



FREE DOWNLOAD · PREMIUM EDITION

First Job Resume Kit

For Indian students & freshers

Resume template · Cover letter · 10 fresher mistakes to avoid · Cold email script

1

ATS-FRIENDLY RESUME

1

COVER LETTER

10

MISTAKES TO AVOID

1

COLD EMAIL

WHERE VISION BECOMES VALUE.

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How to use this kit

Read it once. Use it for every application you send this year.

This PDF has 4 parts: a ready-to-fill resume template, a cover letter template, a list of 10 mistakes freshers make on resumes, and a cold-email script for applying to jobs. Each part has an example filled in — replace the [BRACKETS] with your real info.

Step 1 — Resume template (page 2). Open the template in MS Word, Google Docs, or Canva. Replace [YOUR NAME], [YOUR DEGREE], etc. with your real info. Keep it to 1 page. Save as PDF.

Step 2 — Cover letter (page 2, bottom). Use it as a starting point. Personalise the [COMPANY NAME] and [ROLE] for every job. Cover letters are read by only 20% of recruiters, but when you send one, you're 2x more likely to get a reply.

Step 3 — Mistakes checklist (page 3). Before sending your resume, run through the 10 mistakes list. If you can tick all 10 as 'fixed', you're ahead of 90% of freshers.

Step 4 — Cold email script (page 4). Use it when applying to startups or when you want a referral. Hiring managers at small companies actually read cold emails — at large ones, your resume is enough.

Best time to use this: tonight. Not tomorrow, not next week. Tonight.



Part 1 — The Resume Template

This is the layout 80% of Indian recruiters expect. 1 page, clean, no photo, no fancy graphics. Open it in MS Word, Google Docs, or Canva and replace the [BRACKETS].

[YOUR FULL NAME]

[your.email@gmail.com] · +91 [YOUR NUMBER] · [YOUR CITY] · [LinkedIn URL]

EDUCATION

[YOUR DEGREE], [YOUR BRANCH] [COLLEGE NAME]
[START YEAR] – [END YEAR] · CGPA: [X.X/10]

INTERNSHIPS / PROJECTS

[Role], [Company Name] [Month Year] – [Month Year]

- [What you did — 1 line with a number: 'Managed X, grew by Y%']
- [What you built / shipped — make it tangible]
- [What you learned that proves you can do the job]

SKILLS

[3–5 hard skills — Python, Figma, Excel, SQL, etc. — only what you can talk about]

POSITIONS OF RESPONSIBILITY / EXTRAS

[Club / event / volunteering — 1 line each, max 3]

Fresher tip

If you have no internship yet, replace the 'Internships' section with 2 college projects. Use the same bullet structure — what you built, what tech you used, what result you got.

Part 2 — The Cover Letter Template

200 words. First-person. No 'passionate team player' clichés. End with a confident close.

Subject: Application for [ROLE] — [YOUR NAME]



Dear [HIRING MANAGER NAME — find on LinkedIn if possible],

I'm applying for the [ROLE] position at [COMPANY]. I'm a [DEGREE] final-year student at [COLLEGE], and I'm writing because [ONE SPECIFIC REASON you want this job — read a recent company post and reference it].

In my most recent project at [COLLEGE / PREVIOUS INTERNSHIP], I [SPECIFIC THING — 'built a chatbot that handled 200+ queries/week' or 'redesigned the campus fest website']. I used [TOOLS] and learned [SKILL] in the process.

I'd love to bring the same focus to [COMPANY]. I'm available for a 20-minute call any time this week — let me know what works.

Thanks,

[YOUR NAME]

[YOUR PHONE] · [YOUR EMAIL]



Part 3 — 10 Resume Mistakes Freshers Make

Run through this list before you send. Each mistake costs you interviews. Fix all 10 and you're ahead of 9 out of 10 freshers.

1. Photo on resume

Indian recruiters are split on this, but international companies reject photos. Skip it unless you're applying to a role where appearance is part of the job.

2. Objective statement

'Seeking a challenging role in a reputed company' says nothing. Replace it with a 1-line summary: '[YOUR DEGREE] final-year, [1 KEY SKILL], looking for [TYPE OF ROLE]'.

3. Listing 12+ skills

Recruiters think you're lying. List 4–6 skills you can defend in an interview. Quality beats quantity.

4. Generic bullet points

'Worked on a project' = nothing. 'Built a weather app in Python that 50 classmates downloaded' = story.

5. Spelling mistakes

One typo = auto-rejection at most companies. Read your resume out loud. Use Grammarly. Have a friend read it.

6. Wrong file name

'resume_final_v3_REAL.docx' = unprofessional. Rename to: '[YOUR NAME]_Resume_2026.pdf' before sending.

7. Fancy templates

Two-column rainbow-coloured Canva templates don't pass ATS (Applicant Tracking System) software. Use a clean single-column layout — this kit's template is one.

8. Listing CGPA only if it's strong

Above 8.0? List it. Below 7.5? Skip it. Between? Optional. Same rule for 10th/12th marks.



9. No metrics anywhere

'Increased engagement' is weak. 'Increased Instagram engagement by 47% in 2 weeks' is interview-worthy. Numbers sell.

10. Sending without customising

Same resume to 50 companies = 50 rejections. Spend 5 minutes per application customising the summary line. $50 \times 5 \text{ min} = 4 \text{ hours}$. Worth it for the interview.



Part 4 — The Cold Email That Gets Replies

Use this when you're applying to startups, asking for referrals, or reaching out to a hiring manager directly. Subject line matters most — most people decide whether to open in 2 seconds.

Subject options (pick one):

- [YOUR NAME] — [DEGREE] applying for [ROLE]
- Quick question about [ROLE] at [COMPANY]
- Referred by [MUTUAL CONNECTION] — [ROLE] application

Email body:

Hi [NAME],

I'm a [DEGREE] student at [COLLEGE], applying for [ROLE]. I've spent the last [TIME — 2 months / 6 months] building [ONE THING relevant to the role]. I saw your post about [SPECIFIC THING they recently did or said] — that's exactly the kind of work I want to do.

Two questions: is [ROLE] still open, and would you be open to a 15-minute call this week?

Thanks for your time,

[YOUR NAME]

[LINKEDIN URL] · [PHONE]

Why this works

- Under 100 words — busy people read short emails
- References something specific — proves you actually looked at their work
- Asks a small yes/no question — gets replies
- No 'I hope this finds you well' — wastes the first line

Final Checklist Before Sending

- ✓ Resume is 1 page, single column, no photo
- ✓ File saved as [YOUR NAME]_Resume_2026.pdf



- ✓ Every bullet has a number or a result
- ✓ Skills list has 4–6 items only
- ✓ No spelling mistakes (read it out loud)
- ✓ Summary line is customised for this job
- ✓ Cover letter attached (200 words, 1 specific reason)
- ✓ Subject line is specific, not 'Application'





ONE LAST THING

Don't just download. Use it.

Open the resume template tonight. Fill it in within 1 hour.

Send your first cold email tomorrow.

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