

RESUMES

RÉSUMÉ

RÉSUMÉ

CRACKING *the* TECH CAREER

INSIDER ADVICE ON LANDING A JOB AT
GOOGLE, MICROSOFT, APPLE, OR
ANY TOP TECH COMPANY



GAYLE LAAKMANN McDOWELL
AUTHOR OF CRACKING THE CODING INTERVIEW

WILEY

**"MOST RESUMES ARE
BROKEN"**

- CRACKING THE TECH CAREER

ABILITY
SKILL
INTELLIGENCE
EXPERIENCE
EXPERTISE
CAPABILITY

A GOOD RESUME HIGHLIGHTS A CANDIDATE'S RELEVANT SKILLS.

The background features a blue gradient with several words in white capital letters: 'ABILITY', 'SKILL', 'INTELLIGENCE', 'EXPERIENCE', 'EXPERTISE', and 'CAPABILITY'. A red line starts at the bottom left and slopes upwards towards the top right. A green line follows a similar path but stays slightly below the red line. Both lines have circular markers at their endpoints and along their length.



IT PRESENTS THE CANDIDATE IN THE
BEST POSSIBLE LIGHT.



IT IS THE FIRST CHANCE TO PERSUDE
THE READER YOU ARE THE BEST
CANDIDATE FOR THE JOB.



HOW RESUMES ARE READ.

Most people don't understand how resumes are read.

SECURITY CHECK

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RESUMES AREN'T READ. BUT GLANCED AT.

A recruiter/screener will pick up your resume, skim it and make a snap judgement.

