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RESUME MAKING

Resumes: Your first impression in the professional world

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CHRONOLOGICAL RESUME FORMAT

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OBJECTIVE

- Who you are?
- Your relevant experience in a single line
- What you want to achieve with your next career move?
- The value you will add to the position/company
- Example:

Results-oriented marketing professional with 5+ years of experience in digital marketing and a proven track record of increasing online brand visibility and driving ROI. Seeking a Senior Digital Marketing Manager role at XYZ Company to leverage my expertise in SEO, SEM, and data analytics to boost online presence and revenue"



EXPERIENCE & PROJECTS

- Make sure you have added diversity in specific domain.
- Provide quantifiable results whenever possible, (adding numbers will convey the scale at which you've worked).
- Add links/proofs to show your work.
- Quote professor name if worked on research projects under professor

- Be specific about projects you've worked on or managed. What was the outcome? How did you measure success? When in doubt, lean on the formula, "accomplished [X] as measured by [Y], by doing [Z]."

TBD [[Github link](#)] (ChatBot, NLP, Telegram API, Text Preprocessing, Python)

- Developed a chatbot used by freshers of IIT Mandi to get quick answers to their queries.
- Used Neural Network to train the bot and NLTK library for preprocessing of the data, Deployed on Telegram.

Time Series Forecasting | Project with Dr. Varun Dutt

- Worked on predicting time series data using Transformers and more traditional methods such as Holt-Winters for triple exponential smoothing on various input data such as monthly car sales, weather data, etc. to consider level, trend and seasonality in the dataset
- The hyperparameters for the models were grid-searched by utilizing the parallel processing features as a part of the python joblib library.

SAMPLE RESUME

YASH VERMA

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🔗 github.com/yash-sudo

EDUCATION

B. Tech. Data Science | Indian Institute of Technology, Mandi

📅 Aug 2019 – Present(till June 2023)

- Relevant Courses - Data Structures and Algorithms, Linear Algebra , Information And Database Systems, Mathematical Foundation of Computer Science, Data Science- 1,2,3 (Python,Probability & machine Learning), Data Handling & Visualization (Data Preprocessing & mining).
- CGPA: **8.53** (upto fourth semester)

PROJECTS

Neural Style Transfer [[Github link](#)] (Deep Learning, Neural Network, PyTorch)

- Implemented research paper "A Neural Algorithm of Artistic Style" using PyTorch Framework.

TBD [[Github link](#)] (ChatBot, NLP, Telegram API, Text Preprocessing, Python)

- Developed a chatbot used by freshers of IIT Mandi to get quick answers to their queries.
- Used Neural Network to train the bot and NLTK library for preprocessing of the data,Deployed on Telegram.

Bloggy [[Github link](#)] (Django, HTML, CSS, JavaScript, Deployed)

- Bloggy is a blog-sharing website where users can sign up and share there blogs with the public.

TECHNICAL SKILLS

- **Languages:** [C++, Python, HTML-CSS](Most experience), [JavaScript, Dart](Beginner Level experience)
- **Frameworks:** Django, Keras, Flutter, ScikitLearn, LaTeX
- **Relevant Llibraries:** Pandas, Numpy, Matplotlib, BeautifulSoup
- **Platforms:** Linux, Visual Studio Code.

AWARDS & ACHIEVEMENTS

- Won **3rd Prize** in FrostHack 2021 - FrostHack is a national level Hackathon organized by IIT Mandi. There were a total of 300+ different colleges participating and my team came 3rd among all.
- **Inter IIT Tech Meet 2021**- Our team secured a bronze medal in the Bridgei2i's automatic headline sentiment generator event.
- Became **Expert** on Codeforces- [Handle](#)
- Secured a global **rank of 508** among 13,111 other candidates in Codeforces [Round 719](#)
- Achieved a max rating of **1722 (4 star)** on CodeChef- [Handle](#)
- Came **3rd** in branch in URI challenge- URI is the competetive programming challenge for freshers
- Won **2nd Position in Enigma, 2020** - I, along with 2 others participated in a 5 hour Astronomical Data Science Hackathon. We built & trained a Deep Neural Network to classify astronomical images.
- Acheived **1st Position** in Case Study'19, a part of the intra college technical festival Utkarsh 19.

POSITIONS OF RESPONSIBILITY

- **Career & Placement Cell**- Student Representative for DSE branch at CnP cell, IIT Mandi
- **Event Coordinator, Ruvaan**- Successfully coordinated Quiz event in Ruvaan, The Annual Literary Fest of IIT Mandi.
- **Designauts**- Core Team Member at Designauts, The Design club of IIT Mandi
- **Exodia**- Volunteered for Sponsorship Team of Exodia'20

NAVIGATING THROUGH ATS

01

Align your resume key words with job description.

02

Use action verbs such as analysed, executed, coordinated to quantify your impact by including data and stats.

03

Don't game the systems by keyword stuffing or hiding keywords in white font to rank higher in ATS score. But many applicant tracking systems end up translating your uploaded resume into a plain text file for recruiters who would eventually spot this unnecessary additions.

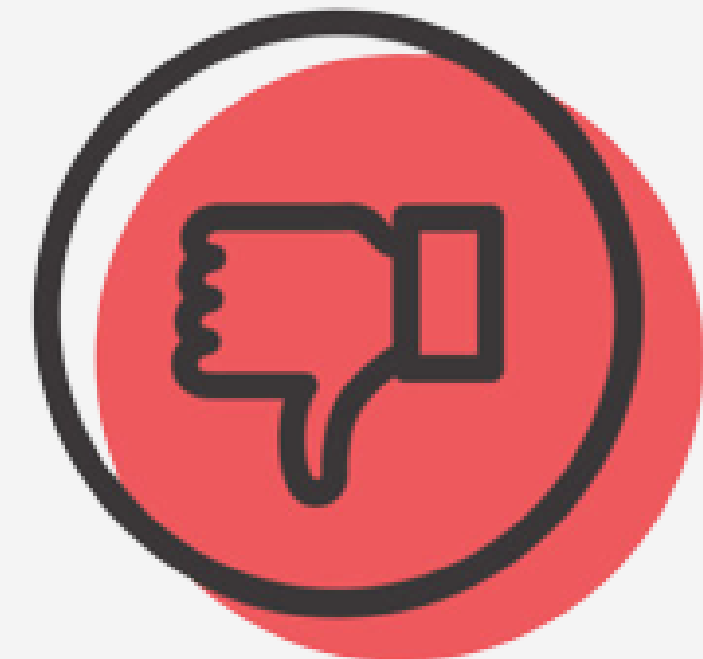
TIPS FOR OFF-CAMPUS APPLICATIONS !

- Pool hiring- A cumbersome process and low chances of selection.
- Use LinkedIn extensively. (Connect with Hr's and Team heads -->start conversation --> referrals)
- Leadership experience: Show experience of leading teams.
- 2/3 of Academics, Projects or Experience, Achievements in relevant domain should be good.
- Customise your resume for each job application.



THE DON'TS

- Faking your resume! (Honesty is the best policy)
- Submitting the same resume to all applications.
- Typos and Errors
- Unprofessional Emails addresses.
- Adding irrelevant Projects, Hobbies.
- Inconsistent font and different formatting style.
- Including slang, abbreviations or casual language.
- Keeping large blocks of text.



DON'Ts

THANK YOU