**Resume tips for PM**

* Resume should be optimized for 15-second skim
* Shorter is better
  + 1 page for <10 yrs exp
  + 1.5-2pages for >10 yrs exp
  + Focus on what’s important and leave out the rest
* Add bullet points and keep it to 3 lines or short. No more than 50% of your bullets expand to two lines – half of your bullets should be in a line
* Accomplishments, Not responsibilities
  + As much as possible, quantify your accomplishments
  + What are the 5 things you are proud of
  + What would your team says are the five most impactful things you did
* Use a good template
* Don’t skip the best stuff

**Attributes of a Good PM resume**

* Passion for tech:
  + Learning to code
  + Building side projects
  + Outsourcing the dev of projects would also do
* Initiatives
  + At work, university etc.
* Leadership
  + Managing people in some capacity
  + Mentoring/managing interns
* Impact
  + Explicitly state that you have built, created, led or implemented
  + Avoid ‘Worked with’, ‘Helped with’
* Tech Skills
  + List programming skills
* Attention to detail
  + No spelling or grammar mistakes
  + Consistency in ending bullets with periods (if it’s there)
  + Correct contact info

**What to include:**

* Objectives – No
* Summary – Rarely
* Skills – As needed
  + Programming, Design software etc
* Awards – Yes and make them meaningful
* Activities – relevant to the position
* Projects – Yes
* Website URL: Yes
* Social Media A/c: May be
* Online Courses and Extracurricular education

**Cover Letter:**

* Keep it around 200-250 words. Don’t be too verbose
* Show passion
  + About tech and the industry
  + It should reflect in the cover letter
* Demonstrates skills
  + Use cover letter for skills which might not easily be shown in your resume. Use cover letter for that
* Matches company culture
* Well written
  + Free of spelling and grammar errors
  + Vary between long and shorter sentences

**Template:**

Address them Dear works fine. If you know the name of the person, use it. Never say ‘Dear Sir’ unless you know for a fact that the reader is male

**Opening Paragraph**:

* Introduce who you are and what position you are seeking
* No need to state your name. That will be in your signature
* If you have a personal connection with the company or an interesting way you heard about the position, this is a good place to mention it

**Second Paragraph:**

* Here you discuss how your background makes you a good fit for the position.
* This should not be a summary of your roles, that’s what the resume is for
* This paragraph should connect your skills and accomplishments with what the company is seeking
* This paragraph should highlight your soft skills and back them with your accomplishments

**Third Paragraph:**

* Why you are excited about this role
* Don’t make this paragraph too long, as the prior one is more important
* Just show that you care about this position and it’s not just another company you are applying to

**Final Paragraph:**

* Should be very shot and just concluded the letter with a thank you