

*By Mr. Pavan*

# Stand Out From the Crowd

- ▶ Include interesting and unique information
- ▶ Attempt best effort to make a first impression
- ▶ No chance to explain if you do not get an interview



# Make Lists Parallel

Was responsible for team of five	Managed team of five
Daily scrum meetings attended	Attended daily scrum meetings.
Test cases and Test scenarios was developed	Developed Test cases and Test scenarios
Leader of weekly scrum meetings	Led weekly Scrum calls or Scrum meetings
Coordinate or participate monthly review	Coordinated or participated monthly review

# Basic Check List

- ▶ **No spelling or grammar errors.**
- ▶ **Neat, clean, and professional looking.**
- ▶ **Length should be 1-3 pages.**
- ▶ **Margins at sides and bottom.**
- ▶ **Layout makes reading easy. Use of white space is effective.**
- ▶ **Information is logically and recorded.**

# Summary of Sections

- ▶ Name
  - ▶ Address, telephone number, e-mail address
  - ▶ Objective
  - ▶ Experience
  - ▶ Education
  - ▶ Achievements and awards
  - ▶ Skills
  - ▶ *Professional affiliations*
  - ▶ *Publications or projects*
- } **Optional**

# Objectives

- ▶ To contribute my abilities, intelligence and skills to a dynamic and growing organization along with acquiring new technical skills and competences that gives me scope for upward movement.
- ▶ Seeking a challenging position in Software Testing and Quality Management in an esteemed organization to utilize my skills and experience for the potential growth of the organization and myself.

# Objectives-EXP

- ▶ An experienced software tester looking for a Testing Engineer job to utilize skills in application and performance testing for various products of the company.
- ▶ Seeking position as or Software or QA Test Engineer to utilize over 1 or 2 years experience in testing technical products to ensure proper functionality before introduction of product to market.
- ▶ Seeking a challenging and rewarding position as a QA/Software Testing Engineer, with a strong will to prosper in any assigned duties. Passion to quickly learn and adjust to new environments and technologies.

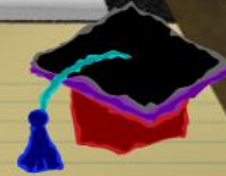
## Objectives-EXP

- ❖ Aspiring for a Challenging career in Software Testing, contributing towards the growth of the organization and to utilize and enhance my software skills in a specialized environment, which appreciates professional approach and hard work.



# Resume

## Education



- For recent college graduates and students applying for internships, this is an important section
- Only include high school if you have not received a higher degree or taken any college courses
- Until your work experience is more impressive than your education, this category should be the second section in your resume
- Academic and scientific professionals typically place education before experience on their CVs  
-Advice from Monster.com

# Resume

## Education

- GPA
  - Not necessary but can be helpful
  - Only use if equal to or higher than 3.0
  - You can highlight your major GPA
- Include any academic honors
- Recent graduates or students still in school should include extracurricular activities, projects, or academic achievements



# Resume

## Specialized Skills/Interests



# TECHNICAL SKILLS-I

## Technical Skills:

Skills	Details
<ul style="list-style-type: none"><li>➤ Languages</li><li>➤ Operating Systems</li><li>➤ RDBMS</li><li>➤ Scripting Languages</li><li>➤ Automation Tool</li><li>➤ Management Tool</li><li>➤ Bug tracking Tools</li></ul>	<ul style="list-style-type: none"><li>➤ Core Java</li><li>➤ Windows XP</li><li>➤ My SQL &amp; Server 2008</li><li>➤ HTML and JavaScript</li><li>➤ Selenium IDE, RC</li><li>➤ Quality Center</li><li>➤ PIMS and JIRA</li></ul>



# TECHNICAL SKILLS-2

- ▶ **Languages:** Java, VB and C++
- ▶ **Databases:** Oracle SQL Query Language and SQL Server
- ▶ **Internet Technologies:** CSS, HTML, TCP/IP and JavaScript
- ▶ **Operating Systems:** Windows 7, 8, XP, Vista, DOS, MAC, Unix and Linux
- ▶ **Web Browsers:** Chrome, Firefox, Internet Explorer and Safari

# Professional Summary for Fresher's

- Knowledge on writing test cases and executing test cases.
- Having good knowledge on SDLC and STLC
- Knowledge in bug tracking tools like Bugzilla and Jira.
- GUI testing.
- Good knowledge in designing TestNG, Data Driven & Hybrid Automation Framework in Selenium.
- Proficient in writing and executing the test cases and test scenarios that modify existing software to correct errors and improve performance.

## Professional Summary for Fresher's

- Good exposure in different Types of Testing like Functional Testing, Integration Testing, Regression Testing, Retesting, Smoke Testing and Sanity Testing.
- Good knowledge in terms of writing Database queries using SQL, MY SQL & SQL SERVER
- Good exposure on bug life cycle.

