

CHAPTER

Getting Ready

2



In this chapter, we focus on designing resume and best ways to get an interview call along with dos and don'ts of that process.

2.1 Best Ways to Get an Interview Call

Knowing that you are likely one of many applicants, how do you get *noticed*? There are a few steps that you can follow to greatly increase your odds of landing that interview.

Be Specific

Develop a list of specific target companies that you can identify to those with whom you are networking. For example, if you say, "I want to work in engineering," that doesn't really get my brain working.

However, if you say, "I want to work for ABC company in an engineering capacity, namely leading a team of hardware engineers," that helps me to

- a) Understand what you are looking for and
- b) Start thinking about who I may know at ABC Company.

Know Your Strengths

Knowing what you bring to the table and clearly expressing it sets you apart from the masses right away. Often, people are not clear on what they can do to specifically help a company. Hiring companies want to know what you can do for them; it helps to answer that question well.

Research Your Target Companies

Know those companies that appeal to you and appear to be a great fit. If you don't know about the company or if you don't really want to work there, it typically shows in a conversation.

If you are excited about the potential of working for the company and you have clearly done your research that will make you extremely appealing and different from the rest. In simple terms, know the history of all your target companies.

Develop a Resume That Stands Out From the Rest

I have seen great resumes and terrible resumes. What makes a great resume? Clearly defining what problems you will solve for the company and adjusting the resume based on the job available are two important factors.

Develop Marketing Material

What can you leave with a new contact that sets you apart from the other people they have talked with? Professional business cards are a must but what about a biographic? This doesn't replace a resume but is rather a marketing piece that visually tells the story of your job history.

Don't Be Afraid To Call the Hiring Manager

Be assertive. If you know who the hiring manager is, call him/her and briefly state that you have applied for the position. Take the opportunity to alert them to this and let them know that if they took ten minutes to meet with you, they would find you a viable candidate. The worst thing that can happen is that you get turned down.

Don't Rely On Job Boards

Not that you cannot find a job utilizing a job board but statistics show that 90% of jobs are never posted and those that are posted are swamped with job seekers taking the traditional, ineffective route.

Create Your Brand Utilizing Social Media

Develop your brand as an industry expert using *LinkedIn* and, if you're brave, *Twitter*. Post professional, relevant articles that are pertinent to the type of jobs in which you are interested.

Network

I can't say this strongly enough. The best way to make it to the top of the resume pile is to *network*. Your goal is to have someone hand the resume to the appropriate person and say, "I think we need to look at this person."

Follow Up

Networking and all the other steps are worthless without following up. Be persistent without being obnoxious. Ask your contact how best he/she likes to be communicated with and how often. Respect that they have their own priorities but don't give up if they don't respond immediately. While nothing can guarantee an interview, taking a proactive, professional approach will certainly increase your odds. What are some tips I may have missed? I would love to hear from you!

2.2 Reasons Why You Are Not Getting Interview Calls

No matter how strong your skills or experience are, you won't land a new job without first securing an interview with a prospective employer. Job seekers often consider this step of the hiring process the most difficult.

After all, how many times have you considered your qualifications ideal for an open position only to never hear from the hiring manager about the resume and cover letter you submitted? You are putting a lot of time and effort into applying for jobs, you have perfected your CV and covering letter are applying stealthily but somehow never seem to get called for an interview?

Always check that you are not making any of the following common mistakes:

You have not considered enough potential employers

Companies that continually grab headlines and are highly recognizable can be exciting places to work. But so are many companies you've never heard of. Keep in mind those organizations that are household names often receive thousands of resumes for each opening. Consider exploring opportunities with small and midsize companies. Some

people have a tendency to only apply for jobs in well-established multinational companies who are very well marketed.

While you may think this will be a very exciting place to work so too are up and coming companies who may not currently have the same market exposure. Smaller companies will not have as many applications and are always a great stepping stone to gaining experience in and may grow with you as you work there.

