Request to reschedule — [Role] interview

Dear [Name],

Thank you for the invitation. Unfortunately I have an unavoidable commitment at [proposed time] and do not want to take a slot I cannot give my full attention to.

I am free on [option 1], [option 2] or [option 3]. I can also make an early morning or late evening slot if that helps.

Apologies for the inconvenience, and thank you for accommodating.

Regards,
[Your Name]

E-09 · Thank-you after an interview

Email | Send within 24 hours. Most candidates do not.

> **Subject:** Thank you — [Role] interview
>
> Dear [Name],
>
> Thank you for the conversation today.
>
> [One specific thing from the discussion that stayed with you — not a generic compliment.] It clarified [what it clarified about the role].
>
> On [the question you handled least well], I would add: [the better answer, in two sentences].
>
> I am keen on the role. Happy to provide anything further.
>
> Regards,
> [Your Name]

E-10 · Post-interview follow-up

Email | The date they gave you has passed.

> **Subject:** Checking in — [Role]
>
> Dear [Name],
>
> You mentioned you expected to have an update by [date]. I wanted to check where things stand.
>
> No rush if timelines have moved — I would just like to keep my own planning honest.
>
> Regards,
> [Your Name]

E-11 · Asking about salary before investing time

Email | Two rounds in and nobody has mentioned money.

Subject: Quick question before the next round

Dear [Name],

Before we go into the next round, could you share the budgeted range for this position?

I ask only so that neither of us spends time on a conversation that cannot conclude. I am flexible on structure and open to discussing it properly.

Regards,
[Your Name]

E-12 · Accepting an offer

Email | Say yes clearly and confirm the terms in writing.

Subject: Accepting the offer — [Role]

Dear [Name],

Thank you — I am delighted to accept the [Role] position at [Company].

Confirming my understanding of the terms: [designation], fixed CTC of ₹[amount], variable of ₹[amount] against [conditions], joining on [date], reporting to [name/role].

Please let me know what you need from me for documentation and background verification.

Looking forward to starting.

Regards,
[Your Name]

E-13 · Declining an offer

Email | Say no well. The industry is small.

Subject: Regarding the [Role] offer

Dear [Name],

Thank you for the offer, and for the time your team gave me through the process.

After careful thought I have decided to accept another opportunity that is closer to [the honest, non-critical reason]. It was not an easy decision — I was impressed by [something specific and true].

I hope our paths cross again.

Regards,
[Your Name]

E-14 · Asking for more time to decide

Email | You have an offer and another process in flight.

Subject: Request for a short extension — [Role] offer

Dear [Name],

Thank you for the offer. I want to give it a proper decision rather than a quick one.

Would it be possible to confirm by [date]? That is [X] days from today.

To be clear about where I stand: I am genuinely interested, and this is not a negotiating tactic.

Regards,
[Your Name]

E-15 · Reconnecting with a former employer

Email | Going back, or asking a former manager for help.

Subject: Hello from [Your Name]

Dear [Name],

It has been [X] years since I left [Company]. I hope things are going well with [something you remember about their work].

Since then I have [one line on what you have done].

I am currently exploring [type of role] and thought of you. If you know of anything — at [Company] or elsewhere — I would value the pointer.

Either way, it would be good to catch up.

[Your Name]

E-16 · Networking with a stranger in your field

Email | No job ask. Build the relationship first.

Subject: Question about [their specific area]

Hi [Name],

I came across [their post / talk / article / work] on [topic] and it answered something I had been stuck on.

I work in [your field] at [Company]. One thing I am trying to figure out: [a real, specific question they are well placed to answer].

No agenda beyond that — if you have a minute I would value your view.

[Your Name]

E-17 · Resigning

Email | You have a signed offer. Keep it short and unemotional.

Subject: Resignation — [Your Name]

Dear [Manager's Name],

Please accept this as formal notice of my resignation from the position of [Title], effective [date], in line with my notice period of [period].

Thank you for the opportunity and for the support during my time here. I will ensure a complete handover and am happy to help however is most useful over the coming weeks.

Regards,
[Your Name] · [Employee ID]

E-18 · Negotiating the joining date

Email | Their date and your notice period do not line up.

Subject: Joining date — [Role]

Dear [Name],

Thank you again for the offer. One practical point to settle: my notice period is [period], which puts my earliest release at [date].

I have asked [current employer] about an early release and will know by [date]. If [Company] can support a buyout of [X] days, I could join by [earlier date].

I would rather set a date we can both hold than commit to one I cannot meet.

Regards,
[Your Name]

PART V

Recruiter messages

MODULE 07

Recruiter messages

18 short scripts for LinkedIn, WhatsApp and email. They are short on purpose. A recruiter reads a message on a phone between two calls — length is the enemy.

THE MISTAKE ALMOST EVERYONE MAKES

Sending “Hi, I am looking for a job, please help” to fifty recruiters. It gives them nothing to act on. Every script here contains three things: **who you are in one line, one piece of specific evidence, and one small ask.** That is the whole formula. If you write your own, use it.

Timing

Situation	When to send
Connection accepted	Wait 24 hours — an instant pitch reads as automated
After applying online	3–4 days later, once the application is in the system
After an interview	Thank-you within 24 hours; follow-up 3 days after their stated date
No response to a message	One follow-up after 5–7 days, then stop
Reactivating an old contact	Any time, provided you have something new to say
WhatsApp	Working hours only, and only if they messaged you there first

Recruiter messages

LinkedIn

M-01 · Connection request to a recruiter

LinkedIn | Under 300 characters — LinkedIn's limit on a note.

> Hi [Name] — I am a [Role] with [X] years in [field], currently at [Company]. I saw you hire for [function] at [Company]. Would like to connect and be on your radar for [type of role].

M-02 · First message after they accept

LinkedIn | Send 24 hours later, not immediately.

