# Guide for using resume template

Specifications

1. Maximum length of resume – 2 pages
2. Font style – Calibri
3. Heading Font size – 14
4. Paragraph font size - 12

Section wise guidelines for resume content

1. Photograph – the photo should be in colour, capturing the front shot of the applicant showing from head to shoulder. Background of the photo can be white or light blue. The size of the photo should be 4.5 cm x 3.5 cm.

The applicant must be dressed in formal attire consisting of formal shirt and jacket. Care must be taken by the applicant to present himself in a manner to project a professional image.

Ensure the quality of the print is good enough for the picture to be clear.

1. Name – Full name including surname. Highlight the name in bold
2. Postal Address – optional
3. Email id – ask the applicants to create a professional looking email id which includes their first name and last name. Do not encourage applicants to have casual email id on their resumes
4. Phone number- include country code
5. Objective – Tips for writing objective statement:

* Focus on how you would benefit the employer, not on how the employer would benefit you. Stay away from resume objectives that state your working preferences such as "seeking a team-oriented environment that fosters professional development."
* Don't be vague. Steer clear from statements that say nothing substantial about your career goal (e.g., "seeking a challenging position with potential for growth and advancement").
* Keep it concise and targeted. Hiring managers often sort through hundreds to thousands of resumes to fill one job opening. Make it easy on them by keeping your objective short and to the point. The best resume objectives contain a desired job title or target.
* If you have more than one career goal, create a different resume version for each objective.

1. Technical skills – list the technical skills of the applicant without any subtitles. The order of the list must be based on the skills required by the employer; i.e.; technical skills required by the employer must appear first in the list
2. Certifications – encourage the applicants to mention a list of their technical certifications if any
3. Work Experience/Internships – applicants with work experience must mention the following details under this section:
   1. Name of the company
   2. Description of the company in single line
   3. Place of work
   4. Duration of work (month and year of starting and ending)
   5. Roles and responsibilities (in the order of relevance to the job being applied for)
4. Education – the education qualification of applicants from 10th to MSIT must be mentioned.
   1. The order of listing education qualifications is – MSIT – BTech –intermediate – 10th class
   2. For each qualification, the following information is required – Title of the Education Programme / degree awarded, specialization, University/Board, year of starting and year of completion of programme and CGPA
5. Projects – encourage the applicants to write about all the projects undertaken during their MSIT and BTech.
   1. The following information must be given regarding the projects - project title, project description and technologies used
   2. Project description should give the following information in a concise manner – what is the project about, what is your role in the project, functionalities of the project or what problem is solved using the project and technologies used
   3. The order of listing of the projects must showcase the diversity of technologies the applicant is exposed to.
   4. If the BTech project is not related to IT, the description can be very concise, focusing mostly on the functionalities and less on the technologies.
6. Honors / Co- curricular & extracurricular activities – this section can include all the relevant activities the applicant has been involved in and the honors she/he has received. Activities that can project the professional skills in the applicant must be written at the top.
7. Hobbies – encourage the applicants to list only those hobbies that contribute to his/her personal or professional development
8. Web presence – Modern resumes can carry details of the applicant’s web presence. They can give the links to their blog, linkedin and twitter accounts

**Sections to avoid in resume:**

1. Strengths- there will be no listing of strengths. Instead these strengths can be projected in project work details, co curricular activities and hobbies.
2. Declaration – it is out dated format. Modern resumes do not require declaration and signature
3. Personal information – such as date of birth, family details, marital status etc are not required. Languages known are optional. If the applicant chooses write about languages known, she should also mention the proficiency levels in each language.