

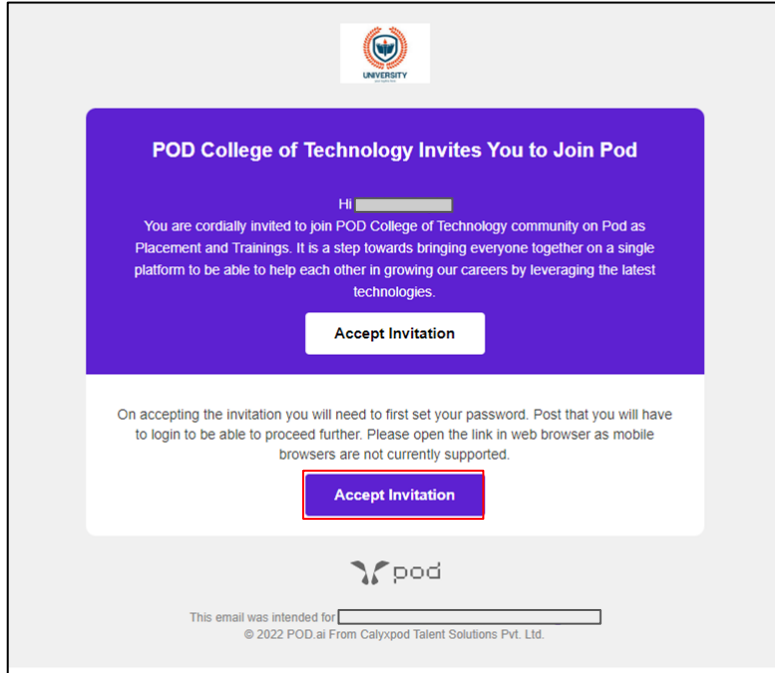


POD – Building Careers

Generating Resume on POD



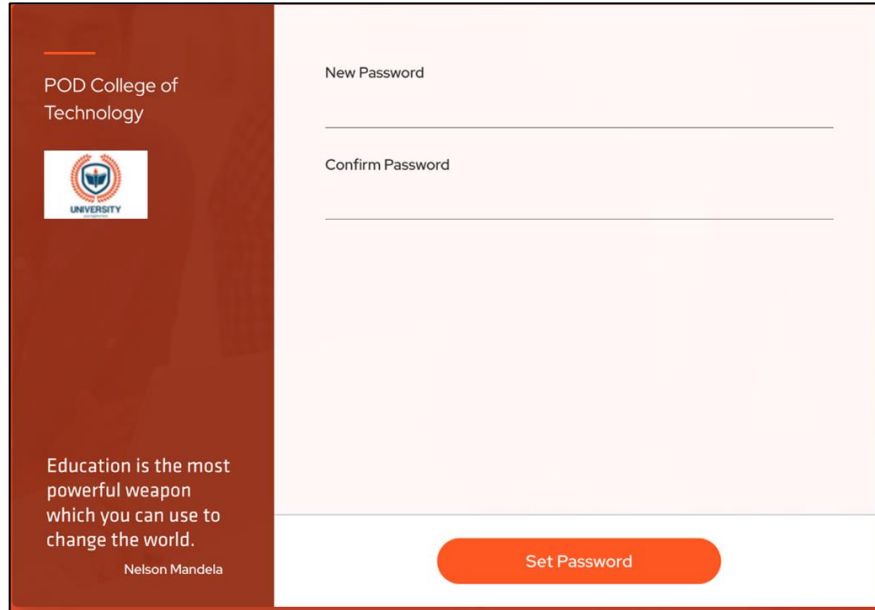
Activate your Profile




- Please check an invitation email from "notifications@pod.ai" to activate your profile. It will look similar to the email shown on the left side.
- Click on Accept Invitation option to activate your profile and set your password.