> Thanks for connecting, [Name].
>
> Quick context: [X] years in [field]; most recently I [one achievement with a number].
>
> I am open to [type of role] in [location/remote]. If anything crosses your desk that fits, I would appreciate the pointer. Happy to send my resume.
>
> Either way, good to be connected.

M-03 · Asking about a specific posting

LinkedIn | You have seen a role and want to skip the portal queue.

> Hi [Name] — I have applied for [Role] (ref [number], applied [date]).
>
> I know portals are crowded, so briefly: [the single requirement from the posting you are strongest on, with your evidence and a number].
>
> If it would help, I can send my resume directly.

M-04 · Message to a hiring manager, not a recruiter

LinkedIn | Going one level closer to the decision.

> Hi [Name] — you are hiring a [Role] for [Team]. I have applied through the portal, but wanted to reach you directly.
>
> The part of the posting I would be strongest on is [X]. At [Company] I [achievement with a number].
>
> If it is useful, I am happy to talk for fifteen minutes about how I would approach [the specific problem the role exists to solve].

M-05 · Following up on a message with no reply

LinkedIn | One follow-up only. Then stop.

> Hi [Name] — following up on my note from [date] about the [Role] position.
>
> If it is not the right fit, no problem at all — I would just rather know than keep wondering.
>
> Thanks either way.

M-06 · Responding to an inbound recruiter — interested

LinkedIn | Keep the door open and get the facts.

> Hi [Name] — thanks for reaching out, this sounds worth a conversation.
>
> Before we set up a call, could you share: the budgeted range, the reporting line, whether the role is new or a backfill, and the location or remote policy?
>
> If those line up I am happy to talk this week.

M-07 · Responding to an inbound recruiter — not now

LinkedIn | Decline without closing the relationship.

> Hi [Name] — thank you for thinking of me. I am not looking to move right now.
>
> That may change in [timeframe]. If you are still hiring for [function] then, do get back in touch — and I am glad to be connected in the meantime.
>
> If it helps, I know a couple of people who might fit; happy to pass it on.

M-08 · Asking a stranger for a referral

LinkedIn | Make it easy to say no.

> Hi [Name] — we have not met, so feel free to ignore this.
>
> [Company] is hiring for [Role]. I am a [Role] with [X] years in [field]; most relevant, I [achievement].
>
> Would you be comfortable referring me? A completely reasonable no if you would rather not vouch for someone you have not worked with — in that case, even telling me who owns the role would help.

M-09 · Thanking someone who referred you

LinkedIn | Always close the loop with a referrer.

> [Name] — thank you for the referral. [Recruiter's name] got in touch and I have a first round on [date].
>
> I will let you know how it goes either way. Much appreciated.

M-10 · Informational conversation request

LinkedIn | No job ask. This is how most good roles actually surface.

> Hi [Name] — you have been in [field] at [Company] for [X] years, and I am trying to understand [specific question about the field, not about a job].
>
> Would you have fifteen minutes in the next couple of weeks? Happy to work around your calendar. Not asking about openings — genuinely just want your read on [the question].

Recruiter messages

WhatsApp

M-11 · Sending your resume after they asked

WhatsApp | Indian recruiters frequently move to WhatsApp.

> Hi [Name], as discussed — my resume attached.
>
> [X] years in [field], currently [Title] at [Company]. Notice period [period].
>
> Let me know if you need anything else.

M-12 · Following up after an interview

WhatsApp | Three days is the right gap.

> Hi [Name], following up on the [Role] interview on [day]. Any update on next steps?
>
> No rush — just keeping track. Thanks.

M-13 · Declining an interview slot politely

WhatsApp | Offer alternatives immediately.

> Hi [Name], apologies — I cannot make [time] on [day].
>
> I could do [option 1], [option 2] or [option 3]. Early morning or after 6pm also works if that is easier for the panel.
>
> Sorry for the inconvenience.

M-14 · Sharing your notice period and availability

WhatsApp | The two facts every Indian recruiter asks for.

> Hi [Name] — the details you asked for:
>
> Notice period: [period] · Earliest joining: [date] · Current location: [city] · Open to relocation: [yes/no]
>
> Happy to discuss a buyout if the timeline is tight.

Recruiter messages

Email

M-15 · Introducing yourself to a recruitment agency

Email | Agencies work on briefs; make yourself easy to place.

> Dear [Name],
>
> I am a [Role] with [X] years in [field], currently at [Company]. Resume attached.
>
> What I am looking for: [type of role], [location or remote], [notice period]. What I am strongest at: [two specifics with numbers].
>
> If you have briefs that fit, I would be glad to hear from you.
>
> Regards, [Your Name] · [Phone]

M-16 · Asking a recruiter for interview feedback

Email | Phrase it so they can actually answer.

> Dear [Name],
>
> Thank you for letting me know about the [Role] outcome.
>
> If the client shared anything, I would value one line on where I fell short — was it experience depth, domain fit, or something in how I presented? Even a single word helps me prepare better next time.
>
> Thank you either way.
>
> Regards, [Your Name]

M-17 · Reactivating a recruiter you spoke to months ago

Email | Old contacts are the cheapest source of leads.

> Dear [Name],
>
> We spoke in [month/year] about [role/type of role]. That did not work out, but I wanted to reconnect.
>
> Since then I have [one line on what changed — new responsibility, certification, result].
>
> I am open again from [date]. If you are working on anything in [function], I would be glad to hear.
>
> Regards, [Your Name]

M-18 · Withdrawing from a process

Email | You accepted elsewhere. Tell them properly.

> Dear [Name],
>
> I need to withdraw from the [Role] process — I have accepted another offer.
>
> Thank you for the time your team invested; the conversations were genuinely useful. I am sorry for any inconvenience the timing causes.
>
> I hope we cross paths again.
>
> Regards, [Your Name]

PART V

LinkedIn

MODULE 08

LinkedIn kit

Recruiters look at LinkedIn after they read your resume, and often before. Thirty focused minutes here changes what they find.

