Resume Making Workshop
9th February, 2009

By-

Class of 2009 (hopefully ☺)

Agenda

- **What is a Resume**
- **Sections of a Resume**
- **5 steps to make a Resume**
  - Understand Yourself!
  - List and Pick
  - Arrange
  - Polish
  - Review
- **Doubts and Queries**
  - Common Misconceptions
  - FAQs
- **Sample Resume**
  - Growth of a Resume
  - Common Mistakes
  - Comic Relief to the Interviewer

What is a Resume

- First interaction of yours with a potential employee

- Marketing tool and an introduction to you and your experiences

- Effective presentation of yourself in text format

  Product $\longrightarrow$ Brochure $\longrightarrow$ Consumers

  Student $\longrightarrow$ Resume $\longrightarrow$ Interviewer

- The purpose of a resume is not only to get you shortlisted for a personal interview but also to drive the interview

Sections of a Resume

- The sections
  - Personal Information
  - Academics
  - Awards and Accomplishments
  - Projects and Summer Internship Information
  - Relevant Courses / Skill Set
  - Positions of Responsibilities
  - Extra – curricular Activities

- Only the first half page of the Resume is fixed by the office. The naming, content and size of the rest of the sections is on the discretion of the candidate

Personal Information

- Purpose
  - Introduction
- Content
  - Name
  - Contact Details
  - Department / Specialization
  - Date of Birth
  - Category when you are applying to a PSU
- 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

- Remarks
  - Moderate/High Impact Section
  - CPI / DR has the maximum impact – it shows your sincerity and is an objective measure of your performance

Awards and Accomplishments

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

Internships and Project Information

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

Relevant Courses

- Purpose
  - Convey information on academic courses
  - Technical Skill set
- Remarks
  - Course work mentioned should be relevant to the company
  - Write mathematical and finance courses for finance/analytical companies

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 organizing teams
- Remarks
  - High/Low Impact Section
  - Shows Responsibilities held and Managerial Skills
  - Reflects your drive to take initiatives
  - Highlights your Communication Skills

Extra Curricular Activities

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

Major differences between a 2 page and a 1 page Resume

- Size
  - Lesser space allocated to each section
  - Compulsory details lesser
- Content
  - Sentences more concise and pointed
  - Content less detailed
  - Lesser focus on structure of sentences
- Remarks
  - Recommended: Core 2 page, Non-Core 1 page
  - Retain all the relevant information but try to cut down on space occupied
  - Remember to leave white spaces for the interviewer to write comments

5 steps to make a good resume

- Understand

- List and Pick

- Arrange

- Polish

- Review

Understand

- **Ask yourself-**
  - What are my skill sets
  - What kind of a job do I want
  - What is going to make be satisfied in a long term
- A Resume should reflect a consistent personality throughout
- Decide what do you want to reflect

Understand Yourself

- Bring out the impact of each activity and project that you have done 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

Understand Yourself

- **Discuss with Seniors**
  - Understand from the mistakes that they made
  - Get first hand information from them
  - Know various options – apply off-campus
- **Be proactive and understand company profiles**
  - Read company websites
  - Clarify doubts with the firm – understand your role
  - Decide for yourself what you want
  - Avoid Herd mentally
- **Attend PPTs**
  - Ask questions
  - Remember the companies sell themselves in the PPTs
  - Don't rely on subjective opinions
  - Search for the right sources and crosscheck info

List and Pick

- Make an exhaustive list of all your achievements and activities/projects and group them section wise
- Minor achievements add value to sections when the section is weak
- 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

Customization by Job Profiles

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

- Tech and PSU
    - Knowledge of Concepts
    - Academic Performance
    - Analytical Abilities
    - Programming languages known
- IT
    - Knowledge of Concepts
    - Academic Performance
    - Analytical Abilities
    - Programming languages known
- IPR
    - Academic Performance
    - Communication skills
    - Knowledge about upcoming technologies
- Start – ups
    - Tricky! – varies a lot with companies

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

- Leverage the flexibility allowed in placing sections

- Within a sentence lay stress on the first part

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

Language

- **Vocabulary**
  - Avoid Slangs
  - Keep it Simple
- **Grammar**
  - Use active voice
  - Grammar check
- **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 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
- Use conservative font such as Arial, Calibri or Times New Roman

Content

- Cite numbers to convey the magnitude / scale of project, budget etc.
- Don't state objectives, say what you did
- Only include courses that are relevant to the job you seek
- Give examples that show personality traits such as leadership, confidence and independence

As you iterate the content you get better at conveying the right information effectively in a concise manner

Polish

Common Formatting Details

- Appropriate punctuation
- Spacing and margins of lines and bullets
- Justify text
- Use of bold/italics
- Font sizes and types

Overall Look

- Proofread a print out
- Font size should be sufficiently big
- Have ample line spacing and identifications
- Have lots of white spaces for reader to leave comments

Review

- Who should review your resume?
  - Friends / seniors capable of judging your resume well
  - Senior in the firm that you would like to apply to
  - 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 well; you should be able to speak at length about any point in it

Common Misconceptions

What you thought?

- Recruiters don't know which activities in campus are really worthwile

- Mediocre projects / trainings can be exaggerated to make it impressive

- NCFM pass is a certificate to deep knowledge in finance

- I must mention all events that I 'participated' in to show my enthusiasm

What is true?

- Most of the firsm have IITK alumni who are up to date with the campus trends

- Recruiters know what to ask you to figure out

- NCFM is like being an organizer, helps hyou learn but does not get you the job

- Participation = Did not win; try and put only achievements

FAQs

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

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

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

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

- **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 yerars

FAQs

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

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

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

Those that reflect innovation and achievement more that expected

Those invloving 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!

Common mistakes

- Mentioning the scholarship and not mentioning what is it awarded for
- Mentioning an award and not mentioning its significance
- Using very technical terminology in discription of the projects
- Space being wasted in making boxes
- Sub bulleted content should have a smaller font size
- Use bullets to make points distinct, don't write paragraphs
- Try and fit single words in previous line

Growth of a CV

Time line for mock placements

- Resume Making Workshop – 9th February

- Resume submission – 28th February

- Mock Placements – Weekend after mid-semester recess

Need for volunteers!!

Thanks for being patient and listening!

Q & A