

Resume Making Workshop

IIT Bombay
4th September 2007

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Agenda

A. What is a Resume

B. Sections of a Resume

1. 2-Page
2. 1-Page

C. 5 Steps to Make a Resume

1. Understand
2. List and Pick
3. Arrange
4. Polish
5. Review

D. Doubts and Queries

1. Common Misconceptions
2. FAQs

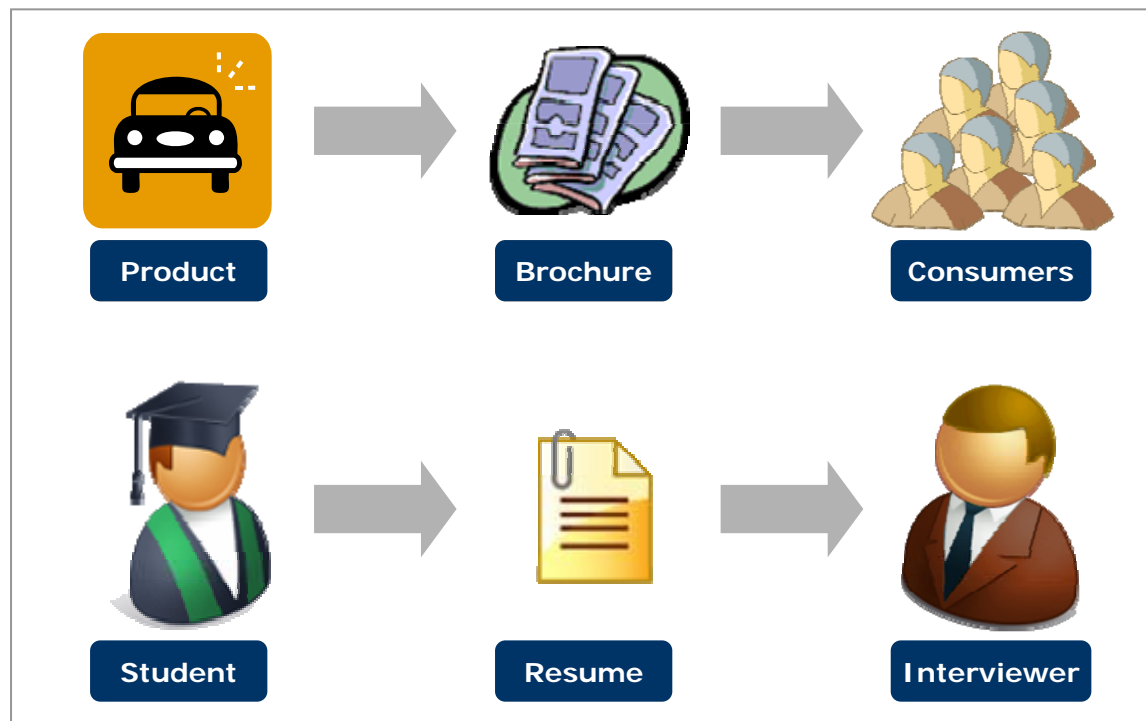
E. Sample Resumes

1. Growth of a Resume
2. Common Mistakes
3. Comic Relief for the Interviewer



A. What is a Resume?

The resume is your first interaction with a potential employer. It is a marketing tool and an introduction to you and your experiences. There is a need for effectively presenting yourself in text form to the interviewer.



Sole purpose of a resume: Get shortlisted for a Personal Interview

A. What is a Resume?

Decide which messages are most important to your audience, and communicate these messages succinctly and clearly in a visually appealing format



Basic Details
Academic Achievements
Positions of Responsibility
Project Information
Extra Curricular Activities
Awards



Deliver high impact

- Relevance to position applied for
- Skill sets
- Attitude and aspirations
- Organizational capabilities

High quality of

- Content
- Size and arrangement
- Appropriate language
- Formatting

← 120 seconds! →

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E. Sample Resumes

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B1. Sections of a Resume: 2-Page

The IIT Bombay 2-page resume format is flexible, first half page is fixed



Indian Institute of Technology, Bombay
Powai, Mumbai 400 076
Employment Application Form

For Campus Selection:

Institute Details
Roll No. 00M04010
Department Civil Engineering

Personal Details
Name Zishan M. Hayath
Date of Birth 8 Aug, 1981
Nationality Indian
Specialization Structural

Academic Details

Examination	University	Institute	Year	Grade	Score
Graduation	IIT Bombay	IIT Bombay	2004	3	8.04
			2004	4	8.04
			Overall CPI including project		8.04
Intermediate+2	BIE, AP	St Marys JC	1999	1	81.00
Matriculation	BSE, AP	All Saints HS	1997	1	90.00

Extra Curricular Activities:

Overall Coordinator, Techfest 2004
I headed a three-tier team of 20 managers and 350 student volunteers to plan and organize the largest technology festival in Asia with participation of over 15,000 students and budget exceeding Rs. 100 lakhs. My responsibilities included selecting and motivating the team, planning, budgeting and a flawless international robotics competition for the first time in India with participation of over 100 teams from 15 countries. I was taken to new platform with the participation of Indian Navy, IAF, CDRP, etc. I was awarded the Institute Organizational Colour (2004) for my excellent performance.

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I was part of the managerial team (19) involved in conceptualization of the series. I led a two-tier team of 35 student volunteers and organised various lectures by experts in the field of technology and business world, including a Video Conference by Dr. Richard M. Stallman. For the first time in Techfest, I introduced Panel Discussions with speakers like Dr. R. Chidambaram and Prof. M.G.K. Menon.

Cultural Councillor, Hostel 5 (Oct 02-Aug 03)
I managed a team of 7 secretaries to secure 2nd position in the Cultural General Championship of IIT Bombay. Led Hostel 5 to PAF Victory as well as Socials trophy in 2002-03, which is a record in the history of Hostel 5.

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Project Information

Dual Degree Project
Construction Project Management
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Advanced Seminar
Analysis of RC Element Strengthened by FRPC Using ANSYS
Under the guidance of Prof. Yogesh Desai, I did a mini-project which involved obtaining numerical results by modelling RC element in ANSYS software and then comparing them with the already obtained experimental results. The emphasis was to learn to use ANSYS efficiently.

Seminar
High Performance Concrete
Under the guidance of Prof. Aloke Goyal, I did a literature survey which involved a discussion on mix and proportioning, behaviour, applications and uses of High Performance Concrete.

Practical Training
M K S Engineering Company, Jabalpur (May-Jun 2003)
Supervised the construction of a two-storey residential building, hence of a site. Gained insight into the importance of effective planning and resource management.

Tools/Languages/OS - Proficiency in Ansys, AutoCAD, Linux/Unix

Other Information

Literary

- Received Gold Medal from the President of India in a state-level Essay writing competition in 1997
- Won various inter-collegiate quizzes including *Coca Cola K-Circle Quiz* (1998) and *Maths Logic Quiz* (2001)
- Have been an integral part of the literary and debating teams of my hostel and also represented IIT Bombay several times in the past four years

Fine Arts

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- Co-designed the sets of *Annual Production 2002* at IIT Bombay


Other
I am a hobby photographer with keen interest in SLR photography and web-designing

Awards and Key Achievements

- I am the only student in my batch at IIT Bombay to have been awarded both Institute Cultural Colour (2002) and Institute Organizational Colour (2004)
- Awarded Best All Rounder at School in 1992, 1994 and 1997
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Naming, content and size of remaining sections at candidate's discretion

B1. Sections of a Resume: 2-Page



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Powai, Mumbai 400 076

Employment Application Form

For Campus Selection:

Personal Information

Institute Details

Roll No. 00M04010 **Batch** 2004

Department Civil Engineering **Program** Dual Degree (B.Tech+M.Tech.)

