



# International Resume Tips



## UK Resume Tips

- Length: 2 pages standard, even for freshers.
- Personal Info: No photo, DOB, or marital status.
- Language: Use British English (e.g., optimise, analysed).
- Summary: Start with a profile summary (3–4 sentences).
- Work History: Use reverse-chronological format with bullet points.
- Achievements: Quantify wherever possible; tailor to job.
- Education: Include classification (e.g., 2:1) and explain Indian grades.
- Skills: Include hard and soft skills.
- Extras: Mention volunteer work or extracurriculars.
- References: Not required — write “Available on request” or omit.
- Cover Letter: Optional, but expected for most jobs.



## US Resume Tips

- Length: 1 page for early careers; 2 if highly relevant experience.
- Personal Info: No age, gender, nationality, or photo.
- Language: Use American English (e.g., analyze).
- Summary: Short professional summary (2–3 lines), tailored to job.
- Achievements: Focus on measurable outcomes, not duties.
- Keywords: Match those in job descriptions to beat ATS.
- Education & Skills: Include only strong or recent certifications/GPA.
- Formatting: Keep it simple and ATS-friendly — no graphics/tables.
- Tense: Use consistent verb tenses and proofread carefully.
- References: Not needed — write “Available upon request” or skip.



## India Resume Tips

- Length: 1–2 pages is acceptable depending on experience.
- Photo: Optional but less common in corporate roles.
- Contact Info: Phone, email, city, LinkedIn link.
- Personal details like DOB, gender, marital status are outdated.
- Summary: For experienced candidates only.
- Work experience: Highlight responsibilities & key achievements (with numbers).
- Include internship experience for freshers.
- Formatting: Keep it simple unless you're in a creative field.
- No need to mention references unless asked.
- Add certifications, technical skills — especially for IT, finance, sales roles.
- Submit in PDF format for online or email applications.



## UAE Resume Tips

- Length: 2–3 pages is normal.
- Include photo, DOB, nationality, visa status, and contact info.
- Use British English.
- Summary: Start with 2–3 sentence profile summary.
- Experience: Reverse-chronological with “Key Achievements” under each job.
- Highlight UAE or GCC experience.
- Visa status: e.g., “Visit Visa valid till...”
- Layout: Two-column formats are acceptable.
- Add languages, IT skills, certifications; Arabic is a bonus.
- Visuals: Keep clean and attractive — use PDF format.
- Cover Letter: Optional but recommended.



## Canada Resume Tips

- Length: 1–2 pages max depending on experience.
- No photo or personal info (age, religion, nationality).
- Language: Use Canadian English (stay consistent in spelling).
- Summary: Use “Summary of Qualifications” with 3–5 bullets.
- Customize each resume using job keywords (for ATS).
- Use reverse-chronological format, highlight results.
- Education: Mention Canadian equivalency (e.g., via WES).
- Volunteer work is highly valued — include it!
- Formatting: Avoid design-heavy formats.
- References: Not included unless requested.
- Cover Letter: Often expected, especially in skilled roles.