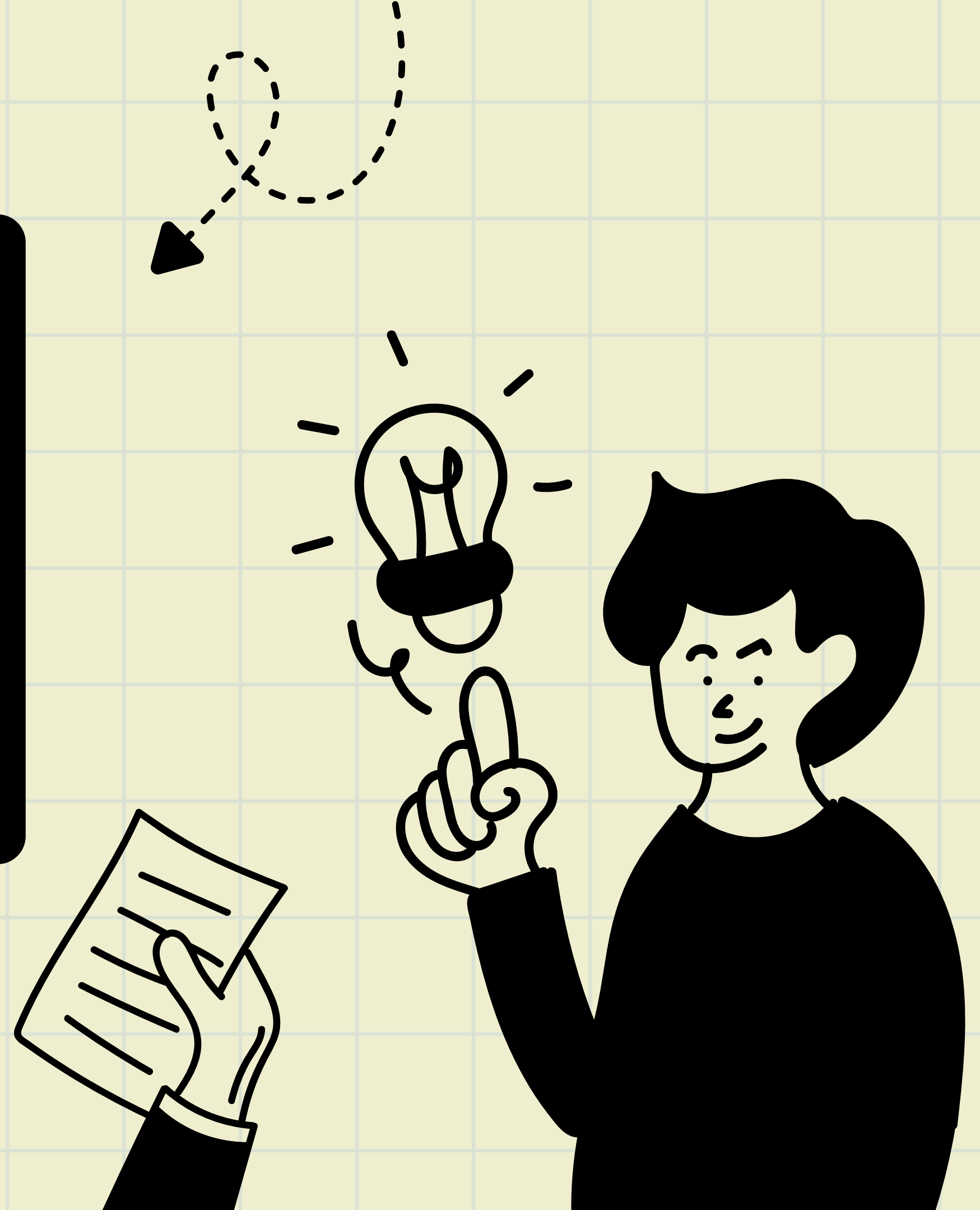


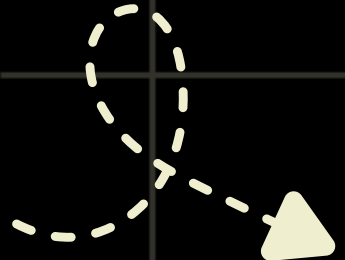
IIT Bombay Placement's 2026

Resume Preparation Strategy

Your First Impression Guide

Presented By: **Shailesh Mishra**

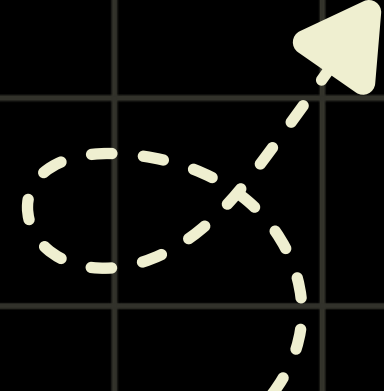




◆ **Congratulations!**

Manifestation + Efforts = Confidence

THE ONLY MOTIVATION!!



Resume

Test's

Barrier's

Interview

“You don't get placed because you are good. You get placed because someone gets the chance to evaluate you.”

Eligible → Test → Shortlist → Interview → Offer

Reality of students:

- Basic talent is in abundance
- Similar type of POR's, internships, PROJECT'S.
- Preparation for Interviews
- Therefore: How do you become easier to shortlist?



RESUME



THE RESUME IS NOT A DOCUMENT. IT IS A POSITIONING TOOL.

The resume has one primary job: **GET YOU INTO THE NEXT STAGE.**

A recruiter is not asking:

“Is this student talented?”

They are subconsciously asking:

**“Is this profile relevant enough for
me to spend 30 more minutes
interviewing this person?”**

4 things a strong resume communicates



RELEVANCE

Why are you suitable for THIS role?



IMPACT

What difference did you create?



CLARITY

Can I understand your profile quickly?



EVIDENCE

Can you prove what you are claiming?

