

Domestic Economic Roundup

Key Money & Banking Indicators:

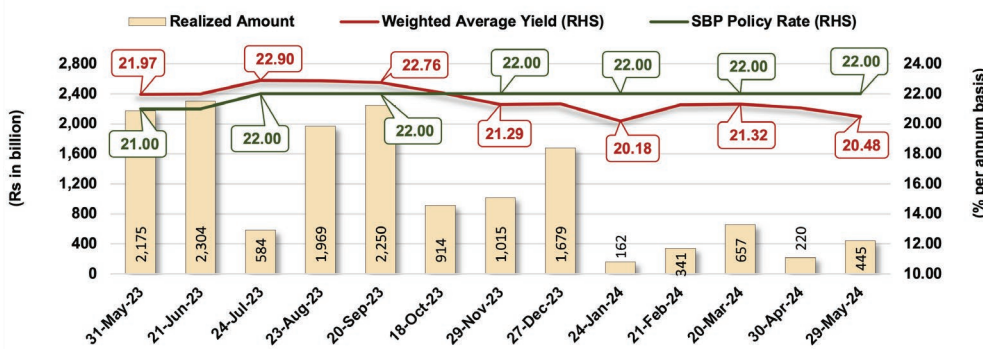
	Stocks at End - June 2023	Flows		Monetary Impact Since 1st July to	
		FY22	FY23	17-May-24	19-May-23
Total Deposits with Banks	22,262.4	2,615.1	2,327.6	2,618.8	676.1
Broad Money (M2)	31,523.3	3,304.9	3,920.6	2,425.7	1,915.1
Govt. Sector Borrowings (Net)	23,723.1	3,357.7	4,100.2	5,491.9	3,385.3
Credit to Private Sector	9,167.1	1,329.7	208.3	79.0	26.0

(Rs in billion)

<https://shorturl.at/hil46>

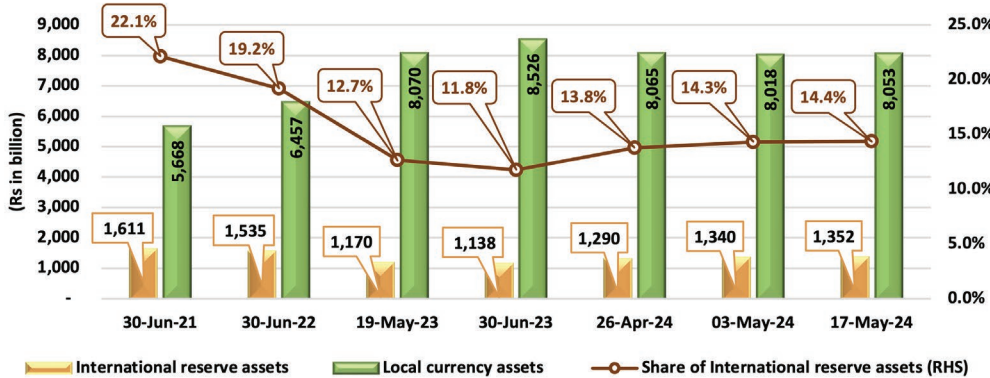
MTBs Acceptance (Auction+ Non-Competitive Bids)

MTBs: <https://shorturl.at/gkx3>
SBP Policy: <https://shorturl.at/gkiz6>



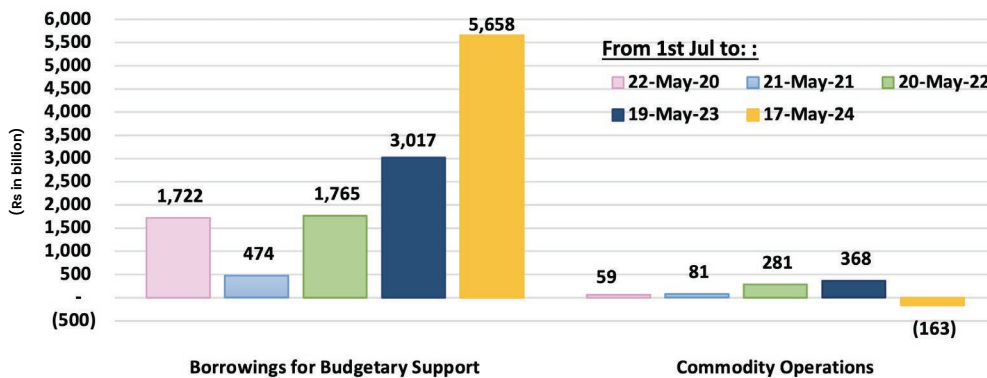
Assets Composition of Total Banknotes Issued

