# Capgemini

## CREATING YOUR INTERNAL RESUME

Your internal resume is the key piece of information you provide for staffing engagements. Your resume is critical to pursuit teams selling engagements, as well as to your Deployment/Resource Manager for staffing you on projects.

Completion of your profile will allow engagement teams to include your resume in proposals and allow you to be staffed as quickly as possible upon rolling off an engagement.

**Your resume must be completed: 1) no later than one week from your hire date; 2) updated** **at least once every 6 months; 3) after rolling off an engagement; 4) or upon completing training**.

**When creating a new resume, please be sure that the resume you model yours after is on the updated resume template.**

Follow these steps to createa new internal resume:

* Create your **Internal Resume** in Microsoft Word using the attached template.
* Adhere to the Content Headings and Formats specified.
* Save the file as your **LAST NAME\_FIRST NAME\_Emp No\_MMYYYY.docx** (e.g. Doe\_Jane\_0123456\_072016.docx) to your hard drive.
* Try not to exceed three pages in length.
* DO NOT MENTION CLIENT NAMES.
* Send your Internal Resume document to your Deployment/Resource Manager and/or UBM for review. This is a great opportunity to introduce yourself! Incorporate their feedback as appropriate before finalizing.

**What to update on your resume?**

Follow the instructions below. You should update your resume every six months, or after you complete a project or gather training experience.

* Open the file, edit your resume and save (re-name/re-date) your resume as appropriate.
  + Update the following as needed:
    - **Enter Name** **(please do not include your phone number or address)**
      * **Title** < Enter title, i.e. IT Consultant, Manager, etc. >
* **Location < Enter your physical location,** (where you live, not the office you are assigned to) i.e. Chicago, IL; Bangalore, India **>**
  + - * **Languages <** Enter the languages you speak, i.e. Hindi (native), English (fluent), Spanish (conversational), German (translation) **>** (advise if the language is native, conversational or translation)
        + Native – able to fluently speak, read, write, etc.
        + Conversational – able to conversationally speak
        + Translation – able to be a translator, can provide translation services written, spoken, and verbal
      * Insert your picture < Please make it a professional photo and only of yourself and not others >
    - **Experience Summary** < Enter in your Experience Summary in the third person. Describe yourself with 4-5 sentences (if needed, it can be multiple paragraphs) provide high-level examples of your work experience, environments, strengths, etc. Please include the industries along with the functional/technical areas. > (Please write in third person.)
    - **KEY SKILLS:**
      * **Functional Skills**: < This area is where you list out your Key Functional Skills, i.e. Project Management, Team Building, Cross-Channel Customer Experience**.** >
      * **Technical Skills**: < This area is where you list out your Key Technical Skills, i.e. VBA (beginner), IT SLA Catalogue, etc.>
    - **Experience <** This area is where you list out your Experience – not limited to what you did at Capgemini. Please list out by the type of industry and your role. Bullets should not be more than three lines; if more detail is required please do sub-bullets as noted below. > (Please write in third person.)

**01 Type of Industry (No Client Names or Project Names)**

**Project Description:**

**Role:**

**Project Duration:**

**Responsibilities:**

* High-level bullet points (in past tense) describing your responsibilities, accomplishments for each position
  + Sub-bullet, if needed
  + Sub-bullet, if needed

**Operating Systems:**

**Software/Languages:**

**Special Tools:**

**02 Type of Industry (No Client Names or Project Names)**

**Project Description:**

**Role:**

**Project Duration:**

**Responsibilities:**

* High-level bullet points (in past tense) describing your responsibilities, accomplishments for each position
  + Sub-bullet, if needed
  + Sub-bullet, if needed

**Operating Systems:**

**Software/Languages:**

**Special Tools:**

* **Training, Certification & Affiliations** < List any training, professional and educational certifications, or affiliations (professional organizations). List vendors, modules, titles, etc. of training obtained. Be as specific as possible. If there is no data for this section, please remove this section. >
  + - **Published & Presented / Awards** < List any publications/conferences/associations where you have been published or have spoken and include dates. If applicable, please note any awards received with MM-YYYY, but do not list or include any “Clients Names”, please list out your awards in order of most recent to oldest. (Note, if you do not have anything for this section, please remove the section.) >
    - **Higher Education** < List the University/School – Degree >
* Please run spell check and grammar check for the document.
* If you have no value for a section, please remove that section from the template. Example, if you do not have anything to include in Published & Presented, then please delete the section.
* Similarly, if you do not have a value for any of the areas under Experience, then delete it. For instance, if you do not have a specific Operating System or Software/Language that you worked on during a project, then delete those headers and do not leave it blank.
* Please ensure that you click on the “Footer” and update the document with your name and employee number.

**Important Note –** please ensure that you send your UBM your updated resume within the template provided.