IDENTITY TRAINING

Student's Manual

Session 4 – Resume Clinic

Duration - 2 hrs.

Date – 9 to 11 Dec 2024, Mon to Wed

Timing: 11am to 1pm & 2pm to 4pm

Flow of the session

	- 2 hrs. (Total)
Brain Storming with the Students on points: How important is a resume for a Job Interview?	- 30 mints
Workshop on" Common mistakes to be avoided, "What is to be written on a RESUME"	- 1.5 hrs.

BACK GROUND TO THE WORKSHOP

Resume is a passport to any job Interview. Resume is 1st impression for any recruiter. If a resume is not in order and doesn't reach the minimum standard expectations, it is understood that the candidate is neither serious about his/her Career nor about the company. Hence, real effort while resume making is inevitable for any candidate. In a resume, what matter more are: Content and Alignment. Format can differ. However, A conventional resume is preferred as its mostly ATS compliant. Students Should practice in the Resume clinic how to integrate Keywords from the JD and to use action verbs in their Resume.

Common Mistakes to Avoid (V.V. Important)

- Avoid naming the title of your resume as "resume or CV."
- Avoid Including a photo of yourself until asked. However, there is nothing wrong in case you paste a photo.
- Using personal pronouns (I, my, me) in your resume
- Avoid writing Career Objective, write Profile Summary instead
- Using funny email address
- Using any random online templates
- Not using keywords as per JD – Mostly skills set
- Not using action verbs like – implemented, utilized, developed, convinced, designed and so on
- Mentioning points on your resume which doesn't meet the Recruiter's requirement
- Not doing proper proofreading, and space and margin alignment on the resume (ideally should be 2 inches on Left Right & Top Bottom)
- Mentioning information which is not latest or recent (avoid school level accolades until it is district/state/National level event). Last 3 years accomplishments and activities are recommended to be mentioned.
- Avoid mentioning hobbies if it's not different or really productive
- Avoid sharing all personal details on the resume (father, mother, siblings, marital status and so on..)
- Avoid mentioning Declaration

Hence, the Objectives of the workshop is:

- To ensure that students do not just follow what is available readymade on Internet
- To ensure that students realize, understand and draft their own resume

IDENTITY TRAINING

- Go through the hand out thoroughly and draft your own resume manually at the spot and get it checked by the Trainer of the class
- Once evaluated by the trainer, you put the content in resume format of your choice and please ensure the format meets the ATS (Application Tracking Software) standard

CONTENT OF A RESUME

PHOTO

HEADER

SHASHWAT PANDEY VATSA

Ph. No: +91 8386466959

E-Mail: shashwatpandey@gmail.com

in LINKDIN   GITHUB

NOTE : Do mention LinkedIn profile and GitHub link. If you are not on LinkedIn, create an Account). Address can be mentioned at the bottom of the page – Footer or under personal details)

PROFILE SUMMARY

A final year Computer Science Engineering Graduate with 3 major projects on Python, AI, and IOT, two Internships, problem Solving skills, Command over Communication and presentation skills, having umpteen interest in extracurricular activities, wish to excel as a programmer, and skilled & innovative developer.

Note : This talks about who you are. Recruiters will take more interest in you by going through this. Profile Summary is preferred than Career Objective

EDUCATION

B. Tech (CSE) |ITER |S'O'A University|Bhubaneswar|7.67 CGPA (till 4th semester)   **2020-2024**

12th CBSE-PCM | Guru Nanak Higher Secondary School |Ranchi | 85%   **2018**

10th CBSE | Oxford Public School | Ranchi | 90%   **2016**

Note : Avoid Tabular format which usually consumes more space which is unrequired.

SKILLS

- JAVA
- Data Structure & Algorithm
- SQL

- HTML
- CSS
- Python (Basics)

- Public Speaking
- Emotional Intelligence
- People Skills

Note : Ensure that your resume does not have a blank space left. You can make two columns in case you have more bulleted points. Mention those skills set which you are really good at. Avoid mentioning skills which you do not have command over.

RANK ACHIEVED

- Grandmaster title at Codeforces

- 1 Star Ranking in Code chef

Note : Competitive Coding Ranks will certainly give you an edge over others during campus placements

05/2023 – 08/2023

INTERNSHIP

Intern, IBM India, Hyderabad, Telangana

- **Gained** insight to the Software development as sit-in phone team observer.
- **Attended** in-service training classes for CRM. Prepared documents needed to implement plans selected by clients.
- **Enhanced** product knowledge, especially on variable annuities.
- **Increased** confidence as presenter delivering two speeches.
- **Understood** functional overview of daily development activities
- **Recommended** major changes in operations and got accolades from the management.

Note : Use past participle form of the verb which ATS (Application Tracking Software) can read

INDUSTRY PROJECTS

01/2022– 05/2023

Trainee, CSE, Hyderabad, Telangana
Project Title: New Scheduling System | Client: AT&T, USA
Environment: Informatica 8.6, Quality Centre, UNIX and Windows XP
Project Description:

- AT&T is currently scheduled using an in-house DS system (static slot matrix).
- The existing system is constrained by the static slot matrix and otherwise difficult to maintain as it is tightly coupled with the Delivery Scheduling (DS) consumer sites such as Grocery, Non-food etc.
- The objective of this project is to replace the existing DS system with Oracle Real time Scheduler.

INTERNSHIP (Non-Tech) EXPERIENCE

12/2020-02/2022

VIRAL FISSION, Intern

- Interned at Viral Fission as Youth Ambassador for 5 months and then was promoted as a Team Lead leading a team of 20 members.
- Achievements From Viral Fission:
    1. Jio Saavan - Podcast Campaign in collaboration with Faye Dsouza.
    2. Spotify Campaign - Product Launch on Holi Festival.
    3. ViceXCloseUp's Campaign
    4. VF Pepsi Campaign

CERTIFICATION COURSES

- AWS certified Could Practitioner
- Cyber Security
- Machine Learning
- Google Cloud Digital Leader

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EXPERIENCE (Freelance)

- Design Posters, Greeting Cards, ID Cards and T-shirt.
- Animated video for Wedding Invitations and festivals.

SEMINARS AND WORKSHOPS

- Attended **One Week of IoT Workshop** organized by Hack Club
- Organized two Inter University Community Radio Events of 7 and 10 days amongst VIT 90.8 FM, Voice It, SOE UnCut! and 90.4 SOA Radio.

AWARDS & ACHIEVEMENTS

- Awarded with three Star Silver at Hacker Rank in Java
- Qualified Wipro Talent Next Program
- Got an opportunity to represent 90.4 SOA Radio as a student RJ at UNICEF's tour on our Community Radio Station in November 2020.
- Selected for UNICEF collaborated Projects with 90.4 SOA Radio.

EXTRA CURRICULAR ACTIVITES

- Co-Ordinator and Student Radio Jockey at 90.4 VOICE OF SOA COMMUNITY RADIO.
- Member to National Service Scheme (NSS)
- Co-Ordinated Radio Media at NIC Camp organized by SOA NSS and NCC Camp Organized by SOA NCC.