> **WHAT LINKEDIN CAN AND CANNOT DO**
>
> A complete, keyword-accurate profile makes you findable to recruiters searching for people like you. That is a real and useful effect. What nobody can promise you is a specific number of views, a place in search results, or that the algorithm will behave in any particular way — those change constantly and are not under your control. Optimise the parts you control and ignore anyone selling certainty about the rest.

Headline formulas

Your headline follows you into every search result, comment and message. It is the most valuable 220 characters on your profile.

Formula	Example
Role + specialism + proof	Sales Manager | B2B SaaS across West India | ₹4 Cr annual portfolio
Role + who you help + outcome	HR Business Partner helping mid-size IT firms cut early attrition
Role + keywords for search	Data Analyst | SQL · Power BI · Python | Retail & E-commerce Analytics
Seeking, stated plainly	Financial Analyst (CA Inter) | FP&A; and MIS | Open to roles in Pune & Mumbai
Fresher, without apology	B.Tech CSE 2026, VIT | Java · Spring Boot · SQL | Seeking backend engineering roles
Career changer	Hotel Operations Manager moving into HR | CHRM certified | Built onboarding for 200+ staff

The About section, in four paragraphs

01 **What you do, and for whom**

Plain language, first person. No third-person biography. The first two lines are the only ones visible before “see more” — earn the click.

02 **The proof**

Two or three concrete results with numbers. This is the paragraph most people skip, and it is the one that makes the difference.

03 **How you work**

What you are known for. One short paragraph, specific enough to be false if it were not true of you.

04 **What you are open to, and how to reach you**

Say it plainly. Put an email address here — many recruiters will not spend an InMail credit on a maybe.

Profile checklist

Work down the list. Anything you cannot tick is costing you visibility.

Element	Standard
Photo	Face fills roughly 60% of the frame, plain background, daylight, professional dress. No group photos, no sunglasses, no wedding crop.
Banner	Do not leave the default blue. Even a plain colour with your specialism in text beats the default.
Headline	220 characters. Contains the job title a recruiter would search for. Not “Aspiring”, not “Seeking opportunities” alone.
Custom URL	linkedin.com/in/yourname — takes thirty seconds and goes on your resume.
About	First two lines are all that show before “see more”. Put the strongest thing there. Write in first person.
Experience	Every role has a one-line context sentence and 3–5 bullets. Empty roles look like padding.
Skills	Top three are the ones that show. Order them for the job you want, not the job you have.
Education	Complete, including the year. Recruiters filter on it.
Open to work	Use the recruiters-only setting if you are employed. The green banner is visible to your current employer too.
Featured	Pin two or three things — a project, a certificate, a post. An empty Featured section is a wasted slot.
Recommendations	Two or three from managers or clients. Ask directly and offer to write a draft they can edit.
Activity	Comment thoughtfully on ten posts in your field before you start messaging strangers. It makes your name familiar.

Where the AI prompts help

- **Prompt 09** — turn your resume summary into eight headline options.
- **Prompt 39** — write the About section in first person.
- **Prompt 40** — rewrite your resume bullets for LinkedIn's longer format.
- **Prompt 41** — find the recruiter search terms your profile is missing.
- **Prompt 42** — a full section-by-section audit with a prioritised fix list.

> **ONE THING TO DO TODAY**
>
> Change your headline. It takes two minutes and it is the single highest-return edit on the entire profile, because it appears everywhere your name does.

VI

Winning it

The interview, the number, and the ninety days around them.

PART VI

Interview preparation

MODULE 09

Interview preparation

132 questions, twelve fully worked answers, and the STAR method. You cannot script every question. You can build six stories that answer most of them.

PREPARE STORIES, NOT ANSWERS

The most common preparation mistake is trying to memorise an answer for every question. It does not work, and it sounds rehearsed. What does work: prepare **six STAR stories** — a conflict, a failure, a deadline, influencing without authority, a measurable win, and a time you changed your mind. Between them they will answer most of the behavioural questions in this module. Prompt 44 in Module 04 walks you through building them.

The STAR method

Roughly one hundred seconds in total. Most people spend eighty of them on Situation and run out of time before the Result — which is the only part the interviewer was waiting for.

Part	What goes in it
S — Situation	Ten seconds. Where you were, what the context was, why it mattered. Not a company history.
T — Task	Ten seconds. What you specifically were responsible for. The word is “I”, not “we”.
A — Action	Sixty seconds. This is the answer. What you actually did, step by step, including the judgement calls.
R — Result	Twenty seconds. What happened, with a number. Then one line on what you would do differently.

SAY “I”, NOT “WE”

The single most common reason a good story scores badly is that the interviewer cannot tell what the candidate personally did. Describe the team's situation, then switch to “I” for the action. Credit the team in the result if you want — but own the action.

Before the interview

- Re-read the job description and mark the three requirements they weight most heavily.
- Have one story ready for each of those three.
- Know your own numbers cold — quota, team size, budget, volume, dates. Being vague about your own work is fatal.

- Research the interviewer on LinkedIn: their background, how long they have been there, what they did before.
- Prepare five questions to ask. Write them down and take them in.
- Test the link, camera, microphone and background 15 minutes before a video round, not 2 minutes before.
- Keep your resume open in front of you. Interviewers ask about line 14 of page 2.

Worked answers

Twelve answers, and why each one works

These are structures, not scripts. Fill the brackets with your own facts and say it in your own words — an answer delivered verbatim from a page sounds exactly like an answer delivered verbatim from a page.

Q1 Tell me about yourself.

Behavioural · Opening · Every interview

SAMPLE ANSWER

I am currently a [Title] at [Company], where I look after [scope — team size, territory, portfolio].