**You don't have one profile.
You have multiple stories within the same profile.**

◆ **ONE MASTER PROFILE** ◆

Consulting Resume

Strategy | Problem solving | Leadership | Impact

Analytics Resume

Data | Models | Insights | Business impact

Product Resume

Customer | Product | Execution | Cross-functional work

Operations/PM Resume

Execution | Scale | Process | Stakeholder management

Core/Technical Resume

Technical depth | Engineering | Research | Projects



**"The underlying achievements remain
the same.
The emphasis changes."**

Same project:

Built a predictive model for manufacturing defects.

For Analytics:

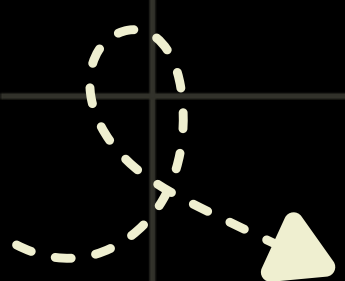
Developed ML model → accuracy → features → data size

For Consulting:

Identified operational drivers → analysed process → recommended intervention → business impact

For Product:

Identified user/process pain point → designed solution → adoption/outcome



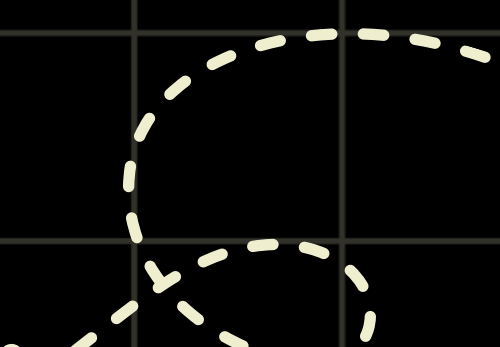
Golden Rule

Don't add a section because:

“Everyone has it.”

Add it because:

“It strengthens your case!”



EXPERIENCE: DON'T DESCRIBE YOUR JOB. SELL YOUR IMPACT.

Weak:

Responsible for managing social media campaigns.

Better:

Managed social media campaigns across multiple platforms.

Strong:

Managed multi-platform campaigns, increasing engagement by 42% across 3 months.

