



the #1 managed cloud company

Resume Writing

A workshop for Women Who Code ATX



Recruiter's Perspective

What we look for

Guts of Resume

- Basic facts
 - Your stats
 - Objective
 - Education (where do I put it?)
 - Sample of skills
 - Key words (be searchable)



Hitting Target Audience

- Be the product you want to sell
 - Emulate job description
 - Know your audience
- Career highlights
 - Tell the good story
 - Accomplishments
- Work History
 - Chronological dates
 - Concrete details
 - Career changes (How do I include short jobs?)

Editorial Perspective

Grammatical Guidelines

Layout

Visual breaks and whitespace

Bullets or no bullets

Organization

Widows and orphans

Details, Details, Details

Periods and punctuation

Present and past tense

Parallel structure

Proofreading!

Some Extra Considerations

Fonts

Graphics

"Fancy" stuff

THANK YOU



RACKSPACE® | 1 FANATICAL PLACE, CITY OF WINDCREST | SAN ANTONIO, TX 78218
US SALES: 1-800-961-2888 | US SUPPORT: 1-800-961-4454 | WWW.RACKSPACE.COM