



MODULE 03

# Resume Mastery Guide

Build a resume that IIM panels remember. Three templates, six bullet makeovers, 24 power verbs, and a checklist built from 500+ reviewed student resumes.

**3**  
TEMPLATES

**6**  
MAKEOVERS

**24+**  
POWER VERBS

**500+**  
REVIEWED

## SECTION 01

# Resume Tips & Philosophy

The mindset behind a winning IPM resume — before you write a single word

### One Page, Always

A single crisp page demonstrates clarity of thought. Panelists spend 30-45 seconds on the first scan. Everything must earn its spot.

### ATS-Friendly First

Avoid tables, text boxes, and graphics in content. Use standard section headers. PDFs from clean Word templates pass ATS reliably.

### Tailor for the Reader

IIM panelists look for leadership, intellectual curiosity, and initiative. Frame every bullet: what did I lead, learn, or launch?

### Consistent Formatting

One font family. Dates right-aligned. Margins uniform. A visually disciplined resume reflects a disciplined mind.

### Quantify Everything

'Organised an event' is forgettable. 'Coordinated a 300-attendee festival across 12 events' is not. Numbers anchor credibility.

### Show, Don't Tell

Don't write 'I am a team player.' Describe a situation where you coordinated a team under a deadline. The story does the telling.

### Prioritise Recency

Lead with your Class 12 results and recent achievements. Older accolades (below Class 9) lose weight unless nationally significant.

### Section Order Matters

Recommended: Education > Achievements > Positions of Responsibility > Projects > Skills > Interests. Lead with your strongest section.

**PROOFREAD RUTHLESSLY**

A single typo can derail a panel's confidence in you. Read aloud, then ask someone else to review it. Use Grammarly before submitting.

## SECTION 02

## ATS-Friendly Templates

Three clean templates optimised for students with limited work experience

**■ Template A — Classic Single Column**

Academic / Science Profiles

### YOUR FULL NAME

email@gmail.com · +91 XXXXX XXXXX · linkedin.com/in/yourprofile · New Delhi

**EDUCATION**

**ABC Senior Secondary School, New Delhi** · Class XII · 2026  
CBSE · 97.4% · Science (PCM + Economics)

**ABC Senior Secondary School** · Class X · 2024 · CBSE · 98.2% · School Topper

**ACHIEVEMENTS & AWARDS**

- Secured **All India Rank 14** in IPMAT Indore mock series (1,800+ participants)
- Awarded **NTSE Scholarship**, Stage II qualifier — top 1,000 nationwide
- Ranked **3rd in Zonal Mathematics Olympiad** among 420 participants

**POSITIONS OF RESPONSIBILITY**

**School Prefect — Academic Affairs** · 2024–2026

- Spearheaded peer-mentorship programme connecting 40 Class XI students with seniors
- Organised school-wide quiz series reaching 200+ participants across 8 houses

**Co-Founder, EcoAction Club** · 2023–Present

- Founded and scaled initiative from 8 to 55 active members
- Partnered with municipal body to plant 300 saplings across 3 localities

**SKILLS & INTERESTS**

Public Speaking · Data Analysis (Excel) · Canva · Hindi & English · Bharatnatyam · MUN

**■ Template B — Two Column (Sidebar)**

Diverse / Extracurricular-Rich Profiles

Template B uses a two-column layout: main content (2/3 width) for Achievements and Positions of Responsibility, and a coloured sidebar (1/3 width) for Education, Skills, and Interests. This works well when your extracurricular achievements outweigh your academic scores. **Best for:** students with strong leadership, national competitions, or

multiple domains of excellence.

### ■ Template C — Activity-First Minimal

Average Academics, Strong Activities



#### STEPWISE NOTE

A student with 72-78% can build a compelling resume by leading with extracurriculars, leadership, and real-world impact. In Template C, put Education after Achievements. Academics don't define the whole story.

## SECTION 03

# Before & After — Bullet Makeovers

Six real-style bullet makeovers — the single biggest differentiator between a forgettable and memorable resume

### SCHOOL PROJECT

**BEFORE** Participated in a group project on waste management.

#### REWRITTEN WITH IMPACT

**AFTER** Spearheaded a 4-member research project on municipal solid waste; presented findings to the school governing board, prompting adoption of a dual-bin system across 3 campuses.

### OLYMPIAD / COMPETITION

**BEFORE** Participated in Mathematics Olympiad and won a prize.

#### REWRITTEN WITH IMPACT

**AFTER** Clinched State Rank 8 in Zonal Mathematics Olympiad (1,200+ participants); advanced to National Talent Search Stage II — sole qualifier from the district.

### CLUB / INITIATIVE

**BEFORE** Was part of the environment club and did some activities.

#### REWRITTEN WITH IMPACT

**AFTER** Co-founded Green Warriors Club; galvanised 55 volunteers to conduct plastic audits across 6 classrooms; initiative endorsed by principal and covered in district newspaper.

### EVENT ORGANISATION

**BEFORE** Helped organise the annual cultural event in school.

#### REWRITTEN WITH IMPACT

**AFTER** Orchestrated logistics for 400-attendee Annual Cultural Fest; managed Rs. 80,000 budget and 20-member volunteer crew; completed on schedule with zero cost overrun.

### COMMUNITY SERVICE

**BEFORE** Taught underprivileged children as part of NSS.

#### REWRITTEN WITH IMPACT

**AFTER** Designed and delivered a 6-week numeracy curriculum for 35 Class V students in a government school; end-of-programme assessments showed 74% improvement in scores.

### SPORTS ACHIEVEMENT

**BEFORE** Played cricket for the school team and won matches.

#### REWRITTEN WITH IMPACT

**AFTER** Captained school cricket XI to District Championship title (2024); led team strategy across 7 matches; individual top-scorer with 312 runs at average 44.6.

## SECTION 04

# Power Action Verbs

Start every bullet point with one of these — never begin with 'I' or 'Was'

Spearheaded	Orchestrated	Galvanised	Pioneered	Forged	Championed
Catalysed	Engineered	Mobilised	Overhauled	Elevated	Conceptualised
Streamlined	Fostered	Amplified	Revitalised	Curated	Cultivated
Instituted	Navigated	Mentored	Delivered	Clinched	Designed

## SECTION 05

# Pitfall Checklist

Based on analysis of 500+ student resumes from StepWise mock PI sessions

**✗ Critical Errors — Never Do These**

**✓ What Stands Out — Do This**

- ✗ Using a generic template with clipart or coloured boxes — signals lack of effort
- ✗ Listing responsibilities without outcomes — 'Was part of organising committee' tells nothing
- ✗ Including a photo, date of birth, or religion — unprofessional and unnecessary
- ✗ Using 'I' statements — resumes use action verbs without pronouns
- ✗ Spelling or grammar errors — instant credibility loss; use Grammarly
- ✗ Padding with irrelevant childhood achievements from Class 4 or 5
- ✗ Hobbies like 'listening to music' without specificity

- ✓ Self-initiated projects or clubs — shows entrepreneurial spirit
- ✓ Community impact with measurable outcomes — numbers tell a story
- ✓ National or state-level recognition in academics, arts, or sport
- ✓ Intellectual curiosity outside curriculum (Olympiads, research)
- ✓ Clean, spacious layout with consistent visual hierarchy
- ✓ LinkedIn profile link if you have relevant content to show
- ✓ Consistent date formatting and uniform bullet style throughout