Strongest Structure

ACTION + WHAT + HOW + SCALE + RESULT

Bullet Formula

Strong Verb + Problem/Task + Method + Scale + Measurable Impact

ACTION VERBS

**Analysed
Optimised
Automated
Designed
Launched
Delivered
Developed
Streamlined**

AVOID

**Worked on
Helped
Assisted
Responsible for
Involved in
Participated in**

THE “IMPACT LADDER” FOR EVERY BULLET



“Worked on dashboard development”

I DID SOMETHING!

When writing bullets, continuously ask:

“So what?”

If your bullet doesn't answer that, keep digging.

“Built a Power BI dashboard”

I BUILT SOMETHING!

“Built a Power BI dashboard to track sales performance”

I SOLVED SOMETHING!

“Built a Power BI dashboard automating sales-performance tracking”

I IMPROVED SOMETHING!

“Built a Power BI dashboard automating performance tracking across 20+ regions, reducing manual reporting effort by 30%”

I CREATED MEASURABLE IMPACT

EVERY PROJECT IS BORING UNTIL YOU FIND THE STORY!

Students often write:
“Analysis of X using Y.”

Instead, force every project into:

S —> Situation

What was the problem/context?

T —> Task

What were you responsible for?

A —> Action

What exactly did you do? How?

R —> Result

What changed because of your action?

Scale | Complexity | Method | Comparison |
Insight | Innovation | Outcome

Before:

Worked on improving the company's customer complaint process.

STAR thinking:

S: High complaint resolution time

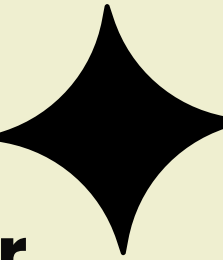
T: Improve resolution process

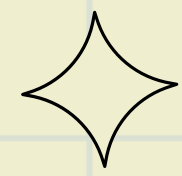
A: Analysed 10,000+ complaints and identified recurring bottlenecks

R: Reduced average resolution time by 25%

Resume bullet:

Analysed 10,000+ customer complaints to identify recurring resolution bottlenecks, redesigning the workflow to reduce average resolution time by 25%.





PROJECTS: HOW MANY & WHICH ONES?

MORE PROJECTS $\neq$ STRONGER PROFILE

Choose projects based on:
RELEVANCE $\times$ QUALITY $\times$ DIFFERENTIATION

If you have strong work experience:

Prioritise:

Work Experience $\succ$ Highly Relevant Projects $\succ$ Supporting Projects

If you don't have work experience:

Projects become much more important.

Golden rule

“Every project should earn its space”.

WHAT IF I DON'T HAVE ENOUGH TO PUT ON MY RESUME?

**YOU DON'T NEED A LONG RESUME.
YOU NEED STRONG EVIDENCE.**

**NO INTERNSHIP
≠
NO EXPERIENCE**

**"What evidence do I have that
demonstrates the skills this role needs?"**

You may have:

Academic Projects

Research

Course Projects

Competitions

PORs

Freelance Work

Teaching

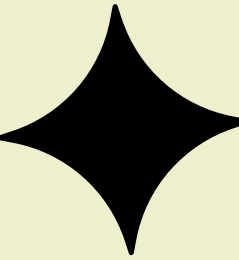
Open-source

Personal Projects

Entrepreneurship

Social Media / YouTube

Volunteering



✧ **DON'T WRITE THE TITLE. SHOW THE OWNERSHIP!**

POR Bullet Structure:

ROLE → SCALE → INITIATIVE → STAKEHOLDERS → OUTCOME

For leadership experiences ask:

What did you own?

How many people were involved?

Who did you influence?

What problem did you solve?

What changed because of you?

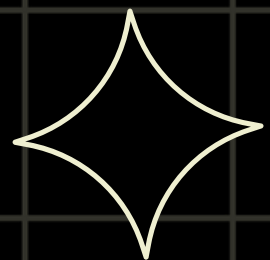
They hire you because the POR demonstrates:

**Leadership | Ownership | Communication |
Execution | Influence | Conflict management**





YOUR RESUME SHOULD READ LIKE A STORY, NOT A SCRAPBOOK.



