Resume Guidelines

**Spend time with your resume. It 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.**

**Your resume is YOU**

1. Make sure you have a formal Email ID and keep checking your inbox regularly. (email ids like cute-subbu@gmail.com, akshayrocks@hotmail.com, [soniyathegr8@gmail.com](mailto:soniyathegr8@gmail.com), etc are a strict NO NO)
2. Make sure whatever you put in the resume is entirely factual and there should be certificates to back up every achievement you mention.
3. Stick to the TP format when it comes to font type, size and formatting. DO NOT deviate from it.
4. DO NOT CHANGE THE CONTACT DETAILS MENTIONED AT THE BEGINNING OF THE RESUME UNLESS SPECIFIED.
5. No mention should be made of the following:
   * Web-Mail ID
   * Rank in class (For ex.'Currently placed 1st in the class')
6. While entering your CGPA/ percentages, stick to the following points:

* For CGPA, enter the value until the first two decimal places only
* For 10th and 12th Grade, CGPA or Percentage both can be entered.

In case of percentage, enter the value until the first decimal place only

1. Avoid mentioning your AIEEE/IIT-JEE rank in your academic achievements.
2. You can mention your NIMCET rank if you feel it's worth mentioning (40 or higher is a good rank).
3. Names of Tech Fests can be written on the resume in the following format 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)
   * Version '<year> (A National Level MCA Technical Symposium)
4. 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>

1. It is better to enter the internship, project description in bullet points.
2. Do not put unnecessary spacing. Use a single space after each full stop and comma.
3. The words highlighted in yellow can be changed or removed as per convenience.

* For those with no research experience, shall remove the research header while editing the resume.
* For those with no work experience, shall remove the work experience section.
* For those who have research experience and no internship experience, can remove internship header and use just “Research Experience”

1. Make sure that your resume doesn't run beyond 2 pages.