


Talent Battle Live Training Resume and Interview Training

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What is a Resume?



1. Basic Information

- Full Name
- Address in short
- Mobile number
- Email-id
- Date of Birth
- Branch/Stream



2. Career Objective



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3. Educational/Academic Details



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4. Educational/Academic Achievements

- Secured 1st Rank in 5th Semester of my engineering exam.
- Secured highest marks in the subject “XYZ” in 4th Semester of my engineering exam.
- Received a scholarship from the institute “XYZ” for my outstanding performance in SSCE examination.

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5. Industrial Training/Internships/

- Completed a 20 days industrial training at “ABC industries” in June 2018.
- Completed a 1 month internship at “ XYZcompany” in December 2018.
- Describe in 2-3 lines about your work/project/study during the internship or training.



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6. Computer Skills



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7. Technical Projects

- Currently working on the project “ProjectTitle”
- Aim/Use/Application
- Domain/Technology used
- Programming language or softwares used
- Your Role in the project

8. Seminars/Technical Workshops/Online Courses

- Delivered a seminar on the topic “XYZ” at “college name” in March 2019
- Completed a 3 days workshop on the topic “XYZ” at “college name” in March 2019
- Completed an online course on “XYZ” with “ABC” website

9. Co-Curricular/Extra-Curricular & Organizational Activities.

- Achievements First
- Participations



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10. Hobbies



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Name, Address, Mobile Number, Date of Birth, Email-ID, Branch/Field
Career Objective
Educational Qualification Details Educational Achievements
Industrial Experience, Training, Internships, etc
Computer Skills
Projects, Seminars, Workshops, Online Courses
Co-Curricular Activities and Achievements
Leadership and Organizational Activities
Extracurricular Activities and Achievements
Hobbies and Interests



Format and Design



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GENERAL TIPS

- Restrict your resume to not more than 2-3 pages
- Font – Times New Roman, Calibri, Verdana, Tahoma, Arial
- Font Size – 16- for Full Name, 14-Bold for Headings and 12 for other texts
- Margins – Moderate for Low Data and Narrow for unavoidable High amount of Data
- Don't use block letters expect for your NAME
- Print resume only on one side of page
- Don't use declarative sentences like "I developed the ..." or "I assisted in ..." leave out the "I".
- BE HONEST, No Lies, They can easily catch you

GENERAL TIPS

- USEbullets for each point under heading.
- Paste Photo
- Use Bold Wherever necessary
- Don't use words with which you aren'tfamiliar.
- Use a dictionary as you write.
- Perform a spell check on your finished resume.
- Carefully read aloud every word in your resume.
- Have a friend or two who proofs read your resume for you.

GENERAL TIPS

- Use good quality paper for your resume. (100GSM)
- Do not overuse capitalization, italics, underlines, or other emphasizing features.
- Declaration at the end is optional
- Carry at least 5 copies of resume with you during interview
- Bullet under bullet
- Justify paragraphs
- Border (1.5 to 2pt)
- Use of Colour
- Use of Word Options

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DESIGN YOUR OWN RESUME
DO NOT COPY