

Cognizant wishes you a brilliant future. Here are a few pointers on resume building and some tips on how to clear that interview round!

LOOK GOOD ON PAPER: AN AIRTIGHT RESUME!

- Keep your resume to a maximum of 2 pages.
- Choose a simple format for your resume.
- Use a clear font and crisp sentences.
- Use bullet points. No paragraphs, please!
- The resume should run from your latest to the earliest qualification or achievement.
- Do mention the numbers: educational qualifications with the year of passing and percentages in subjects.
- Do check that your telephone number and e-mail address are prominent and up to date.
- Stick to the facts. Never exaggerate because it might lead to questions that you won't be able to answer!
- Proof read your resume.
- Ensure that you have neat prints of the resume on white sheets. No colored paper!
- Add details of interesting projects that you might have undertaken. It would make interesting discussion points during the interview.
- If you have other interests or passions that you have excelled in, don't forget to mention them. We are always looking for well rounded personalities!

**THE FUTURE
OF WORK**    

IS NO LONGER IN THE FUTURE.
IT IS HERE AND NOW.

At Cognizant

www.cognizant.com

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BEFORE THE INTERVIEW

- Read up on the company you are to interview with. You might be able to make a reference to something you have read and impress the panelists.
- Carry at least two copies of your resume with you. Also carry relevant educational certificates with you.
- Carry a neat folder to hold your documents. It will help you appear more organized.
- Carry breath mints or other mouth fresheners that you can pop in while waiting.
- Take a quick peek in a mirror to ensure that you are presentable, when possible.
- Get to the location of the interview at least 30 minutes prior to the given time.

DURING THE INTERVIEW

- Breathe deep. It helps calm the nerves. Be calm, confident.
- Knock on the door or ask permission before entering. Enter the room with a smile.
- Acquaint yourself with the names of the interviewers. Address them by name while interacting with or greeting them. Addressing the person by their name indicates a sense of confidence.
- Greet the interviewers with a firm handshake.
- Speak slowly, modulate your voice, check how loud you are and maintain eye contact with the interviewers.
- Refrain from constantly tapping your fingers or your foot. It's a sign of nervousness.
- Direct your answers to the entire panel of interviewers. Don't focus on one person, or just the person who asked you the question.
- Stick to the point.
- Be honest. Demonstrate professionalism by not carrying tales about your college, professors or classmates.
- If you need to buy some time before answering a question, ask for further clarifications on the topic. Or ask for time to think and answer.
- Be patient and listen, especially when the interviewer interrupts you.
- If you get the time or opportunity, clarify queries that you might have about the role (if it has not been addressed during the pre-placement talk).
- Thank the panel of interviewers as you leave.

GIVING YOU A HEADS-UP

Here are some questions that a panel of interviewers might ask you

- Tell me a little about yourself.
- What would you say are your strengths?
- What would be your areas of self-improvement?
- Where do you see yourself in five years? or What are your short and long term goals?
- Why are you interested in working with Cognizant?
- What can you bring to the table that your peers/classmates may not?
- What would you like to know about our company? About your role?
- What made you choose engineering as your area of study?
- If you were in an 'XYZ' situation, how would you deal with it?

Cognizant is a leading provider of information technology, consulting, and BPO services, dedicated to helping the world's leading companies build stronger businesses. Headquartered in Teaneck, New Jersey (U.S.), Cognizant combines a passion for client satisfaction, technology innovation, deep industry and business process expertise, and a global, collaborative workforce that embodies the Future of Work.

What's in it for campus recruits?

Exponential career growth, extensive learning and development prospects, global opportunities, no service bonds, and a fun place to work at. Cognizant, a top recruiter at Technical and Business schools, also devotes time to socially conscious activities under the name of Outreach and environmentally friendly activities under the Go Green umbrella.

Make your mark! Experience the Future of Work at Cognizant!