Resume Editing

This is not a traditional resume making workshop. It's to get you going with just the resume at IIT Bombay. I will maintain it semi-formal so you have the feel to stay till the end. 😉

What to expect out of this session?

I will be sharing-

- How to improve your resume relevant for recruiters at IIT Bombay
- Resume Verification Process at IIT Bombay
- Popular resume formats with respect to the profile being targeted
  - Core (Specialized for your branch)
  - Non-core (Business and IT)

Resume Making

As I mentioned earlier, this isn't a Resume Making workshop. But I won't leave you stranded. Cause if you don't make a resume, you can't use my suggestions to improve on it.

Wait! You can't participate in the process in fellas 😱

Following are a few leads-

- **Placement Blog** - There is an entire section on Resume Making. Videos as well as PPTs to guide you through (Link: http://placements.iitb.ac.in/blog/blog19/?page_id=333)
- Sessions by your DPC/Alumni Association, etc.
- Still unsatisfied? Google!

Getting started

1. **When should one start building up on their resume? (Ideally :p)**
   a. Whatever the deadline by Placement Cell be, you should have the deadline for you a week prior
   b. It will take around 2-3 weeks to develop a polished resume. Better start early

2. **How to begin?**
   a. Watching this video is a good start! 😛
   b. Connect with seniors (at least 1 each)
      i. From your department
      ii. Selected in the profile of your interest
      iii. Selected in your dream firms (To know what went right🤩) and shortlisted but not selected (To know what to avoid 😰)
      iv. The few ones who will share brutally honest review over your work
   c. Collect sample resume from each of them. Identify what makes you feel an expression of yourself

Resume Submission and Verification

- Resume submission deadline is a hard deadline, actually strict. Upload your resume at least 8 hours before the submission deadline.
- Follow all updates regarding resume submission and guidelines for Verification closely. If ever in doubt ask your DPC in advance. Don't procrastinate.
- Rules for resume verification are extremely strict. Don't think "Tab ki tab dekha jayega"
- Resume verification takes place in **multiple** rounds. Try to get your resume verified in first round itself. Reduces a lot of hassle and time for you
- **Remember!** It is extremely critical in placement season to complete all activities ahead of time. It will help you mentally to a large extent. Crunching on deadlines is not helpful

Headers and Margins

- There are 2 types of headers available for use-
  - Short header (Preferably for 1-page resume)
  - Long header (**Definitely** for 2-page resume)
- The length of your header depends upon your Department, Program and Name of the Institute. You must update your profile on the Placement Portal before proceeding with Resume
- Based on your details, the portal will show you how much space is to be left on top. The side margins are standard and available on the portal
- It is extremely critical to **align your resume with the margins**. This enhances the look of your resume significantly

Sections and Order

- A resume should be organized. The structure of the resume needs to be arranged in a way which ensures least reading (Yes! Contrary to the view that everything should be readily available for the reader; the key is to redirect the reader where you want him/her to focus)
- A resume follows double top-down structure (it's a terminology I like to use to explain an important concept of bucketing and prioritizing)
- Your sections should be well-split and appropriately highlighted. A reader should be able to find out the section heading at the first glance. Every interviewer is different and they would love to look at the topic of their interest first.
- Ordering is simple - Best on top. The point that best describes you must be on top. A reader subtly loses interest moving downward. Kinda obvious isn't it.

Length of Resume (Non-core business)

- 1-page resume **must** be used for this profile. Recruiters expect a crisp image of you
- Recruiters are looking for following skills in this domain:
    - **Analytical skills** - Problem solving skills. Including an example where you have tackled a problem effectively has a great impact
    - **Internship Experience** - Prior corporate exposure will really help you. Having said this you must be thorough with every detail of the project in your internship
    - Leadership role - Experience from PoRs or managing a team will come in handy
    - Sem Ex - An exchange program from another university is also considered as a value adding experience. Highlights that you are open to explore and learn

Length of Resume (Non-core IT)

- You can decide on 1/2 page resume based on the content available with you
- Recruiters are looking for following skills in this domain:
  - **Coding Experience** - Competitions (Ex. GSoC), projects, freelancing, etc. highlighting your skills in coding is most valued while interviewing for this profile
  - **Internship Experience** - Prior corporate exposure will really help you. Having said this you must be thorough with every detail of the project in your internship
  - Analytical skills - Problem solving skills. Including an example where you have tackled a problem effectively has a great impact (This segment will be the deciding factor if you do not have a coding experience. You need to communicate that you can solve problems effectively and eager to work on coding skills)

Length of Resume (Core)

- Preferably 2-page resume. Recruiters are keen to know the details of your work in the industry of your interest
- Recruiters are looking for following skills in this domain:
  - **Research Paper -** Having a publication (not necessarily in line with the profile of the company) has a great impact on the interviewer. It clearly shows your interest and proficiency in the field of Research.
  - **Academic Projects -** Your projects are key part of your interview. Many a times the interviewer will pick up one of the projects from your resume and check the depth of your knowledge.
  - **Internship Experience** - Prior industry exposure will be differentiator. Field experience develops a different perspective towards your approach and is valuable.

Sample resume

I have summarized the discussion in this video using a few examples available with me. It will help you relate to how this knowledge can be applied while building your resume.

Thank you for staying till the end!

It is important to understand that your resume is an expression of yourself. The points mentioned in this session are part of my journey and experiences I have shared. Some of you may not agree with a few points mentioned earlier and it is completely alright. Do what you are comfortable with. At the end it is your resume and you have to explain it to others. You must be happy with what you have chosen for yourself cause you somehow know what's best for you!

Do your best, leave the rest!

Cheers,
Pratik Agrawal