



Internship Resume Guidelines 2025-26



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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RESUME GUIDELINES

(For the Internship Season 2025-26)

We kindly request you to go through this document carefully and thoroughly, as the document has been drafted after considering many scenarios.

In case of any doubts/ queries, please contact your Department Placement & Internship Team.

General Information :

- Name, Roll Number should be present on an A4 resume however Contact information, including, but not limited to, mobile number, address, email address should **NOT** be mentioned in a resume.
- A link to the LinkedIn profile, professional or research profile (Google Scholar, ResearchGate, Scopus etc.) or any coding profile (like GitHub, code forces etc.) can be mentioned.
- No pictures or any logo apart from the IIT-M logo should be present in the resume.
- Resumes have to be submitted by **16th June**.

Education :

- Rounding of CGPA or any scores is **strictly prohibited**. Please mention the CGPA precisely as mentioned in the official Institute Grade Card. We will be cross verifying your CGPA with data received from the Academic Section and any discrepancies shall lead to penalties
- Students are permitted to only mention the CGPA in their resume as per their grade card on **June 15th**. The CGPA here refers to the CGPA considering only the successfully completed courses.
- This will be the grade that will be used throughout the Internship Season 2025-26 or until further notice.
- CGPA should be mentioned in every resume. After mentioning the actual CGPA, the student can mention any other grade like the score in electives, or minors.
- A scanned copy of the 12th and 10th standard grade sheets should be attached as proof in the master resume. *(Note: If your higher education board gives you a combined mark sheet for classes 11 and 12, kindly mention only your marks/percentage of **class 12 only**)*
- For post-graduate students, a scanned copy of the bachelors' degree transcript, and masters' degree transcript if applicable, should also be attached.

Minors :

- To put up a Minor on the resume, the student must have completed/ registered (till the July-Nov 2025 semester) the four courses they need to claim for the minor.
- Alternatively, the student can mention “**ongoing minor**” if they have:
 - Completed two courses, registered for the third and have signed the undertaking that they will finish the fourth before graduation.
- Students have to use the following format for the [Undertaking](#)
- The four courses need to be mentioned explicitly on the Master resume (optional on other resumes), along with the semesters in which the courses were/ will be taken.
- The Student’s grade card or the Consent of the Tutor (CoT) from the professor taking the course will be accepted as proof for the institute’s [approved minor list](#).
- For courses not on the minor list or for an NPTEL course, an email from the department HoD (of the department offering the minor) approving the same is necessary

Scholastic Achievements :

- A scanned copy of the certificate or a screenshot or a link to the official results page is accepted as proof of scholastic achievements.
- For standardized tests like GATE, CAT, GRE, GMAT etc., a mail of your result from the test conducting agency, a screenshot or a link to the official results page are accepted as proof.
- For Corporate Scholarships, a mail from the company would suffice.
- For Competitions, the link to the leaderboard or a certificate stating the final result would suffice.
- Students are allowed to mention their Department/Branch Ranks (only if in the Top 5) on their resumes. The Department wise list shall be shared to the Department Teams. However, the students are free to mention their academic awards, GPA of a particular semester, year or course.

Coursework :

- Courses mentioned in the resume should be present in the official Institute grade sheet/transcript.
- Scanned copies of Certificates or e-certificates are accepted as proofs for the online courses mentioned in the resume.
- Ongoing courses (online, NPTEL or through IITM) should be marked with * on the resumes. Courses with an I grade should also be mentioned in a similar way.
- If the course allotment for the next semester courses is not out till resume deadline, any student who has registered for the core courses of July-Nov 2025 semester will be allowed to mention those core courses on their resumes with **.