You don't follow directions [You didn't use the application method specified]

Each company has a different procedure it asks applicants to follow for submitting employment applications. Some ask that you use a form on their Web sites while others prefer traditional phone calls or faxes. Make sure you understand what the prospective employer seeks by carefully reading the job listing.

Then, follow the directions to the letter. If you don't, your application may never reach the hiring manager.

Sometimes job applicants make the mistake of using the same method of application for every job even though this may not be the one specified by the potential employer. For example if an employer wants you to apply in writing posting your application then do this and don't send an email. Follow application instructions very carefully.

You need to improve your resume

Sending out the same cover letter and resume to all companies isn't likely to capture the attention of prospective employers. Hiring managers want to know why you're a good match for their specific business needs. So take the time to research employers and customize your job search materials by explaining why you're interested in a particular position and how you could make a contribution to the company.

You must tailor fit every CV and cover letter to that specific job description and sending out a copy of the same one will leave many job recruiters unimpressed as they can see that no specific input or research has been undertaken. Always use specific examples on your CV by matching your skills to what they are looking for.

Your cover letter isn't enticing

Your cover letter is your opportunity to sell yourself to the potential employer. Is it dynamic? What have you got to put you above the other couple of hundred applicants? Why are your skills more suited to the job than anyone else? The best cover letters take select details from the resume and expand upon them, explaining in depth how your talents and experience can benefit the prospective employer.

You don't reference keywords [Your CV isn't Keyword Rich]

Companies that receive a high volume of resumes often use scanning software that looks for certain keywords to determine which candidates to call for interviews. More often than not, keywords come directly from the job description. It could be any terms of their choosing e.g. 'Cisco Certified Network Administrator,' or 'Accounts Payable experience.' So include as many keywords as possible in both your CV and Covering letter.

There are Mistakes on your CV and Cover letter

Submitting an application that contains typos and grammatical goofs is perhaps the quickest way to foil your chances of securing an interview. In fact, 84 percent of executives polled in a recent survey by our company said it takes just one or two errors to remove a candidate from consideration. The reason: These types of mistakes show a lack of professionalism and attention to detail. Make sure to carefully proofread your resume prior to submitting it and ask a friend or family member to do the same.

You don't know who to send your resume to

Though it's fine to start your cover letter with the generic salutation "To Whom It May Concern," hiring managers pay special attention to applications that are addressed directly to them. While this may not be specified on the Job Advert and often isn't do everything within your power to find out this information.

Call the company and ask the receptionist, explain your situation more often than not you will get the information you require. That means, if the job advertisement doesn't include the hiring manager's name, call the company and speak to the receptionist or a member of the person's department. More often than not, you can obtain the information fairly easily if you're candid about your reason for wanting it.

You don't have an 'in' with the company [Try to have an inside Contact]

Using the name of a common contact to make the connection between you and the hiring manager is by far the best way to ensure your cover letter and resume get optimal attention. So, keep in touch with members of your professional network; you never know who has a contact at the company you hope to work for.

If you know anyone in the organization then by all means use this contact name on your covering letter. This is where Networking comes in and having a name to use really does out your application to the top of the pile.

You don't follow up [You don't follow up on every Job Application]

One way to improve the odds a hiring manager gives consideration to your resume is to follow up with him or her. According to a survey by our company, 86 percent of executives said job seekers should contact a hiring manager within two weeks of sending a resume and cover letter.

It is surprising how many people never pick up the phone and follow up on jobs they have applied for. Employers generally say that job applicants should follow up on their application within two weeks of submitting it. In many instances just a brief phone call reminding them about you or a quick email can get you an interview.

Your skills might not match the job requirements

The bottom line may be that you're simply not as perfect for the job as you think. Before submitting your resume, take a close look at the job description and compare your skills and experience with those required for the position. Always compare your skills and experience with what is listed on the Job Advert.

If it calls for six years' experience in a certain field and you only have three you may be less qualified than the other applicants. While you may still be called for interview bear in mind that you will probably be up against others who do have more experience.

By avoiding common pitfalls, you can improve your chances of landing a job interview. Often something small -- fixing a typo, for example -- makes all the difference.

