

Sample Resumes: <https://www.h2kinfosys.com/sample-resumes/>

Forums: <https://forums.h2kinfosys.com/>

WhatsApp Community: <https://whatsapp.com/channel/0029VaEaWUCLo4hafm4drj3F>

## **AI & ATS-Ready Technical Résumé Guide (Student Edition)**

### **Why this guide:**

- Many employers use Applicant Tracking Systems (ATS) and AI-assisted tools to pre-screen resumes.
- Your goal is to be readable by machines AND compelling to humans.
- This student edition focuses on technical roles (software, QA, data, IT) with limited work experience.

### **How ATS works (quick):**

- Parses your file for sections (Work Experience, Education, Skills).
- Matches keywords from the job description (e.g., Python, Selenium, SQL, AWS, Jenkins).
- Flags structure/formatting issues (unreadable columns, images, text boxes).
- Ranks candidates; recruiters then skim the best-matched resumes.

### **Formatting that won't break parsing:**

- Use a single-column layout, left-aligned text, and clear section headers.
- Prefer standard fonts (Arial, Calibri, Times New Roman) 10.5–12 pt; line spacing 1.0–1.15.
- Avoid tables, text boxes, headers/footers for essential info, graphics, logos, multi-column templates.
- File type: .docx is safest; PDF is fine if the employer allows and the PDF is text-based (not scanned).

### **Keyword strategy (tailor for EACH application):**

- 1) Read the job post carefully; highlight repeated skills, tools, and responsibilities.
- 2) Mirror exact terms where truthful (e.g., “Selenium WebDriver,” not just “browser automation”).
- 3) Place role-critical keywords in SKILLS + within bullet points for EXPERIENCE/PROJECTS.
- 4) Don't keyword-stuff; give context (what you built, how, and the outcome).

### **Impact bullets using the CAR method (Challenge-Action-Result):**

- Built CI pipeline in GitHub Actions to run unit + UI tests on each PR, cutting regression time ~40%.
- Designed REST API test suite in Postman + Pytest; found 12 high-severity defects pre-release.
- Automated 60% of smoke tests with Selenium + Python; reduced manual effort by 8 hrs/week.

### **Projects (student-first):**

- Put Projects above Experience if internships are limited.
- For each project: Role | Tech stack | 2–4 bullets with outcomes.
- Include links (GitHub repo, live demo) that recruiters can click.

### **Skills taxonomy (example for QA/Testing + general software):**

- Languages: Python, Java, JavaScript, SQL.
- Test automation: Selenium, Playwright, Cypress, JUnit/TestNG, Pytest, Cucumber (BDD), Gherkin.
- API testing: Postman, REST Assured, Swagger, Newman.
- Performance/Mobile: JMeter, K6, Appium.

- DevOps/CI/CD: Git, GitHub/GitLab, Jenkins, GitHub Actions, Docker.
- Cloud/DB/Other: AWS (EC2/S3), Linux, MySQL/PostgreSQL, Jira, TestRail.

**Common blockers to avoid:**

- Unclear titles (use standard headers) or missing contact/location/links.
- Dense paragraphs; prefer concise bullets (1–2 lines each).
- Vague bullets without outcomes; add metrics or evidence.
- Inconsistent dates/tense; typos; unprofessional file names (use First\_Last\_Resume.docx).

**Using AI responsibly:**

- Great for drafts, keyword checks, and clarity—but verify everything for accuracy.
- Never fabricate skills, employers, or achievements; be prepared to discuss every line.
- Keep your authentic voice; avoid buzzword salad.

**Pre-apply checklist (5-minute pass):**

- ☐ Contact + LinkedIn + GitHub clickable
- ☐ Single column; standard headings; no tables/images
- ☐ Top 8–12 relevant keywords present in bullets + skills
- ☐ 3–6 strong, results-oriented project/experience bullets
- ☐ Saved as .docx (and PDF if allowed); file named professionally

**Keyword bank for QA/Testing (mix & match honestly):**

- Selenium WebDriver, Playwright, Cypress, Appium, JUnit, TestNG, Pytest, Cucumber, Gherkin
- API testing, REST, GraphQL, Postman, REST Assured, Swagger, Newman
- CI/CD, Jenkins, GitHub Actions, Docker, Kubernetes (exposure), YAML pipelines
- Test cases, test plans, regression, smoke, UAT, defect triage, Jira, TestRail
- Performance testing, JMeter, K6; monitoring, logs, observability (basic)
- SQL, MySQL, PostgreSQL; Linux, Bash; AWS basics (EC2/S3)

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