<https://tinyurl.com/22n5xnum>



Government Sector Borrowings (Net)

<https://shorturl.at/AFSX7>



Markets at a Glance

Rates taken till Friday, May 31, 2024

SBP POLICY RATE

22.00% | Effective from June 27, 2023

<https://www.sbp.org.pk/ecodata/sir.pdf>

KIBOR (3 MONTHS)

	Bid%	Offer%
Change Starting	21.12	21.37
Change Ending	20.79	21.04
Change	-0.33	-0.33

https://www.sbp.org.pk/ecodata/kibor_index.asp

FOREX RATES

	GBP	EURO	USD
Change Starting	PKR 353.34	PKR 301.16	PKR 278.21
Change Ending	PKR 353.63	PKR 301.23	PKR 278.33
Change	+0.29	+0.07	+0.12

<https://www.sbp.org.pk/ecodata/rates/m2m/M2M-Current.asp>

PAKISTAN STOCK EXCHANGE

	100 Index
Change Starting	75,983
Change Ending	75,878
Change	-105

<https://dps.psx.com.pk/>

GOLD RATES

	10 GM, 24K
Change Starting	PKR 209,953
Change Ending	PKR 209,840
Change	-113

<https://www.forex.pk/bullion-rates.php>

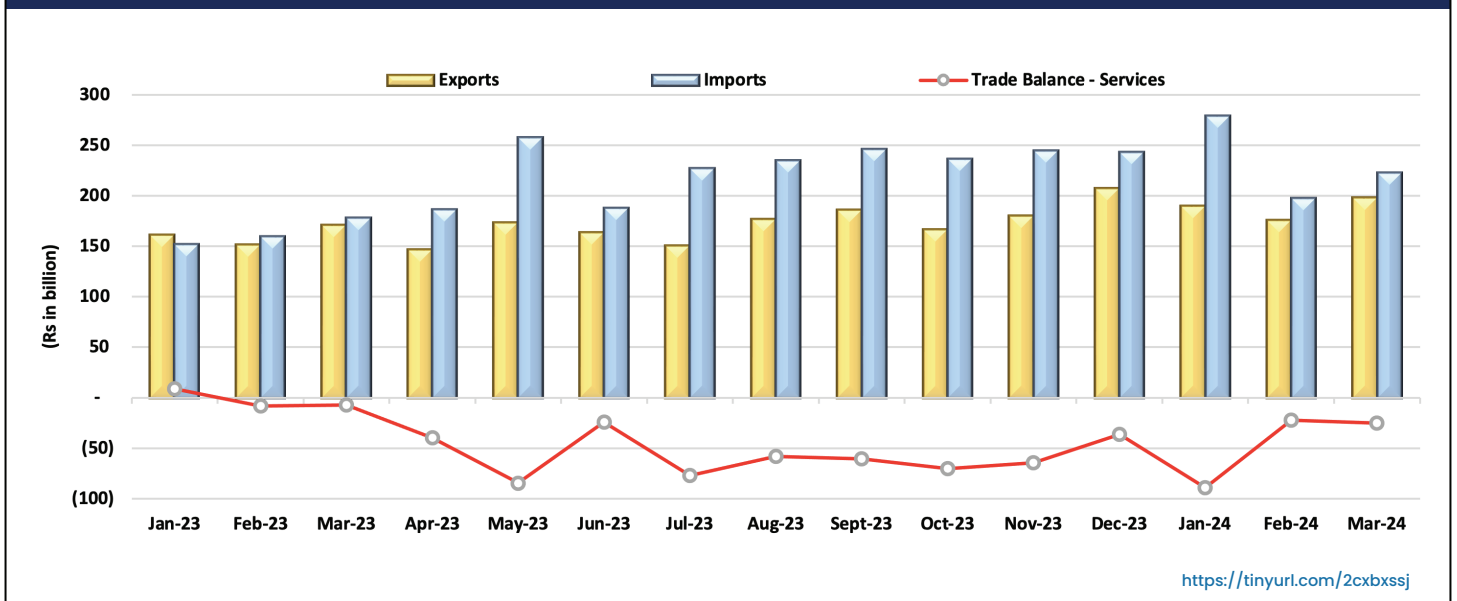
Yearly Trend (YoY) & Monthly Trend (MoM)

