

Resume Cheat Sheet



BAD: As part of a team helped to disrupt functioning of children.

GOOD: **Tackled** running boy, resulting in measurable joy for 8 puppies.

Quick Tips

1. Use past-tense **action verbs**: built, managed, organized, wrote, improved, optimized, documented.
2. **Be specific.** Mention specific actions, outcomes and **numbers**.
3. Keep it neat—use a standard font at a legible size. Keep heading sizes consistent.
4. Write in the first-person voice but **without using “I, me, my”**
5. Include only languages and technologies you’re comfortable talking about or attempting practice problems with.
6. If you have less than three years of experience, try to limit yourself to **one page**.
7. Link to your personal portfolio website.
 - a. If you don’t have one yet, put one together!

Get Feedback

Getting feedback on your resumé is key. Once you’ve sat around staring at a document for hours it becomes difficult to notice mistakes and awkward phrasings.

Show it to:

1. **Brian!** [Sign up for a time to chat with Brian](#) about your resumé (be sure to send it to him just before)
2. Reddit [/r/resumes](#): post your resumé here and you'll often get some good feedback (usually not programming specific)
3. At a college? Show it to counselors at your career center

Helpful Resources

- [Google Doc Templates](#) (including resumé templates)
- [MIT Career Development Workbook](#) Resumé Guide (see **page 24**)
- [What recruiters look for in a resume](#)
- [How to Write a Killer Resume](#)