

# Resumes



# Keys to a good resume



# Key Information

- **Contact Information:**

- Email
- Phone Number
  - Google numbers are great if you want to protect your personal number
- Github link
- Portfolio link

# Key Information

- **Summary**

- This section should be a brief paragraph (three to five sentences) that shows the value you bring by highlighting your skills and a couple big career wins. But rather than labeling it a “summary,” simply use a headline that encapsulates your credentials.

- **Skills**

- You’ll want to incorporate the right keywords so that your resume is optimized for application tracking systems

# Key Information

- **Professional experience**
  - Focus on your accomplishments rather than your day-to-day responsibilities
- **Education**
  - Simply write where you went college and your degree.
  - It's ok to move this towards the top if you have limited work experience and want to highlight your experience at SDG

# Key Information

- **Bonus:**
  - Volunteering and community service
    - If you have room feel free to add it

# One page vs Two page

- **One page**

- One page resumes are easier to read, resume readers have to look at a large number of resumes on a daily basis.

- **Two pages**

- If you really think that it is critical to communicate the depth and breadth of your skills.
- Smart when the situation merits it. A general rule of thumb is that the applicant should be able to fit 10 years of work experience onto each page of your resume.

# Format Wisely

- Use a logical format and wide margins, clean type and clear headings
- Selectively apply bold and italic typeface that help guide the reader's eye
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- Use bullets to call attention to important points (i.e. accomplishments)



# Identify Accomplishments

## - It's not just about Job Descriptions

- Focus on what you did in the job, NOT what your job was there's a difference
- Include a one or two top line job description first, then list your accomplishments
- Accomplishments should be unique to you, not just a list of what someone else did
- Avoid using the generic descriptions of the jobs you originally applied for or held

# Quantify Accomplishments

- **What makes your accomplishment special?**
  - Include and highlight specific achievements that present a comprehensive picture of your marketability
  - Quantify your achievements to ensure greater confidence in the hiring manager and thereby generate interest percentages, dollars, number of employees, etc.
  - Work backwards to quantify your accomplishments by asking, If I had not done X, what could have happened?

# Career Summary

- Replace your “Objective” with a "Career Summary"
  - Grab a hiring manager's attention right from the beginning, remembering you have only 25 few seconds to make a good impression
  - Spend time developing a summary that immediately gets their attention, and accurately and powerfully describes you as a solution to their problems