Balance of Trade in Services Summary

(Rs in billion)

Series	March, 2024 (P)	February, 2024 (R)	March, 2023	% Change (March, 2024 over February, 2023)	% Change (March, 2024 over March, 2023)
Exports	198.1	175.5	186.5	12.9	6.2
Imports	223.0	197.6	197.6	12.9	12.9
Balance of Trade - Services	(24.9)	(22.1)	(11.0)	13.1	126.3

Trends in Foreign Trade - Services



CPI Inflation	Annual Average			Year-on-Year		
	FY20	FY21	FY22	Apr 2023	Mar 2024	Apr 2024
General	10.7	8.9	12.2	36.4	20.7	17.3
Food (Urban)	13.6	12.4	13.4	46.8	16.6	11.3
Non-Food (Urban)	8.3	5.7	10.8	24.9	25.8	25.6

<https://www.sbp.org.pk/ecodata/MPM-New.pdf>

<https://www.pbs.gov.pk/cpi>

Currency in Circulation as on (Stock data)

(Rs in billion)

June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	May 19, 2023	May 17, 2024
6,142.0	6,909.9	7,572.5	9,148.7	8,802.8	8,936.9

https://www.sbp.org.pk/ecodata/BroadMoney_M2.pdf

The Members of the IBP Approves the Amalgamation of IBP & NIBAF to NIBAF-P

On May 30, 2024 at The Institute of Bankers Pakistan (IBP) Karachi organized an Extraordinary General Meeting (EOGM) 2024 of the Members of the Institute who unanimously passed the resolution for amalgamation of the IBP & NIBAF into National Institute of Banking & Finance–Pakistan (NIBAF-P), a subsidiary of the SBP. The EOGM was chaired by Deputy Governor of State Bank of Pakistan (SBP) Dr Inayat Hussain. The meeting was attended largely by higher management of Commercial Banks, Financial Institutions, members of the Council and Fellow members of the Institute.

Central Banks' Gallery

Bank of Malaysia



Malaysia Calls for Values-based Reforms to Bolster Global Economic Resilience at the Global Forum on Islamic Economics and Finance

The Global Forum on Islamic Economics and Finance (GFIEF), officiated by the Prime Minister YAB Dato' Seri Anwar Ibrahim on May 28, 2024, brings together over 2,300 policymakers, industry leaders and practitioners from 75 countries in Kuala Lumpur. Themed 'Shaping a Resilient Global Islamic Economy Through Values-based Reforms', the two-day forum aims to unlock the transformative power of Islamic economics and finance in fostering shared prosperity and equity. GFIEF facilitates deep policy discussions and showcases innovative solutions grounded in Islamic economics and finance principles to tackle global challenges.

Under the patronage of the Ministry of Finance Malaysia (MOF), GFIEF is organized by Bank Negara Malaysia (BNM) in collaboration with the Securities Commission Malaysia (SC), Labuan Financial Services Authority (LFSA), the International Islamic Liquidity Management Corporation (IILM), the Islamic Development Bank (IsDB), the Islamic Financial Services Board (IFSB) and the World Bank Group (WB).

Bank Negara Malaysia Governor Datuk Abdul Rasheed Ghaffour highlighted the forum's potential to catalyst innovative solutions and collective action. He said, "The fundamental values of Islamic economics and finance offer a way forward to reflect and rethink our approaches to addressing global economic challenges".

