

# Making your résumé

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I'm sure that you must have started working on your résumé. Résumé is the only representation of you to the interviewers. Hence, one should put in great amount of effort towards it. Anyways, this document is not to lecture you about the importance of résumé but just to give you a few pointers on how you could you can make a résumé good.

Over the years, I have been through a lot of résumés and there are some mistakes that a lot of us commit. One should proof-read his/her résumé very thoroughly once it gets finalize. Here, are some things that I would want you to keep in mind:

## 1. Starting off:

- a. It is expected that you always start by writing down all the points that you would want to put in your résumé.
- b. Go through résumés of your seniors if you are not sure on how to go about this. They would be of great help.
- c. **Please check your résumé for typos. I have seen a lot of placement résumés with typos just because they were edited at the last minute.**

## 2. Formatting consistency:

- a. NEVER put a full stop, '.' at the end of a bullet point if it starts with an action verb.
- b. Prefer using one font in the whole résumé. Serif fonts (Times New Roman) are more popular but you could use sans-serif (Verdana or Arial) ones as well.
- c. Make sure that the bulleting system you follow is consistent throughout your résumé.
- d. The dates should all be written in the same format. For example, if you use Mar '13 format then it should be followed throughout the résumé.

## 3. Layout:

- a. Try to avoid 'Justify' alignment since it could disturb the flow of the reader because of the non-uniform spacing.
- b. Make sure there is enough space above and below each sub-section and also each section.  
PS: Avoid one word overflowing to the next line. Wastes space. Like here ;)
- c. DO NOT overuse **bold**, *italics* and avoid underlines in your résumé since it would defeat the purpose of using these effects.

## 4. Get your résumés reviewed by seniors and your friends. It is very important to

## 5. Miscellaneous:

- a. Give statistics. Give numbers. Give data. Always impressive
- b. Do not overstate your points, else you'll lose credibility, while avoiding extra modesty.
- c. Please avoid redundancies in your résumé. Seniors' review might be helpful in such cases.
- d. Use **suitable** action verbs. Do not use words you are not sure about.
- e. **Rule of thumb:** Keep maximum 4 bullets under a heading