

# Resume Updation Checklist

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Dear student, please use this checklist to make sure your resume is up to the industry standards. Please keep in mind that it is a generic guideline and opinion about resume standards varies from person to person. However the following guidelines worked best for me during my job hunting in the tech industry (Machine Learning/Data Science/Internet of Things/Computational Biology). Hence I am sharing these tips with you. I hope it will work for you as well.

1. Use a LaTeX template for resume building: I strongly recommend using a LaTeX template (please see <https://www.overleaf.com/latex/templates/tagged/cv> ). The point is that LaTeX will take care of a lot of formatting (Fonts, font sizes, indentations, spacing, etc) for you and your resume will look a lot cleaner than doing otherwise (Word/Google docs). You can use the overleaf platform (<https://www.overleaf.com/>) to build your resume.
2. A one-paged resume is preferred
3. A double column format is preferred and it will help you utilize a lot of white space.
4. I would suggest the following order to place contents:
  - a. Contact details: Name, Phone, email address, GitHub account, and LinkedIn
  - b. If you are a fresher, projects should come before education section
  - c. If you have any experience, you can put it right after contact details followed by projects
  - d. Skills, Certifications, and other profiles (e.g. hackerRank) should come next
5. Refer to the GitHub guidelines to make GitHub profile and project repos up to the mark
6. Make sure you backup every statement in your resume with some demonstrated evidence/artifacts. **This is very very important and the one and only way for a fresher to prove their capacity to work up to industry standards.** For example, provide hyperlinks (make sure to select “anyone with the link can view” option) to:
  - a. Personal Projects:
    - i. Provide links to respective GitHub repositories

- ii. Do not showcase projects based on traditional toy datasets/problems (Titanic, IRIS, etc.), unless it is a benchmark project (e.g. evaluation of a new proposed algorithm).
    - iii. Public online URL of deployed app
    - iv. Link to any blog posts/LinkedIn posts you written about the project/topic
  - b. Certifications: degree certificates/course certifications (e.g. ICT, LinkedIn learning, etc.)
  - c. Online profiles (GitHub/HackerRank/CodeAcademy/Blog/Google Scholar)
  - d. Online Media appearance: Online Talks/Blog posts/LinkedIn posts/YouTube tutorials (This will build their trust on you as a real person with genuine interest in the field)
  - e. Experience Certificates if any.
7. Project descriptions should be in 2-3 bullet points
- a. Try to phrase the project objective in some quantitative terms (e.g. saved 90% of man hours using the demonstrated codebase)
  - b. Include project name, domain, duration, GitHub link
8. Experience should have Organization/Company name, Designation, duration, and location
- a. Try to phrase your key achievement during the tenure in 2-3 bullet points.
9. Do not use more than three programming languages in the respective section: As it is impossible for anyone to be proficient in more than 2-3 programming languages.
10. Make sure every hyperlink appears in color and evident to the reader and all hyperlinks works
11. Only put projects that are relevant to the job/job description you are applying for. Say you have done 5 projects out of which 2 of them are NLP based. Only put those two projects while applying for NLP roles
12. Make sure your LinkedIn URL is shortened to match best to your name.