RESUME

FREE HELPFUL RESOURCES

We have some amazing toolkits that would come in tremendously handy in your preparation for jobs/internships.

- Resume Building
- Interview Preparation
- Group Discussion
- Top resumes of IITians
- Industry-wise top
- Interview questions

RESUME TOOLKIT

CODING NINJAS

RESUMÉ
Make Your Own Now!

Understanding the Difference

The difference between **Résumé** (Trailer) and **CV** (Movie) lies in the length, layout, and purpose of these documents. CVs have no length limit; resumes are typically one to two pages long. A CV details the whole course of the candidate's academic career; a resume summarizes skills and work experience. CVs are used for academic purposes, resumes—to apply for jobs.

Types of Résumé

1. Core- Academic heavy, Relevant Project, Olympiads, quizzes, publications, seminars attended, scholarships, grants

2. Non-core- Internship, college fest, leadership roles, webinars, business pitch competitions

3. Cover letter- Write a detailed cover letter mentioning how you have relevant experience, skills, common set of values and a good fit for the role. Also attach cover letter and resume in single pdf to make sure interviewer goes through both and a flow is maintained

Don't

1. Add profile picture- you don't want to give any impression of yours before the interview

2. More than 1 page resume- if you are applying for foreign /research internship else stick to one page

3. Don't add college logo

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Aesthetics

1. Finalize margins before writing points (Suggested- 1 inch on all sides, never make it less than ½ inches on either side else it looks too cluttered)

2. Avoid incomplete sentences- try to finish the points in single sentences

3. Font Size- 12 for header and 11 for pointers

4. Font Style- Calibri Body/ Haveleutic/Time New Roman

5. Use of Bold- Only to highlight numbers/frameworks (Caution- Don't overuse bold) Reason why people use bold to highlight numbers, skills or tools is because interviewer spends around 6-7 seconds on resume, so that naturally catches his attention

6. Always take printouts of your resume since there could be difference in online and offline version, improvise accordingly

Developing Linkedin In profile

1. **Professional photo-** Formals + white background

2. **Description-** Current profile+ college name
*Bonus point- you can mention actively seeking opportunity

3. **Description-** Briefly explain your skills/projects

4. **Skills-** Add skills, keep improvising since linked in algorithm matches your skills with skills req for a particular job and your profile ranks accordingly

5. **Testimonials-** Get recommendations on skills from classmates/professor's/managers

6. **Minimum connection-** 500

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Point Action Word + What + How + Impact/Application

Technical Skills

· Data Analysis
· Statistical modelling
· T-tests
· ANOVA
· Survival analysis
· Statistical hypothesis tests
· Data mining and manipulation
· Machine Learning
· Supervised learning
· Unsupervised learning
· Classification algorithms
· Predictive modelling and forecast

Skills

· VBA
· Languages
· R, Python, Kaggle
· Pivot Table, V Lookup
· Linux, Unix
· Google Analytics
· Google tag manager

Data Visualisation

· Tableau
· Power BI
· Excel- Pivot
· MySQL
· SQL
· R/ SAS

Algorithm

· classification
· clustering,
· associative,
· decision tree

Algorithm

· Developed
· Designed
· Deployment
· Acquire data
· Improved
· Analyse
· Optimisation
· Processes
· Clients
· Testing
· Manipulation
· Extraction
· Key insights
· Actionable company level insights
· Accuracy
· Efficiency
· Knowledge
· Collaboration
· Experience
· Proven competency
· Learning
· Big Data
· Research
· Primary and Secondary
· Identifying trends
· Variables

Keywords

· Build reports
· Executive dashboards
· Manage database
· Analyse data
· Basic proficiency
· Data Cleaning
· Operating System
· Process
· Detail oriented
· Data Mining
· Data Warehousing
· Process Automation
· Data extraction
· Data Transformation
· Modelling process
· Hypothesis testing
· Quantitative Analysis

EXAMPLE STATEMENTS

· **Developed** a web scrapping tool using **Python** to scrape data from 17 E-Commerce websites

· **Designed** dynamic dashboard using **Power BI** for **analyzing** category performance on 6 variables

· **Acquired** and analyzed data from **primary and secondary research** to **derive** company level key actionable insights

· **Automated** client notification process using **VBA reducing** 20 man hours per week for company

· **Applied** Linear Regression model to evaluate the variables dependency in order to enhance SEO ranking

DATA SCIENCE

CODING NINJAS

Point Action Word + What + How + Impact/Application

Technical Skills

· Data Analysis
· Statistical modelling
· T-tests
· ANOVA
· Survival analysis
· Statistical hypothesis
  tests
· Data mining and
  manipulation
· Machine Learning
· Supervised learning
· Unsupervised learning
· Classification algorithms
· Predictive modelling and
  forecast

Skills

· Problem solving
· Leadership
· Communication
· Data Analysis
· Presentation
· Frameworks
· Guestimates
· Estimation
· Input vs Output
· Comparative Analysis

Tools

· Microsoft
· Excel
· PowerPoint
· Power BI
· Trello
· Canva
· Gantt chart
· Flowchart tools
· Data sources tool

Keywords

· Impact
· Business Issues
· Plan creation
· Data Collection
· Impact on business
· Clients relationships
· Data analysis
· meaningful insights
· Quantitative
· Qualitative
· Business Plan
· Professional
· Guidance & assistance
· Statistical Analysis
· PowerPoint presentation
· Overall structure
· Business partners
· Research
· Customer Loyalty
· Procedures
· Targets
· Priorities
· Meetings
· Specific requirements
· Strategy
· Due diligence
· thoughtful planning
· Tracking
· Reporting
· Stakeholder
· Company trends
· Response rate
· Data models
· Performance gaps