I came into [function] through [one line on the path — a degree, a first role, a switch]. The thread through all of it has been [the capability you want them to remember].

The result I am most pleased with is [achievement with a number and a timeframe].

I am here because [the specific thing about this role that made you apply — a responsibility, a scale, a market].

WHY THIS WORKS

It gives the interviewer a map before the detail, ends on why you are in the room, and stays under ninety seconds. Most candidates either recite their CV chronologically or ramble about childhood. Neither answers the actual question, which is 'why should I keep listening'.

Q2 Why do you want to leave your current job?

Behavioural · High risk · Asked in almost every interview

SAMPLE ANSWER

I have had a good run at [Company] — [one genuinely positive thing, briefly].

What I am looking for now is [the thing you want: scope, a domain, ownership, scale]. In my current structure that is [not available / several years away], for reasons that are nobody's fault.

This role has [the specific element] at its centre, which is why I applied rather than waiting.

WHY THIS WORKS

It is truthful, it does not criticise the current employer, and it converts a negative question into a forward-looking one. Interviewers are not testing your loyalty here — they are testing whether you will one day describe them the way you describe your current employer.

Q3 What is your greatest weakness?

Behavioural · High risk

SAMPLE ANSWER

I am [the real weakness, stated plainly and without drama — e.g. slow to delegate, weak at saying no to scope creep, uncomfortable presenting to large groups].

It showed up concretely when [the specific situation and what it cost].

What I did about it: [the specific mechanism — a habit, a process, a person who checks you, a course]. Since then, [the evidence that it improved].

It is not solved. It is managed, and I know what it looks like when it starts to slip.

WHY THIS WORKS

It names a real weakness, shows a concrete corrective action, and does not reach for a disguised strength. Interviewers have heard 'I am a perfectionist' several thousand times and read it as evasion.

Q4 Tell me about a time you failed.

Behavioural · STAR · High risk

SAMPLE ANSWER

Situation: [The project or decision, and what was riding on it.]

Task: I was responsible for [your specific accountability].

Action: I [the decision you made and why it seemed right at the time]. What I missed was [the thing you did not account for].

Result: [The cost — a delay, a lost account, a rework, a number]. I [what you did to contain it and how you told the people affected].

What changed afterwards: [the concrete practice you adopted]. I have used it on [X] projects since and [the evidence it works].

WHY THIS WORKS

It picks a genuine failure with real consequences, takes ownership without collapsing into self-criticism, and demonstrates a change that stuck. A candidate whose worst failure is 'I worked too hard on a project' has told the interviewer they are not honest.

Q5 Why should we hire you?

Behavioural · Closing

SAMPLE ANSWER

Your posting puts most weight on three things: [A], [B] and [C].

On [A] — [your evidence, with a number].

On [B] — [your evidence].

On [C] I am honestly lighter, but [the adjacent experience you do have, and how quickly you expect to close the gap].

So I am not the perfect fit on paper. On the two things that look hardest to hire for, I have done them.

WHY THIS WORKS

It answers with evidence rather than enthusiasm and directly addresses the three things this specific posting asked for. Interviewers are looking for a candidate who has read the job description properly.

Q6 Where do you see yourself in five years?

Behavioural

SAMPLE ANSWER

In five years I want to be [the role or level], owning [the specific scope].

The way I get there is by being genuinely good at [the current craft], which is what this role is.

I would rather do that here than move every eighteen months — most of what I have learned came from staying long enough to see decisions play out.

WHY THIS WORKS

It is specific enough to show direction but does not promise something implausible or reveal that you see the role as a stepping stone out. Vague answers ('growing with the organisation') read as having no plan.

Q7 What are your salary expectations?

Salary · High risk · See Module 10

SAMPLE ANSWER

Based on the scope described and what I have seen for comparable roles in [city], I am looking at ₹[figure] fixed.

I am flexible on how that is structured — fixed against variable, joining bonus, review timing — and I would rather discuss the whole package than one line of it.

What range has been budgeted for the position?

WHY THIS WORKS

It gives a number rather than deflecting at the stage where deflecting stops working, anchors on market and scope rather than personal need, and signals flexibility on structure without signalling flexibility on the total.

Q8 You have a gap in your resume. What happened?

Behavioural · High risk

SAMPLE ANSWER

I was out from [Month Year] to [Month Year] for [the honest reason, in one clause].

During that period I [anything relevant you did — a course, freelance work, family responsibility — or simply 'I dealt with it and then came back'].

I have been [current status] since [date], and I am ready to start [availability].

WHY THIS WORKS

It states the fact without apology, keeps the explanation to one sentence, and moves immediately to the present. Long, defensive explanations make a gap seem larger than it is.

Q9 Describe a conflict with a colleague and how you handled it.

Behavioural · STAR

SAMPLE ANSWER

Situation: [Colleague] and I disagreed about [the substantive issue — not 'they were difficult'].

Task: We both needed [the shared outcome] and the disagreement was blocking it.

Action: I asked them for [a direct conversation, not an email chain]. I [what you did to understand their position]. Where they were right, I said so: [the specific point you conceded]. On [the point that mattered], I [how you made your case, with what evidence].

Result: We landed on [the outcome]. [What happened afterwards to the relationship and to the work.]

WHY THIS WORKS

It shows a real disagreement about substance rather than personality, demonstrates that you went to the person directly, and ends with a working relationship rather than a victory.

Q10 How do you handle pressure and tight deadlines?

Behavioural · STAR

SAMPLE ANSWER

My method is unglamorous: I list everything, work out what actually breaks if each item slips, and tell whoever owns the deadline what will not be done.

Example: [Situation with a real time constraint.] I [the triage you did]. I told [stakeholder] that [what you deprioritised] would move, and why.

Result: [What shipped, and when, with a number.] The part I got wrong was [something honest], which is why I now [the adjustment].

