

**IIPTA**  
Launch a Career. Be Awesome

# Handbook to Intellectual Property Career and Job Interview



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**HANDBOOK TO INTELLECTUAL  
PROPERTY CAREER AND  
JOB INTERVIEW**

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## OVERVIEW

This Handbook to Intellectual Property Career by IIPTA (*Indian Institute of patent and Trademark*) is designed to assist students in improving the skills necessary for resume writing, interview, and acquiring internship and employment opportunities. The intent of this handbook is to help almost all the patent, law and IP specialist students, seeking a job whether novice or about to graduate. Basic information is included about how to build a good professional resume, improving personality and communication skills, developing interest and targeting the company and positions that interest them. Our goal is to develop career management skills, to establish your professional presence and to facilitate opportunities to engage with employers.

*Hope it helps!*

# RESUME

The most important and effective tool in applying for an internship or employment opportunity is a high quality resume. Your resume is the first, and often only, impression that you will make on the individual(s) whose job it is to contact people for interviews and make final decisions on who gets hired. In short, resume is a written document that is used to highlight the skills, contributions, and experiences that represent the personal brand you want to portray to potential employers. The purpose is to obtain an interview with a prospective employer, mostly within industry.

Employers are inundated with resumes and must turn away the majority of applicants. Because employers must reject so many resumes, they will use any imperfection in your resume as justification for throwing it in the trash. Typos, grammatical errors, and misspellings are simply unacceptable.

## BASIC GUIDELINES

1. Create a Professional Look
2. Make your resume specific to the position you are applying for - your most convincing information needs to be on the first page as this should persuade the employer to keep reading.
3. Employers typically spend less than a minute reviewing a resume, so it is crucial to be clear and concise.
4. Resist the temptation to extend your resume to a third page.
5. Your resume should focus on your skills and abilities and what you can do for the company, not what they can do for you. Use the words and qualifications the employer uses in their job posting.
6. The resume should be goal-oriented; show commitment to success (High GPA, involvement with student groups, job promotions, active involvement with associations)
7. Should reflect generic (transferable) skills
8. Use point form and keep sentences short and to the point
9. Eliminate personal pronouns such as "I"
10. Be consistent with formatting throughout your resume.
11. Typos, grammatical errors, and misspellings are simply unacceptable.

## BEFORE YOU START

**Before you start composing your resume, you should ask yourself the following questions:**

1. What are my major accomplishments?
2. What are the skills that set me apart from other candidates?
3. What aspects of my background demonstrate that I possess the skills, knowledge, and experience that an employer may find attractive?
4. Who will be reading my resume? What are they interested in knowing? If I was an employer what would I want to know about a potential candidate? What information would I find helpful in making a decision on whom to interview?
5. How can I present this information in a format that is appealing and easy to read?

**A set of rules have been compiled here to help you in creating a good resume. It is very important to follow through on each step.**

### ***Spell Check***

Always spell check your resume. Any time you do any editing, make sure you have used your word processor's spell check feature before you save.

### ***Consistent Formatting***

Hiring managers want to see a neat clean easy to read resume. For example: Be sure your font size and type is consistent throughout the entire resume. It needs to look visually pleasing to an employer or else they're not going to want to read it.

### ***Proofread***

When you feel that you have perfected your resume, proofread it twice and then ask someone (i.e. your professor, a parent, a career services contact) to proofread it for you as well. This is especially important for people who practice English as a second language. Even if you are applying for a position that does not require good writing skills, it is important to show that you can communicate well.

### ***Never Lie***

Never lie about your skills and experience and avoid exaggeration. Remember, anything on your resume is fair game at an interview. If your interviewer finds out that you have only done something once, but have it listed as a skill on your resume, it discredits

everything on your resume and discredits you as an honest person.

### ***Having a selfish objective***

If you are going to include an objective then make sure it is from the employer's point of view and captures what you can do for their company.

### ***Telling everyone why you left***

Don't include negative stuff on your resume; only bring up lay-offs or the fact that shows up your potential and well efforts that can prove fruitful for the organization.

### ***Including lots of personal information***

Its fine if you enjoy doing lots of extra curricular activities during weekends, but unless your hobby relates to your career, it doesn't belong on your resume.

### ***Messy attachments through email***

Have you ever noticed that when you send a resume as an attachment, sometimes it doesn't look the same on the other person's computer? Don't take this risk; send out your resume by enclosing adequate cover letter, to ensure that it looks the way you want to.

### ***Using language that is "too creative"***

Using words like "ameliorated" and "edification" is overkill. By using too many big words you risk coming across



**A set of rules have been compiled here to help you in creating a good resume. It is very important to follow through on each step.**

as supercilious and flippant (kind of like this sentence). No employer wants to pull out a dictionary to find out what you did at your last job.

### ***Portray Professionalism***

Your resume should look as professional as possible. This means no unusual fonts, no colored paper, no small or extremely large margins and no extremely large, bold or tiny print. Make sure you have a professional email address, preferably derivative of

your name.

### ***Sending Your Resume Via Email:***

Preparing your resume to be emailed, scanned or posted on the Internet will maximize your job search opportunities, but there are significant differences that you need to consider: When emailing your application, make the process as simple as possible. Ensure that you follow the instructions provided on the job posting.

# Use this tool to check out your current resume and make improvements or use it to begin drafting your resume;

## *Format*

- Resume fills page but isn't overcrowded.
- Well organized.
- Present all information within each section in reverse chronological order.
- No typos or grammar mistakes.
- Font size is 10 to 12.
- Font type is consistent.
- Equal margins on all sides
- Good Professional fonts include Arial, Times New Roman, Book Antiqua, Verdana, Cambria or Calibri.

## *Contact Information*

- The contact info includes Name, Physical Address, Telephone Numbers, Professional Email.
- If you've got a blog that's relevant to your major or the position include it.

Name XYZ  
38 Merrimack Street,  
Concord, NH 03301  
Email :  
Mobile :

## *Professional Objective*

- Optional section, but if you include it, make sure it's short and to the point.
- Objective speaks directly to the employer on your value to their company.

To firmly establish myself in a challenging position with a growth oriented company that will ultimately lead to a well known top position in the field of IPR.

## *Highlights Of Qualifications*

- This section is organized. It includes name of school and its location, graduation date, major, degree, CGPA (if over 3.0), honours and any relevant course work.

**Use this tool to check out your current resume and make improvements or use it to begin drafting your resume;**

<b>Year</b>	<b>Degree/Exam</b>	<b>Institution Name</b>	<b>Aggregate Marks(%) or CGPA (with scale)</b>
2006	M.Tech in Power Systems	Indian Institute of Technology (IIT), Delhi	8.70/10.0
2009	B.Tech-Electrical & Electronics Engg	Vitam College of Engineering (JNTU Hyd)	79.57
2002	Inter-Board of Intermediate Education	Narayana Junior College	95.95
2000	SSC-Board of Secondary School Education	Rao's Public School	84.50

### ***Professional Experience***

- Well defined and info relates to intended major or field of interest.
- Includes company, city, state, start year/end year, and title.
- Includes results-driven bullet statements that provide the evidence (#, \$, %).

### ***Five months work experience in IPR domain in Sumpraxis Projects undertaken in sumpraxis***

- Patent searches and landscape analysis on pharma, biotech, mechanical and software domain
- Patent drafting
- Comparative technology analysis.
- Business Development
- Product launch Reports
- Trademark search and filling

### ***Other Academic Projects:***

- ***Identification and isolation of high ethanol and glucose tolerant strains***  
Under the guidance of Dr. Ritu (Senior Lecturer, Amity University, Noida)

## Use this tool to check out your current resume and make improvements or use it to begin drafting your resume;

### ➤ *Production of plum wine*

Under guidance of Dr. Tripti (Director, Odon Biotech, Noida)

### ➤ *Diagnosis and study of Sulphadoxine-pyramethamine resistance markers In P.falciparum malaria*

Under the guidance of Dr. Neelima (Senior Scientist, National Institute of Malaria Research, Dwarka sector 8)

### ➤ Term paper on Stem cells as a part of course in M.Tech biotech 2nd Year.

### *Professional Courses & Summary of Skills in Ipr*

- Short and sweet.
- List down 3 to 4 results-driven bullets on your achievements, major skills, knowledge and industrial certifications from various institutions in IPR.
- Verb tenses, spacing, dates, capitalization, bolding, underlining, italicizing.

