



Internships 2022-23

Resume Guidelines

Placement & Internship Cell



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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RESUME GUIDELINES

(For the Internship Season 2022-23)

We kindly request you to go through this document carefully and thoroughly, as the document has been drafted after considering many scenarios.

In case of any doubts/ queries, please contact your Department Placement & Internship Team.

General Information

- **Name, Roll Number & Internship Registration Number** should be **present** on an A4 resume.
- Contact information, including, but not limited to, **mobile number, address, email address** should **NOT** be mentioned in a resume.
- A link to the LinkedIn profile, professional or research profile (Google Scholar, ResearchGate, Scopus etc.) or any coding profile (like GitHub, code forces etc.) can be mentioned.
- **No logo** apart from the IIT-M logo should be present in the resume.

Education

- **Rounding of CGPA** or any **scores** is **strictly prohibited**. Please mention the CGPA precisely as mentioned in the official Institute Grade Card.
- Students are permitted to only mention the **CGPA in their resume as per their grade card on the July 5th (Resume deadline)**
- This will be the grade that will be used throughout **phase 1** or until further notice.
- A **scanned copy** of the **12th** and **10th** standard **grade sheets** should be attached as **proof** in the master resume. (**Note:** If your higher education board gives you a **combined mark sheet** for classes 11 and 12, kindly **mention only your marks/percentage of class 12 only**)
- **CGPA** (including backlogs) **should be mentioned** in every resume. After mentioning the actual CGPA, the student can mention any other grade like the score in electives, or minors.

Minors

- To put up a Minor on the resume, the student must have **completed/ registered** (till the July-Nov 2022 semester) the **four courses** they need to claim for the minor.
- Alternatively, the student can mention “ongoing minor” if they have:
 - **B.Tech students** - Completed two courses, registered for the third and have signed the undertaking that they will finish the fourth before graduation.
 - **Dual Degree students** - Completed three courses, registered for the fourth or have signed the undertaking that they will finish the fourth before graduation.
- The four courses need to be mentioned **explicitly on the master resume (optional on other**

resumes), along with the **semesters** in which the courses were/ will be taken.

- The student's **grade card** or the **Consent of the Tutor** (CoT) from the professor taking the course will be accepted as proof for the institute's [approved minor list](#).
- For courses not on the list or for an NPTEL course, an **email from the department HoD** (of the department offering the minor) approving the same is necessary.

Scholastic Achievements

- A **scanned copy** of the **certificate** or a **screenshot** or a **link** to the **official results page** is accepted as proof of scholastic achievements.
- For **standardized tests** like **GATE, CAT, GRE, GMAT** etc., a **mail** of your **result** from the **test conducting agency**, a **screenshot** or a **link** to the **official results page** are accepted as proof.
- For corporate scholarships, a **mail from the company** would suffice.
- For competitions, the **link to the leaderboard** would suffice.
- Students are **not allowed** to mention their **department/branch ranks** on their resumes because we will not be able to verify the claim from the academic section. However, the students are free to mention their **academic awards, GPA of a particular semester, year or course**.

Coursework

- **Courses** mentioned in the resume **should be present** in the **official Institute grade sheet/transcript**.
- **Scanned** copies of **Certificates** or **e-certificates** are **accepted** as **proofs** for the **online courses** mentioned in the resume.
- **Ongoing courses** (online, NPTEL or through IITM) should be marked with * on the resumes.

Professional Experience

- For any completed internships or work experience, **only these combinations** will be accepted:
 - **Completion Certificate** or **Relieving Letter**
 - **Offer letter + Acknowledgement Mail from the company** regarding completion of intern
 - **Offer letter + Stipend payment details with company name**
 - For **university research internships**, a **mail** from the **professor indicating the project's title along with the start and end date** is sufficient, or a **certificate from the university or program head** is adequate.

- For any ongoing internships, only these combinations will be accepted:
 - **Offer letter + Acknowledgement Mail from the company stating that the internship is ongoing.**
 - For **university research internships**, a **mail from the professor indicating the project's title along with the start date and the statement that it is ongoing** is sufficient.
- A **participation certificate** is **necessary** in case the student has attended or presented at any conference.
- An email from the guide mentioning the course for which you were the **Teaching Assistant (TA)** would be considered proof.

Positions of Responsibilities (PORs)

- **Acknowledgement** from the **club's faculty advisor, institute secretaries, club heads, and hostel secretaries** is accepted.
- Additionally, the list of PORs is also available with the placement team. Please make sure you use the following format while mentioning the PoRs given below in your **master resume**:
 - **Shaastra:** *Co-curricular Affairs Secretary, Shaastra <year>, Vertical, Position, Sub-vertical*
 - **Saarang:** *Cultural Affairs Secretary, Saarang <year>, Vertical, Position, Sub-vertical*
 - **CFI:** *Co-curricular Affairs Secretary, Club, Coordinator/Project member, Project name (if applicable)*
 - **Placement Team:** *Academic Affairs Secretary, Placement Team, Department, Position*
 - **Internship Team:** *Academic Affairs Secretary, Internship Team, Position*
 - **Kindly follow a similar format for all the PORs that fall under a secretary**
 - **PORs that don't fall under a Secretary:** *Independent Student Body, Organisation Name, Position [Along with proof]*
- **No proof** is required for **volunteering in the institute**. But, a **certificate/mail** is **required** for **volunteering** in organizations **outside our institute** like NGOs etc.