# Professional Summary for Experienced

## Summary:

- Working experience in Agile, Manual, Selenium RC and Functional testing.
- Strong knowledge in SDLC and STLC.
- Expert in analyzing the System specifications and Business requirements.
- Took part in preparing Unit and Functional test cases and Test plans.
- Expertise in Manual Testing, QC, SQL queries and Selenium IDE/RC.
- Performing different types of Testing: UI, Sanity, Re- testing, Regression, Compatibility, Alpha and SQL testing.
- Excellent professional skills able to work independently and as a team member.



# Skills of a Test Engineer

- ▶ Good knowledge of STLC, SDLC and Bug Life Cycle
- ▶ Experience in Manual Testing
- ▶ Vast experience in Feature Testing, Sanity Testing, Functional Testing, Compatibility Testing, System Testing, Regression Testing, Retesting
- ▶ Understanding of software development process
- ▶ Good skills in writing and documenting the process
- ▶ Excellent presentation skills
- ▶ Great consultancy and communication skills
- ▶ Writing and later implementing test plans

# Responsibilities for Experienced

- Involved in Defining and Analyzing the Testing Requirements based on the Application functionality.
- Attending daily scrum meetings.
- Closely worked with developers and System Engineers to nail down the technical problems.
- Executed test cases before and after bug fixes for each build for User acceptance testing.

# Responsibilities for Experienced

- ▶ Testing all the developed software against the client specifications.
- ▶ Created test plans and test scenarios for different projects.
- ▶ Communicating effectively with designers and developers to resolve product related problems.
- ▶ Interacting with managers and colleagues upon points suggested in the report.
- ▶ Identifying the logging test failures.

# Resume

## Projects

Mention your projects overview.

Roles and Responsibilities.

Project domain should match the company.

Be prepare to explain the projects clearly at any time .[Mind that You worked in that project for a period of time.]

Don't copy paste irrelevant roles and responsibilities to manual and automation projects.

# Projects

## ***Project I***

**Name** : **CHOARE & CO PVT. BANK**  
**Role** : Test Engineer  
**Platform** : MuleESB  
**Team Size** : 5  
**Testing tools** : SOAUI NG  
**Technologies** : SOAPUI NG, SQL SERVER, XSD, XML & MULE ESB

### **Description:**

Some Lines

### **Responsibilities:**

# Projects-Responsibilities-(F)

- ▶ Understanding client requirements.
- ▶ Executing Functional, Smoke & Regression test cases based on Requirements.
- ▶ Logging the defects in Bug Tracking tool called JIRA.
- ▶ Attending daily scrum meetings.
- ▶ Executed the Regression Test scripts.
- ▶ Participated in Daily Status calls and updated the status
- ▶ Executed Cross Browser Testing using Selenium GRID.
- ▶ Executed DB Queries to verify the data in front end.

# Projects-Responsibilities

- ▶ Understanding client requirements.
- ▶ Involving in generating the Test data for test cases.
- ▶ Designing Functional, Smoke & Regression test cases.
- ▶ Designing Test Conditions by analyzing the given requirements from functional and business perspective.
- ▶ Executing Test Cases as per the System Requirements.

## Projects-Responsibilities

- ▶ Updating the Test Cases based on any implementation Changes.
- ▶ Involving in smoke testing, functional testing and regression testing.
- ▶ Logging the defects in Bug Tracking tool called JIRA.
- ▶ Regularly participating in the daily status calls with the clients to discuss the project related activities.
- ▶ Frequent status check with the Team to ensure timely delivery of different milestones.



# Projects-Responsibilities-Selenium

- ▶ Executed test scripts using Selenium WebDriver (UI portal page)
- ▶ Executed Cross Browser Testing using Selenium GRID.
- ▶ Written a TestNG framework using XML file and run scripts using TestNG & Data driven frameworks.

# Sample-(F)

Clip slide

## Example

### Your Resume

### Contact Information

### Objective

### Education

### Experience

### Honors & Activities

Chris Q. Surname

**Campus Address**  
1234 Walnut Street  
West Lafayette, IN 47906  
(317) 123-4567  
chrisq@email.address.com

**Personal Address**  
1336 Oakleaf Trail  
Long Beach, CA 90800  
(310) 123-4567  
chrisq@email.address.com

#### Objective

A sales and marketing internship allowing me to utilize my leadership and communication skills and apply my knowledge of the health care industry.

