

RESUME MAKING SESSION

Internship Season 2018-19
Department of Electrical Engineering



Internship Blog

ALL Info on Blog

- <http://placements.iitb.ac.in/trainingblog/>
- IAF open
- Shortlists
- Interview Schedule

Internship Blog 2018-19

Announcements, News about the internship process

Samsung Semiconductor Final Selection

September 16th, 2018

Harinder

Apoorv Kishore

Devanshu Singh Gaharwar

Kapish Singh

Bhuyashi Deka

Congratulations 🎉

Please drop an acceptance mail at training@iitb.ac.in

Posted in Uncategorized | No Comments »

[URGENT]Alphonso Test

September 16th, 2018

Time : 7 pm 16 th Sept (Today)

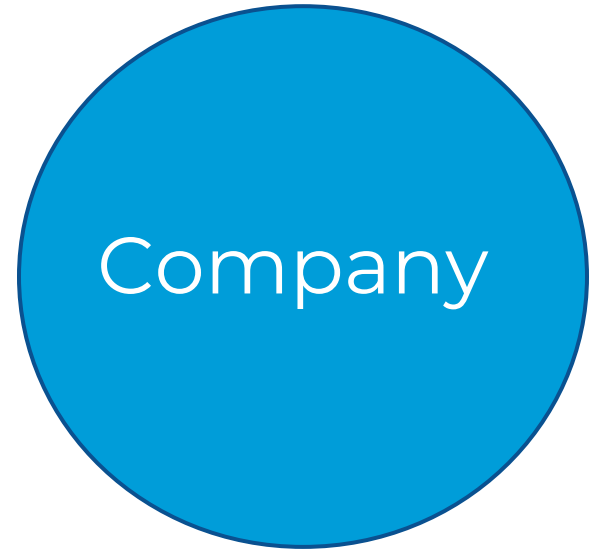
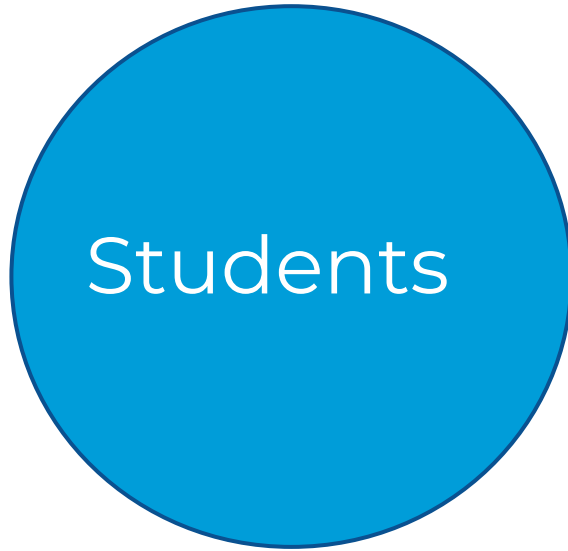
Pages

- » FAQs
- » Institute Internship Coordinators 2018-19
- » Internship Policy 2018-19
- » Selection Process for Institute Placement Team 2018-19
- » Selection Process for IDC Internship Coordinators 2018-19
- » Selection Process for M.Sc./M.Sc.-PhD Internship Coordinators 2018-19
- » Selection Process for UG Internship Coordinators 2018-19

Recent Posts

- » Samsung Semiconductor Final Selection
- » [URGENT]Alphonso Test
- » Samsung Semiconductor Interview - 16/09/18
- » Codenation Test Instructions
- » Samsung Semiconductor Interview
- » Sysmex Japan Shortlist
- » CodeNation Test

Policy



Internship Policy

Link available on Blog

- ❑ Categorization: I1/I2/I3/I4/U/UP
- ❑ Can't ditch intern
- ❑ Can't ditch interview
- ❑ 24-hour rule

