## CareersValley Placement Papers And Jobs Help Ebook



## By Kamalkk Kannan, Author : CareersValley.com http://www.careersvalley.com http://www.facebook.com/pages/CareersValley/143704715641819 Version: 2.0

## Introduction (Why you should be reading this eBook):

Hi , This is Kamalkk Kannan, chief author of careersvalley.com. I am an young entrepreneur who graduated from Madras Institute of Technology, AnnaUniversity, Chennai (Same college where our former president Abdul Kalam had studied). Then I got an offer from Infosys Technologies where I worked for three years before starting my own company W2WIN Technologies. CareersValley.com is an educational and job search website founded by W2WIN.

You may Write to me at admin@careersvalley.com . Also you can stay connected with me through Facebook at http://www.facebook.com/profile.php?id=595691356

As chief author of CareersValley.com I have been helping youngsters and freshers in their job search and preparation for placement tests and interviews. I have written this eBook to help you in two prime areas
a) To help you in preparation for placement tests
b) To help you with tips to get equipped to be successful in job Search.

The book contains two major sections each with five chapters:
a) Placement Papers Help
b) Jobs Help Section


## Table of Index

## Section I: Placement Papers Help

Chapter 1: Placement Papers - Tips and Patterns for Quantitative Aptitude, Grammar and Verbal Section

Chapter 2: Solved Placement Papers (50 plus solved sample placement questions compiled on lines with Accenture, TCS, HCL, Wipro, Infosys etc)

Chapter 3: Prepare For Placement Papers By Exploring Common Sections
Chapter 4: Wipro Placement Papers - Test Pattern and Tips for Preparation
Chapter 5: Infosys Placement Papers - Test Pattern and Preparation Tips

## Section II : Jobs Help

Chapter 1: How to Write a great resume?
Chapter 2: Usefulness of SAP Training
Chapter 3: Usefulness of J2EE Training
Chapter 4: Use Search Engines And Bookmarks To Search Jobs Quickly
Chapter 5: Think Beyond Big Companies

## Section I - Placement Papers Help

## Chapter 1) Placement Papers - Tips and Patterns for Quantitative Aptitude, Grammar and Verbal Section

Quantitative aptitude has become a mandatory section in any placement paper of interest. Though the number of questions and pattern may be different across companies, the nature of questions are essentially the same. Questions can be expected from quantitative aptitude from areas like numbers, averages, surds, indices, factors, HCF and LCM, arithmetic and geometric progressions, percentages, ratios etc.

To prepare for quantitative aptitude books like RS Agarwal and Shakunthala Devi can help. It is very important to remember the formulas. For example you should know the formula to calculate the sum of given number of terms in a geometric or arithmetic progression.

While preparing for quantitative aptitude questions it is also essential to prepare for puzzle type questions. These are questions which would require logical analysis in addition to application of mathematical formulas. There are several books which have these type of questions. Normally these questions can be solved in much number of ways. However one should go for the method which would consume least time.

Also to get a feel of how the questions will be you can check online placement papers.
Regarding grammar and verbal sections, any higher secondary grammar book can help a lot. Synonyms and antonyms sections require great deal of attention. This is because the choices given for a specific question on synonym or antonym will be similar to each other where meaning has to be explored in context of the given question. Other than synonyms and antonyms section, other sections like grammar usage can be very easy and require least preparation.

## Chapter 2) Solved Placement Papers

This chapter has got 50 plus solved placement questions grouped by company names or questions type.

## HCL Sample Technical Questions (DBMS)

## 8 questions

## 1) Atomicity is

$\qquad$
Options

a) Either all actions are carried out or none are. Users should not have to worry about the effect of incomplete transactions. DBMS ensures this by undoing the actions of incomplete transactions.
b) A concept which is used to model a relationship between a collection of entities and relationships. It is used when we need to express a relationship among relationships.

Answer is: a) Either all actions are carried out or none are. Users should not have to worry about the effect of incomplete transactions. DBMS ensures this by undoing the actions of incomplete transactions.
2) The phase that identifies an efficient execution plan for evaluating a query that has the least estimated cost is referred to as $\qquad$ .