Set your password



POD College of
Technology



Education is the most
powerful weapon
which you can use to
change the world.
Nelson Mandela

New Password

Confirm Password

Set Password

- On Accepting Invitation, your profile will be activated and you can set your password.
- Set Password page will look similar to the one shown on the left side.
- Please note that post setting your password, you can login using your registered email address and the password which you just created.

Log in to POD

Already a Member? Please proceed.

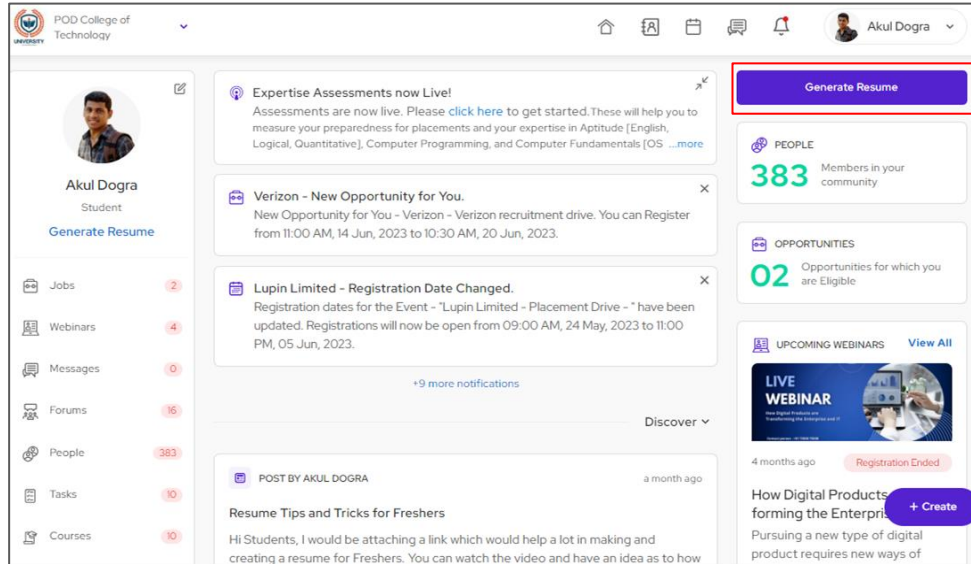
[Forgot Password?](#)

Log in

- Please visit the login page of your college.
- You must now log into pod by specifying your email address with which you registered and the password you created.
- On successful login you will be taken to the Main Dashboard Page.



Generate a resume



- Once you log in, Click on the “Generate Resume” button on the top right corner to start creating a Resume.

