Resume Guidelines for IIT Madras BS Degree Program in Data Science and Applications
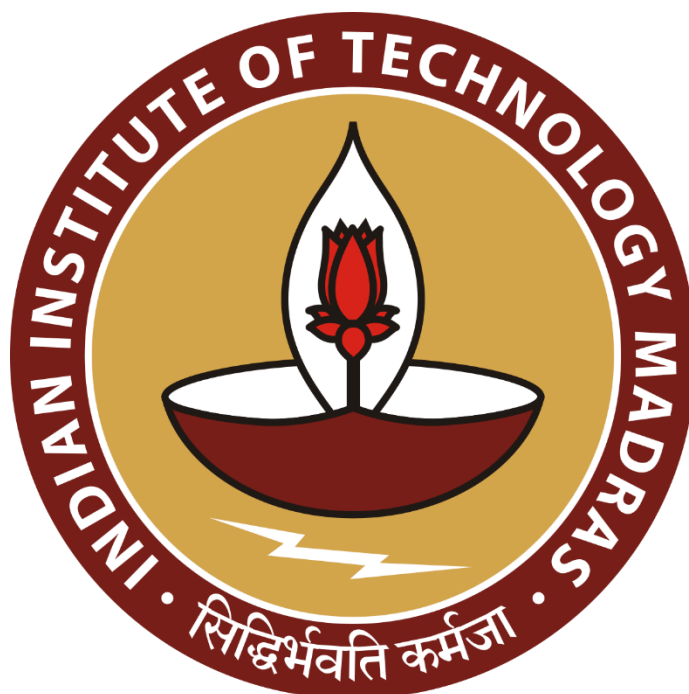
[August - 2024]

BS Degree in Data Science & Applications,

Indian Institute of Technology, Madras

Chennai, Tamil Nadu, India, 600036

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Introduction

Welcome to the IIT Madras BS Degree Program in Data Science and Applications resume guidelines. This document is designed to help you craft a strong and impactful resume using the provided [LaTeX template](). Following these guidelines will ensure that your resume effectively communicates your skills, experiences, and achievements to potential employers.

Important Links:

1. Overleaf sample resume Link - https://www.overleaf.com/read/pctzvbtcyppv#60febe
2. Logo to be used - 📄 logo iitm cv.png
3. Sample Resume in PDF Format - 📄 SAMPLE_RESUME_TEMPLATE.pdf
4. Resume Guideline and Template folder - 🗂 Resume Guideline and Template

1. Impact

1.1 Quantify Impact

- **Explanation:**
  Your resume should clearly demonstrate the impact of your work. One of the most effective ways to do this is by using numbers and metrics in your bullet points. Quantifying your accomplishments not only adds credibility but also helps employers understand the scale of your contributions.

- **How to Achieve It:**
  - Use specific numbers, percentages, or other quantifiable metrics to describe your achievements.
  - Examples: "Increased website traffic by 30% over six months" or "Led a team of 5 to develop a data visualization tool used by 200+ users."

- **Recruiter Insights:**
  For students and recent graduates, consider using metrics related to team size, scope of work, or results from academic projects. Even if your role wasn't numbers-focused, you can always quantify time saved, scope, or the complexity of the work.

1.2 Repetition

- **Explanation:**
  Avoid repeating the same words or phrases in your bullet points. Repetition can make your resume seem redundant and less impactful.

- **How to Achieve It:**
  - Vary your vocabulary and use a thesaurus to find alternative words that convey the same meaning.

- ○ Example: Instead of repeatedly using "managed," try "oversaw," "coordinated," or "led."
- **Recruiter Insights:**
Employers appreciate resumes that are engaging and varied. Repetition can make your accomplishments seem less significant, so be mindful of how you structure your bullet points.

1.3 Weak Verbs

- **Explanation:**
Weak verbs dilute the impact of your achievements. Strong, action-oriented verbs make your accomplishments more compelling.
- **How to Achieve It:**
  - ○ Replace weak verbs like "helped" or "worked on" with strong ones like "achieved," "executed," or "innovated."
  - ○ Example: Instead of "Helped with the development of a new software feature," say "Executed the development of a new software feature."
- **Recruiter Insights:**
Employers are looking for candidates who take initiative and drive results. Strong verbs convey that you're proactive and capable of making significant contributions.

1.4 Verb Tenses

- **Explanation:**
Consistency in verb tenses is crucial. It helps maintain a clear and professional tone throughout your resume.
- **How to Achieve It:**
  - ○ Use past tense for previous roles and present tense for current roles or ongoing projects.
  - ○ Example: "Developed" for past roles, "Developing" for current ones.
- **Recruiter Insights:**
Inconsistent verb tenses can distract employers and make your resume harder to follow. Keep your tenses consistent to ensure clarity.

