

Resume Submission Guidelines for Placement Session 2012-13

1) Length & Content of the Resume

- The Technical CV should either be of 1 Page or of 2 Pages.
- The Non-Technical CV should be of 1 Page **Only**.
- The CV shouldn't have more than 750 words/ page and no less than 500 words.

2) Page Format & Margins

- The page format should be as plain as possible without watermark.
- The Margin shouldn't be less than the 'Narrow' Margin option (0.5" on all sides) or more than the 'Normal' Margin option (1" on all sides) as provided by the Microsoft Word Margin option.

3) Font Size & Type

- Font Size: Shouldn't be less than 9(preferably 10) for the content
- Font Size for *italics* used for references etc : Shouldn't be less than 6
- Font Type: Normal, **Bold**: for regular use; *Italics*: only for 'year' information or references (that too is optional)
- Preferred Fonts: Times New Roman, Garamond, Tahoma, Verdana, Book Antiqua, Courier New, Calibri, Cambria, Palatino Linotype, Arial
- Use only one 'Font' in the complete CV. **Bold** can be used to emphasize some of the words but the 'Font' shouldn't change in your entire CV.
- Font Color: Strictly Black
- The shade at any place in the CV shouldn't be more than 25%. So, one can have no Shade, 5% Shade, 15% Shade and 25% Shade.

4) Heads & Order of the Headings

- The main heading of the CV should be Name with Font size about double the content Font size of the CV.
- IITK E-mail ID along with your personal E-mail ID must be mentioned along with the phone number.
- The Heads and the name should be written in capitals, preferably in a TITLE CASE style.
- There shall be five major sections in a resume– **Personal Section, Educational Qualifications, Educational Achievements & Work Experience, Extra – Curricular Section and Miscellaneous Section**
- The **order of these five sections would be as mentioned above**; however one is free to swap the order of 'Educational Achievements & Work Experience Section' and the 'Extra-Curricular section'. No other Outliers are acceptable.
- **The format of the first two sections-i.e. Personal & the Academic Qualification Section is fixed.** Certain things are optional (e.g. the Rank Column) which can be omitted if one wishes to.
- Each of these sections has a number of heads as given on the last page. **Note that one cannot use an alternate statement for a heading other than the ones mentioned.** However one is free to order the heads according to his/her choice within the section.
- All heads which are not applicable can be omitted.

- Note that one need not explicitly mention the names of the four major sections except the “**Educational Qualifications**” section. **However one has to keep the heads of a particular section all together.**
- You can put some of the heads as subheadings of the other head (for e.g. B.Tech Project under the ‘Key Academic Projects’ head, ‘Publications’ under Scholastic Achievements etc)
- The miscellaneous section should be added only when the headings in the first four sections does **not** cover one’s achievement or activity

6) ‘Achievements’ or ‘Activities’

- Mention the ‘year’ of your ‘Activity’ or ‘Achievement’

7) Publications

- Mention the Full name of Journal with its Issue of Publishing if the paper is published; if it is under review, mention the Full name of Journal for which the publication is submitted

8) ‘Summer Internships’ & ‘Work Experience’

- Write proper date (or, Month) of start and end of the experience as mentioned in the certificate or Project Verification Form provided to you

9) ‘Positions of Responsibility’

- Please write authentic figures only as communicated by the Festival Coordinator or Festival Report or any other valid authority or document

In all matters regarding this format, the decision shall be taken by the SPC chairman.

A sample resume on the last page according to this format has also been provided for your reference. Please address all doubts to related to the format at sposecy@iitk.ac.in

PERSONAL SECTION (No need to explicitly mention "Personal Section")(Example shown below)

- Name
- E-mail ID (Personal and IITK)
- Phone Number
- Category (only in case the application is for a Public Sector Organization)

SUSHIL PANDEY

Category: GN

sushilp@iitk.ac.in, sushil@gmail.com

Phone:9876543210

EDUCATIONAL QUALIFICATIONS (should be provided in a table format in reverse chronological order as given below with the heading as "Educational Qualifications". The rank column is optional)

- Institute should be mentioned as shown below(Institution Name, Place(Board))
- CGPA/Percentage & Rank should be mentioned as shown below

Year	Degree	Institution(Board)	CGPA / %	Rank (Optional)
2012	Masters Degree (Mechanical Engg)	Indian Institute of Technology, Kanpur	9.0/10.0	2/30
2010	Bachelors Degree (Civil Engg)	Indian Institute of Technology, Kanpur	9.5/10.0	5/75
2006	XII	Delhi Public School, Kanpur(C.B.S.E)	85%	
2004	X	Delhi Public School, Kanpur(C.B.S.E)	80%	

EDUCATIONAL ACHIEVEMENTS & WORK EXPERIENCE (Order of heads can be according to your choice) (No need to explicitly mention "Educational Achievements and Work Experience")

- Scholastic Achievements/Academic Achievements/Curricular Achievements/Academic Excellence/Academic Honors
- Publications
- Patents
- Sponsored Research Projects
- Conferences/Workshops Attended
- Summer Internship(s)/Industry Experience
- Work Experience(**Only to be used when you have served an organization on a full-time position**)
- Certifications/Additional Qualifications
- B. Tech Project/M. Tech Thesis
- Key Academic projects
- (Relevant, Management, Finance, Professional, Programming) Courses /Skill Sets

EXTRA-CURRICULAR SECTION (Order of heads can be according to your choice)(No need to explicitly mention "Extra-Curricular Section")

- Positions of Responsibility/Leadership Experience/Team Building Activities
- Extra Curricular Achievements/Co-Curricular Achievements
- Extra Curricular Activities
- Entrepreneurship Experience/Social Entrepreneurship
- Social Initiatives/On-campus Initiatives/Initiatives
- Interests & Hobbies

MISCELLANEOUS SECTION (This section is optional)

- Any other thing you would want to highlight in your CV (not covered above)