





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







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
- 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:
- Objectiv
- · 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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- · 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







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)







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 org	anization, preferably in the field of,
with special in	terests in areas like,,
	_ and related fields, resulting in meaningful contributior
towards orgar development.	izational growth along with personal and professional

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







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.







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







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







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	Delightful	Developable	Dormant	Disappointing	Points
	(of Resume)	(10)	(7)	(4)	(2)	(2-10)
1.	Length	-Perfectly fits exactly 2	-Is a little over a page	-Spills over to the 3rd	-Is much shorter than 1	
		pages		page by 1 or 2 lines	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	-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 documentThe name is correctly spelt, but incomplete -The email ID appears professional, but it is	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.	-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	
		complete and sounds	either generic or	-Email ID doesn't sound	incomplete or sounds	
_		professional	unrelated to the name	professional / complete	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, etcDoesn't have any borders, highlighters, boxes, tables, etc.	-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	-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, etcHas some borders, highlighters, boxes, tables, etc.	-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 inconsistent -Has many unnecessary capitalisation words -Makes use of several emoticons, pointing symbols, arrows, etcHas prominent borders, highlighters, boxes, tables, etc.	
		-Doesn't have too many levels of bullets	bullets	-Has several instances of unnecessary bullets	-Has unnecessary or too many levels of bullets	

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	-The file name is not	-The file has not been	-The file has a generic	
		of the type "Name- Resume file extension".	clearly distinguishable	named properly and professionally: name-	name of the type Resume.docx or Resume-	
		E.g.: Krishna-	e.g.; Rajesh-Resume. docx. instead of	initials-resume.docx	Template.pdf	
		Resume.docx	KRajesh-Resume.docx	-The title (name) is not	-The top line above name	
		-The title prominently	or RajeshKumar-	in a prominently larger	says Resume/CV/Bio data	
		displays the name in a larger font (say, size 14),	Resume.docx -The title (name) is not	font size but same as rest of the document.	-The name in not prominently displayed in	
		followed by telephone	in a prominently larger	-The name is	large font (say, size 14),	
		number and email ID	font size but same as	incomplete, or without	compared to the rest of	
		(say, size 12).	rest of the document. -The name is correctly	-The postal address is	the resume (say, size 12)	
		-The name is correctly spelt	spelt, but incomplete	also mentioned along	-The name is incomplete or misspelt	
		-The phone number is	-The email ID appears	with the phone number	- The phone number is	
		valid, and the email ID is	professional, but it is	and the email ID.	invalid, or the email ID is	
		complete and sounds professional	either generic or unrelated to the name	-Email ID doesn't sound professional / complete	incomplete or sounds unprofessional	
3.	Looks	-Looks well-structured and	-May have a few non-	-Could be improved in	-Looks ill-structured or	
r		organised in the	uniform white spaces	structure and organised	cluttered / disorganised or	
		prescribed standard	and has scope for	much better to reduce	not in the prescribed	
		-Is easy to read and has	improving structure -Has a few words in	clutter -Uses long sentences or	standard format -Is difficult to read or	
		consistent fonts	different fonts	inconsistent fonts	inconsistent fonts	
		-Has uniform spacing	-Has greater white	-The spacing / borders	-The spacing inside and	
		inside and on borders	spacing on some sides	can be improved	borders is inconsistent	
		-Avoids unnecessary capitalisation	-Has few unnecessary capitalisation words	-Has some unnecessary capitalisation words	-Has many unnecessary capitalisation words	
		-Doesn't use emoticons.	-Uses an emoticon, or a	-Makes use of few	-Makes use of several	
		pointing symbols, arrows,	pointing symbol, or an	emoticons, pointing	emoticons, pointing	
		etc.	-Has a faint border or a	symbols, arrows, etcHas some borders.	symbols, arrows, etc.	
		 Doesn't have any borders, highlighters, boxes, 	-Has a raint border or a	highlighters, boxes.	 -Has prominent borders, highlighters, boxes, 	
		tables, etc.	-Has a few multi-level	tables, etc.	tables, etc.	
		-Doesn't have too many	bullets	-Has several instances	-Has unnecessary or too	
4.	Language	-Satisfies all the 5	-Doesn't satisfy one of	of unnecessary bullets -Doesn't satisfy two of	many levels of bullets -Doesn't satisfy three or	
4.	Language	-Satisfies all the 5 conditions below:	-Doesn't satisfy one of the conditions below:	the conditions below:	-Doesn't satisfy three or more conditions below:	
		*No grammatical error	*No grammatical error	*No grammatical error	*No grammatical error	
		*No punctuation slips	*No punctuation slips	*No punctuation slips	*No punctuation slips	
		*No spelling mistakes *No informal language	*No spelling mistakes *No informal language	*No spelling mistakes *No informal language	*No spelling mistakes *No informal language	
		*No unacceptable word	*No unacceptable word	*No unacceptable word	*No unacceptable word	
5.	Logic	-Has all the points	-Has one or two points	-Has many points that	-Doesn't mention all the	
		mentioned in logical	not mentioned in logical order under	could be placed in better logical order	points in logical order under appropriate	
ı		order under appropriate headings	appropriate headings	under headings	under appropriate headings	
		-Has a clear, distinct career	-Has a basic career	-Career objective	-Doesn't have a clear,	
		objective statement with	objective statement	statement is general or	distinct career objective	
ı		the four components -Has no missing content	with a few of the four components missing	-Some content is	statement with the four components	
		anywhere on the resume	-Has 1 or 2 contents	missing here and there	-Some key content is	
ı		-Areas of technical interest	missing on the resume	-One or two areas of	missing here and there	
ı		are not confused with hobbies and general	-Areas of technical	technical interest are	 Areas of technical interest are confused with hobbies 	
ı		hobbies and general interests / recreational	interest could be better expressed or focused	confused with general interests / recreational	are confused with hobbies and general interests /	
ı		pursuits / recreational	or highlighted	pursuits	recreational pursuits	
6.	Learning-	-The data is presented in	-The data is mostly	-There is at least 1 table	-The data is presented in	
	Education	bullets without using any	presented in bullets	or box, instead of	tables or boxes, instead of bullets	
		tabular column -The most recent	without tables -The qualifications are	-A couple of details of	-The qualification details	
		qualification is listed first,	mostly listed in the	qualification are not	are not listed in reverse	
		i.e. information is shared	reverse chronological	listed in reverse	chronology (in jumbled or	
		in reverse chronology	order	chronological order	in chronological order)	