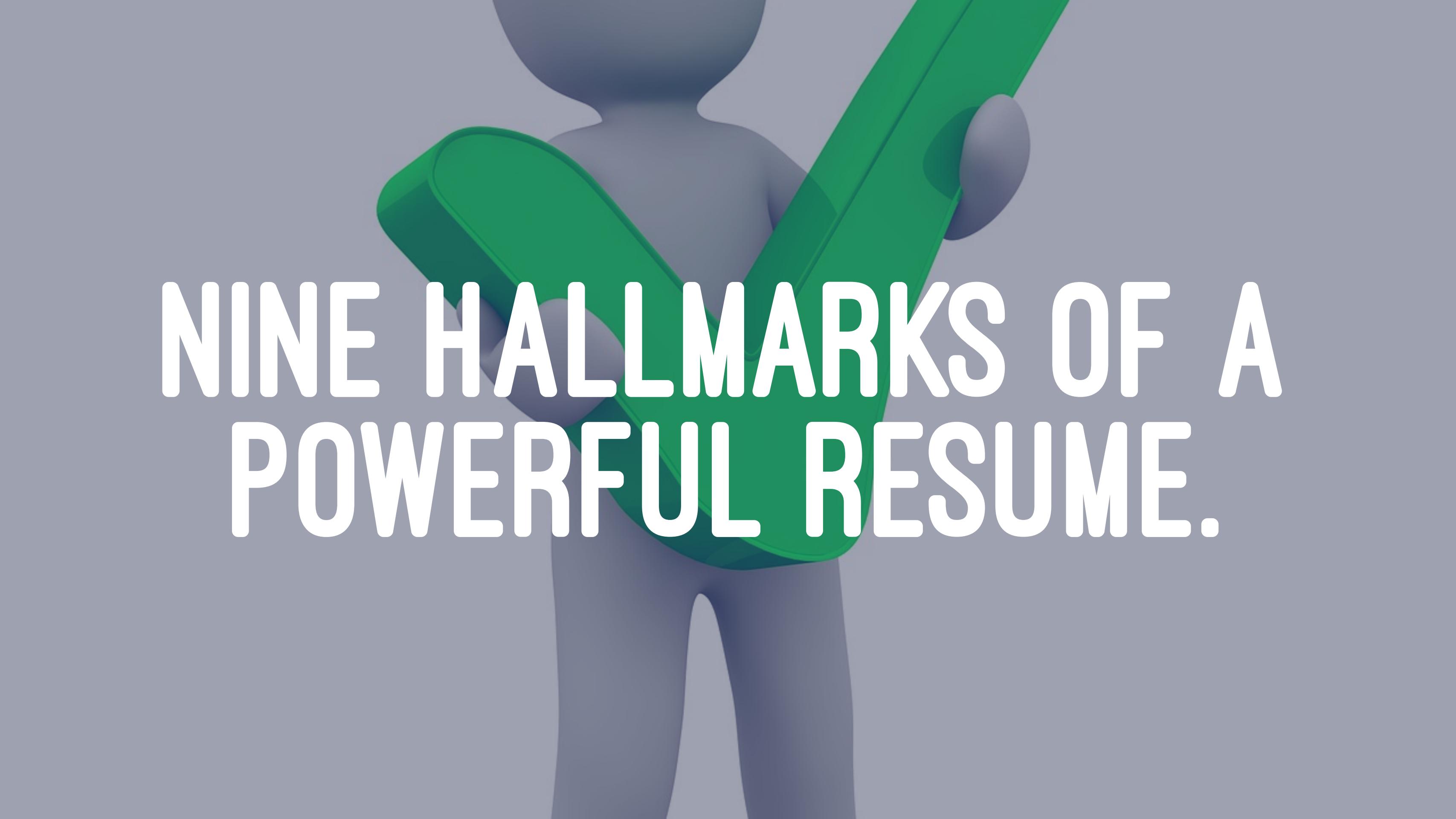


**YOU GET 10 SECONDS TO
IMPRESS THE READER.**

Your resume must be designed to highlight your best accomplishments with only a brief skim.



**"WILL THIS CONVINCE AN EMPLOYER TO
INTERVIEW ME?"**



NINE HALLMARKS OF A POWERFUL RESUME.

Each and every line needs to contribute.

SHORT AND SWEET

Many of the longest resumes are by candidates with less experience.

Keep your resume to one page if you have less than 10 years experience.

If you have more than ten years experience, you *might* be able to justify that second page.

Longer resumes make you look worse. If you add more content, but its worse content it brings down your average.

If something great is on the second page - the reader might miss it.

Avoid large blocks of text. Readers will tend to skip over paragraphs.

ACCOMPLISHMENT ORIENTED

Resumes should highlight what you did, not what you were supposed to do.

Watch out for words like *contributed to*, *participated in* or *helped out with*. This reads more like job responsibilities not accomplishments.

QUANTIFIABLE RESULTS

If you are going to discuss results ... quantify them.
Quantifying results makes them meaningful by
showing the impact you had.

WELL TARGETED

At one time a generalized resume could be forgiven. Now with resumes being easy to tweak and printed tailoring your resume gives you an edge.

The resume should be tailored to the position and to the company.

What does the company value? Does it want its developers to wear many hats? Are they data focused?



TARGETING CAN BE DONE IN THREE WAYS

- › TARGETED TO THE COMPANY'S PRODUCT
- › TARGETED TO THE JOB DESCRIPTION
- › TARGETED TO THE COMPANY VALUES.

Research - website and job description.

Ask yourself - what are the company's biggest issues? How would my role impact those? Even if you haven't solved the exact problem before - you might have transferable skills that one would need to solve them.

UNIVERSALLY MEANINGFUL

Watch the jargon.

The resume should be meaningful to recruiters, managers and teammates.

Avoid acronyms and translate highly technical terminology to plain english.

It can't be perfect, but make sure everyone can get the gist of your resume.

PROFESSIONAL

Many recruiters will toss your resume for a single typo.
If you can't write a resume correctly, will you be able
to write good e-mails and work documents?

MAKE SURE YOU CHECK YOUR RESUME FOR THE FOLLOWING ISSUES

- SPELLING AND GRAMMAR
- CONSISTENCY
- NO FIRST PERSON
- NO PERSONAL DETAILS

Make sure you have someone who is strong in grammar and spelling check your resume.

You can use either commas or semicolons to separate items on a list ... but be consistant.

End every bullet with a period or don't - but be consistant.

Avoid using I, me, or myself. Use third person throughout except the objective statement which first person is expected.

Personal details like marital status, age or gender.

WELL FORMATTED

If the reader can't find the information they are looking for, they are likely to toss it and move on.

FORMATTING

- COLUMNS
- TEXT FORMATTING
- MARGINS
- WHITE SPACE

Have distinct columns for your job title, companies and dates.

Think through how to format the text. Small formatting changes can matter.

Margins should generally be .75 inches or greater - and certainly not less than .5 inches.

Using ample white space will make your resume easy to read.



LIST YOUR PROJECTS AND EXTRACURRICULARS

Include things that show other skills, show initiative and make you special.

