COLLEGE ACCESS PROGRAM

# CAP Resume Checklist

## BEFORE YOU SEND IT, CHECK:

- One page is the absolute maximum.
- Plain font (Arial, Calibri or Times New Roman), black text, 10–12 pt. No photo, colours or fancy designs. Your name is the biggest text and your email is professional.
- Leave out: photo, date of birth, home address, Aadhaar or ID numbers, and parents' names.
- Newest first within every section. Dates in one format (e.g., Jun – Jul 2024) and lined up on the right.
- Every bullet starts with an action verb and, where possible, includes a number.
- Everything on it is accurate and authentic and something you can talk about for two minutes in an interview.
- Spelling is consistent (Indian or British English). Read it aloud, proofread it twice, then ask a teacher, counsellor or friend to read it.
- Delete every blue tip, then save as a PDF named Firstname_Lastname_Resume_Date.pdf.

## ACTION VERB BANK

Start every bullet with one of these. Pick the verbs that match what you actually did, and follow each with a number or a result where you can.

**Leadership & Organising**
Led, Organised, Coordinated, Managed, Chaired, Captained, Founded, Launched, Planned, Scheduled, Directed, Represented

**Communication**
Presented, Debated, Moderated, Negotiated, Wrote, Edited, Published, Interviewed, Pitched, Hosted, Translated, Persuaded

**Teaching & Helping**
Taught, Mentored, Coached, Tutored, Guided, Supported, Trained, Volunteered, Assisted, Welcomed, Advised, Encouraged

**Research & Analysis**
Analysed, Researched, Investigated, Surveyed, Tested, Compared, Measured, Evaluated, Identified, Collected, Compiled, Summarised

**Creative & Technical**
Designed, Built, Coded, Programmed, Created, Developed, Produced, Composed, Photographed, Animated, Prototyped, Customised

**Results & Growth**
Improved, Increased, Reduced, Raised, Won, Achieved, Earned, Doubled, Completed, Exceeded, Secured, Strengthened

## MAKE EVERY BULLET WORK HARDER

| Weak | Strong |
|---|---|
| Responsible for organising the school fest | Organised the annual school fest for 300 students with a team of 10 |
| Helped with a food drive | Collected 120 kg of food for 40 families through a 2-week class campaign |
| Was part of the debate team | Debated in 4 inter-school tournaments; reached the finals in 2023 |
| Good at coding | Built a quiz game in Python used by 30 classmates for exam revision |

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**NOT SURE WHAT TO INCLUDE?**

- **Class 9–10 with little experience:** start with Education, Awards, Extracurricular Activities, Skills and Interests. Delete any section you have nothing for yet; never pad with filler.
- **Class 11–12:** add Positions of Responsibility, Volunteer Work, and Certifications as you earn them.
- **Other headings you can use:** Projects, Research, Competitions & Olympiads, Internships, Work Experience. Pick the ones that fit your strengths.
- **Commerce or Humanities student?** Same layout. Swap the sample content for your own: case competitions, debates, writing, internships, and so on.