Resume Guidelines

A resume is a two-page reflection of your achievements and capabilities.
If the formatting is sloppy or there is a typo, it is a Black mark against you. So be fastidious while preparing one.

Guidelines:

1. Make sure whatever you put in the resume is entirely factual and there should be certificates to back up every achievement you mention.

2. Stick to the T&P format when it comes to font type, size, and formatting. DO NOT deviate from it in the slightest. Edit all the content, save it separately as your own Resume.

3.   No mention should be made of the following:-
▪   Web-Mail ID
▪   Rank in class (For ex. 'Currently placed 1st in the class')
▪   Your Home Address
▪   Personal Mobile Number
▪   Personal Mail ID

Strictly follow the T&P format which we will provide you for reference.

4. Space has been provided at the top to add your photograph. It must be the one in your T&P formals. The photograph should be professional, clear, and fit in the space provided in the resume template.

 5. The contact details on your resume should be:-
Email: tp@nitt.edu
Contact : +91-431-2501081

Do not mention your personal mail ID and contact details anywhere in your resume.

 6. Avoid mentioning your JEE rank in your academic achievements. However, you can mention your KVPY rank if you feel it's worth mentioning.

7. The Project format should be as per the sample resume that I have attached. Do not use ANY other Project Description format. Please use the same for IPT.

8. People who are doing Internships/IPT during this summer can mention their interns/projects in their resume and describe them in 3-4 lines.

9. Don't use all capitals. Names of Tech Fests should be as follows with the description lines in brackets:
▪ Pragyan '<year> (The International Techno-Management Festival of NIT-Trichy)
▪ Festember '<year> (The National Level Inter-Collegiate Cultural Festival of NIT-Trichy)
▪ Nittfest '<year> (The Inter-Departmental Cultural Festival of NIT-Trichy)
▪ Prodigy '<year> (A National Level Chemical Engineering Technical Symposium)

10. In case you were a manager/deputy manager/coordinator in any festival in our college in one year or in successive years, mention it as such:
Was part of <Festival> (<Description of the festival>) in the following capabilities:
▪ Manager of <team> during <Festival> <Year>
▪ Deputy Manager of <team> during <Festival> <Year>

11. Don't put personal projects and projects done for clubs under the Internship Section. If you have any personal projects/ club projects then put them under the "other projects" section.

12. There are few management companies who screen candidates using resumes, here make sure you have keywords, namely "President, Head, Data Analytics"(in case you have any such POR).

13. All academic and co-curricular achievements should be in reverse chronological order.

14. Make sure you do the formatting of sections properly. Headings and descriptions should not be on different pages. Bullet points alignment should be proper.

15. Do not put unnecessary spacing. Use a single space after each full stop and comma.

16. Make sure that your resume doesn't run for more than 2 pages.

17. Since the version of Microsoft word used would be different, there would be an obvious misalignment of the below word doc. It is insisted that you edit the doc and structure it similar to the pdf attached below.