

Resume Upload FAQ

Contents

What is Resume?	2
What are the sections expected in your resume?	2
Where should I upload my resume?	2
Why should I upload Resume?.....	2
How frequently I should update the resume?	2
Is updating my resume and Competency are same?.....	3
I am allocated in the same project /account / role for more than 12 months. Do I still have to update resume?	3
I am having trouble in updating resume. What should I do?	3

What is Resume?

Resume is a document that gives a complete snapshot of your skill, background, experience and capabilities. This helps you to project yourself for your career prospects, while at the same time help the organization put together perfect teams, of like-minded individuals!

What are the sections expected in your resume?

Below are the sections expected in your resume:

Experience Summary – A brief summary of your experience highlighting your major jobs and tasks.

Education and Certification – All your Educational details in reverse chronological order and your claimed Certifications.

Skills – Details of your Skills and Competencies

Visa Details – Valid Visa details (if any)

Contact Details – Your Contact details including Mobile / telephone and email

Relevant Project Experience – All your previous project experience including the project skills, your roles and responsibilities in the project.

Where should I upload my resume?

It is quite simple to update your competencies. Here is an easy reference guide to enter competency.

Step1: Got to <https://OneCognizant.Cognizant.com>

Step 2: In AppStore, Search for 'Resume Update' App

Step 2: In Resume Update Page:

Upload the resume by clicking 'Add Resume' button.

Why should I upload Resume?

Periodic update and uploading of your resume will project your latest snapshot of your skill, experience and qualification. Therefore to ensure your growth it is important to update the resume at a specific period of time, say 10 months to 12 months.

How frequently I should update the resume?

You will have to update your competencies in below three situations:

1. When you join cognizant
2. Once every 6 months thereafter

3. After every project completion.

Is updating my resume and Competency are same?

No, updating you resume will ensure to hold your latest profile in the system, whereas updating competency is to register your skill data separately. This helps in shortlisting your profile for correct fitment.

I am allocated in the same project /account / role for more than 12 months. Do I still have to update resume?

Yes. Updating resume should not be dependent on the duration worked / working in a project / account. This is a channel to keep track of your complete picture up-to-date. This helps in identifying your profile for the correct.

I am having trouble in updating resume. What should I do?

You should raise a ticket in GSD under Peoplesoft Applications >> ESA >> ESA - Resource Management >> Resource Profile.