1.5 Responsibilities

- **Explanation:**
While it's important to list your responsibilities, focusing solely on them can make your resume less impactful. Emphasize achievements instead.
- **How to Achieve It:**
  - ○ For each responsibility, think about the results you achieved and how they benefited the team or organization.

- ○ Example: Instead of "Responsible for managing social media accounts," say "Increased social media engagement by 50% through targeted campaigns."
- **Recruiter Insights:**
  Employers are more interested in what you accomplished rather than just what you were tasked with. Highlighting achievements demonstrates your ability to deliver results.

1.6 Spelling and Consistency
- **Explanation:**
  Attention to detail is crucial in a resume. Spelling mistakes or inconsistencies can leave a negative impression.
- **How to Achieve It:**
  - ○ Proofread your resume multiple times and consider using tools like Grammarly for spelling and grammar checks.
  - ○ Maintain consistency in formatting, such as font size, bullet point style, and date format.
- **Recruiter Insights:**
  Employers value candidates who are detail-oriented. A resume with perfect spelling and consistency shows that you take pride in your work and are thorough in your approach.

2. Brevity

2.1 Length and Depth
- **Explanation:**
  Your resume should be concise yet informative. It's important to balance length and depth to ensure all key information is included without overwhelming the reader.
- **How to Achieve It:**
  - ○ Aim for a one-page resume if you have less experience, or two pages if you have extensive experience.
  - ○ Prioritize the most relevant information and avoid unnecessary details.
- **Recruiter Insights:**
  Employers often skim resumes, so keeping it concise ensures they can quickly identify your key qualifications.

2.2 Use of Bullets
- **Explanation:**
  Bullets make your resume more readable and help highlight key points.
- **How to Achieve It:**
  - ○ Use bullet points to list responsibilities and achievements under each role.
  - ○ Keep bullet points short and focused on one key idea or accomplishment.

- **Recruiter Insights:**
  A resume that's easy to scan is more likely to grab an employer's attention. Bullet points help break up text and highlight important information.

2.3 Bullet Length

- **Explanation:**
  Bullet points should be concise and to the point. Overly long bullets can be difficult to read.
- **How to Achieve It:**
  - Limit bullet points to one or two lines.
  - Start with a strong action verb and get straight to the point.
- **Recruiter Insights:**
  Concise bullet points are more impactful and easier for employers to digest. Focus on the most important details.

2.4 Filler Words

- **Explanation:**
  Filler words add unnecessary length to your resume without adding value. Remove them to keep your resume concise.
- **How to Achieve It:**
  - Eliminate words like "the," "a," or "that" where possible.
  - Example: Instead of "Responsible for the development of," say "Developed."
- **Recruiter Insights:**
  Employers prefer resumes that are direct and to the point. Removing filler words makes your resume more powerful.

2.5 Page Density

- **Explanation:**
  A resume that's too dense with text can be overwhelming. Proper spacing and formatting help with readability.
- **How to Achieve It:**
  - Use appropriate margins and spacing to avoid clutter.
  - Ensure there's enough white space to make your resume visually appealing.
- **Recruiter Insights:**
  A well-formatted resume is easier to read and leaves a better impression. Avoid cramming too much information onto one page.

3. Style

3.1 Buzzwords

- **Explanation:**

While it's important to use industry-specific terms, overusing buzzwords can make your resume seem generic.

- **How to Achieve It:**
    - Use relevant keywords but avoid stuffing your resume with clichés like "team player" or "hard worker."
    - Focus on concrete examples that demonstrate these qualities.
- **Recruiter Insights:**

Employers can see through buzzwords. It's better to show your skills through examples rather than just stating them.

3.2 Dates

- **Explanation:**

Consistent and clear date formatting is essential for readability.

- **How to Achieve It:**
    - Choose a date format (e.g., "Jan 2023 – Present" or "01/2023 – Present") and stick with it throughout your resume.
    - Ensure dates are aligned and easy to locate.
- **Recruiter Insights:**

Clear date formatting helps employers quickly understand your timeline and work history.

3.3 Contact and Personal Details

- **Explanation:**

Your contact information should be up-to-date and easy to find.

- **How to Achieve It:**
    - Include your full name, phone number, email address, and LinkedIn profile at the top of your resume.
    - Avoid including unnecessary personal details like your marital status or age.
- **Recruiter Insights:**

Employers need to know how to reach you easily. Ensure your contact details are clear and professional.

3.4 Readability

- **Explanation:**

Your resume should be easy to read, with a clear structure and legible fonts.

- **How to Achieve It:**
    - Use a professional font like Times New Roman or Arial, Montserrat, Helvetica, Calibri and ensure the font size is consistent.
    - Use headings and subheadings to organize sections.
- **Recruiter Insights:**

A resume that's easy to read and navigate increases the chances of an employer reviewing it thoroughly.

