

Resume Building Guidelines

Hi Everyone,

Early Placements are Maven Silicon's USP.

You never know when the opportunity knocks on your door.

And for that Resume is the first step.

So, do watch the "**Resume Writing**" video lecture on the e-learn portal to build your resumes and keep them ready for the placements.

Based on this you have to create 4 copies of your resume and make sure to share the relevant copy (consisting of the skills aligned with JD) for the placement drives.

These four copies will be based on the below technical content.

| Job Role | Design | Verification | DFT | FPGA | College Skills |
|------------------------------------|-----------|--------------|-----------|-----------|----------------|
| Standard (Design and Verification) | Mandatory | Mandatory | NA | NA | Mandatory |
| Verification | Add on | Mandatory | NA | NA | Mandatory |
| DFT | Mandatory | Add on | Mandatory | NA | Mandatory |
| FPGA | Mandatory | Add on | NA | Mandatory | Mandatory |

Please refer to the technical content on technical skills and projects. And also, the transparent Maven Silicon logo.

Since you have just completed your Design module, you can only mention the technical skills wrt to the Design module only.

(Keep adding projects as and when you do them, do not dump all the content in the first phase of resume)

Work on your resume, keep a copy ready (with contact details)

(Watch the e-learn video carefully to understand the need for two resumes)

Things to note:

1. Make sure to **create/choose a beautiful template**. Do not dump the content in the word/pdf file.
2. Take care of the **spacing/alignment/grammar and spellings**.
3. The name on the resume and the name of the pdf should be exactly the same as your 10th board mark sheet and our records.
4. **Content review would be my highest priority**. Invest some time and research into it.

Some links for resume templates:

- 1.<https://www.freepik.com/free-photos-vectors/creative-resume-template>
- 2.<https://www.canva.com/create/resumes/>
- 3.<https://business.tutsplus.com/articles/unique-resume-templates-interesting-resume-ideas--cms-33014>

Please do keep a note of the above-mentioned points and work on your resume.

The resumes with spelling mistakes, alignment issues, grammar issues, and poor templates will be discarded in the first place.

We would be conducting two rounds of the review session. And the context of the review process shall be given on the day of the review.

You would be given a deadline to work on your resumes and upload them in the respective folders in the drive to review your resumes.