Writing a Resume

Good Practices and Strategies, Examples

What Is a Resume?

Summary of skills and experience

What Is a Resume?

Summary of skills and experience

- What Is a Resume?

- Not a biography

- Highlights accomplishments

Why We Need a Resume?

Show experience

Reflects more than paid work experience

Why we are better than the rest

Why We Need a Resume?

Show our skills and abilities

Show experience

Reflects more than paid work experience

Why we are better than the rest

Why We Need a Good Resume?

Why We Need a Good Resume?

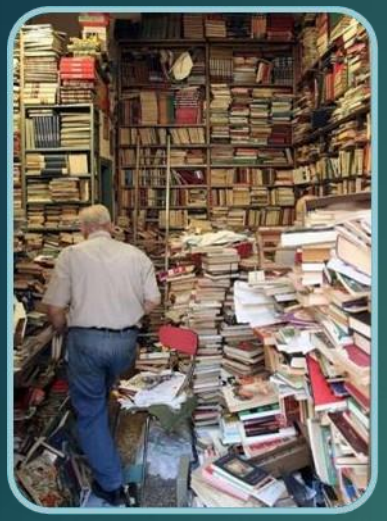
Because of the Recruiters!

Why We Need a GoodResume?

Because of the Recruiters!

No time to fully review every CV

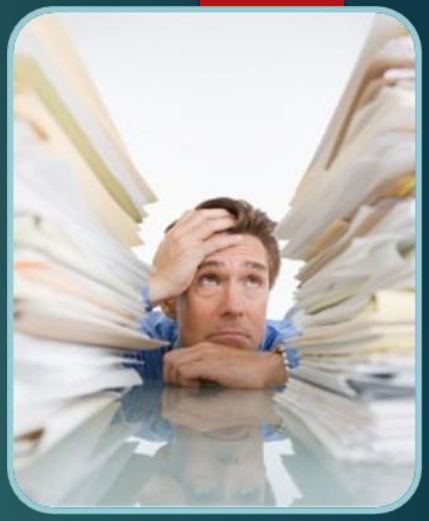
Recruiters

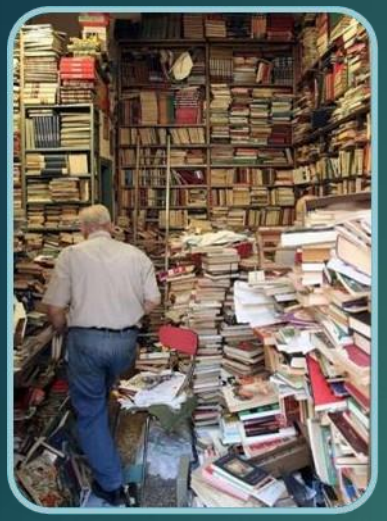


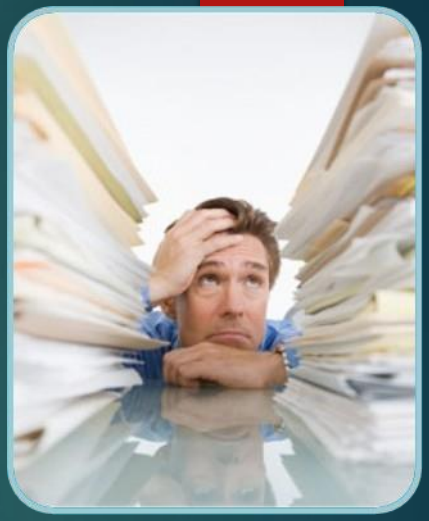
Recruiters:

