

These are **Mandatory** requirements for your Resume to be accepted by the Placement Department.

1. Your Resume SHOULD be UP-TO-DATE.
2. Your Resume SHOULD not exceed one page.
3. The text SHOULD be “Times New Roman”.
4. Font size Should be “10” or”11”.
5. CGPA/Grades SHOULD be mentioned in your Resume
6. Minimum 3 projects and Extra-Curricular Activities SHOULD be mentioned.
7. The file name for your Resume (Word Document/PDF) SHOULD be
“Name + Registration No. + Program + Graduating Semester”
Example: Kashif + 12345+BBA-H + spring 12
8. NO ADJUSTMENTS SHOULD BE MADE TO THE MARGINS OF THE FORMAT.