## Options

a) Query optimization
b) Query String

## Answer is: a) Query optimization

3) Expansion of DDL is $\qquad$ .

## Options

a) Data Description Language
b) Data Definition Language
c) Data Degree Language

## Answer is: Data Definition Language

4) A collection of conceptual tools for describing data, data relationships data semantics and Constraints is called as $\qquad$ .

## Options

a) Data base
b) Table
c) Data model

## Answer is: Data model

5) $\qquad$ is copying the three sets of files (database files, redo logs, and control file) when the instance is shut down. This is a straight file copy, usually from the disk directly to tape. You must shut down the instance to guarantee a consistent copy.

## Options


a) cold backup
b) hot backup
c) Armstrong Rules

## Answer is cold backup

6) $\qquad$ is a program module, which ensures that database remains in a consistent state despite system failures and concurrent transaction execution proceeds without conflicting.

## Options

a) Transaction manager
b) File manager
c) None of these

## Answer is : Transaction manager

7) $\qquad$ is a program module that provides the interface between the low-level data stored in database, application programs and queries submitted to the system.

## Options

a) Buffer manager
b) Storage manager
C) None of these

## Answer is: Storage manager

8) A $\qquad$ with respect to DBMS relates to user commands that are used to interact with a data base.

## Options

a) Connection string
b) Query String
c) Query

Answer is: Query
Wipro Sample Technical Aptitude
4 questions


DOWNLOAD 2 FREE E-BOOKS TO HELP YOUR JOB SEARCH AND PLACEMENT PREPARATION.
Click Here Take Part In CareersValley Superhelper Drive
and Download Your E-Books Now.

1) A 2 mb PCM (Pulse Code Modulation) has

## Options

a) 32 voice channels
b) 30 voice channels \& 1 signaling channel
c) 31 voice channels \& 1 signaling channel
d) 32 channels out of which 30 voice channels, 1 signaling channel and 1 synchronization channel.

## Answer is: 31 voice channels \& 1 signaling channel

2) Word alignment is

## Options

a) aligning the address to the next word boundary of the machine
b) aligning to even boundary
c) aligning to word boundary
d) none of the above

The correct answer is : aligning the address to the next word boundary of the machine
3) To send a packet data using datagram, when a connection will be established

## Options

a) before data transmission
b) connection is not established before data transmission
c) no connection required
d) none of the above

The correct answer is: no connection required
4) The status of the kernel is?

## Options

a) task
b) process
c) not defined
d) none of the above

The correct answer is: Process


# Infosys Sample Puzzles 

## 7 questions

1) Eight friends Harsha, Fakis, Balaji, Eswar, Dhinesh, Chandra, Geetha, and Ahmed are sitting in a circle facing the center.

Balaji is sitting between Geetha and Dhinesh. Harsha is third to the left of Balaji and second to the right of Ahmed. Chandra is sitting between Ahmed and Geetha and Balaji and Eshwar are not sitting opposite to each other. Who is third to the left of Dhinesh?

Answer: Fakis

Explanation: Arranging the friends as per the question statement we can arrive at the following diagram

## Ahmed

| Fakis | Chandra <br> Garsha |
| :---: | :---: |
| Eswar | Balaji |
|  | Dhinesh |

Hence correct answer is Fakis.
2) A fast typist can type some matter in 2 hours and a slow typist can type the same in 3 hours. If both type jointly, in how much time will they finish?

Answer: 1 hr 12 min

Explanation : The fast typist's work done in $1 \mathrm{hr}=1 / 2$
The slow typist's work done in $1 \mathrm{hr}=1 / 3$
If they work jointly, work done in $1 \mathrm{hr}=1 / 2+1 / 3=5 / 6$
So, the work will be completed in 6/5 hours. i.e., $1+1 / 5$ hours $=1 \mathrm{hr} 12 \mathrm{~min}$
3) Today is 4.11.09. Keeping that figure 41109 in mind, $i$ have arrived at the following sequence: $2,1,9,5$, Which of the following four numbers can fill the dash?