Basic Details

POD College of Technology

Basic Details

Generate Resume Resumes

Avatar Roll No*

9876

First Name Middle Name Last Name

Akul

Dogra

Course

B.Tech. - Computer Science & Engineering

Primary Specialization

Computer Science & Engineering

Gender Date of Birth Blood Group Marital Status

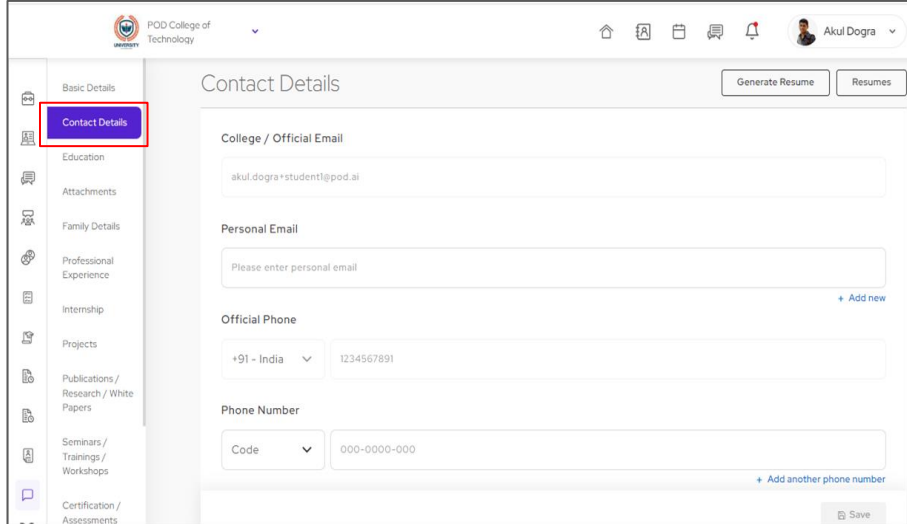
Save

- After clicking on the Generate Resume button from the previous page, you would be required to fill out the information to complete resume generation process, as shown on the image.
- First section is 'Basic Details'. However in this section, Students will not be able to change some of the details like - Name, Roll number, Course and Specialisation. Rest of the details mentioned in this section mandatorily need to fill and click on save button in bottom right side.

Note

Once you fill the details in any section please click the save button at the bottom right corner or on the top right corner before moving to the next page.

Contact Details



The screenshot shows a web application interface for POD College of Technology. The top navigation bar includes the college logo, name, and user profile 'Akul Dogra'. A sidebar on the left lists various profile sections: Basic Details, Contact Details (highlighted with a red box), Education, Attachments, Family Details, Professional Experience, Internship, Projects, Publications / Research / White Papers, Seminars / Trainings / Workshops, and Certification / Assessments. The main content area is titled 'Contact Details' and contains the following fields:

- College / Official Email:** A text input field containing 'akul.dogra@student1@pod.ai'.
- Personal Email:** A text input field with the placeholder 'Please enter personal email' and a '+ Add new' link.
- Official Phone:** A field with a dropdown menu set to '+91 - India' and a text input containing '1234567891'.
- Phone Number:** A field with a dropdown menu set to 'Code' and a text input containing '000-0000-000', with a '+ Add another phone number' link below it.

Buttons for 'Generate Resume' and 'Resumes' are located at the top right of the contact details section. A 'Save' button is at the bottom right of the form.

- Next step, you would need to enter the 'Contact Details' section.
- You have to mention your contact details here like Personal Email, Phone Number and Current and permanent Addresses and save the details.



Educations

Year	Semester	Aggregate %	Closed Backlogs	Live Backlogs	Marksheet
1	I	67	0	0	
1	II	70	0	0	
2	III	77	0	0	
2	IV	66	0	0	
3	V				
3	VI				
4	VII				
4	VIII				
Aggregate % *		70	0	0	

- In “Education” section, Academic details needs to be filled.
- Firstly current course details, In this section semester-wise marks need to be added. If there are any active backlogs it need to mention in live backlogs and for cleared backlogs refer closed backlogs. If there is no backlogs mention “0” in the section.
- Next ‘Other Degrees’ which is referred for masters degree pursuing students only. Rest students can skip this section.
- Then 12th/Diploma and 10th class aggregate section need to fill. After adding, please click on Save button to ensure details are saved.

Professional Experience

The screenshot displays the POD College of Technology web portal. The left sidebar contains a list of navigation options: Basic Details, Contact Details, Education, Attachments, Family Details, Professional Experience (highlighted with a red box), Internship, Projects, Publications / Research / White Papers, Seminars / Trainings / Workshops, and Certification / Assessments. The main content area is titled 'Professional Experience' and features three buttons at the top: 'Generate Resume', 'Resumes', and '+ Add Experience' (highlighted with a red box). Below these buttons, there is a card for an existing experience entry titled 'Associate Software Developer' at 'Amazon'. The entry includes the dates 'Apr 24, 2023 - Present' and the location 'Noida, Uttar Pradesh, India'. It lists 'Key skills / expertise involved' as Java, HTML, C++, Python, and SQL. The 'Description' section details tasks such as developing applications, debugging, testing, documenting, and collaborating with senior leaders.

- In the Next section “Professional Experience”, You will be able to add your professional experience.
- To add details of your experience, please click on the ‘**Add Experience**’ button highlighted.
- After filling the details click on **Save**.

Internship

- In the Next section “Internship”, You will be able to add your internship experience details.
- To add details of your experience, please click on the ‘**Add Internship**’ button highlighted.
- After filling the details click on **Save**.