The “WHY YOU?” TEST:

After reading the resume, recruiter should subconsciously be able to answer:

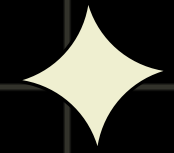
“Why should I interview this person for this role?”

Example positioning: Data + Business + Leadership

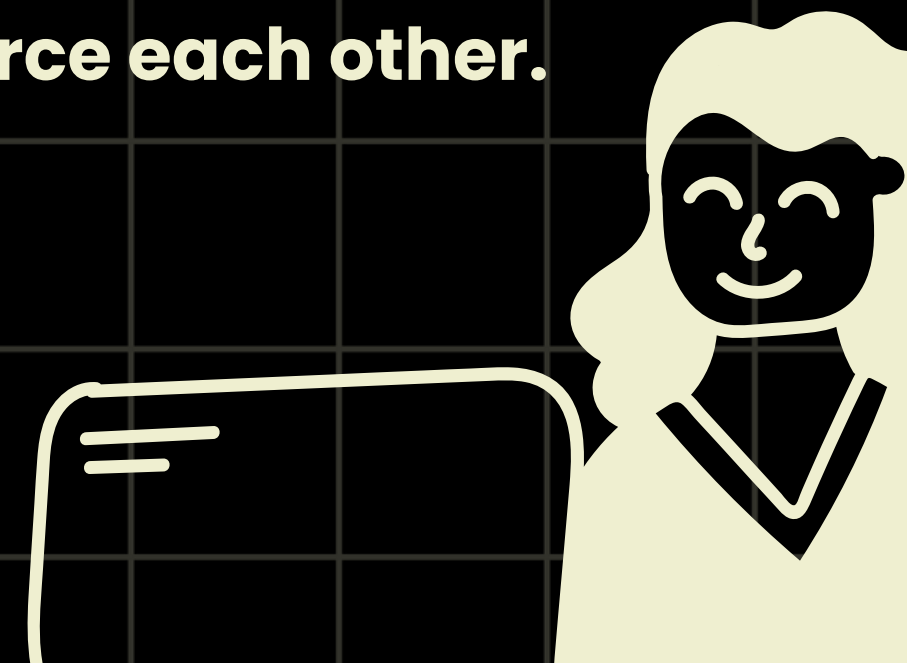
If your resume contains:

- **Analytics project**
- **Data internship**
- **Consulting competition**
- **Leadership POR**
- **Relevant technical skills**

...the sections reinforce each other.



**Don't optimise every section independently.
Optimise the profile as a whole.**



EVERY RESUME HAS A LIMITED SPACE.

Resume Items:

- Supply Chain Project
- National-level competition
- Machine Learning project
- YouTube channel
- College event organiser
- Sales Internship
- Company Coordinator
- Online certification

Project Manager Role

Which items will you add?

YOU HAVE ~7 SECONDS

ATS IS NOT YOUR ENEMY. A BADLY STRUCTURED RESUME IS.

ATS = Applicant Tracking System.

It may help organisations:

Receive → Parse → Search → Filter → Rank/Review applications

ATS-friendly principles

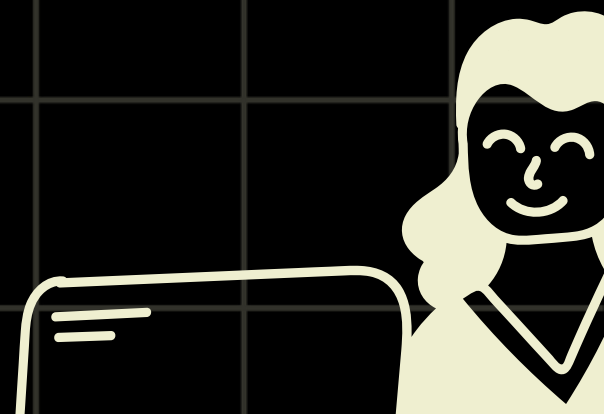
USE:

- ✓ **Standard section headings**
- ✓ **Clean text structure**
- ✓ **Role-relevant keywords**
- ✓ **Consistent formatting**
- ✓ **Normal fonts**
- ✓ **Clearly written skills**
- ✓ **Correct job terminology**

AVOID:

- ✗ **Excessive graphics**
- ✗ **Text inside images**
- ✗ **Complicated tables**
- ✗ **Decorative icons replacing text**
- ✗ **Unnecessary columns**
- ✗ **Hidden keywords**
- ✗ **Keyword stuffing**

There is no universal ATS formula!