#### Education

Purdue University, West Lafayette, IN  
Kroger School of Management  
B.S. in Management  
• Marketing Minor  
• Human Resources Minor

Mar 1999  
Major GPA: 3.8/4.0  
GPA: 3.5/4.0

**Familiar Computer Applications**  
Microsoft Office  
Microsoft Access

Microsoft Word  
Internet Explorer

#### Special Course Project

- Acted as class representative for Memorial Hospital as part of Business Writing class project
- Conducted research and prepared report on more efficient communication systems

#### Volunteer Service

- Volunteer, Memorial Hospital Pharmacy, West Lafayette, IN December 1998 to May 1999
- Prepared prescriptions to meet diverse needs of patients and customers
  - Created various pharmaceutical products from different suppliers, including billing
  - Organized over 100 hours of volunteer service in health care facility

#### Work Experience

- Cashier, A-Mart Supermarket, West Lafayette, IN May 1995-August 1997
- Trained new employees in customer service and efficient order handling
  - Balanced cash register drawers and maintained high level of accuracy
  - Assisted manager with inventory and ordering procedures

#### Edna Associates, West Lafayette, IN

July 1993-November 1994

- Diagnosed patients and administered care in a supervised setting

#### Leadership Activities

- Old Manors
- Capital Committee Co-Chair
  - Treasurer
  - Publicity
  - Delta Gamma Secretary

Peter Sigms #1 Pharmaceutical Pharmacy  
Kroger Employees Parka Division  
Management Development  
Purdue Water Ski Club  
March of Dimes Walk-A-Smile

## Suzy Q. Student

1234 River Run Road  
Chattanooga, TN 37343

413-425-5555  
suzyqstudent@utc.edu

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**Objective:** To obtain an entry-level Human Resources position

**Education:** University of Tennessee at Chattanooga  
*Bachelor of Science in Business Administration: Human Resource Management*

- Expected Graduation Date: May 2007
- GPA 3.1

**Relevant Experience:** Human Resources Intern June 2005 – August 2005  
*Blue Cross Blue Shield of Tennessee* Chattanooga, TN  

- Assisted with updating employee personnel files
- Screened job applicants
- Observed the Human Resource Manager interviewing applicants



**Other Experience:** Sales Associate May 2003 – Present  
*Abercrombie & Fitch* Chattanooga, TN  

- Train new employees
- Participate in interviewing and selecting employees
- Oversee inventory and auditing of products
- Open and close store



Student Worker August 2002 – May 2003  
*UTC College of Health and Human Services* Chattanooga, TN  

- Performed internet research
- Organized office file, records, etc.
- Responded to office inquiries
- Answered a multi-line telephone



**Honors:**

- Golden Key Honour Society, 2003 - Present
- Phi Eta Sigma Honor Society, 2004 – 2008
- Dean's List, 2003 – 2007

**Activities:**

- Society for Human Resource Management, 2005 - Present
- Student Government Association, Treasurer, 2006 – 2007
- Chattanooga Soup Kitchen, 2003 – 2005

# How to write a Cover Letter

- ▶ **Research the company. Address the letter to a specific person.**
- ▶ **Mention the person who referred you if appropriate.**
- ▶ **Greeting, followed by a colon.**
- ▶ **Express your appreciation.**

# Covering Letter

Hi .....

Hope you are doing good.

I am **My Self** and I have 3+Years of Experience in as a Software Test Engineer with strong knowledge in Manual and Selenium concepts.

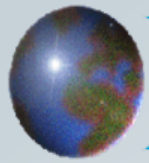
I am looking for a change from my existing Job. The attached resume give you more information about my experience. I look forward to hearing from you,

Thanks and Regards,

**Your Sincerely,**  
**[Your signature]**

I am My self. I am looking for a Job to utilize my skills in an esteemed organization.

I have sound knowledge in both Manual and Selenium concepts. The attached resume gives you more information about my experience. I look forward to hearing from you,



## *Cover Letter: Closing*

✦ I look forward to **meeting your need** in any possible interviews, and thank you for your consideration.

✦ I look forward to discussing how my qualifications meet your needs in an interview, and thank you for your consideration.

# FINAL TIPS

- Employers only look at a resume for 10 -20 seconds, make sure they get what you want them to from that glance!
- Always include a cover letter when mailing out your resume
- Paper clip, do not staple, your cover letter to your resume
- Use matching paper



# Do You Make The Best Impression You Can?

- ▶ **On-Time**
- ▶ **Dress**
- ▶ **Physical Contact**
- ▶ **Eye Contact**
- ▶ **Smile**
- ▶ **Fidgeting**



# Characteristics of a Successful Interview

- ▶ Preparation
- ▶ Presentation
- ▶ Content

# Preparation

- ▶ **Research the Job and company**
- ▶ **Review the Job Requirements**
- ▶ **Know your Resume**
- ▶ **Know Where You Are Going**
- ▶ **Be Prepared to Give Behavioral Based Examples**
- ▶ **Anticipate Questions**
- ▶ **Be Prepared to Sell Yourself!**

# Sample

- ▶ Hi I am **My Self**, I born and brought up at My Town. I completed all my schooling in my native. And I moved to \*\*\* for my Higher Education i.e. Post Graduation and completed Masters in Computer Applications from Bangalore University. I started my carrier with Radiant Infosys as a software Trainee and worked for 3 years. I got experience or I well versed with how to write Test cases and execute the same and identifying the test scenarios etc.