

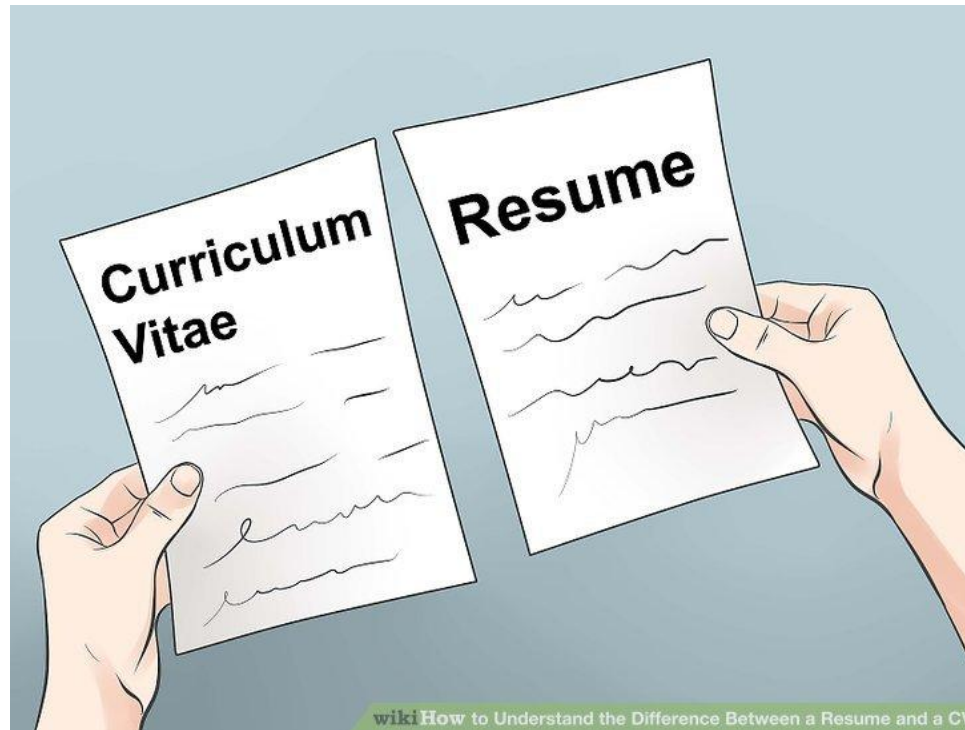
It's good to be different

Resume Building Guide

Abhishek Kateliya

What is Resume ?

A resume is a one- to two-page formal document submitted to job recruiters as means to see a list of an applicant's work experience, education and skills.



Minor Details to start with . . .

- ▶ Resume should be strictly **single page document** for Undergrads (2 page is allowed but not advised)
- ▶ Fonts : **Arial** or **Times New Roman**
- ▶ Size of fonts : **10-12**
- ▶ Resume File Format : **PDF** only
- ▶ Maintain chronological order throughout
- ▶ Tip : give proper margin and border to documents
- ▶ It should look neat
- ▶ Update Resume according to Company
- ▶ Carry a copy of Resume always
- ▶ And no Photos on Resume Please :P

Most Important of all

Do Not Lie

Order of Sections

Name	Education	Contact Details
Career Objective		
Academic Performance		
Projects		
External Projects		
Certifications		
Workshops		
Internships		
Technical Paper		
Co-curricular & Extra Curricular Activities		
Achievements		
Area of Interests		
Personal Details, Hobbies, Referrals and Personal Declaration		

Most Important

- ▶ Name Section
- ▶ Academic Performance
- ▶ Projects
- ▶ Internships
- ▶ Certifications & workshops
- ▶ Extra & Co-curricular Activities
- ▶ Achievements

Name and Contact Details

- Name in relatively bigger fonts
- Use Professional Email address
- Alignment Should be Proper
- Digital Resume Do contain Link to LinkedIn profile
- Tip : most of the corporates have email as
name.surename@company.com/org