3.5 Personal Pronouns

- **Explanation:**

Resumes are typically written without personal pronouns like "I" or "my."

- **How to Achieve It:**
    - Write in a concise, third-person format, focusing on your skills and achievements.
    - Example: Instead of "I developed," say "Developed."
- **Recruiter Insights:**

Using personal pronouns can make your resume sound informal. Stick to a more professional tone.

3.6 Active Voice

- **Explanation:**

Using an active voice makes your resume more engaging and direct.

- **How to Achieve It:**
    - Start your bullet points with action verbs and keep the sentence structure active.
    - Example: Instead of "Was responsible for managing," say "Managed."
- **Recruiter Insights:**

Active voice conveys confidence and clarity, making your accomplishments stand out more effectively.

3.7 Consistency

- **Explanation:**

Consistency in formatting, tone, and style is essential for a polished resume.

- **How to Achieve It:**
    - Use the same font, bullet point style, and spacing throughout your resume.
    - Double-check for any inconsistencies in dates, formatting, or language.
- **Recruiter Insights:**

A consistent resume reflects attention to detail and professionalism, qualities that employers

4. Sections

4.1 Professional Summary

- **Explanation:** The professional summary section is a concise statement at the beginning of your resume that provides an overview of your skills, experience, and career goals. It

should highlight your key qualifications and what makes you an ideal candidate for the role you are applying for.

- **How to Achieve It:**
  - **Start Strong:** Begin with a compelling statement that summarizes your professional identity. This could be your job title or a descriptor that highlights your experience and expertise.
  - **Highlight Key Skills:** Include a few of your most relevant skills or areas of expertise. Tailor these skills to the job you are applying for to show how you match the role's requirements.
  - **Showcase Achievements:** Mention significant accomplishments or experiences that demonstrate your ability to contribute effectively. Focus on results or achievements that are quantifiable if possible.
  - **Career Goals:** Briefly state your career objectives or what you aim to achieve in the role you are applying for. Align this with the employer's needs or the company's mission.
  - **Keep It Concise:** Limit your summary to 2-4 sentences or around 50-100 words. It should be brief but impactful, providing just enough information to entice the reader to learn more.
- **Example:** "Results-driven Data Scientist with 3 years of experience in machine learning and data analysis. Proven ability to leverage large datasets to derive actionable insights and drive business growth. Skilled in Python, SQL, and TensorFlow with a track record of delivering innovative solutions that increase efficiency and profitability. Seeking to apply my expertise at a forward-thinking tech company to advance data-driven decision-making."
- **Recruiter Insights:** The professional summary is often the first section recruiters read, so it's crucial to make a strong impression. A well-crafted summary should quickly convey who you are, what you bring to the table, and why you are a good fit for the role. Tailor this section to each job application by incorporating keywords and skills mentioned in the job description. This customization shows that you have done your research and are genuinely interested in the position.

4.2 Education

- **Explanation:**
  The education section should clearly outline your academic background, including degrees, institutions, and any relevant coursework or honors.
- **How to Achieve It:**
  - List your degrees in reverse chronological order, starting with the most recent.
  - Include your degree, major, institution, and graduation date. You can also add your GPA if it's strong.

- ○ Mention any relevant coursework, projects, or honors that showcase your skills and knowledge.
- **Recruiter Insights:**

  For students and recent graduates, education is often one of the most important sections. Ensure that your academic achievements are presented clearly and highlight any coursework or projects relevant to the job you're applying for.

4.3 Skills

- **Explanation:**

  Your skills section should provide a concise summary of your technical and soft skills, relevant to the job you're applying for.
- **How to Achieve It:**
    - ○ Divide your skills into categories like Technical Skills, Programming Languages, Tools, Soft Skills, etc.
    - ○ Be honest about your proficiency levels and only list skills you are comfortable discussing in an interview.
- **Recruiter Insights:**

  Employers look for candidates with the right mix of technical and soft skills. Tailor this section to align with the requirements of the job you're applying for.

4.4 Experience

- **Explanation:**

  The experience section is where you showcase your work history, internships, and relevant projects. This is often the most critical part of your resume.
- **How to Achieve It:**
    - ○ List your experience in reverse chronological order.
    - ○ For each role, include your job title, company name, location, and dates of employment.
    - ○ Use bullet points to describe your responsibilities and achievements in each role. Focus on quantifiable results and impact.
- **Recruiter Insights:**

  Employers value experience that demonstrates your ability to contribute to their organization. Highlight roles and projects that align with the job you're targeting, and quantify your impact whenever possible.

