

## This is an example of how to not write your resume

Your Name  
B.Tech (Hons.) Electronics & Instrumentation Engineering  
Contact No. :-  
E-mail:- xyz@gmail.com  
Present Address:

### CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

### BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Percentage
B.Tech (Electronics & Instrumentation Engineering)	ITT, Kanpur	2008-2011	9.5/10
Intermediate	ISC Bisbop Westcott boys school	2008	86%
High School	ICSE Carmel school	2006	83%

### EXPERIENTIAL LEARNING (SUMMER INTERNSHIP PROGRAM)

- Company Name :-
- Project Title :-
- Duration :-

### PROJECT REPORT



### IT PROFICIENCY

- ◆ Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point
- ◆ Internet Browsing
- ◆ Language: C++, C, Java
- ◆ General and graphic application: HTML, JAVA Script

#### CO- /EXTRA – CURRICULAR ACTIVITIE

- ❖ Executive Member of sport Committee in bishop Westcott boy's school.
- ❖ Executive Member of Event Organizing Committee in IIT, Kanpur

#### ACHIEVEMENTS

- ❖ Won a bronze medal in relay in zonal in year 2007.
- ❖ Actively participated in various sports activities for inter school.

#### INTERPERSONAL SKILL

- ❖ Ability to rapidly build relationship and set up trust.
- ❖ Confident and Determined
- ❖ Ability to cope up with different situations.

#### REFERENCES

Name, **Head of Department, School of Electronics & Instrumentation Engineering, IIT, KANPUR.**

Name, **Assistant Professor, School of Electronics & Instrumentation Engineering, IIT, KANPUR**

Name **Assistant Professor, School of Electronics & Instrumentation Engineering, IIT, KANPUR**

#### PERSONAL DETAILS

- ❖ Father's Name :-
- ❖ Permanent Address :-
- ❖ Date of Birth :- 12<sup>th</sup> Janurary 1990
- ❖ Language Known :- English & Hindi
- ❖ Marital Status :- Single
- ❖ Nationality/Religion :- Indian
- ❖ Interest & Hobbies :- Internet browsing ,dance, badminton and reading

#### DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Your Name  
(Signature)