2.3 Does Your GPA (or Percentage) Really Matter?

As students and post graduates begin preparing their resumes, the importance of a grade point average (GPA) may differ depending on the position, but the general consensus is while work experience is more important, a good GPA doesn't hurt one's chances of landing a job in a competitive labor market.

Where it really counts

Keeping your GPA or percentage up can be important to your academic success. For higher studies, having low GPA could land you on academic probation, or the university

could stop your scholarship. Also, according to a report, maintaining a high GPA is crucial to those who dream of attending top colleges.

Also, some employers and even internships require GPA in order to apply for positions, and those with lower GPA's may have an issue. If you are applying for a job in biochemistry and your major was biochemistry, they are probably going to ask for your GPA.

If your major is similar to the job you are applying to, it might be more important to include it. Also, the importance of GPA depends on the employer. If you have a low GPA, you should probably explain in their cover letter why you had a lower GPA and why you should still be a good candidate for the job. A decent GPA matters mainly because it shows the candidate is a hard worker.

The realities of the job market

Thankfully, most employers don't enforce these same academic standards on their job applicants. According to the "Job Outlook 2005" survey, 70 percent of hiring managers do report screening applicants based on their GPA (or Percentage). But, maintaining a GPA of 6.5 or more (or Percentage 65%) would be good as few employer's use that as their cutoff.

All other factors being equal, an employer is more likely to choose the candidate with stellar grades, but that doesn't mean a so-so student can't land a competitive job with a prestigious company.

Employers understand that students have different circumstances. Employers do take a university's reputation into consideration, but they also understand working to pay your way through school, extracurricular involvement and extenuating circumstances can lower your academic marks.

Having relevant experience like internships is the key to getting ahead in today's cutthroat job market. Luckily, a superior GPA from a top-ranked university isn't required to get an internship. Internship coordinators look for candidates with a go-getter attitude, something that can be expressed in a cover letter and interview? Not a resume or transcript.

Don't be deceptive

Although employers may not automatically cut you for your low grades, leaving your GPA off of your resume completely may do you more harm than good. If you're a new grad and omit your GPA from your resume, you might find employers warily wondering how terrible your grades really are.

One career adviser even said if there's no GPA on a resume, he automatically assumes it's under a 3.0. And it should go without saying that you should never lie and tell an employer you have better grades than you really do.

Resume remedies for mediocre students

If your GPA falls below your dream employer's minimum standards, you do have options. Again, leaving the figure out isn't wise, but you should emphasize your academic strengths as much as possible.

Luckily, some business schools and other graduate programs pay closer attention to the grades you earned during your junior and senior years than to your overall transcript. This can really help out people who are struggling to raise their averages after a rough transition into college life. Another option is to list your major GPA, or your average grades for only the classes taken in your major.

2.4 Hot Tips on Resume Writing

Having a solid and effective resume can greatly improve your chances of getting an interview call. You might be wondering how make resume top notch and bullet proof?

There are several websites with tips around the web, but most bring just a handful of them. I wanted to put them all together in a single place, and that is what you will find below: 44 resume writing tips.



1. Know the purpose of your resume

Some people write a resume as if the purpose of the document was to land a job. As a result they end up with a really long and boring piece that makes them look like desperate job hunters. The objective of your resume is to land an interview, and the interview will land you the job (hopefully!).

2. Back up your qualities and strengths

Instead of creating a long (and boring) list with all your qualities (e.g., disciplined, creative, problem solver), try to connect them with real life and work experiences. In other words, you need to back these qualities and strengths up; else it will appear that you are just trying to inflate things.

3. Make sure to use the right keywords

Most companies (even smaller ones) are already using digital databases to search for candidates. This means that the HR department will run search queries based on specific keywords. Guess what, if your resume doesn't have the keywords related to the job you are applying for, you will be out even before the game starts.

These keywords will usually be nouns. Check the job description and related job ads for a clue on what the employer might be looking for.

4. Use effective titles

Like it or not, employers will usually make a judgment about your resume in 5 seconds. Under this time frame the most important aspect will be the titles that you listed on the resume, so make sure they grab the attention. Try to be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences.