## Options

a) 7 b)

65
c) 4563 d )

262145

Answer is:
41109
$1^{\wedge} 4+1=2$
1^1 + $0=1$
$0^{\wedge} 1+9=9$
$9^{\wedge} 0+4=5$
So next is $4^{\wedge} 9+1=262145$
4) Let $S$ be a Set of some positive integral numbers; with an average of 47; and containing the number 83. The numbers may or may not be distinct. However; when the number 83 is removed ; the Avg drops to 46 .What is the largest number that can be possibly contained in that Set?

Solution:
Let $S$ be the sum of that set of $n$ positive integers.
S/n = 47
$(S-83) /(n-1)=46$
Solving the above 2 equations, we get $S=1739 ; n=37$.
This set of 37 positive integers contain 83 . To get to the expected answer, we have to suppose that 35 of the remaining 36 integers has a value of 1 each (least +ve integer).
Thus, the largest possible interger in the set = 1739-83-35*1 = 1621
5) Sum of squares of two numbers ' $x$ ' and ' $y$ ' is less than or equal to 100 . How many sets of integer solutions of ' $x$ ', ' $y$ ' is possible ?

Explanation:
$x=0,|y|<=10->21$ solutions
$|x|=1,|y|<=9$-> 38 solutions
$|x|=2,|y|<=9->38$ solutions
$|x|=3,|y|<=9->38$ solutions
$|x|=4,|y|<=9->38$ solutions
$|x|=5,|y|<=8->34$ solutions
$|x|=6,|y|<=8->34$ solutions
$|x|=7,|y|<=7$-> 30 solutions
$|x|=8,|y|<=6->26$ solutions
$|x|=9,|y|<=4->18$ solutions
$|x|=10, y=0->2$ solutions

## Answer: Total 317 solutions

6) There is a unique number of which the square and the cube together use all ciphers from 0 up to 9 exactly once. Which number is this?

Answer: The number is 69.

## Explanation:

69^2=4761 and 69^3=328509.

7) You are standing next to a well, and you have two jugs. One jug has a content of 3 litres and the other one has a content of 5 liters. How can you get just 4 liters of water using only these two jugs?

Solution:
Fill 3 liter jug pour to 5 liter jug
Fill again 3 liter jug and add to 5 liter jug then 1 liter will be there in 3 liter jug
Pour all water outside from 5 liter jug
Fill 1 liter water from 3
liter jug to 5 liter jug
Fill 3 liter jug and add to 5 liter jug making it 4 liters of water.

## Accenture Solved Technical Aptitude

## 8 questions

Note: some questions are directly given with answers and solutions without having options.

1) The Java interpreter is used for the execution of the source code.

## Options

True
False

Ans: True
2) What declarations are required for every Java application?

Ans: A class and the main( ) method declarations.
3) What are the two primary components involved in executing a Java program and their purposes?

Ans: Two parts in executing a Java program are:
Java Compiler and Java Interpreter.
The Java Compiler is used for compilation and the Java Interpreter is used for execution of the application.
4) What are the three basic OOPs principles and define them?

Ans : Encapsulation, Inheritance and Polymorphism are the three OOPs Principles. Encapsulation:
Is the Mechanism that binds together code and the data it manipulates, and keeps both safe from outside interference and misuse.


DOWNLOAD 2 FREE E-BOOKS TO HELP YOUR JOB SEARCH AND PLACEMENT PREPARATION. Click Here Take Part In CareersValley Superhelper Drive and Download Your E-Books Now.

Inheritance:
Is the process by which one object acquires the properties of another object. Polymorphism:
Is a feature that allows one interface to be used for a general class of actions.
5) What are identifiers and what are their naming conventions in C ?

Ans : Identifiers are used for class names, method names and variable names. An identifier may be any descriptive sequence of upper case \& lower case letters, numbers or underscore or dollar sign and must not begin with numbers.
6) What is the return type of program's main( ) method?

Ans : void
7) What is the use of bin and lib in JDK?