The screenshot shows the 'Internship Blog 2018-19' website. The header is blue with the title 'Internship Blog 2018-19' and the subtitle 'Announcements, News about the internship process'. Below the header, there is a post titled 'Samsung Semico' dated 'September 16th, 2018' by 'Harinder'. The post content includes the names 'Apoorv Kishore', 'Devanshu Singh Gaharw', 'Kapish Singh', and 'Bhuyashi Deka'. It says 'Congratulations 😊' and 'Please drop an acceptance mail at training@iitb.ac.in'. Below the post, it says 'Posted in Uncategorized | No Comments »'. At the bottom of the post, there is a section titled '[URGENT]Alphonso Test' dated 'September 16th, 2018' with the time 'Time : 7 pm 16 th Sept (Today)'. To the right of the post, there is a 'Pages' section with links to 'FAQs', 'Institute Internship Coordinators 2018-19', and 'Internship Policy 2018-19'. At the bottom right, there is a 'Recent Posts' section with a list of recent posts including 'Samsung Semiconductor Final Selection', '[URGENT]Alphonso Test', 'Samsung Semiconductor Interview - 16/09/18', 'Codanation Test Instructions', 'Samsung Semiconductor Interview', 'Sysmex Japan Shortlist', and 'CodeNation Test'.

Internship Blog 2018-19
Announcements, News about the internship process

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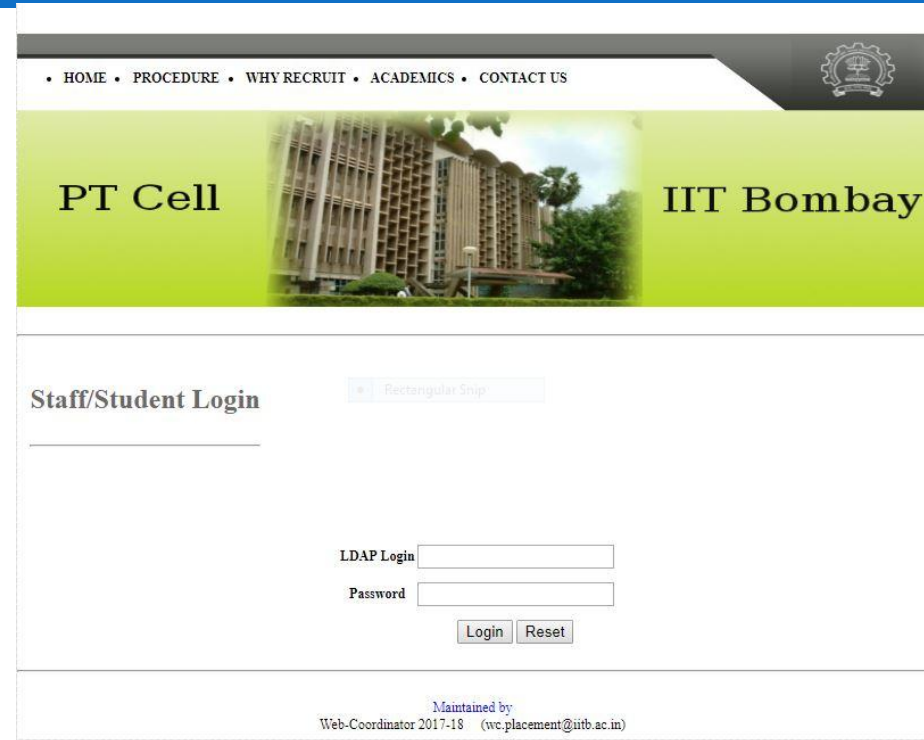
Internship Policy

Penalties

Category	Debarred from Day 1 of Placements	5 Penalty Points	Line with "Unprofessional Conduct" printed	Unable to mention activities of summer in resume
I1	Yes	No	Yes	Yes
I2	No	Yes	Yes	Yes
I3	No	Yes	Yes	No
U and UP	No	Yes	Yes	Yes

Internship Portal

- ❑ Registration
- ❑ Job description, posting, and stipend (:P)
- ❑ Sign IAFs
- ❑ <http://placements.iitb.ac.in/training/login.jsp>



The screenshot shows the login page of the PT Cell at IIT Bombay. At the top, there is a navigation bar with links: HOME, PROCEDURE, WHY RECRUIT, ACADEMICS, and CONTACT US. Below this is a banner featuring a photograph of the IIT Bombay building, with the text "PT Cell" on the left and "IIT Bombay" on the right. The main section is titled "Staff/Student Login" and includes a "Rectangular Snip" button. Below the title, there are input fields for "LDAP Login" and "Password", followed by "Login" and "Reset" buttons. At the bottom, a footer note states: "Maintained by Web-Coordinator 2017-18 (wc.placement@iitb.ac.in)".