For example:

Bad title:	Accounting
Good title:	Management of A/R and A/P and Recordkeeping

5. Proofread it twice

It would be difficult to emphasize the importance of proofreading your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many as necessary. If you don't know how to proofread effectively, here are 8 tips that you can use.

6. Use bullet points

No employer will have the time (or patience) to read long paragraphs of text. Make sure, therefore, to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

7. Where are you going?

Including professional goals can help you by giving employers an idea of where you are going, and how you want to arrive there. You don't need to have a special section devoted to your professional objectives, but overall the resume must communicate it.

The question of whether or not to highlight your career objectives on the resume is a polemic one among HR managers, so go with your feeling. If you decide to list them, make sure they are not generic.

8. Put the most important information first

This point is valid both to the overall order of your resume, as well as to the individual sections. Most of the times your previous work experience will be the most important part of the resume, so put it at the top. When describing your experiences or skills, list the most important ones first.

9. Attention to the typography

First of all make sure that your fonts are big enough. The smaller you should go is 11 points, but 12 is probably safer. Do not use capital letters all over the place; remember that your goal is to communicate a message as fast and as clearly as possible. Arial and Times are good choices.

10. Do not include "no kidding" information

There are many people that like to include statements like "Available for interview" or "References available upon request." If you are sending a resume to a company, it should be a given that you are available for an interview and that you will provide references if requested. Just avoid items that will make the employer think "no kidding!"

11. Explain the benefits of your skills

Merely stating that you can do something will not catch the attention of the employer. If you manage to explain how it will benefit his company, and to connect it to tangible results, then you will greatly improve your chances.

12. Avoid negativity

Do not include information that might sound negative in the eyes of the employer. This is valid both to your resume and to interviews. You don't need to include, for instance, things that you hated about your last company.

13. Achievements instead of responsibilities

Resumes that include a long list of "responsibilities included..." are plain boring, and not efficient in selling yourself. Instead of listing responsibilities, therefore, describe your professional achievements.

14. No pictures

Sure, we know that you are good looking, but unless you are applying for a job where the physical traits are very important (e.g., modeling, acting and so on), and unless the employer specifically requested it, you should avoid attaching your picture to the resume.

15. Use numbers

This tip is a complement to the 13th one. If you are going to describe your past professional achievements, it would be a good idea to make them as solid as possible. Numbers are your friends here.

Doesn't merely mention that you increased the annual revenues of your division, say that you increased them by Rs100,0000, by 78%, and so on.

16. One resume for each employer

One of the most common mistakes that people make is to create a standard resume and send it to all the job openings that they can find. Sure it will save you time, but it will also greatly decrease the chances of landing an interview (so in reality it could even represent a waste of time). Tailor your resume for each employer. The same point applies to your cover letters.

17. Identify the problems of the employer

A good starting point to tailor your resume for a specific employer is to identify what possible problems he might have at hand. Try to understand the market of the company you are applying for a job, and identify what kind of difficulties they might be going through.

After that illustrate on your resume how you and your skills would help to solve those problems.

18. Avoid age discrimination

It is illegal to discriminate people because of their age, but some employers do these considerations nonetheless. Why risk the trouble? Unless specifically requested, do not include your age on your resume.

19. You don't need to list all your work experiences

If you have job experiences that you are not proud of, or that are not relevant to the current opportunity, you should just omit them. Mentioning that you used to sell hamburgers when you were 17 is probably not going to help you land that executive position.

20. Go with what you got

If you never had any real working experience, just include your summer jobs or volunteer work. If you don't have a degree yet, mention the title and the estimated date for completion. As long as those points are relevant to the job in question; it does not matter if they are official or not.

21. Sell your fish

Remember that you are trying to sell yourself. As long as you don't go over the edge, all the marketing efforts that you can put in your resume (in its content, design, delivery method and so on) will give you an advantage over the other candidates.

