

These are **Mandatory** requirements for your Resume to be accepted by the BIIT Career Services Office.

1. Your Resume **SHOULD** be UP TO DATE.
2. Your Resume **SHOULD** not exceed one page.
3. The text **SHOULD** be “Times New Roman”.
4. Font size Should be “10” or”11”.
5. CGPA/Grades **SHOULD** be mentioned in your Resume
6. Minimum 3 projects and Extra-Curricular Activities **SHOULD** be mentioned. (you may write your Semester projects also)
7. The file name for your Resume (Word Document/PDF)
SHOULD be
“Name + Registration No. + Program + Graduating Semester”
Example: Mateen+12345+BCS-AI + Spring24
8. **NO ADJUSTMENTS SHOULD BE MADE TO THE MARGINS OF THE FORMAT.**