Ans : Bin contains all tools such as javac, applet viewer, awt tool etc., whereas Lib contains all packages and variables.
8) The Java source code can be created in a Notepad editor.

Options
a) True
b) False

Ans: True

## Sample Verbal Aptitude Questions

## 6 questions

1) Which of the following is an appropriate synonym for the word Debauch?

## Options

a) Demoralize
b) Encourage
c) Cultivate

Answer: a) Demoralize
2) Find the synonym of Decreed?

Options

a) made up one's mind
b) disagree
c) decrease in quantity

Answer: a) made up one's mind
3) What is an appropriate synonym for Bifid?

Options
a) Divided
b) Divided in two
c) Timid

## Answer: a) Divided

4) Find the antonym for gaurish.

## Options

a) Cheap
b) Flashy
c) Costly

## Answer: a) Cheap

5) Choose an appropriate antonym for the word deliberate.

## Options

a) unintended
b) targeted
c) focussed

## Answer: a) Unintended

6) Choose the antonym for Sorrow.

## Options

a) Joy
b) empathy
c) sympathy

Answer: a) Joy


## Accenture C Aptitude questions

1) Which of the following is not true about C Programming?

## Options

a) C provides function oriented programming
b) C program can be compiled on a C++ compiler

## Answer: a) C provides function oriented programming

Explanation: C supports encapsulation is false. Only C++ supports encapsulation
2) What will be effect of sizeof operator on Unions?

## Options

a) gives the size of the biggest member
b) gives the size of sum of all members
c) gives the size of the smallest of the members

Correct Answer: a) gives the size of the biggest member
3) Divide by Zero is a common exception of type

Options
a) Run Time
b) Compile Time
c) can be either Run time or Compile time

Answer: Run Time
HP Sample Quantitative Aptitude

## 7 questions

1) If one-seventh of a number exceeds its eleventh part by 100 then the number is...
(i) 770 (ii) 1100
(iii) 1825 (iv) 1925


## Solution: Let the number be $x$. Then X/7-x/11 =100 11x-7x = 7700 x=1925.

2) The ratio of Rita's age to her mother's age is $3: 8$. The difference of their ages is 35 years. The ratio of their ages after 4 years will be:
(i) $7: 12$ (ii)

5:12 (iii)
38:43 (iv)
42:47

Answer: (ii) 5:12

Solution:
Let their ages be $3 x$ and $8 x$
$8 x-3 x=35$
$x=7$
Their present ages are 21 and 56 years.
Ratio of their ages after 4 years are 25:60 = 5:12
3) A tap can fill the tank in 15 minutes and another can empty it in 8 minutes. If the tank is already half full and both the taps are opened together, the tank will be:
(i) filled in 12 min
(ii) emptied in 12 min
(iii) filled in 8 min
(iv) emptied in 8 min

## Answer: 8 minutes

Solution:
Rate of waste pipe being more the tank will be emptied when both taps are opened.
Net emptying work done in $1 \mathrm{~min}=(1 / 8-1 / 16)=1 / 16$
So full tank will be emptied in 16 min
Half tank will be emptied in 8 minutes.
4) A man can row 5 kmph in still water. If the river is running at 1 kmph , it takes him 75 minutes to row to a place and back. How far is the place?
(i) 3 km
(ii) 2.5 km
(iii) 4 km
(iv) 5 km

Answer: 3 Km

Solution:
Speed downstream $=(5+1) \mathrm{km} / \mathrm{hr}=6 \mathrm{~km} / \mathrm{hr}$ Speed upstream $=(5-1) \mathrm{km} / \mathrm{hr}=4 \mathrm{~km} / \mathrm{hr}$ Let the required distance be $x \mathrm{~km} x / 6+x / 4=75 / 602 x+3 x=15 x=3 k m$
5) 729 ml of a mixture contains milk and water in ratio $7: 2$. How much of the water is to be added to get a new mixture containing half milk and half water?
(i) 79 ml
(ii) 81 ml
(iii) 72 ml
(iv) 91 ml