Resume Evaluation Rubric

4. Language	-Satisfies all the 5	-Doesn't satisfy one of	-Doesn't satisfy two of	-Doesn't satisfy three or	
	conditions below:	the conditions below:	the conditions below:	more conditions below:	
	*No grammatical error	*No grammatical error	*No grammatical error	*No grammatical error	
	*No punctuation slips	*No punctuation slips	*No punctuation slips	*No punctuation slips	
	*No spelling mistakes	*No spelling mistakes	*No spelling mistakes	*No spelling mistakes	
	*No informal language	*No informal language	*No informal language	*No informal language	
	*No unacceptable word	*No unacceptable word	*No unacceptable word	*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	-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	-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	-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	
	-Areas of technical interest are not confused with hobbies and general interests / recreational pursuits	missing on the resume -Areas of technical interest could be better expressed or focused or highlighted	-One or two areas of technical interest are confused with general interests / recreational pursuits	missing here and there -Areas of technical interest are confused with hobbies and general interests / recreational pursuits	
6. Learning-	-The data is presented in	-The data is mostly	-There is at least 1 table	-The data is presented in	
Education	bullets without using any	presented in bullets	or box, instead of	tables or boxes, instead of	
	tabular column	without tables	bullets	bullets	
	-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 ScoreWhenever 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 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 missing1 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,	-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.:	-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	