Personal Details

Name Zishan M. Hayath

Date of Birth 8 Aug, 1981 **Sex** Male

Nationality Indian

Specialization Structural

Academic Details					
Examination	University	Institute	Year No.	Year of Passing	CPI / %
Graduation	IIT Bombay	IIT Bombay	1	2001	7.38
			2	2002	7.66
			3	2003	8.10
			4	2004	8.04
<i>Overall CPI including project</i> 8.04					
Intermediate-2	BIE, AP	St Marys JC	1	1999	81.00
Matriculation	BSE, AP	All Saints HS	1	1997	90.00

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I headed a three-tier team of 20 managers and 350 student volunteers to plan and organise the largest technology festival in Asia with participation of over 15,000 students and budget exceeding Rs. 32 lakhs. The nine-month exercise included selecting and motivating the team, planning, budgeting and a flawless execution. I was creditworthy of introducing an international robotics competition for the first time in India with participation from Singapore, Malaysia etc. Techfest was taken to new platform with the participation of Indian Navy, IAF, CMC Studios, Kevin Warwick. I was awarded the Institute Organizational Colour (2004) for my exemplary work and leadership skills.

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I have also served as **Literary Secretary, Hostel 5** (Aug 01-Aug 02) and **Fine Arts Secretary, All Saints High School** (Jul 96-Aug 97).

Personal Information

PURPOSE

- Introduction


CONTENT

- Name
- Contact Details
- Department/Specialization

REMARKS

- Low impact section
- Department/Specialization may be noticed
- cursory glance through the rest

B1. Sections of a Resume: 2-Page



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 Powai, Mumbai 400 076
Employment Application Form
For Campus Selection:

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Roll No.	00M04010	Program	Dual Degree (B.Tech+M.Tech.)		
Department		Civil Engineering			
Personal Details					
Name	Zishan M. Hayath				
Date of Birth	8 Aug, 1981	Sex	Male		
Nationality	Indian				
Specialization	Structural				
Academic Details					
Examination	University	Institute	Year	Grade	Score
Graduation	IIT Bombay	IIT Bombay	3	8.04	
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Education Details

Education Details

PURPOSE

- Convey academic background


CONTENT

- CPI /DR
- School/College grades
- Academic achievements (Scholarships, ranks in Olympiads, etc.)

REMARKS

- Moderate impact section
- CPI /DR of maximum impact

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Positions of Responsibility

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PURPOSE

- Convey leadership and ability to work in teams

CONTENT

- Positions in student bodies
- Advisory positions held
- Membership in various teams

REMARKS

- High impact section
- Reflects responsibility and managerial skills
- Also indicates communication skills

B1. Sections of a Resume: 2-Page

Internship and Project Information

Project Information

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Tools/Languages/OS – Proficiency in Ansys, AutoCAD, Linux/Unix, Sun Solaris, Windows

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Internship and Project Information

PURPOSE

- Show quality of project work
- Work experience in a professional environment

CONTENT

- Summer internships
- Practical training

REMARKS

- High impact section
- Application of learned concepts in actual situations

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Extra-Curricular

Extra Curricular

PURPOSE

- Show talent in various fields
- Level of proficiency

CONTENT

- Awards at national and inter-collegiate level
- Inter-hostel activities
- Contribution to team events

REMARKS

- Moderate to high impact section
- Reflects well-rounded personality and dedication

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Awards and Achievements

Awards and Achievements

PURPOSE

- Convey level of excellence
- Recognition at various levels

CONTENT

- Awards received
- Titles/Honours

REMARKS

- Indicator of excellence
- Establishes credibility of claims

B2. Sections of a Resume: 1-Page

The IIT Bombay 1-page resume format allows flexibility in 3/4th of a page

SRIRAM EMANI

DATE OF BIRTH: 29th October 1985 #120, Hostel 6
 EMAIL: sriram.emani@gmail.com IIT Bombay, Mumbai 400076
 LANGUAGES KNOWN: English, Hindi, Telugu and French (Basic)

EDUCATIONAL QUALIFICATIONS

Year	School/ College/ University	Certification	Percentage
2003-07	Indian Institute of Technology, Bombay	B.Tech.	88.00%
2003	Sathaye Junior College, Mumbai	HSC (Maharashtra State Board)	88.00%
2001	Dr. S. Radhakrishnan Vidyalyaya, Mumbai	SSC (Maharashtra State Board)	88.00%

INDUSTRIAL EXPERIENCE

ITC LIMITED - BANGALORE TOBACCO FACTORY

- Prepared a comprehensive model for an ideation and innovation process for equipment and human resources
- Customized key methodologies for ITC Product Development Welch Center and Philips Innovation Campus
- Additionally applied dynamic similitude to achieve 2/3rd sample manufacturing for cigarettes

POSITIONS OF RESPONSIBILITY

OVERALL COORDINATOR, MOOD INDIGO

- Leading a 3-tier team of 24 core group members and 40 cultural fest in India with a budget of over 50 lakhs and
- Spearheaded 'Outreach Programme' for publicity across
- Pioneered a new events structure based on audience participation

CORE GROUP MEMBER, COMPETITIONS, MOOD INDIGO

- Led a 2-tier team of over 90 students to conceptualize and execute over 42 inter-collegiate competitions offering prize money over Rs. 2.5 lakhs
- Doubled participation and audience by completely restructuring events and philosophy
- Rated 4.5 on 5 and 'most innovative and well-executed in recent years' by IITB newsletter

CONVENOR, SPEAKERS' CLUB OF IIT BOMBAY

- Achieved a five-fold increase in membership by restructuring
- Introduced over 5 new speaking events and trained

EXTRA - CURRICULAR ACTIVITIES

SPEAKING

- Member, IIT Bombay Debating Team: Won over 40 debates at major college festivals
- 'Best Speaker' at IITB Debating Championship (2004)

MUSIC

- Trained for over 12 years in Carnatic Classical Music
- 1st in IITB Indian Band Competition (2006), 'Best Singer'

AWARDS WON

- Institute Cultural Colors (2005 and 2006) for outstanding contribution to cultural activities: Was 1 of 6 selected out of 6000 students to receive
- Hostel 6 Cultural Colors (2004 and 2005) for outstanding contribution to cultural activities

OTHER INTERESTS

- Student journalist: Member of editorial board of InsighT (IITB student newsletter)
- Topped the batch in the Basic French (160 hours) course at Alliance Francaise, Bombay

Major Differences (vis-à-vis 2-page format)

SIZE

- Lesser space allocated per section
- Compulsory details lesser

CONTENT

- Sentences more concise and pointed
- Content less detailed
- Lesser focus on sentence structure

REMARKS

- Retain all information but cut down on space utilized
- Leave lots of white spaces for reader to leave comments