Answer: 81 ml

Solution:
Milk $=(729$ * (7/9)) $=567 \mathrm{ml}$
Water $=(729-567)=162 \mathrm{ml}$
Let water to be added be $x$ ml 567/(162+x) $=7 / 31701=1134+7 x \times=81 \mathrm{ml}$
6) If $\log 0.317=0.3332$ and $\log 0.318=0.3364$ then find $\log 0.319 ?$
(i)0.3396
(ii) 0.3369
(iii) 0.3368
(iv) 0.3338

Answer: 0.3396

Solution: $\log 0.317=0.3332$ and $\log 0.318=0.3364$, then
$\log 0.319=\log 0.318+(\log (0.318-0.317))=0.3396$
7) A box of 150 packets consists of 1 kg packets and 2 kg packets. Total weight of box is 264kg. How many 2 kg packets are there?
(i)36
(ii)114
(iii)120
(iv)50

Answer: 114


Solution:
$\mathrm{x}=2 \mathrm{~kg}$ Packs
$\mathrm{y}=1 \mathrm{~kg}$ packs
$x+y=150$ Eqn 1
$2 x+y=264$ $\qquad$ Eqn 2
Solve the Simultaneous equation; $x=114$
so, $y=36$
ANS: Number of 2 kg Packs = 114 .

## General Quantitative Aptitude (These kind of questions can be expected on HCL, Accenture, TCS, HP and Wipro papers)

## 7 questions

1) If one-seventh of a number exceeds its eleventh part by 100 then the number is...
(i) 770 (ii)

1100 (iii)
1825 (iv)
1925

Answer: 1925

Solution:
Let the number be x . Then $\mathrm{X} / 7-\mathrm{x} / 11=10011 \mathrm{x}-7 \mathrm{x}=7700 \mathrm{x}=1925$.
2) If $1.5 x=0.04 y$ then the value of $(y-x) /(y+x)$ is
(i) $730 / 77$
(ii) $73 / 77$
(iii) $7.3 / 77$
(iv) None

Answer: 73/77

Solution:
$x / y=0.04 / 1.5=2 / 75$
So $(y-x) /(y+x)=(1-x / y) /(1+x / y)=(1-2 / 75) /(1+2 / 75)=73 / 77$.
3) The smallest number which when diminished by 3 is divisible by $21,28,36$ and 45 is...
(i) 869 (ii)

859 (iii)
4320 (iv)
1263


## Answer: 1263

Solution:
The required number $=$ I.c.m. of $(21,28,36,45)+3=1263$
4) If $x$ and $y$ are the two digits $f$ the number 653xy such that this number is divisible by 80 , then $x+y$ is equal to:
(i) 2
(ii) 3
(iii) 4
(iv) 6

Answer: 6

## Solution:

Since $653 x y$ is divisible by 2 as well as by 5 , so $y=0$
Now $653 \times 0$ is divisible by 8 so $3 \times 0$ is also divisible by 8 .
By hit and trial $x=6$ and $x+y=6$
5) What is the 28383rd term in the series 1234567891011121314.
a) 3
b) 4
c) 7
d) 9

Answer: 3

Solution:
there are 9 no. of single digit
there are 180 no. of double digit
there are 2700 no. of three digit
now total 2889 no. till 999
remaining no. are 25494 that is devided by 4 and the $q$ is 6373 with reminder of 2 so 28381 is 6373+999=737(2)
n next no is 7(3)73
so ans is 3
6) $a^{*} b^{*} c^{*} d * e+b * c^{*} d * e^{* f}+a^{*} c^{*} d^{*} e^{* f}+a^{*} b^{*} d * e^{* f}+a^{*} b^{*} c^{*} e^{* f}+a^{*} b^{*} c^{*} d * f=a^{*} b^{*} c^{*} d * e^{* f}$ and $a, b, c, d, e$ and $f$ are all positive non-repeating integers then solve $a, b, c, d, e$, and $f$.