### *Indian Institute of Patent & Trademark Attorney (IIPTA) Trainee Patent Analyst*

- Prepared a patent landscape report under the guidance of Ms. Cheshta Sharma, Registered Indian Patent Agent, on the topic telomerase vaccines against ageing and cancer
- Performed intensive technology-focused patent searching on Espacenet online patent database
- Created statistical data analysis for measuring competitive intelligence ,performing white gap analysis and observing the technology trends
- Obtained excellent results in the white gap analysis by discovering a potentially patentable idea in a sub-class of the technological field
- Attended classroom lectures on the Indian Patent Law, burning issues relating to the protection of IP such as cloud computing and domain names, counterfeit products and the examination procedure in Indian patent office

### *Achievements*

This section is well organized and easy to understand.

You shall included name of organization, your role and activities (e.g. award name, skills gained, or leadership positions held) and dates (month/year).

## Use this tool to check out your current resume and make improvements or use it to begin drafting your resume;

- Won **2nd prize in Poetry competition and IIIrd prize in Essay-competition**
- Qualified **Patent Agent examination** conducted by Indian Patent Office
- Certificate of merit awarded by the VITAM College of engineering for academic excellence in the year 2005 and 2004.
- Achieved **All India Rank 206 in GATE 2007.**
- Presenting about Patents and related topics on behalf of De Penning and De Penning at IIT Chennai and other Clients.

### *Workshops / Conference / Seminars Attended*

- **Workshop on IP Management** conducted by Ministry of Commerce and Industry, Patent office, New-Delhi on 5.01.2009 held at Metropolitan Hotel, Delhi
- Attended **Workshop on Patent Drafting, Copyright and Trademark** at Patent Facilitation Centre, organized by TIFAC, DST (15-18 January, 2009)
- Actively participated in Demo on “**Ekaswa-A, B, and C** for patent searching and Poster presentation on 21st “**TIFAC foundation-Day**” function on 10th February, 2009
- Attended **IP Forum on “Innovating into a template: The value of IP in Recession”** conducted by Thomson Reuters, on 21.9.2009
- Attended workshop on “**Patent Information Retrieval**” organized by Siddhast Intellectual property Innovations Pvt. Ltd. on 14.03.09

### *Personal Details*

- Father's Name
- DOB
- Hobbies
- Languages known
- Marital status
- Religion
- Category
- Current CTC
- Expected CTC
- Preferred location

# What Not To Include

There is information that should not be disclosed on a resume. Certain subjects are illegal for an employer to use when making a hiring decision. Some things that shouldn't go on a resume are:

- Age
- Health
- Height
- Weight
- Religion
- Marital status
- Family status
- Sexual orientation
- Handicap or disability
- Political affiliation
- Race/National or Ethnic origin

These subjects are protected under the Human Rights legislation relating to employment. Please note that Human Rights legislation exists at both the federal and provincial levels, and is not necessarily consistent across all provinces. To determine which legislation an employer falls under depends on the nature of the company.<sup>[12]</sup>

# What does employers look for in a CV?

Your CV needs to hook its reader within seconds of them picking it up if you're to stand any chance of progressing to the job interview stage. Recruiters and hiring managers can receive hundreds of applications for a role, and sometimes only have the time to scan CVs before deciding whether to progress to a meeting.

## Make an impact

In order to make an immediate impact, your CV will need to communicate the following information in the most succinct yet readable form<sup>1</sup>:

**Roles and responsibilities** – You'll need to tailor your CV to each particular job that you apply for, so it's vital that the job titles and the responsibilities you include in your CV are relevant (if not a direct match) for the job on offer. Although you need to clarify your remit, it's important that your CV offers more than just a list of your responsibilities.

**Experience** – Your CV will be scanned for the right kind of experience. Ensure your experience, whether six months in one role or four years in another, comes across as consistent and relevant to the job you're applying for. Be clear where you added value, and your exact contribution to any high profile project.

**Skills** – Ensure you include all relevant

skills gained and required of you in previous roles. Your skills will complement your experience and should ultimately illustrate your suitability for the job on offer.

**Results and achievements** – Hiring managers love to see results, so if you achieved above your target as a sales manager, for example, make sure you state your targets as amounts or percentages, and demonstrate how you've overachieved.

**Education** – Ensure you highlight relevant educational certificates, particularly when they've been listed as essential or desirable on the selection criteria.

Your CV needs to hook its reader within seconds of them picking it up if you're to stand any chance of progressing to the job interview stage. Recruiters and hiring managers can receive hundreds of applications for a role, and sometimes only have the time to scan CVs before deciding whether to progress to a meeting.



# Cover Letter

A cover letter provides an opportunity to create a personal addition to your resume. Your cover letter is your first opportunity to introduce yourself, present your qualifications, and show the search committee you are a potential candidate for the advertised position. Cover letters should always be tailored to the specific job you are applying for; in other words, you need to create an original letter for every job. It is very important to emphasize the skills that you have as they apply to the position being offered.

## *Style Guide*

Cover letters should always follow a basic form: introduction, strengths and relevant experience, and closing. Begin with an intro paragraph stating the position and name of the company for which you are applying. Follow that with a paragraph highlighting your relevant skills for the position and why the company should hire you. Finally, close with a paragraph stating your interest in the job and company.

## *Personalize Your Letter to Each Company*

Never use a generic cover letter that's designed to be used for any job. Instead, take a few minutes to personalize your letter to show a company you are serious about working there. State the reason for your interest in the company. Show that you have done your homework by mentioning something positive about the company or its industry. Just go through the background or history of the company before actually applying to that entity.

## *Identify the Position*

Always include the specific job title of the position you are applying for and whenever possible address the cover letter to a specific individual.

## *Highlight Your Strengths*

Explain two to three reasons why your experience makes a good fit and provide a brief outline of your career/school highlights that correspond to the job. Give a few facts, list relevant skills, and state accomplishments at recent jobs that will be impressive.

## *Take Action Steps*

Take a proactive approach in your cover letter. State the fact that you are available for a personal interview; give your residential, official, email and/or cell phone numbers where you can be reached easily.

## *Notify Your References*

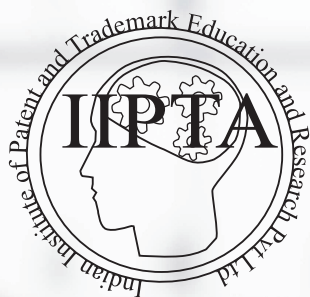
If you are including references in your cover letter make sure you first ask permission and then notify your references when you send your letter to



## Cover Letter

a prospective employer. Make sure to include the title, phone number, address, and email of each reference.

Supervisors and professors are considered good references. Avoid using family or friends as references.



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## FACTS OF LIFE IN THE IP WORLD

In IP world in India describe all sectors and work culture where IP Professional can get job. Also you can describe opportunities abroad.

Patent support Services, KPO's (Knowledge Process outsource) , LPO's (Law Process Outsource), Indian law firms, Research organizations, Technology/Pharma companies, specialized IP and patent firms and several Intellectual property service provider institutions are among the several distinct markets in IP. Each of these markets hire differently.

As far as this IP field is concerned, all you need to do is just grasp the content of different classes of IPR namely patents, trademarks, copyrights, traditional knowledge, geographical indications, trade secrets, plant breeder's right, layout design of semi-conductor devices, etc. Having an additional theoretical knowledge of patent and trademark filing procedure in India, US & Europe is an added advantage in the IP market that are nowadays often listed by employers as prerequisites for specific IP job opportunities.

Besides this, a searching approach using different databases is highly desirable in this field One should be thorough with the concept of keywords

,search strategy by making different search combinations in several paid and free databases. USPTO, WIPO, EPO, IPO, JPO & Patent lens are among some of the database that provides a free searching facility. These databases are a hub of different granted and published patent applications on all the different techniques and technologies that is being used throughout the world since last centuries. They basically provide product as well as process patents on all the classes like utility, design and plant patents. Just some sort of efforts are required to extract out the more relevant prior art patent from a hub of patents. These efforts include proper formation of keywords, extensive search query being prepared by utilizing distinct combination of significant keywords. Although one should have deep knowledge of how to carry out different searches, viz., prior art search, novelty search, patentability search, validity search, claim mapping, freedom to operate or clearance search. In brief, prior art search is one of the most important searches in order to learn several other types of searching categories.

In this field, you will be creating patents from start to finish. You may be involved in interviewing clients to evaluate Innovative proposals, and in

## FACTS OF LIFE IN THE IP WORLD

providing support for patent invalidation litigation, and in creating patent portfolios and landscapes in different industry groups. Besides this, you may also receive an opportunity to get an exposure to international patent work by working on the projects of some foreign clients.

Getting hired by an IP or patent firm has

become very competitive so you have to be sure to market to their peculiar needs in order to stand apart from the bulk of candidates. Make sure you fully document and describe the details of your technical background. Express a sincere long-term commitment to patent prosecution as a profession so the firm can be confident you are worth their investment of time and training.