Review 100 CVs

100



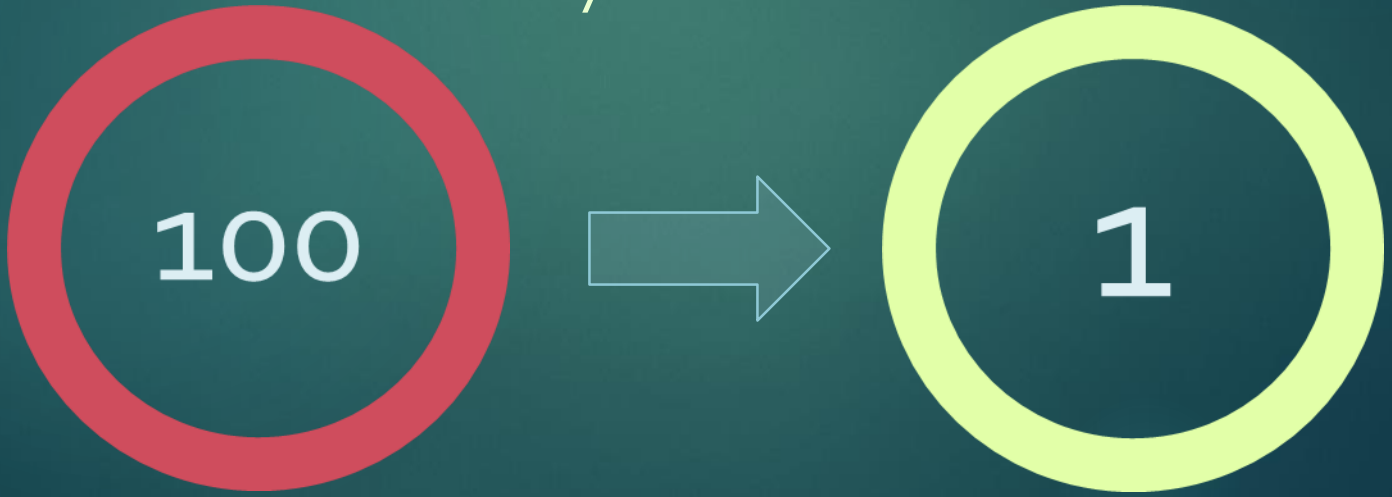




Recruiters:

Review 100 CVs

Select only 1 for interview



Recruiters spend 20-60 seconds on a Resume

The first impression

The recruiters count most:

Finding the correct keywords

Sell

The Goal

Persuade

Inform

Get an Interview!

OK. But how to do all this?

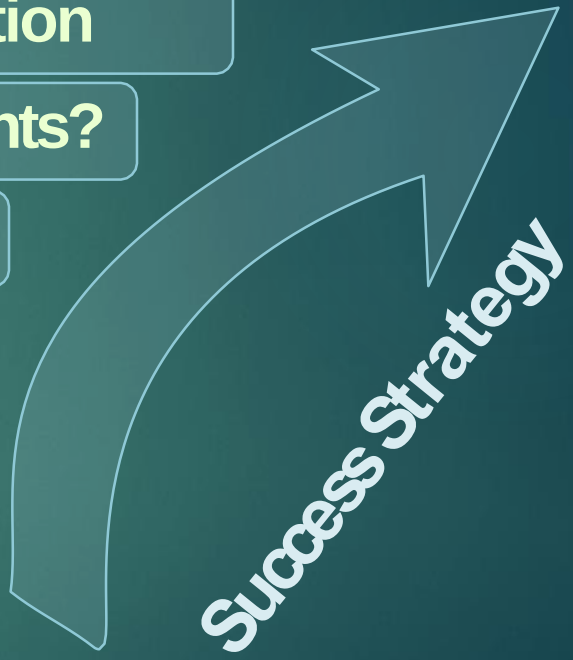
OK. But how to do all this?

All you need is!

The Success Strategy?

The Success Strategy?

- Good presentation
- What the employer wants?
- The point of the Resume
- What you want next?
- Be unique



Be Unique

Good presentation

What the employer wants?

The point of the Resume

What you want next?

Be unique

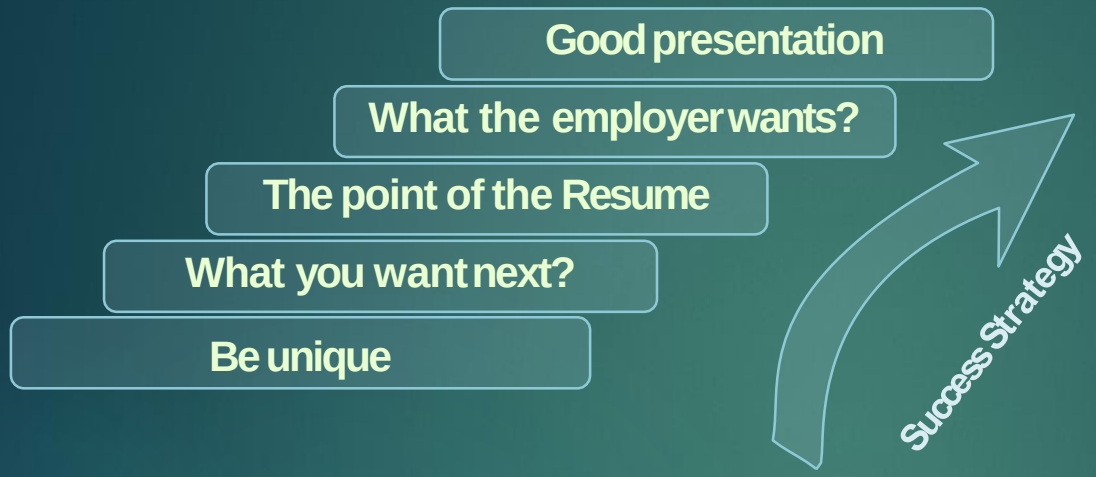
Success Strategy

Don't copy paste

Show creativity

Show what you want to show

What You Want Next?