Answer: values for a,b,c,d,e and fare respectively 2,3,9.27,81,162


Solution:
Start with $1 / 2+1 / 2$, then progressively split the last part $x$ into $2 x / 3+x / 3$. This gives the following progression:
2,2
2,3,6
2,3,9,18
2,3,9,27,54
2,3,9,27,81,162
7) 729 ml of a mixture contains milk and water in ratio $7: 2$. How much of the water is to be added to get a new mixture containing half milk and half water?
(i) 79 ml
(ii) 81 ml
(iii) 72 ml
(iv) 91 ml

Answer: 81ml

Solution:
Milk $=(729$ * (7/9)) $=567 \mathrm{ml}$
Water $=(729-567)=162 \mathrm{ml}$
Let water to be added be $x \mathrm{ml} 567 /(162+x)=7 / 31701=1134+7 \times x=81 \mathrm{ml}$

## Chapter 3) Prepare For Placement Papers By Exploring Common Sections

Almost all of the companies have a placement test in their recruitment process. It is a common tendency to prepare specifically for every company's paper at the announcement of a recruitment drive either on campus or off campus. But most youngsters fail to explore the common sections that exist across placement papers of different companies so that they can complete their preparation in one shot.

## What are the Common Sections?

With few exceptions, all most all companies give due importance to quantitative aptitude. As everyone would be aware these are R.S.Agarwal type problems with tricky questions from mathematics chapters like time and speed, age, linear equations, averages etc.

Verbal sections like synonyms and antonyms (GRE type), filling with right tenses etc are again common across different placement papers.

Software placement papers also have questions from basic programming languages like C.

Preparing on these common sections can help you to save much time.

## How should you Plan your Preparation?

My first advice is that you should not wait till last minute. Keep preparing on the common sections mentioned above as much as you can. Whenver a company announces its recruitment drive, you will have to collect some previous papers of that particular company and prepare for any extra section. You would be surprised to note that you had already covered $80 \%$ of the sections in the previous papers.

## Chapter 4) Wipro Placement Papers - test Pattern and Tips for

PreparationGenerally the time duration set for Wipro placement papers is 50 minutes, with 15 analytical questions, 15 verbal questions and 20 technical questions.

Placement Papers of Wipro have three broad sections:
a) Analytical Section
b) Verbal Section
c) Technical Section

Analytical Section consists of aptitude questions from basic reasoning, arithmetic and geometric progressions, time and speed, age problems etc. These questions are usually easy. A good knowledge of basic formulas from tenth standard mathematics is good enough to attend these questions. For example a typical question from arithmetic progression could look like

Find the sum of first 5 terms of the series $3,7,11 \ldots$
You could give a try at sample placement papers from Wipro. Verbal Sections contains questions on synonyms, antonyms, basic grammar usage etc. Synonyms and antonyms can be tougher at times. For example, synonym of words like cacophony may not be easy at first glance. However these questions are multichoice type. For every question there would be four choices to choose from.

Technical Section contains questions from basic computer science concepts like Operating system, UNIX, Database Management Systems, SQL Queries etc.

The technical questions are easy to answer for students with computer science background. However students from other branches of engineering need to be well prepared with basic concepts on Operating System Concepts, Programming Skills, C, C++. UNIX etc.

You can expect code snippets from C, C++ asking you to find the correct output of the program. There can be questions asking you to debug errors in code as well.


## Chapter 5) Infosys Placement Papers - Test Pattern and Preparation Tips

Infosys Placement Papers generally have two sections:
a) Puzzles
b) Verbal Section

The puzzles section has around 10 to 15 questions. The difficulty level of puzzles is not uniform. You may find some puzzles which require lot of time to solve and few others which can be answered at glance. It is also said the marks to puzzles are not uniform. Generally tougher puzzles carry more marks than the easier ones. There can be negative marking as well.Regarding preparing for Infosys Placement Papers it is essential to practice puzzle type questions. For example there is a book by veteran mathematician Shakunthala Devi which should be read. Rather than reading the solutions right away it is always a good practice to try to solve the questions. Then a comparison between the approaches by you and the author can help you a lot. There are several shortcut methods to solve puzzle type questions which can be learnt from these books.