GFIEF showcases Malaysia's pioneering initiatives, which include:

- The launch of **MIFC Leadership Council (MLC) Position Paper** entitled 'Establishing **Islah** (reform) through Islamic Finance'. The paper represents collective actions and shifts by the industry to foster positive societal transformation through Islamic finance. It highlights 18 MLC Impact Projects focusing on impact-creation initiatives to foster inclusivity, sustainability, ethical practices, and efforts to advance the MIFC agenda in building stronger Islamic finance linkages with global markets.
- The exchange of **Memorandums of Collaboration (MOCs) between MLC and its counterparts from Indonesia, Hong Kong, Republic of Türkiye, and the United Kingdom**. The MOCs emphasize Islamic finance product innovation, promote cross-border trade and financial activities, and enhance capacity building and education.
- The issuance of a **new sukuk structure under the Malaysian Government Investment Issues (MGI) program**, utilizing the **wakalah bi al-khadamat** This innovative financial instrument, scheduled for issuance by 2025, is designed to complement existing sukuk options, enhancing the resilience and flexibility of Malaysia's financial system.
- The development of a **global program for Islamic economists**, spearheaded by Malaysia. This program aims to cultivate a cadre of dynamic and highly skilled economists equipped with the right knowledge and expertise in Islamic economics to ideate solutions that can address contemporary global challenges.
- A pilot program on **Greening Halal Businesses (GHB)** in collaboration with the MOF, IsDB, WB Hub in Malaysia and select implementation partners. GHB aims to assist halal businesses in Malaysia's transition towards greener and more sustainable practices.

GFIEF hosts a series of conversations with international leaders, panel sessions and fireside chats. These engagements center around policy actions and solutions that are imperative to enhance economic resilience and unlock the true potential of the Islamic economy and finance. In addition, 17 side events are organized throughout the week by various organizations to support pertinent areas, including climate resilience, financial stability, sustainability reporting, and social finance. Over 50 exhibitors from international organizations, regulators, ministries, financial services industry representatives, industry associations, fintech companies, corporates, non-profit organizations and SMEs participated in the event.

For more information on GFIEF, please visit <https://shorturl.at/pJY8T> | <https://shorturl.at/zOYcS>

Saudi Central Bank (SAMA)



SAMA Seeks Public Consultation on Drafts of “Internal Audit Principles” and “Compliance Principles” for Finance Companies

The Saudi Central Bank (SAMA) seeks public consultation on the drafts of ‘Internal Audit Principles’ and ‘Compliance Principles’ for Finance Companies. In this context, SAMA invites stakeholders and the public for their suggestions and observations on the drafts by visiting the Public Consultation Platform ‘Istitlaa’.

These principles, developed in line with the best international practices in the relevant field, provide a comprehensive regulatory framework to define the roles of the company's main functions, as well as clarify the responsibilities of the board of directors and executive management.

Suggestions and observations on the draft will be received within (30) days from this announcement for assessing their relevance in finalizing the draft, which is available on the Public Consultation Platform with the National Competitiveness Center <https://shorturl.at/EkLlG>

<https://shorturl.at/YyWqJ>

Bank of Russia



Borrowers to be Able to Sell Mortgaged Property Independently

A mortgage borrower facing hardships and unable to repay a loan now can independently sell the property pledged under a contract and thus settle with the bank. This right is provided for by the law that the State Duma adopted on May 28, 2024.

Until now, when such issues arose, banks preferred to sell the pledged property themselves. However, court costs make such a scheme not very beneficial for people and the price for the property is often understated at the auction. Creditors in turn do not always provide their consent to the client selling the pledged property independently, since they have no guarantee that the debt will be repaid following the transaction. The law, in the development of which the Bank of Russia was involved, ensures the balance of interests of both creditors and borrowers.

Thus, if the client informs the bank that he/she intends to sell the property pledged under a mortgage contract independently, the bank sets the minimum price and sale deadlines. However, if the price exceeds the debt, the

person holds the difference. The client can sell the pledged property independently during the entire validity period of the mortgage contract. During the set sale period, the creditor is not allowed to foreclose the pledged property, but can help the borrower sell it.

The creditor may prohibit the person from selling the property independently only in the specific cases listed in the law. For example, this is possible if the foreclosure is underway and the pledgor or the pledgee goes bankrupt. Moreover, the client cannot sell the property independently if it is already pledged under other contracts.

<https://shorturl.at/NMibU>

Commercial Banks’ Gallery

Meezan Bank Strengthens Launches Its Wholly Owned Subsidiary – Meezan Exchange

Meezan Bank, one of Pakistan’s leading Islamic banks has officially commenced operations of Meezan Exchange Company Limited (MECL), its wholly-owned subsidiary in Karachi. MECL will offer remittance and forex services to all customers. As an initial step in its journey, MECL will expand to 10 outlets nationwide within the first month of its launch with accelerated plans to launch 50 outlets within a year.