Projects

The screenshot displays the POD College of Technology web application. The top navigation bar includes the college logo, name, and user profile (Akul Dogra). A sidebar on the left lists various profile sections: Basic Details, Contact Details, Education, Attachments, Family Details, Professional Experience, Internship, **Projects** (highlighted with a red box), Publications / Research / White Papers, Seminars / Trainings / Workshops, and Certification / Assessments. The main content area is titled 'Projects' and contains a red box around the '+ Add New' button. Below this button, a sample project entry is shown with the following details:

- Development of software for a new business process.**
- May 31, 2022 - Aug 15, 2022**
- Team Size:** 5
- Key skills / expertise involved:** JAVA, Python
- Description:**
 - Idea generation (Ideation)
 - Product definition.
 - Prototyping.
 - Initial design.
 - Validation and testing.
 - Commercialization.

- On this page, you will be able to add Project details you involved.
- Click on the ADD NEW button to add the details for the Project.
- This field will be a part of the resume.

Publications/Research/White Papers

POD College of Technology

Publications / Research / White Papers

Generate Resume Resumes + Add New

"Behavioral Study of Obedience"

Oct 15, 2021

Authors: 2

Key skills / expertise involved:

Excel Statistical Data Analysis Statistics

Description:

Result of the research was that : Of the 40 participants in the study, 26 delivered the maximum shocks. 14 persons did not obey the experimenter and stopped before reaching the highest levels. All 40 participants continued to give shocks up to 300 volts.

- Publications/ Research Papers / White Papers details can be added in this section.
- Click on the ADD NEW button to add the details.
- This field will be a part of the resume.

Seminars/Trainings/Workshops

POD College of Technology

Generate Resume Resumes **+ Add New**

Seminars / Trainings / Workshops

How to advance in role of Software Development

Institute: POD College of Technology

Feb 22, 2023 - Feb 24, 2023

Key skills / expertise involved:

Time Management JAVA C++

Description:

If you want to progress quickly in the field of software engineering, plan to:

Take on extra work, even outside of your immediate responsibilities
Pitch in to help others on the development team
Collaborate closely with other departments, like marketing, UX design, and data teams, to better understand their needs
Ask lots of questions so you fully understand the broader goals of your business or clients
Ask for feedback on how to improve your code
Get involved in software engineering communities outside of work to further improve
Share industry developments and articles with your team to establish yourself as a thought leader who's invested in the field

- Any Seminar / Trainings/ Workshop which you have attended or were part of, details can be added in this section.
- Click on the ADD NEW button to add the details.
- This field will be a part of the resume.

Assessments/Certifications

The screenshot displays the student portal interface for POD College of Technology. The user is logged in as Akul Dogra. The main heading is "Assessments / Certifications". On the left sidebar, the "Certification / Assessments" menu item is highlighted with a red box. In the top right corner, the "Add New" button is also highlighted with a red box. The main content area shows a card for a "Digital Marketing" assessment with the following details:

- Digital Marketing**
- Enrollment Number:** 23456
- Score:** 82.00 / 100.00 | Percentage
- Key skills / knowledge Involved:**
 - Digital Marketing