Professional Experience :

- For any completed internships or work experience, only these combinations will be accepted:
 - Completion Certificate or Relieving Letter
 - **Offer letter + Acknowledgement Mail** from the company regarding completion of intern
 - **Offer letter + Stipend payment details** with company name
 - For Research Internships, a letter from the professor indicating the project's title along with the start and end date is sufficient, or a certificate from the University or program head is adequate.
- For any ongoing internships, only these combinations will be accepted:
 - **Offer letter + Acknowledgement Mail** from the company stating that the internship is ongoing.
 - **Offer letter + Stipend payment details** with company name
 - For Research Internships, a letter from the professor indicating the project's title along with the start date and the statement that it is ongoing is sufficient.
- A Participation certificate is necessary in case the student has attended or presented at any conference.
- An Email from the guide mentioning the course for which you were the **Teaching Assistant (TA)** would be considered proof.

Positions of Responsibilities (PORs) :

- Acknowledgement from the Club's faculty advisor, institute secretaries, club heads, and hostel secretaries is accepted.
- **Students are required to provide proofs for PoRs that don't fall under a Secretary and use the following format:** Independent Student Body, Organisation Name, Position
- **For PoRs falling under an Institute Secretary, the list is available with the Placement & Internship Cell hence students aren't required to provide proofs.** However, please make sure you use the following format while mentioning the PoRs given below in your **master resume**:
 - **Shaastra:** Co-curricular Affairs Secretary, Shaastra <year>, Vertical, Position, Sub-vertical
 - **Saarang:** Cultural Affairs Secretary, Saarang <year>, Vertical, Position, Sub-vertical
 - **CFI:** Co-curricular Affairs Secretary, Club, Coordinator/Project member, Project name (if applicable)
 - **Placement & Internship Cell:** Academic Affairs Secretary, Placement & Internship Cell, Department, Position
 - Kindly follow a similar format for all the PORs that fall under a secretary
 - Additionally, you're not required to furnish proofs for any PoRs falling under 180 DC, SECC, and T5E
 - No proof is required for volunteering in the institute. But, a certificate/mail is required for volunteering in organizations outside our institute like NGOs etc.

Projects :

- For course projects, the course name/course number should be mentioned in the master resume. The course name mentioned should be present in the official Institute grade sheet, and the description of the project should match the course content and is mandatory to mention these projects as course projects in all the F resumes where the project is being mentioned.
- For projects with a professor, an email from the professor with the project's title is sufficient.
- For personal projects, a link to the report or code should be present.
- For projects done during their internship/work, only proof of internship/work is enough.
- For a project in a club, an acknowledgement mail from the club head is required.

Research Papers & Patents :

- Patent/paper number or acceptance mail or link (**DOI number**) is accepted as proof.
- The Journal/Conference paper, acceptance mail or paper number or link (**DOI number**) is accepted as proof.

Entrepreneurial Activities :

- Any claim made in the resume regarding Founding/Co-founding a startup has to be backed up with sufficient proof like the below mentioned but not limited to:
 - Acknowledgement of the Startup's existence as well as your claimed position in the company by the incubating organization/funding organization.
 - If the startup is a **Registered Entity**, any document proving that is considered proof of the startup's existence.
 - If a startup is not a registered entity, it is **mandatory** to mention the same in the master and the fixed resumes.
- Any claim made in the resume regarding Founding/Co-founding an NGO will also be subject to similar scrutiny.

Extra-Curricular Activities :

- Participating/winning in Litsoc/Techsoc/Schroeter, an acknowledgement mail from the **respective Hostel Secretary** is required.
- For participating/winning in any event, a mail/certificate from the organizer is required.

Skills & Hobbies :

- No proof is required for the skills or hobbies mentioned.

Resources for Resume Making :

- The Resume Archive is an initiative of the **Career Development Cell**, that we hope will help the student community in building their own resumes for internships and placements.
- Resume Archive:[Resume Archive 2025 -26](#)
- The basic principles and guidance underpinning resume building are the same for both Internships and Placements. Hence students are requested to make use of both. We also encourage students to reach out to seniors to get their resumes **reviewed** before applying for companies.
- Students should keep in mind that companies can change their selection criteria every year, and hence no conclusion should be derived regarding the selection criteria from the resumes. CDC assumes no responsibility or liability for any content in the archive.
- Each company might give different weightage to resumes during the process, please go through the Internship Bluebook and Internship Drive to understand it better. We'll be adding more varieties of resumes to the archive soon.
- We advise you not to copy any points from any of the resumes as it will be evident to the recruiter and can impact you negatively in the process.
- Please note that the resumes in the Drive should not be shared with anybody outside IIT Madras.