Naming, content and size of remaining sections at candidate's discretion

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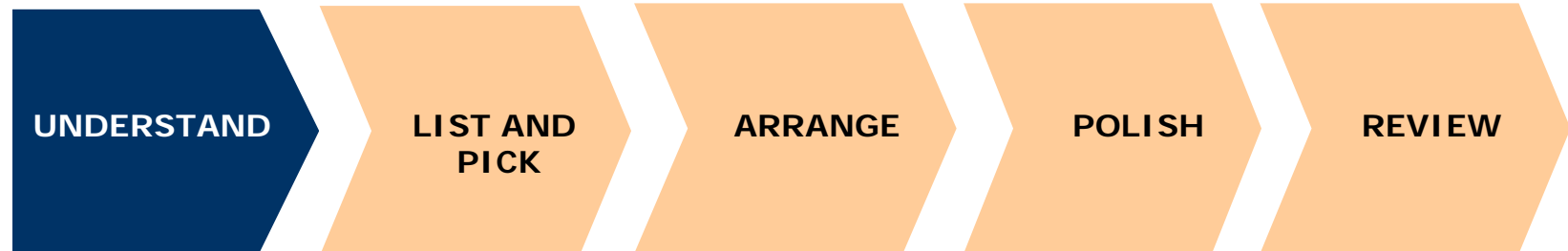
1. Common Misconceptions
2. FAQs

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C1. 5 Steps to Make a Resume



C1. Understand Yourself



Analyze yourself thoroughly to determine what would work best for you

Analyze Yourself

What are my skill sets?
What kind of a job do I want?
What matters to me in the long-term?

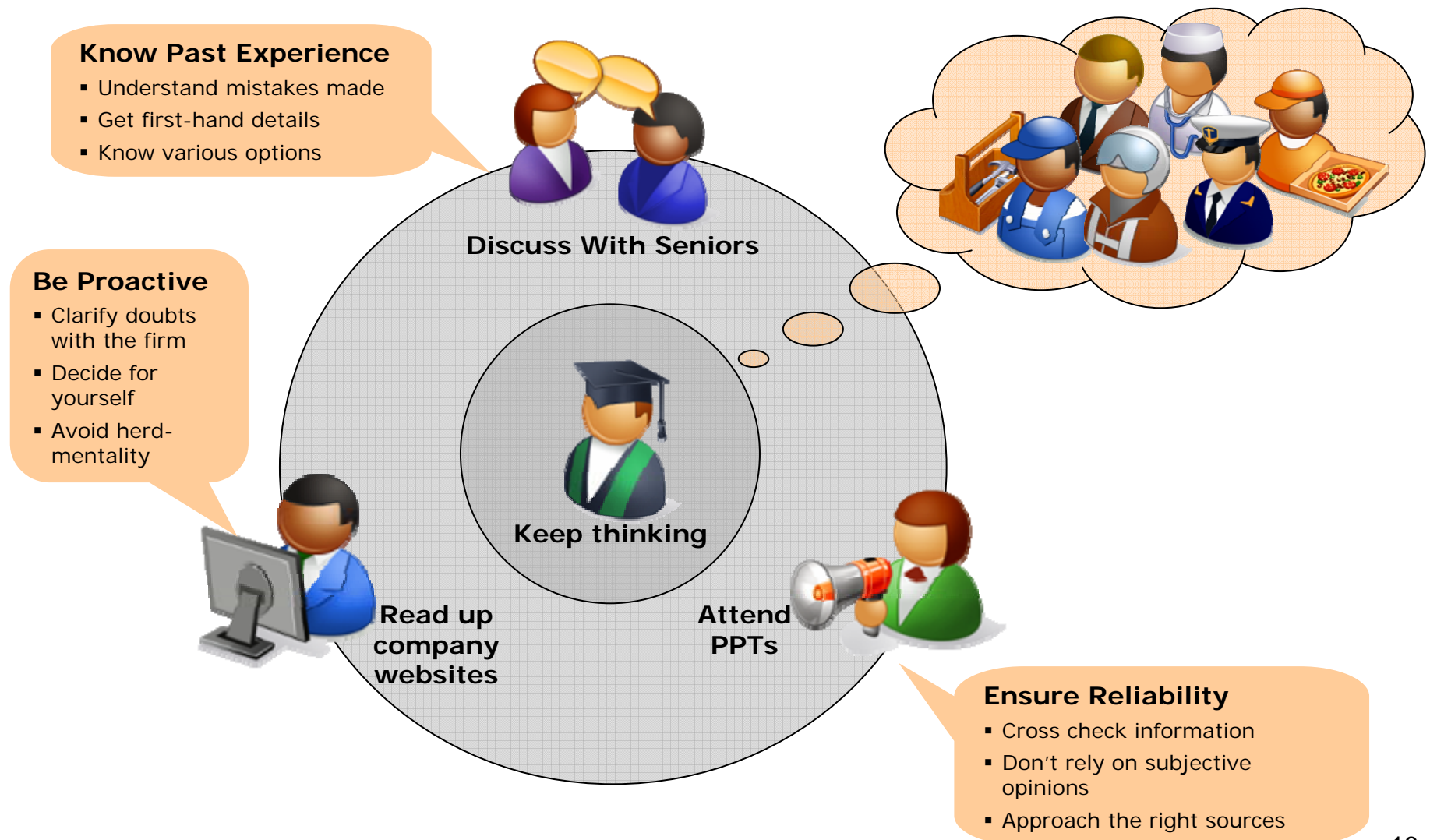


Your resume should reflect a consistent personality throughout
Decide what aspects of your personality you want to reflect

C1. Understand Yourself



Gather information from all possible sources to decide the right job profile for you



C1. Understand Yourself

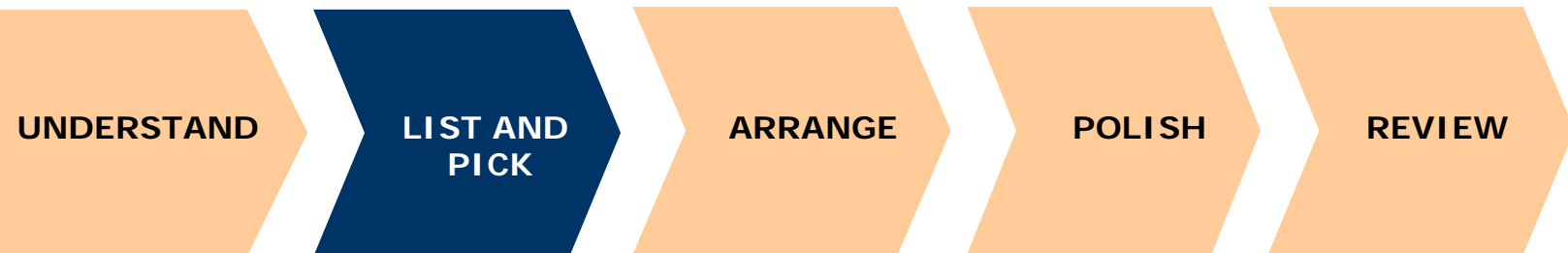


Bring out skills and impacts of each activity, not an itinerary of tasks; the following matrix can help you understand how to include impact while framing the content

Activity	What did I do? (The itinerary)	What skills are reflected? (Final content)
Hostel Debating Secretary	<ul style="list-style-type: none"> Conducted intra hostel events for the first time Trained hostel team for events with help of seniors who passed out Conducted practice sessions Won the trophy 	<ul style="list-style-type: none"> Responsibility, enthusiasm to start new trends, pick new talent Target high quality level, improve existing scene, network with alumni for benefit Dedication, meticulousness Achieving desired goal, high level of excellence
Activity 2	<ul style="list-style-type: none"> Task 1 Task 2... 	<ul style="list-style-type: none"> Skill sets 1 Skill sets 2...