22. Don't include irrelevant information

Irrelevant information such as political affiliation, religion and sexual preference will not help you. In fact it might even hurt your chances of landing an interview. Just skip it.

23. Use Mr. and Ms. If appropriate

If you have a gender neutral name like Alex or Ryan make sure to include the Mr. or Ms. prefix, so that employers will not get confused about your gender.

24. No lies, please

Seems like a no brainer, but you would be amused to discover the amount of people that lie in their resumes. Even small lies should be avoided. Apart from being wrong, most HR departments do background checks these days, and if you are busted it might ruin your credibility for good.

25. Keep the salary in mind

The image you will create with your resume must match the salary and responsibility level that you are aiming for.

26. Analyze job ads

You will find plenty of useful information on job ads. Analyze not only the ad that you will be applying for, but also those from companies on the same segment or offering related positions.

You should be able to identify what profile they are looking for and how the information should be presented.

27. Get someone else to review your resume

Even if you think your resume is looking kinky, it would be a good idea to get a second and third opinion about it. We usually become blind to our own mistakes or way of reasoning, so another person will be in a good position to evaluate the overall quality of your resume and make appropriate suggestions.

28. One or two pages

The ideal length for a resume is a polemic subject. Most employers and recruiting specialists, however, say that it should contain one or two pages at maximum. Just keep in mind that, provided all the necessary information is there, the shorter your resume, the better.

29. Use action verbs

A very common advice to job seekers is to use action verbs. But what are they? Action verbs are basically verbs that will get noticed more easily, and that will clearly communicate what your experience or achievement were.

Examples include managed, coached, enforced and planned. Here you can find a complete list of action verbs divided by skill category.

30. Use a good printer

If you are going to use a paper version of your resume, make sure to use a decent printer. Laser printers usually get the job done. Plain white paper is the preferred one as well.

31. No hobbies

Unless you are 100% sure that some of your hobbies will support your candidacy, avoid mentioning them. I know you are proud of your swimming team, but share it with your friends and not with potential employers.

32. Update your resume regularly

It is a good idea to update your resume on a regular basis. Add all the new information that you think is relevant, as well as courses, training programs and other academic qualifications that you might receive along the way. This is the best way to keep track of everything and to make sure that you will not end up sending an obsolete document to the employer.

33. Mention who you worked with

If you have reported or worked with someone that is well known in your industry, it could be a good idea to mention it on the resume. The same thing applies to presidents and CEOs. If you reported to or worked directly with highly ranked executives, add it to the resume.

34. No scattered information

Your resume must have a clear focus. It would cause a negative impression if you mentioned that one year you were studying drama, and the next you were working as an accountant. Make sure that all the information you will include will work towards a unified image. Employers like decided people.

35. Make the design flow with white space

Do not jam your resume with text. Sure we said that you should make your resume as short and concise as possible, but that refers to the overall amount of information and not to how much text you can pack in a single sheet of paper. White space between the words, lines and paragraphs can improve the legibility of your resume.

36. Lists all your positions

If you have worked a long time for the same company (over 10 years) it could be a good idea to list all the different positions and roles that you had during this time separately.

You probably had different responsibilities and developed different skills on each role, so the employer will like to know it.

37. No jargon or slang

It should be common sense, but believe me, it is not. Slang should never be present in a resume. As for technical jargon, do not assume that the employer will know what you are talking about.

Even if you are sending your resume to a company in the same segment, the person who will read it for the first time might not have any technical expertise.

38. Careful with sample resume templates

There are many websites that offer free resume templates. While they can help you to get an idea of what you are looking for, do not just copy and paste one of the most used ones. You certainly don't want to look just like any other candidate, do you?

39. Create an email proof formatting

It is very likely that you will end up sending your resume via email to most companies. Apart from having a Word document ready to go as an attachment, you should also have a text version of your resume that does not look disfigured in the body of the email or in online forms.

Attachments might get blocked by spam filters, and many people just prefer having the resume on the body of the email itself.

40. Remove your older work experiences

If you have been working for 20 years or more, there is no need to have 2 pages of your resume listing all your work experiences, starting with the job at the local coffee shop at the age of 17! Most experts agree that the last 15 years of your career are enough.