4.5 Projects

- **Explanation:**

  For students or recent graduates, a project section can be as important as work experience, especially if the projects are relevant to the job.
- **How to Achieve It:**

- List relevant academic, personal, or professional projects.
- For each project, include the title, a brief description, and your key contributions or outcomes.
- Highlight technologies or methodologies you used.
- **Recruiter Insights:**
  Projects demonstrate your ability to apply your skills in practical scenarios. Choose projects that showcase your problem-solving abilities and technical expertise.

4.6 Certifications

- **Explanation:**
  Certifications can add value to your resume by showcasing your commitment to learning and professional development.
- **How to Achieve It:**
  - List relevant certifications in reverse chronological order.
  - Include the certification title, issuing organization, and the date you received it.
- **Recruiter Insights:**
  Certifications in areas relevant to the job can help set you apart from other candidates. Make sure to include any certifications that demonstrate your qualifications for the role.

4.7 Extracurricular Activities

- **Explanation:**
  Extracurricular activities can provide insight into your leadership, teamwork, and other soft skills.
- **How to Achieve It:**
  - Include any leadership roles, clubs, organizations, or volunteer work that's relevant to the job.
  - Focus on activities where you had a significant impact or learned important skills.
- **Recruiter Insights:**
  Extracurricular activities can differentiate you, especially if they demonstrate skills like leadership, teamwork, or initiative. Include activities that align with the company's culture or the role's requirements.

4.8 Unnecessary Sections

- **Explanation:**
  Certain sections like personal information (e.g., age, marital status) or unrelated hobbies are generally unnecessary and can detract from the professional tone of your resume.
- **How to Achieve It:**
  - Stick to sections that are directly relevant to the job.

- ○ Omit personal details that are not required or are inappropriate for a professional resume.
- **Recruiter Insights:**
  Employers are interested in your qualifications, not personal details that don't relate to your ability to perform the job. Keep your resume focused on your professional background.

5. How to Use the LaTeX Resume Template on Overleaf

1. Creating an Overleaf Account and New Project

- **Sign Up:** Go to [Overleaf](#) and sign up for a free account if you don't have one already.
- **Create New Project:** Once logged in, click on "New Project" and select "Blank Project" from the dropdown menu.

2. Setting Up Your Project

- **Rename Your Project:** Click on the project name (usually "Untitled") in the top-left corner and rename it to something like "Resume".

3. Copy and Paste the Template

- **Copy the Template:** Copy the entire LaTeX code provided (Annexure 2.0 or [click here](#))
- **Paste the Template:** In the Overleaf editor, replace any existing code with the copied LaTeX code. Make sure the file name is `main.tex` or adjust your Overleaf project settings accordingly if it's named differently.

4. Customizing Your Resume

- **Edit Personal Information:**
  - ○ Replace `Your Name` with your full name.
  - ○ Update the contact information section with your phone number, email, LinkedIn profile, and GitHub profile.
- **Update Sections:**
  - ○ **Summary:** Write a brief professional summary about your career goals and why you are a good fit for the roles you are applying for.
  - ○ **Education:** List your educational background. Update the institution names, degrees, and dates accordingly.
  - ○ **Experience:** Detail your work experience. Replace placeholder text with your job title, organization, dates, and bullet points describing your achievements.

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- ○ **Projects:** Describe your significant projects, including technologies used and key accomplishments.
- ○ **Publications:** If applicable, list any publications or research papers.
- ○ **Technical Skills:** List your technical skills, programming languages, frameworks, tools, and libraries.
- ○ **Co-curricular Activities:** Include relevant activities that showcase leadership or other skills.
- ○ **Extra-curricular Activities:** Mention any additional activities that reflect your interests and skills.

5. Compiling and Downloading

- ● **Compile the Document:** Click on "Recompile" to generate the PDF version of your resume. Overleaf will automatically compile your LaTeX code and show the result.
- ● **Download the PDF:** Once you're satisfied with the appearance, download your resume by clicking on "Download PDF" from the menu.

6. Additional Tips

- ● **Proofread:** Ensure there are no typographical or formatting errors in your resume.
- ● **Keep It Updated:** Regularly update your resume to reflect new skills, experiences, and achievements.