Projects

- For **course projects**, the **course name/course number should be mentioned** in the master resume. The course name mentioned should be present in the official Institute grade sheet, and the description of the project should match the course name and is mandatory to mention these projects under course projects in all the F resumes.
- For **projects with a professor**, an **email from the professor with the project's title** is sufficient.
- For **personal projects**, a **link to the report or code** should be present.

- For **projects done during their internship/work**, only **proof of internship/work** is enough.
- For a **project in a club**, an **acknowledgement mail from the clubhead** is required.

Research Papers & Patents

- **Patent/paper number** or **acceptance mail** or **link (DOI number)** is accepted as proof.
- The **Journal/Conference paper**, **acceptance mail** or **paper number** or **link (DOI number)** is accepted as proof.

Entrepreneurial Activities

- Any **claim made** in the resume **regarding Founding/Co-founding** a **startup** has to be **backed up with sufficient proof** like the below mentioned but not limited to:
 - **Acknowledgement of the startup's existence** as well as your **claimed position** in the company by the **incubating organisation/funding organisation**.
 - If the startup is a **registered entity**, any **document proving that** is considered proof of the startup's existence.
 - If a startup is not a **registered entity**, it is mandatory to mention the same in the **master and the fixed resumes**.
- Any **claim made** in the resume **regarding Founding/Co-founding** an **NGO** will also be subject to **similar scrutiny**.

Extra-Curricular Activities

- **Participating/winning** in **Litsoc/Techsoc/Schroeter**, an **acknowledgement mail from the respective hostel secretary** is required.
- For **participating/winning** in any event, a **mail/certificate from the organiser** is required.

Skills & Hobbies

- **No proof** is required for the skills or hobbies mentioned.

Resources for Resume Making

- The Resume Archive is an initiative of the Career Development Cell of IITM, that we hope will help the student community in building their own resumes for internships and placements.
- The basic principles and guidance underpinning resume building are the same for both internships and placements. Hence students are requested to make use of both. We also encourage students to reach out to seniors to get their resumes reviewed before applying for companies.

- Students should keep in mind that companies can change their selection criteria every year, and hence **no conclusion should be derived** regarding the selection criteria from the resumes. CDC assumes no responsibility or liability for any content in the archive.
- Each company might give different weightage to resumes during the process, please go through the placement Bluebooks and Placement Drive to understand it better. We'll be adding more varieties of resumes to the archive soon.
- We advise you not to copy any points from any of the resumes as it will be evident to the recruiter and can impact you negatively in the process.
- **Please note that the resumes in the Drive should not be shared with anybody outside IIT Madras.**
- [Link to Resume Archive](#) (Kindly use gmail to access)

CHECKPOINT & FAQs

This is a brief document that every student is urged to check before uploading their resume on the portal for verification. This document can weed out mistakes from resumes, increasing its chances of getting approved smoothly without hiccups.

Just follow the given steps, and you would have avoided most of the common mistakes:

1. Have you provided view access for proofs?

Many people make sure all their links and proofs are in place, **except that they forget to make the link viewable to all**, due to which the team cannot verify the proof.

- a. Try opening the links using both your email IDs, personal and school. If it opens, chances are you have made the correct settings. However, usually by default, the links will only allow the owner of Google drive to view it.
- b. If it doesn't open using one of the email IDs, you need to provide access. **Go to the folder with all the proofs → select all using Ctrl+A → Right Click → Share → Use the dropdown to "anyone with the link can view" the proofs. Refrain from allowing this for only school IDs (an option that will pop up if the proofs are stored on your school Google drive), allow view access to all email IDs.**

2. Have you mentioned [course project] under your course projects?

If you wish to mention a course project in your resume, **you must mention the term [course project]**. You are free to mention the name of the course or its code, but it must be clear that it is a course project and not a professor based project.

3. No rounding off CGPAs or board marks.

7.99 is not 8, and 8.56 is not 8.6. Mention them precisely as they are in the grade card or mark sheet.

4. Do not mention intermediate percentage (11th + 12th) as 12th percentage.

Even if your respective state board gives a **combined grade card for 11th and 12th, you need to sum up your 12th marks separately and only mention that as your 12th percentage**. If you want to say the combined score, you are free to call it "11th + 12th percentage" or "intermediate percentage".

5. What PORs require proof?

Any POR apart from the ones under the SGS, AAS, RAS, HAS, Co-CAS, Cultural & IAR secretaries requires proof. 180 DC is excluded as well. A mail from the respective team head will suffice, but it must be from the official team email ID.

6. If you have mentioned your hostel, room number, Email ID or phone number anywhere in the resume, remove it.

7. What do I do if I have letter grades in my class 10/12?

Look up on the internet for the letter grade to percentage/grade point conversion and state the same in the master resume.

8. Have you uploaded master and F resumes?

A master resume without an F resume or vice versa has no meaning. Remember to upload the master resume and at least one F resume.

9. Can I modify the master resume after its verification to add details about the courses/projects/conferences/journals that have been completed after placement registration?

Yes. You can add the details in the master resume, and a request for the same can be raised by following the below-mentioned steps.

1. Collect all the proofs related to the topics you want to add to your master resume and upload it in the same google drive folder shared at first verification.
2. Send a mail to your respective department core and mention the list of changes you wish to make in the master resume and request them to verify it.
3. Upload the new F resume with all these new details.

Important points to remember while requesting changes in the verified master resume

1. You can not make any changes in the part of the master resume that was already verified; you can only add the new details.
2. These changes must be incorporated in the new Fixed (F) resume. No changes are allowed in the Fixed resumes that were uploaded earlier.
3. Students can upload only up to **5 Fixed resumes**. If you raise multiple requests, you may run out of fixed resumes to upload as a **fixed resume cannot be deleted after being verified**.