41. No fancy design details

Do not use a colored background, fancy fonts or images on your resume. Sure, you might think that the little flowers will cheer up the document, but other people might just throw it away at the sight.

42. No pronouns

Your resume should not contain the pronouns “I” or “me.” That is how we normally structure sentences, but since your resume is a document about your person, using these pronouns is actually redundant.

43. Don't forget the basics

The first thing on your resume should be your name. It should be bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed. Secondly, both the name and contact details should be included on all the pages of the resume (if you have more than one).

44. Consider getting professional help

If you are having a hard time to create your resume, or if you are receiving no response whatsoever from companies, you could consider hiring a professional resume writing service. There are both local and online options available, and usually the investment will be worth the money.

2.5 Designing the Resume

The following page includes a general outline of a standard resume with major headings. Since the purpose of the resume is to get you an interview, the document needs to announce to the reader that your candidacy should be seriously considered. Study resumes format which are related to your career field. Seek advice from different resources.

In the end, however, you will have to decide which style best fits your needs. Make it easy to read and understand, free of errors, and targeted for the type of positions you are seeking. Be prepared to do several drafts and revisions before you are satisfied. The time spent is well worth the effort in the long run.

Here are a few tips:

- “OnE sIzE dOeS nOt FiT aLL”. Tailor your resume to the position, the company, and the industry.
- Research the type of job or company you are aiming for. Try to find out what resume or format style they prefer, if possible.
- Know your audience. Selectively include or exclude information depending on who your audience is.
- Use a simple readable font and font size at least 12 point
- Bolding is acceptable if used moderately. Italicizing is not, especially if your resume will be scanned or faxed.
- Avoid condensing spacing between letters of a word.
- Leave spaces between lines for better readability.
- Avoid underlining and use bullets sparingly.
- Avoid graphics, ornaments, fancy paper, outlining, boxing or shadowing text.
- Be careful about abbreviations which may have more than one meaning or unclear meanings.
- Use keywords, “buzzwords”, acronyms which are related to your field and will help if your resume is scanned by a computerized resume bank doing a keyword search.
- Work the resume so that it includes the exact words and phrases from the job advertisement or job description.

- KISS! Keep it short and simple. Can it pass the “30 second” test?

SAMPLE- BASIC RESUME OUTLINE

	NAME
	Mailing Address
	City, State, Zip
	Phone number with area code
	E-mail address or website address
Job/ Career Objective:	Use exact job titles or statement indicating the type of position desired and name of organization selected, if possible.
Highlights of Qualifications:	Summarize abilities, responsibilities, skills, qualifications, and achievements
Related Skills:	Use action verbs when listing skills and accomplishments. Relate and transfer current skills to the preferred position. Draw from all volunteer and paid experience. Group skills under subheadings (e.g., technical, computer, language)
Employment History:	Begin with most recent paid or unpaid work or activity. List history and dates in reverse chronological order. Briefly list primary/significant duties not usually associated with the position (e.g., cashier—most readers know what the basic duties of a cashier are. However, if the cashier is responsible for closing out her cash bank daily and for preparing bank deposits, those duties could be included).
Education:	List most recent first, including name of school, degree or certificate earned or pursuing, major area of study, or relevant coursework. List relevant workshops or seminars or continuing education in your field. List any licenses or teaching credentials.
Membership in Professional Organizations or Service to Community or College:	List any memberships in business, educational, professional, or technical associations, and offices/ jobs/ you held, such as president, membership chair, conference chairperson, and speaker.
References or Career Portfolio:	Available upon request (you may exclude this if there is insufficient space or it is not applicable to you.) [Writer may select other category titles depending on their experience, type of profession, focus of the position sought, and / or the minimum and desirable qualifications requested by the employer. Writer may also vary the order of the categories.]

COVER LETTER OR LETTER OF APPLICATION

KISS: Keep it short and simple! One page is sufficient.

- Remember who your audience is – who will be reviewing the letter and resume?
- Write to a specific person rather than “To whom it may concern”.