Annexure

1.1 Repetitive Words and Their Replacements

1. **Worked with** → Collaborated with, Partnered with
2. **Responsible for** → Managed, Led, Oversaw
3. **Assisted with** → Supported, Facilitated, Contributed to
4. **In charge of** → Directed, Supervised, Coordinated
5. **Improved** → Enhanced, Optimized, Refined
6. **Helped** → Aided, Contributed to, Bolstered
7. **Developed** → Created, Engineered, Built
8. **Used** → Utilized, Applied, Implemented
9. **Managed** → Directed, Administered, Supervised
10. **Made** → Constructed, Formulated, Produced
11. **Led** → Headed, Orchestrated, Spearheaded
12. **Worked on** → Focused on, Engaged in, Concentrated on
13. **Increased** → Boosted, Elevated, Augmented
14. **Decreased** → Reduced, Minimized, Cut down
15. **Achieved** → Attained, Accomplished, Reached
16. **Started** → Initiated, Launched, Commenced
17. **Finished** → Completed, Concluded, Finalized
18. **Handled** → Managed, Dealt with, Addressed
19. **Organized** → Arranged, Coordinated, Structured
20. **Researched** → Investigated, Analyzed, Examined
21. **Tested** → Assessed, Evaluated, Validated
22. **Designed** → Planned, Conceptualized, Developed
23. **Sold** → Marketed, Promoted, Distributed
24. **Gave** → Provided, Delivered, Supplied
25. **Said** → Communicated, Conveyed, Articulated
26. **Showed** → Demonstrated, Exhibited, Displayed
27. **Fixed** → Resolved, Rectified, Corrected
28. **Learned** → Acquired, Gained, Mastered
29. **Created** → Produced, Generated, Developed
30. **Changed** → Modified, Transformed, Altered

1.2 Weak Verbs and Strong Alternatives

1. **Do** → Execute, Implement
2. **Make** → Construct, Forge
3. **Get** → Obtain, Acquire
4. **Have** → Possess, Hold
5. **Put** → Place, Position
6. **See** → Observe, Perceive
7. **Say** → Articulate, State
8. **Give** → Provide, Supply
9. **Think** → Consider, Deliberate
10. **Take** → Seize, Capture
11. **Find** → Discover, Uncover
12. **Use** → Utilize, Employ
13. **Work** → Operate, Function
14. **Move** → Shift, Transfer
15. **Go** → Proceed, Advance
16. **Show** → Exhibit, Display
17. **Keep** → Retain, Maintain
18. **Help** → Assist, Support
19. **Begin** → Initiate, Commence
20. **End** → Conclude, Terminate
21. **Meet** → Convene, Assemble
22. **Try** → Attempt, Endeavor
23. **Hold** → Secure, Grasp
24. **Allow** → Authorize, Permit
25. **Buy** → Purchase, Acquire
26. **Tell** → Inform, Notify
27. **Cut** → Reduce, Decrease
28. **Help** → Facilitate, Assist
29. **Start** → Commence, Initiate
30. **Stop** → Halt, Cease
31. **Finish** → Complete, Conclude
32. **Fix** → Repair, Resolve
33. **Increase** → Boost, Enhance
34. **Improve** → Upgrade, Refine
35. **Like** → Prefer, Favor
36. **Move** → Relocate, Shift
37. **See** → Observe, Perceive
38. **Send** → Dispatch, Forward
39. **Show** → Illustrate, Reveal
40. **Work** → Operate, Perform
41. **Make** → Construct, Develop
42. **Plan** → Design, Strategize
43. **Prepare** → Organize, Arrange
44. **Produce** → Generate, Yield
45. **Provide** → Supply, Furnish
46. **Run** → Manage, Administer
47. **Speak** → Articulate, Address
48. **Tell** → Advise, Inform
49. **Use** → Deploy, Apply
50. **Wait** → Anticipate, Expect
51. **Show** → Exhibit, Demonstrate
52. **Give** → Allocate, Provide
53. **Think** → Contemplate, Consider
54. **Need** → Require, Demand
55. **Find** → Discover, Locate
56. **Keep** → Maintain, Retain
57. **Get** → Obtain, Acquire
58. **Ask** → Inquire, Request
59. **Use** → Employ, Utilize
60. **Say** → Declare, State
61. **Fix** → Repair, Resolve
62. **Talk** → Discuss, Confer
63. **Call** → Summon, Engage
64. **Hold** → Grasp, Retain
65. **Let** → Allow, Permit
66. **Tell** → Inform, Notify
67. **Play** → Engage, Participate
68. **Run** → Operate, Manage
69. **Start** → Launch, Begin
70. **Build** → Construct, Establish

1.3. Verb Tenses to Use and Avoid

Should Use:

1. Created
2. Managed
3. Implemented
4. Improved
5. Designed
6. Developed
7. Coordinated
8. Directed
9. Achieved
10. Executed
11. Initiated
12. Streamlined
13. Optimized
14. Launched
15. Led
16. Facilitated
17. Enhanced
18. Collaborated
19. Spearheaded
20. Organized
21. Upgraded
22. Delivered
23. Engineered
24. Administered
25. Trained
26. Instructed
27. Evaluated
28. Oversaw
29. Analyzed
30. Supervised

Should Avoid:

1. Creating
2. Managing
3. Implementing
4. Improving
5. Designing
6. Developing
7. Coordinating
8. Directing
9. Achieving
10. Executing
11. Initiating
12. Streamlining
13. Optimizing
14. Launching
15. Leading
16. Facilitating
17. Enhancing
18. Collaborating
19. Spearheading
20. Organizing
21. Upgrading
22. Delivering
23. Engineering
24. Administering
25. Training
26. Instructing
27. Evaluating
28. Overseeing
29. Analyzing
30. Supervising

