

PLACEMENT OFFICE, IIT BOMBAY
CAMPUS PLACEMENT 2014-2015

SOP for Resume Preparation

All students are required to prepare five resumes in standard format. The resumes should be as follows:

1. One one-page resume
2. Two two-page resumes (including score of 10th and 12th) : One technical resume (for core jobs), one non-technical resume (for semi-core and non-core jobs)
3. Two two-page resumes (excluding score of 10th and 12th) : One technical resume (for core jobs), one non-technical resume (for semi-core and non-core jobs)

The resumes should be uploaded by the students in PDF format on the placement website. The link will be released in due course.

Resume Format

The students should not provide any personal details such as their name, roll number, department, program, CPI, birth date, etc. in the resume. These will be extracted from Academic Office database and automatically added to the resume. For this purpose, the students should leave blank five lines at the top of the resume.

The following must be followed by all students:

1. Page size: A4
2. Margins: 0.75" on all four sides
3. Font size: 10-13 points font size is permissible
4. Font families: Calibri, Arial, Times New Roman may be used.
5. Use only true-type fonts. Do not use any symbols such as the new rupee symbol that does not get automatically formatted in pdf converters

General Guidelines

1. The resume should have details of your noteworthy achievements. Both award-winning and non-award winning achievements are important to recruiters. The recruiters are interested in assessing your overall personality besides your academic achievements.

2. All achievements, positions of responsibility and points mentioned in the resume should be accompanied by their proof for verification. The following proofs are expected:

- Certificates for all competitions
- Letter of certification/verification from appropriate authority certifying the achievement. For example, the internship supervisor in the company should certify the quality or quantity of internship work being mentioned in the resume. This certification should be in the form of email sent from his/her official email address to an official email-ID provided by the Placement cell. Alternately, the internship supervisor should send the same by letter to Placement Office.
- For achievements in IIT (academic, non-academic, gymkhana, etc.) the same guidelines for certifying will be followed. The certification should be from the concerned faculty member's official email address.

3. Only details of companies or start-ups that are legally registered with the appropriate government body can be included in the resume.

4. For students with past work experience, the duration (From-To and number of months) must be mentioned. The student may also want to include key details of the work experience. These also need verification as per the norms given above.

5. One self-certified e-copy of all verification documents should be submitted for the record of Placement Office. At the time of submission, this should be accompanied by the original document.

6. Resumes will be locked for any further addition of points after resume submission deadline. Points without adequate proof will have to be removed during verification.

7. Any falsified information will lead to deregistration from placement process.