Building a
Simple, Standard Résumé

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What is a Résumé?

- French word that means summary

- A short summary of your work, education and experience

- A written history about you

- One or two pages in length

- Reflects you as a unique person, distinct from others

- The best method to market yourself on paper

Why do we need a Résumé?

- The first step in the process of getting hired

- An indicator to the employer about your seriousness for a job search

- An easy tool that represents your education, experience, and skills to the employer even when you are not present

- A first hand information to every employer about you

Résumé versus CV

- Commonly denote: Résumé as resume; CV as curriculum vitae

- Popular usage: Résumé – in the US; CV – in the UK

- Size: Résumé – typically just about a page or two;
       CV – a longer document - more detailed description of education, publications, awards, affiliations and other academic accomplishments.

Types of Résumé

- Chronological

- Functional

- Combined or Hybrid

Prescribed Résumé Format – Part 1

Your Name

Telephone
Email

Objective

To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own.

Education

Degree
· Course: Click here to enter text
· Institution & University: Click here to enter text
· Period: Click here to enter text
· CGPA: Click here to enter text

Higher Secondary Education
· Stream / Subjects: Click here to enter text
· Institution: Click here to enter text
· Period: Click here to enter text
· Board: Click here to enter text
· Marks / Grade: Click here to enter text

Secondary Education
· Institution: Click here to enter text
· Period: Click here to enter text
· Board: Click here to enter text
· Marks / Grade: Click here to enter text

Areas of Technical Interest: (Please mention only topics pertaining to your core area)
· 1: Click here to enter text
· 2: Click here to enter text

Project
· Topic:Click here to enter text
· Duration/Period:Click here to enter text
· Objective:Click here to enter text
· Tools or techniques used:Click here to enter text
· Outcome: Click here to enter text

Internship / In-plant Training
· Organisation / Location:
· Duration/Period:
· Objective:
· Tools or techniques used:
· Outcome

Other Technical Qualification: Click here to enter text

Achievements, Scholarships, Honours, Contribution, etc:
· Name:Click here to enter text
· Area / Topic / Details:Click here to enter text
· When & Where:Click here to enter text

Extra Curricular Activities: Click here to enter text

Personal details
· Date of Birth:Click here to enter text
· Language proficiency:Click here to enter text
· Hobbies / Interests:Click here to enter text
· Contact Address:Click here to enter text

Place: Signature:

Date: (Name:)

Your Name

Telephone
Email

Objective

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· Duration/Period:Click here to enter text
· Objective:Click here to enter text
· Tools or techniques used:Click here to enter text
· Outcome: Click here to enter text

Internship / In-plant Training
· Organisation / Location:
· Duration/Period:
· Objective:
· Tools or techniques used:
· Outcome

Prescribed Résumé Format – Part 1

Name: Official full name with initials

Font: Type: Times New Roman or Arial.

Font Size be in the range of 14 to 16 max.

Alignment can be centre or right aligned

Telephone: Ideally one mobile + landline No. which is in use

Font size should be same as that of email-id

Email ID: No fancy or freaky mail id should be used
(e.g.: smarty@gmail.com / sporty@gmail.com)

Professional mail id starting with official name or degree

Font size should be less (say 12)

Prescribed Résumé Format – Part 2

Objective Statement:

- **Identify yourself** (upcoming engineering professional, HR professional, accounting graduate), seeking **role you are applying for** (entry-level position, junior accountant, international grassroots placements, etc.) in order to collect relevant **experience/ skills/ knowledge in the field of …. and related areas**, and provide outcomes that would **enable mutual growth**.

- Example-1: *A fresh engineering graduate, seeking an opportunity as a product development trainee, in a challenging environment that focuses on the applications of technology to enterprise knowledge management, distributed computing, e-Business, and related areas, resulting in organisational and professional growth.*

Prescribed Résumé Format – Part 2 (cont'd.)

- Example-2: *To obtain an entry-level position as an enthusiastic engineer in the field of information technology with an emphasis on technology integration; special interests include software design, consulting, systems analysis, GIS, and related areas, that can enable the organisation to innovate its services and reach across new business horizons.*

- PLEASE NOTE: General objective statements really **don't tell the employer much** about the candidate and do absolutely **NOTHING** for setting the person apart from anyone else applying for a job.

Prescribed Résumé Format – Part 2 (cont'd.)

- Here's what you may like to write as:

  A budding _____ engineer, seeking an entry level position in a dynamic organization, preferably in the field of _____, with special interests in areas like _____, _____, _____ and related fields, resulting in meaningful contribution towards organizational growth along with personal and professional development.