1.4. Clichés to Avoid

1. **Hard worker** → Demonstrate with examples of work ethic.
2. **Team player** → Show collaboration with metrics.
3. **Detail-oriented** → Provide examples of meticulous work.
4. **Results-driven** → Quantify results.
5. **Go-getter** → Show initiative with actions.
6. **Self-starter** → Mention independent projects.
7. **Think outside the box** → Show innovative solutions.
8. **Excellent communication skills** → Highlight specific instances.
9. **Proven track record** → Provide specific achievements.
10. **Passionate** → Show dedication through accomplishments.
11. **Dynamic** → Provide examples of adaptability.
12. **Motivated** → Show drive with tangible results.
13. **Synergistic** → Demonstrate teamwork in context.
14. **Strategic thinker** → Showcase strategic planning skills.
15. **Goal-oriented** → Quantify goals achieved.
16. **Proactive** → Show how you anticipate and solve issues.
17. **Detail-oriented** → Demonstrate precision in past work.
18. **Extensive experience** → Specify the duration and depth of experience.
19. **Fast learner** → Provide examples of quickly acquired skills.
20. **People person** → Demonstrate interpersonal skills.
21. **Effective leader** → Highlight leadership roles and outcomes.
22. **Multi-tasker** → Show examples of juggling multiple projects.
23. **Innovative** → Demonstrate creativity with examples.
24. **Driven** → Provide examples of achieving goals.
25. **Ambitious** → Show long-term achievements.
26. **Successful** → Highlight specific successes.
27. **Experienced** → Detail the experience in specific roles.
28. **Professional** → Demonstrate professionalism with examples.
29. **Passionate about** → Show how your passion leads to results.
30. **Thrives in fast-paced environments** → Provide examples of working in such settings.

1.5 Clichés to Avoid and Stronger Alternatives

1. **Think outside the box** → Innovate creatively
2. **Results-driven** → Focused on achieving measurable outcomes
3. **Team player** → Collaborative partner
4. **Proven track record** → Demonstrated history of success
5. **Synergize** → Collaborate effectively
6. **Hard worker** → Diligent and dedicated professional
7. **Detail-oriented** → Meticulous attention to detail
8. **Fast-paced environment** → Dynamic workplace
9. **Go-getter** → Proactive achiever
10. **Bottom line** → Core outcome
11. **Win-win situation** → Mutually beneficial scenario
12. **Leverage** → Utilize effectively
13. **Value-added** → Enhanced contribution
14. **Self-starter** → Highly motivated initiator
15. **Hit the ground running** → Quickly adaptable
16. **Think on your feet** → Quickly respond to challenges
17. **Game-changer** → Transformative contributor
18. **Best of breed** → Top-tier quality
19. **Circle back** → Revisit the topic
20. **Touch base** → Connect briefly
21. **Across the board** → Universally applied
22. **Deep dive** → Thorough analysis
23. **Give 110%** → Exceed expectations
24. **Move the needle** → Create significant impact
25. **Core competency** → Key strength
26. **Take it to the next level** → Elevate performance
27. **Bring to the table** → Offer valuable contributions
28. **Reach out** → Contact directly
29. **On the same page** → In agreement
30. **Outside the norm** → Unconventional approach
31. **At the end of the day** → Ultimately
32. **Fast learner** → Quick to grasp new concepts
33. **In a timely manner** → Promptly
34. **Cutting-edge** → State-of-the-art
35. **Results-oriented** → Focused on outcomes
36. **Value proposition** → Unique benefit
37. **Make an impact** → Create significant change
38. **On the radar** → Under consideration
39. **Touchpoint** → Interaction point
40. **Raise the bar** → Set higher standards
41. **Move forward** → Progress
42. **Implement** → Execute
43. **Build relationships** → Foster connections
44. **Resourceful** → Inventive problem-solver
45. **Think strategically** → Plan with foresight
46. **Best practices** → Proven methods
47. **Game plan** → Strategic plan
48. **Branding** → Positioning
49. **Drive results** → Achieve goals
50. **Dynamic** → Energetic and adaptable

1.5. Personal Pronouns to Avoid and Their Replacements

Avoid:

