

Twitter Thread by Divya Mittal



Divya Mittal
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Resume/Biodata tips

My tips on making an impactful resume and standing out.

(Includes my resume from IIM Bangalore days)

A thread ■:

What to write in the CV

4-5 relevant sections

- Resume Summary (More on this later)
- Work-Ex
- Education
- Internships
- Achievements
- Projects
- Extra-Curriculars
- Anything else that makes u stand out

How to write in the CV:

- No need of complete sentence. Phrases work
- Begin each point with an action verb -> Skill you are trying to highlight
- Focus only on your most relevant skills and experience.
- Mention numbers and specifics to show tangible achievements

EXPERIENCE

Summer 2003	CENTOCOR, INC. (A JOHNSON & JOHNSON COMPANY) <i>Summer Intern, Global Biologics Strategic Marketing</i> - Managed market research to define optimal delivery system for Phase III clinical trials and quantify commercial impact of novel delivery system on revenue forecasts. - Assessed differentiation strategies for \$1 billion biologic drug launch.	Wayne, PA
2000 – 2003	GENERAL MILLS, INC. <i>Associate Marketing Manager (Post-MBA Position)</i> <i>Baking Products Division, New Products: Led cross-functional team in new product planning including next generation concept development, total product offering refinement, and launch preparation.</i> - Managed initiation, development, and launch of <i>Betty Crocker Complete Desserts</i> in 19 weeks (vs. standard 8-12 month timeline) with estimated annual sales of \$24 million. - Negotiated \$800,000 cost savings with external supplier that enabled successful product launch. - Selected to develop curriculum for and train new MBA marketing hires. <i>GCom Division, Hispanic Marketing: Developed strategic plans, positioning strategy, and marketing execution for brands in the Meals Division, Pillsbury Foodservice Division, and Big G Cereal Division.</i> - Developed Hispanic marketing plans for four of the largest cereal brands in the company. - Assessed joint venture and acquisition viability of Hispanic food manufacturers. - Led upgrade of corporate ethnic-focused education materials including consumer insights, strategies, and account level consumer promotions. <i>Snacks Unlimited Division, Kids' Snacks Unit: Created strategic plans, advertising, and marketing execution for Fruit Roll-Ups (\$55 million in annual sales.)</i> - Launched two new products with estimated annual sales of \$11 million. - Developed advertising strategy and supervised creative execution of breakthrough television campaign.	Minneapolis, MN
1995 - 2000	UNITED STATES ARMY <i>Headquarters Company Executive Officer/Mortar Platoon Leader/Tank Platoon Leader</i> Held positions of increasing responsibility in organizations of up to 350 personnel in peacetime and hostile environments. Promoted twice with final rank of captain. - Completed Ranger School, Infantry Officer's Advanced Course (Commandant's List), Combined Arms and Services Staff School. - Ranked as "one of the top three lieutenants (of 27) in the battalion." - Awarded Army Commendation Medal for meritorious service in maintenance operations, training deployments, and as acting company commander. - Led platoon to win "Best Mortar Platoon" in live-fire and simulated combat exercise. - Led 16-man tank platoon on peacekeeping missions in Bosnia, including reaction force and weapons inspections. - Planned and executed a live-fire training program that resulting in a "Distinguished" unit rating (highest rating possible) during two evaluated exercises.	Fort Bragg, NC
PERSONAL	- Marathon running (Paris, 1997; Twin Cities 2001); Fly-fishing; Personal Investing - German (intermediate); French (beginner)	

How to write about your workex:

- Use Action words like Directed/Managed/Spearheaded instead of Duties included
- Convey stories - What was the Problem ? What actions you took? What were the results? What skills did you use & develop?

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed

Very IMPORTANT to get shortlisted:

- More than 90% companies now use software (called ATS) to shortlist
- Software checks keywords to match job description (JD)
- Hence, you need TO include relevant keywords in your CV and tailor each CV based on the specific job

Resume Summary:

- Not required for freshers
- Not more than 3 sentences.
- Mention experience, top achievements
- What type of role you are looking at
- Helps in computerized shortlisting if you include relevant keywords

Dos:

- Send file as firstname_lastname, not as cv/resume
- Send pdf file and not as a word file
- Include action words from Job Description
- Choose a neat template
- Fit most points in 1 line
- Length: 1 page for work-ex < 10 yrs, 2 pages max

Donts:

- Don't make bold claims that cannot be backed up
- Don't just list job duties; focus on accomplishments
- Avoid personal pronouns (I/me/my)

- Unprofessional email ID like coolguy352
- No need for Photo/DOB
- Don't bold too many words

Common Mistakes:

- Typos/ grammatical errors
- More than 2 lines on any point
- Inconsistent font size/line spacing
- Being unethical like disclosing confidential info
- Verbose resume with length > 2 pages

Technical aspects

- Select a professional font eg Arial/ Calibri/Garamond
- Readable size (10.5-12) for text
- Leave ample white-space so that it is soothing to read
- 1/2-1 inch margins on all sides
- Single spacing works best

And finally, sharing my CV when I was applying for my first job in 2007!