The first Meezan Exchange branch, located at the Trade Tower, Karachi, was recently inaugurated by Mr Irfan Siddiqui, Founding President & CEO of Meezan Bank, along with Mr Zia Ul Hassan, Chairman of the Board MECL, Mr Faisal Sarwar, CEO MECL, and senior management from Meezan Bank and Meezan Exchange.

Meezan Exchange’s rapid roll out comes with the State Bank of Pakistan’s structural reforms in the exchange sector that aim to create local forex powerhouses with licenses to operate in the country. MECL has joined the country’s growing list of exchange companies and specializes in offering transparency and cost-effectiveness in every transaction, building upon its core strengths of offering efficient currency exchange rates, swift service, and a superior customer experience.

Mr Irfan Siddiqui remarked, “The launch of Meezan Exchange reinforces our commitment to delivering seamless financial solutions. We are on the path to building best-in-class financial solutions based on our Core Values of Shariah-compliance, Integrity, and Service Excellence. Meezan Exchange is a testament to the rapid strides we want to make in providing outclass remittance and multi-currency exchange services to both our corporate and individual customers.”

<https://tinyurl.com/2ukdmye3>

Faysal Bank and AKHUWAT Foundation Partnering for a Brighter Future through Quality Education

Faysal Bank proudly backs the mission of AKHUWAT Foundation to provide quality education for all. Together, they are crafting a brighter future for generations to come. This initiative, championed by Dr Amjad Saqib, founder of AKHUWAT Foundation, aims to enhance the learning experience by providing a space for critical thinking, teamwork and innovation. Dr Saqib's vision of empowering communities through education aligns perfectly with our Bank's commitment to social responsibility and development. By investing in such initiatives, they are not only supporting education but also empowering the youth to reach their full potential. <https://tinyurl.com/bdfw6kaj>

Economic Horizons

PBF says UAE \$10 billion Pledge an Irrefutable Proof of Foreign Investors' Confidence

President, Pakistan Business Forum (PBF) Khawaja Mehboob ur Rehman lauded the announcement from United Arab Emirates (UAE) of a \$10 billion investment for Pakistan in the promising economic sectors. PBF President while talking to a local news agency on May 28, 2024 said that we commended the UAE's development journey and emphasized Pakistan's commitment to strengthening its friendship with the UAE and expanding cooperation, especially in the economic, commercial, and investment sectors.

"He said this huge investment is an irrefutable proof of foreign investors' confidence in government's efforts to revamp the economy". UAE is home to 1.8 million Pakistanis who are contributing towards development, prosperity and economic growth of the two brotherly countries. In this regard PBF President suggested that there is a further need to increase cooperation between the two countries in the fields of aviation and tourism to increase people to people contact.

The PBF also stated that in 2022, the UAE exported \$5.8 billion worth of goods to Pakistan. The main products exported from the UAE to Pakistan were Crude Petroleum (\$2.29 billion), Refined Petroleum (\$1.3 billion), and Propylene Polymers (\$212 million).

Similarly, Pakistan exported in 2022 \$2.58 billion worth of goods to the UAE. The top Pakistani exports were Refined Petroleum (\$1.07 billion), Rice (\$235 million), and Bovine Meat (\$165 million). Pakistan's exports to the UAE have grown at an annualized rate of 4.5 percent over the last 19 years, increasing from \$1.12 billion in 2003 to \$2.58 billion in 2022.

President, Pakistan Business Forum also invited Chairman of Abu Dhabi Chamber of Commerce, Adullah Mohammed Almazrui and CEO Ahmed Khalifa Al Qubaisi to visit Pakistan soon along with their delegation to explore more bilateral trade avenues. <https://tinyurl.com/45xwu2rx>

Pakistan Customs Achieves Progress in Groundbreaking Transformation Project

Pakistan Customs has successfully completed business process mapping of its core functions during the first five months of the World Bank funded project for transformation of Customs operations. This project was designed in April, 2021 but came into implementations since December, 2023. Technical experts from KGH and Maersk, being the global leaders in customs administration reforms and logistics, are collaborating through 16 working groups notified by FBR for each work stream of Customs.