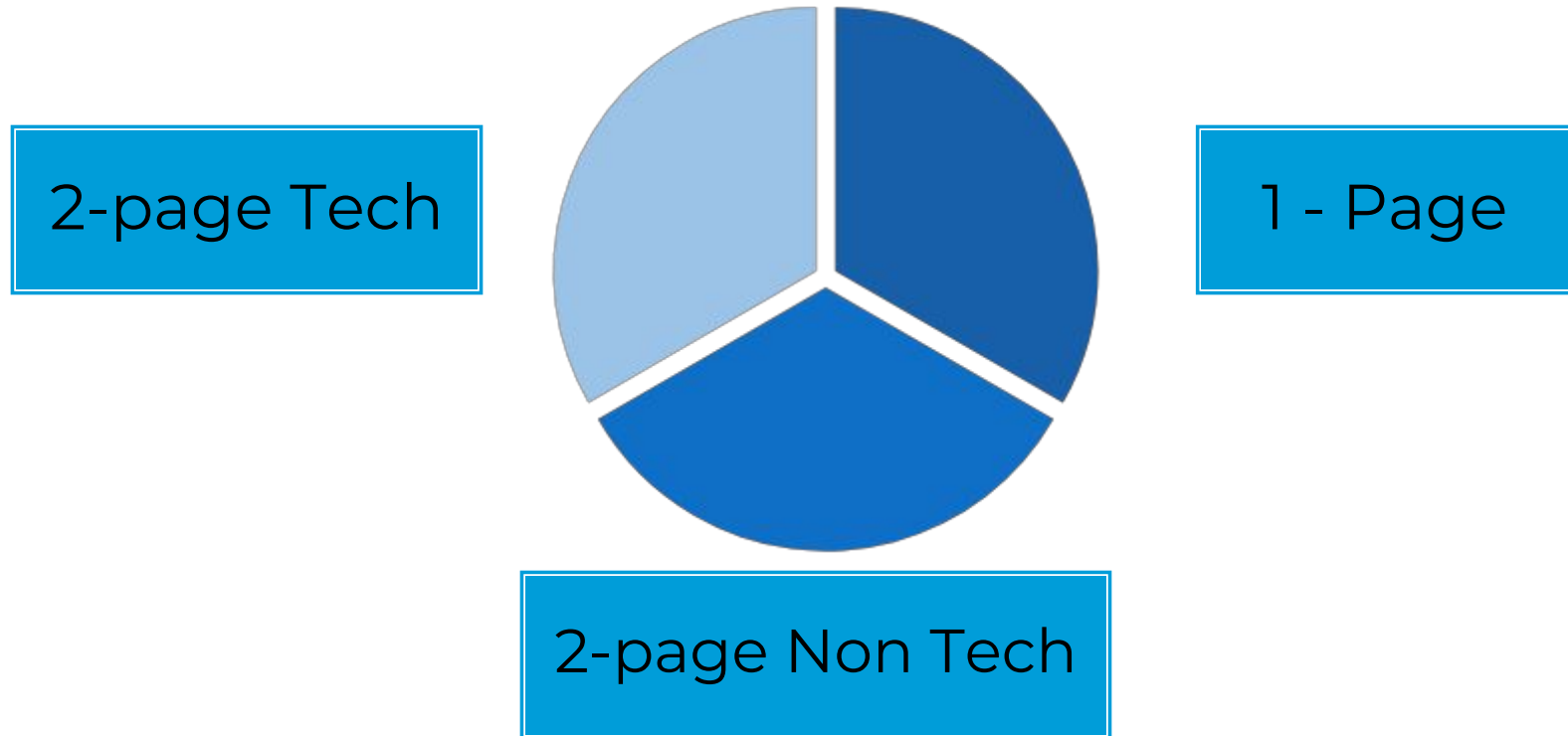
RESUME

What is a Resume?

