**Resume guidelines**

Create one master resume with all details, as exhaustive as possible. For submitting to client, use the master resume & only keep relevant details. Customize the resume as per the client needs.

**Basic guidelines**

1. Resume should contain 1 summary page, and detailed pages on project can be added in subsequent pages
2. Same font size throughout the page except the title
3. Same font style
4. Use less boarders – use as much space of the page as possible
5. Bold key words which convey key messages
6. Use standard English terms, used across industry. Grammar/spelling check.
7. All key inputs should be available, don’t write NA or leave anything blank
8. Be consistent in writing dates, role
9. Follow chronological order in roles, project, education
10. All details in the resume should have relevance to the client, if the projects done are not as per client need, then the experience summary should show key impact & efforts put by the associate
11. Don’t just use words like large, multiple, etc. – please quantify or give examples
12. Finally submit resume in PDF format

**Content guidelines**

1. Summary page should contain following elements:
   1. **Summary:** Crisp; should not contain more than 5 lines. It should highlight total experience, basic idea of number of projects or accounts, diverse topics or geographies & core experience or expertise
   2. **Title:** Name should be bold & highlighted; Include - Current role or designation, email ID, location, phone, Linkedin link, Photo
   3. **Education:** Include only engineering & above degree (not class 12th)
   4. **Role history:** Key roles played across different projects, including internal projects with month, year & duration
   5. **Core Skills:** Categorize skills in different buckets which is easier to read. Do not include common skills like MS Excel, team player, good communication, etc. Categorize should be changed based on the type of role & client expectation.
   6. **Expertise:** 2-3 key expertise areas, should be in line with client expectation
   7. **Awards & certifications:** Only keep relevant ones, (Awards & certifications in class 12 might not be relevant)
   8. **Experience summary:** Provide project highlights in one line with role & timeline. Provide 2-3 sub-bullet points per project, highlighting key accomplishments, using technologies/skills and challenges overcome. Don’t use generic statements like “Resolved bugs, run test cases, collaborated with team members, etc.
2. Professional experience section should be detailed but limited to key projects. Guidelines:
   1. Limit to 3-5 key projects which are directly relevant to accounts
   2. Top 1-2 projects should be main projects that we want to convey to client
   3. No sections of the projects should be repeated
   4. Limit to max 3 pages
   5. Core sections – project description, activities, tools used, role played, duration

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|  | **Sunil Chavan** | **Email Id –** [**sunil.chavan@zensar.com**](mailto:sunil.chavan@zensar.com)  Ph: 98450 943232  Location: Bangalore  LinkedIn: |  | PHOTO |

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| ***Summary*** | Sunil has **8 yrs of industry experience**, **served 10+ clients across 3 geographies** in **key areas like testing, validation, etc.**  He is well versed with major testing technologies & process like **– Software testing life cycle, manual, functional, regression, smoke, sanity, automation testing, SDLC, STLC, BLC, SoapUI & Postman, BugZilla, JIRA** |

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| ***Role History*** | * Sr, Testing engineer – Current * Sr. Testing Infrastructure architect, xx project [March 2015- June 2017] * Testing Engineer, YY project [Aug 2010- Dec 2015] |

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| ***Education*** | * XX, computer engineering [2008-2012] * XX, MTech in computer science [2013-2015] |

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| ***Core competencies/skills*** | ***Category*** | **Primary skills** | **Secondary skills** |
| ***Verticals*** | Guidewire |  |
| ***Domains*** | INSURANCE & ERP | Banking |
| ***Tools & Techniques*** | Selenium WebDriver | Qualify, SoapUi and Postman |
| ***Databases*** | MS SQL, | Toad for Oracle |
| ***Bug/Issue-Tracking System*** | JIRA, Bugzilla. | HP ALM, |
| ***Programming skills*** | Core Java, C++. | Python |

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| ***Expertise*** | * Functional testing of new software * Creating testing environment * Automate periodic testing by creating scripts |

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| ***Certifications*** | * Agile coach certified - <Certificate name> |
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| ***Awards*** | * Awards – either from Zensar or client or from earlier company – break it into two, awards & certifications |

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| ***Experience Summary*** | * **Functional testing** of new policy admin system of multi-billion-dollar insurance company, *Sr. Testing engineer* – [Oct 2018 to April 2019]   + Identified **xx** bugs using **yy** technology to create **100+ test cases & run it in XX environment**   + <Technology used, achievement if any> Python script created to **automate daily regression**. * **End to end test environment creation** for IMS system of a leading Australian chemical company, *Sr. Testing engineer* – [Feb 17 to Sep 18]   + End to end implementation of a modular testing environment from environment design to implementation using **XX technology**   + Utilized existing **XX modules to decrease implementation effort by 10%** * **Implement automation tool** to accelerate testing in one of the largest insurance company in US, *Sr. Testing engineer* – [xx-yy]   + **Improved testing efficiency by xx%;** XX,YY tools installed and linked with all core systems   + **Used XX tools as pilot** to further improve computation power to 1000+ test cases per hour |

**PROFESSIONAL EXPERIENCE**

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| **Project – Functional testing of FAST, a policy admin system of top Insurance company [Oct 2018 to April 2019]**  **Role:** Sr. Testing engineer  **Project Description: Improve functional accuracy** of FAST by **conducting functional testing to ensure 100% functional coverage**. <Include description of FAST if it is helpful to setup context, max 2 lines, use name of tools/technologies>  **Key activities performed: <Include only key activities, highlighting all technologies, tools. Exclude common activities like reporting, team building, etc.>**   * 100+ test cases created in Java using **black box testing techniques** based on the system requirements. * Conducted Functional Testing (System Test and System Integration Testing), Regression Testing and **manual API testing using SoapUI and Postman**. * Executed Test Scripts using **Selenium.**   **Technology/Skills/Tools used**   * Tools: SoapUI & Postman, JIRA, BugZilla * Technologies: Java, C++ * Skills: Functional testing, automation testing   **Major achievements**   * Awarded “Tester of the Quarter” among xx testers consistently for 3 quarters in 2018-2019 by Zensar Technologies * Awarded “Best Tester” for the year 2018-2019 by XYZ client   **Any client appreciation**   * Recognized by client for meeting SLAs and testing a system in record time with maximum accuracy *“Testing will be on time with no lapse in quality if Sunil is on the job”* |