

King CV Workshp

Purpose of a Resume

What is a Resume?

- A marketing document: an advertisement of you.
- A snapshot of one's work history, education and personal experience.

What is the Goal??

- Leave the reader convinced you are the right person for the job.
- Get you an interview!



HARPER RUSSO

UX DESIGNER

CONTACT

Address:
Any City, Any State
Phone:
+(01) 234 567 89
Website:
reallygreatsite.com

WORK

2022 - 2023 Creative Lead, Gibman Agency
Spearheaded the entire creative team of my company
2021 - 2022 Senior UX Designer,
In charge of leading UX projects and evaluating UX effectiveness
2020 - 2021 UX Designer
Worked on various projects and was responsible for initial wireframing of products

SKILLS

- Creative Direction
- Conceptualization
- Wireframing
- Research

INTERESTS

- Reading
- Painting
- Spinning

EDUCATION

2016 - 2020 Morgana University
Bachelor of Fine Arts Major in Advertising Arts, Graduated Cum Laude
2013 - 2016 Lorestone High School
Graduated Salutatorian

AWARDS

2022 Creative Lead of the Year
Was helmed creative lead of the year on a national level, beat out 86 competitors

write your role or responsibility in any projects that you include in your resume, especially if it's a team project
including ABK scholarship, volunteer work, school clubs

Resume Content

- Highlight accomplishments vs. responsibilities.
- Use action verbs.
- Be brief and concise
- Links to portfolio/GitHub
- Keep it to one page.
- Make your application stand out from others.
- Don't make reviewers guess whether you're qualified or not.

You do not have to tell all – only what is marketable and relevant to the position for which you are applying.

Example

SOFTWARE ENGINEER
CHAD GIBBONS

GET IN CONTACT

Home: 123-456-7890 hello@reallygreatsite.com
Mobile: 123-456-7890 www.reallygreatsite.com
123 Anywhere Street, Any City, State, Country 12345

PERSONAL PROFILE

A software engineer with hands-on experience in all levels of testing, including performance, functional, integration, system, and user acceptance.

AREAS OF EXPERTISE

- Hands-on SQL experience
- Java, Ruby, PHP and Python experience
- Microsoft ASP.NET MVC, Web API experience
- Working knowledge of C, C++, and C#

OTHER SKILLS

- The ability to analyze complex technical information
- Can analyze, design and implement database structures
- Detail oriented
- Excellent problem solver

WORK EXPERIENCE

SOFTWARE ENGINEER

Healthmade Solutions | 2015 – Present

- Directs software design and development
- Evaluates interface between hardware and software
- Advises customers regarding maintenance of software system

JUNIOR ENGINEER

RealPro Software Inc. | 2014 – 2015

- Stored, retrieved, and manipulated data
- Modified existing software to correct errors and optimize efficiency
- Prepared detailed reports

EDUCATION HISTORY

UNIVERSITY OF EL DORADO

Bachelor of Software Engineering, 2014

- President, Computer and Technology Organization
- Vice President, Programming Club
- Member, Video Game Society
- Member, Student IT Helpdesk

BEECHTOWN ACADEMY

Graduated Class of 2010, Honor Roll

- President and Founder, Computer Club
- Student Council President
- Debate Team Vice President
- Member of the Math Team
- Member of the Chess Team