WHY THIS WORKS

It replaces a generic claim ('I work well under pressure') with a specific method and one worked instance. Everyone claims to handle pressure; almost nobody describes how.

Q11 Why do you want to work at this company specifically?

Behavioural · Company fit

SAMPLE ANSWER

Two reasons.

First, [something specific and verifiable — a product decision, a market they entered, a way they operate, something a customer or an employee said publicly]. That matters to me because [the connection to your own experience].

Second, the role itself — [the specific responsibility that is unusual or attractive about it].

I will be honest that I do not know what it is like inside. That is part of what I want to find out today.

WHY THIS WORKS

It cites something checkable that you could only know by looking, and connects it to your own work. Praise that would fit any company tells the interviewer you sent fifty applications.

Q12 What questions do you have for us?

Closing · Every interview

SAMPLE ANSWER

What does someone need to have done in the first six months for you to consider the hire a success?

What is the hardest part of this role that would not be obvious from the job description?

How does this team make decisions when people disagree?

Why is the position open — is it new, or a replacement?

What is the one thing you would change about how the team works today?

WHY THIS WORKS

It asks about the work rather than the perks, signals that you are evaluating them too, and gives you information you actually need. Having no questions is read as having no interest.

Question bank

The other questions you should be ready for

Read through the sections relevant to you and mark every question you could not answer well right now. Those are your preparation list. Do not write scripts for all of them — check which of your six stories covers each one.

Opening and background

13. Walk me through your resume.
14. What do you do in your current role, day to day?
15. What are you responsible for that is not in the job title?
16. Who do you report to, and who reports to you?
17. What is the size of the team, territory or budget you handle?
18. What does a typical week look like for you?
19. What made you choose this field?
20. Which part of your job do you enjoy most, and least?
21. What has been the biggest change in your role over the last two years?
22. How would your manager describe you?
23. How would a colleague who dislikes working with you describe you?
24. What are you better at now than you were a year ago?

Behavioural — STAR

25. Tell me about a time you had to persuade someone senior to change their mind.
26. Describe a time you missed a deadline. What happened?
27. Give me an example of a time you had to make a decision without enough information.
28. Tell me about the most difficult stakeholder you have managed.
29. Describe a time you disagreed with your manager.
30. Tell me about a time you improved a process nobody asked you to improve.
31. Give an example of a time you had to deliver bad news.
32. Describe a time you took on something outside your job description.
33. Tell me about a time you had to work with very little support.
34. Describe a situation where you changed your mind after getting new information.
35. Tell me about a time you had to say no to a request from someone important.
36. Give an example of a mistake that only you knew about. What did you do?
37. Describe a time you had to learn something difficult quickly.
38. Tell me about your proudest professional achievement.
39. Describe a time you handled a customer or client who was genuinely angry.
40. Tell me about a time you had to rebuild trust after something went wrong.

Situational and hypothetical

41. Your first month here — what would you actually do?
42. You inherit a team that is missing its numbers. Where do you start?
43. A colleague takes credit for your work in front of your manager. What do you do?
44. You are given a target you believe is unachievable. How do you respond?
45. Two priorities from two managers conflict and both are urgent. What happens?
46. You discover an error in work that has already gone to a client. What now?
47. You are asked to do something you think is a bad idea but not unethical. What do you do?
48. A process here is worse than the one at your current company. How do you raise it?
49. You have to deliver a project with a team you did not choose. How do you start?
50. Your biggest client threatens to leave. Walk me through your first 48 hours.

Freshers and early career

51. Why did you choose this specialisation?
52. What was your final-year project and what was your specific contribution?
53. Which subject did you struggle with, and what did you do about it?
54. Why is your CGPA [what it is]?
55. What did you actually do during your internship?
56. Why are you applying for this role rather than one closer to your degree?
57. What do you know about what this job involves day to day?
58. Are you willing to relocate, and have you discussed it with your family?
59. What have you learned outside your syllabus?
60. You have no experience. Why should we take you over someone who has?
61. Which position of responsibility did you hold, and what did you actually organise?
62. How do you plan to spend your first six months here?

Sales and business development

63. Walk me through your numbers for the last three years.
64. What was your quota and what did you achieve against it?
65. Sell me something in this room.
66. Talk me through your last big loss and why you lost it.
67. How do you build a pipeline from nothing?
68. What is your average deal size and sales cycle?
69. How do you handle a prospect who says your price is too high?
70. Which part of the funnel are you strongest and weakest at?
71. How do you decide which accounts to walk away from?
72. How do you forecast, and how accurate are you?

Marketing

73. Which campaign are you proudest of, and what did it deliver?
74. How do you measure whether a campaign worked?
75. What is your cost per lead and how has it moved?
76. How do you decide budget split across channels?
77. A campaign is underperforming in week one. What do you do?
78. How do you work with a sales team that says your leads are poor quality?
79. What is the difference between a brand metric and a performance metric to you?
80. How do you brief an agency?

Finance and accounts

81. Walk me through your month-end close.
82. What is the largest error you have caught, and how?
83. How do you handle a variance you cannot explain?
84. Explain your experience with GST and TDS filings.
85. How do you build a forecast, and what do you do when it is wrong?
86. Describe your experience with statutory audit.
87. Which ERP have you used and what did you actually do in it?
88. How do you handle a manager who wants a number changed?

HR and recruitment

89. What is your average time-to-fill and how do you improve it?
90. How do you assess culture fit without being biased?
91. Describe how you handled a grievance.
92. How do you handle a hiring manager who rejects every candidate?
93. What do you do when a candidate accepts and then does not join?
94. How do you handle an exit that involves a performance issue?
95. What is your approach to a first appraisal cycle in a new company?

IT and engineering

96. Walk me through the architecture of something you built.
97. What is the hardest bug you have debugged?
98. How do you decide between fixing and rewriting?
99. How do you approach code review?
100. Describe a production incident you handled.
101. How do you keep technical debt visible to non-technical stakeholders?
102. What would you change about your current codebase?
103. How do you test something you did not write?