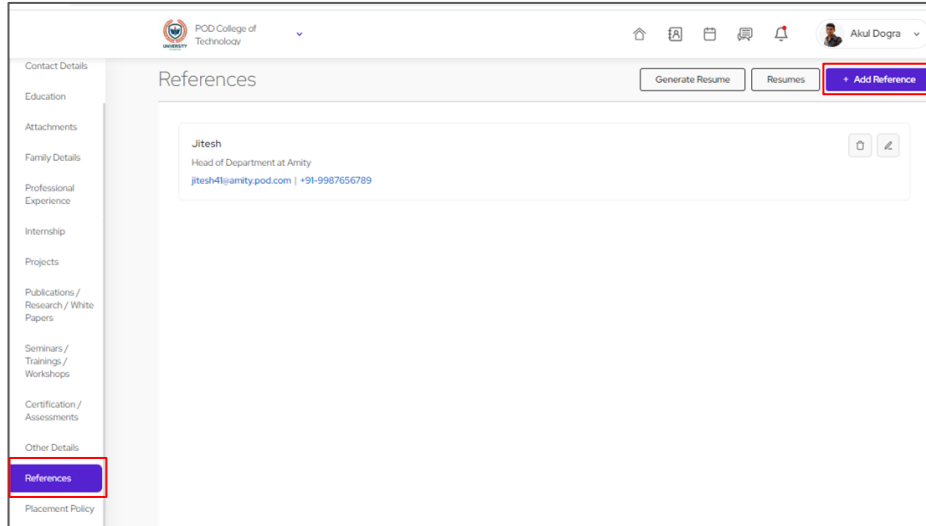
- Assessments done or Certifications taken by you can be added in this field.
- For example: A Microsoft Excel course taken by the student can be added here.

Other Details

The screenshot shows a web application interface for a resume builder. On the left is a vertical sidebar with icons and labels for various sections: Education, Attachments, Family Details, Professional Experience, Internship, Projects, Publications / Research / White Papers, Seminars / Trainings / Workshops, Certification / Assessments, Other Details (highlighted with a red box), References, Placement Policy, and Student Stats. The main content area is titled 'Other Details' and contains three sections: 'Brief Summary' with a text area containing a sample paragraph; 'Key Expertise' with a text input field and four skill tags (JAVA, C++, SQL, Python); and 'Web Links / IMs' with a dropdown menu and an input field. At the bottom of the main area is an 'Achievements' section with a text area. The top of the interface shows the 'POD College of Technology' logo, navigation icons, and a user profile for 'Akul Dogra'. Buttons for 'Generate Resume' and 'Resumes' are visible at the top right of the main content area.

- Next section 'Other Details', Here you have mention a brief summary, Key skills of yours, Web Links/IMs, Achievements, Extra curricular, Co Curricular activities and your hobbies in this section.
- These details would be a part of your resume.

References



- In this section, you can add your references.
- References are added so that you can add someone who speaks highly for you in professional terms.
- Eg: You can add your HOD, Professor, Teacher, Office Colleague as a reference.



Placement Policy



The screenshot shows a web application interface for a 'Placement Policy' form. On the left is a sidebar menu with the following items: Internship, Projects, Publications / Research / White Papers, Seminars / Trainings / Workshops, Certification / Assessments, Positions of Responsibility, Other Details, and References. The 'Placement Policy' item is highlighted with a red box. The main content area is titled 'Placement Policy' and includes two buttons at the top right: 'Generate Resume' and 'All Resumes'. The form contains the following sections:

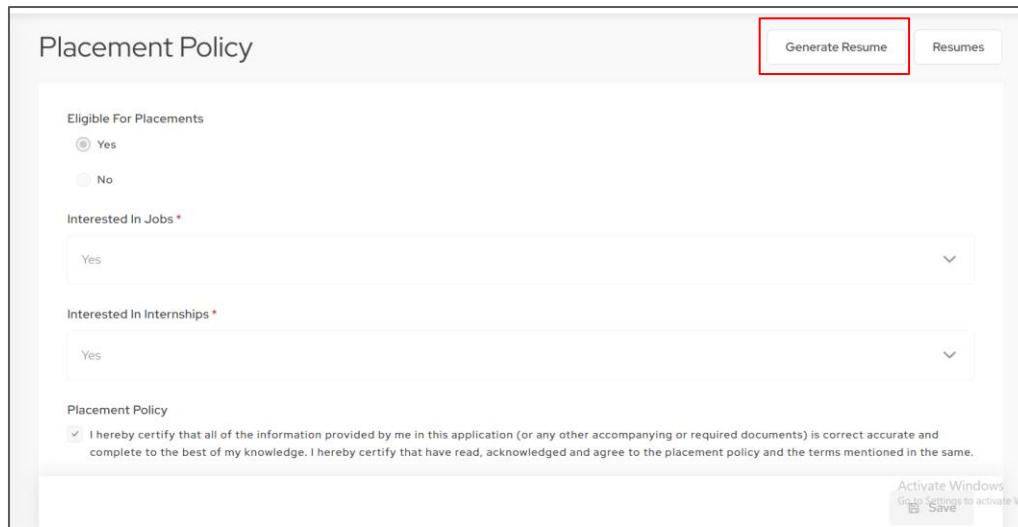
- Eligible For Placements:** Radio buttons for 'Yes' (selected) and 'No'.
- Interested in Jobs *:** A dropdown menu with 'Yes' selected.
- Interested in Internships *:** A dropdown menu with 'Yes' selected.
- Placement Policy:** A checkbox labeled 'I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct accurate and complete to the best of my knowledge. I hereby certify that have read, acknowledged and agree to the placement policy and the terms mentioned in the same.' which is checked.