1. **I** → Use implied subjects (e.g., Managed, Led).
2. **Me** → Rephrase to avoid first-person perspective.
3. **My** → Omit personal reference (e.g., Managed projects).
4. **Mine** → Not applicable in resumes; rephrase.
5. **We** → Focus on your role (e.g., Led a team).
6. **Us** → Focus on your individual contributions.
7. **Ours** → Rephrase to highlight personal achievements.
8. **You** → Focus on your actions (e.g., Implemented).
9. **He/She** → Avoid third-person references.
10. **They** → Rephrase to avoid vague references.
11. **Him/Her** → Not applicable; rephrase to active voice.
12. **Them** → Avoid; rephrase to specify actions.
13. **His/Hers** → Omit; use active voice.
14. **We are** → Focus on individual roles.
15. **We have** → Rephrase to emphasize personal contribution.
16. **Our team** → Specify your role in the team.
17. **I am** → Use active verbs (e.g., Led, Managed).
18. **I have** → Focus on achievements without pronouns.
19. **We were** → Emphasize your role (e.g., Managed).
20. **He/She is** → Not applicable; avoid third person.
21. **They are** → Rephrase for clarity and focus on your actions.
22. **He/She has** → Avoid; focus on your achievements.
23. **It is** → Rephrase to direct action.
24. **They have** → Focus on your individual contribution.
25. **His/Hers is** → Avoid; use active voice.
26. **You are** → Rephrase for direct action.
27. **It has** → Not applicable; rephrase to active voice.
28. **They were** → Avoid; focus on your specific role.
29. **We did** → Rephrase to highlight individual achievements.
30. **They did** → Focus on your specific contributions.

2.0 Latex Code

Below is a recommended structure for a resume using LaTeX:
(Sample view link: https://www.overleaf.com/read/pctzvbtcyppv#60febe)

```
\documentclass[letterpaper,11pt]{article}
\usepackage{graphicx}
\usepackage{hyperref}
\usepackage{latexsym}
\usepackage{helvet}
\usepackage[empty]{fullpage}
\usepackage{titlesec}
\usepackage{marvosym}
\usepackage[usenames,dvipsnames]{color}
\usepackage{verbatim}
\usepackage{enumitem}
\usepackage[hidelinks]{hyperref}
\usepackage{fancyhdr}
\usepackage[english]{babel}
\usepackage{tabularx}
\input{glyphtounicode}

\pagestyle{fancy}
\fancyhf{} % clear all header and footer fields
\fancyfoot{}
\renewcommand{\headrulewidth}{0pt}
\renewcommand{\footrulewidth}{0pt}
\renewcommand{\familydefault}{\sfdefault}
\usepackage[T1]{fontenc}
% Adjust margins
\addtolength{\oddsidemargin}{-0.5in}
\addtolength{\evensidemargin}{-0.5in}
\addtolength{\textwidth}{1in}
\addtolength{\topmargin}{-.5in}
\addtolength{\textheight}{1.0in}

\urlstyle{same}
```

```latex
\raggedbottom
\raggedright
\setlength{\tabcolsep}{0in}

% Sections formatting
\titleformat{\section}{
  \vspace{-4pt}\scshape\raggedright\large
}{}{0em}{}[\color{black}\titlerule \vspace{-5pt}]

% Ensure that generate pdf is machine readable/ATS parsable
\pdfgentounicode=1

%-----------------------
% Custom commands
\newcommand{\resumeItem}[1]{
  \item\small{
    {#1 \vspace{-2pt}}
  }
}

\newcommand{\resumeSubheading}[4]{
  \vspace{-2pt}\item
    \begin{tabular*}{0.97\textwidth}[t]{l@{\extracolsep{\fill}}r}
      \textbf{#1} & #2 \\
      \textit{\small#3} & \textit{\small #4} \\
    \end{tabular*}\vspace{-7pt}
}

\newcommand{\resumeSubSubheading}[2]{
    \item
    \begin{tabular*}{0.97\textwidth}{l@{\extracolsep{\fill}}r}
      \textit{\small#1} & \textit{\small #2} \\
    \end{tabular*}\vspace{-7pt}
}

\newcommand{\resumeProjectHeading}[2]{
    \item
    \begin{tabular*}{0.97\textwidth}{l@{\extracolsep{\fill}}r}
      \small#1 & #2 \\
    \end{tabular*}\vspace{-7pt}
```

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```
}

\newcommand{\resumeSubItem}[1]{\resumeItem{#1}\vspace{-4pt}}

\renewcommand\labelitemii{$\vcenter{\hbox{\tiny$\bullet$}}$}

\newcommand{\resumeSubHeadingListStart}{\begin{itemize}[leftmargin=0.15in, label={}]}
\newcommand{\resumeSubHeadingListEnd}{\end{itemize}}
\newcommand{\resumeItemListStart}{\begin{itemize}}
\newcommand{\resumeItemListEnd}{\end{itemize}\vspace{-5pt}}