- However, let it have your individual flair and not look like a 'cut-copy-paste' statement!

Prescribed Résumé Format – Part 3

Education:

- Tabular column style is out-dated

- List the most recent degree first (reverse chronological order)

- Inclusions should be Degree and major field of study, Period of study, Institution/school name with city and Score.

- Whenever you indicate your CGPA, always write the system base also, E.g.: 8.8 / 10. If your course is still in progress, mention up to which semester, in brackets. While stating marks, indicate the base as well as percentage: E.g.: 440/500 (88%)

Prescribed Résumé Format – Part 3 (cont'd.)

- List of professional certifications, study abroad, titles of courses relevant to the job you are seeking, minor courses of study and academic honours you earned (these may be listed in a separate section if there are many of them)

- Special skills, technical skills and computer skills should be listed in a separate section.

  Degree:

  - ***Course:*** *B. Tech. - Chemical Engineering*

  - ***Institution & University:*** *Amrita School of Engineering, Amrita Vishwa Vidyapeetham, Coimbatore*

  - ***Period:*** *2019-2023*

  - ***CGPA:*** *8.8 / 10 (up to 4th semester)*

Prescribed Résumé Format – Part 3 (cont'd.)

Higher Secondary Education:

- *Stream / Subjects*: Physics, Chemistry, Mathematics and Computer Science

- *Institution*: Amrita Vidyalayam, Ettimadai

- *Period*: 2017-2019

- *Board*: Central Board of Secondary Education (CBSE)

- *Marks / Grade*: CGPA - 9.8 / 10

Prescribed Résumé Format – Part 3 (cont'd.)

Secondary Education:

- *Institution*: Amrita Vidyalayam, Ettimadai

- *Period*: 2016-17

- *Board*: Central Board of Secondary Education (CBSE)

- *Marks / Grade*: CGPA - 10 / 10

Prescribed Résumé Format – Part 4 (optional)

Coursework:

- The coursework should include all major subjects and special courses / certifications relating to the area of projects or internships applied for.

- The details in this category should be preferably furnished while applying for internships or projects

- However, it is not mandatory in a job resume.

Prescribed Résumé Format – Part 5

Areas of Technical Interest:

- Please mention only two / three topics in your core area

Project Summary:

- Showcase the practical exposure / hands-on-experience

- Highlight the hard-skills (technical) part of one's career:

- Try to provide the following details for each project:
  - Topic
  - Duration/Period
  - Objective
  - Tools or techniques used
  - Outcome

Prescribed Résumé Format – Part 6

Internship:

- Another practical ingredient of the resume:
- Try to provide the following details for internship:
  - Organisation / Location
  - Duration / Period
  - Objective
  - Tools or techniques used
  - Outcome

Prescribed Résumé Format – Parts 7 & 8

Other Technical Qualifications & Computer Literacy:

- Course /Certification
- Duration / Period
- Skills / Areas
- Level of Proficiency

Scholarships, Honours, Achievements, Contribution ...:

- Name
- Area/Topic/Details
- When and Where

Prescribed Résumé Format – Parts 9,10,11

Extra-curricular activities: (mention only ones with certificates)

Personal Details:

• Date of Birth

• Languages proficiency

• Hobbies / Interests (mention only ones which you know / practise)

• Contact Address

Reference:

• Upon request

Prescribed Résumé Format – Experience (optional)

Work experience:

- If work experience is to be included, the order should be after education

- The format is as follows:
  - Company Name, Place, with duration of work from & to:
  - Key responsibilities handled
  - Additional responsibilities, if any
  - Key performance highlights
  - Other notable contribution

A few checkpoints

- Paper quality and print quality to be best
- All copies should be original printouts, not photocopied
- Font: Times New Roman or Arial; Font colour: Black
- Font Size: – 14 for Title (Name); 11 or 12 for Contents
- Remember to perform a spell-check
- Due care to be taken on capitalization and punctuation
- Avoid first person usage
- Avoid too much of content and bulleting
- Proper use of grammar
- Do not use emoticons, pointing symbols, arrows, etc.

A few checkpoints (cont'd.)