Helps achieve a balance without repeating the same skills unnecessarily
Helps understand the relevance of including each activity

C2. 5 Steps to Make a Resume



C2. Listing and Ranking Achievements



Make an exhaustive list of achievements, rank them by magnitude and group them section wise; minor achievements add value in sections where the resume is weak

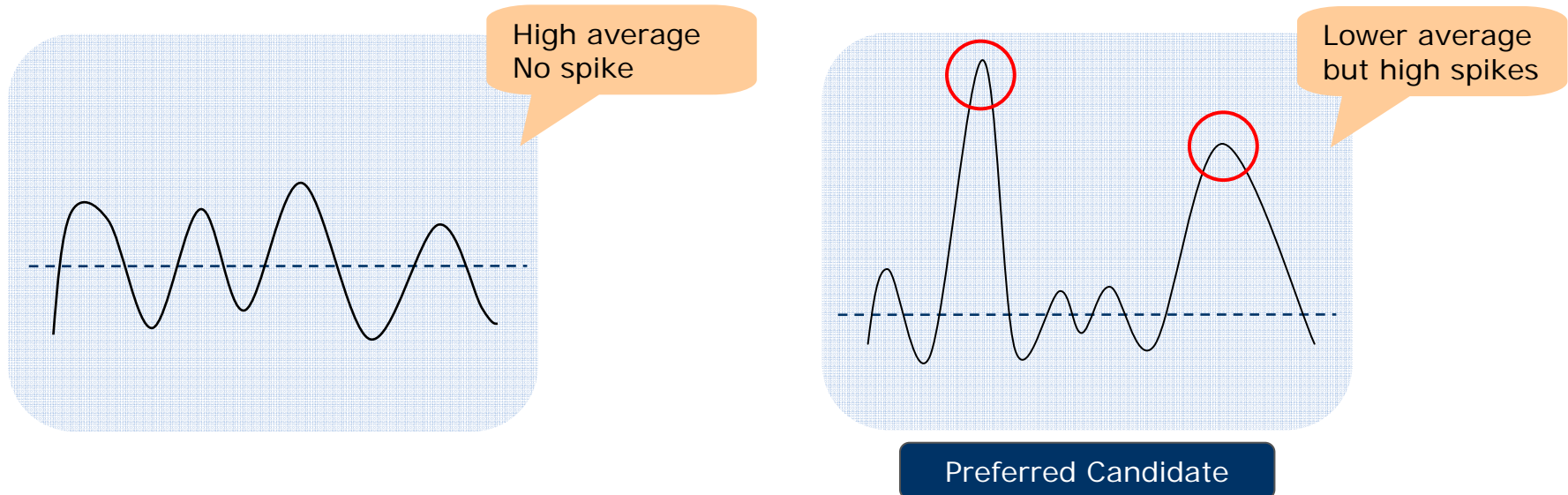
1. LIST	2. RANK	3. PICK	
<p>Coordinator Organizer Core Group Member UROP Technical Event Winner GS Cult GS AA Best Dandiya Dancer GS Sports Dept. GSec MI OC Insti Secy Dept Association GSec Hostel GSec Cult Co Debate Winner Hostel Sys Ad Techfest OC SPICMACAY Volunteer Techfest Participant 9+CPI Insti Placement Nominee Inter IIT Gold Medalist Olympiad All India Finalist PT Nominee Insti Cultural Colors Soc Secy Lit Secy Semester Topper ECell OC Contingent Leaders PAF Script In charge Dance Choreographer Sports Team Captain National Debate Winner Warden Nominee Insti Music Secy Student Mentor Hostel Fest OC Department DR1</p>	<p>MI/Techfest/E Cell OC GS Cult GSAA GS Sports Department DR1 National Debate Winner 9+CPI Insti Cultural Colors Dept. GSec Hostel GSec Core Group Member Insti Secy Insti Placement Nominee Semester Topper Sports Team Captain Insti Music Secy UROP Cult Co. Inter IIT Gold Medalist Student Mentor Coordinator Technical Event Winner Dept Association GSec Debate Winner Hostel Sys Ad PT Nominee Contingent Leaders Dance Choreographer Warden Nominee Hostel Fest OC Olympiad All India Finalist Organizer Best Dandiya Dancer SPICMACAY Volunteer Techfest participant PAF Script In charge</p>	<p>Department DR1 9+CPI Semester Topper UROP Olympiad All India Finalist</p> <p>MI/Techfest/ECeIl OC GS Cult/AA/Sports Dept./Hostel GSec Core Group Member Insti Secy Insti Placement Nominee Cult Co Student Mentor Coordinator Contingent Leaders Organizer PAF Script Incharge</p> <p>National Debate Winner Insti Cultural Colors Inter IIT Gold Medalist Technical Event Winner Dance Choreographer Techfest participant</p>	<p>ACADEMIC</p> <p>POS. OF RESP.</p> <p>EX-CURRICS</p>



C2. Picking Relevant Achievements

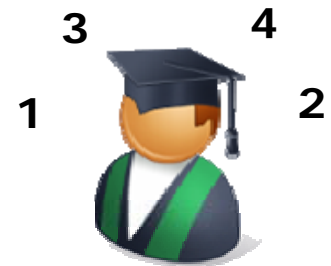


Recruiters look for spikes and not average performances. Instead of listing each and every activity, only list the spikes in your achievements



Recommended Number of Points

	<u>2-Page</u>	<u>1-Page</u>
▪ Academic Achievements	2-3	2-3
▪ Summer Internships/ Practical Training	Major Ones	1-2
▪ Positions of Responsibility	2-4	2-3
▪ Extra-curricular Activities	2-4	1-2
▪ Seminar/ BTP/ DDP/ Course Projects	1-2 (if substantial)	0-1



C2. Customizing by Job Profiles



Certain sections in the resume could be varied according to the profile of job you are interested in

Consulting

Key Focus Areas

- Analytical abilities
- Communication skills
- Working in teams
- Spikes in any field

I-Banking (Front-end)

Key Focus Areas

- Analytical abilities
- Department/ Specialization
- Academic performance
- Communication skills

FMCG/Oil

Key Focus Areas

- Working in teams
- Academic performance
- Grasp of technical concepts

Tech

Key Focus Areas

- Knowledge of concepts
- Academic performance
- Analytical abilities
- Programming languages known

I-Banking (Back-end)

Key Focus Areas

- Problem/ puzzle solving skills
- Communication skills
- Working in stressful situations

I T

Key Focus Areas

- Knowledge of concepts
- Academic performance
- Analytical abilities
- Programming languages known

C3. 5 Steps to Make a Resume



UNDERSTAND

**LIST AND
PICK**

ARRANGE

POLISH

REVIEW

C3. Arrangement: 1-page Resume

Create a good first impression by putting major achievements first. Once you capture the reader's interest, you can guide the thought-process in your favor

Interest of reader

Project Information

Dual Degree Project:
Under the guidance of Prof. Vignesh Datta, I am working on a thesis that involves the project management of a construction site. The structure of a 12-storey building is being analysed using the techniques of Critical Path Method, Cost-Time Analysis and Risk Management.