## HOW TO PREPARE YOURSELF TO SEEK ATTENTION

The most common question from job hunters is “What can I do to make myself stand out against other talented candidates?” It's an important question because, without a personal value proposition that impresses a recruiter or hiring manager instantly, chances are their resume won't get them the interview needed to sell them. Employers don't work for you, have no real allegiance to you and will only be interested in you if your career history is a match for their searches.

Your prime directive will be not only to contact potential employers but to “Get noticed”. Do not blindly send mass mail for every job that you want to opt. Instead, be as innovative and personal as possible in your approach. No matter how smart or talented you are, never “wing it” when it comes to a job interview. Competition among candidates is the toughest it has ever been and recruiters are busier than ever. Make yourself an easy choice!

### *Here's how you can stand out:*

#### *Transform your experience and skills into potential.*

Even if you are applying for a job that doesn't match with what you've done in the past, you can still be a strong candidate if you can help the recruiter understand how your past performance can help predict your future performance. Every recruiter looks for diversification of talent. They want people with a wide range of skills and experience who have consistently been in the top half of contributors in their previous job

#### *Manifest that you are satirical and convergent thinker.*

A candidate who has a background in science, law, research, integrated marketing, creative, paid media or consulting is often very attractive to IP firms, but it's still up to the candidate to help recruiters understand their skills

and accomplishments. At that time all you need to do is tell them a story on how you resolved an issue, created a new opportunity or demonstrated a particular skill effectively. Don't miss the opportunity to offer rock-solid evidence of your talent.

#### *Substantiate that you've done disquisition.*

Don't just glance at the web site a few minutes prior to the interview. Prove you've really explored beyond the obvious to learn more about the company and how you would be a good fit. Be prepared to provide real, tangible examples of success at current or past jobs. Ask smart, focused questions that show you really understand the company and the position you're applying for. And don't forget to boldly say outright why you're the best person for the job.



# HOW TO BUILD RELATIONSHIP WITH RECRUITERS

When you send your resume to a big handful of recruiters that specialize in your industry or position you will get a mixed bag of responses. Some will respond with interest, some will send you an automatic message to fill out their generic candidate forms on their websites, some will not respond at all and some may even respond negatively. Be prepared for all of it – and take none of it personally.

A good personality, tact, diplomacy, and promptness are some of the characteristics that grabs a recruiter's attention. Besides this, you can also the following tips to build a better relationship with recruiters, stand out and get advanced notice of hot job openings

## **1. Create your hit list.**

You can't reach a goal that you don't have, so the first step is to develop a 'hit list' of 10 to 20 target employers you're interested in working for. Start developing relationships with its staff, from recruiters and hiring managers, to the temporary agencies it uses to hire contractors. Connect on LinkedIn, ask for informational interviews, find out what causes and networking groups staff is involved in, etc.

## **2. Follow them on social media.**

Get immediate notification of new openings by following companies, staffing agencies, and their individual recruiters and consultancies on Facebook, Twitter and LinkedIn. Hot jobs go fast and many recruiters post their roles quickly to social media before even posting them to their website! Keep an eye out.

## **3. Give in order to get.**

Let's face it – we all pay more attention to those who give to us, rather than those who just look to take. If you see your recruiter contacts looking for someone for a role and you know someone who might be interested, refer them! If you know of a good resource (like a LinkedIn or Yahoo group) they could post the job in for free, let them know.

**Facebook:** “Like” the pages of companies you admire; use Facebook job-search apps, such as Be Known and Branch Out; and add value to your timeline by building your own personal and professional brand.

**Twitter:** Recruiters notice you if you notice them. Follow recruiters on Twitter, and find opportunities to interact with them. Recruiters will take notice when you retweet their content and may message you to find out more information about your interests.

**LinkedIn:** It is important to build your

# HOW TO BUILD RELATIONSHIP WITH RECRUITERS

profile in a way that helps recruiters find you. Be sure to complete your LinkedIn profile (using lots of relevant keywords!) and join industry-specific groups for greater searchability.

## *4. Check in (but with good news!).*

Repeated calls and emails to your recruiter just to say you're still looking, it is a kind of annoying thing. A bi-weekly email with an updated resume because you've broadened your skill-set, joined a new professional development association, gotten a fresh certification, and/or taken some new technical courses is a better way. Not only does it show that you're a proactive

go-getter, but it makes you a better, more qualified candidate.

## *6. Ask for their advice.*

The best part of working with recruiters is that they're experts at job placement and see a wide range of opportunities across various companies. Take full advantage of their insight by asking them what they're seeing for industry trends, salary averages and new requirements. Ask them how you can become a better candidate for the current job market. They will usually be happy to tell you and appreciate that you value their knowledge and input.

# RESOURCES FOR SEEKING JOB INDIAN STUDENTS

As far as jobs are concerned, recruiters especially in the wildly diverse land of intellectual property will not directly come to you. They expect you to find them! But where do you look?

## *A. Through professional networking sites.*

You should make your professional profile and upload recently updated resume on all the social networking professional sites like; Times Jobs, Naukri.com, Monster jobs, Linked In, Job indeed, Shine.com and Careerbuid.com, etc. These sites offers various number of suitable job vacancies for the students. All you have to do is to update your information from time to time on a regular basis in order to avail the opportunities.

## *B. Job Fairs.*

Job fair is a major employment venue for students all over the country. These fairs are similar to on-campus interviewing; employers review resumes and select whom they want to see. Interviews are for permanent jobs and summer positions. You need to pay attention to the due dates for registration and resume submission for all these job fairs. Each of these also has particular date and requirements for entry.

## *C. Online Resources*

Surf the Web!

Most major companies and Law firm

web pages are a bonanza of info for the prospective IP employee. Attorney bios usually have email contact info so you can just drop a quick inquiry about a firm's IP practice. At the very least you will link up to interesting and educational information. Check out various IP firms websites, but realize most career job sites are not geared to talk to IP specialists at a sophisticated level. Although most of the ads you see will be for experienced attorneys and not law students, you still will see who is hiring. Frequently employers change the job specifications they advertise and will consider a new or soon-to-be graduate, especially if you have some substantive patent prosecution experience or have passed the PTO exam<sup>1</sup>.

## *D. Build up your connections.*

The best way to find a new and desired reputed job in an industry is to create network by talking to anyone or everyone you can. Learn more about the industry and field. Do not try not to start a conversation by saying "I am looking for a job" since this may oblige the partner to reply "I am not hiring now". Rather you may try "I am thinking about a career in IP law. Would you have some time to tell me more

## RESOURCES FOR SEEKING JOB INDIAN STUDENTS

about your group's practice?" The conversational approach gives you the chance to gather information and get acquainted. The attorney may know someone who is thinking of hiring...and they told two friends, and they told two friends, etc. Next thing you know, you have a job.

### *E. Wait for the companies to open vacancies for hiring eligible executives.*

Do not get disheartened if you cannot find any job vacancies in the desired firm. Instead wait for the companies to

open their vacancies for the desired posts. Try to make the hiring for a particular job as easy as you can.

### *F. Leave some hint for Recruiters.*

Highlight your achievements in your resume by means of adding some wonderful skills. For e.g If you would have cleared any patent exam then it will add seven shining stars to your profile and recruiters will be happy in any way to hire you for a post in the firm.



## NOW YOU HAVE AN INTERVIEW

An invitation for an interview shows that you are the right person required by the organisation for the required vacant position. In fact, it is estimated that 80% of candidates are rejected at the application stage so you are really more than three quarters of the way towards getting the job!

Bigger organisations have interviewers who are highly trained and experienced, so a well structured interview is highly expected in order to obtain the maximum from you. While on the other hand, Interview in a smaller firms is more likely to be interviewed by a person who may not be a trained enough as that of a bigger organisation. If you are confronted by a 'bad' interviewer you will have to work hard to use the questions as a means of conveying the points you wish to make. It can be a good idea to try to steer the conversation towards the topics you have particular strengths in, highlighting your good points.

### *Different types of interview/questioning techniques: -*

- The straightforward chronological interview, where you may be asked questions around your CV / Application form.
- Criterion referenced interviews, where you will be asked to give examples of how you meet their criteria e.g., examples of teamwork, negotiating, leadership.
- The off-the-wall questions where you might be asked some bizarre questions. This is to see if you can think on the spot and how creative/logical you are.
- The pressurised interviews where your views will be challenged (or even ridiculed) and you might feel like you are being goaded into an argument. If this happens to you do not lose your cool, it is to test how you react under extreme pressure and to see if you can hold your own without starting a fight or being reduced to tears.