You may also try out online placement papers from infosys.
The verbal section is generally easy. You may find questions from basic grammar, usage of verbs, nouns etc., precis writing and comprehension. You can expect fifty questions in verbal section. Though the questions are easy the only constraint could be time which is as low as 30 minutes.

Regarding preparing for verbal section of infosys placement papers it is essential that you have at least one good grammar book in hand. Another good source can be books used for GRE and TOEFL exams.

Again it is essential that you practice questions for verbal section as well.

## Section II - Jobs Help

## Chapter 1) How To Write A Great Resume?

Do you know that 90\% of the resumes carry 'Computer Networks' and 'Database Concepts' as areas of interest. You would agree that there is no good reason to have these subjects as areas of interest other than being relatively easier topics to answer.

This is ideally how your resume SHOULD NOT LOOK LIKE!

## Why Resumes Are So Important?

Resumes are always great way to leave a first impression to your interviewer before even answering his questions. But most youngsters fail to make a resume that can stand apart from the others.

## Why Resumes Should Stand Apart?

Simple answer to this question is the increasing competition and emerging talents. Year after year the competition is growing steadily due to the increasing number of fresh graduates with not a proportional increase in vacancies. Hence it is extremely important that you give your best while writing resumes.

## How Should You Write Your Resume?

Actually, the technique is simple. Keep the resume short and straightforward. Don't use the same areas of interest as 99 others will use. Instead think of subjects which you genuinely liked and include those. Don't include the common 'Class Leader' achievement in your resumes. I used to conduct interviews and used to wonder how many class leaders are posting resumes to my company :).

More importantly you need to copy the declaration like (first two lines of declaration which many resume formats contain) from your friend's resume. It is better not to include one.

## How Should You Order The Sections?

It is always good to start with high school and college marks. Following that you should be having your areas of interest followed by skills and achievements.

This is all about writing great resumes. Don't forget to leave your comments in the 'share your thoughts' section at the end of this page.

## Chapter 2) Usefulness Of SAP Training?

If you are not already aware, SAP is among the world's leading business management software used by many large and medium sized companies worldwide. SAP is a huge business suite which requires trained professionals to manage and operate. With more and more businesses automating their business with SAP, there is a growing need for graduates trained in SAP.

What is the best time to undergo training?


There is no specific best time to learn SAP. In fact, SAP training is being provided by many leading institutes like NIIT in India. To add to the benefits, the courses are not only offline, but online courses are available as well.

If you are a graduate or postgraduate or an experienced person looking to switch jobs, SAP can help you a lot to go to the next level in your career.

Is there any specific qualification to undergo training?
Actually, any graduate degree is considered for enrollment (registration) for SAP courses. Training programs are designated in a way that the course cover everything from basics.

## How to get started?

Wherever you may be, whatever may be your qualification, you can get started immediately by enrolling to any of reputed SAP training centers offering certification in SAP.

## What about future demand?

Whatever may be the market condition, recession or whatsoever, business are not going to stop installing SAP related software to automate their businesses. This fact is an assurance that SAP trained graduates will be required in more numbers in future. Also the demand would steadily raise.

## Chapter 3) Usefulness Of J2EE Training?

Are you a fresher aspiring for job with any leading software company? Else are you an experienced person looking to switch company? You might be missing something if you have not considered undergoing J2EE training either offline or online.

Why J2EE is so important?
Two most commonly used web based technologies across companies are DotNet and J2EE.Among these, DotNet is a proprietary technology requiring investment from company on softwares and rights. However J2EE is an open source framework which is equally good as DotNet and don't cost much to the company. This fact is being exploited for creating of new programs in J2EE by companies. Several large companies have started migrating their existing applications to J2EE as well. These factors make J2EE a very important one.

## Why Web Technologies are significant?



This is an era where companies have realized the effeciency and cost effectiveness of implementing client server architecture to their existing traditional applicaitons. Hence companies would prefer candidates with certification in at least any one web technology.