- ☐ First interaction with the company
- ☐ Purpose: Getting shortlisted for interview
- ☐ Skill sets(Relevance to position applied for)



Types of Resumes



resume headers and sections

Header

CONTENT

- ☐ Name
- ☐ Department
- ☐ CPI



Aditya Mittal
Electrical Engineering
Indian Institute of Technology Bombay

150070060
UG Third Year (B.Tech.)
Male
DOB: 23/06/1997

Examination	University	Institute	Year	CPI / %
Graduation	IIT Bombay	IIT Bombay	2019	8.14
Intermediate/+2	CBSE	Golden Earth Global Senior Secondary School	2015	95.80
Matriculation	CBSE	Golden Earth Global Senior Secondary School	2013	10.00

REMARKS

- ☐ Low impact section
- ☐ CPI of maximum impact
- ☐ Department/Specialization may be noticed

NOTE: You need to leave 4-5 blank lines while making your resume. Header will be automatically added to your resume through our portal.

Academic Achievements

CONTENT

- AP grades
- JEE Ranks
- NTSE/KVPY
- Honors/Minor

REMARKS

- Indicator of excellence
- Establishes credibility of claims

Academic Achievements

Achieved All India Rank 210 in JEE Advanced (out of 0.15 million students)	2015
Acquired All India Rank 211 in JEE Mains (out of 1.55 million students)	2015
Received the NTSE scholarship for securing rank in top 0.01% (out of 5 million)	2011
Recipient of the KVPY Fellowship by Government of India	2014
Awarded AA grade in Partial Differential Equations (top 22 out of 486 students)	2016
Qualified Regional Mathematics Olympiad with a rank of 13 from north west region and was among the top 500 students of the country	2013

NOTE: Start points with unique action verbs

NOTE: Mention percentile if rank is not good.

Internships And Projects

CONTENT

- Internships
- ITSP/SURP/XLR8
- Course Project

REMARKS

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

BB8 Droid, INSTITUTE TECHNICAL SUMMER PROJECT, IIT BOMBAY

[Summer '16]

Designed and developed a remote controlled holonomic spherical bot that reciprocates the motion of the BB8 Droid from Star Wars: The Force Awakens

- Simulated the bot profile implementing hamster ball mechanism using **Solidworks**
- Integrated the use of magnets to keep the head upright despite the motion of body
- Implemented wireless communication by integrating **HC-06** with the **Arduino** board

NOTE: Sub-points are important. End sub-points in single lines. Don't let sub-points cover just half of the line.

NOTE:
Highlight
keywords

NOTE: Mention what you did, what you used and what you learnt

Position of Responsibility

CONTENT

- Cordie/Orgie
- Insti POR
- AUV/IITB Racing

Coordinator, Web and Technology, MOOD INDIGO 2016:

[May '16 - December '16]

Asia's largest college cultural festival with 131,000 footfall | 220+ events | 160+ international artists | 30+ venues

- Created various portals for handling **Mongo databases** to facilitate effective and efficient work by other departments of the festival using **Nodejs** framework
- Developed the website of Mood Indigo which has more than **6 million hits**
- Incorporated **media queries** in the website making it compatible across all devices

REMARKS

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

NOTE: Mention your initiatives in the sub-points.

NOTE: Numbers have a high impact

Extra-Circulars

CONTENT

- Inter IIT achievements
- GC positions
- NSS/NSO
- Knowledge of foreign languages