King
Making the World *Playful*

Be consistent

Include most recent work first

Include education first if starting in the industry

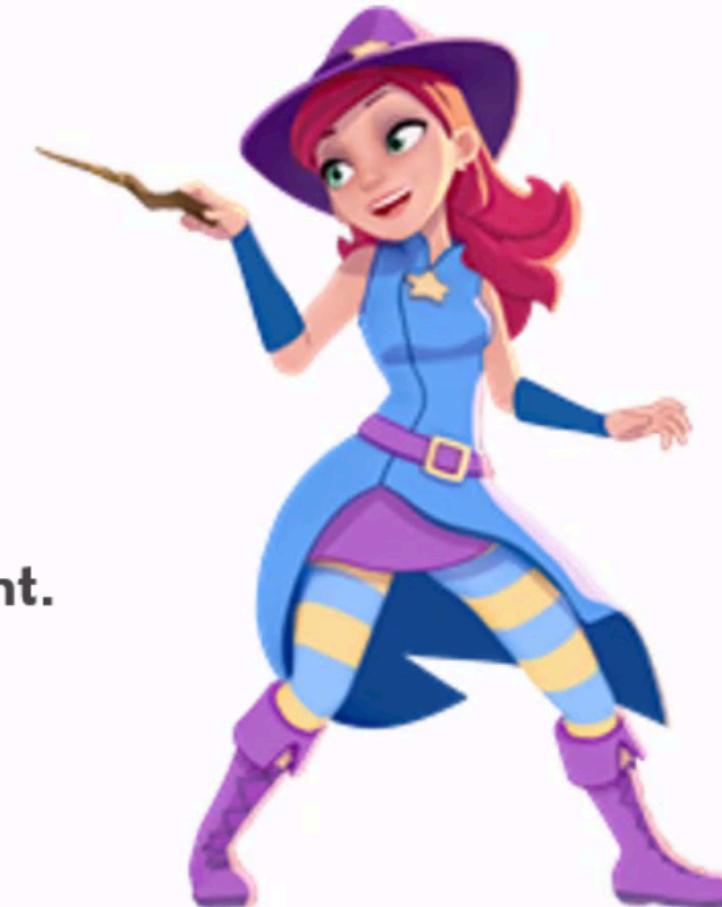
Make sure you read the full CV before you apply

Adding things from advertisement to your application will give you an extra boost

Resume Presentation

- Make it easy to read.
- Use bullet points.
- Be consistent with the layout, underlining, capitalizing, bold, font, spacing etc.
- List work experience by dates in reverse chronological order (most recent first)
- Stand out from the crowd
- Spell and Grammar Check
- Convert to PDF
- Canva

Don't let small mistakes cloud great content.



Samantha Shannons

Diligent senior software engineer with 10 years of experience in business applications. Eager to join Austen Tech to build out-of-the-box solutions for regional clients. Skilled in developing plans, managing projects, and user documentation.

22 Faubourg Saint Honoré
Paris, Île-de-France 7918
123-456-7890

hello@reallygreatsite.com
www.reallygreatsite.com
@reallygreatsite

SKILLS AND PROFICIENCIES

- Java, HTML, CSS, jQuery, PHP, SQL
- Teamwork, multitasking, and attention to detail
- Software and web development

LANGUAGES

- French (Native)
- English (B2 Certificate)
- Spanish (B1 Level)

WORK HISTORY

Senior Software Engineer
Heiman Software Labs | Aug 2017 - Present
Provides direction for applications in development. Researches and develops new ways to improve development process. Mentors Junior Software Engineers.

Junior Software Engineer
Heiman Software Labs | Jun 2011 - Jul 2017
Developed, installed, and configured internal applications, as well as new application releases into test and production environments.

Software Engineering Intern
Berou Solutions, Inc. | Sep 2010 - Mar 2011
Completed six-month undergraduate trainee program. Developed a cloud-based human resources information system, consolidating employee information from various databases and servers.

EDUCATIONAL BACKGROUND

Master of Software Engineering
De Loureigh University, Venston Bay | 2014
Heiman Software Labs Scholar

Bachelor of Science in Computer Science
De Loureigh University, Venston Bay | 2011
Graduated with honors

 King.com
The World Playful

Purpose of a Cover Letter

What is a Cover Letter?

- Your first introduction to the people who may hire you.
- A selection of carefully curated stories from your career/education that gives the reader a clear idea of who you are and how you can add value to their company

What is a Cover Letter?