## Where You Can Get Trained?

There are several good institutes like NIIT, CSC etc which offer certification training in J2EE. A certificate with top institutes like the ones mentioned will be considered seriously by the software companies. This reduces their burden to train you in web technologies. This keeps you always on priority when compared to candidates without certification.

## Chapter 4) Use Search Engines And Bookmarks To Search Jobs Quickly

Recently I got a mail from one of CareersValley users stating that she is unable to find information on TCS recruitment drives..

Staying informed of the latest job openings could be a major concern for many youngsters like You.

## Which Are The Best Resources To Stay Informed

Reading through newspapers is a cumbersome process and chances are that you are going to miss several openings. Hence undoubtedly best resources to stay informed are

- a) Google
- b) Trusted Newsletters (Just like the one you get from CareersValley)
- c) Company Websites (Not applicable to medium and small companies)


## How To Use Google Smartly For Job Search?

Most of you would be using Google for job search. But many fail to learn some smart and simple techniques to do a more efficient search. Let me give you examples to search for TCS openings. However this applies to any other company as well.

If you would like to search for TCS jobs, be specific on the year and category. For example let me consider you are searching for 2010 openings under freshers category. Now your search query should be specific and enclosed within double quotes. (Double quote returns exact matches)
"tcs jobs for freshers 2010" could be a very good query. You could just copy this query and replace the company name, category and year to find jobs in the company you are
looking for.
If you trust a particular site and would like to search for job postings on that particular site (In the following example I am using careersvalley.com) your query would look like site:careersvalley.com "tcs placement papers". In the above query I am searching for exact matches for infosys placement papers from careersvalley.com.

## Learn Bookmarking To Search For More Job Openings In Quick Time?

Nobody has enough time to go through each and every individual job posting. There is a simple solution to this problem.

Whenver you find a job posting or job site interesting at a glance, don't forget to bookmark the site by pressing 'Ctrl + D'. You could continue this process for as many websites and postings as you can. Then you could choose between the bookmarks which you think worthy of reading. (Bookmarked URLs will be available on browser toolbars. In case the toolbar is not visible, choose view-->toolbars-->bookmarks, which works in most browers.)

## Chapter 5) Think Beyond Big Companies

I wonder why everyone aspires to get into only big companies like Infosys, TCS, Wipro etc. Sure they are big names which have grown over last three to four decades but you must also know to think beyond those.

## How To Choose Your Company?

Don't be hasty while choosing your dream company. A company that might sound big might not be good to you considering your personal interests. Also, strength of many big companies are nearing one lakh which means its going to take a lifetime to climb the hierarchy to become a team lead, project manager and so on.

## Why Big Companies May Not Be The Right Platform?

Numbers matter! Its common sense to think of the time it takes for a fresher to become a project manager in a company with one lakh employees. I am sure it is going to be some seven to eight years. On the other hand, there are hundreds of medium sized companies in top cities like Chennai, Bangalore, Noida, Pune, Hyderabad etc. There are medium sized companies in second tier cities too.

## How Medium Sized Companies Can Be Great If Chosen Properly?

Medium sized companies are those with total strength of around 200 to 500 employees. Small product companies with 10 to 100 employees can also be great choices.


Essentially these companies don't pay very high at the beginning. But remember these companies are at their growing stages. This is the hot time when you are going to grow with your company. This is not a reality with big companies.

## How Growth Phase Can Benefit?

Though you might have got paid less (or even very less) at the beginning, if your company performs well, you are going to experience an exponential growth of your income and responsibilities as the company grows. During late 80s and early 90s Infosys was medium sized. Employees who joined the company during that period and stayed there till now are amongst the highest paid in India.

## So, here is my say

Big companies are good, but may not necessarily be the right platform for an accelerated and exponential growth.

## End of Ebook

## Conclusion:

Hope you found the eBook useful. For feedback on corrections or further enhancements regarding the website or eBook please mail me at admin@careersvalley.com. Also you can register your feedback at CareersValley Facebook page at http://www.facebook.com/pages/CareersValley/143704715641819


Click Here Take Part In CareersValley Superhelper Drive and Download Your E-Books Now.