Management and leadership

104. How many people have you managed directly?
105. Describe how you handled an underperformer.
106. How do you run a one-to-one?
107. Someone on your team is better than you at their job. How do you manage them?
108. How do you set targets for your team?
109. Describe a time you had to let someone go.
110. How do you handle a team member who is good but disliked by the rest of the team?
111. What is your approach to your first 90 days leading a new team?
112. How do you give feedback that someone does not want to hear?
113. How do you decide what to delegate?

Career change

114. Why are you leaving [current field]?
115. What makes you think you can do this job?
116. You will be taking a step back in seniority. How do you feel about that?
117. What have you done to prepare for this switch, concretely?
118. How do we know you will not go back to [current field] in a year?
119. What will you find hardest about this transition?
120. Who have you spoken to in this field?

Logistics and closing

121. What is your notice period?
122. Can it be negotiated or bought out?
123. What is your current CTC?
124. What are your expectations?
125. Are you interviewing elsewhere, and how far along?
126. When could you join?
127. Are you open to relocation?
128. Are you comfortable with [travel / shifts / weekend work]?
129. Do you have any offers in hand?
130. Is there anything we have not asked that we should have?
131. What would make you turn down this role?
132. What reservations do you have about us?

PART VI

Salary negotiation

MODULE 10

Salary negotiation

8 scripts for the conversations that decide what you are paid — written for the way Indian offers are actually structured and discussed.

> **THIS IS NOT FINANCIAL OR LEGAL ADVICE**
>
> This module contains negotiation language and an explanation of how Indian CTC structures are commonly built. It is not financial, tax or legal advice, and nothing here is a guarantee of any outcome. For a bond, a non-compete, or any clause you do not understand, pay a qualified professional for an hour of their time. It is the cheapest insurance you will ever buy.

Five rules before you say any number

01 **Decide your number before the call**
Write down three figures: what you would be delighted with, what you would accept, and the figure below which you walk away. Deciding these live, under pressure, is how people end up saying a number they regret for two years.

02 **Defer early, commit late**
At screening, asking for their range is reasonable and usually works. By the offer stage it reads as evasive. Know which stage you are in.

03 **Negotiate the fixed component**
Variable is conditional, gratuity needs five years, and a joining bonus can be clawed back. Fixed is the only part that is genuinely yours.

04 **Never bluff about a competing offer**
Recruiters in the same city talk to each other. A bluff that is called ends the process and follows you around a surprisingly small industry.

05 **Never resign before the signed offer letter**
This is the single most expensive mistake in the Indian job market. Verbal offers are withdrawn, budgets get frozen, and roles disappear between the call and the paperwork.

Reading an Indian CTC breakdown

A ₹12 lakh CTC and a ₹12 lakh CTC can differ by several thousand rupees a month in what actually reaches you. Ask for the component-wise breakdown before you compare two offers.

Component	What it is	How to treat it
Fixed CTC	The guaranteed annual figure — basic, HRA, allowances, and the employer's PF contribution.	This is the number to negotiate hardest.
Variable / bonus	Paid against targets or company performance. Often quoted inside CTC as if guaranteed.	Ask what percentage of it was actually paid last year, across the team.
Employer PF	12% of basic, counted in CTC but not paid to you monthly.	Real money, but not in-hand.
Gratuity	Accrued in CTC; payable only after five years of continuous service.	Discount it heavily if you do not intend to stay five years.
Joining bonus	One-time, usually with a clawback if you leave within 12 months.	Read the clawback clause before you count it.
Retention bonus	Paid at a future date, conditional on still being there.	Not part of your first-year in-hand.
Insurance and benefits	Medical cover, life cover, meal cards.	Genuine value, but does not pay your rent.
In-hand (monthly)	What actually reaches your bank after PF, professional tax and TDS.	The only figure that changes your life. Ask for it explicitly.

THE QUESTION TO ALWAYS ASK

"Could you share the component-wise breakdown and the expected monthly in-hand after statutory deductions?" — Ask it before you accept, in writing. A company that will not put the breakdown in an email has told you something useful.

S-01 · The screening call: “What is your current CTC?”

Asked in the first five minutes, before they have told you anything about the role.

> “Happy to discuss that. Before I do — could you tell me the range that has been budgeted for this position? I would rather check we are in the same territory before either of us invests more time.”
>
> If they insist:
>
> “My current fixed is ₹[amount]. I would say up front that I took that role for [reason — the learning, the timing, the stability], not for the number, so I am looking at ₹[target] for a role with this scope.”

S-02 · “What are your salary expectations?”

The most important sentence you will say in the whole process. Decide the number before the call.

> “Based on the scope described and comparable roles in [city], I am looking at ₹[figure] fixed.”
>
> Then stop talking. Do not soften it, do not justify it, do not add “but I am flexible”. Silence after a number is uncomfortable and that is exactly why it works.
>
> If pressed for a range, make the bottom of your range your actual target — you will be offered the bottom.

S-03 · You are underpaid and do not want it to anchor the offer

Your current CTC is below market and they are asking for it.

> "I would rather not anchor this conversation on my current number, because it reflects [the reason — an early-career joining salary, a company that pays below market, a role I took for other reasons] rather than the scope I am handling now.
>
> What I can tell you is what I am looking for: ₹[target], based on [the scope you actually run and what the market pays for it]."

S-04 · Countering a low offer

The offer is below your target and you want to move it without souring the relationship.

> "Thank you — I am genuinely pleased, and I want to join.
>
> The one thing I would like to discuss is the fixed component. Based on [the scope of the role / the market for this position in [city] / the responsibilities we discussed], I was working towards ₹[figure].
>
> If you can get to ₹[figure], I will sign today. If the fixed is genuinely capped, I would like to talk about [joining bonus / an early review / variable structure / designation] instead."

