

Resume Guidance & Tips for B-School Students

Resume Starting & Academics

Full Name

Male, 23

Objective: A business oriented Electrical Engineer with award winning experience in the Switchgear industry, and now doing MBA at IIM Lucknow, seeks a challenging summer internship role in the XYZ industry in the Sales & Marketing function.

EDUCATION

A brief table is sufficient. Even bullets are okay. Must keep it brief.

ACADEMIC ACHIEVEMENTS

Mention just 2-3 bullets that are really good.

More than that are not necessary unless you are applying for a PhD position.

Work Experience

WORK EXPERIENCE

This is very important. Recruiters are looking at this for traces of a top professional/ manager. Describe the work experience in two groups:

Responsibilities:

- **Example: Deliver products to customers.**
- **Example: Install anti-virus on computers.**

Achievements:

- **Example: 99% on-time delivery of products**
- **Example: 25% reduction in cycle time to install anti-virus.**

POSITIONS OF RESPONSIBILITY

Ideally 3-4 bullets and surely not more than 5 bullets.

The bullets should show some personality traits that you value.

Ideally, they should align with the objective at the start of the resume.

Other Projects & Activities

EXTRA-CURRICULAR ACTIVITIES

Max 3-4 bullets. The bullets should show some personality traits that you value.

If you don't have any such activities, it's okay. Be strong on your subjects.

Don't write stuff to just fill paper.

ACADEMIC PROJECTS

Max 3-4 bullets. You must establish their relevance to business.

Why should one care about this project you did?

Share the key findings briefly in a line.

ADDITIONAL INFORMATION

Don't write anything if you don't have something very specific to say. You can mention any specific location preference or constraint or reference name here. Not more than 2-3 bullets.

Good Luck!

For more information

www.CageBreak.com