ASK AI TO WRITE YOUR RESUME.

ASK AI TO ATTACK YOUR RESUME.

Diagnose

“Where is this resume weak?”

Rewrite

**“Make this bullet sharper
without changing facts.”**

Match

**“How well does this resume
match this JD?”**

Detect errors

**Grammar | Tense | Duplication
| Inconsistency | Formatting |
Unsupported claims**

Challenge

**“Act as a skeptical
recruiter and find reasons
not to shortlist me.”**

Identify gaps

**“What skills repeatedly
appear in the JD but are
missing from my evidence?”**

BEFORE YOU SUBMIT —> RUN THE 10 TESTS

- ☐ **Can I identify the target role immediately?**
- ☐ **Are my strongest achievements visible within seconds?**
- ☐ **Does every bullet start with a strong action?**
- ☐ **Have I quantified wherever possible?**
- ☐ **Does every number have context?**
- ☐ **Are my projects showing outcomes, not just methodology?**
- ☐ **Are my PORs showing ownership rather than titles?**
- ☐ **Are the skills actually demonstrated elsewhere?**
- ☐ **Does the resume match the JD naturally?**
- ☐ **Is there anything here that I would struggle to defend in an interview?**

20 WAYS TO LOSE A SHORTLIST!

CONTENT

- ✗ Generic objective statements
- ✗ Writing responsibilities instead of achievements
- ✗ Fake numbers
- ✗ Inflated claims
- ✗ Keyword stuffing
- ✗ Listing every skill you have ever touched
- ✗ Adding irrelevant school-level achievements
- ✗ Using vague words like “hardworking”, “passionate”, “team player” without evidence
- ✗ Repeating the same achievement in multiple sections
- ✗ Copying your friend's project bullets

PROCESS

- ✗ Sending the exact same resume to every role
- ✗ Never proofreading
- ✗ Never checking the JD
- ✗ Never taking external feedback
- ✗ Not preparing to defend your resume in the interview

FORMATTING

- ✗ Tiny font to fit everything
- ✗ Huge font to fill space
- ✗ Inconsistent spacing
- ✗ Different date formats
- ✗ Too many colours
- ✗ Excessive icons
- ✗ Unnecessary graphics
- ✗ Poor alignment
- ✗ Random bolding

**“PREPARE EVERY WORD THAT
YOU ADD IN YOUR RESUME”**

YOUR RESUME GETS YOU THE INTERVIEW. YOUR PROFILE GETS YOU THE ADVANTAGE.

RESUME → LINKEDIN → NETWORK → INTERACTIONS → REPUTATION

Two students can have similar resumes.

But one may have:

- Better LinkedIn presence
- Stronger professional network
- Alumni connections
- Better understanding of the organisation
- More conversations with people who have already gone through the process

**Placement preparation ≠ only
aptitude + resume + interview.**

It's also:

**Information advantage +
relationship advantage +
preparation advantage**

“YOU HAVE 60 SECONDS!”