At the bottom right of the form is a 'Save' button.

- In this Section, You have to mention mandatorily whether you are interested in Placements or not.
- If you choose NO as option from the drop down, you need to mention the reason for not being interested in Placements.



Placement Policy



The screenshot shows a web form titled "Placement Policy". In the top right corner, there are two buttons: "Generate Resume" (highlighted with a red rectangle) and "Resumes". The form contains the following sections:

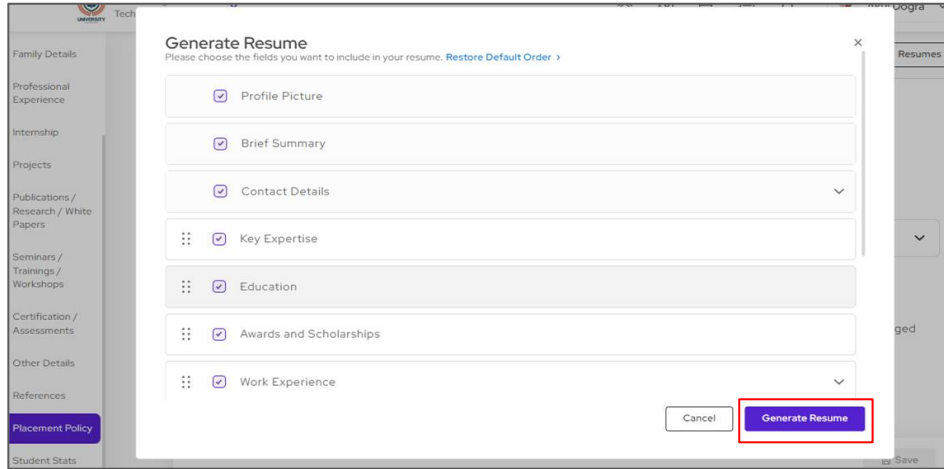
- Eligible For Placements**: Two radio buttons, "Yes" (selected) and "No".
- Interested in Jobs ***: A dropdown menu currently showing "Yes".
- Interested in Internships ***: A dropdown menu currently showing "Yes".
- Placement Policy**: A checkbox labeled "I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct accurate and complete to the best of my knowledge. I hereby certify that have read, acknowledged and agree to the placement policy and the terms mentioned in the same." which is checked.

At the bottom right of the form, there is a watermark that says "Activate Windows Go to Settings to activate Windows" and a "Save" button.

- After filling and verify all the details, You are ready to generate a resume.
- Click on GENERATE RESUME BUTTON to move further to create the resume.