Advanced Seminar:
Under the guidance of Prof. Vignesh Datta, I did a mini-project which involved obtaining structural results by modelling RC beams in STAAD.Pro software and then comparing them with the already obtained experimental results. The emphasis was to learn the STAAD.Pro efficiently.

Seminar:
Under the guidance of Prof. Ajith Gopal, I did a literature survey which involved a literature on soil and geotechnical engineering, applications and uses of High Performance Concrete.

Practical Training:
Under the guidance of Prof. Vignesh Datta, I did a mini-project which involved obtaining structural results by modelling RC beams in STAAD.Pro software and then comparing them with the already obtained experimental results. The emphasis was to learn the STAAD.Pro efficiently.

Tools: Language: C++ - Proficiency in AutoCAD, Microsoft Office, SolidWorks, MATLAB, etc.

Other Information:

Literary:

- Received Gold Medal from the President of India in a one-level Essay writing competition in 1997.
- Was awarded numerous prizes including the President of India Award (1997) and National Award (2000).
- Have been an integral part of the literary and literary team of my school and also represented IIT Bombay several times in the past four years.

Art:

- Received the National Cultural Colour (2002) for depicting pictures in the Fine Arts section of the Cultural Colour.
- Was awarded numerous prizes including the President of India Award (1997) and National Award (2000).
- Co-designed the logo of IIT Bombay.

Other:

- I am a hobby photographer with keen interest in digital photography. My other interests include reading, painting and writing.

Awards and Key Achievements:

- I am the only student in my school who has been awarded both National Cultural Colour (2002) and National Award (2000).
- Awarded Best All Rounder in 1997, 1998 and 1999.
- Awarded Certificate of Excellence in 1997, 1998 and 1999.

OR

Project Information

Dual Degree Project:
Under the guidance of Prof. Vignesh Datta, I am working on a thesis that involves the project management of a construction site. The structure of a 12-storey building is being analysed using the techniques of Critical Path Method, Cost-Time Analysis and Risk Management.

Advanced Seminar:
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Practical Training:
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- Awarded Best All Rounder in 1997, 1998 and 1999.
- Awarded Certificate of Excellence in 1997, 1998 and 1999.

Make a good first impression

- Place attention-capturing items earlier
- Leverage the flexibility allowed in placing sections
- Within a sentence, deliver impact in the first half

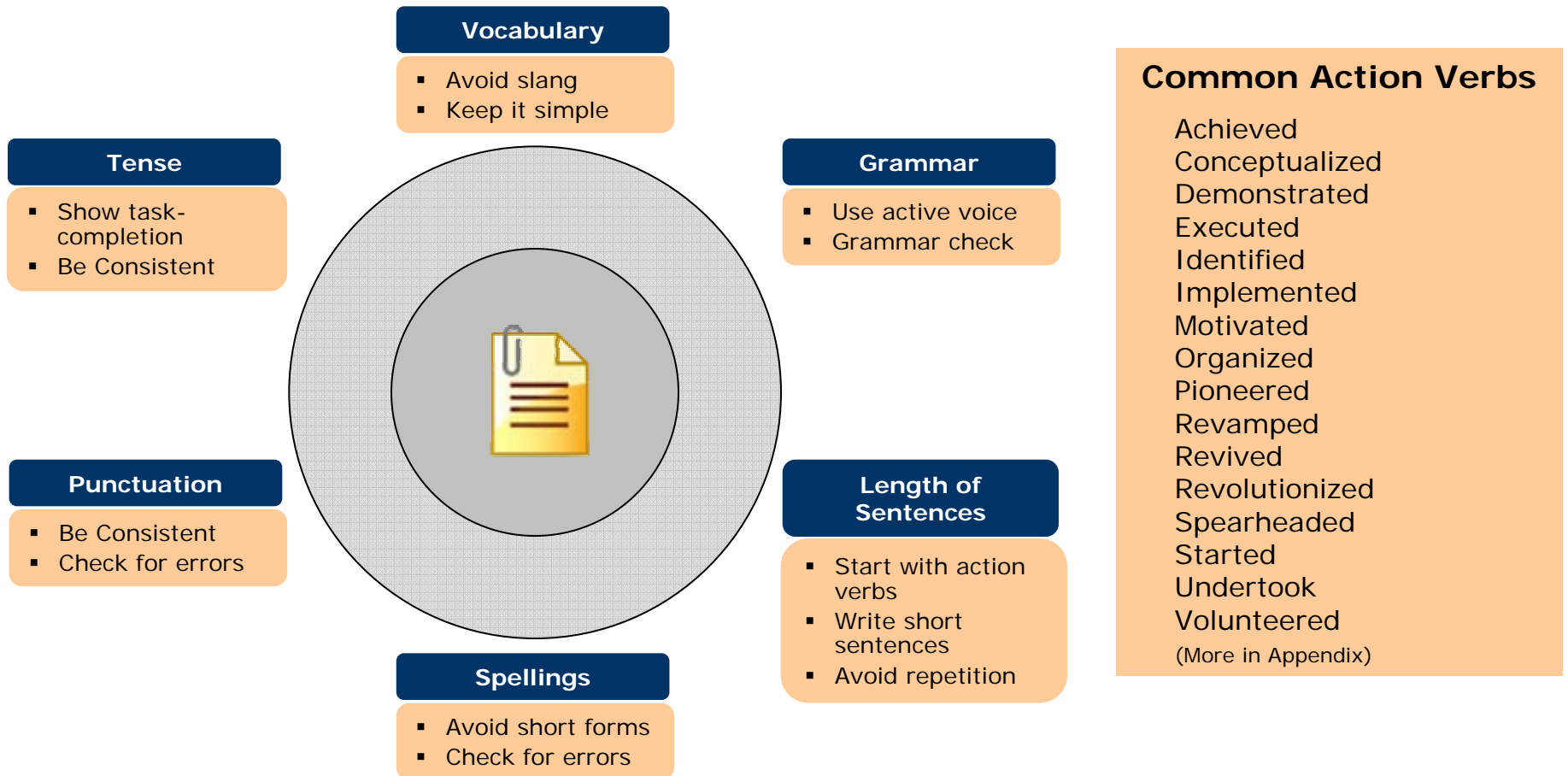
Major achievements earlier ...