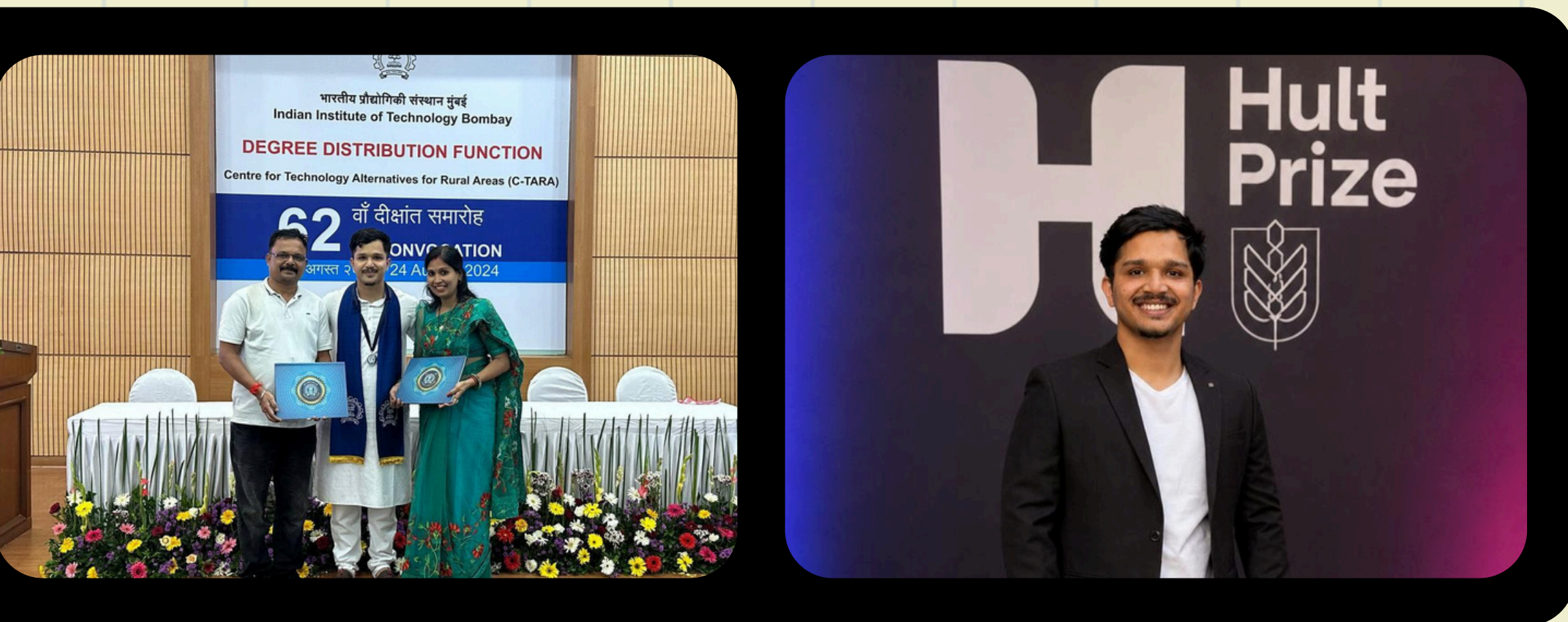


YOU DON'T HAVE TO START FROM ZERO!



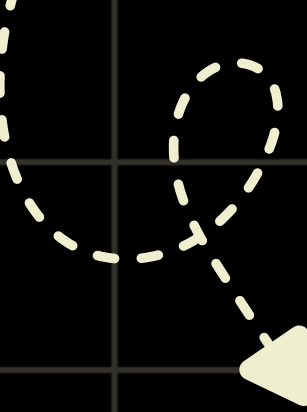
**A GREAT RESUME CAN GET YOU INTO THE ROOM.
YOUR ATTITUDE DETERMINES WHAT HAPPENS THERE.**

THE ONLY MOTIVATION!!



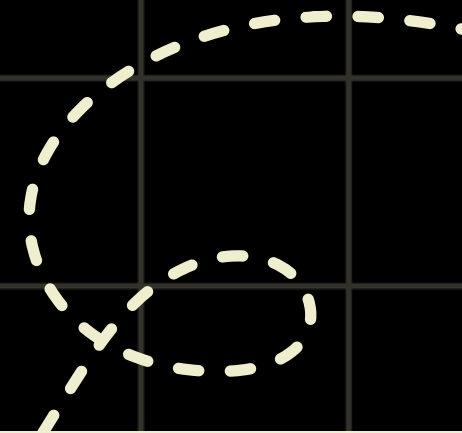
All the Best!





Let's take
your doubts
now!

Thank you so much!



~ **Shailesh Mishra (IIT Bombay)**