

# **Resume Writing**

## **What is a resume?**

A resume is a marketing brochure about oneself. It describes the skills, experience (paid and/or unpaid), and the education. The purpose of an effective resume is to get an interview.

## **Is one resume good for all jobs?**

The job search materials should be customized for each position. If the search is focused on one type of position, a single version of the resume may be fine, along with a cover letter that is tailored to the employment target. If one is applying to a wider range of positions, one may need to revise the resume in addition to creating a new cover letter. This customization is essential to the marketing and requires research about the organization and industry.

## **What is a chronological resume?**

The chronological resume is a commonly used format for undergraduate students. The experience section of a chronological resume includes the positions, listed in reverse chronological order (beginning with the most recent position and working backwards). Essential data includes: name of organization, location, the title, and dates of employment/involvement. This is followed by several bullets, describing the skills and achievements.

## **How is an engineering resume different from others?**

An engineering resume may include specialized section headings such as:

- Technical Skills
- Lab Experience
- Lab Skills
- Relevant Courses
- Engineering Experience
- Academic Experience
- Research
- Projects or Design Projects

An engineer often includes academic work including a list of courses and relevant project work. This academic experience might be listed before work experience, if they have not yet interned or worked in an engineering environment. Technical skills may also be listed at the top of the resume if required by the position.

## **What else to know about resumes?**

- Survive the human scan. Resumes get less than 30 seconds of an employer's time.
- Survive the electronic scan. Make sure one has used appropriate jargon and keywords for the field.
- Capture the reader's attention by keeping the resume to a single page. Check with a Career Advisor about exceptions to the one-page rule.
- Use good quality paper in colors such as white, off-white or neutral if submitting hard copy.
- Check for spelling errors, and grammar usage.
- Include a customized cover letter that demonstrates how one matches the employer's requirements.

## **How to email resume?**

- Email resume and cover letter as one attachment (PDF format with the cover letter as page 1 and resume as page 2).
- When emailing the documents to employers, include the first initial and last name in the title of the document. When creating an appropriate subject line for the email, use the name and the position to which one is applying.
- Include a short note in the email message to briefly introduce oneself, list the position to which one is applying, and indicate that one has attached application to the email and look forward to connecting with the employer to discuss the skills and experiences.

**Use Resume Checklist on following page to prepare the document:**

## **RESUME CHECKLIST**

### **FORMATTING & MECHANICS**

- Document fits on one page without overcrowding. Check with a career advisor for rare exceptions.
- Font size is 10-12 point and is professional and uniform throughout resume.
- Resume is visually appealing.
- Dates are uniformly formatted, NOT placed in the left-hand margin.
- Judicious use of bold, italics, and underlines enhances appearance and readability.
- There are no errors in capitalization, spelling, word usage, grammar, and punctuation.
- Margins are no smaller than .5 inches.
- Entries are listed in reverse chronological order (current to oldest) in each section.

### **CONTACT INFORMATION**

- Includes 1 address, 1 phone number, and 1 professional email address.
- If applicable, contact information may include links to a professional portfolio, website, or LinkedIn page.

### **EDUCATION**

- Education is first section on resume, below contact info. Include honors/awards here
- Each educational institution (high school/college) includes name and location (City, State).
- Junior/Seniors' resumes usually omit High School. Check with a career advisor for exceptions.
- Study abroad is listed (institution, country, and dates of study), if applicable.
- Degree, month, and year of graduation are identified
- Major(s) and minor(s), if declared, are listed.
- Including coursework is optional and can be a separate section. List selected courses relevant to job/internship.
- Include 2 decimal places of the score. Do not round up.

### **EXPERIENCE (CAN BE MORE THAN 1 SECTION WITH TAILORED HEADINGS)**

- Skills can be listed in a separate category.
- Skills are identified by type, including computer, language, technical, and laboratory skills.
- Proficiency level is included for languages (native, fluent, proficient).
- Do not include personal attributes or soft skills.

### **ADDITIONAL**

- Include dates of participation for activities. A category of interests is optional.
- If publication section is included, it is appropriately formatted.
- Document does not include use of personal pronouns (I, me, we) or articles (a, the).
- List of references is not included.

# Pratik Pingale

Competitive Coder & Web Developer

I seek problems to solve them. Love to learn whatever that will make the future. Very versatile and adapt quickly to a changing environment. Passionate, highly skilled in Front-End Web Development alongside modern frameworks like React/Django and other libraries. Open Source contributor.



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📍 Pune, India

in pratik-pingale

🐦 @pro\_x\_zima

🔗 PROxZIMA

## EDUCATION

### B-Tech in Computer Engineering AISSMS College of Engineering

08/2019 - Present

Pune

Courses

- Computer Engineering

9.25 SGPA

### 12th Grade

#### Pragnya Junior College

07/2017 - 05/2019

Pune

Stream

- Science

## PERSONAL PROJECTS

### Timetable Scheduler (09/2021 - Present)

- An intelligent timetable generator that generates University timetable using Genetic Algorithm
- <https://github.com/PROxZIMA/TimetableScheduler>

### Museum Gallery (05/2020 - 08/2020)

- A VR based Museum application made for enjoying museum from home
- <https://github.com/PROxZIMA/Museum-Gallery>

### Twitter Sentiment Analysis (04/2022 - 05/2022)

- Sentiment analysis of tweets using vaderSentiment, CountVectorizer and KMeans
- <https://github.com/PROxZIMA/Twitter-Sentiment-Analysis>

### Sweet Pop (08/2019 - Present)

- Sweet\_Pop! Minimalist animated oneliner theme for Firefox perfectly matching Sweet Dark
- <https://github.com/PROxZIMA/Sweet-Pop>

## ACHIEVEMENTS

Got Selected for Smart India Hackathon 2020  
(03/2020 - 05/2020)

Ran in Pune - Kirkee Marathon 4 times  
(07/2016 - 08/2019)

## CERTIFICATES

[Programming for Everybody](#) (05/2020 - Present)

[Problem Solving - Hackerrank](#) (07/2020 - Present)

Entrepreneurship Cell IIT Kharagpur (11/2020 - Present)

## SKILLS

GIT Python C++ Kotlin Bash HTML5  
CSS3 JavaScript Firebase Numpy Pandas  
Jupyter Django React Figma Postman  
Google Cloud Time Management Team Work  
Adaptability Multitasking Public Speaking

## WORK EXPERIENCE

### Backend Engineer and Android Developer Convin.ai

09/2021 - 04/2022

Pune

Achievements/Tasks

- Developed APIs using Django Rest Framework
- Build and deployed Call Recording android application
- [Letter OF Recommendation](#)

## ORGANIZATIONS

### Core Team Google Developer Student Club AISSMS COE

09/2020 - Present

Pune

Achievements/Tasks

- Member of Competitive Programming Team
- Member of Web Development Team
- Contributed to [DSC AISSMSCOE official website](#)

### Core Team Microsoft Student Club AISSMS COE

07/2021 - Present

Pune

Achievements/Tasks

- Build a Timetable Generator using Genetic Algorithm
- Build a [Certificate App](#) for easier certificate generation and distribution

## LANGUAGES

English ● ● ● ● ●  
Hindi ● ● ● ● ●  
Japanese ● ○ ○ ○ ○

## INTERESTS

Coding Artificial Intelligence Machine Learning  
Music Anime Puzzles Linux :) Gaming