
Mumbai Resume Instructions and Template

Students participating in the Mumbai Internship Program with the Academic Internship Council are encouraged to follow the attached resume template as part of the application process for internship placements.

Below are some key points for students to note whilst preparing their resume:

- Most resumes in Mumbai typically utilize the U.K. English spelling rather than U.S. English spelling. If uncertain how to spell certain words, please contact AIC.
- Photos are often provided with resumes in India, though doing so is not necessary. In the event you choose to include a photo, ensure that it is professional (e.g. appropriate formal or work attire).
- Resumes should be one page in length. However, in the event that students have pertinent information on work experience, college leadership experience, coursework, or awards that they wish to highlight, a maximum of two pages is acceptable.
- The top of the resume typically lists the student's current mailing address, email address (known as email ID), and mobile number.
- The last section should be the student's Personal Profile that contains: Date of Birth, Sex (not necessary if providing a photo), Marital Status (optional), Nationality, Languages Known (can be written with Technical Skills), and Hobbies and Interests. Many also include Father's Name and Mother's Name, but these are not needed.
- Students should bear in mind that if they have significant work or internship experience, their education should be listed after their professional or internship experience (as per the template attached). Should students be relatively new to the job market and have limited experience, education may be listed prior to any part-time or temporary positions held.
- Reverse-chronological order: Both employment history and educational background should be listed in reverse-chronological order (with the most recent position or academic qualification listed first). If positions overlap, order them so the latest end date is written first.
- As highlighted by the resume template, it is important for students to list the names and locations of companies which they have worked or interned with, as well as their role and responsibilities. Brief summaries of key tasks and contributions to each role should be highlighted, with quantifiable details and results provided if possible.
- Students should also highlight technical and other skills as well as any awards or achievements received. Employers are usually interested to know if a candidate is well-rounded and a section on personal interests allows for this to be demonstrated (see Hobbies and Interests).
- Students should ensure no spelling or grammatical errors, not use too many different font types or styles, keep enough white space on the page, format with clarity and consistency in mind, and strive to provide a clean and easy-to-read document.

Additional Resource:

<http://www.vibranturre.com/resume/best-resume-cv-writing-tips-india-chief-executive-officer-senior-manager-ceo-coo-cfo-cio-cxo-vp-gm-director.htm>

Please note: This document is a resource to guide students on common resume practices in specific country and cultural contexts, which may differ from those of the United States. The information that students submit on their resume is not used as a basis for acceptance into the Global Internships program. Students are not required to include all items included on this template and can use their discretion in following these guidelines. However, please keep in mind that not adapting your resume to the template may impact the local organizations ability to properly evaluate your resume.

TOP STUDENT

510-555-1234 • topstudent@berkeley.edu • 1234 Random Avenue, Berkeley CA 94704, USA

PROFESSIONAL EXPERIENCE AND INTERNSHIPS

ACLU Immigrants' Rights Project*Advocacy Assistant*

San Francisco, CA

9/12 - Present

- Provide support to five legal projects challenging certain post-9/11 actions against detainees
- Organise and oversee two city-wide awareness campaigns about the lack of access immigrants have to the legal system

Benetech*Project Intern*

Palo Alto, CA

5/11 - 8/11

- Compiled data on the atrocities of mass violence during the Sierra Leone civil war
- Employed coding techniques to analyse human rights abuses in four small foreign conflicts

UC Berkeley Human Rights Center*Research Assistant*

Berkeley, CA

1/11 - 4/11

- Explored the cultural norms in Tunisia to assess human rights prospects post-revolution

EDUCATION

University of California, Berkeley*Bachelor's Degree* – Political Science and Economics, GPA: 3.31

Berkeley, CA

9/10 – 5/14

Minor in Global Poverty & Practice from Blum Center for Developing Economies

Relevant Courses: Global Poverty, Law and Development, International Human Rights

Galileo High School*Diploma* – College Prep Curriculum, GPA: 3.4

San Francisco, CA

6/07- 6/09

ACTIVITIES AND AWARDS

San Francisco Museum of Modern Art*Volunteer*

San Francisco, CA

10/11 - Present

The Berkeley Project*Chair, Site Planning Committee*

Berkeley, CA

9/10 - Present

Big Ideas @ Berkeley Contest*Winner, Global Poverty Alleviation*

Berkeley, CA

2011

TECHNICAL AND LANGUAGE SKILLS

Computer – PC/Mac; MS Excel, Word, PowerPoint, Access; Bloomberg System**Languages** – English (fluent), Spanish (conversational), Hindi (basic)

PERSONAL PROFILE

Date of Birth: 21 September, 1992

Sex: Female

Marital Status: Single

Nationality: American

Hobbies and Interests: Yoga, wind-surfing, jazz music, and travel