

Resume Best Practices

**When you lie on your résumé
and still get the job**



Agenda

1. Overview of resumes
2. How to write a resume that doesn't suck
3. Resume feedback in Breakout Rooms

Learning Outcomes

By the end of this session, you should be able to:

- Explain the purpose of resumes
- Create a professional resume.

Job Search Process



What is the goal of a resume?

1. Digital first impression of your professional life.
2. Get you to the next stage, typically a phone screen.
3. Be your digital avatar through the hiring process.

Resumes Are Asymmetric



No matter how great your resume is,
it alone will **never** get you a job.

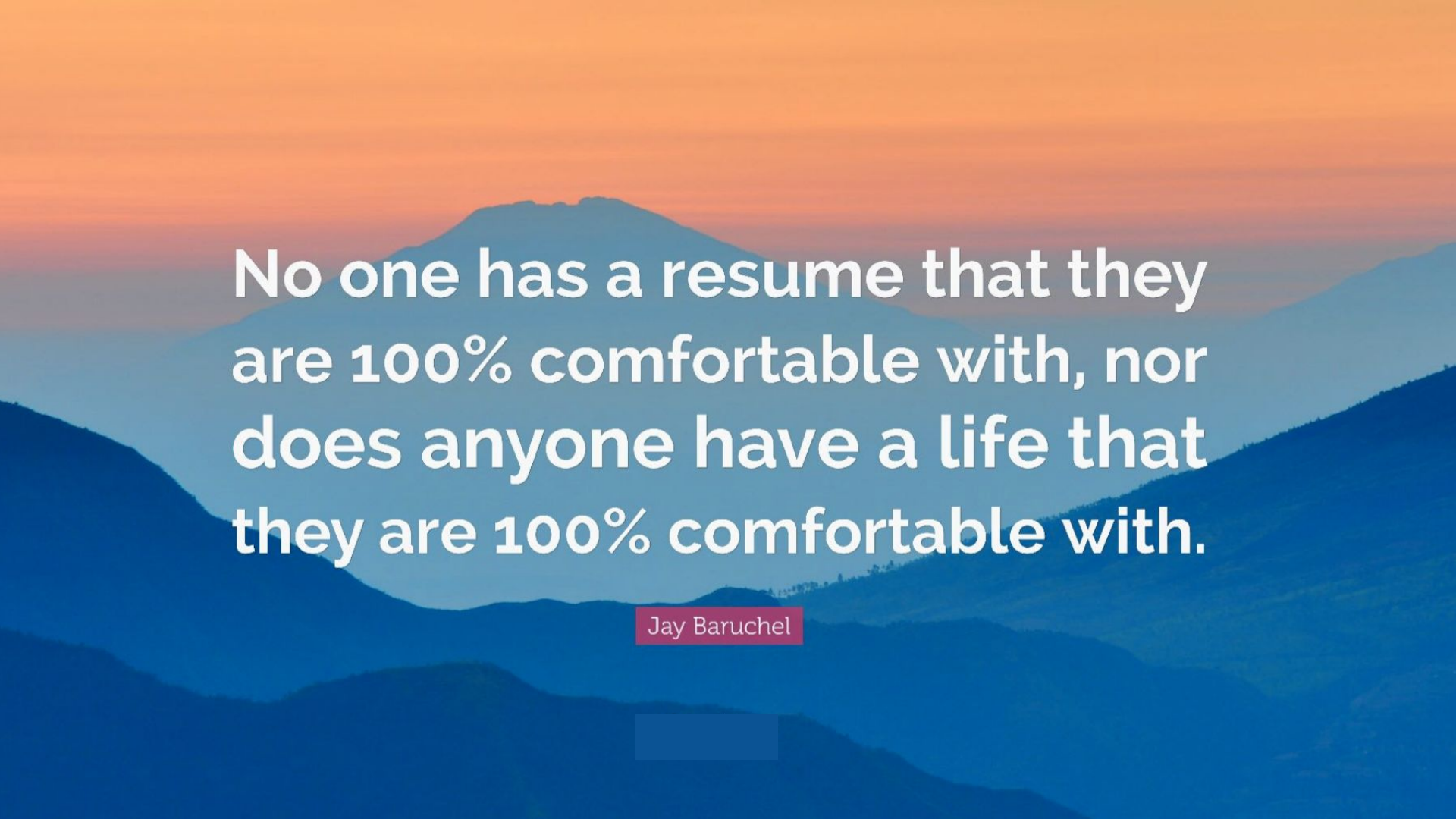
A sucky resume will be a job-stopper
(including just a single mistake).



People who read resumes
are looking for an easy reason
to say - “Hell No!”

