Instructions for preparing your “Resume”

Please follow them and help us to serve you better.

* All words in **red** are instructions for preparation of the resume and all words in **black** is the part of the sample.
* As your resume reflects - not only your strength, but also the strength of the company, please prepare the same in the specified format. This resume will therefore refer to you in the **third-person context**.
* The resume must consist of the following mandatory headings – **Professional Summary, Education, Certifications if any, Experience, Technical Skills, Training Programme Attended/Conducted, Projects Profile, and Personal Details.**
* Use the same font and size as it is represented in this explanatory note. This is a corporate format and cannot be customized by each member personally.
* **Once you are through with the resume, please delete the instructions in red. These instructions are only to guide and help you, so remove them after completion of your resume.**
* Save the file as Name & **ID#.doc (for e.g., 1664.doc)**

Candidate’s Name (ID# 1234)

## (eg.,) Ramesh Krishnan (ID#1234)

## Professional Summary

(**Note:** Hereyouneed to focus on, the totality of your experience in a crisp, attractive and informative form. Please highlight the key points which include technical expertise, functional expertise (banking and finance, insurance etc.), domain expertise, various important software skills, special skill focus if any, in the recent past, names of major end-clients worked with, experience gained that is noteworthy etc. Add all the key points, reading them the client’s interest in you is drawn more attention and help them to decide in your favor. A sample summary is given below, **please right down your own crisp summary.**)

**(Font – Times New Roman, Size – 12, Style – Regular)**

**For eg:**

Ramesh (associate’s name) has around **four years** of experience in IT industry of which six months in US and three months in Australia. Has **one plus years** of domain expertise in Banking & Finance.

Worked extensively in **JAVA, HTML, C, COBOL** languages and well versed with RDBMS like MS-SQL server, Oracle, Teradata, DB2 and OS concepts. He is strong in developing tools and system applications using C, C++ and Visual Basic. He has worked on Windows NT, 95, CE, SCO-UNIX and Linux platforms. He is conversant with Satyam's ISO 9001 quality procedures, while executing his projects. He has good knowledge of Insurance Applications.

## Education

(**Note:** Hereyou need to give the details of the **Degree with Discipline** and University that you have graduated from. Please list all possible qualification from post-graduation to diplomas in the order of year of passing.) **(Font – Times New Roman, Size – 12, Style – Regular)**

**Pls highlight if you are a rank holder.**

|  |  |  |
| --- | --- | --- |
| **Degree** | **University** | **Year of Passing** |
|  |  | (dd/mm/yyyy) |
|  |  |  |

## Certifications

Please mention any Certifications cleared like MCSD, MCSE, CCNA etc.

**(For Eg., Microsoft Certified Software Developer in Visual Basic 6.0)**

**(Font – Times New Roman, Size – 12, Style – Regular)**

## Experience

(**Note:** Here mention your job history in the reverse chronological order, i.e., your latest organization first, then your previous organizations. Please take care while mentioning the duration in that organization as the summation of the duration will represent your total experience.) **(Font – Times New Roman, Size – 12, Style – Regular)**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| Tech Mahindra | e.g., Software Engineer | (dd/mm/yyyy) – (dd/mm/yyyy) |
| e.g., Infotech | e.g., Programmer | dd/(mm/yyyy) – (dd/mm/yyyy) |
|  |  |  |
|  |  |  |

## Technical Skills

(**Note**: Here you need to mention your technical skills in the same format and order as given below Please mention the **skill versions** too.) **(Font – Times New Roman, Size – 12,**

**Style – Regular)**

|  |  |
| --- | --- |
| Hardware |  |
| Operating Systems |  |
| Languages |  |
| Databases |  |
| GUI |  |
| Case Tools |  |
| Web Related |  |
| Tools & Utilities |  |
| Domain Knowledge |  |

## Trainings

(**Note:** Please mention here about any training programme undergone with the duration of the programme.) **(Font – Times New Roman, Size – 12, Style – Regular)**

**For e.g.,**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl#** | **Title** | **Location** | **Organized by** | **Duration** |
| 1 | OOAD & UML | Hyderabad | Satyam Computer Services Ltd. | 1 Week |
|  |  |  |  |  |

## Work Experience Details

(**Note**: This is the actual portion of the resume. The Projects have to be listed in reverse chronological order (i.e. Last worked project to be listed first with **descending order serial number** in the same way as shown below). Please do mention them in the same format and order as given below.) **(Font – Times New Roman, Size – 12, Style – Regular)**

|  |  |  |
| --- | --- | --- |
| Company Name | Tech Mahindra, India | |
| **Client** |  | |
| **Role** |  | |
| **Duration** | (dd/mm/yyyy) – (dd/mm/yyyy) | |
| **Team Size** | **Project :** | **Module :** |
| **Environment**  **(with skill versions)** | Software  (Pls delete if any heading not relevant to your skill set.) | **Languages :**  **Database :**  **Tools :**  **O/s :** |
|  | **Hardware** |  |
| **Project Description/Responsibilities** |  |  |

Project Description

(**Note:** The project description should be very brief, a briefing of two to three lines will help. This description can also be obtained from your Project Manager for Projects done in Satyam Computer Services Ltd. Please do mention whether it is a migration / development / conversion project. **(Font – Times New Roman, Size – 12, Style – Regular)**

##### Contribution

(**Note:** This portion should contain the major contribution you have given to the project. It should contain what was special about this associate and what was the extra contribution. Why was he/she considered exceptional in the team. Take this opportunity to highlight about **tools, utilities and special logic** used and also any special challenges faced. What is important here is to state the challenges that existed in doing the project.

**(Font – Times New Roman, Size – 12, Style – Regular)**

For eg:

As a team member, was responsible for

* Analysis of the specifications provided by the clients
* Design and Development
* Coding using HTML pages, Java Servlets
* Database management and JDBC connectivity
* Testing - unit testing & integration testing
* Responsible for overseeing the Quality procedures related to the project.
* Client site for implementation.

##### Personal Details

|  |  |  |
| --- | --- | --- |
| **Name** | (**note**: Please furnish your full name as in your passport, underline the first name- i.e., how you are called.) | |
| **ID No. (India & US)** |  | |
| **Email Id (Satyam’s email id)** |  | |
| **Passport No.** |  | **Valid Upto: (mm/dd/yyyy)** |
| **Type of Visa holding (if any)** |  | **Valid Upto : (mm/dd/yyyy)** |
| **Location** |  | |
| Contact Numbers | **Home:** | |
|  | **Work:** | |

Additional Tips

1. Please do a spell check without fail.
2. Do not use short forms (e.g.)’ envt.’ for ‘environment’, avoid words like ‘involved’ - instead use words like ‘responsible or played an active role’, avoid repetition of descriptions under different projects, avoid ambiguity, be genuine and truthful about the projects.
3. Please keep in mind that you need to update your resume proactively as and when you complete a project or you undergo a training program.

With all these still you require further clarifications and assistance, please feel free to contact our CoRCC team. It will be our pleasure to help you at any time and bring out your resume presentable to the client.