Resume Guidelines by TPO specifically for Software Domain

<u>General Instructions</u>

- All the points mentioned should be specific and crisp.
- Both alignment and punctuation should be as standard
    1. Correct - B.Tech. , U.P. (Avoid Btech, BTECH, btech, B.Tech).
    2. Include space after comma(,).
    3. Avoid word breaks (i.e. any word should be written in one line only, not in two lines separated by hyphen).
    4. Avoid using whitespace, especially to align content..
    5. Avoid fancy bullet points (i.e. '>', '->' should not be used).

- All the information provided in the resume should be genuine and to the best of your knowledge (Information which cannot be justified may land you in trouble).
- Maintain naming consistency eg. if you're using Node.js then at all places it should be written in the same way.
- Irrelevant information like date of birth, pincode etc should not be mentioned.
- Don't copy/paste entire URLs, embed hyperlinks wherever possible.
- Your LinkedIn profile URL should be customized to look professional. (i.e. if your profile name is gaurang-0956a92 then shorten it to name and minimum numbers of digits eg. gaurang or gaurang_12 (only in case a URL with both your short name or full name are already taken).
- **We are providing resume templates, everyone is strictly required to edit the same in order to make their resume. No other format will be accepted.**
- **Resume should be made on Overleaf. Refer to YouTube tutorials if you face any issues.**
- **Don't edit any templates on MS Word.**

<u>Templates</u>

You need to choose one template out of the given templates below. It is compulsory for each of you to have your resume using one of these templates otherwise your SIP (Student Internship Portal) will not be verified.

- [Template-1](#)
- [Template-2](#)
- [Template-3](#)

<u>Major Sections (Priority Wise)</u>

Education
- The college name mentioned should be **Motilal Nehru National Institute of Technology Allahabad**. There should be no comma between Technology and Allahabad.
- For the degree details don't use Computer Science instead use **Computer Science and Engineering**.
- Specify the degree as **B.Tech.** or **Bachelor of Technology** verbatim.
- Specify educational details of class X and XII only (or equivalent for non CBSE schools).
- **Use superscripts with "th"** (e.g. 10th) in educational details if you are using numbers.
- The educational details mentioned should be in **reverse chronological order** i.e. rank your highest degree first.
- The CPI mentioned in the resume should be **specified till which semester it is**. Do not use words like Grade, Percentage or CGPA instead of CPI (in case of college degree only).
- The time period should be mentioned properly (preferably year only).

Project
- Mention **project name** and optionally the **duration of the project**.
- Mention 3-4 important features that are implemented in the project. Features should be mentioned point wise and not in paragraphs (use bullet-points).
- Mention the tech stack used in the project. This includes programming languages, databases, frameworks. etc
  Ex.- 1)- Java, Firebase.
       2)- JavaScript, React.js, Node.js, MongoDB.
- Provide project **Github repo link** and project **video demo** link. (links should be **embedded hyperlinks**).
- For web projects, you must host the project and provide a link to the same (shortened and/or embedded.

Technical Skills
- You can divide your Technical Skills into subsections like:
  - **Programming Languages**: C, C++, Java, JS.
  - **Frameworks**: Spring Boot, Dropwizard, AngularJS
  - **Libraries**: React, Tablesaw
  - **Development Skills**- Frontend, Backend, Fullstack, Penetration Testing.
  - **Development Tools** (eg IDEs): VS Code, IntelliJ, Android Studio.
  - **Domain Knowledge**: Object Oriented Programming, Operating Systems, Computer Networking
- You can also add more sections accordingly.

Areas of Interests
- Mention any technical area where you have a genuine interest, eg - Web/App Development, AI/ML, Network Security, Ethical Hacking, Emulation etc.
- If you're mentioning areas like Operating Systems, OOP etc, make sure you have enough domain knowledge to properly answer the questions asked by the interviewer.

Achievements
- **Use bullet points**.
- Start with your **technical achievements,** followed by **non-technical ones**.
- Technical achievements include **your top ranks in coding contests**, position in any technical event like **Hack36, Avishkar, DevJam or any hackathon outside the college**. Even if it wasn't a podium finish, you can specify you were in the top X teams. Any **Open source contribution**, or selection in any **mentorship program** organized by any company also counts.
- Focus majorly on college based achievements, avoid mentioning school based achievements.

Position of Responsibilities (if any)
- Firstly mention the technical PORs followed by non-technical ones.
- If you don't have any technical PORs, mention non-technical ones.
- Eg. for technical PORs- Member of the web team of any club.
- Eg. for non-technical PORs- Coordinator of any committee/club.
- For each POR, include the duration of the position and a couple of lines describing what you achieved in the same capacity.

Coding Profiles
- Mention the links (up-to 3) of the coding profiles where you actively participate and give contests.
- You can also mention your rating.

Work Experience (If Applicable)
- The heading should contain the **name of the organization, your position** and the **duration of the same**.
- Any prior internships or freelancing can be mentioned.
- Briefly describe what technologies you worked on, and what you achieved during the same.
- If available, provide a link to any corresponding certificate/letter of the mentioned experience.

Certifications
- You can mention any relevant courses (online or offline) you have taken up on platforms like Udemy or Coding Ninjas.
- Embed proper hyperlinks to the same.

Hobbies

- Mention any co-curricular areas that you have explored.
- If people need a guide on what to put in their hobbies section, we are doomed.