



# CV / Resume Quality Score

60.3%

**MBAtrek**  
#hit the ground *RUNNING*

Name: [Enter Name Here]		Date: 25th July 2018	
CV / Resume Section	Completed	Criticality	MBAtrek Recommendation
Section and Sub-Section Scores			
Header			
Name	Yes	Mandatory	Remove the word 'Name'
Email Id	No	Mandatory	Please add your campus email
Contact Number	No	Mandatory	Please provide your mobile number
Profile Summary/Objective	No	Mandatory	Suggest that you put down a clear objective - what you want to do, what industries and function interest you, what do you want to do in the next 5 years. Remember all this should tie back to the role / profile that you apply for.
10%			
50%			
0%			
0%			
0%			
Internship Experience			
25%			
Company Name	Yes	Mandatory	Please move to the work experience section (Write 'Internship' in bracket)
Internship Designation	No	Mandatory	Summer Intern - what area or project were you working on
Start and End month with year	Yes	Mandatory	Please check dates for internship - cannot be in the same time frame
Roles and Responsibilities	Yes	Mandatory	Difficult to understand the responsibilities
Achievements	No	Mandatory	Be more elaborative-'For whom and how is missing'. Need to be explained better
100%			
0%			
80%			
10%			
10%			
Work Experience (Full Time)			
79%			
Reverse Chronological(Latest first)	No	Mandatory	Dates on your resume are overlapping
Designation	Yes	Mandatory	N/A
Company	Yes	Mandatory	N/A
Location	Yes	Mandatory	N/A
Start month to End month with year	Yes	Mandatory	Dates on your resume are overlapping
Description of the Job	Yes	Mandatory	Sentences could have become more clear and crisp
Achievements	Yes	Mandatory	Transferable skills are not coming through - for e.g. risk management, team building. Also more specifics around the work - what kinds of process improvement steps. What does HRMS functionality mean - costs or efficiency in what?
Any Link or URL of your work	N/A	Optional	N/A
Education			
Reverse Chronological order (Latest First)	Yes	Mandatory	N/A
School	Yes	Mandatory	Would suggest taking more on the ISB section
Degree	Yes	Mandatory	
Field of Study	Yes	Mandatory	
Grade	Optional	Optional	
Start Date to End Year	Yes	Mandatory	
City	Yes	Mandatory	
Other			
Name of different skills / competencies			
Your resume			
Skills			

## MBAtrek #ResumeBuilder Diagnostic

To register for #ResumeBuilder program,  
send an email to [info@mbatrek.com](mailto:info@mbatrek.com)

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