While each interview is different, there are some general things you need to keep in mind before you go for it[6]. The following tips comprise of both the general as well as some cool tips, which can help you crack an interview:

### *Know what you want*

It's true that we don't always know what we want, especially right after college when the primary focus is to land in any job. A lot of times college students go

for the wrong job; something which they know they'd dislike sooner or later. They usually succumb to peer pressure and follow the herd. Therefore

## NOW YOU HAVE AN INTERVIEW

it's better to go for a job which is aligned to your interests and thereby always shape up a great career for you. So think about it for a moment and decide on the interview you should appear for. Listen to your heart and then go for it.

### *Prepare, and then prepare a little more*

You may have been the topper at your university and fetched medals in all sorts of activities. Good for you. But that doesn't guarantee your success in the interview. The HR representatives from corporate firms are a different breed and being complacent is the last thing you can afford to do. Hence, no matter how confident you feel, make sure you leave no stone unturned in preparing for the interview. And that means preparing for the common interview questions, refining your communication skills, taking advice from others and more.

### *Study and get to know the firm*

Don't be a noob. Do an in-depth study about the firm on the internet. Check their Wikipedia page if they have one, check their site, google their names, who the founders are, what does the company specialize in. All this will ensure that you leave a great impression on the interviewer when he asks what do you know about their firm.

### *Rehearse*

Practice what, you may ask. Well, practice the interview in front of the mirror. It can help you study your facial gestures and see where you need to improve. Plus it boosts your confidence. You could also practice with your friends and classmates. Do role plays and try to create an environment of a real interview.

### *Get your online profiles in order*

While you are checking the firm online, don't forget that they could check you online too. College students are known to be active on social networks and many companies now-a-days prefer to do it through online research about their job applicants. Hence it is important that you check out all your online profiles and make sure that you clear anything which you feel could obstruct your success in the interview.

### *Don't be offensive*

Don't let your confidence become your arrogance. Be calm and to the point when answering questions. You may consider being assertive but don't try to be aggressive.

### *Carry the right attitude*

Attitude matters and one who carries it properly gets a job for sure. Be calm

## NOW YOU HAVE AN INTERVIEW

and curious, listen actively and demonstrate your potential to excel in the job, no matter what your qualifications are. Go to the interview room with the mindset that you will come out with an offer letter. Don't treat it like just another interview.

### *Learn to Say "I don't know" when you don't know*

Be upfront and truthful. Don't try to fake skills because there are strong chances you will get caught right there.

### *Think before you speak*

Most of the time the interviewee assumes that his success in the interview depends on how quick he can respond to every question. And hence many times he says something which he shouldn't have said. Therefore it is important that you don't tread that path. There is no harm if you take a minute or two to think if you are stuck at a question. Ultimately, what you answer matters the most.

### *Craving for job*

Emotional blackmails might work on some interviewers and you might get the job on the grounds of sympathy, but I'd say the chances are 1 in 100. You beg for the job and you lose the respect of the interviewer. It's very hard to try any other trick on him after that. So don't plead for the job. You would get it if you

prove that you deserve it. Not by any other way.

### *Smile recurrently*

While crying and begging usually doesn't work, smiling does. A smiling face often has a positive impact on the person on the other side. It makes the applicant appear confident and easy going. Of course for the candidate, a smile can do a great deal in reducing the nervousness and perform better in the interview.

### *Never slander college authorities or previous employers*

No matter how much you hated your professors or any previous boss when you did a summer job, make sure you don't tell that to the interviewer. This is when not being truthful is better. By asking such questions, the interviewer will try to judge how comfortable you are under authority. That's because you'll have a boss at the job. So slandering your college authorities could leave a negative impression on him.

### *Be circumscribed and luminous*

A common complaint which HR managers have when they interview college students is that the interviewees tend to beat around the bush and waste their time. That is again an indication of not preparing well for the interview. So

## NOW YOU HAVE AN INTERVIEW

make sure that you answer precisely and clearly. Don't add unnecessary sentences because that could give the interviewer a chance to grill you more.

### *Resume*

A resume which is nicely done gives you an advantage over other candidates. Your resume should clearly reflect what you were and what you are capable of.

### *Money isn't everything*

It may be everything but you don't have to show that in the interview. You should go for a job which you know you would be interested in. Because when you appear for that interview, you would be enthusiastic about your future prospects irrespective of the money you'd make.

### *Social networking*

The importance of social networking before an interview is often ignored by the candidates. If you have a job interview coming up, why not go to LinkedIn or Facebook and try to find people who recently joined that firm. And then try to contact them to get some pointers.

### *Your posture and eye-contact*

The way you sit and look at the interviewer matters a lot. It's also a part of having the right attitude. Sit straight

and have a constant eye contact with the interviewer. It shows that you are confident and ready to enter the corporate world.

### *Take recommendation from seniors and professors*

That's why it is always advisable for a college student to maintain a healthy relationship with his seniors and professors. They are the ones who could give the most valuable tips which could help you crack the interview. So don't forget to take advice from them before the D-day.

### *Ask questions to the interrogator*

Every interviewer gives a chance to the applicant to ask him questions about the job and the company. You should utilize this opportunity to ask relevant questions about the job. Shying away from asking questions at this point could mean that you aren't very enthusiastic about the new opportunity.

### *Switch off your cell phone*

Simple and an important thing to do before the interview. It shows you are really serious about getting the job. In fact a better step could be not to carry your cellphone at all to the interview. That would eliminate the possibility of your cellphone ringing suddenly in case you forgot to switch it off.

## Essential Preparation tips if you want to do well. Have a look at the checklist:

### *Stage 1 - Preparation*

- Re-read your resume.
- Prepare questions to ask and to be asked
- Work out clothes to wear
- Anticipate the obvious questions during the interview
- Work out a strategy for dealing with stress
- Read vacancy details, employer's literature - what they are and what they want
- Get to know the venue of interview

### *Stage 2 - First Impressions Count*

- Arrive at time
- Make a good entrance
- Body language - handshake, posture, eye contact
- Smile

### *Stage 3 - The Interview*

- Be yourself
- Be honest
- Be prepared to talk - but not too much
- Don't be afraid to ask for clarification
- Illustrate your answers with examples

### *Stage 4 - The Final Stage*

- Know when the interview is over - read employer's body language
- Thank him/her for his/her time
- Learn from the experience - ask for feedback if necessary

## Questions You May Wish To Ask:

### *The Organisation*

- Major current projects
- Future developments

### *Work*

- What you would be doing
- Typical projects/timescales
- Variety of work

### *Training*

- Training offered/possible
- Help with professional qualifications

### *Location*

- Where would you be based?
- How much travel/mobility

### *Prospects/Salary*

- Likely progression
- Where are previous graduates

### *General Way of Life*

- Accommodation, amenities, limits on free time etc



## Questions You Can Prepare For :

- Tell us about yourself
- Why did you choose your degree and what have you gained from it?
- What has been your most important achievement in life so far? Why?
- Tell me about your previous job.
- Tell me how your schooling has prepared you for work.
- What type of position are you seeking?
- Why should I hire you for my job?
- What is your best quality?
- What are your strengths and weaknesses?
- Why have you applied for this job?
- What do you have to offer us?
- What are the current issues in this sector of work?
- What experience do you have of working in a team and what role did you play in that team?
- Describe a project you have successfully completed.
- How would your friends describe you?
- Describe a situation you have found difficult. How did you overcome it?
- What questions would you like to ask us?
- How would you rate your knowledge in this field?
- What can we expect from you if you are hired?
- What are your long-range employment goals?

## PLAN AHEAD FOR COMPETENCE QUESTIONS

Competences are skills that recruiters will be specifically looking for, such as the ability to communicate well, adapt to new situations under pressure, and organise and prioritise time and projects. Great emphasis is placed on them as they indicate how you will perform in a work environment.

To succeed at interview you'll need to think about what competences are important in a legal sphere. Communication (e.g., the ability to communicate legal concepts to clients)

and resilience (e.g., the ability to overcome difficult situations and work under pressure) are two important skills that you'll need to demonstrate so it's crucial that you can produce examples of such skills and explain how these are transferable to a legal environment. Other typical competence areas an interview will test you on include teamwork, persuasiveness, interpersonal sensitivity, lateral thinking, problem solving and career motivation.

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## PREPARATION TIPS FOR INTERVIEW DAY

Confirm the dress code before you go, and read your application through the night before. Dress smartly – unless you are specifically told otherwise, it's wise to wear a suit. Always make sure you have planned your journey and know exactly what's required of you on the day.

Greet everyone with a firm – not bone-crunching – handshake and make good eye contact. Be conscious of your body language. Even when confronted with a nightmare question, give an outward impression of calm and composure. Deliver your answers like a professional – one word answers or rambling life stories are bad, while polished and succinct is good.