	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	-Is a little over a page	-Spills over to the 3rd page by 1 or 2 lines	-Is much shorter than I		
2.	Label	-The file has a good name	-The file name is not	-The file has not been	page or is 3 pages / longer -The file has a generic		
		of the type "Name-	clearly distinguishable	named properly and	name of the type		
		Resume.file extension". E.g.: Krishna-	e.g.; Rajesh-Resume. docx. instead of	professionally: name- initials-resume.docx	Resume.docx or Resume- Template.pdf		
		Resume.docx	KRajesh-Resume.docx	-The title (name) is not	-The top line above name		
		-The title prominently	or RajeshKumar-	in a prominently larger	says Resume/CV/Bio data		
		displays the name in a larger font (say, size 14).	Resume.docx -The title (name) is not	font size but same as rest of the document.	-The name in not prominently displayed in		
		followed by telephone	in a prominently larger	-The name is	large font (say, size 14),		
		number and email ID	font size but same as	incomplete, or without	compared to the rest of		
		(say, size 12)The name is correctly	rest of the documentThe name is correctly	initials or last name -The postal address is	the resume (say, size 12) -The name is incomplete or		
		spelt	spelt, but incomplete	also mentioned along	misspelt		
		-The phone number is	-The email ID appears	with the phone number	- The phone number is		
		valid, and the email ID is complete and sounds	professional, but it is either generic or	and the email IDEmail ID doesn't sound	invalid, or the email ID is incomplete or sounds		
		professional	unrelated to the name	professional / complete	unprofessional		
3.	Looks	-Looks well-structured and	-May have a few non-	-Could be improved in	-Looks ill-structured or		
		organised in the prescribed standard	uniform white spaces and has scope for	structure and organised much better to reduce	cluttered / disorganised or not in the prescribed		
		format	improving structure	clutter	standard format		
		-Is easy to read and has	-Has a few words in different fonts	-Uses long sentences or	 -Is difficult to read or inconsistent fonts 		
		consistent fonts -Has uniform spacing	-Has greater white	inconsistent fonts -The spacing / borders	The spacing inside and		
		inside and on borders	spacing on some sides	can be improved	borders is inconsistent		
		-Avoids unnecessary	-Has few unnecessary capitalisation words	 Has some unnecessary capitalisation words 	 Has many unnecessary capitalisation words 		
		-Doesn't use emoticons.	-Uses an emoticon, or a	-Makes use of few	-Makes use of several		
		pointing symbols, arrows,	pointing symbol, or an	emoticons, pointing	emoticons, pointing		
		etcDoesn't have any borders.	-Has a faint border or a	symbols, arrows, etcHas some borders.	symbols, arrows, etcHas prominent borders.		
		-Doesn't nave any norders, highlighters, boxes,	-Has a raint border or a	highlighters, boxes,	 Has prominent borders, highlighters, boxes, 		
		tables, etc.	-Has a few multi-level	tables, etc.	tables, etc.		
		-Doesn't have too many levels of bullets	bullets	 Has several instances of unnecessary bullets 	-Has unnecessary or too many levels of bullets		
4.	Language	-Satisfies all the 5	-Doesn't satisfy one of	-Doesn't satisfy two of	-Doesn't satisfy three or		
		conditions below:	the conditions below:	the conditions below:	more conditions below:		
		*No grammatical error	*No grammatical error	*No grammatical error	*No grammatical error		
		*No punctuation slips *No spelling mistakes	*No punctuation slips *No spelling mistakes	*No punctuation slips *No spelling mistakes	*No punctuation slips *No spelling mistakes		
		*No informal language	*No informal language	*No informal language	*No informal language		
5.	Logic	*No unacceptable word -Has all the points	*No unacceptable word -Has one or two points	*No unacceptable word -Has many points that	*No unacceptable word -Doesn't mention all the		
٥.	Logic	mentioned in logical	not mentioned in	could be placed in	points in logical order		
		order under appropriate	logical order under	better logical order	under appropriate		
		-Has a clear, distinct career	appropriate headings -Has a basic career	under headings -Career objective	headings -Doesn't have a clear,		
		objective statement with	objective statement	statement is general or	distinct career objective		
		the four components	with a few of the four	components missing	statement with the four		
		-Has no missing content anywhere on the resume	components missing -Has 1 or 2 contents	 Some content is missing here and there 	-Some key content is		
		-Areas of technical interest	missing on the resume	-One or two areas of	missing here and there		
		are not confused with	-Areas of technical	technical interest are	-Areas of technical interest		
		hobbies and general interests / recreational	interest could be better expressed or focused	confused with general interests / recreational	are confused with hobbies and general interests /		
		pursuits	or highlighted	pursuits	recreational pursuits		
6.	Learning-	-The data is presented in	-The data is mostly	-There is at least 1 table	-The data is presented in		
	Education	bullets without using any tabular column	presented in bullets without tables	or box, instead of bullets	tables or boxes, instead of bullets		
		-The most recent	-The qualifications are	-A couple of details of	-The qualification details		
		qualification is listed first,	mostly listed in the	qualification are not	are not listed in reverse		
		i.e. information is shared in reverse chronology	reverse chronological order	listed in reverse chronological order	chronology (in jumbled or in chronological order).		
		in reverse caronology	GIGE	Canoniosogical order	in cinculological order).		







