

General Guidelines for making a CV

A **Curriculum Vitae** is a written overview of a person's experience and other qualifications for a job opportunity. It's a document that presents your skills and achievements and helps market oneself. Its main purpose is to get you an interview call and is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview.

Salient Features of a Good CV

1. **Purpose of your resume:** The purpose of your resume is to form that initial good impression that would have a lasting effect on the minds of the admission committee. Your resume must have an eye appeal and must kindle to know more about you.

2. **Content:** Content of your resume must always be customized according to the university and the course applied for. Create a model resume and tailor it according to universities applied to. Always keep updating your resume as and when you acquire any new skill set or gain fresh experience.

3. **List your achievements:** You are selling yourself before the admission committee and always remember to put your best foot forward. Resume is much more than a simple bio-data. Remember while talking about your achievements do not go over the top using high-sounding technical jargon.

4. **Right text and space balancing:** Make sure your resume does not look overfilled. Please remember proper text and spacing balance are very important. This only makes your resume look tidy; it also increases the legibility and clarity of your resume.

5. **Structure:** Your resume must be structured very carefully and look logical. Information should not be dispersed but should make sense and should be sequentially presented. One must be able to form an overall impression by just having a fleeting look at your resume.

6. **Formatting:** Neat typing and clear heading are indispensable in making a resume readable. In order to highlight important information and swiftly guide readers' eye to the text, apply bold and italic typeface, sub-headings and bullets to bring out important information. Refrain from writing in first-person. Avoid using flashy background and images. Make sure to keep some white space between paragraphs and ensure that the margins are not very thin. Choose the layout carefully and ensure that it remains steady all through.

7. **Proof Reading:** The admission committee is going to glance your resume and take less than ten seconds to size you up. You have very little time to win over them and, therefore, be on guard not to commit any grammatical errors. Proofreading

your resume is as important as drafting it. Watch out for consistency, grammar and spellings before you send it out.

8. No false information: Lying about your credentials and achievements is completely wrong under all circumstances. It is not only unethical but is also unlawful to furnish wrong information and facts.

9. No unnecessary personal information: Your personal data ought not to be mentioned in your resume. Your picture, weight, height, marital status and date of birth have got nothing to do with the admission committee's decision of taking you in.

Do's

- Start with an objective statement – be very specific and substantiate it by the projects done so far
- Follow the reverse chronological order
- Be relevant and mention only those which go along with the objective of the CV and not everything you've achieved till date
- Always mention the timeline and duration of internships or projects
- Give a brief description of the projects done so far

Don'ts

- Do not write a CV longer than 2 pages
- Avoid sugar coating, vague generic and global objective- the fake is always obvious
- DO not make your CV long by mentioning redundant information
- Refrain from delivering unverifiable platitudes
- Avoid acronyms as not everyone will be familiar with them

Final Tips

- The file should be properly named. Name Surname – College is the preferable file name
- PDF is the preferred format
- It's not advisable to use a two-column format as it makes it hard to read
- It is unnecessary for the CV to contain the logo of your college/your photograph
- Mention only CPI, SPI is not required
- Do not list all courses and labs done till, just use relevant ones