**CURICULUM VITAE POINTERS**

* CV should be submitted in **color print** so that the logo and brand of LPU is in color on top right side of the page.
* Final CV submitted by students after correcting the first draft should be printed on **bond paper** **only and in color print.**
* Font style – Garamond
* Font size
  + Headings – Garamond – 11 - Bold
  + Details / description –Garamond – 10.5 – sentence case
* Avoid using acronyms.
* Academic Qualification
  + Mention details of senior secondary and higher secondary in **ROMAN NUMERICALS.**
  + Mention the board of education in brackets.
* Internship
  + Students who have undertaken internship should write internship in detail mentioning the duration, objective of the project and tasks undertaken to complete the internship successfully.
* If any student has not undergone any internship, the same may be replaced with the project undertaken by the student.
* Positions of responsibility
  + Details of role of responsibility held should be mentioned.
* Extra-Curricular Activities
  + Mention details of all extracurricular activities under relevant heads – community heads or achievements.
* Language Proficiency
  + Mention only the language s in which student is proficient to read, write and speak.
* Kindly ensure that the CV does not cross 1 page limit.