Guidelines for writing your CV

The goal of your CV is to allow the reader to evaluate you for internship or a job. Therefore the CV must highlight your educational qualification with grades, the projects or earlier internships that you may have done. This could be followed by the courses that you have taken during your study here. You can also add a list of technologies/ platforms/ software that you have used extensively. Some examples are Oracle database, MATLIB, Window CE, socket programming, Symbian OS etc. But if this information has already been mentioned in your internships and projects, you need not duplicate it. You must, of course, mention awards and recognitions whether academic or in other areas.

 Here are some tips –

1. Please mention the year of finishing your 10 and 12 board with marks (in percentage) obtained. Also give your CGPA in all cases. You can mention your position in the class if it is 1st or 2nd or top 5% of the class. You can also write if you were in the state/ national merit list. The academic performance is one of the most used parameter for short-listing or selecting the candidate especially for freshers. High marks/ CGPA do not guarantee selection as some companies consciously look for candidates in middle range (CGPA between 7 and 8.5). In general high marks are associated with hard work and a focussed approach.
2. Do not list projects that you have done as class assignments. A project has to be substantial (say 1000 lines of code or more) to be worthy of mention in your CV. Indicate the size, technology and tools used for each project. If the end result of the project is being used by a customer, mention it.
3. For work done as an intern, include the name of the customer, duration of internship and whether the software developed is being used by the customer. The size of the software should also be indicated. The size need not necessarily be measured in LOC. It can be number of screens/ fields in the user interface and/or number of database tables used, size of executable file. If you are using a non-trivial algorithm for solving your problem, it is a good idea to write a few lines about it.
4. Some of us are very optimistic about our achievements and add a long list in the CV. Please be very critical and truthful in this regard. It is a good idea to get your CV reviewed by a friend to weed out unnecessary items.
5. The CV should not usually be more than two pages. Cut out un-important information and tighten the rest. Apply your learning in COM301 to improve your CV.
6. Organize the CV in such as a way that more important information (from reader's perspective) appears in the beginning and prominently.
7. Spell-check the document before making it public. You need to do this every time you modify the CV.
8. The formatting of the CV should be consistent with one or two fonts. Do not use colour (the CV may be photo-copied for distribution) and many different font sizes. Usually 2 font sizes (10 and 12) and their bold versions will suffice. Use italic or underline only if absolutely necessary.

The next page contains a sample CV. Please modify it to suit your purpose.

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Education

Period	Institution/ Board	Degree/ course	Marks/ grades
2008-Now	I I I T Delhi	B. Tech (IT)	CGPA 8.3 upto 5th semester
2006-2008	Central Board of Secondary Education	XII	83.3%
2004-2006	Central Board of Secondary Education	X	88%

Significant Achievements

- National Science Talent Search Scholor 2006.
- Played football for the school team from 2005-07.

Internship Summary

Title	Company	Technology/ tool Used	Duration	Size
Expense filing of staff	Maruti Suzuki	MS ACESS	1 Month	2 forms, 1 report
Plug-in for picture editing	Nokia India	Image editing lib	3 Months	1200 lines of Java

Projects Done

Title	Technology/ tool Used	Duration	Size
Object based video search	Oracle, image processing	3 Months	4000 lines of C#
Location services	Image editing lib	2 Months	1200 lines of Java

Completed Courses

- Software Engineering, Information Integration and Data Analytics, Mobile Computing, Image Analysis, Foundations to Computer Security, Linear Algebra and Advanced Calculus
- Algorithm Design and Analysis, Computer Network, Databases and SQL, Digital Communications, Research Methods
- Operating Systems, Probability and Statistics, Advanced Programming, Transducer and Signal Conditioning, Critical Reading
- Data Structures, Theory of Computing, Computer Organization, Technology and Society, System Management

<you can describe intership/ project in detail here, if you want>

<add references>