How to write a resume that doesn't suck

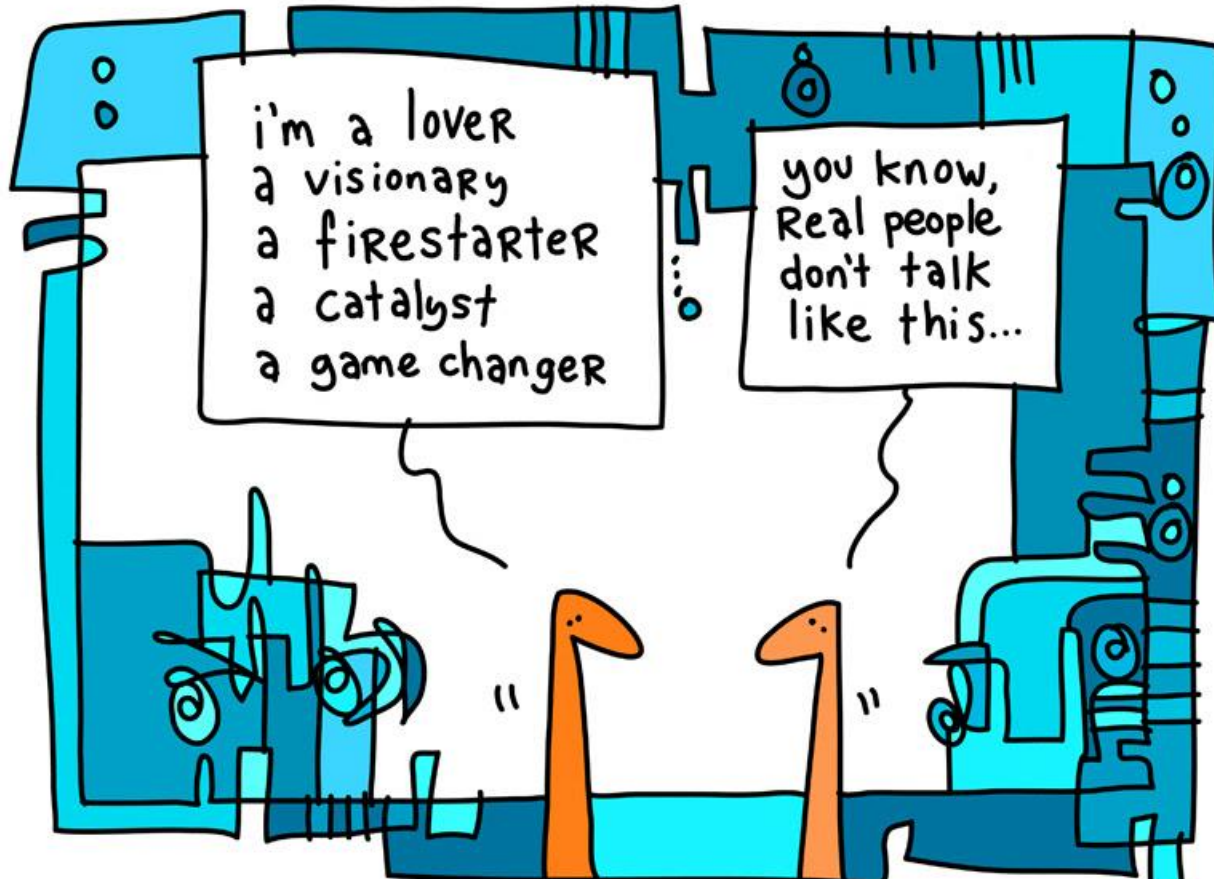




No one has a resume that they
are 100% comfortable with, nor
does anyone have a life that
they are 100% comfortable with.

Jay Baruchel

Be a meaningful specific



Spelling Matters



How to write a resume that doesn't suck

Resume Guidelines

Resume Materials

Brian's Example Resume

In Breakout Rooms

1. Exchange links to resumes.
2. Skim the other person's resume for 7-20 seconds.
3. Give each other feedback for ~5 minutes.
4. If you can fix something in 2 minutes
then fix it right now. If you can not, take notes for later.

Questions?

My resume is just a list of
things I really never want to
do again.



Resume Refactoring

Rough Draft:

“Analyzed data and found patterns.”

Improved:

"Discovered the most important churn metrics using regularized logistic regression on 10 GB of user data."

Resume Refactoring

Rough Draft:
"Built a web app."

Improved:
"Matched customers to vegan food trucks by creating an interactive web application in Django with a MongoDB backend."

In Breakout Rooms

1. Exchange links to resumes.
2. Silently read the resume for 1-2 minutes while taking notes.
3. Give detailed, actionable feedback for 5-7 minutes (remember Radical Candor).
4. If you can fix something in 2 minutes then fix it right now. If you can not, take notes for later.

Questions?

Takeaways

- A resume is a required part of the business world.
- Your resume should clearly communicate your story.
- It should provide the information a hiring manager needs to say, “Yes, I would like to chat with this person on the phone.”