Sit forward, look engaged and manage your facial expressions. Nervous gestures such as kicking or fiddling should be avoided. Instead, concentrate

on breathing techniques and more subtle ways to calm nerves. If you're not sure what a question means, ask for clarification.

A well-prepared candidate is much more likely to perform well in interview than one who is equally able but has skimmed on research and just had a quick look at the brochure on the way to the office. Spend some time finding out about the firm you're hoping to work for. Think about why you are interested in joining this firm in particular, as the interview questions will be designed to test your motivation and commitment.

Be prepared to discuss your interest, for example, how you decided it was the right career for you, what were the influencing factors and what you know about the profession.

## WHAT SKILLS DO IP FIRMS LOOK FOR WHEN RECRUITING EMPLOYERS FOR JOB .. ??

Research shows that a majority of employers are looking for a “cultural fit” over hard skills in today's economy. Top listed personality traits employers look for in job candidates. They are:

### *Professionalism*

Every interview should begin with a firm handshake. If you're already sitting down when your interviewer comes into the room, stand and introduce you. First impressions are incredibly important and don't think for a second that employers aren't sizing you up the moment you walk through the door. Employers notice your clothes, your body language, your voice, poise and so much more, all to conclude whether you'd fit in with the company. This is the first test and too often the last; if you fail this aspect of the interview, your candidacy has already been terminated.

### *Stamina and energy*

The biggest complaint among interviewers about job candidates is their lack of enthusiasm for the job. Even if this isn't your dream job, you still need to show excitement and enthusiasm during the interview if you want any shot at getting an offer. Get a good amount of sleep, wake up extra early, and absolutely eat breakfast, drink some coffee or munch on an energy bar. Be energetic and the willing to go farthest, by giving them commitment to work for more hours

and doing whatever's necessary to meet the deadlines.

### *Confidence*

Something in your resume or cover letter probably got you this interview so right off the bat you should feel confident going in. Be careful that your confidence is not mistaken for conceitedness. It's important to remember that you are your biggest advocate and the only person who can truly speak to your strengths, skills, and accomplishments.

While you may get a good reference here and there, you need to relay your confidence in your skills directly to your interviewer. Show them you are the best candidate by telling stories of your success and explaining how you can do the same (or better) for them. By doing so, you're not just simply blowing hot air, you're proving to them you're the best person for the job.

### *Self Monitoring*

While there's nothing wrong with working under a manager or working in a group, employers also want to see you have experience working independently. Your resume should communicate that you have direct

## WHAT SKILLS DO IP FIRMS LOOK FOR WHEN RECRUITING EMPLOYERS FOR JOB .. ??

leadership experience or have succeeded independently and without guidance.

Being your own boss has the ability to show employers a multitude of traits they'd love to have in an employee. It shows you are able to handle difficult situations, that you are able to set goals and track your own progress, and that you are able to manage priorities and time.

### *Intellectual Curiosity*

If you're someone who has put down hobbies and interests on your resume, this is where the conversation can get dicey. You don't want to overwhelm your interviewer with dozens of interests. That would come off as fake. Instead, talk about one or two things you're passionate about and work in your curiosity to explore further into that interest or issue. Employers will often ask about your interests outside of work during an interview, and as long as you stick with something you're passionate about and express genuine curiosity, you'll pass this test.

### *An entrepreneurial instinct*

The one who lookout for new and challenging opportunities but not necessarily the opportunities that someone creates for you or offers you.

Be entrepreneurial. Remember to ask why a decision was made, not just take the instruction without understanding the motivation.

### *Commercial awareness*

Always pay attention to the recent news and happenings of your field that takes place in your near surroundings and the world. Try to connect the event with that of your professional projects or think how you could use them in your own professional work field.

Commercial awareness is an extremely important factor in legal recruitment. You don't need an in-depth understanding of commercial issues, but firms will want to see that you have a grasp of business issues that could impact on clients and are willing to consider the commercial implications of different situations.

Again, preparation is key to success – professing to be fascinated by the business world but then not being able to talk about a matter that has been in the headlines even in the broadest sense will let you down. Read a quality daily newspaper and explore business and legal issues in some depth

### *Prominent interpersonal, oral, and written Communication skills*

## WHAT SKILLS DO IP FIRMS LOOK FOR WHEN RECRUITING EMPLOYERS FOR JOB ..??

Communication skills – both oral and written – are important to any successful solicitor and it is up to you to demonstrate this at all stages of the application process – firstly on the application itself by giving clear and concise answers to the questions; then at the assessment day/interview stage by answering further questions in an unambiguous and succinct manner.

### *Ability to work independently and come up with innovative solutions.*

Employees having strong urge to work on the challenging and innovative projects are always appreciated by their managers. One should be able to give unique solutions to the various problems arising due to any means.

### *Attention to detail*

One of the skills that recruiters test when screening applications and at interview is a candidate's spelling, punctuation and the ability to use correct grammar. An application for a vacation placement or training contract littered with mistakes is an immediate turn-off and may not be considered because of this.

### *Ability to work under pressure*

Being a multi tasking employee and carrying out many tasks at a single time will surely provide you an appraisal. In the meantime, an employee who has the ability to handle pressure and perform better in the circumstances are highly in demand.

### *Teamwork*

Working as part of a team is a crucial skill for successful lawyers. Demonstrating your ability as a team player is important in securing a training contract. At interview you should draw from examples that show your contribution to a team and how you deal effectively with others, whether it be as secretary of your university law society, playing on a university sports team, or a team project undertaken for your degree.

### *Leadership Skills*

Whether you're applying for a supervisory position or a job with no authority, does your demeanour fit the job you're being considered to fill? Are you coming across as too aggressive when a more reserved personality would be a better fit or vice versa?

## LASTING IMPRESSIONS

Final impressions also count so when it comes to the end of an interview make sure you go out with a bang. To show you are truly enquiring and enthusiastic, make sure you have some questions prepared. Think about issues that would affect you and your decision to work there. Perhaps pull out some issues from recent press articles or ask what the interviewers most enjoy about working there or how the development of trainees is managed. The interview should be about you assessing the firm too.

When it comes to the big day remember a few vital points. First and foremost, come prepared. Think about the required skills and provide evidence. Finally, remember that the interview is a two-sided coin. Yes, the process is about selling yourself but equally important is working out what you want. A good firm will sell themselves to you so don't be afraid of turning the tables on the interviewers.



## WHAT IF DID NOT MAKE UP IN THE INTERVIEW ..??

The interview may be over, but your chance to make an impression is not. Here are the strategies to continue boosting your candidacy.

### *Show that you're still interested*

Leave no doubt in the interviewer's mind about where you stand. Ask for the job at meeting's end with a phrase such as, "I would really like to contribute to this company and am hoping you select me."

Also, don't leave the room without a clear idea of what will happen next in the hiring process. Will select applicants be invited back to meet other people? By what date do they hope to fill the position? Such questions demonstrate enthusiasm for the job, and knowing the hirer's timeframe will help keep you from panicking if a week has passed without a phone call.

### *Set the stage for further contact*

Nobody wants to be a pest, but could your silence as days pass be misinterpreted as indifference? Avoid the guesswork by finding out before heading home what the employer prefers in terms of checking in. Ask the recruiter about Their preferred method of follow-up communication and whether it would be okay to touch base again.

### *Be punctual*

If you tell the interviewer you'll send a list of references tomorrow morning, make sure you do it. Keeping your word and answering requests in a timely manner speaks volumes about the type of employee you might be.

### *Know when to sit tight*

If an interviewer requests that you follow up by phone in a week, respect her wishes. Calling the next day can be construed as pushy and desperate.

### *Send a prompt thank-you note*

A positive, non intrusive way to stay on an employer's mind is to send a thank-you note. Vega recommends emailing one within 24 hours of the interview, then following up with a handwritten note that arrives one to three business days later.

### *Send each interviewer a personalized, powerful follow-up letter*

This piece of communication is another chance for you to shine, so don't waste space with generalities. You also can use the letter to introduce achievements that didn't get discussed and to elaborate on interview answers that you felt lacked punch.



## WHAT IF DID NOT MAKE UP IN THE INTERVIEW ..??

### *Address one of the company's needs*

Another effective way to follow up is to act more like a consultant than an applicant. "During the interview, you learn a lot about a company's weaknesses and/or areas where the company wants to expand."

"Consider creating a proposal on how you would address one of those areas. Doing so will demonstrate that you have the knowledge and also the enthusiasm to make a significant contribution."

### *Leverage outside resources*

Networking should never stop. "If you have contacts and connections with anyone who might influence the hiring decision, or who actually knows the interviewer, ask her to put a good word in for you."