Resume Evaluation Rubric

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

	Resume Evaluation: The 10-4 L&D Rubric							
Parameter Delightful Developable Dormant (of Resume) (10) (7) (4)					Disappointing (2)	Points (2 – 10)		
1.	Length	-Perfectly fits exactly 2	-Is a little over a page	-Spills over to the 3rd	-Is much shorter than I			
		pages		page by 1 or 2 lines	page or is 3 pages / longer			
2.	Label	-The file has a good name	-The file name is not	-The file has not been	-The file has a generic			
		of the type "Name- Resume.file extension".	clearly distinguishable e.g.; Rajesh-Resume.	named properly and professionally: name-	name of the type Resume.docx or Resume-			
		E.g.: Krishna-	docx. instead of	initials-resume.docx	Template.pdf			
		Resume.docx	KRaiesh-Resume.docx	-The title (name) is not	-The top line above name			
		-The title prominently	or RajeshKumar-	in a prominently larger	says Resume/CV/Bio data			
		displays the name in a	Resume.docx	font size but same as	-The name in not			
		larger font (say, size 14),	-The title (name) is not	rest of the document.	prominently displayed in			
		followed by telephone number and email ID	in a prominently larger font size but same as	-The name is incomplete, or without	large font (say, size 14), compared to the rest of			
		(say, size 12).	rest of the document.	incomplete, or without initials or last name	the resume (say, size 12)			
		-The name is correctly	-The name is correctly	-The postal address is	-The name is incomplete or			
		spelt	spelt, but incomplete	also mentioned along	misspelt			
		-The phone number is	The email ID appears	with the phone number	- The phone number is			
		valid, and the email ID is	professional, but it is	and the email ID.	invalid, or the email ID is			
		complete and sounds	either generic or	-Email ID doesn't sound	incomplete or sounds			
		-Looks well-structured and	unrelated to the name -May have a few non-	-Could be improved in	unprofessional -Looks ill-structured or			
3.	Looks	organised in the	uniform white spaces	structure and organised	-Looks III-structured or cluttered / disorganised or			
		prescribed standard	and has scope for	much better to reduce	not in the prescribed			
		format	improving structure	clutter	standard format			
		-Is easy to read and has	-Has a few words in	-Uses long sentences or	-Is difficult to read or			
		consistent fonts	different fonts	inconsistent fonts	inconsistent fonts			
		-Has uniform spacing inside and on borders	 -Has greater white spacing on some sides 	-The spacing / borders can be improved	 The spacing inside and borders is inconsistent 			
		-Avoids unnecessary	-Has few unnecessary	-Has some unnecessary	-Has many unnecessary			
		capitalisation	capitalisation words	capitalisation words	capitalisation words			
		-Doesn't use emoticons,	-Uses an emoticon, or a	-Makes use of few	-Makes use of several			
		pointing symbols, arrows,	pointing symbol, or an	emoticons, pointing	emoticons, pointing			
		etc.	-Has a faint border or a	symbols, arrows, etcHas some borders.	symbols, arrows, etc.			
		 Doesn't have any borders, highlighters. boxes. 	-Has a raint border or a	highlighters, boxes,	 Has prominent borders, highlighters, boxes. 			
		tables, etc.	-Has a few multi-level	tables, etc.	tables, etc.			
		-Doesn't have too many	bullets	-Has several instances	-Has unnecessary or too			
		levels of bullets		of unnecessary bullets	many levels of bullets			
4.	Language	-Satisfies all the 5	-Doesn't satisfy one of	-Doesn't satisfy two of	-Doesn't satisfy three or			
		conditions below:	the conditions below:	the conditions below:	more conditions below:			
		*No grammatical error	*No grammatical error *No punctuation slips	*No grammatical error	*No grammatical error *No punctuation slips			
		*No punctuation slips *No spelling mistakes	*No punctuation slips *No spelling mistakes	*No punctuation slips *No spelling mistakes	*No punctuation slips *No spelling mistakes			
		*No informal language	*No informal language	*No informal language	*No informal language			
		*No unacceptable word	*No unacceptable word	*No unacceptable word	*No unacceptable word			
5.	Logic	-Has all the points	-Has one or two points	-Has many points that	-Doesn't mention all the			
		mentioned in logical	not mentioned in	could be placed in	points in logical order			
		order under appropriate headings	logical order under appropriate headings	better logical order under headings	under appropriate headings			
		-Has a clear, distinct career	-Has a basic career	-Career objective	-Doesn't have a clear,			
		objective statement with	objective statement	statement is general or	distinct career objective			
		the four components	with a few of the four	components missing	statement with the four			
		-Has no missing content	components missing	-Some content is	components			
		anywhere on the resume	-Has 1 or 2 contents	missing here and there	-Some key content is			
		-Areas of technical interest are not confused with	missing on the resume -Areas of technical	-One or two areas of technical interest are	missing here and there -Areas of technical interest			
		hobbies and general	-Areas of technical interest could be better	confused with general	are confused with hobbies			
		interests / recreational	expressed or focused	interests / recreational	and general interests /			
		pursuits	or highlighted	pursuits	recreational pursuits			
6.	Learning-	-The data is presented in	-The data is mostly	-There is at least 1 table	-The data is presented in			
	Education	bullets without using any	presented in bullets	or box, instead of	tables or boxes, instead of			
		tabular column	without tables	bullets	bullets			
		-The most recent qualification is listed first.	-The qualifications are mostly listed in the	 -A couple of details of qualification are not 	-The qualification details are not listed in reverse			
		i.e. information is shared	reverse chronological	listed in reverse	chronology (in jumbled or			
		in reverse chronology	order	chronological order	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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