S-05 · They say the budget is fixed

There may be no movement on salary — but salary is not the only variable.

> "Understood, and I appreciate you being straight about it.
>
> In that case, could we look at: a joining bonus to cover [notice buyout / the gap], a formal compensation review at six months rather than twelve, [designation], or [work-from-home days / relocation support / a certification budget]?
>
> Any one of those would make the overall package work for me."

S-06 · Two offers, and you want the first one to improve

Use leverage without issuing an ultimatum. Never bluff about an offer you do not have.

> "I want to be transparent with you. I have another offer at ₹[amount], and my preference is to join you — the role and the team are a better fit.
>
> If you can close the gap to ₹[figure], I will accept and withdraw from the other process today."
>
> Only say this if it is true. It is checkable more often than people assume, and being caught ends the process immediately.

S-07 · Notice period buyout

They want you in 30 days and your notice is 90.

> "My notice period is [period], so my natural release date is [date].
>
> Two options: I can request early release from my current employer — I will know by [date]. Or, if [Company] can support a buyout of [X] days, that is roughly ₹[amount] and I could join by [date].
>
> I would rather commit to a date I can actually hold than promise one I cannot."

S-08 · Asking for the offer in writing

A verbal offer is not an offer. Never resign against one.

> "That is great news, thank you. Could you send the formal offer letter with the full breakdown — fixed, variable and the conditions attached to it, joining date, designation and reporting line?
>
> I will confirm within [X] days of receiving it. I will not be resigning before then, purely as a matter of practice."

PART VI

The job search toolkit

MODULE 11

Job search toolkit

Six checklists (45 items) and the application tracker. A job search fails far more often from lost track than from lack of effort.

> **OPEN THE TRACKER ON DAY ONE**
>
> `ResumeHub_Job_Application_Tracker.xlsx` is in this folder. It opens in Excel, Google Sheets or WPS Office. Fill one row per application, the day you apply. The reason this matters is simple: **people who follow up get replies, and people who cannot remember who they applied to do not follow up.**

What is in the tracker

- **Applications** — one row per application, with status, dates, contact, and the next action due.
- **Weekly Summary** — live formulas counting applications sent, replies, interviews and offers, and your reply rate.
- **Contacts** — recruiters, referrers and hiring managers, with when you last spoke.
- **Interview Log** — what was asked, what you fumbled, and what to prepare differently.

Before you apply to any role

- ■ I have read the full job description, not just the title and the salary.
- ■ I have marked the three requirements that carry the most weight.
- ■ My resume gives evidence for at least two of those three.
- ■ My summary line mentions this role's actual job title.
- ■ I have run the Keyword Gap Check (Prompt 15) and closed what I honestly can.
- ■ The file is named Firstname_Lastname_Resume.pdf.
- ■ I have exported to PDF and opened it once to check nothing shifted.
- ■ I have logged the application in the tracker with today's date.

Company research, before an interview

- What the company actually sells, and to whom.
- How they make money — the business model, not the mission statement.
- Their size, funding stage or listing status, and roughly how fast they are growing.
- Two competitors and how this company is different.
- Any news in the last six months — funding, layoffs, launches, leadership changes.
- Who my interviewer is: their background, tenure, and what they did before.
- Who I would report to and where the role sits in the structure.
- What current or former employees say publicly about working there.

The day of the interview

- Resume open in front of me, in the version I actually sent them.
- Three stories ready, mapped to their three biggest requirements.
- My own numbers memorised — targets, team size, budget, dates.
- Five questions written down to ask at the end.
- Link, camera, microphone and background tested 15 minutes before.
- Phone silenced, notifications off, water within reach.
- Interviewer's name and correct pronunciation checked.
- Thank-you email drafted in advance, ready to personalise and send within 24 hours.

Weekly job search rhythm

- Monday — review the tracker; identify everything needing a follow-up this week.
- Tuesday and Thursday — two properly tailored applications, not ten generic ones.
- Wednesday — three outreach messages: a recruiter, a referral, a networking contact.
- Friday — one hour on interview preparation or a skill gap.
- Saturday — 30 minutes on LinkedIn: one comment, one profile improvement.
- Weekly — count applications sent, replies received and interviews booked. If replies are near zero after 20 tailored applications, the problem is targeting or the resume, not effort.

Comparing two offers

- Fixed CTC, side by side.
- Variable: how much, against what, and what percentage actually paid out last year.
- Expected monthly in-hand after deductions — ask for this figure explicitly.
- Joining bonus and any clawback period attached to it.
- Notice period and any bond in the new contract.
- Commute or relocation, in hours per week and rupees per month.
- Who I would report to, and how that conversation felt.
- What the role sets me up to do next, in two years.

Before you resign

- The signed offer letter is in my inbox, with the full breakdown.
- Background verification is complete or the offer is not conditional on it.
- My joining date is confirmed in writing.
- I have read the notice, bond and clawback clauses in the new contract.
- I know my current notice period and whether a buyout is needed.
- I have a resignation letter written and a handover plan sketched.
- I have decided what I will say if I am counter-offered.

PART VI

The 90-day job search plan

THE PROBLEM THIS SOLVES

A job search fails on structure, not on talent

You now have every document you need. What most people lack is a sequence and a way to tell which part is broken.

This plan assumes you are searching alongside a job or studies, and can give it about 90 minutes on a weekday. It is not a hustle plan. It is deliberately survivable for three months, because that is roughly how long a real search takes.

> BEFORE YOU START
>
> Open the tracker in 11_JOB_SEARCH_TOOLKIT now, not on day 20.
>
> Decide your weekday hours and write them down.
>
> Tell one person you trust that you have started. Searches run in secret tend to quietly stop.

PHASE 1 · DAYS 1-14

Build once, so you never rebuild under pressure

Most people apply first and prepare later. That is backwards: your worst applications go out in week one, to the jobs you wanted most.