Resume Sections



The screenshot shows a web application interface with a sidebar on the left containing various menu items: Family Details, Professional Experience, Internship, Projects, Publications / Research / White Papers, Seminars / Trainings / Workshops, Certification / Assessments, Other Details, References, Placement Policy (highlighted in blue), and Student Stats. The main content area displays a 'Generate Resume' modal window. The modal has a title bar with a close button (X) and a subtitle 'Please choose the fields you want to include in your resume. [Restore Default Order](#)'. Inside the modal, there is a list of resume sections, each with a checkbox and a dropdown arrow: Profile Picture, Brief Summary, Contact Details, Key Expertise, Education, Awards and Scholarships, and Work Experience. All checkboxes are checked. At the bottom of the modal, there are two buttons: 'Cancel' and 'Generate Resume' (which is highlighted with a red rectangle).

- After Clicking on GENERATE RESUME, Preview of sections detail will be shown to you. Accordingly Select the sections to select in resume and then Click on GENERATE .

Resume Preview

Resume Preview


Resume Title

Resume Title

☐ Mark as Default

☐ I declare that the information provided by me is correct. In case any discrepancies are found, I will be solely responsible and may be liable for disciplinary action.

Page 1 / 2

 **AKUL DOGRA**
B.Tech. - Computer Science & Engineering
Ph: +91-1234567891
Email: akul.dogra+student1@pod.ai
Gurgaon, Haryana, India - 122002

BRIEF SUMMARY

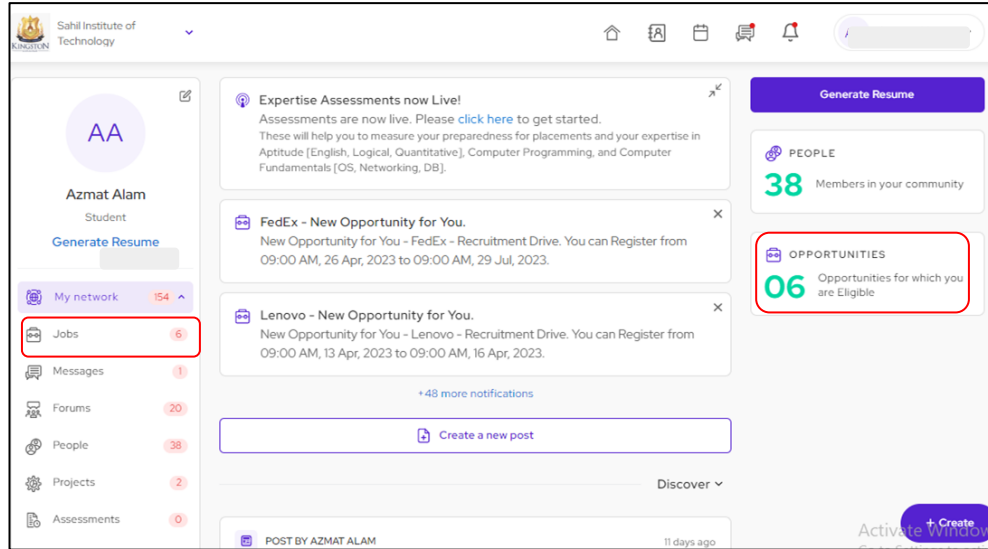
Cancel Save PDF

- This page would give you a preview of the resume.
- After reviewing the details and format Click on "Save PDF". After clicking the same a new section will appear "Resume Title". Fill in the same.
- Two checkbox needs to select as highlighted in the image. Once done click again on "Save PDF". Your resume is successfully generated and details saved.

- Now that the resume is saved, you would be able to view it under the 'Resume' section.
- Resumes which are used to apply for a job cannot be deleted.
- You would have the option to change a resume for a job application, only till the time the registrations for the opportunity are open.
- Multiple Resumes can be generated using the same steps.
- That would help you to apply for different job opportunities using different and separate resumes as per the job opening.



Homepage



- You will receive notifications for the eligible opportunities through emails and push notifications on your mobile phone if you are using the application.
- To view the job opportunities, go to the opportunities section on the right side or the Jobs Section on the left.