Pakistan Customs has successfully digitalized its operations since 2005. The indigenously developed WeBOC system enables collection of more than 45 percent of FBR's annual revenue and help implement national trade policy while handling imports, exports and transit trade in paperless environment. Leveraging WeBOC, Customs has enabled Pakistan to leapfrog even the developed countries in simplification and digitalization process of entire ecosystem of trading across borders, through Pakistan Single Window.

Despite being one of the most digitalized entity of the government, Pakistan Customs has remained cognizant of the challenges posed by growing globalization of cross-border trade and transit supply chains, geographic dispersion of manufacturing and adoption of disruptive technologies like block-chain, AI, Big Data etc. The traditional role of Customs from physical border checks is changing to a multi-functional and whole-of-government strategic player in border controls, trade facilitation, regional connectivity and economic growth.

In the next phase of this key project all mapped processes would be benchmarked and re-designed as per international standards recommended by WTO, WCO, UN etc as well as the best practices adopted by the leading customs administrations worldwide. Besides, helping towards end-to-end digitalization of Pakistan Customs, the project would re-align the legal framework, organizational structure and operational model of Pakistan Customs. Upgradation of risk management, post-clearance audit capabilities, use of technology and elimination of redundant tasks would enable Customs to re-direct its resources towards more critical functions.

Customs transformation project involves deployment of state-of-the-art hyper-automation tools which would enable Pakistan Single Window Company, as the designated implementation partner of Pakistan Customs, to quickly develop a new Customs Digital Management System. This would help Customs to replace its aging WeBOC system with a more robust and comprehensive digital system to improve compliances and ease of doing

business. <https://tinyurl.com/3asdr9f>



transactions.

Projects committed in 2023 are expected to benefit 170,800 micro, small, and medium-sized enterprises (MSMEs), nearly 98,000 of them led by women. Agribusiness projects will support the livelihoods of nearly 77,000 farmers.

ADB's active private sector portfolio has created over half a million jobs; benefited 36.9 million MSMEs, and reduced greenhouse gas emissions by 22.2 million tons of carbon dioxide equivalent. <https://tinyurl.com/76fwh6vd>

IFC to Help Financial Institutions Support Small Businesses through New Global MSME Financing Platform

The International Finance Corporation (IFC), a member of the World Bank Group, launched a new initiative to help financial service providers deliver funds to small businesses in emerging markets, especially those owned by women and those focused on agriculture and climate on May 28, 2024.

The MSME Finance Platform (the Platform) will include a financing package of up to \$4 billion from IFC's own account to banks, non-bank financial institutions, microfinance institutions, and innovative digital lenders that focus on micro, small, and medium enterprises (MSMEs). It will be available to both new and existing IFC clients.

The Platform will also utilize various forms of credit enhancement to mobilize private capital, including an innovative Catalytic First Loss Guarantee, which together aim to crowd in an additional \$4 billion in financing from eligible financial service providers to expand lending to these businesses.

"Micro, small, and medium enterprises form the backbone of most developing economies, yet they face significant financial barriers that hinder their potential," explained Makhtar Diop, Managing Director of IFC. "Our new financing platform addresses these challenges head-on, empowering financial service providers to extend critical support to these businesses, particularly those that are women-led or environmentally focused."

MSMEs make up over 90 percent of all firms and account, on average, for 60-70 percent of total employment and 50 percent of GDP worldwide. Still, according to the SME Finance Forum, there is currently a roughly \$5.7 trillion financing gap for MSMEs.

In emerging markets, MSMEs and the informal sector are essential to economic growth, job creation, and poverty alleviation. Recent crises have weakened financial service providers financially, constraining their ability to meet increasingly stringent lending requirements. As a result, businesses are seeing a credit contraction in emerging markets and developing economies due to tighter credit conditions, rising interest rates, and a limited appetite for risk. As the largest development finance institution supporting the private sector in emerging markets, IFC is

