

## CV Template (Max. 2 page)

### Points to be included:

#### **1. Personal Information:**

- i) Name
- ii) Current and Permanent address
- iii) Telephone number and E-mail address

#### **2. Objective:**

In one short sentence summarize your goal for pursuing the course. It is also effective to highlight your skills in the goal statement.

#### **3. Education:**

10<sup>th</sup> Standard onwards, City and State, Date of graduation, any special courses pursued.

#### **4. Work and Related Experience:**

Jobs in Industry/Teaching/R&D organizations, Internships (Include position title, company/organization, city/state, dates and a brief list of the job duties)

#### **5. Research works:**

- i. International Journals, Conferences, National Journals/ Conferences, Books, Book chapters
- ii. Patent/ Prototype/ Product/ Technology development

#### **6. Awards and Honors:**

Mention only awards and Honors given by National and International organizations. (Include name of the award/honor, who awarded it, and when it was awarded.)

#### **7. Skills:**

Technical skills (Softwares, Programming languages known and other technical skills)

#### **8. References (2 persons):**

- i. Teacher/Professor
- ii. Work supervisor (current or past)

Include the name, relationship to you, organization, contact phone numbers.

#### **Other Considerations:**

Limit your resume to maximum 02 pages. Do not include birth date. Limit the use of personal pronouns such as "I". Begin sentences with action verbs. Make your resume error free. Use a simple, easy to read font style, 10-12 point.