- 'Speak' to the recruiter and lend a voice to support your resume.
- Leave the reader convinced that you are the right person for the job.
- Show them that you've done your research and you care about contributing to this company.
- Get you an interview



You will need to adjust your cover letter based on each job

not all recruiters read them

make sure to personalize it based on the company and position

give examples

keep it simple

1 page max

Address to Hiring Manager or Recruiter or the company itself or team itself (King / Candy Crush)

Resume will go to the hiring manager and team as well make sure you are smiling and approachable

If you don't have the exact requirements the cover letter can be used to explain your situation in more detail

There is a possibility that recruiters won't see it so don't include anything too important

Building a LinkedIn Profile

- Add a Photo
 - 9X more connection requests
 - 21X more profile views
- Add your Industry
 - 9x more profile views
 - Recruiters are more likely to search by industry
- Draft a compelling story
 - Focus on career/educational accomplishments & aspirations (40+ words)
- Detail your work
- Add examples of your work
- Add skills – soft skills and technical skills
- What Else to think about
- Follow Companies & Industry Influencers

1. PHOTO
Select a photo that represents you professionally. This helps **humanize your profile** and makes you more approachable.

2. LOCATION
Including the city where you are based makes you **stand out up to 23X** in searches, so the more details you have the more likely you will be found and connected to your next opportunity.

3. SUMMARY
Think of your summary as your "elevator pitch." It should **tell people what they can expect** from you, and **describe what you do** to someone who's unfamiliar with your job. Highlight your strengths.

4. EXPERIENCE
Be natural. LinkedIn is not a job board, so your experience doesn't have to read like a resume. **Describe your major wins or projects, and the value you brought to your team** in 2-3 sentences. Start with your current position.

5. PICTURES & VIDEOS
Use photos, videos, presentations, and other rich media to make your story jump off the page. This is also a great way to **showcase your company & employer brands**.

6. EDUCATION
Fill in your degree type, fields of study (if applicable), grade you received (optional), and the years you attended school. Members who have an education on their profile **receive up to 11x more profile views** than those who don't.

7. ENDORSEMENTS
Add skills you want to be known for, and your network can endorse you for the ones you've listed. Accumulating a high number of **endorsements adds credibility to your profile**.

Describe your aspirations in the summary including yourself (ambitious...)

Include it in different languages if you are multilingual and keep in mind that they aren't synched

Volunteering experience is equivalent to work experience

Connect with employees who have your dream job

Include any transferable experience in your summary what drove this career change



LinkedIn Networking

- Research
 - Do your research before reaching out to Recruiters.
- Messaging
 - Message should be thoughtful, specific and short. Call out a specific role that you are interested in.
- Social Media Footprint
 - Take part of conversations in your LinkedIn feed, but be mindful that future employers can see your comments.
- Follow People
 - Follow Recruiters on LinkedIn to see when they advertise new roles that they are working on.
- College Connections
 - Join your University Group on LinkedIn and reach out to employees from the same University as you.
- Sadie's Secret Tip

Comment on things on LinkedIn while keeping in mind that future employers can see them

Follow recruiters at the company that you are interested in

Be specific when contacting recruiters

A lot of people think recruiters are good connections but it's better to have connections with people who have the position you are interested in

Be honest and authentic

I'm.... I'm aspiring ... Could we have a virtual coffee to learn how you got to ...?

People like talking about themselves so focus it towards them

What would they advise themselves if they were starting in their career?



Comment on posts rather than send messages.

Additional Networking

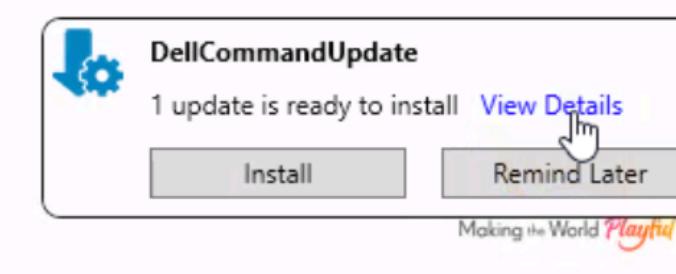
- Join Meetup.com/Online groups
- Join clubs on campus
- Interact with your alumni association
- Attend professional conferences or volunteer to work at them
- Connect with people around you



Lightbox Expo

Gaming Conferences to Consider

- Game Developers Conference (GDC)
- Special Interest Group on Computer Graphics
- Interactive Techniques (SIGGRAPH)
- Penny Arcade Expo (PAX)
- Electronic Entertainment Expo (E3)
- Games User Research Summit (GUR Summit)
- Gaming Analytics Summit



King Portfolio Workshop