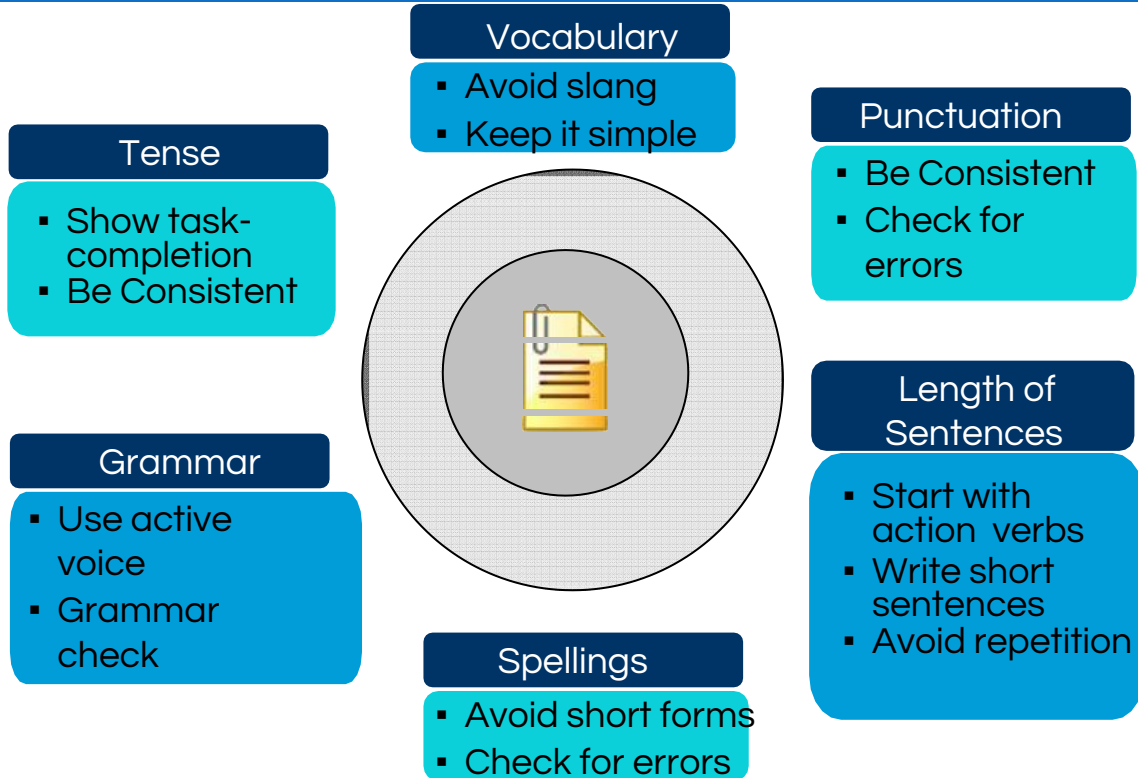
REMARKS

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

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



General Tips



Polish

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.

Poor bullet
spacing and
Alignment

No space after
punctuation
mark

- 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

Common Mistakes

What is it awarded for?

SCHOLASTIC ACHIEVEMENTS AND AWARDS

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

What is a Scholar Card?

NCFM is not a great achievement

NOTE: Don't exaggerate or lie on your resume. The recruiters are IITB alumni and are aware of institute activities.

Common Mistakes

Sub-bulleted content should have smaller font size

Space wasted
Content cramped

Initiatives and Achievements

- Co-authored a white paper on the topic "New Product Introductions by Consumer Goods Companies"
 - The paper analyzed reasons underlying high "Time-to-Market" introductions by consumer goods companies.
 - Examined the importance of "fads" and "trends" as
- As part of team for Automotive vertical, scaled differentiation
 - Initiatives enabled an improvement in sales pipeline
 - Developed an insight into business process pain point
- Lead development of financial model and value proposition
 - 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"
 - Successfully incorporated program deliverables into existing process
 - Changes suggested to reduce program turnaround

- 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

Common Mistakes

Use bullets to
separate
points

Fit single
words in
previous line

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)

Comical Resume Points

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.

Comical Resume Points

????

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

Which instrument?

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

Jai Hind!

A rare feat indeed!

Academic

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



Reviews

Who should review your resume?



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

Action Verbs

ENGLISH



Action Verbs

Available
Online. Google!

Communication Skills

Addressed Arbitrated
Arranged Collaborated
Corresponded
Developed Directed
Drafted Enlisted
Formulated Influenced
Interpreted Mediated
Moderated Negotiated
Persuaded Proposed
Publicized Reconciled

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

Thanks!

Electrical
ICs

Neharika Jali

Sachin Tak