What You Want Next?

Good presentation

What the employer wants?

The point of the Resume

What you want next?

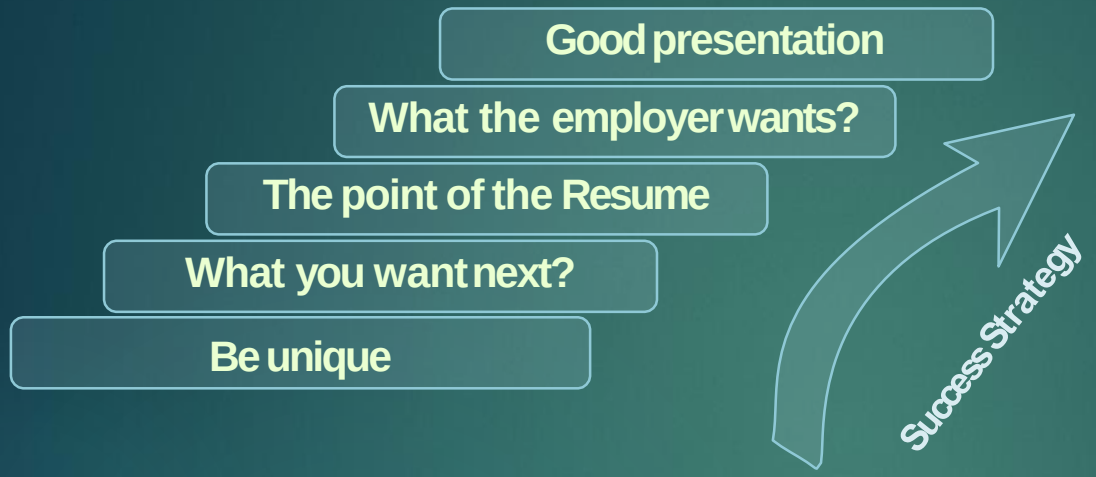
Be unique

Success Strategy

Why you choose this exact job offer?

How you plan to develop yourself in the future?

The Point of The Resume

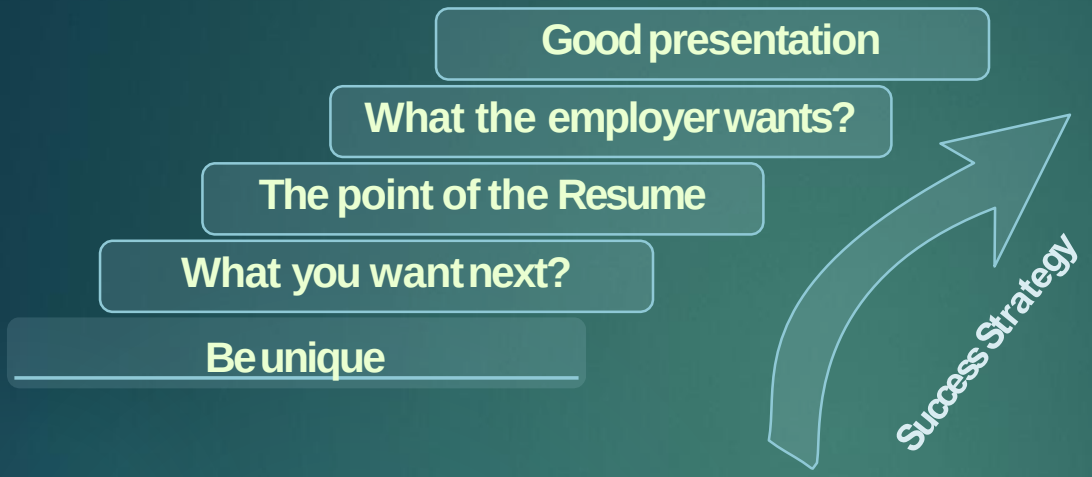


Who will read it?

What is the position you are applying for?

Why are you writing it?

What the Employer Wants?



Highlight the relevant things

Show what the employer wants to see

Not all you have done

Or just what you have been paid for

Good Presentation

Good presentation

What the employer wants?