### *Keep thinking and learning about the company*

Be prepared for additional interviews or follow-up phone calls by continuing to research the organization and the field. Gain new information about a topic brought up in conversation. Think of additional questions you'd like answered. These actions show the hirer that you didn't stop caring about the company after the interview was over.

### *Accept rejection with grace*

Finally, keep emotions in check and don't burn bridges if someone else gets hired. One never knows what the future might hold. The accepted candidate may not work out, or a different position may open up.

"If you are rejected, the first thing you should do (ironically) is send a thank-you note. This will help distinguish you from other rejected candidates and put you in a positive light."

# SAMPLE RESUME (1)

**ABC**

(Designation)

Permanent Address

Working contact No.

Email ID:

## **Career Objective**

To firmly establish myself in a challenging position with a growth-oriented company that will ultimately lead to a well known top position in the field of IPR.

## **Courses in IP**

- Passed "*Patent agent examination*" conducted by Indian Patent-office
- **Woman-Scientist** - oneyear practical and theoretical experience in IPR at Patent Facilitation Centre (PFC), (TIFAC), New Delhi under "WOSC" scheme organized by TIFAC, DST
- **DL-101** course ("General Course on Intellectual Property") and **DL-100** course ("Primer on Intellectual Property") organized by **World Intellectual Property Organization (WIPO)**
- **Intellectual Property Rights - (IPR) Intellecture Online IB01 - Fundamentals of IP, Genetic Patent-law (IPA01)** from Brain league IP Services Pvt. Ltd, Bangalore.
- "**Indian Patent law & practice (PLP-NLSIU)**"-(Advanced course in IP) offered by *National Law School of India University (NLSIU), Bangalore and Intellecture.*

## **Educational Qualification**

- **M.Sc. (Organic chemistry)** from Meerut university (In 2005) --First div.
- **B.Sc (General Gr-B)** from Delhi univ., Delhi (In 2002) --First div.
- Schooling from C.B.S.E board, Delhi (In1999) --First div.

## **Additional Qualification**

- One year diploma of **Computer Operator & Programming Assistant course (COPA)**, eqv. to Doeacc'O'level) from National Vocational Training institute (N.V.T.I.), NOIDA affiliated by N.C.V.T., Govt. of India, Ministry of labor. (In 2008) --First div.
- **B.Ed** from Meerut university (In 2007) --First div.

## SAMPLE RESUME (1)

- B.L.I.Sc, from Delhi university (In 2006) -- First div.

### **Current Employment - (1 Dec, 2011-tillDate)**

Patent-analyst in a global Knowledge process outsourcing (KPO) associated with *GlaxoSmithKline (GSK) Pharmaceuticals Limited, Gurgoan*.

#### **Work profile:-**

- **Patent-searching** (Prior art searches, Patent-Landscaping searches) by using *Micropat & STN*
- **Patent study & analysis** relating to various projects

### **Previous Employment - (1 Aug, 2009-30 nov,2011)**

IPR-Executive in R & D Innovation Centre, **Polyplex Corporation Limited**, Noida

#### **Work Profile:-**

- Patent searching, making patentsearch reports as per requirement in various domains and providing it to scientists for supporting them in different research-projects(using **Questal**)
- Patent study & analysis, mapping, Infringement Analysis, Patent-Claimmining etc
- Guiding Polyplex in filing patents in India & other countries and execution thereafter and guiding Polyplex in all legal procedures related to IPR
- Updating database for upcoming patents on Polyester film (PET film), BOPET, PP and BOPP film on monthly-basis Tracking of patents filed by Polyplex Corporation for analyzing current status
- Assist R & D Scientists in finding area for research, supporting them in Laboratory-work.

**On-the-job-accomplishments:-** Developed user-friendly databases for following jobs-

- Patent filing & execution procedure worldwide for Polyplex patents thereafter
- To track current patent status for polyplex patents

### **1st May, 2008-30th April, 2009**

**Woman-Scientist:-** one-year practical and theoretical experience in

## SAMPLE RESUME (1)

Intellectual Property Rights (IPR) at Patent Facilitation Centre(PFC), Technology Forecasting and Assessment Council (TIFAC), New Delhi under Women-Scientist Scholarship scheme (“WOS-C”) organized by TIFAC, Department Of Science & Technology (DST), Ministry of Science and Technology.

**24 March-30 April, 2008**

Experience of Trainee-Research Associate in “**Jubilant Organosys**”

**Work Experience in Patent & IP :- (Total 4 years, 6 months.)**

- **Expertise in using Questal orbit/Q-PAT, Micropat & STN etc. software for patent searching**
- Patent assessment Search for Inventive-step, novelty, and prior art for patents and dealing with patentability issues
- **Expertise in searching and getting excellent correct results by using different databases like USPTO (Knowledge of PATFT: Issued patents, and APPFT: Patent applications) ESPACENET, EKASWA (A, B, C), Wipo, JPO, IP-Discover, Scirus etc. through keyword search as well as International Patent Classification (IPC) code search and different search-fields**
- Expertise in searching patents through *Ipindia.nic.in, Indianpatents.org.in, Pattools.com, India.Bigpatents.org* etc Indian patent-sites
- Knowledge of *Pat2pdf database, patent-fetcher* etc. patent downloading sites
- Literature search through databases like Science-Direct, Wiley-Interscience, Springerlink, Scirus, pubs.acs.org, ncbi.nlm.nih.gov (pubchem) etc
- ***Drafting Response-letter to Inventors regarding patentability*** for their patent-application came in PFC for getting patent after thorough patentability-search and supporting them thereafter.
- Knowledge of ***Indian Patent-act and various patent acts used world-wide***, knowledge of all prosecution-steps of a patent application in INDIA, US, Europe, Turkey, Thailand, Mexico etc (worldwide)
- Knowledge of **drafting-letters / Response-letter / office-action to the applicant & patent-office**
- Representing Patent Facilitating Centre (PFC) during discussions with inventors, Interaction with inventors and handling queries related to ***patentability issues*** etc
- Providing Consultancy ***regarding patent filing, granting procedure and***

## SAMPLE RESUME (1)

*maintenance* (India, PCT) and actively involved in patent filing procedure representing PFC with patent Act

- Writing articles, Case studies and case laws and news on patents in IPR bulletin published monthly by TIFAC
- **Preparing Technology-Scan Reports** and Preliminary knowledge of patent mining, mapping and landscaping
- Theoretical knowledge of freedom to operate, infringement analysis and invalidation searches
- Theoretical and practical knowledge of the provisions under **The Patent Act, 1970**, Preparing and giving presentations on topics related to Indian Patents-Act in TIFAC
- **Drafting Patent specification** for all areas of science and technology, especially Chemistry, Pharmaceuticals, Ayurveda, Lifesciences, Mechanics and Engineering
- Preliminary knowledge of Copyrights, Trademarks, Geographical Indication, Design, Protection of Semiconductor IC Layout Designs, Protection of New Plant Varieties etc

### **Project Handled In IP:-**

Title:- **“Patent Trend-Analysis / Landscape-search** on Extraction of fats from waste”

Supervisor:- Shri R.Saha, Advisor DST, Director-Patent Facilitation Centre (PFC), Technology Forecasting and Assessment Council (TIFAC), New Delhi.

Description:- Aim was to analyze Patent-trend in the field of “Extraction of fats from waste”

### **Area of Interest:-**

- To gain an insight into scientific and technological activities and their trends.
- Identify the **key-players** involved in the development and application of technology for “Extraction of fats from waste”.
- To study the yearly output of patents by major assignees over last decade and in order to understand emerging technology & to study **year wise distribution of patents**,
- To find-out the **patents according to the subareas** in the technology &
- To find **country wise distribution & the Indian-scenario of patent** in the area of “Extraction of fats from waste”.

## SAMPLE RESUME (1)

### IPR Related Skills:-

Handed several cases for prior art search for novelty and Search for inventive step for patents related to Chemistry, Biology, and Physics fields, Expert in patent searching in different domains, knowledge of patent mining and landscaping.

### Software Skills:-

O S known : Dos and Windows  
Package known : Ms Office  
DBMS Known : Foxpro  
Language known : Turbo C, C++.  
Knowledge of Internet & Email etc.

### Wet Lab Skills:-

Analysis / detection of elements, anions, cations, Fats, proteins, carbohydrates etc compounds, Impurity detection & synthesis, chromatography.

