

2020

Ultimate Resume Guide

Resume tips nobody talks about

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Resume Strategy

Help recruiters make the best choice.

Who is the resume for?

It's important to realize that you are creating your resume for recruiters, hiring managers and sometimes bots. Put yourself in their shoes and think about what they are looking for in a candidate and how much time do they have to look through a plethora of applications. Most likely other qualified candidates are also applying for the same positions, so your resume is one of the only things that can show them that you are one of the best candidates for the position.

Basics Checklist

You might've already heard about these tips. It's important to pay attention to the basics so I will cover these first.

- **1 Page Resume** - Your resume needs to be no longer than 1 page
- **Experience and skill go on top.** College degree if you have one is not as important as you might think. Make sure to emphasize your previous projects and experience and all the relevant skills.
- **Remove Unnecessary Jargon** - I will cover this one in more detail later because this is one of the most common mistakes people make in their resume.
- **No Picture** - Do not add your profile picture. It does not benefit you and it doesn't provide recruiters with any relevant information.
- **No address** - Do not add your address in your resume. Again it's not necessary information for your resume. They will ask about your location if that's important. Keep your resume focused to your experience and skills.

Design

It is crucial that your resume is pleasing to look at and easy to follow. Your resume is a representation of yourself. It also needs to be versatile so it can be used in several different situations. For eg. If you're sending it directly to a recruiter, your resume is all they know about you and they will be more likely to send it forward if it's clear, concise and pretty. Those traits show that you pay attention to details. Your resume also needs to look good when printed, this means avoid putting light font on dark backgrounds and no patterns in the background as well. If you're walking into an interview make sure to take a few printed copies of your resume for your interviewers and offer it to them (every time I've done this, they have been impressed because it shows that I prepared for the interview). I see far too many resumes with crammed in 10 point text with small margins and almost no spacing. A simple sleek design like the one in this document will work splendidly.

Design Checklist

1

Visual Hierarchy - Visual hierarchy of a document is the order in which someone will view the contents of the document. Basically, when you look a document where does your attention go first and then where does it flow from there. Make your name large and bold and play around with font weight and size for titles and subtitles. It gives the whole resume an easy to follow visual hierarchy and also makes it easy to find your resume if it's in a pile with a few other resumes.

2

Easy to find titles - Recruiters generally want to look at the most important things first. Make it easy for them to find what they are looking for by having clear titles that don't blend in with the rest of the resume.

3

Font - Choose a font that is easy to read but also one that separates you from the rest of the resumes. I like the font "Merriweather".

4

Don't make it crowded - Keep the content loose and provide plenty of white space and margin. It makes it easy to focus on your information. Most of the text should be at 1.25 or 1.5 line spacing. it's tempting to fill your resume with more words but try to keep as concise as possible. I'll cover more about the content in the next section.

Content

Let's take a look at the content of your resume now. Beside from your name and your contact information [Email, LinkedIn & Github if you're a developer] your resume should only include things that pertain to the job and the skills required for position. It is not important for anyone to know that you were a sandwich artist for 6 months if the position you are applying for is a Software Engineer position. So omit the experience and skills that are not relevant. Focus on the positions you've had that pertain to the job. If you don't have enough experience then list the self-made projects. Make sure to prepare a landing page or github link for the projects. Unpaid projects done alone or with friends are counted as real experience, make sure to use them to your advantage. When elaborating on projects and experience, explain what you did for the project and what kind of results it had. Did your work generate more revenue? Did it save anyone time? Did it make someone's life easier? If yes, mention it and try to estimate by how much. For eg. Our backend automation saved company 100 man hours per week allowing us to increase margins by 200%.

My First Real Resume

Below this page is the resume I used for my first real job at Facebook. It's not perfect but it's quite good. I've changed the company names and removed links for privacy reasons. It also says company 1, company 2 and so on. Those were the startups I was working with at my college campus. One of them was a company I founded and the last one was the free lancing work I did. So I was never officially hired by any big company before this but I leveraged the things I had accomplished and the skills I had acquired to land interviews. In the skills section of my resume you will see alot of the skills mentioned. That is for a few reasons. 1 it is an easy spot to add the skills listed in the job description and satisfy recruiters. It is also useful when applying through online job application websites because they generally filter out resumes based on keywords. So make sure to add the keywords in the you skills section to make your resume even more desirable. Personal projects is a great way to show that you are passionate about the subject and willing to learn quickly. I gave education a very small spot to right side of my resume. I had only finished first year of my college when I dropped out and started working at a FAANG company and nobody even asked me about my college degree.

John Doe

Developer who focuses on writing clean, elegant and efficient code.

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Github - [@JohnDoe](https://github.com/JohnDoe)

LinkedIn - in/johndoe

EXPERIENCE

Company 1, San Jose— App Developer

January 2018 - PRESENT

Leading a team of 3 app developers. Developing {app name}, a realtime Android and IOS app for music streaming. Working with cross app development framework - React Native to create a seamless experience. Integration with Node JS, firebase, Redis and Socket IO.

Company 2, San Jose— Web App Developer

August 2017 - January 2017

Front End Web Developer and designer. Developed version 2.0 of {company name} webapp using Angular 2+ and TDD. Used new designing technologies such as CSS grids and CSS properties. Served the webapp 5 times faster by optimizing typescript and javascript code.

Company 3, Lathrop, CA— Web Developer

June 2016 - February 2018

Online and Social Media marketing for small businesses. Using Constant Contact to create content and Salesforce to manage contact information for clients. Developing websites and apps to engage users and acquire more customers using funnels.

Company 4, Lathrop, CA— Game Developer

August 2015 - May 2017

Created 2D, 3D and VR games using Unity and Unreal Engine. In depth experience with game mechanics, level blocking etc..

PROJECTS

Personal Project 1 — December 2017

Using the Ethereum network to build a dapp that keeps your personal information secure on the blockchain. Built at Crypto Hackathon.

Personal Project 2 — Feb 2018

Scraping 1.3 Billions songs and 35+ million playlists off of youtube to train a music recommendation machine learning model.

SKILLS

Object Oriented Programming, Functional Programming, Reactive Programming, Data Structures and Algorithms, Data Analysis, Data Mining, Git, Javascript, Python, Java, Golang, Dart, HTML, CSS, React, React Native, Angular 4, Nodejs, Jest, Mocha, Express, Handlebars, Solidity, Dapps, Blockchain, Ionic, Tensorflow & Keras, Machine Learning, Nativescript, JQuery, Bootstrap, Sass

EDUCATION

BSc . Computer Science

2020

- Some University

Online Course Name

AWARDS

Best Pitch Award-2017

Silicon Valley Innovation Challenge

2nd Place - April 2018

SJ Hacks

LANGUAGES

•English • Hindi • Punjabi

OTHER

Permanent Resident In the USA