... rather than later in the page

Often, first level of shortlisting is done in a scan time of 20 seconds per resume

C3. Language

The way you write determines how effectively your skills and achievements are conveyed to the reader. Focus heavily on this section



C3. Language

Improve the quality of the resume by adhering to professional standards of style and content

Style

- Avoid stilted or confusing language. Ask yourself, "Would I talk like that?"
- Don't use first person 'I' or any pronouns
- Avoid self-flattering terms such as "highly skilled, outstanding, or excellent."
- Be honest and accurate, but not overly modest
- Use a conservative font, such as Arial, Verdana or Times New Roman

Content

- Cite numbers to convey size/ scale of project, budget, etc.
- Only include courses that are relevant to the job you seek
- Give examples that demonstrate personality traits such as leadership, confidence, and independence
- Exclude data relevant to salary expectations and religious or political affiliations

C3. Language

As you iterate, you get better at conveying the right information effectively and in a concise manner

Initial Version (2-Page)

- 'Ideation and Innovation Center Design': The objective was to prepare a conceptual framework for designing and detailing a benchmark ideation and innovation center for ITC Limited
- Embarked upon a voluntary PR exercise to visit benchmark innovation centers and interact with key personnel to supplement theory with actual observations. Located bottlenecks in existing pilot setup, estimated upgradation required to meet existing and future demands of Product Development team
- Prepared a comprehensive model for the innovation center to be implemented in 3 phases, including infrastructure, equipment, human resources and ideation models
- Applied concept of dynamic similitude to integrate manufacturing processes of all cigarette factories of ITC to achieve better consistency, repeatability, efficiency and flexibility. This was not part of the initial project goals

- Don't state objectives, say what you did
- Avoid writing things that are expected anyway, write unique contributions
- Quantify results, don't say 'better'
- Give examples

Intermediate Version

- "Ideation and Innovation Center Design": Prepared a comprehensive model for an ideation and innovation center including infrastructure, equipment and human resources, to be implemented in 3 phases over a long term for ITC Limited
- Voluntarily visited benchmark innovation centers (*John Welch Center, Philips Innovation Campus*) and interacted with various heads to understand their methods and supplement theory with real world information
- Studied innovation models of leading companies (*IDEO, P&G, GE, Philips, etc*) & compared with ITC to locate bottlenecks and potential areas of improvements while estimating upgradation required
- In addition to expected goals, demonstrated application of the concept of *dynamic similitude* to reduce turnaround time of sample manufacturing by 2/3rd while also enhancing consistency, efficiency, flexibility and repeatability

- Reduce text
- Remove things that have low impact
- Highlight key takeaways
- Shorten length of sentences
- Use adverbs or adjectives to remove long phrases
- Add a title for clarity

C3. Language

As you iterate, you get better at conveying the right information effectively and in a concise manner

Initial Version (2-Page)

- 'Ideation and Innovation Center Design': The objective was to prepare a conceptual framework for designing and detailing a benchmark ideation and innovation center for ITC Limited.
- Embarked upon a voluntary PR exercise to visit benchmark innovation centers and interact with key personnel to supplement theory with actual observations. Located bottlenecks in existing pilot setup, estimated upgradation required to meet existing and future demands of Product Development team.
- Prepared a comprehensive model for the innovation center to be implemented in 3 phases, including infrastructure, equipment, human resources and ideation models.
- Applied concept of dynamic similitude to integrate manufacturing processes of all cigarette factories of ITC to achieve better consistency, repeatability, efficiency and flexibility. This was not part of the initial project goals.

Final Version (2-Page)

ITC LIMITED - BANGALORE TOBACCO FACTORY May-July 2006

- **"Ideation and Innovation Center Design"**: Prepared a **comprehensive model** for an ideation and innovation center including infrastructure, equipment and human resources
- **Voluntarily visited** benchmark innovation centers (*John Welch Center, Philips Innovation Campus*) and interacted with key personnel to **supplement theory with real world information**
- Studied innovation models of leading companies (*IDEO, P&G, GE, Philips, etc*) & **customized key methodologies** to suit the product development strategy of ITC
- **Additionally demonstrated** application of *dynamic similitude* to **reduce turnaround time** of sample manufacturing by **2/3rd** while also **enhancing consistency and repeatability**

Compare

- Length of content
- Clarity of output
- Impact while reading slowly and for a quick scan
- Overall look and feel

Focus on highlighting the impact, not the activity

C3. Language: 1-Page Resume



The 1-page resume demands an additional level of wordsmithing and formatting

Final Version (2-Page)

ITC LIMITED - BANGALORE TOBACCO FACTORY May-July 2006

- **"Ideation and Innovation Center Design"**: Prepared a **comprehensive model** for an ideation and innovation center including infrastructure, equipment and human resources
- **Voluntarily visited** benchmark innovation centers (*John Welch Center, Philips Innovation Campus*) and interacted with key personnel to **supplement theory with real world information**
- Studied innovation models of leading companies (*IDEO, P&G, GE, Philips, etc*) & **customized key methodologies** to suit the product development strategy of ITC
- **Additionally demonstrated** application of *dynamic similitude* to **reduce turnaround time** of sample manufacturing by **2/3rd** while also **enhancing consistency and repeatability**

Final Version (1-Page)

ITC LIMITED - BANGALORE TOBACCO FACTORY May-July 2006

- Prepared a **comprehensive model** for an ideation and innovation center including infrastructure, equipment and human resources
- **Voluntarily visited** John Welch Center and Philips Innovation Campus to **customize key methodologies** for ITC product development
- **Additionally applied** *dynamic similitude* to achieve **2/3rd reduction of turnaround time** of sample manufacturing

Compare

- Level of detail
- Length of sentences
- Structure of sentences
- Overall look and feel

Focus on highlighting the impact, not the activity

C4. 5 Steps to Make a Resume



UNDERSTAND

**LIST AND
PICK**

ARRANGE

POLISH

REVIEW

C4. Polish



Pay attention to basic formatting details to improve readability and overall appearance

Lengthy points

Inadequate line spacing

Text not justified

• Conceptualized and conducted the first ever Entrepreneurship Summit in India. It was attended by over **1500 students** and had over **50 corporate speakers**. Also laid the foundation for Eureka!, The International B-Plan Competition organized by E-Cell, to be opened for **WP entries**.
 • Enabled the expansion of **Ideaz..**, a previously **IIT Bombay centric event to a Pan IIT level**. Conceptualized and initiated the development of a **Global Entrepreneurship Network** which currently includes 5 IIMs, 5 IITs, FMS Delhi, NITIE, NIT Trichy and BITS Pilani.

- Conceptualized and conducted the first ever Entrepreneurship Summit in India having over **50 corporate speakers** and over **1500 student participants**
- Founded Eureka!, The International B-Plan Competition organized by E-Cell, to be opened for **WP entries**
- **Successfully expanded Ideaz..**, a previously IIT Bombay-centric event to a Pan IIT level
- Conceptualized and initiated a **Global Entrepreneurship Network** which currently includes 5 IIMs, 5 IITs, FMS Delhi, NIT Trichy and BITS Pilani

Poor bullet spacing and Alignment

No space after punctuation mark

Common Formatting Highlights

- Appropriate punctuation
- Spacing and margins of lines and bullets
- Justify text
- Bold/italics
- Font sizes and types



C4. Overall Look: 1-page Resume

Recruiters generally use printouts to shortlist; a resume should be readable, presentable at an arm's length and should print well on A4



- Proofread a printout
- Overall look is as important as content
- Font size should be sufficiently big
- Minimize bold/italics
- Have ample line spacing and indentation
- Leave lots of white spaces for reader to leave comments

C5. 5 Steps to Make a Resume



UNDERSTAND

**LIST AND
PICK**

ARRANGE

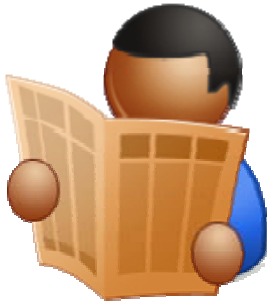
POLISH

REVIEW

C5. Review



Getting the resume reviewed is necessary to understand how an average reader reacts on reading it



Who should review your resume?