Opportunities Page

The screenshot shows the 'Jobs' page for Austin College of Engineering. The page has a top navigation bar with a home icon, a search bar, and a notification bell. Below the navigation bar, there's a 'Jobs' section with a briefcase icon. Underneath, there are three tabs: 'Opportunities', 'Applications', and 'Offers'. The 'Opportunities' tab is active. In the top right of the main content area, there are two radio buttons: 'Eligible' (which is selected and highlighted with a red box) and 'Non Eligible'. Below this, there are two job listings. The first listing is for 'GET XYA', a Full Time position, posted 7 days ago, with a cost to company of INR 9,00,000 and a location of Remote Working. It has a green 'Eligible' tag and a green banner stating 'Registrations open till 08 Apr, 2023 - 10:00 AM'. An orange 'Apply Now' button is highlighted with a red box. The second listing is for 'Associate Data Scientist Collabera', a Full Time position, posted 14 days ago, with a cost to company of INR 20,00,000 and a location of Remote Working. It also has a green 'Eligible' tag. At the bottom of the second listing, there is a blue link that says 'View details >'. On the right side of the page, there is a sidebar with three sections: 'OPPORTUNITIES' showing 11 opportunities, 'APPLICATIONS' showing 11 opportunities, and 'OFFER IN HAND' showing 01 opportunities.

- You will see the list of opportunities where you are eligible to participate.
- Opportunities where you are not eligible to participate can also be viewed by selecting the option.
- You can click on the “Apply Now” option to view the details.

Apply for the opportunities

Austin College of Engineering

LY Lovi Yeptho

< Opportunity List

GET XYA

On Campus

Employment Type: Full Time

Location: Remote Working

Cost to Company: CTC: INR 9,00,000

7 days ago Registration Closes in 8 days

Eligible Courses

B.Tech - Computer Science & Engineering, B.Tech - Electronics And Communications Engineering, B.Tech - Information Technology, B.Tech - Electrical Engineering, B.Tech - Civil Engineering, B.Tech - Mechanical Engineering, BCA - Computer Applications, M.Sc - Computer Science, Computer Science Engineering, M.Tech - ECE, M.Tech - IT, MCA - Computer Applications, M.Tech

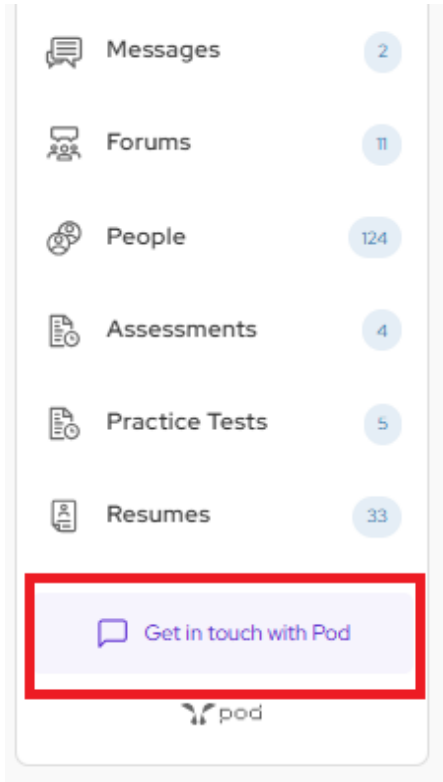
Apply Now

REGISTRATION SCHEDULE

09:30 AM, 24-Mar-2023
10:00 AM, 08-Apr-2023

- You can Register for the opportunity by clicking on the “Apply Now” option on the right-hand side.

How To Get in Touch ?



To get in touch with us, you can:

- Call our helpline number at **+91-11-41179695**. The helpline is available on weekdays (Monday to Friday) from 10AM to 7PM.
- Send us an email at **support@pod.ai**. We will respond to your email as soon as possible.
- Visit the Main Dashboard, click on "Get in Touch," and fill out the form with your details. Our team will either write back to you or call you, depending on your preference.



THANK YOU!

Empowering Academia by Digitizing
Campuses & Building Careers!

#861, Phase 5, Udyog Vihar, Gurgaon, Haryana, India-122016.
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