Don't include fluff - but include those things that show a different side of you.

BE DIFFERENT

It's ok to be a little unique.

Your goal is to show why you would make a great employee.

Ideas - show a picture of the project you created on the resume.

STRUCTURE

Chronological resumes tend to always have an Employment (or Work History) section and an Education section - but may also include Objective, Summary, Technical Skills or Projects. What sections you choose depend on your skills, background and desired position.

OBJECTIVE



Objectives take up valuable space. They are not necessary and should only be used if they add important information. If you are transitioning careers, an objective might be valuable.

SUMMARY

or Key Accomplishments

A well written summary can wow the reader, but they are usually so vague they have no impact at all. Your summary should read more like key accomplishments.



WORK EXPERIENCE

For many candidates this is the most important section of the resume.

AT A MINIMUM SHOULD LIST

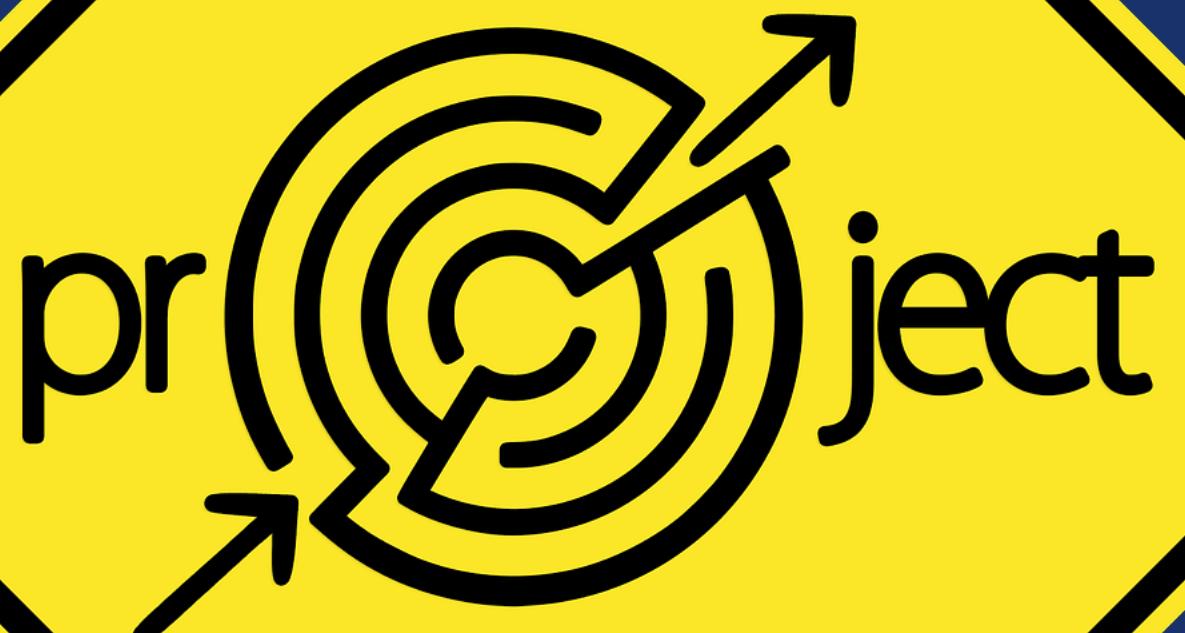
- JOB TITLE
- COMPANY NAME
- LOCATION
- DATES OF EMPLOYMENT.

Most recent job should have about four or five bullets of one to two lines each. Each bullet should focus on accomplishments, not responsibilities, and should be backed up with numbers.



HOW FAR BACK SHOULD I GO?

Without showing gaps - only go as far back as the positions are relevant - and no more than 3 to 5 jobs. A resume does not need to be a complete employment history.