- Avoid thick borders and highlighters
- Arrange in a flow and align neatly
- Don't fold the resume. Present it in an A4 folder/ file
- Don't write the title as resume / CV / Bio-data
- Be empathetic while preparing a resume
- Read it inside out and keep proof of work in hand
- Tailor-make to suit the individual, company and position (version mgt.)
- Don't give fake details or flattering information without proof
- Keep resume file-name short. , simple, and informational. Preferably, "Name-Resume.file-extension". E.g.: R_Krishnan-Resume.docx

Resume Evaluation Rubric

Resume Evaluation: The 10-4 L&D Rubric

Parameter (of Resume)	Delightful (10)	Developable (7)	Dormant (4)	Disappointing (2)	Points (2 – 10)
1. Length	-Perfectly fits exactly 2 pages	-Is a little over a page	-Spills over to the 3rd page by 1 or 2 lines	-Is much shorter than 1 page or is 3 pages / longer	
2. Label	-The file has a good name of the type "Name-Resume.file extension". E.g.: Krishna-Resume.docx -The title prominently displays the name in a larger font (say, size 14), followed by telephone number and email ID (say, size 12). -The name is correctly spelt -The phone number is valid, and the email ID is complete and sounds professional	-The file name is not clearly distinguishable e.g.; Rajesh-Resume.docx, instead of KRajesh-Resume.docx or RajeshKumar-Resume.docx -The title (name) is not in a prominently larger font size but same as rest of the document. -The name is correctly spelt, but incomplete -The email ID appears professional, but it is either generic or unrelated to the name	-The file has not been named properly and professionally: name-initials-resume.docx -The title (name) is not in a prominently larger font size but same as rest of the document. -The name is incomplete, or without initials or last name -The postal address is also mentioned along with the phone number and the email ID. -Email ID doesn't sound professional / complete	-The file has a generic name of the type Resume.docx or Resume-Template.pdf -The top line above name says Resume/CV/Bio data -The name in not prominently displayed in large font (say, size 14), compared to the rest of the resume (say, size 12) -The name is incomplete or misspelt - The phone number is invalid, or the email ID is incomplete or sounds unprofessional	
3. Looks	-Looks well-structured and organised in the prescribed standard format -Is easy to read and has consistent fonts -Has uniform spacing inside and on borders -Avoids unnecessary capitalisation -Doesn't use emoticons, pointing symbols, arrows, etc. -Doesn't have any borders, highlighters, boxes, tables, etc. -Doesn't have too many levels of bullets	-May have a few non-uniform white spaces and has scope for improving structure -Has a few words in different fonts -Has greater white spacing on some sides -Has few unnecessary capitalisation words -Uses an emoticon, or a pointing symbol, or an arrow -Has a faint border or a box -Has a few multi-level bullets	-Could be improved in structure and organised much better to reduce clutter -Uses long sentences or inconsistent fonts -The spacing / borders can be improved -Has some unnecessary capitalisation words -Makes use of few emoticons, pointing symbols, arrows, etc. -Has some borders, highlighters, boxes, tables, etc. -Has several instances of unnecessary bullets	-Looks ill-structured or cluttered / disorganised or not in the prescribed standard format -Is difficult to read or inconsistent fonts -The spacing inside and borders is inconsistent -Has many unnecessary capitalisation words -Makes use of several emoticons, pointing symbols, arrows, etc. -Has prominent borders, highlighters, boxes, tables, etc. -Has unnecessary or too many levels of bullets	

Resume Evaluation Rubric

4.	Language	-Satisfies all the 5 conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word	-Doesn't satisfy one of the conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word	-Doesn't satisfy two of the conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word	-Doesn't satisfy three or more conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word
5.	Logic	-Has all the points mentioned in logical order under appropriate headings -Has a clear, distinct career objective statement with the four components -Has no missing content anywhere on the resume -Areas of technical interest are not confused with hobbies and general interests / recreational pursuits	-Has one or two points not mentioned in logical order under appropriate headings -Has a basic career objective statement with a few of the four components missing -Has 1 or 2 contents missing on the resume -Areas of technical interest could be better expressed or focused or highlighted	-Has many points that could be placed in better logical order under headings -Career objective statement is general or components missing -Some content is missing here and there -One or two areas of technical interest are confused with general interests / recreational pursuits	-Doesn't mention all the points in logical order under appropriate headings -Doesn't have a clear, distinct career objective statement with the four components -Some key content is missing here and there -Areas of technical interest are confused with hobbies and general interests / recreational pursuits
6.	Learning-Education	-The data is presented in bullets without using any tabular column -The most recent qualification is listed first, i.e. information is shared in reverse chronology -Qualifications specify Degree and major field of study, Period of study, Institution/ school name with city, and Score. -Whenever CGPA is mentioned, the system base is also shown, e.g.: 8.8/10. If the course is still in progress, it is clearly mentioned up to which semester, in brackets. If marks are shown, the base and percentage are indicated: E.g.: 440/500 (88%)	-The data is mostly presented in bullets without tables -The qualifications are mostly listed in the reverse chronological order -1 or 2 qualification details of degree or major field of study like, Period of study, Institution / school name with city, Score are missing. -1 or 2 CGPA details are shown without the base e.g.: 8.8. For a course which is still in progress, it is not clearly mentioned up to which semester, in brackets. Marks are without percentage, E.g. 440/500	-There is at least 1 table or box, instead of bullets -A couple of details of qualification are not listed in reverse chronological order -Several qualification details of degree or major field of study like, Period of study, Institution / school name with city, Score are missing/incomplete -Whenever CGPA is mentioned, the system base is not shown, e.g.: 8.8. If the course is still in progress, it is not mentioned up to which semester, in brackets. Marks are without base and percentage, E.g.: 440	-The data is presented in tables or boxes, instead of bullets -The qualification details are not listed in reverse chronology (in jumbled or in chronological order). -Qualification doesn't clearly specify Degree and major field of study, Period of study, Institution/ school name with city, and Score. (missing details) -Whenever CGPA is mentioned, the system base is not shown, e.g.: 8.8. If the course is still in progress, it is not mentioned up to which semester, in brackets. If marks are shown, the base and percentage are not indicated: E.g.: 440