- Seniors in firms that you would like to apply for
- Friends capable of judging your resume well
- Family members working in the corporate world
- Someone unfamiliar with your background to review for clarity and effectiveness



Getting the right feedback

- 'Feel' of the resume: Post-review discussion to understand what personality and skills it reflects
- Can it be shortened? Is it repetitive?
- Does it draw attention to the desired points?

The Bottom line

- YOU have to be comfortable with what your resume says about you
- Be true in the resume and be prepared with a few examples to validate your claims
- Know your resume thoroughly; you should be able to speak at length about any point in it

Agenda

A. What is a Resume

B. Sections of a Resume

1. 2-Page
2. 1-Page

C. 5 Steps to Make a Resume

1. Understand
2. List and Pick
3. Arrange
4. Polish
5. Review

D. Doubts and Queries

1. Common Misconceptions
2. FAQs

E. Sample Resumes

1. Growth of a Resume
2. Common Mistakes
3. Comic Relief for the Interviewer



D1. Common Misconceptions

Stay clear of common misconceptions and clarify with reliable sources

What You Thought

- Recruiters don't know which activities on campus are really worthwhile
- Mediocre PT/project work can be exaggerated to make it impressive
- 'NCFM Pass' is a certification of deep knowledge of finance!
- I must mention all events I 'participated' in to show enthusiasm

What Is True

- Most firms have IITB alumni who are up-to-date with campus trends
- Recruiters know what to ask you to figure it out
- NCFM is like being an 'Organizer', helps you learn but doesn't help you get a job
- Participation = Did not win; put only achievements



D2. FAQs

In this section we tackle certain questions that IITB students have been asking us in recent times

Q. How do I justify a low CPI?

A. Prove that time was spent in other worthwhile activities which developed adequate intellectual and social skills

Q. How do I balance between exaggeration and understatement?

A. Get it reviewed by friends who are unaware of your background. Remember that you must be able to carry off the image that your resume portrays.

Q. Should I include maximum activities to prove that I didn't waste time?

A. Show maximum output, not activities. Focus on excellence, not just enthusiasm.

Q. Should I add major achievements at school level?

- A. Only if you have no other significant achievement in that section, else avoid
- B. It runs the risk of pointing out that you had potential but didn't utilize it in the last 4-5 years



D2. FAQs



Q. How detailed should descriptions of projects/achievements be?

A. Enough to reflect skills and results, avoid unnecessary details that dilute focus

Q. Which course projects should I include?

A. Those that reflect achievements or innovation more than expected

B. Those involving a major concept that you would like to discuss in the interview

Q. How technical should the language/ terminology be?

A. Avoid technical details as the recruiter might not be familiar with it, focus on time/ cost saved and other outputs

B. Avoid IITB-specific terms or events that the recruiter might not be familiar with

Q. How do I know which skill/ achievement/ project can be removed?

A. Just remove it and see how much difference it makes and if the skill reflected by it can be effectively brought out using some other item

B. Avoid repeating achievements in the same field (e.g. seminar and BTP in the same topic, coordinator and CG/ Manager in the same fest). It is obvious that you cant reach the higher level without excelling in the lower one!

Agenda

A. What is a Resume

B. Sections of a Resume

1. 2-Page
2. 1-Page

C. 5 Steps to Make a Resume

1. Understand
2. List and Pick
3. Arrange
4. Polish
5. Review

D. Doubts and Queries

1. Common Misconceptions
2. FAQs

E. Sample Resumes

1. Growth of a Resume
2. Common Mistakes
3. Comic Relief for the Interviewer



E1. Growth of a Resume



Overall Coordinator, Techfest 2004 (Apr 2003-Apr 2004)

- Headed a 21-member managerial team involved in conceptualising, planning and executing Techfest, the annual science and technology festival of IIT Bombay
- Was responsible for the functioning of a 3-tier team of 400 student volunteers
- Took Techfest to an *international* platform with student participation from abroad - perhaps, the biggest milestone for Techfest since its inception in 1998
- Techfest 2004 was the biggest fest of its kind in entire Asia with participation of over 15,000 students and budget exceeding Rs. 32 lakhs

Version 1.0

Overall Coordinator, Techfest 2004 (Apr 2003-Apr 2004)

- Headed a 3-tier team of **20** managers and **350** student volunteers
- Launched Techfest, IIT Bombay's annual science festival, at the *international platform*
- Conducted about **150** managerial meetings and headed **6** full-team meetings in the year
- Involved *Indian Air Force* and *Indian Navy* in a spectacular air show and exhibition in the campus
- Planned a total budget of **INR 3.2 million** (approx US\$ 60,000) for the festival
- Techfest saw participation of students from Singapore, Malaysia, Sri Lanka and other countries, thus making it the *largest collegiate fest in Asia*

Version 4.0

2003-04

TECHFEST 2004, IIT BOMBAY

Overall Coordinator

- Led a three-tier team of **20** managers and **350** volunteers to organise Asia's biggest technology collegiate festival
- Meticulously planned a shoe string budget of Rs. 3.2 mn with sponsorship from India's largest corporate houses
- Conducted about 150 managerial meetings and headed 6 full-team meetings during the year
- Launched Techfest at the *international platform* with participation of students from Singapore, Malaysia, Sri Lanka
- Organised the unique International Sand Animation Show by Ferenc Cako (Hungary) and exhibitions by Indian Air Force and Indian Navy in campus

Version 6.0



E1. Growth of a Resume

EXTRA - CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- One of the primary members of the IITB contingent for inter-collegiate debates, elocution, JAM, solo vocal and group dance competitions.
- Won the 'Corporate Challenge' at Malhar 2005 from over 100 participating teams.
- Won over 30 debates at both inter-hostel and inter-collegiate levels.
- Was declared 'Best Speaker' at the Shailesh Gandhi Debating Championship in 2004, 'Best Singer' and 'Best Dancer' at Performing Arts Festival 2005.
- Trained for over 12 years in Carnatic Classical Music and have won several solo classical vocal competitions.
- Lead singer for 4 years in Surbahar and Swar Sandhya, the two biggest music shows in IIT Bombay. Am a versatile singer, capable of rendering with ease a variety of songs from classical to dance numbers.
- Have written several articles for InsIghT, official Mood Indigo newsletters and Hostel 6 magazines.
- Was 1 of 6 selected out of 6000 students to receive the Institute Cultural Colors for outstanding contributions to cultural activities in the years 2004-05 and 2005-06.
- Was 1 of 3 out of 500 freshmen to receive the Institute Cultural Special Mention for the year 2003-04.
- Received Hostel Cultural Colors for contributions to cultural activities for the years 2003-04, 2004-05.