PROJECTS AND LEADERSHIP EXPERIENCE

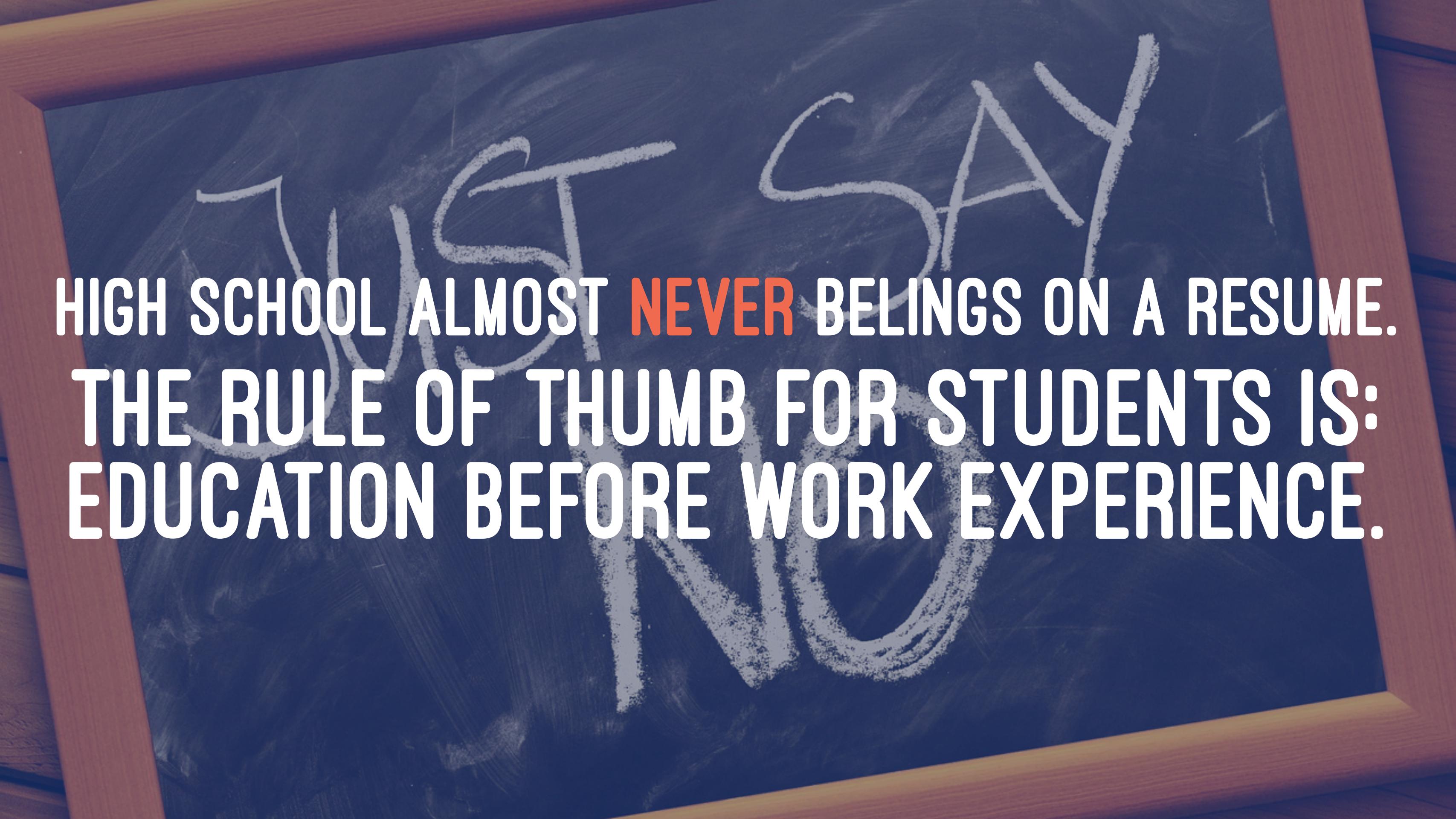
If you have projects, you should list them.
For recent graduates or current students - this is a great way to diversify your resume and show some additional accomplishments.

EDUCATION

A large, red, shiny apple sits atop a stack of four books. The books are of various thicknesses and colors, including white, brown, and blue. They are arranged in a slightly overlapping fashion. The background is a dark, textured surface.

SHOULD INCLUDE -

- UNIVERSITY/SCHOOL NAME
- DATES ATTENDED
- LOCATION
- MAJOR. MINOR. DEGREE. CERTIFICATE (IF APPLICABLE)
- GPA (IF APPLICABLE)
- ACTIVITIES



HIGH SCHOOL ALMOST NEVER BELINGS ON A RESUME.
THE RULE OF THUMB FOR STUDENTS IS:
EDUCATION BEFORE WORK EXPERIENCE.

SKILLS



THIS IS A **MUST** FOR TECHNICAL POSITIONS.

SHOULD LIST

- SOFTWARE
- PROGRAMMING LANGUAGES
 - FOREIGN LANGUAGES
 - OTHER SPECIFIC SKILLS

It is useful to organize this list into appropriate categories.