- Most cover letters and resumes are given all of 2 minutes to make an impression.
- Tailor your letter to the company receiving it.
- Show that you know something about the company.
- Be positive in your approach.
- Correct grammar, punctuation, and spelling are absolutely essential- strive for perfection!

Three BASIC SECTIONS:

First Paragraph: INTRODUCTION – TO STATE YOUR PURPOSE

- Have a businesslike but attention-getting beginning.
- State how you heard about the job.
- State the specific job for which you are applying.
- Let the employer know that you are qualified for the position.

Middle Paragraphs: TEXT- GIVING YOUR SUPPORTING DATA

- Discuss in a personalized manner the qualifications that you listed on your resume. Describe your education and training related to the job for which you are applying.
- Describe experiences related to the job.
- Make one reference to your enclosed resume.
- Limit it to one or two paragraphs only.

Last Paragraph: CONCLUSION- REQUESTING ACTION

- Pave the way for an interview appointment.
- Request an interview at the prospective employer's convenience.
- Suggest times you are available.
- Make it easy for the employer to get in touch with you. Including your phone number is best.
- Thank the person for his/her consideration of your application and resume.

2.6 Sample Resume

Aryan Babu	
Address: 1-3-132,Hinjewadi, Pune (MH) -411036	Mobile: <Mobile Number> Email: <email ID>
CAREER OBJECTIVE Always seeking innovative and challenging career in the professionally managed and dynamic organization, which provides the best opportunities for the development and greater responsibilities to contribute towards organization.	
EDUCATIONAL QUALIFICATION <ul style="list-style-type: none">• B. Tech* (Electronics and Communication Engineering) with aggregate 7.8 CGPA (scale of 10.0) in 2006-2010 from Bharath University, Chennai.• 12th with aggregate 74% from Chakdwipa high school in 2006.• 10th with aggregate 80% from Chakdwipa high school in 2004.	
SOFTWARE SKILLS	

Languages & Skills : C, C++
Operating Systems : Windows 9x/2000/XP
Softwares : *Microsoft Word, Powerpoint and Excel*

HARDWARE SKILLS

- Assembling of PC
- Networking & Troubleshooting PC

PROJECTS UNDERTAKEN

Efficient Algorithm for Terrain Simplification for Fast Rendering

Improves the state of the art in occlusion plane detection given terrain data. My implementation showed a user controlled drive-through of a complex scene with real-time rendering of 3 million polygons using a 16 node Beowulf cluster. A paper was published in IEEE '04.

TRAININGS UNDERWENT

Summer Training at Bharath Sanchar Nigam Limited, India (June 2006, 4 weeks) on modern telecommunication switch systems.

FIELDS OF INTEREST

Digital Signal Processing & Embedded systems.

ACHIEVEMENTS

- Best B.Tech project – 2004. Dept. of Computer Science, Bharath University.
- Scored 1150 in GRE test.
- Won many prizes in quiz and elocution in College.

EXTRA CURRICULAR ACTIVITIES

- Served as joint secretary of student body. Won first prize in school Drama
- Organized various cultural programs in a club
- Won prizes in quiz competition

STRENGTHS

- Determined to learn with practical approach
- Good communication skills
- Enthusiastic and can produce results under deadline constraints

PERSONAL DETAILS

Father's Name	Arun Kumar
Date of Birth	27-02-1988
Sex	Male
Marital Status	Single
Languages known	English, Hindi, Bengali, Oriya and Tamil
Permanent Address	B 33/29, Lanka, Hyderabad -500045
Hobbies	Listening to music, drawing, playing cricket.

REFERENCES

1. Prof. R. K. Ravindra,
Dept. of Computer Science, Bharath University,
<Mobile>, <Mail ID>

2. Prof. Janaki Rajagopalan,
Dept. of Computer Science, Bharath University,
<Mobile>, <Mail ID>

DECLARATION

I hereby declare that all the above facts are true to best of my knowledge.

Aryan Babu
21st March, 2014
Pune