### Achievements:-

- Qualified **Patent Agent examination** conducted by Indian Patent Office (IN/PA/1684).
- **Woman-Scientist**-“WOS-C scheme-2008” conducted by TIFAC, DST, Ministry of Science and Technology, (selected by All-India level competitive-exam and interview (**5th position**)).
- Certificate for getting **2nd position in Essay competition** during Environment awareness campaign conducted by Department of Environment, Government of Delhi in association with Indian Institute of **Ecology** and Environment, New Delhi (1994)
- **House - Captain** of “Lakshmibai-sadan” in Class-XI
- Lion Pratibha certificate for participating Scheme-B **General Knowledge** competition
- **Certificate of merit** for participation in **Positive Health Education** Scheme as Health Monitor in Class-XI at zonal level
- Certificate for winning prize in **Hindi Kavita Antakshri** competition conducted by Hindi Akadami, New-Delhi, Govt. of India at zonal level
- Participated in training campaign during B.ED affiliated by Uttar-Pradesh Scout and Guide, Regional Centre, Lucknow (30 January- 3 February, 2007)



## SAMPLE RESUME (1)

- Won **2nd prize in Poetry competition and IIIrd prize in Essay-competition** organized on Silver-Jubilee celebration conducted by Employee Co-operative Thrift Credit Society, Indian Institute of Public Administration (IIPA), Govt. of India, Delhi

### **Workshops / Seminars / Conferences Attended:-**

- **1 month orientation programme** under Women Scientist Scholarship Scheme organized by PFC, TIFAC, DST & have undergone rigorous experience, attended important lectures given by eminent personalities in IPR (May 1-31,2008)
- Attended **National Seminar and workshop of Stakeholders of Geographical Indication-Intellectual Property protection through Geographical Indications for sustainable development on**, conducted by Department of Industrial Policy and Promotion, Government of India at NewDelhi (18-19 September, 2008)
- Attended **conference on Indo-Canadian Science and Technology/ Innovation Co-operation and Linkages** conducted by FICCI, Federation house on 24th November, 2008
- Attended **11th All India Patent Information centre(PIC) Interaction meeting** organized by PFC & PIC, Gujarat Council on Science and Technology (GUJCOST), (17-18 December,2008)
- **Workshop on IP Management** conducted by Ministry of Commerce and Industry, Patent office, NewDelhi on 5.1.2009 held at Metropolitan Hotel, Delhi
- Attended **Workshop on Patent Drafting, Copyright and Trademark** at Patent Facilitation Centre, organized by TIFAC, DST (15-18 January, 2009)
- Actively participated in Demo on “**Ekaswa-A, B, and C** for patent searching and Poster presentation on 21st “**TIFAC foundationDay**” function on 10th February, 2009
- Attended **IP Forum on “Innovating into a template: The value of IP in Recession”** conducted by Thomson Reuters, on 21.9.2009
- Attended workshop on “**Patent Information Retrieval**” organized by Siddhast Intellectual property Innovations Pvt. Ltd. on 14.03.2011

### **Personal Strenghts:-**

- Ability to work under pressure, Quick learner, Multi-tasking capabilities
- An effective communicator with good interpersonal and relationship building

## SAMPLE RESUME (1)

skill

- Good motivator, can motivate self as well as others, Insists on punctuality and achieving set targets
- An analytical mind with the ability to think clearly and logically, Proven expertise in finding quick and effective solution for complex technology problem
- Disciplined, Social, Friendly, Efficient, Co-operative, Laborious, Dynamic, Devoted towards work, Confident, try to do each work with my full strength and Potential

*I strongly believe in “Work is worship”*

### Personal Information

Father's Name : Abc  
DOB : mm/dd/yyyy  
Hobbies : Increasing Knowledge, Reading, Listening music  
Languages known : English, Hindi  
Marital status : Single  
Religion : Hindu  
Category : General  
Sex : Female  
Current CTC : lakhs per annum  
Expected CTC : Negotiable  
Preferred location : NCR

### References:-

### Declaration:-

I hereby confirm whatever is written, is true, correct and is best of my belief and knowledge

### Dated:-

### Place:-

( )

Signature

## SAMPLE RESUME (2)

ABC  
M.Tech in Electrical Engineering  
IIT DELHI  
(Registered Indian patent agent)

Phone: xxxxxxxxxxxx  
Email: abc.123@gmail.com

### Career objective:

To obtain progressive career and be a part of organization where my skills are used up to the mark. Based on my qualifications, I will contribute my best efforts for the Progress of the organization

### Academic Details:

Year	Degree/Exam	Institution Name	Aggregate Marks(%) or CGPA (with scale)
2006	M.Tech in Power Systems	Indian Institute of Technology (IIT), Delhi	8.70/10.0
2009	B.Tech-Electrical & Electronics Engg	Vitam College of Engineering (JNTU Hyd)	79.57
2002	Inter-Board of Intermediate Education	Narayana Junior College	95.95
2000	SSC-Board of Secondary School Education	Rao's Public School	84.50

### Professional Experience:

Designation: **Patent Analyst**  
Company : **Brain league IP**  
Duration : June 2013 to Present  
Responsibilities:  
Drafting patent applications

## SAMPLE RESUME (2)

Designation: **Patent Analyst**

Company : **De Penning and De Penning**

Duration: June 2011 to March 2013

Responsibilities:

- Drafting patent applications.
- Drafting responses to office actions( Indian, PCT/Foreign)
- Patent Prosecution (Indian, PCT/Foreign).

Designation: **Management Trainee**

Company : **Coal India Limited**

Duration : September 2009 to July 2010

**Professional courses:**

**Executive post graduate program in Patent Protection, Enforcement and Management from Global Institute of intellectual property (GIIP).**

- Knowledge of conducting Prior Art Searches, Invalidation Searches, FreedomToOperate and Infringement Searches.
- A good understanding of Patent Databases and other Proprietary Technical Databases.
- Searching for relevant technical literature to determine Novelty of Various Inventions.
- Performing Patent Landscape studies pertaining to various technologies.
- Drafting of Patent Application, Claims Drafting, Specification Drafting

**Academic Projects details:**

Title: Power quality (voltage and frequency control) control of hybrid power systems. (M.Tech Thesis)

Description:

- The objective of thesis is to control voltage and frequency of an autonomous wind diesel hybrid power system (WDHPS).
- WDHPS system consists of wind turbine generator (WTG), Induction generator (IG), a diesel engine generator (DEG), a synchronous machine (SM), a discrete dump load (DL), a storage device, the consumer load and the distributed control system (DCS).
- Diesel engine is disengaged from synchronous machine, if the Real power from wind generator is able to meet the load.

## SAMPLE RESUME (2)

Title: A.C.Voltage control and monitoring of frequency using Micro Controller (89C51) (B.Tech Project).

Description:

- The objective of the project is to control A.C voltage and frequency monitoring using Microcontroller (AT89C51).
- Control circuit is designed with a MCS51 Series AT89C51 Microcontroller, 555 Timer, Lm339 Comparator and analog to digital converter

### Technical skills

- Programming Languages: C, C++.
- Software Packages (Power) : PSCAD, PSS/E ,MATLAB
- Software : MS Office, UNIX

### Achievements:

- Certificate of merit awarded by the VITAM College of engineering for academic excellence in the year 2005 and 2004.
- Achieved **All India Rank 206 in GATE 2007.**
- Presenting about Patents and related topics on behalf of De Penning and De Penning at IIT Chennai and Other clients.

### Publications:

- AGC For distributed generation (Accepted and published in IEEE)  
Details  
This paper appears in Sustainable Energy Technologies, 2008. ICSET 2008. IEEE International Conference.  
Issue date: 24-27 Nov 2008.  
Location: Singapore  
Print ISBN: 978-1-4244-1887-9  
INSPEC Accession Number: 10456508  
Digital Object Identifier: 10.1109/ICSET.2008.4746978.
- PI Control based frequency regulator for distributed generation (Accepted and published in IEEE)  
Details  
This paper appears in TENCON 2008-2008 IEEE Region 10 Conference  
Issue date: 19-21 Nov. 2008.  
Location: Hyderabad

## SAMPLE RESUME (2)

Print ISBN: 978-1-4244-2408-5

INSPEC Accession Number: 10469994

Digital Object Identifier: 10.1109/TENCON.2008.4766765

### Strengths:

- Good communication skills
- Good leadership qualities

### Hobbies:

- Playing cricket
- Listening music

### Personal profile:

Name : abc  
Father's name : Mr. xyz  
Date of birth : mm/dd/yyyy  
Languages known : Hindi, English, Telugu.  
Marital status : Single  
Nationality : INDIAN  
Permanent address : H.No-000/locality

### Declaration:

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Yours faithfully,  
( )



## SAMPLE RESUME (3)

Name: ABC

Mobile: xxxxxxxxxxxx

Email: xxxxxxxx

**Objective:** To be able to excel at my work with best of my efforts in achieving the organization goals through my sincere abilities based on techno-legal knowledge.