Resume Evaluation Rubric

7.	Learning-Experience	-Showcases the practical exposure / hands-on-experience through projects, internships and any other field experience -Highlights the hard-skills (technical) part of one's career -Provides the following details for each project /internship: Topic/Organisation, Duration/Period, Objective, Tools and techniques used and Outcome	-Tries to showcase the practical exposure / hands-on-experience through projects and internships to some extent -Mentions some hard-skills (technical) part of one's career -Provides the following details for 1 project / 1 internship: Topic/Organisation, Duration/Period, Objective, Tools and techniques used and Outcome	-Mentions a little about practical exposure / hands-on-experience through projects, internships and any other field experience -Doesn't adequately highlight the hard-skills (technical) part of one's career -Mentions only 1-2 of the following details for a project/internship: Topic/Organisation, Duration/Period, Objective, Techniques used and Outcome	-Doesn't showcase the practical exposure / hands-on-experience through projects, internships and any other field experience -Doesn't highlight the hard-skills (technical) part of one's career -Doesn't provide the following details for each project /internship: Topic/Organisation, Duration/Period, Objective, Tools and techniques used and Outcome	
8.	Level-of-Involvement	-Clearly mentions two or three topics in the core area under the heading 'Areas of Technical Interest' -Provides the following details for all Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where	-Mentions two broad topics in the core area under 'Areas of Technical Interest' -Provides few of the following details for Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where	-Mentions vaguely two or three topics in the core area under 'Areas of Technical Interest' -Doesn't provide full details of following for Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where	-Doesn't clearly mention two or three topics in the core area under the heading 'Areas of Technical Interest' -Doesn't provide the following details for all Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where	
9.	Luminance	-Outshines other resumes by satisfying all these: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation	-Doesn't satisfy one of the conditions below: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation	-Doesn't satisfy two of the conditions below: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation	-Doesn't satisfy three or more conditions below: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation	
10.	Lace-up	-Personal details mention Date of Birth, Hobbies, Languages known, and Postal Address -No declaration statement, but References included. -Resume is concluded with Date, Place on the left-hand side and Signature on the right-hand side	-Few personal details like Postal Address are incomplete / missing or wrongly spelt. -Declaration statement and References present -Date and Place are there on the left-hand side but Signature is missing.	-Personal details like Date of Birth are either incomplete or missing -A declaration statement is included, which is about 2 lines long. -The Date and Place are on the right side, while Signature is missing or at the left bottom.	-Personal details like Date of Birth, Hobbies, Languages known, Postal Address, etc. are missing. No references given. -Has declaration statement longer than 3 lines. -The Date, Place and Signature at the bottom of the resume are missing.	

Resume Evaluation: The 10-4 L&D Rubric

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6. Learning-Education	-The data is presented in bullets without using any tabular column -The most recent qualification is listed first, i.e. information is shared in reverse chronology	-The data is mostly presented in bullets without tables -The qualifications are mostly listed in the reverse chronological order	-There is at least 1 table or box, instead of bullets -A couple of details of qualification are not listed in reverse chronological order	-The data is presented in tables or boxes, instead of bullets -The qualification details are not listed in reverse chronology (in jumbled or in chronological order).	

Assignment

- Create a simple, standard résumé, as per the suggested format.

- Get five peer reviews done using the Résumé Evaluation Rubric.

- Suitably modify the résumé till it is as perfect as you can make it.

- Submit the first version of your résumé by next week.

- *Keep updating your resume regularly throughout your life!*

Thank you!

Please share your feedback!

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