

These are **Mandatory** requirements for your Resume to be accepted by the BIIT Career Services Office.

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. (you may write your Semester projects also)
7. The file name for your Resume (Word Document/PDF) SHOULD be
“Name + Registration No. + Program + Graduating Semester”
Example: Mateen+12345+BCS-AI + Spring24
8. NO ADJUSTMENTS SHOULD BE MADE TO THE MARGINS OF THE FORMAT.