CONSULTING

Action Verbs

· Assisted
· Collaboration
· Engaged
· Assist
· Develop
· Performed
· Detailed
· Conducted
· Documented
· Organize
· Finalized
· Create
· Promote
· Cooperated
· Advised
· Delegated
· Maintain
· Assigned
· Interfaced
· Employ
· Engaged
· Established
· Supported
· Ensure
· Identified
· Optimized
· Deliver
· Partnered
· Coordinated
· Improve

EXAMPLE STATEMENTS

· **Developed** an Execution Roadmap for automation & optimization of the Utilities operation systems

· **Designed** an economically viable technical proposal, producing savings of **45 Lacs Per Annum**

CODING NINJAS

Point Action Word + What + How + Impact/Application

Technical Skills

· Data Analysis
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Skills

· Swift language
· HTML
· CSS
· React
· Angular JS
· Jenkins
· ASP.NET
· MVC

DBMS/SCRIPTS/OS

· Github account
· Java Script
· asynchronous
  programming
· closures
· ES6
· TypeScript
· MAC OS
· RDBMS

Roles

· iOS Developer
· Software Engineer
· Software developer

Keywords

· Code
· Knowledge
· Continuous Integration
· Product
· Platform
· Features
· Architecture
· Algorithm
· Software development
lifecycle
· Data Structures
· Complex Codes
· Web stack
· Web server optimization
technique
· reusable front-end systems
· scalability issues
· application development
requirements
· processes
· Computer Languages
· Operating system
· infrastructure tools
· GUI interfaces
· User needs
· network configuration
· high integrity software
· Web technologies
· CI/CD tools
· Programming bugs

SOFTWRAE DEVELOPMENT/IT

Action Verbs

· Collaborate
· Work closely
· Monitor performance
· Evaluate
· Define
· Review
· Provide
· Recommendation
· Familiar
· Rewrite
· Validated
· Managed
· Design
· Develop
· Strong ability
· Expertise
· Implemented
· Documented
· Discover
· Analyzed

EXAMPLE STATEMENTS

· **Analyzed** user needs and **proposed** product features to drive growth

· **Participated** in design, strategy, communication and **growing** platform to 5 cities

· **Implemented a front end** using JavaScript, Bootstrap, CSS, HTML

· **Developed** Danjo based **dashboard** for history and logs of chatbot conversations

· **Located** defects in code, **troubleshooting bugs** to decrease page loading time by 1 sec

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Representation of Information

Every statement on your Résumé can be crafted in the following framework

IMPACT word, What, How, Effect

IMPACT word **WHAT** **HOW** **EFFECT**

Automated client notification process using **VBA reducing** 20 man hours perweek for company

IMPACT word **HOW** **WHAT** **EFFECT**

Spearheaded a team of **15** working on a **Budget of 1 Mn** to conducting **10 events** throughout the year

IMPACT word **WHAT** **HOW** **EFFECT**

Mentored and guided **16 Sophomers** over a duration of **two years** to **improve their academic performance**

CODING NINJAS

Representation of Information

Framework

IMPACT word, What, How, Effect

▌Internships

| IMPACT word | WHAT | HOW | EFFECT |

- **Implemented** Adjoint Automatic Differentiation (Backward-propagation) algorithm which is 100 times more accurate and 10 times faster than traditional forward difference method used to calculate sensitivi- ties of CVA for FX-Forward.

- **Verified** CVA and its sensitivity calculation for Forward Rate Agreement and FX-Forward using traditional excel method

- **Developed** frontend for Multi-Counterparty CVA report and sensitivities of FX-Forward trades using ExtJS (Java Script)

▌Projects

| IMPACT word | WHAT | HOW | EFFECT |

GREY WATER RECYCLING | Centre for Technology Alternatives for Rural Area(CTARA) |
Prof. M. Belur [Aug'19 - Present]

Working to mitigate use of fresh water & effectuate use of recycled grey water; potentially saves ~5OL of water per person per day

- Conducting primary & secondary research to study various grey water recycling processes in India and rest of the world

- Analyzing collected data & information to devise a **grey water recycling model** that can be **implemented across households**

PLAIN INFORMATION V/S IMPACT INFORMATION

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More Action Verbs to Write Internship Points/PORs

Management/Leadership

Reach a goal	Different Approach	Worked With Other People
Achieved	Implemented	Motivated
Attained	Recommended	Supervised
Strenghthened	Overhauled	Delegated
Initiated	Improved	Chaired

Creativity

Innovate/ Launch	Worked on Established Idea	Introduced a Finished Project
Conceptualized	Adapted	Displayed
Designed	Applied	Modeled
Deviced	Built	Launched
Determined	Condensed	Performed

Problem Solving Accomplishments

Worked with Data, Statistics or Numbers	Corrected Mistakes & Errors	Kept Company Process Seamless
Audited	Debugged	Conserved
Budgeted	Disgonised	Maintained
Calculated	Established	Operated
Converted	Fixed	Regulated

Research, Analysis, and Planning

Helped Prepare an Event	Analyzed a New Idea	Analyzed Existing Practices and Ideas	Contribute Towards Problem Solving
Assembled	Experimented	Analyzed	Critiqued
Conducted	Detected	Assessed	Diagnosed
Organized	Discovered	Clarified	Identified
	Measured	Checked	Invented

Teamwork and Communication

Team Work, Communication	Part of Team	Supervised Team
Achieved	Implemented	Motivated
Attained	Recommended	Supervised
Strenghthened	Overhauled	Delegated
Initiated	Improved	Chaired

Support

Supportive through Words	Supportive through Actions	Taught Others
Advised	Aided	Coached
Answered	Assisted	Counseled
Clarified	Contributed	Demonstrated
Motivated	Provided	Educated

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THANK YOU

For Regular Job/Internship Updates and
Placement Related Content.

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