Version 1.0



EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

SPEAKING

- **Member, IITB Debating Team:** Won over 40 debates & extempore events at major college festivals
- Awarded "Best Speaker" at the Shailesh Gandhi Debating Championship in 2004
- Won the "Corporate Challenge" at Malhar 2005 from over 100 participating teams

MUSIC

- Trained for over 12 years in Carnatic Classical Music & won several solo vocal competitions
- **Lead singer** for 4 years in Surbahar and Swar Sandhya, the biggest music shows in IITB
- Volunteer for **SPICMACAY** (Society for the Promotion of Indian Classical Music and Culture Among Youth) & actively involved in organizing the 19th National Convention, IITB (2004)
- Awarded "Best Singer" at Performing Arts Festival 2005 & won the **Indian Band Competition 2006**

Version 4.0



Categorize activities to enhance ease of reading

E2. Common Mistakes

SCHOLASTIC ACHIEVEMENTS AND AWARDS

- Received **National Certification in Derivatives Markets**, awarded
- Ranked 10 in All India Graduate Aptitude Test in Engineering (GATE)
- Awarded scholarship by **Ministry of Human Resource and Development** for performance at undergraduate level, 2006.
- Awarded **Daulat Ram Mendiratta Scholarship** by IITD, continuous
- Awarded Certificate of merit in Mathematics and Chemistry, by C.E.T. 10 lakh appeared candidates, 2002 and 2000 respectively.
- Awarded Certificate of merit in Mathematics, by Delhi Association of Educators, **top 1%** of appeared candidates in 2001 and 2000.
- Awarded Certificate of merit in Mathematics and Chemistry, by Tatyasaheb Kore
- Awarded **Scholar Card** for distinction in all subjects successively for

NCFM is not a great achievement

What is it awarded for?

What is a Scholar Card?

No output
Highly technical
Doesn't reflect skills

Major Project

August 2005 –May 2006

The project involved the design & implementation of a Sensor Network to monitor spatial & temporal variation in environmental parameters. To incorporate in-network data compression, Lightweight Temporal Compression (LTC) was implemented on the MICA2 motes. Implementation and probabilistic analysis of a sleep-wake schedule between neighboring nodes was also done to increase network lifetime and maintain an upper bound on the latency of data delivery.

E2. Common Mistakes



Space wasted
Content cramped

Sub-bulleted content
should have smaller
font size

Use bullets to
separate points

Fit single
words in
previous line

Initiatives and Achievements	<ul style="list-style-type: none"> Co-authored a white paper on the topic "New Product Introductions" <ul style="list-style-type: none"> The paper analyzed reasons underlying high "Time-to-market" introductions by consumer goods companies. Examined the importance of "fads" and "trends" as drivers of growth. As part of team for Automotive vertical, scaled distribution in emerging markets <ul style="list-style-type: none"> Initiatives enabled an improvement in sales pipeline. Developed an insight into business process pain points. Lead development of financial model and value proposition <ul style="list-style-type: none"> Acquired an understanding of issues related to scaling. The model has been employed to generate sales pipeline. Ramped up the team for handling "Customer Referrals" <ul style="list-style-type: none"> Successfully incorporated program deliverables into existing process. Changes suggested to reduce program turnaround time.
------------------------------	--

- Planned and implemented a pilot project on **restructuring ITC's distribution model** in the convenience channel enabling it to cope with increasing number of categories
 - Implemented three new models of distribution:** Stock Dumps, Order Capture and Hand Carts to analyze how they affect distribution of key categories and market share
- Planned and implemented the **launch of two new cigarette brands** (Silk Cut Kings and Silk Cut Filter) in the branch territory

POSITIONS OF RESPONSIBILITY

Hostel Councilor, student representative responsible for hostel welfare activities (1999)

Coordinator, Hospitality Cell of **Thomso**, annual fest at IIT Roorkee: managed requirements of the guests of honor (2001)

Member, Organizing Committee of the Annual Hostel Day and cultural event at IIT Roorkee (2001)

Organizer of a large scale Durga Puja (budget Rs 5 Lacs), Kolkata – solicited **sponsorships** and handled **logistics** (2003)

Captain, Hockey and Cricket Team; elected as member of the **sports committee** at IIT Roorkee (2001-02)

House Captain and recipient of **Best Captains Badge** at school (1994-96)

Volunteer, after school coaching programs at B.D.Memorial and taught Mathematics, Science and English (1994-1996)

E3. Comic Relief for the Interviewer

CG?

- *Dec 2002-* Was a member of the **organizing committee** of Mood Indigo 2002 for publicity. MI is the largest inter-collegiate cultural festival in India.

Oh! Coordie!

- **Analysis of state-of-the-art Suspension Bridges:** Currently working on this topic as part of my seminar under the guidance of **Professor Y.M.Desai** from the department of Civil Engineering. I am involved in doing a thorough study of suspension bridges and prepare a detailed report on the same. My work involves a thorough study of related technical papers on the subject. The thesis would consist of a detailed report and a presentation on the topic.

Another coordie in disguise

Have worked as the Coordinator, Media for Mood Indigo- the largest student festival in Asia.

A rare feat indeed!

Academic

- Successfully cleared the IIT JEE in the first attempt and secured the **All India Rank of 616.**

E3. Comic Relief for the Interviewer

????

All India Rank 9 in the IIT Joint Entrance Examination with a percentile greater than 99.995.

Was awarded “**A**” grade (**10/10**) for the B. Tech, final year project.

No comments

Which instrument?

Other: Indian Citizen. A Cricket enthusiast. Play Indian classical instrument.

Jai Hind!

- Awarded certificate of Excellency in Mathematics
- Scholar throughout the span of schooling.

Height of narcissism!



Appendix: Action Verbs

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Co-authored
Collaborated
Corresponded
Developed
Directed
Drafted
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Management Skills

Administered
Analyzed
Assigned
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Organized
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Supervised

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Lectured
Stimulated
Taught
Trained

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systemized

Detail Skills

Approved
Arranged
Classified
Collected
Compiled
Executed
Generated
Implemented
Inspected
Monitored
Operated
Prepared
Processed
Specified
Systematized
Validated



Appendix: Action Verbs

Stronger Verbs for Accomplishments

Accelerated
Achieved
Attained
Completed
Convinced
Discovered
Doubled
Effectuated
Eliminated
Founded
Improved
Initiated
Innovated
Introduced
Invented
Launched
Originated
Overcame
Pioneered
Reduced
Resolved
Revitalized
Spearheaded
Strengthened
Transformed
Upgraded

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Facilitated
Familiarized
Guided
Inspired
Motivated
Participated
Provided
Referred
Rehabilitated
Represented
Reinforced
Supported
Taught
Trained
Verified

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Planned
Proved
Revised
Revitalized
Set up
Shaped
Streamlined
Structured

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remodeled
Repaired
Solved
Operated
Programmed
Remodeled

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Managed
Planned
Projected
Researched



Appendix: Resumes

**Comparison of 1 page
vs. 2 page resumes**



Adobe Acrobat
Document

Sriram Emani – 2 page



Adobe Acrobat
Document

Sriram Emani – 1 page



Adobe Acrobat
Document

Zishaan Hayath – 1.0



Adobe Acrobat
Document

Zishaan Hayath – 4.0



Adobe Acrobat
Document

Zishaan Hayath – 7.0

**Growth of a resume in
different versions**



Helplines

For any queries and clarifications, feel free to contact us at:

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