### Educational Qualification/Academic Record

Educational Qualifications	Year	Board/Institution	GPA%
PG Diploma in Intellectual Property Rights and Patent Management	2012	IIPATA	83%
(M. Tech, Biotechnology)	2011-2012	Amity University	(CGPA - 7.52)
(B. Tech, Biotechnology)	2006-2010	Amity University	(CGPA - 8.2)
12th standard	2005	CBSE/ St. Anthony Girls School, New Delhi	73.0%
10th standard	2003	CBSE/ St. Anthony Girls School, New Delhi	72.0%

### IP Knowledge & Skills

- Basic Principles of Intellectual Property (IP)
- Patentable Subject Matter (PCT, US, EP, IN)
- Patent Searches (FTO, Patentability searches, etc.)
- Patent Landscape and Analysis
- Indian Patent Act
- International Patent Filing (PCT, US, EP, IN)
- Claims and Specification Drafting
- Patent Prosecution
- Knowhow of Contractual Licensing and Technology Transfer

### IP Interests

- Patent searches and analysis
- FTO search and analysis

## SAMPLE RESUME (3)

- Landscape report and analysis

### **Projects Undertaken**

**During internship: prior art searching in biotech and software domain**

**During P.G Diploma in IPR and Patent Management**

Patentability and FTO search report along with landscape analysis on invention disclosure named

“Novel wear resistant coating composition and method for making the same.”

Patentability and FTO search report along with landscape analysis on invention disclosure named

“halogenfree adhesive tapes”

Databases used : Thomson Delphion, USPTO, Espacenet

Tools used : MS Excel, MS PowerPoint, MS word

### **Work experience:**

Five months work experience in IPR domain in Sumpraxis

Projects undertaken in sumpraxis

Patent searches and landscape analysis on pharma, biotech, mechanical and software domain

Patent drafting

Comparative technology analysis.

Business Development

Product launch Reports

Trademark search and filling

### **Other Academic Projects:**

- Identification and isolation of high ethanol and glucose tolerant strains  
Under the guidance of Dr. Ritu (Senior Lecturer, Amity University, Noida)
- Production of plum wine  
Under guidance of Dr. Tripti (Director, Odon Biotech, Noida)
- Diagnosis and study of Sulphadoxine-pyramethamineristance markers In P.falciparum malaria  
Under the guidance of Dr. Neelima (Senior Scientist, National Institute of Malaria Research, Dwarka sector 8 )
- Term paper on Stem cells as a part of course in M.Tech biotech 2nd Year.

## SAMPLE RESUME (3)

### Other Skills/Achievements/Awards

- SIX-sigma green belt (80% (under AUBSI collaborated programs conducted by BSI Management systems
- Certification in English and communication skills as a part of course from Amity University.
- Certification in behavioural science including self management skills, emotional competence, positive attitude, communication competence, team spirit and conflict management as a part of course from Amity University.
- Certification in English and communication as a part of course from Amity University.
- Certification in French language as a part of course from Amity University.

### Personal Details

Father's Name : xxxxxxxx  
Date of Birth : xxxxxxxx  
Gender : xxxxxxxx  
Nationality : xxxxxxxx  
Address : xxxxxxxx

## SAMPLE RESUME (4)

Name: ABC

Address: xxxxxx

Email: xxxxxx

Cell phone: xxxxxx

### Professional Summary

Over one year of experience in biotechnological patent landscape analytics

- including the discovery of a patentable idea  
Successfully drafted attorney-supervise patent applications, office actions and
- several sets of claims  
Excellent biotechnology skills with research experience at government
- research centers  
Thoroughly well-versed with the America Invents Act through an
- independent research paper  
Ability to analyze and interpret the most complex patents and technical
- journals  
Initiative with good judgment, analytical and problem solving skills coupled
- with excellent written, verbal and inter-personnel communication skills  
Successful member of a multidiscipline, high-performance work team and
- project group

### Experience & Accomplishments

International Technology Transfer Institute (ITTI) - Technology Transfer Research Assistant (August 2011- Present)

I have the honor of working as Technology Transfer Research Assistant to

- respected **Dr. XYZ**, coauthor of IP Handbook of Best Practices, assisting him in patent landscape reports relating to the Bio-Pharma Industry  
Currently preparing patent landscape reports on the diagnostics and treatment
- of Chagass disease, and malaria vaccines for the sporozoite stage  
Performing intensive technology-oriented patent searching on sophisticated
- platforms such as Thomson Innovation, TotalPatent and Innography  
Creating critical patent analysis data using Innography and Thomson
- Innovation based on the project's needs and objectives  
Assisting with a research paper on Intellectual Property and Innovative
- CapacityBuilding in developing countries in Asia, Africa and South America  
Researching on technology transfer case studies, technology licensing
-

## SAMPLE RESUME (4)

patterns in the Ag-Bio industry, and public-private partnership (PPP) models in the transfer of innovation amongst entities in different countries

Indian Institute of Patent & Trademark Attorney (IIPTA) - Trainee Patent Analyst (March 2011 - July 2011)

- Prepared a patent landscape report under the guidance of **Ms. Cheshta Sharma**, Registered Indian Patent Agent
- Prepared a patent landscape report on telomerase vaccines against ageing and cancer
- Performed intensive technology-focused patent searching on Espacenet online patent database
- Created statistical data analysis for measuring competitive intelligence, performing white gap analysis and observing the technology trends
- Obtained excellent results in the white gap analysis by discovering a potentially patentable idea in a subclass of the technological field
- Attended classroom lectures on the Indian Patent Law, burning issues relating to the protection of IP such as cloud computing and domain names, counterfeit products and the examination procedure in Indian patent office

National Research Centre on Plant Biotechnology (NRCPB) - Summer Intern (May 2010 - July 2010)

- I had the honor of working under respected **Dr. XYZ**, on a plant biotechnology research project involving the genetic transformation of *Triticum aestivum* (Common wheat) using biolistic (Gene) gun method, and verifying the results using GUS Assay
- Performed an independent task of patent searching for the purposes of research at NRCPB - using the USPTO online patent database to create an inexhaustive list of plant gene patents

National Bureau of Plant Genetic Resources (NBPGR) - Summer Intern (May 2009 - July 2009)

- I had the honor of working with respected **Dr. XYZ** and **Dr. XYZ**, on an Ag-Bio research project for detecting the presence of Bean common mosaic virus (BCMV) in *Phaseolus Vulgaris* (French bean)
- Performed various physical, chemical and serological techniques such as Enzyme-Linked Immunosorbent Assay (ELISA), Dot-Immunobinding

## SAMPLE RESUME (4)

Assay (DIBA), Growing-On Test and Infectivity Test in a Quarantined Class-4 Containment Facility

- Used electron microscope to view BCMV rods by performing Leaf-Dip Assay (LDA)

### Education

University of XYZ

- Master in Intellectual Property (Degree anticipated in May '12)
- Topped Fall '11 Semester with **3.83 GPA**
- Courses include patent law, patent practice and procedure I & II, International Technology Transfer Institute, world trade & world IP law and institutions, and fundamentals of intellectual property,
- Writing an independent study paper on the Leahy-Smith America Invents Act
- Drafted patent applications, office actions and claims under patent attorneys -Ann McCrackin (Schwegman, Lundberg & Woessner), Brian Colandreo (Holland & Knight LLP) and Kristina Grasso

XYZ University

- Bachelor of Technology, Biotechnology (Class of 2011)
- Secured **7.22 CGPA** (out of 10)
- Courses include biochemistry, molecular biology, cell biology, genetics, cell biology, bioinformatics and principles of drug designing
- Class Representative, 2007-08

### Associations

Student Member of the Intellectual Property Section at XYZ Association  
Student Member of the XYZ Association at UNH School of Law

### Certifications & Technical Skills

Patent Searching Certificate by XYZ, January 2012

Six Sigma Business Management Certificate by XYZ University-British Standard Institutions

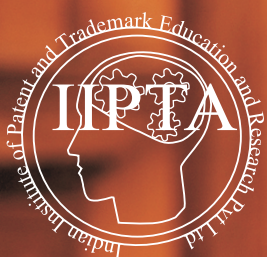
- Patent Search Expertise: Thomson Innovation, TotalPatent, Innography, Espacenet, USPTO, PatentScope, LexisNexis, WestLaw and Indian patent database (IPIndia.nic.in)



## SAMPLE RESUME (4)

### Interests

- Hobbies : Singing, Dance, Badminton
- Languages : English (bilingual proficiency), Hindi (native proficiency), French (limited working proficiency)



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