

One-Page CV — Instructions

Formatting & Submission Guidelines

- **Length:** Exactly **one page**.
- **Font:** **Calibri**, size **10pt**.
- **Font Color:** **Black only**.
- **Margins:** **0.5"** on all sides.
- **Spacing:** **Single line** spacing.
- **Alignment:** **Left-aligned** (avoid full justification).
- **Headings:** Must be only **bold** and No larger font (no color or shading).
- **File Name:** Use your **roll number** as the file name.
 - ❖ Example: 23i1234.docx, 23i1234.pdf
- **File Formats:** Submit both **Word (.docx)** and **PDF (.pdf)** versions.
 - ❖ *Do not submit compressed (zip/rar) files.*
- **File Size:** Should **not exceed 1 MB** (Try)

Content Requirements

- You can use **fake cell/mobile number and fake address**, other things can be real.
- **Career Objective:** 2–3 concise lines — avoid vague or generic statements.
- **Education:** List from most recent to oldest; include **GPA** if applicable.
- **Skills:** Highlight **5–7 key technical, analytical, or soft skills**.
- **Experience / Internships:** Mention **position, organization, dates**, and **2–3 bullet points** describing key achievements.
- **Projects / Research:** Briefly describe **objectives, outcomes, and tools used**.
- **Achievements / Extracurricular Activities:** Include **awards, leadership roles, or volunteer experiences**.
- **References:** Optional — you may write “*Available upon request*.”

Design & Presentation

- **Do not include** photos, borders, graphics, or background colors.
- **Do not use** tables.
- Maintain **consistent bullet style and spacing**.
- Ensure **no spelling or grammatical errors**.
- **Proofread** before submission.

Students who do not submit both the Word and PDF files or ignore any of the above instructions will be awarded zero marks for Assignment 2. Strict compliance is required.