International Economic Roundup

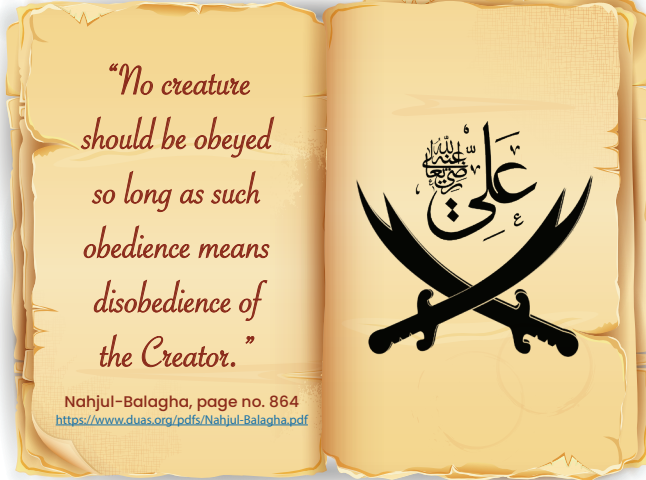
ADB's Private Sector Operations Double Climate Financing as Transactions Hit New High

The Asian Development Bank (ADB) doubled to \$1 billion the amount of climate financing from its private sector operations in 2023, with 75 percent of its projects including climate-related funding, according to the Development Effectiveness Report of Private Sector Operations 2023. Overall, ADB committed a record 40 private sector transactions worth \$1.7 billion through its own capital resources, 54 percent higher than the previous year.

Long-term co-financing with the private sector reached \$3.4 billion, reflecting ADB's focus on mobilizing private capital to address development priorities such as climate change. ADB realized \$2.7 in long-term co-financing for every \$1 of its own private sector commitments, significantly more than the previous year's \$1.8 co-financing ratio. With the Japan International Cooperation Agency, ADB launched the Leading Asia's Private Infrastructure Fund 2 (LEAP 2), with capital up to \$1.5 billion. This fund follows the success of the initial LEAP fund initiated in 2016, and provides co-financing for high-quality, climate-resilient, and sustainable infrastructure projects.

ADB committed 25 private sector projects in frontier economies and new and challenging sectors in 2023—making up 63 percent of all projects for the year—as part of an ongoing effort to diversify its private sector operations. Its Trade and Supply Chain Finance Program facilitated over \$4.7 billion through over 21,000 trade and supply

well positioned to help financial service providers offer support.



IFC will leverage its risk capital to extend first loss protection to eligible financial service providers, which often have ample local currency liquidity but have limited exposure to MSMEs due to the segment's perceived high risk. Through this mobilization approach, the MSME Platform aims to create a financing solution through capital optimization structures and potentially redirect significant amounts of local currency financing to businesses.

The Platform will be supported by the International Development Association's Private Sector Window (IDA PSW) to help de-risk the credit and foreign currency exposures in projects in low-income countries. Up to \$100 million will come from the IDA PSW Blended Finance Facility (BFF). In addition, resources from the Global SME Finance Facility (GSMEF) and the Women Entrepreneurs Opportunity Facility (WEOF) will be allocated to support and incentivize lending to businesses in the agriculture sector and women-owned MSMEs. <https://tinyurl.com/bemfz9rc>

Deadline Extension for Industry Feedback on Exposure Draft of Shari'ah Standard No. 62 'Sukuk'

The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) is pleased to announce that the deadline for feedback on the exposure draft of Shari'ah Standard No. 62 'Sukuk' has been extended to July 31, 2024. <https://tinyurl.com/4jdkwsnx>

SNIPS

AI-led Chips Boom

Leading designer of graphics chips Nvidia's revenue grew 262 percent in the first quarter of its fiscal year to \$26 billion, according to the company — its market value surged \$267.

HR TIPS



Develop New Skills to Pivot Your Career

Considering a radical career change? Whether you are transitioning from finance to film or marketing to medicine, it is more than just a leap—it is a commitment to developing the skills you need using the limited time you have. Here is how to make it work.

Accept the time commitment. Prioritize your new career goals by cutting back on nonessential activities. You might need to skip the Netflix binges and happy hours for a while. But remember, while making sacrifices is necessary, you should not compromise on health or key relationships.

Pick your focus. Research what is required in your new field. If formal certification is needed, dedicate your time to essential courses and applications. For fields without strict requirements, maximize independent learning and side gigs.