The point of the Resume

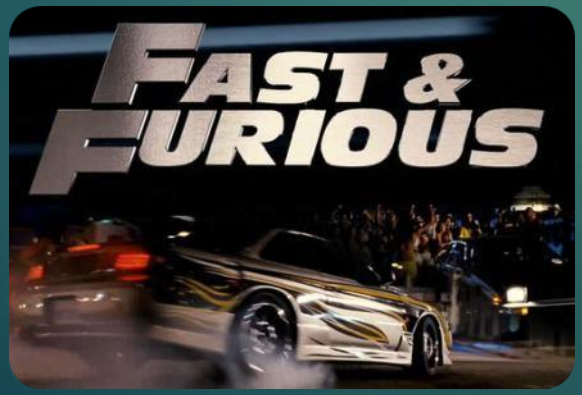
What you want next

Be unique

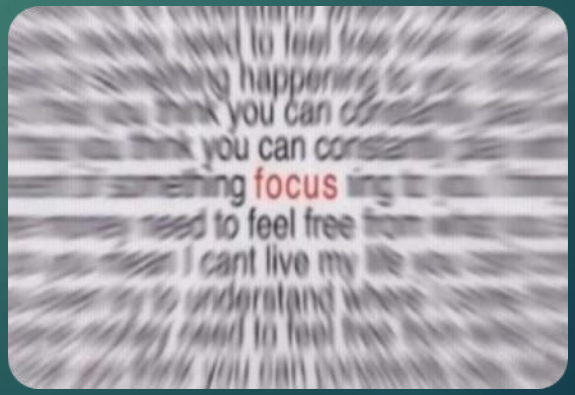
Success Strategy

Be consistent

Be brief



Be Focused



How to Stand Out?

Make your Resume remarkable

How to StandOut?

Chance of fail first time

Take risks

Use "Trial and Error" methodology

Structure Your Resume

- There are some must-have sections in yourCV
  - Personal information
  - Objective
  - Previous work experience
  - Education
  - Projects developed
    - E.g. at the university, high school or in free time
  - Skills and abilities
  - Other experience
    - E.g. at theuniversity

Personal Information

- Always put it in the top
- Include the following
  - Your name
  - A photo (optional)
  - Your contacts
    - Email address
    - Telephone number
    - Home address

Personal Info

Contact Information

- Use your personal contacts
  - Personal email, personal telephone!
  - Never use work contacts
- Be sure to have a good-looking email address
  - Even if you use it only for job applications
  - PeterPetrov@, Peter.Petrov@, Asen_Georgiev@
  - Not emails like:
    - DestructorMachine@, Svalyacha92@, P373rP37r0v@

Previous Work Experience

- Write your previous work experience
  - Best to order them by date
  - Explain your duties at this position
  - Don't be over descriptive about your managers
    - Better not to include full names and contacts

Education

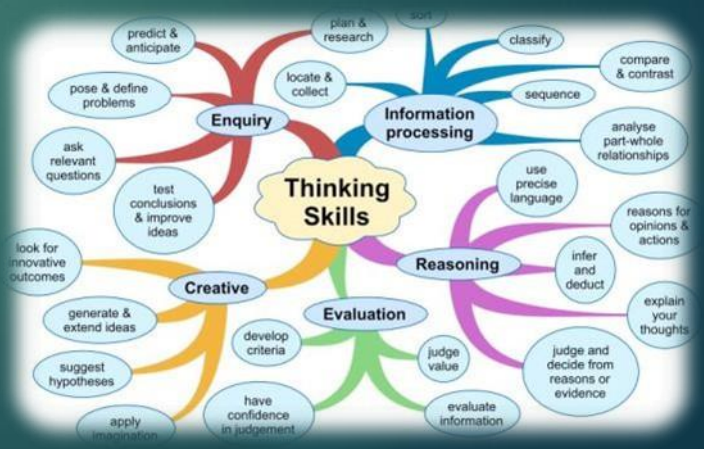
- Write down all the schools you have gone to
  - University
  - Intermediate
  - High school
- It is always better to highlight courses you visited and are relevant to the job offer
- Add relevant informal education
  - E.g. @ Telerik Academy

Projects Developed

- The best way to show expertise is to show something real
  - Like projects you have developed
- This gives a better impression than just plain words like "I am good at…"
- No projects?
  - Why not start a project, to gain experience?

Skills and Abilities

- Write down all your skills andabilities
  - All of them areimportant
  - But some are more important thanothers
  - Highlight the skills that are most relevant to the current jobdescription
  - Just mention the others



Homework

1. Following our guidelines write your resume
   - Target it to your preferred specialization or minor
   - If you don't have work experience think how you could change this
   - If you don't have any projects, start a project (e.g. open-source in GitHub or Google Code)
     - E.g. create your own web site
   - Find people who can write endorsements for you

Thank You!