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Academic Performance

- ▶ Strictly make a Table
- ▶ Can skip Year of Passing
- ▶ Chronological order
- ▶ Can write CGPA or SGPA
- ▶ Add *if rankers

Degree	Name of Institute	University / Board	Year of Passing	Percentage / CGPA

Projects & Papers

- ▶ Most Important in any undergrad resume
- ▶ Shows your skillset (not need for separate section for skills)
- ▶ Project title + few lines about your part of the work
- ▶ **External Projects mention**
- ▶ Papers Published – link if possible
- ▶ **Tip** : Use tables with invisible borders to maintain alignment of text

Project Name

Short description of your part of work or description of project	June 2018
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Certifications & Workshops

- ▶ Shows that you've taken efforts to learn things besides syllabus
- ▶ Online Certifications, certified courses technical workshops attended
- ▶ Shows your expertise in certain areas
- ▶ Attend Meetups around Mumbai (apps Like EventsHigh)
- ▶ Do at least one certification course in your field

Certifications & Workshops

- Data visualization and Communication in Tableau (Coursera)

July 2017

Internships

- ▶ Second Most important thing in resume
- ▶ Title (Companies name), few lines about your role
- ▶ Duration of Internship
- ▶ Do not list more than 3 Internships
- ▶ No need to mention work from home
- ▶ Company doesn't matter, but your role does

Internships

- **Technology Intern at Teach For India**

June 2017 - Present

Technical solutions for problems faced by TFI fellows in the class room to improve quality of Education.
(BubbleBoard)

Extra & Co-curricular Activities

- ▶ Third most important thing in resume
- ▶ Has potential to drive your interview in your comfort zone
- ▶ Councils, Volunteering, Tech Teams etc
- ▶ NGO Work (for further studies)
- ▶ No need to describe (be ready to talk about it for 15mins)
- ▶ Shows your non-tech skills like leadership, teamwork, enthusiasm etc.
- ▶ You can Make separate sections for Volunteer work and Co-curricular if required

Achievements

- ▶ Not necessary but good to mention
- ▶ **Title and name of foundation**
- ▶ Includes Rankings in SSC,HSC
- ▶ Sports Achievements
- ▶ Scholarships and Olympiads
- ▶ Hackathons and coding competitions
- ▶ Honors for External Projects
- ▶ Opensource Contributions, website mentions

Interests or Hobbies

- ▶ Not necessarily required
- ▶ But shows your interest in other fields besides career oriented things
- ▶ Might trigger questions during interview if any of it resonates with interviewers area of interest
- ▶ no need to describe

Notes

- ▶ Update resumes according to companies needs
- ▶ Shuffling Projects (Max 3 projects)
- ▶ Tech & Non-tech Profiles
- ▶ Keep Softcopies of All Govt. IDs, Resumes & Marksheets on your Gmail drive
- ▶ Softcopy of Passport size photo
- ▶ Take a clean copy of Resume on A4 size paper

Cover Letter Format

- ▶ **First paragraph** : Why you are writing and in reference to what. Name and few details.
- ▶ **Second paragraph** - What you have to offer the employer. This is your hook where you highlight examples of the work performed and achieved results.
- ▶ **Third paragraph** - Your closing. Summarize what you would bring to the position and suggest next steps by requesting a meeting or suggesting a call.

Off Campus Applications

- ▶ Research for your dream company from their website
- ▶ Keep a tab on their website for updates on application dates
- ▶ Go through list of companies from other good colleges and apply
- ▶ While Emailing Resume, Email content = Cover Letter
- ▶ Cover Letter : keep it short
- ▶ Mention Contact details
- ▶ LinkedIn Premium profile
- ▶ Professional mail ID trick, Career mail ID

Samples

- ▶ Sample Resumes and Cover Letters
- ▶ Link : <https://templates.office.com/en-us/Resumes-and-Cover-Letters>

That's it !