

Resume format, required sections, related info and go LIVE!

[Name]

[Email, Phone Number, LinkedIn and GitHub profile link (Address is not necessary)]

SUMMARY: (Please ignore Objective, employers know you want a job with your expertise so forget about it)

What to mention: Your academic technical expertise, job related specific requirements that match your academic and research experience, 1 or 2 specific tools that you used in your own work such as C++ and MATLAB that are highly desirable according to the requirements, your previous employment or RA/TA position that have the similar type of expertise to the job.

What NOT to mention: Active sentences, words like I/Me, and any word that seems too much, such as 'able to', 'good/great at' 'excellent in' and so on.

Example:

2 years of academic experience of Cadence Virtuoso for low power 130nm CMOS transistor level analog and mixed signal circuit, schematic and layout design, design of analog building blocks such as ADC, Op-Amp, Dickson charge pump, PLL, Oscillator, Regulator, Band gap reference, circuit design, testing and debugging, physical design and verification (ERC/DRC/LVS).

[Please do not write more than 3-4 sentences here]

EDUCATION:

Starting from the very recent one, like PhD => MSc => BSc

Please mention your graduate level coursework, this is very very crucial. Try to maintain a list so that recruiters/managers feel confident about your boundaries of knowledge that they are looking for.

Example:

Boise State University (BSU), Boise, ID, MSEE, CGPA: A.BC/4.00

Courses: Digital Hardware Design, Digital IC Design, Analog IC Design, Mixed Signal IC Design, High Speed PLL and Serial Link Design, Digital Signal Processing, Semiconductor Optoelectronics, Semiconductor Device Design, Embedded Computing System and Computer Architecture.

SKILLS:

Try to write this section in a tabular format, like generating columns and rows.

Example:

Programming: VHDL, Verilog, C, Visual Basic, X86 assembly language, MATLAB

Scripting: Shell, Python

CAD Tools: Cadence Virtuoso, Xilinx Vivado 2016.1, HSPICE, Cadence Allegro, LabVIEW, PSpice.

Lab Tools: Function Generator, Network analyzer, Logic Analyzer, Spectrum analyzer, RF generator, Oscilloscope.

EXPERIENCES:

Start from the very recent. If you are RA/TA both at the same time then it's okay to mention the respective responsibilities separately. If you already have an intern then mention at the top. Please try to focus your major responsibilities, your contribution to the group/team, significant improvement in your test/experiment/work, any remarkable achievement that was highly valued. Try to highlight that you are a team worker too. Please don't just write a random statement based on what you have simply done. Recruiters/managers really want you to be a team worker and someone who can contribute to the team and trust me this will give them a GOOSEBUMP! Let's see two different scenarios.

- a. Conducted different lab tests to find threshold voltage of transfer gate for derivative product, collected data for derivative image sensors and analyzed them to calculate minimum voltage required to turn on the device.
- b. Achieved improved threshold voltage of transfer gate for derivative product, data analysis for low power design showed 30% less device threshold required for derivative image sensors.

Which one do you think is much better statement? Of course 'b'. Same task, same result but a simple trick can change the whole scenario.

Example:

Intern, CMOS Pixel Design and Characterization, ON Semiconductor

May 2016 – August 2016

- *Conducted different lab tests for CMOS image sensors along with product and validation engineers using design for testing methodology (DFT) to achieve pixel technology development, wrote scripts in Python to retrieve device information from csv and excel files.*
- *Achieved improved threshold of transfer gate for derivative product, data analysis for low power design showed 30% less device threshold required for derivative image sensors.*
- *Developed design automation writing Python script which significantly improved data collecting time and data crunching, designed GUI in C language to visualize testing environment.*
- *Pixel schematic and physical layout design, DRC/LVS verification, post layout simulation and statistical analysis of device data.*

Tools: Cadence Virtuoso, JMP, Python, C, VBA; ***Test Equipment:*** ISL 4800; ***Probe Station:*** IREM.

ACADEMIC PROJECTS:

This is undoubtedly one of the top 3 sections of your resume. So focus it really strong. Mention all your grad level academic project works here. If you are running out of space which is pretty common in most of the cases because you have conducted numbers of projects as a part of your graduate course work, then mention only the projects that are relevant to the job requirements. Please don't just write blindly what you have done in your projects. This is BORING! Same like above, try to focus your contribution, your significant achievement if there is any, and have an explanation on how your work is different than your other classmates.

Example:

Design, Synthesis, Simulation and Implementation of a 4 bit ALU [Verilog] - Designed basic building blocks of ALU, RTL design, simulation, test bench, behavioral and timing modeling and implementation on FPGA, obtained 25% improvement in propagation delay by optimizing the hardware.

[This should be the end of your resume]

Common Myths and FAQs:

We are by born very diplomatic in our statements, Please; AVOID any word or statement that is completely unnecessary in your resume. Be very specific, write to the point and prepare it in a way so that someone enjoys it while reading. You may think the more I write about my technical skills and previous experiences, the better my chances to get an interview call. But in real it is not. Use supportive KEY WORDS related to the job requirements. A recruiter/manager will take only 20-25 seconds to go through your resume. This is TRUE! If you cannot develop an impression within this short amount of time, you are likely to be rejected in the application process; your resume will simply go to the trash in the worst cases.

What if I have experiences back in Bangladesh? Should I mention them in my resume?

You can mention any related experience, but remember whatever you have gone through here only in USA matters the most. You can briefly mention in one or two sentences about your previous experience(s) in Bangladesh.

1 page or 2 pages resume?

If you are pursuing/finished MSc then 1 page, 2 if PhD. This is SERIOUS! You don't want the recruiter/manager quickly go through your resume, leaving the most important information unread.

Font, size and style

Calibri (Body), 11, sometimes 10 is okay if you are running out of space. It's okay, they will understand. Some people go for 2 columns which I really do not recommend to do. Keep an eye on line spacing also, make it 1.0

Same resume over and over?

Hell NO! Your resume contents will change according to the job you are applying to. Please don't be impatient. Career hunt is not that simple as you may think. Take at least 10-15 minutes to apply for a job. You want to be an exceptional candidate? Then write something exceptional.

This is by far the most applicable format of resume writing. I have prepared my resume in 7 months! Not kidding. There is never a good time to write an excellent resume, it will keep changing every time you see a new job posting. So keep it DYNAMIC.

Am I missing anything? Let me know if there is any.