**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 and writing guideline should be removed before submission.
2. New Zensar Logo is mandatory within defined space.
3. Font has to be uniform (Same font) across the profile (excluding the headings).
4. Bold key words which convey key messages.
5. Use standard English terms, used across industry. Grammar/spelling check.
6. Photo should be mandatory section and should not be left blank.
7. Text should be within the defined boxes and any character should not go outside the defined boundary. Use as much space of the page as possible
8. Education mentioned should have passing years mentioned after the Qualification
9. Follow chronological order. Be consistent in writing dates
10. Role, Skill and period set should be mentioned for each project
11. All key inputs should be available, don’t write NA or leave anything blank
12. Summary Section should have at least 5+ lines should be added which will comprise of all the skills and exp associate has with highlighting the total work exp (Freshers can mention the training they have gone through and the minor project completed)
13. If Certifications & Awards are not available, the boxes defined should be removed
14. 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
15. Don’t just use words like large, multiple, etc. – please quantify or give examples

**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)
2. **Experience summary:** Provide project highlights in one line with role & 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. timeline. Professional experience section should be detailed but limited to key projects.
3. 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. Limit to max 3 pages
   4. Core sections – project description, activities, tools used, role played, duration

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| --- | --- | --- | --- | --- |
|  | **Name** | **Email Id –**  Ph:  Location:  LinkedIn: |  | PHOTO |

|  |  |
| --- | --- |
| ***Summary*** | **<Short Summary of your profile>** |

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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** |
| ***Domains*** |  |  |
| ***Tools*** |  |  |
| ***Databases*** |  |  |
| ***Bug/Issue-Tracking System*** |  |  |
| ***Programming skills*** |  |  |

|  |  |
| --- | --- |
| ***Expertise*** | * 1 * 2 * 3 |

|  |  |
| --- | --- |
| ***Certifications*** | * 1 * 2 * 3 |
|  | |
| ***Awards*** | * 1 * 2 * 3 |

|  |  |
| --- | --- |
| ***Experience Summary*** | * **ROLE** [Year to Year]   + Skill used   + Achievements * **ROLE** [Year to Year]   + Skill used   + Achievements * **ROLE** [Year to Year]   + Skill used   + Achievements |

**PROFESSIONAL EXPERIENCE**

|  |
| --- |
| **Project – PROJECT NAME at ORGANSIATION-[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”* |