EDUCATIONAL QUALIFICATIONS

2005-07: Post Graduate Program (Equivalent to MBA), Indian Institute of Management, Bangalore 3.48/4.00 (till term 3)

- **Ranked 1st** in a class of 64 in term I. Received certificate of merit from the Director
- **'A'** Grades in Mathematics of Finance, Corporate Finance and Quantitative Methods amongst others
- Studied Stochastic calculus, Continuous time finance, Black Scholes model, Itô's calculus, Greeks, Binomial trees etc.

Sep- Dec 2006: International Business Exchange Student, **WHU Koblenz, Germany**

- **Ranked 1st** among PGP students in the Exchange Merit List based on academic & overall excellence

2001-05: Bachelor of Technology (Engineering Physics), **Indian Institute of Technology, Delhi** 9.07/10 (Rank 2)

- Received merit certificates from the Director, IIT Delhi for consistently ranking in the top 7% in a batch of 352 students

INTERNSHIPS

April - June, 2006

Merrill Lynch, London

Received full time Job Offer

Interest Rate Options trading

- Studied and Priced various exotic products like Bermudan Swaptions, TARN structures, Range accruals etc
- Performed sensitivity analysis on portfolios and came up with restructuring trade ideas to improve the portfolio performance
- Analyzed and structured new products like EURO CMS spread notes, USD SPLIT notes based on interest rate environment

Securitisation Structuring

- Valued the equity tranche of a synthetic securitisation by modeling cash flows using VBA. Recommended that the equity tranche was performing well and could be purchased by Merrill Lynch. Action was taken on recommendations
- Prepared pitches and marketing material like investor presentations and term sheets for securitization deals

Work on live deals appreciated by the company, along with positive feedback from Merrill Lynch's clients about the quality of work

May - July 2004

Laboratoire Matière Condensée, Nice, France

- Conceptualized & developed a **quantitative model** on single photon sources using simulations and validated it by performing experiments leading to a 30% increase in the photon source efficiency

Enriching multi-cultural learning experience in Modeling melding IITD's analytical rigor and LMC's practical approach

AWARDS AND ACHIEVEMENTS

- Awarded the prestigious Government of India funded "**Summer Undergraduate Research Award**" for exemplary research on Quantum Computation involving mathematical modeling
- Awarded **Incentive Scholarship** by the Government of France, given only to 10 students across India
- Amongst 4 students out of 240 at IIMB to achieve a full funded **DAAD scholarship** by the Government of Germany
- **Gold Medalist** at D.P.S. R.K. Puram for consistent academic excellence over 7 consecutive years
- Awarded merit prize by CBSE for being in the **top 0.1%** in **AISSE Mathematics exam**
- Awarded certificate of merit for exemplary performance in National Mathematics Olympiad, 2000
- Secured 'A' grade in Mathematical Physics, Mathematics & Computational Physics amongst others at IIT Delhi

PROJECTS AND PAPERS

- **Credit Derivatives:** Developed a pricing model based on Base correlations to value non-standard index tranches under the guidance of Prof. P.G. Apte (Director, IIMB)
- **Economic Derivatives:** Evaluated the pricing and predictive abilities of "*Derivatives on Economic Data*"
Paper selected for the 2nd annual **international conference** of "Asia Pacific Association of Derivatives"
- **Commodities:** Paper for enhancing liquidity in the Metals and Energy Commodity trading businesses of NCDEX
Paper adjudged amongst the **top 5** papers by National Commodity Derivatives Exchange after a multi-stage National Contest

EXTRA-CURRICULAR ACTIVITIES

- Selected to **represent India** for a meeting with the then French foreign minister, Dominique de Villepin
- **Junior Co-ordinator, FII:** Conceptualized and organized events for VISTA '05 – IIMB's annual management festival
- Foreign Language: Received certificate in **French** -"Élémentaire et Moyen" by Alliance Française, Delhi
- Taught slum children in Delhi, organized blood donation camps & visits to blind schools as part of National Service Scheme
- Played the Guitar and the Sitar for the **school orchestra** at D.P.S. R.K. Puram for 6 consecutive years

Resume is as much about presenting what you have done in an impactful way, as it is about doing a lot in life.

Best of luck for the placements! Post your questions as comments. Will try to make a follow-up thread

Follow me [@divyamittal_IAS](https://t.co/oW0BGeyObK) for more & share it with ur friends <https://t.co/oW0BGeyObK>

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— Divya Mittal (@divyamittal_IAS) October 9, 2022