

# PLACEMENT & INTERNSHIP TIPS

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## **Resume/CV Shortlisting**

It is the first step towards applying for any internship or job. For every opportunity, there are 1000s of applicants. HRs don't have that much time to go through all the resumes/CVs. Therefore, they pass your resume through an **Applicant Tracking System (ATS) software**. For every profile, the HR just needs to input the skills required and other minimum standards for an applicant. The software will search those requirements in your resume and will give a match score at the end.

- Use both the long-form and acronym version of keywords (e.g. "Master of Business Administration (MBA)" or "Search Engine Optimization (SEO)") for maximum searchability
- Don't use tables or columns as they often cause major parsing errors
- Use a traditional resume font like Helvetica, Garamond, or Georgia
- Don't use headers or footers as the information might get lost or cause a parsing error
- Use standard resume section headings like "Work Experience" rather than being cute or clever ("Where I've Been")
- Save your file as a .docx if possible

Use This Website for Scanning your Resume : <https://www.jobscan.co/>

## **HOW TO OPTIMIZE YOUR RESUME BEFORE APPLYING**

- 1) Always tailor your resume according to the job profile. For example, if the job profile is that of an analyst, search on Google 'Job Description of Analyst' and under the skills section, see the tools and education required. Include that information in your resume.
- 2) Avoid using fancy resume templates. Usually you cannot include more information in those templates.
- 3) Ideally the resume should be not more than 1 page but it can be 2 pages too. If you think that cutting it to one page would lead to loss of some important information, keep it 2-pager. If the Job notification specifically says that the resume should be one-pager then upload one page resume only.

**Make Resume according to the Job Profile. One Size Fits for All will not work at all.**

**Make a Cover Letter also (300-500 words is enough)**

**Name Your Resume - Name\_Resume OR Name\_JobProfile\_Resume**

**On LinkedIn, the resume should be in PDF format.**

**Workday ATS is used by most of the companies.**

**Make One-Page and Two-Page resumes both.**

## **2) Applying Off-Campus**

Turning on the job alerts is the most effective way to apply for off-campus. The opportunity is first posted on the company website under the 'Careers' Section and then posted on the major job portals.

The major Job portals are:

- 1) [Naukri](#)
- 2) [Monster India](#)
- 3) [LinkedIn](#)
- 4) [TimesJobs](#)
- 5) [Indeed](#)
- 6) [Glassdoor](#)

**Mistake 1:** You will keep on applying for dozens of job applications in a day. Problem occurs when your CV gets shortlisted and the HR calls you for further rounds. The person at that time gets confused about what was the profile, what was the salary etc. Therefore, be very selective while applying for jobs on such platforms. Apply for only those jobs which you are confident to take up if you get shortlisted. Filter the Jobs according to the profile that you are looking for, and the salary you want.

**Mistake 2:** Rather than filling up 20-30 forms in a day that too in a rush, fill only 10 forms but with full attention. Applying for one job requires 15-20 minutes. Therefore, it is advisable to fill only limited forms.

## **Non - Tech Placements**

Though the non-tech jobs also require some technical skills today, still the focus is more on problem solving and communication skills. The salary will always be less than that of a technical profile. A software engineer will earn Rs. 10,000+ more than a non-tech job profile. Some of the top job profiles are :

- 1) **Analyst** : IT Analyst, Database Analyst, Business Analyst, Marketing Research Analyst, Equity research Analyst, Product Analyst, Data Analyst (bit more technical) and Associate System Analyst.
- 2) **Consultant** : BI Consultant, Technical Consultant, SAP Consultant

**For on-campus placements** : The minimum CGPA required is 6.5 (may vary accordingly because of the COVID-19 situation, most of the students have very good grades. So the companies might think of increasing the CGPA cut).

- 1) **Aptitude Test** : Prepare it from RS Aggarwal. Watch some videos from YouTube. Speed matters the most. You can find the shortcut tricks on YouTube. Start preparing for it 2 months

before the placement season. Those sitting for internships should do it now. **Also prepare for puzzles. Companies ask commonly asked puzzles only. You can find it on : [Puzzles](#)**

- 2) **Group Discussion Round**
- 3) **Technical Round - Only SQL**
- 4) **HR Round - Guesstimates, Case Studies, Project Discussion and normal HR Questions**

**For Off-Campus placements, data analysis and knowledge about digital marketing is required. Learn Python from [here](#) ( Best Source ). To learn SQL, don't waste time watching videos on YouTube. Read and practice it from [here](#). You can further jump to hacker rank to practice SQL questions. Some top companies will give you a SQL Case study to solve. Practice it from [here](#).**

### **I DON'T LIKE DSA (DATA STRUCTURES AND ALGORITHMS) BUT WANT A TECH JOB**

This is the biggest dilemma faced by every Engineering student. Hardly 10% of students like solving questions of DSA. Companies use DSA to judge your problem solving and learning capability skills. They come for SDE (Software Development Engineer) roles. After being hired, you will be working on any technology - be it data science, ML, web dev, app dev etc. Being good at DSA shows that you can learn anything in a short period of time and get the work done.

**Solution :** For On-Campus Placements, DSA is the only key to crack placements. In all the tech stages, DSA will be asked. There was a time when questions from easier topics like Graphs and Trees were asked. Now questions are asked from DP (Dynamic Programming). So, you must practice DSA. Geeks for Geeks is the best way to get comfortable with DSA.

**For Off-Campus Tech Placements, DSA is not asked so much. Your tech skills matter the most. Knowing Web Development is a must. But the best way to run away from DSA and still get a tech job is to learn Data Science.**

**By learning data science, you can target the Non-Tech jobs as well as Data Science jobs in which the easiest of all is the data analyst job.**

### **INTERNSHIPS**

- 1) During the first year, you should acquire technical skills to get technical internships next year (in second year). For the first year, it is advisable to do the non-tech internships - Content

Writing, Social Media Marketing, Digital Marketing, and Designing. **Internshala** is the best platform to get internships.

- 2) During COVID-19, many fake companies and startups (not-registered companies) have also started hiring from **Internshala**. Please check the background of the companies on LinkedIn and their official website.
- 3) Always ask for a Offer Letter and Internship Certificate from the company.
- 4) Do ask how the stipend will be deposited.
- 5) After Internshala, try LinkedIn.

### **COMMON PLACEMENT AND INTERNSHIP TIPS**

- 1) Everyone around you preparing for placement will be nervous. You are not the only one who is feeling afraid. But this nervousness can spoil the whole game. Don't worry if you don't get through one company, there are tons of companies who visit the campus.
- 2) Always look at the Salary Break-up, Work Culture and Recent Projects of the company.
- 3) If you are able to answer 60% of the questions in an interview, you will surely get selected.
- 4) Watch the sample interviews on YouTube for that particular job profile.
- 5) Read out the normal HR Questions and Commonly asked questions from the Internet. Prepare your own answers to the HR round questions.

Wish you All the best for your Placements & Internships.

Regards-

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(Source of Information- Reddit, Quora, Prep docs, Articles, LinkedIn, Personal Experience)