Layer in learning. Find ways to integrate education and training into your daily routine. This could mean listening to course materials while commuting or reading during downtime. Pro tip: Apps that convert text to speech can be a game-changer.

Designate time for immersive learning. Schedule consistent study blocks, like two hours a few nights a week, and a longer session on weekends. Consistency is key to progress.

Modify your work schedule. If possible, adjust your work hours to accommodate learning. Consider options like compressed workweeks or part-time roles to free up more time for skill-building.

(This tip is adapted from *You Need New Skills to Make a Career Pivot. Here's How to Find the Time to Build Them.*, by Elizabeth Grace Saunders - HBR.)

Boost Team Participation in Meetings

Low participation in meetings can harm your team's productivity by reducing collaboration, hampering decision-making, and eroding unity. How can you encourage more fruitful engagement?

Start by clarifying expectations. Outline the supportive behaviors you want to see in your meetings. For example, you could say, "As a team, we support each other, we tackle challenges together, and we communicate constructively."

Model these behaviors yourself, and be sure to celebrate when your team members do the same. For example, you might say, "I would like to recognize something. Alex, the way you just acknowledged Jordan's contribution embodies

the supportive culture we want to have on our team—one where every team member’s input is recognized and appreciated. Alex, thank you for demonstrating this and setting a positive example for us all.”

It is also helpful to offer team members different ways to contribute—for example, allow for written input before, during, or after meetings. And consider rotating the meeting facilitation among all team members to give everyone a chance to lead. Giving those who are typically less vocal a structured role can help empower them to speak.

(This tip is adapted from *Your Team Members Aren’t Participating in Meetings. Here’s What to Do.*, by Luis Velasquez - HBR.)

SNIPS **Inflation in the US**
 A record high 41 percent of Americans name inflation the most important financial problem facing their family, according to Gallup.

Refresh Your Personal Brand

The image people hold of you in their minds can influence high-stakes decisions like promotions and job offers, so maintaining a current personal brand is crucial for professional success. Here is how to keep your brand fresh and relevant, especially if you have been working to develop new skills.

Clarify your vision. How do you want others to perceive you? Define the specific traits you want to be known for and associated with—aligned with your professional goals and potential future jobs. Look to role models for inspiration.

Identify gaps. How do others currently see you? Seek feedback from trusted colleagues to gauge public perception, and pinpoint areas where your brand image needs updating.

Create a tactical plan. As you work on building new skills and attributes, consistently showcase them to others. Volunteer for roles that highlight your new abilities, and correct misconceptions by demonstrating your growth in visible ways.

Embrace strategic patience. Remember: Rebranding takes time. Be patient as others adjust to the new you. Reinforce your updated image through consistent actions.

(This tip is adapted from *Your Personal Brand Needs a Refresh. Here’s Where to Start*, by Dorie Clark and Tomas Chamorro-Premuzic - HBR.)

SNIPS

Playing Video Games

About four in 10 US teens play video games daily, seeing both positive and negative sides of video games — from problem-solving and making friends to harassment and bullying — however, this varies by gender, according to the Pew Research Centre.

Avoid These Common Resume Mistakes

Crafting a standout resume is not always about what you put in—equally important is what you leave out. Here are four key pitfalls to steer clear of.

Including irrelevant experience. Focus on what is pertinent. If you are applying for a marketing role, skip the unrelated jobs and highlight relevant experiences. Expand on your contributions and use metrics to show impact. Keep the other experiences in your back pocket—they may be useful to mention in an interview.

Over-customizing. Instead of tweaking your resume for every job, create a solid version that fits a job category (for example, marketing associate). Collect a number of similar job descriptions, identify common responsibilities, and reflect those in your resume. This will save you time and allow you to apply to more jobs.

Over-designing. Keep it simple. A straightforward, well-organized layout is crucial. Use standard templates and avoid creative designs that can confuse recruiters or disrupt application-tracking systems.

Sending from an unprofessional email address. Please, please, please: Use a professional email address, and avoid odd or outdated domains. And while you are at it: Name your resume file appropriately, like “YourName_Resume,” and always submit it as a PDF. You do not want your email to be the reason your resume ends up in the trash.

(This tip is adapted from *4 Resume Mistakes to Avoid When You Don’t Have Much Experience*, by Irina Cozma - HBR.)