

Resumes

COL499 // Class Two: September 9, 2016

Resumes

“A resume is never done, just finished”



Purpose and Expectation of a Resume

Easy to read & comprehend

Write with perspective

- Be selective with what you choose to write

Objective document

Living, ever changing document.



Summary of Skills

This is your “thesis”

Clear and provable

Adjusts according to the job



What should I include on my resume?

Technical skills (hard skills)

Non-technical skills (soft skills)

Transferrable skills (easily applicable across industries)

Industry relevant achievements or accolades

Title, place, date



Bullet Points

3 - 5 bullet points per section

Highlight 1 skill per bullet point

“What 3 - 5 skills do I want an employer to know about me from this project/job?”



Writing a bullet point

What you did

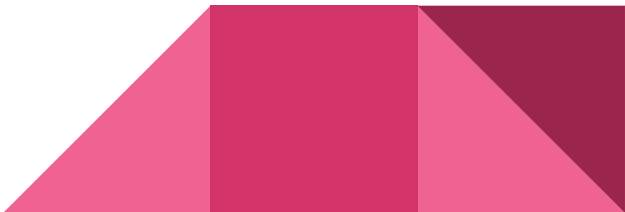
- Use strong action verbs
- Try to avoid the Programmer's Dilemma

How you did it

- Prove your "thesis"

How many

Result/Outcome

- Did it make or save money?
 - Did it save time?
 - Did it improve processes?
 - What impact did it have and on who?
- 

Helpful Tips

Utilize as much real estate as possible

- Modify your margins

SPELL CHECK

Is it printer friendly?

Keep everything consistent

