



# CV Making 101

by Mentor Circuit



# Meet MentorCircuit

Our mentors are graduates from IIM Calcutta & IIT Bombay hailing from varied backgrounds



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# Meet MentorCircuit

Our mentors are graduates from IIM Calcutta & IIT Bombay hailing from varied backgrounds



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# Agenda

- Process of CV Making
  - CAR framework
  - CV design: Sections and bucketing
  - Impact Lines
-



# CV Making Process

## Master CV

We start by making an exhaustive list of all potential CV points covering all our academic achievements, work experiences, POR, competitions, etc

## 1-2 Pager

Shortlist the best points from each section to create a 1-2 page CV in the design template of your choice

## Final Editing

Fine-tune individual CV points to ensure the maximum impact

# Master CV

# Where does it begin?

## Master CV

Repository of **everything** you have done in your life; from that painting competition you won in 5th class to a random online course you did in your free time!

## Why?

1. One stop repository
2. Data collection comes before presentation
3. Filler points

# Example: Every point counts in Master CV

\*le Rohan



Works as a Software Developer at an MNC responsible for web application for clients  
Received bonus for exemplary performance in last quarter  
Initiated and organised #stayfit challenge at his development centre



Department Rank 7 out of 120 students in mechanical engineering at xyz university  
Led a team of 18 in national level SAE BAJA and SUPRA auto competition (Rank 10/120)  
Winner of best concept (out of 1400+ teams globally) at International Finals of HackPrinceton



Represented district in state-level basketball tournament in U-17 category  
Led school team to victory in 3 district level basketball tournaments  
Participated in Airtel: Run for education 5km timed run in Kolkata



Organised a music festival in high school with participation from 60 bands  
Participated in NTSE and IMO in middle school  
Won 2nd prize in lemon-spoon race in inter-house event in 1st class



# CAR framework

# CAR framework



## Cause Action Result

How to create a story out of a CV point

### {1} Cause

Set Context. Give a brief introduction about your project/role. Define the stakes - The size/importance of task and number of parties involved

### {2} Action

Describe what you actually did indicating the difficulty/expertise

### {3} Result

Quantify the business value created as the end result of your action

Example: "I worked on automating several workflows for the client using nose python technology stack "

Vs.

"{1} Collaborated with 6 international teams of a \$100bn automotive giant to conduct cost reduction exercise

{2} Automated 16 critical workflows, {3} resulting in a \$1 million impact on client bottom line"

Example: "Organised first ever street dancing event "Let's Dance" at college fest using Rs 50,000"

Vs.

"{1} Pioneered a freestyle choreography battle at an annual cultural fest

{2} Utilised a corpus of Rs. 50k ensuring {3} national level participation by 300 competitors"

# CV design

# Sections and buckets

## Sections:

- Academic Distinctions
- Co-curricular achievements
- Projects/Papers
- Work-experience
- Internships
- Entrepreneurial/Non-profit work
- Position of Responsibilities
- Extra-curricular achievements

## Buckets:

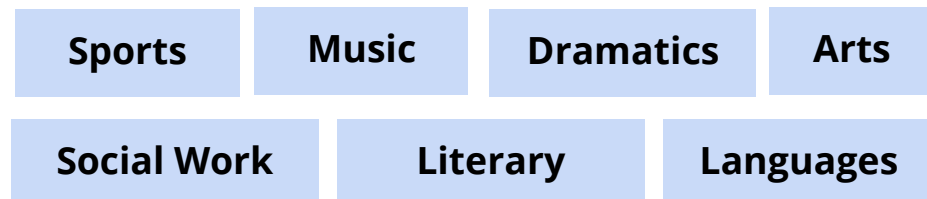
- Academic Distinction:



- Co-Curricular Achievements:



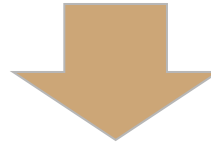
- Extra-curricular Achievements:



# Example - Sections and buckets

## ACADEMIC DISTINCTIONS & CO-CURRICULAR ACHIEVEMENTS

- Department Rank 7 out of 120 students in mechanical engineering at xyz university
- Secured in Top 5 %ile in 43/58 courses including Top score in Program Design & programming
- Led a team of 18 in national level SAE BAJA and SUPRA auto competition (Rank 10/120)
- Winner of best concept (out of 1400+ teams globally) at International Finals of HackPrinceton



## ACADEMIC DISTINCTIONS & CO-CURRICULAR ACHIEVEMENTS

Academic Distinctions	<ul style="list-style-type: none"><li>▪ Department Rank 7 out of 120 students in mechanical engineering at <u>xyz</u> university</li><li>▪ Secured in Top 5 %ile in 43/58 courses including Top score in Program Design &amp; programming</li></ul>
Competitions	<ul style="list-style-type: none"><li>▪ Led a team of 18 in national level SAE BAJA and SUPRA auto competition (Rank 10/120)</li><li>▪ Winner of best concept (out of 1400+ teams globally) at International Finals of <u>HackPrinceton</u></li></ul>

