

# DISHA workshop

Resume preparation

Team Emertxe



Some background



# What comes to your mind?



All



Food



Tech / IT



Online



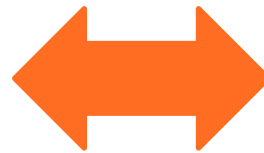
Home



Student



# What is Brand?



A brand is a name, term, design, or other feature that distinguishes one seller's product from those of others.

- ✓ How are you going to differentiate yourself from others in the talent competition?
- ✓ How are you going to let the recruiter know that you have something special?
- ✓ How to create an impression on somebody before even they see you?

Resume building



# Resume building

The importance of building an 'impressive' resume

How resumes get short-listed?

There resume should reflect the 'uniqueness'

Blocks of a resume:

Header

Skill-set

Projects in reverse chronological order

Previous experience (if any)

Other parameters

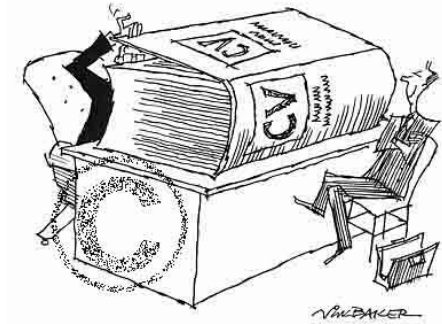
# Our template

- Carefully designed based on our experience with placement companies
- Each field has a specific meaning and a purpose
- Add additional fields as necessary
- Feel free to use this template for applying outside
- Ensure you spend quality time in building it
- Keep it updated, it's a running document
- Finally - YOUR resume is YOUR brand!

# Do's and Don'ts

## • Do's:

- Spend time in building it
- Project yourself properly
- Bring out differentiation factors
- Highlight skills, projects, contributions
- Optimal size (4-5 pages)
- Convey passion / interest for Embedded domain
- Neat formatting
- Call out continuity, in case of issues be ready with honest information
- Be accurate with data (Ex: CGPA)
- Invite the interviewer into your 'zone'
- Like yourself 😊



"When did you say you left school?"

 **The do's**

 **The don'ts**



# Do's and Don'ts

## ✓ Don'ts:

- Spelling mistakes, formatting errors
- Improper naming, properties etc.
- Cluttered information
- Ambiguous email IDs, Phone numbers, Hobbies etc.
- Calling out obvious things (ex: MS Word)
- Hiding important information (ex: YoP)
- Fake experience / projects
- Copy + Paste from friend / colleague
- Keeping it outdated
- Making it too long or too short
- Not able to justify each and every point in resume



 **The do's**

 **The don'ts**

# Stay connected



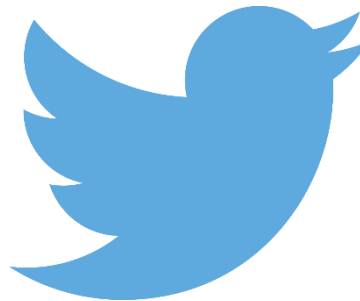
**About us:** Emertxe is India's one of the top IT finishing schools & self learning kits provider. Our primary focus is on Embedded with diversification focus on Java, Oracle and Android areas

## Address:

83, Farah Towers, 1<sup>st</sup> Floor,  
MG Road,  
Bangalore - 560001  
T: +91 809 555 7 333  
E: [training@emertxe.com](mailto:training@emertxe.com)



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THANK YOU