01 Pick your template and finish it

`Days 1-2`

Use 01_RESUME_TEMPLATES. One master resume, fully written. Do not start applying until this exists.

02 Rewrite every bullet

`Days 3-5`

Work through 03_RESUME_BULLET_LIBRARY function by function. Put a number in every bullet you honestly can, and leave the rest plain rather than inventing one.

03 Fix your LinkedIn

`Days 6-7`

08_LINKEDIN_KIT. Headline, About, experience section. Recruiters will look you up the same day they read your resume - the two must match.

04 Build your target list

`Days 8-10`

40-60 companies you would actually join, not every company hiring. Put them in the tracker in 11_JOB_SEARCH_TOOLKIT with a column for how you will reach each one.

05 Write your three stories

`Days 11-14`

From 09_INTERVIEW_PREPARATION. A problem you solved, a failure you owned, a time you changed someone's mind. Written down, not just thought about.

PHASE 2 · DAYS 15-45

Apply in a rhythm, not a burst

A steady 5 applications a day for six weeks beats 60 in one weekend and nothing after. The rhythm matters more than the volume.

01 **5 tailored applications a day**

`Every weekday`

Tailored means the summary line and two bullets change to match the posting. Fifteen minutes each, not two hours.

02 **2 recruiter or referral approaches a day**

`Every weekday`

07_RECRUITER_MESSAGES. Referrals convert far better than portal applications, and almost nobody does this consistently.

03 **Follow up on day 5 and day 12**

`Ongoing`

06_JOB_APPLICATION_EMAILS has both. Most people never follow up once. Two follow-ups puts you ahead of nearly every other applicant.

04 **Log everything the same day**

`Ongoing`

The tracker is worthless if you fill it in on Sunday from memory. Log at the moment you apply.

05 **Friday review, 20 minutes**

`Weekly`

Applications sent, replies received, interviews booked. Three numbers. Write them down even in a bad week - especially in a bad week.

PHASE 3 · DAYS 46-70

Diagnose, then change one thing

By day 45 you have enough data to know which part is broken. Fix the right part rather than working harder at all of them.

01 **No replies at all?**

`Resume or targeting`

Under a 5% reply rate after 100+ applications usually means the resume, or applying to roles you are not a credible fit for. Reread the closest example in 02_RESUME_EXAMPLES and compare honestly.

02 **Replies but no interviews?**

`Screening call`

Your written application works and your phone screen does not. Rehearse the first two minutes: who you are, what you do, why this role.

03 **Interviews but no offers?**

`Stories and specifics`

You are getting in the room and not converting. Almost always vague answers. Go back to STAR in 09_INTERVIEW_PREPARATION and rebuild six answers with real detail.

04 **Offers but the wrong money?**

`Negotiation`

10_SALARY_NEGOTIATION. Never give the first number if you can avoid it, and never accept on the call.

05 **Change one variable at a time**

`Ongoing`

If you change your resume, your target roles and your pitch in the same week, you will learn nothing from what happens next.

PHASE 4 · DAYS 71-90

Close, or reset deliberately

Either you are converting and should push hard, or you are not and need a considered change - not a demoralised drift.

01 Push your live conversations

`Days 71-80`

Every company that interviewed you and went quiet gets one clean follow-up. Some of them are simply slow, not uninterested.

02 Reactivate old applications

`Days 71-80`

Roles you applied to in week two may have reopened or stalled. A short, polite nudge costs nothing.

03 Handle offers properly

`As they come`

Ask for the full CTC break-up in writing before responding. Compare fixed, not headline. 10_SALARY_NEGOTIATION has the scripts.

04 If nothing has landed, reset with evidence

`Days 81-90`

Look at your tracker, not your feelings. Which roles replied most? Which channel worked? Widen or narrow based on what the data says, then run another cycle.

05 Protect the routine

`Ongoing`

A job search that becomes an all-day anxious scroll stops working. Fixed hours, then stop. This is the single most common reason searches collapse in month three.

KNOWING IF IT IS WORKING

Rough benchmarks for an Indian job search

These are working reference points, not guarantees. They vary by function, city and market conditions - use them to spot which stage is weakest, not to grade yourself.

What you are measuring	Roughly healthy	What it means if you are below
Reply rate to applications	8-15%	Resume or role targeting needs work
Applications to first interview	1 in 10-15	Screening call or resume mismatch
First interview to final round	1 in 3	Answers are too vague - rebuild your stories
Final round to offer	1 in 3	Often fit or salary expectation, not capability
Referral vs portal reply rate	3-5x higher	You are under-using referrals

HOW TO USE THIS TABLE

Find the first row where you are clearly below the range. That is the stage to fix. Everything after it is downstream and will improve on its own once the earlier stage does.

FIVE THINGS WORTH KNOWING

The parts nobody tells you at the start

- **Most applications go nowhere, and that is normal.** A 10% reply rate is a good search, not a failing one. Planning for a 90% non-response rate is the difference between persistence and despair.
- **Referrals and direct approaches consistently out-convert portal applications** in published recruiting data. The highest-return hour in your week is spent asking people you already know, not refreshing a job board.
- **Speed matters more than polish after the first week.** Applying within 48 hours of a posting going live puts you in the first batch a recruiter reads.
- **The market is not a judgement of your worth.** Hiring freezes, internal candidates and budget cuts account for an enormous share of rejections and have nothing to do with you.
- **Your search will feel worst around week six.** Early momentum has faded and offers have not landed yet. Knowing this in advance is most of the defence against it.

> **IF THE SEARCH IS AFFECTING YOUR HEALTH**
>
> A long search is genuinely hard, and months of rejection wear people down. If you are struggling, talk to someone you trust or to a qualified professional. That is not a detour from the job search - it protects the person who has to keep doing it.

PART VI

Licence and usage

LICENCE

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