|  |  |
| --- | --- |
|  | K, Thejesh (Cognizant) |

|  |  |
| --- | --- |
| Your name | Provide your full name first and Last name |
| Associate ID | 6 digit Cognizant ID |
| Cognizant Designation/Role | As give in your offer letter |
| Your contact number | Format country code (+1)  Area code (908) Phone number ( 809 7000) |
| Your email address | Provide your Cognizant ID |
| Your current job title and the project name | Associate/ Sr. Associate/ Tech Lead |

Use a professional picture that represents you and Cognizant in fair light

Replace with your

Most recent pic.

Objectives

Briefly describe the kind of field / job that interests you.

Tips: It's important to customize the resume objective to match the position you are applying for. It should show the reader why you are a **strong** match for the job. The more specific your resume objective is the better chance you have of being considered.

Use active verbs (obtain, seek, position, create) to begin the statement

Summary of experience

Type a summary of your experience in 6- 7 lines

Tips: Write a career overview so that the hiring manager can immediately see the value that you bring. Make your summary sound stronger by writing it in the *present tense*. Focus on what you can do for a company, rather than what you did in the past

Professional Highlights

1. Area of achievement
   1. Job Responsibility / Achievement
2. Area of achievement
   1. Job Responsibility / Achievement
3. Area of achievement
   1. Job Responsibility / Achievement

Tips: State your job role instead of designation. (Each company has its own definition for a designation). Using verbs to begin the sentence write about your responsibilities. If you have moved up in roles within the same organization make sure you specify it. Use dates (Sr. Exec Jan 14 - Jan 15).

Use $ value, quantitative info to highlight achievements. (Saved 1M with the innovative project)

Professional and technical Skills

Enter the professional, domain and technical skills acquired.

1.

2.

3.

Tips: Highlight 6 - 8 skills that are most relevant to your job. This could include the skills in the field of Technical - Programming languages & Development Tools (E.g. Java, C, C++, Net Beans IDE, Eclipse), Domain (Marketing, Investment banking, and Supply chain) Project Management (Scope Management, Quality Management, cost management, risk management) Web Technologies (Java script, HTML, AJAX), and Client Relationship Management.

Don’t have much experience consider listing Behavioral/ Soft skills like Innovative, attention to detail, highly dependable, fast learner.

Use short bullet phrases - 3 words or less. Don’t need to use period at the end of bullets

Certifications

Enter the certifications relevant to your job profile acquired thus far

1.

2.

3.

4.

Tips: Provide the complete name of the certification followed by abbreviations. This will help key word search and appeal to multiple audience. (Certified Information Systems Security Professional - CISSP) Names like A+ and Network+, they’re short enough.

Use a reverse chronological order (Most currently certification should be at the top.

employment history

\*\* Please enter the recent one on top

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Client/ Project / Company | Dates of Employment | High Level responsibility |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Tips: Enter basic information about your previous jobs so the hiring manger can see where you have worked.

Don’t abbreviate job titles.

Include start and end dates for each position. Leaving of dates will make your hiring manger think you’re hiding something

Always use the upper case C for Cognizant

Education qualificaitons

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | School / University Name | Year of Graduation | Any specialization |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Tips: Use reverse chronological order

List High school only if you didn’t go to college

List relevant courses if you don’t have much educational experience

Choose a format that is accommodative of your educational experience. Don’t leave blanks.

\* Please note that this is only a template to get you started off. Make edits as required except the Cognizant information suggested at the top (first line item). Always use the upper case C for Cognizant