Resume Session

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Areas that we seek to address:

- Difference between a Resume and a Curriculum Vitae

- Basic sections of a resume

- Purpose, Content, Impact value

- Making of a resume and customization

- Growth of a resume

- Frequently Asked Questions

Resume Vs Curriculum Vitae

1. Length

2. Content

3. Target

Aim

- Get shortlisted for a meeting, or interview, with your prospective employer.

Important to note that:

- You can use your resume to create a good first impression
- Process of elimination rather than selection
- Time per resume varied from 30 seconds to a minute

Sections of a Resume

1. Personal Information
2. Education Details
3. Awards and Accomplishments
4. Industry Experience and Project Details
5. Positions of Responsibilities
6. Extra – Curricular Activities
7. Relevant Courses Done
8. Technical Skills

- Only the first half page of the Resume is fixed.

- The naming, content and size of the rest of the sections is on the discretion of the candidate.

Personal Information

- Purpose
  - Introduction
- Content
  - Name
  - DOB
  - Contact Details
  - *Department / Specialization*
- Remarks
  - Low impact Section
  - Department and Specialization will be noticed
  - Cursory Glance through the rest

Educational Details

- Purpose
  - Convey Academic Background
- Content
  - CPI / DR
  - School / College Grades
  - Academic Achievements

  (NTSE Scholar, Olympiad winner, Merit Certificate holder etc.)
- Remarks
  - Moderate Impact Section
  - CPI / DR has the maximum impact
  - Academic Achievement show your sincerity

Awards and Accomplishments

- Purpose
  - Convey level of excellence
  - Recognition at various levels
- Content
  - Awards received
  - Titles / Honours
- Remarks
  - Indicator of excellence
  - High Impact
  - Establishes Creditability of claims

Industry Experience & Project Information

- Purpose
  - Show practical project work done
  - Work experience in professional environment
- Content
  - Job Experience
  - Summer Internships
  - Practical Trainings and Projects
- Remarks
  - High Impact Section
  - Application of learned concepts in actual situation

Positions of Responsibility

- Purpose
  - Convey Leadership Skills and the ability to work in Teams
- Content
  - Positions held in student bodies
  - Advisory positions held
  - Membership in various teams/professional societies
- Remarks
  - High Impact Section
  - Shows Responsibilities held and Managerial Skills
  - Highlights your Soft Skills

Extra Curricular Activities

- Purpose
  - Show Talent
  - Level of Proficiency
- Content
  - Intra campus activities in various clubs and festivals
  - Contribution in team events
- Remarks
  - Medium to high impact section
  - Shows your well rounded personality and dedication

Major differences between
2 page and a 1 page Resume

- Size
  - Lesser space allocated to each section
- Content
  - Sentences are more concise and pointed
  - Content is less detailed
  - Lesser focus on structure of sentences
- Remarks
  - Retain all the information but try to cut down on space occupied
  - Remember to leave white spaces for clarity

5 steps to make a good resume

1. Understand
2. List and Pick
3. Arrange
4. Polish
5. Review

Understand Yourself

- Analyze yourself – think, introspect, deliberate would work the best for you.

- **Ask yourself :**
  - What are my skill sets
  - What kind of a job do I want and what is in offer
  - What is going to make be satisfied in a long term

- A resume should be consistent with the profile that you apply for… So, decide what do you want your resume to reflect

Understand Yourself

- Bring out the **impact** of each activity on you.
- List them down in the following format

  Activity   What did I do   What skills are reflected

- Helps you achieve a balance in your resume without repeating same skill unnecessarily
- Helps you understand why to include a particular activity

List and Pick

- Make an exhaustive list of all your achievements and activities and group them section wise

- Remember, the recruiters look for spikes and not averages in your resume. Instead of listing each and every activity only list down the spikes in your achievements

- Minor achievements add value to sections when the resume is weak

Customization by Job Profiles

- Consulting
    - Analytical Abilities
    - Communication Skill
    - Team Work
    - Spikes in any one of the fields
- FMCG / Oil
    - Working in Team
    - Overall Personality
    - Academic Performances
    - Grasp of technical concepts
- I-Banks
    - Problem / Puzzle solving skills
    - Working in stressful situations
    - Communication Skills
    - Academic Performance

- Tech
    - Knowledge of Concepts
    - Academic Performance
    - Analytical Abilities
    - Programming languages known
- IT
    - Knowledge of Concepts
    - Analytical Abilities
    - Programming languages known

Arrange

- Create a good impression by putting your major achievement first

- Once you have captured reader's interest then you can guide the thought process in your favour

- Within a sentence lay stress on the first part

- Often first level of shortlisting is done in less than 20 seconds

Language

- **Vocabulary**
  - Avoid Slangs
  - Keep it Simple
- **Grammar**
  - Use active voice
- **Tense**
  - Show Task Completion
  - Be consistent

