

Please look at the sample resume and the resume writing guidelines, reformat and update your resume and send it to us. After we receive it we will schedule an interview with you.

Thank you.  
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## **Resume Guidelines**

### **Size**

- At least 2 pages (even if the candidate has 1 yr. of exp.)
- for 2-5 yr.. exp. at least 3 pages, preferably 4
- 5+ yr.. of exp. should at least be 5+ pages

### **Cover Sheet**

- Bulleted points should show the primary skills and secondary skills in that order. Pls. include version nos. wherever applicable
- If candidate has undergone training in X area, X should not be shown as skill. Pls. have a separate tag called Training
- Mention all certifications, post graduate diplomas and part-time diplomas/degrees. Avoid abbreviations as much as possible. Mention institute if any education was completed in US

### **Assignment description**

- Reverse chronological order
- Duration: Month year start and end. Should not overlap with any other assignment
- Functional description of assignment should include
  - application (manufacturing, accounting, inventory, etc.)
  - type (development, conversion, migration, maintenance, prototyping, etc.)
  - objectives (what the system tries to achieve)
  - Name of client, highlight if US
  - Location needs to be mentioned if it is overseas assignment
- Technical Description
  - Platform (s/w, h/w, + include special s/w and tools used)
  - Roles and responsibilities (was involved in design, analysis, testing, coding, documentation, program specs. development, etc. Actual description differs for different levels)
  - Statistics (developed 40 screens, 38 reports, 30000 LOC, 8GB database size, etc. Do not mention this if it is not impressive enough)