%----------------------------------------
%%%%%%                    RESUME          STARTS          HERE
%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%


\begin{document}

%----------HEADING----------
\begin{minipage}[t]{0.7\textwidth}
    \raisebox{0.5\height}{\textbf{\Huge \scshape Your Name}}
\end{minipage}
\hfill
\begin{minipage}[t]{0.2\textwidth}
    \raggedleft
    {\includegraphics[height=1.25cm]{logo.png}}
\end{minipage}
\begin{center}
                                            \small          9876543210              $|$
\href{mailto:youremail@ds.study.iitm.ac.in}{\underline{youremail@ds.study.iitm.ac.in}} $|$
    \href{https://linkedin.com/in/yourprofile}{\underline{linkedin.com/in/yourprofile}} $|$
    \href{https://github.com/yourprofile}{\underline{github.com/yourprofile}}
\end{center}

%-----------SUMMARY-----------
\section{Summary}
\small{
A Professional Summary that highlights the role that you are applying for and why you are the
perfect fit for the role both from the skills perspective and the personality perspective.
}
```

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```
%-----------EDUCATION-----------
\section{Education}
  \resumeSubHeadingListStart
    \resumeSubheading
      {Indian Institute of Technology}{Chennai, Tamil Nadu}
      {Your Level - Bachelors in Data Science and Applications}{Jan. 20XX -- Jan 20XX}
    \resumeSubheading
      {Your Offline College}{Your City, Your State}
      {Your Degree}{Aug. 20XX -- May 20XX}
  \resumeSubheading
      {Your Higher Education}{Your City, Your State}
      {Your Branch}{Aug. 20XX -- May 20XX}
  \resumeSubHeadingListEnd


%-----------EXPERIENCE-----------
\section{Experience}
  \resumeSubHeadingListStart

    \resumeSubheading
      {Your Role}{June 20XX -- Present}
      {Your Organization}{Your City, State}
      \resumeItemListStart
        \resumeItem{Description Point - 1}
        \resumeItem{Description Point - 2}
        \resumeItem{Description Point - 3}
      \resumeItemListEnd
  \resumeSubHeadingListEnd


%-----------PROJECTS-----------
\section{Projects}
    \resumeSubHeadingListStart
    \resumeProjectHeading
        {\textbf{Your Project Name} $|$ \emph{Python, Flask, React, PostgreSQL, Docker}}{June
20XX -- Present}
      \resumeItemListStart
          \resumeItem{Developed a full-stack web application using with Flask serving a REST
API with React as the frontend}
```

```
        \resumeItem{Implemented GitHub OAuth to get data from user's repositories}
        \resumeItem{Visualized GitHub data to show collaboration}
        \resumeItem{Used Celery and Redis for asynchronous tasks}
      \resumeItemListEnd
  \resumeSubHeadingListEnd


%-----------PUBLICATIONS-----------
\section{Publications (If any)}
\resumeItemListStart
  \resumeItem{\textbf{"Title of Your Publication"}, Your Name, Journal Name, Date}
\resumeItemListEnd


%
%-----------TECHNICAL SKILLS-----------
\section{Technical Skills}
 \begin{itemize}[leftmargin=0.15in, label={}]
   \small{\item{
    \textbf{Languages}{: Java, Python, C/C++, SQL (Postgres), JavaScript, HTML/CSS, R} \\
    \textbf{Frameworks}{: React, Node.js, Flask, JUnit, WordPress, Material-UI, FastAPI} \\
     \textbf{Developer Tools}{: Git, Docker, TravisCI, Google Cloud Platform, VS Code, Visual
Studio, PyCharm, IntelliJ, Eclipse} \\
    \textbf{Libraries}{: pandas, NumPy, Matplotlib}
   }}
 \end{itemize}


%-----------Co-curricular Activities-----------
\section{Co-curricular Activities}
 \resumeSubHeadingListStart

   \resumeSubheading
     {Your Activity}{June 20XX -- Present}
     {Your Organization}{Your City, State}
     \resumeItemListStart
       \resumeItem{Description Point - 1}
       \resumeItem{Description Point - 2}
       \resumeItem{Description Point - 3}
     \resumeItemListEnd
 \resumeSubHeadingListEnd

  %-----------Extra-curricular Activities-----------
```

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```
\section{Extra-curricular Activities}
  \resumeSubHeadingListStart

    \resumeSubheading
      {Your Activity}{June 20XX -- Present}
      {Your Organization}{Your City, State}
      \resumeItemListStart
        \resumeItem{Description Point - 1}
        \resumeItem{Description Point - 2}
        \resumeItem{Description Point - 3}
      \resumeItemListEnd
  \resumeSubHeadingListEnd

%----------------------------------------
\end{document}
```

The Above document is drafted by Shrirang Sapate[1] , Sundaresh Karthic Ganesan[1] in coordination of Avijeet Palit[2] under the supervision of Shayan Pal[3]

[1] Members, Student Placement Council, IIT Madras BS Degree Program
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Web Link