



Lambda

Intro to Resumes



Goals

- Implement resume do's and don'ts into your resume
- Describe your previous experience using power statements
- Write an *almost* application-ready resume draft
- Identify key experience to include in your cover letter



Do's and Don'ts

DO...

- Have a phone number and *professional* email address
- Include links to your LinkedIn, GitHub, portfolio, blog, and relevant/professional social media at the top of your resume
- Include some color, but not too much
- Use at least 11pt font
- Save your resume as a PDF
- Be detailed- resumes are no time to be mysterious!
- Relevant experience > recent experience
- Bring *you* into your resume, just make sure any interests or personal information is relevant or unique

DON'T...

-
- Use comic sans or goofy fonts
 - Have more than one page
 - Title your resume “resume.pdf”- it needs your name
 - Include a picture
 - Use periods except in your summary
 - Add fluff
 - Include your whole street address- city and state are plenty
 - Add references
 - List obvious skills (i.e. MS Word, Gmail, etc.)
 - List soft skills (i.e. communication, leadership, etc.) in your skills section

A smiling woman with glasses and a plaid shirt is the background of the slide. She is looking down and to the left. The image is overlaid with a blue geometric pattern of diagonal lines. The text "Power Statements" is centered in white.

Power Statements

What is a power statement?



AKA verbs with a “punch”

Think of verbs like “launched”, “managed”, “led”, “streamlined”, “increased”, etc., and avoid verbs like “helped”, “contributed to”, “asked”, etc. You want to convey what you did as accurately and as powerfully as possible.

The who, what, and how

Quantifiers are numbers that highlight your accomplishments, and qualifiers are anything else that explain how and what you did- think people, teams, tools, and processes..

Why what you did matters

You want to highlight that you reduced costs by 15%, shortened average customer response time from 48 to 24 hours, or increased NPS by 10 points. Often results contain quantifiers, but they don't have to.



Compare the following two bullets...

Built an Android app for users to find creative-focused businesses

VS.

Developed a native geolocation app using Kotlin, integrating the Google Maps, Google Analytics, and Yelp APIs to help users find studios, events, businesses, and schools catering to creative interests (crafts, DIY, museums, hobbies, etc.)



A woman with long dark hair, wearing glasses and a red and black plaid shirt, is smiling and looking down. The image is overlaid with a blue geometric pattern of diagonal lines. The text "Putting It All Together" is centered in white.

Putting It All Together

Laying out your resume

Traditional format:

Name
Summary
Projects
Skills
Experience
Education

Progressive format/with columns:

Name	
Summary	
Projects	Experience
Skills	Education

Writing a summary

Weak:

I am seeking a fun, exciting role as a developer with an innovative company.

Strong:

The spark to become a mobile developer ignited during my sales career. My unconventional career progression has allowed me to become a versatile employee who understands both technical and customer-facing needs, which has helped me build marketable iOS and Android apps.

Strong:

With a background in geology and earth science, and a decade of experience working for state-level sustainability programs, I am eager to make an even greater impact as a data scientist by analyzing trends in carbon emissions and their impact on ecosystems and the global food supply. My goal is ambitious: combat climate change via compelling visualizations and digestible data that convinces world leaders to take decisive action on carbon emissions.

Getting started

- Build an outline
- Write your power statements
- Decide on a structure and layout
- Make it pretty
- ***PROOFREAD!***





Writing a Cover Letter

Writing a cover letter

Intro:

This is where you highlight the 2-3 things that make you most qualified for a job.

If you heard about the role through someone, mention this.

Demonstrate your passion/excitement for the opportunity

Body paragraphs:

Go into more detail on the 2-3 things that make you most qualified. Share how you've used them in past jobs, and how they've helped you excel.

Always tie in your past experience to the job you're applying to. Mention the title and team often.

Make it easy for someone reading it to understand why you're the best candidate.

Conclusion:

Restate your interest in the role, and the things that make you most qualified.

Short and sweet is best here.

Thank the reader for their time, and share you look forward to hearing from them soon.



For your Sprint assignment

Create a resume draft including the following:

- All sections: Name/contact info, summary (optional), projects, skills, experience, education
- Power statements: in the experience and projects section of your resume
- Formatting: formatting should be clean and consistent. For this first draft, we recommend plugging content into Creddle, but you can play around with the format and get more creative, if you wish!

Upload your resume draft to CV Compiler to get immediate feedback, and submit your resume (with feedback from CV Compiler incorporated) to your TL with Friday's sprint retro.