

RESUME SHEET

- ❖ Bring Resume at the time of interview.
- ❖ No student will be interviewed with incomplete or improperly filled resume.
- ❖ Report 15 minutes earlier than the scheduled time.
- ❖ No student will be provided with extra copy of resume.

Paste
Your
passport
size
Photo
Here

PERSONAL DETAILS

- ❖ Phone No. : _____
- ❖ Paper Passed. : _____
- ❖ Marks Obtained. : _____
- ❖ Date of Interview. : _____

Name : _____

Address : _____

ACADEMICS

Exam.	Institute/University	Year of Passing	% Marks	Subjects
10 th	_____	_____	_____	_____
10+2	_____	_____	_____	_____
Graduation	_____	_____	_____	_____
Post Graduation	_____	_____	_____	_____

Additional qualification [IF Any] : _____

Work Experience : _____

IBS Institute

SCO-128-129, Top Floor, Sector 34-A, Chandigarh. Ph: 93160-68310, 93164-88310

Organisation & Duration : _____

Job Profile : _____

Extra curricular activities (Give Details)

1. _____

2. _____

3. _____

Interests & Hobbies/ Where do you spend time apart from your academics/ work?

1. _____

2. _____

3. _____

Give your biographical sketch. The sketch is important as it enables the interview panel to assess your interests. Take care to ensure that reflects your true position.

Mention Your 3 Strengths & Weaknesses
Strengths

1. _____

2. _____

3. _____

Weaknesses

1. _____

2. _____

3. _____

What has influenced your choice of career so far?

What are your career objectives?. Where do you see yourself in next 5 year?

What are the values & beliefs that have guided your life so far?