# Fine Tuning Your CV



# Expanding a bucket

- Each bucket can be of three types -

1. Individual points

2. Flow bullet points that tell a story and collectively follow the CAR framework

✓ Liaised with **4 cross functional teams** to develop & implement new billing system & customer UI for **10L+ users**  
Delivered **43% reduction** in payment complaints and **13% increase** in category visibility with 6 months

3. Independent bullet points that each follow CAR framework

✓✓ Improved category visibility by 13% leading to INR **2 Cr/month** revenue, with a 2-phase **customer UI revamp**  
Reduced payment complaints by 43% via **designing novel hourly billing** leading to **29% customer savings**

# Let's talk numbers!



Numbers are the most potent tools to gauge impact within seconds!

- Denominators to all ranks, prizes eg. xx students, yy teams, zz applicants
- Deal size in \$, revenue in \$, INR budget handled!
- % changes in efficiency or improvements in revenue, costs etc.
- Client size in terms of market cap, geographical presence
- Worth of scholarships/prizes
- #data points handled, #companies monitored, #readership etc

**PRO TIP: It is said recruiters often only end up reading the left half of your CV. Try rewording your CV this way. Does it seem more impressive?**

# Example - Qualitative vs Quantitative points

**Desh Raag, Rakshak Foundation – Patriotic Music Competition** | Volunteer, Marketing [Aug '13 – Mar '14]

Oversaw publicity and registration for the event for a period of 7 months along with 10 colleagues

- Headed campus ambassador network consisting of 20+ students from 12 cities, responsible for on-ground publicity
- Executed major publicity campaigns including college-fest integration after identifying avenues using surveys



Publicity,  
Desh-Raag

- **Led team of 4** towards executing the 2<sup>nd</sup> edition of Desh-Raag: a pan India online non-profit music initiative '13 -'14
- Managed budget of INR 1 lac for **publicity in 100+ colleges**, resulting in a turnover of **60+ bands for the event**
- Reached 20,000+ students by creating a **Campus Volunteer Network** with 22 students across **12 cities, 15 colleges**

# Power verbs!.....a glimpse



## Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

## Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

## Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

## PRO TIP:

**Remember to bold the impact parts of your CV to make them stand out to recruiters at a glance.**

**However! There is a fine line between too much and too little.**

# Power Verbs - Example

## POSITIONS OF RESPONSIBILITY

Convener, IT  
Fest

- **Organised** 2-day IT fest in school with more than 600 participants from more than 30 schools in Delhi NCR
- **Collected** sponsorship from multiple organisations worth INR 1.5 lacs with budget being INR 1.3 lacs
- **Responsible** for designing caricatures and flexes for the fest while heading a team of 12



## POSITIONS OF RESPONSIBILITY

Convener, IT  
Fest

- **Conceptualized & spearheaded** 2-day IT fest with footfall of 900+ across 30+ schools in Delhi NCR
- **Single-handedly** garnered sponsorship worth INR 1.5 lacs; **surpassed** target budgeted cost by 15%
- **Led** team of 12 for designing caricatures & flexes for the fest

# Impact Lines



# Example - Impact lines

WORK EXPERIENCE		
Reliance <u>Jio</u>	Analyst	May '18 – Jun '18
Achievements	<ul style="list-style-type: none"> <li>Prepared a <b>transition plan</b> to smoothen the <b>integration of GST</b> in the billing process in place of VAT</li> <li><b>Designed</b> a dashboard reporting mechanism for facilitating <b>system integration</b> &amp; quick decision making</li> </ul>	



WORK EXPERIENCE		
Reliance <u>Jio</u>	Analyst	May '18 – Jun '18
Achievements	<ul style="list-style-type: none"> <li>Successfully prepared a <b>GST transition plan</b> impacting potential revenue from <b>100 million+ subscribers</b></li> <li><b>Saved 1000 man-hours</b> per year by <b>designing a dashboard</b> reporting mechanism facilitating system integration</li> </ul>	

# Formatting tips

Like everything else, both what you present and how you present it matter. Good formatting may not fetch you extra points but it's definitely important to make sure you don't lose unnecessarily

1. Basic information about yourself - name, phone#, email, LinkedIn
2. Fonts, tables, indentation, alignment, shades, blank space

**PRO TIP: Check how your CV looks in print layout.**



Questions?





# Thank you



Reach out to us at [mentorcircuit@gmail.com](mailto:mentorcircuit@gmail.com)  
Or search Mentor Circuit on LinkedIn