Checkpoints & FAQs

This is a brief document that every student is urged to check before uploading their resume on the portal for verification. This document can weed out mistakes from resumes, increasing its chances of getting approved smoothly without hiccups.

Just follow the given steps, and you would have avoided most of the common mistakes:

Have you provided view access for proofs?

Many people make sure all their links and proofs are in place, except that they forget to make the link viewable to all, due to which the team cannot verify the proof.

- a. Try opening the links using both your email IDs, personal and gmail. If it opens, chances are you have made the correct settings. However, usually by default, the links will only allow the **owner** of Google Drive to view it.
- b. If it doesn't open using one of the email IDs, you need to provide access. Go to the folder with all the proofs → select all using Ctrl+A → Right Click → Share → Use the dropdown to "anyone with the link can view" the proofs.
- c. Refrain from allowing this for only gmail IDs (an option that will pop up if the proofs are stored on your gmail Google drive), allow view access to all email IDs.

Have you prepared the links to all your proofs?

Make sure that all the proofs you require for verification are present with you in the form of individual Drive Links that you can attach wherever needed, to ensure that it's visible to all. Follow the steps given above. Double check and go through the guidelines once again to be sure of which points require proof on your part.

Have you mentioned [course project] under your course projects?

If you wish to mention a course project in your resume, you must mention the term [course project]. You are free to mention the name of the course or its code, but it **must be clear** that it is a course project and not a professor based project.

No rounding off CGPAs or board marks.

7.99 is **NOT** 8, and 8.56 is **NOT** 8.6. Mention them precisely as they are in the grade card or mark sheet.

Do not mention intermediate percentage (11th + 12th) as 12th percentage.

Even if your respective State Board gives a combined grade card for 11th and 12th, you need to sum up your 12th marks **separately** and only mention that as your 12th percentage.

If you want to say the combined score, you are free to call it “11th + 12th percentage” or “intermediate percentage”.

What PORs require proof?

Any POR apart from the ones under the SGS, AAS, RAS, HAS, ISS, IAR, CoCAS, Speaker & Cultural Secretaries requires proof. **180 DC, T5E, and SECC** are excluded as well. A Mail from the respective team head will suffice, but it must be from the official team email ID.

Policy for Contact Details

If you have mentioned your hostel, room number, Email ID or phone number anywhere in the resume, **remove it**.

What do I do if I have letter grades in my class 10/12?

Look up on the internet for the letter grade to percentage/grade point conversion and state the same in the master resume.

Have you uploaded master and F resumes?

A master resume without an F resume or vice versa has no meaning. Remember to upload the master resume and at least one F resume.

Can I modify the master resume after its verification to add details about the courses/projects/conferences that have been completed after Internship registration?

Yes. You can add the details in the master resume but the process and timeline for the same will be shared by the Team, and a request for the same can be raised by following the below-mentioned steps.

1. Collect all the proofs related to the topics you want to add to your master resume and upload it in the same google drive folder shared at first verification.
2. Send a mail to your respective department core and mention the list of changes you wish to make in the master resume and request them to verify it. Upload the new F-resume with all these new details.

Important points to remember while requesting changes in the verified master resume :

1. You can not make any changes in the part of the master resume that was already verified; you can only add the new details.
2. These changes must be incorporated in the new Fixed (F) resume. No changes are allowed in the Fixed resumes that were uploaded earlier.
3. Students can upload only up to 5 Fixed resumes. If you raise multiple requests, you may run out of fixed resumes to upload as a fixed resume cannot be deleted after being verified.