- **Length of Sentences**
  - Start with action verbs
  - Write short sentences
  - Avoid repetition of words
- **Spellings**
  - Avoid short forms
  - Check for errors
- **Punctuation**
  - Be consistent
  - Check for errors

Style and Content

Style

- Avoid formal or confusing language
- Don't use first person 'I' or any pronoun
- Avoid self flattering terms such as highly skilled etc.
- Be honest and accurate but not over modest :D
- Use conservative font such as Arial, Verdana or Times New Roman

Content

- Cite numbers to convey the magnitude / scale of project, budget etc.
- Only include courses that are relevant to the job you seek
- Give examples that show personality traits such as leadership, confidence and independence

- Don't state objectives only, say what you did
- Avoid writing things that are expected always, write unique contributions
- Quantify results, don't just use adjectives like good or better
- Shorten the length of sentences
- http://web.mit.edu/career/www/guide/actionverbs.html

Polish

Common Formatting Details

- Appropriate punctuation
- Spacing and margins of lines and bullets
- Justify text
- Use of bold/italics
- Constant Font size and type

Overall Look

- Proofread a print out
- Font size should be sufficiently big
- Have ample line spacing and identifications
- Have white spaces for clarity

Review

- Who should review your resume?
  - Senior in the firm that you would like to apply to
  - Friends capable of judging your resume well
  - Family member working in the corporate world
  - Someone unfamiliar with your background to judge for clarity and effectiveness
- Getting the right feedback
  - 'Feel' for the resume: Understand what personality and skill it reflects
  - Can it be shortened? Is it repetitive?
  - Does it draw attention to the desired points?

The Bottom Line

- You have to be comfortable about what your resume says about you.

- Be true in your resume and be prepared with a few examples to validate your claims.

- Know your resume: you should be able to speak at length about any point in it.

Growth of a Resume

□ **Version 1.0:**
SURGE Programme:I was selected in this prestigious programme to do research work on CNTs which included various chemical processes, its coating over cutting tools and the evaluation of the properties. This helped me to file a patent on this research work.

□ **Version 2.0:**
Participated in **SURGE Programme** (Summer Undergraduate Research Grant Excellence comprising of **IITK, Caltech & NIT** students) and did research work on the **performance enhancement of cutting tools used in manufacturing industries using Carbon Nanotubes. The work included synthesis of SWNTs through various chemical processes, its coating over cutting tools and then evaluation of the properties of the tools. This resulted in filing of a patent.** (May – July,2006)

Growth of a Resume

- **Version 3.0:**
  - Participated in **SURGE Programme** (Summer Undergraduate Research Grant Excellence comprising of **IITK, Caltech & NIT** students)
  - Did research work on the **performance enhancement of cutting tools used in manufacturing industries using Carbon Nanotubes.**
  - **The work included synthesis of SWNTs through various chemical processes, its coating over cutting tools and then evaluation of the properties of the tools.**
  - **This resulted in filing of a patent.** (May – July,2006)

Growth of a Resume

- **Version 4.0:**

SURGE (Summer Undergraduate Research Grant Excellence)   **May-July 2006**

- Selected from IIT Kanpur to perform research work on Carbon nanotubes with students from **California Institute of Technology, US** and National Institutes of Technology.

- Devised a new method of fabricating Carbon nanotubes coated cutting tools with improved strength and hardness.

- **Patent** filed for developing the **new fabrication method.**

Questions

Ask ask!

FAQs

- **How do I justify low CPI?**

  Prove that the time was spent in other worthwhile activities which developed adequate social and interpersonal skills

- **How do I balance between exaggeration and understatement?**

  Get it reviewed by people who are unaware of your background. Remember that you should be able to carry off the image that your resume portrays.

- **Should I include maximum activities to prove that I didn't waste time?**

  Show maximum output, not activities.

  Focus on excellence, not just enthusiasm.

- **Should I add a major achievement at school level?**

  Only if you do not have any other significant achievement in that section else avoid.

  It runs the risk of pointing out that you had the potential but you did not utilize it in the last 3-4 years

FAQs

- **How detailed should descriptions of projects / achievements be?**

  Enough to reflect skills and results, avoid unnecessary details that dilute the focus

- **Which course project should I include?**

  Those that reflect innovation and achievement more that expected
  Those involving a particular concept that you would like to discuss in the interview

- **How technical should the language / terminology be?**

  Avoid technical details as the recruiter might not be familiar with it. Avoid IITK specific terms or events. Focus on time / cost saved and other outputs.

- **How do I know which skill / project / achievement should be removed?**

  Just remove it and see how much of a difference it makes and if skill reflected by it can be effectively brought out using some other item

  Avoid repeating achievement in the same field. It is very obvious that you can't reach the higher level without excelling on the lower one!

Thank you