Don't list obvious skills.

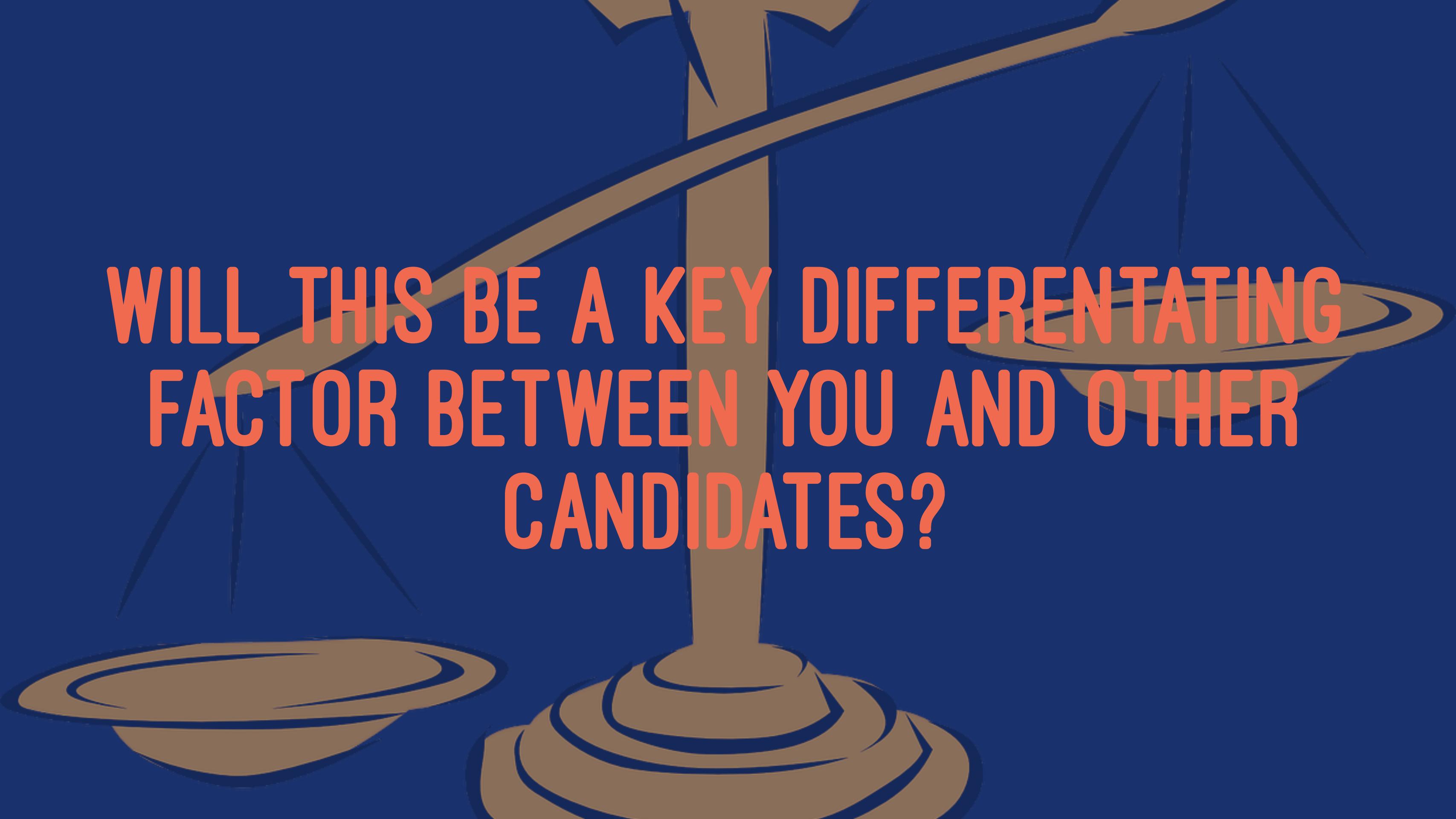


**IF YOU LIST IT - MAKE SURE YOU CAN
BACK IT UP.**



AWARDS AND HONORS

If you do list these, include the dates and why you received the awards.



**WILL THIS BE A KEY DIFFERENTIATING
FACTOR BETWEEN YOU AND OTHER
CANDIDATES?**

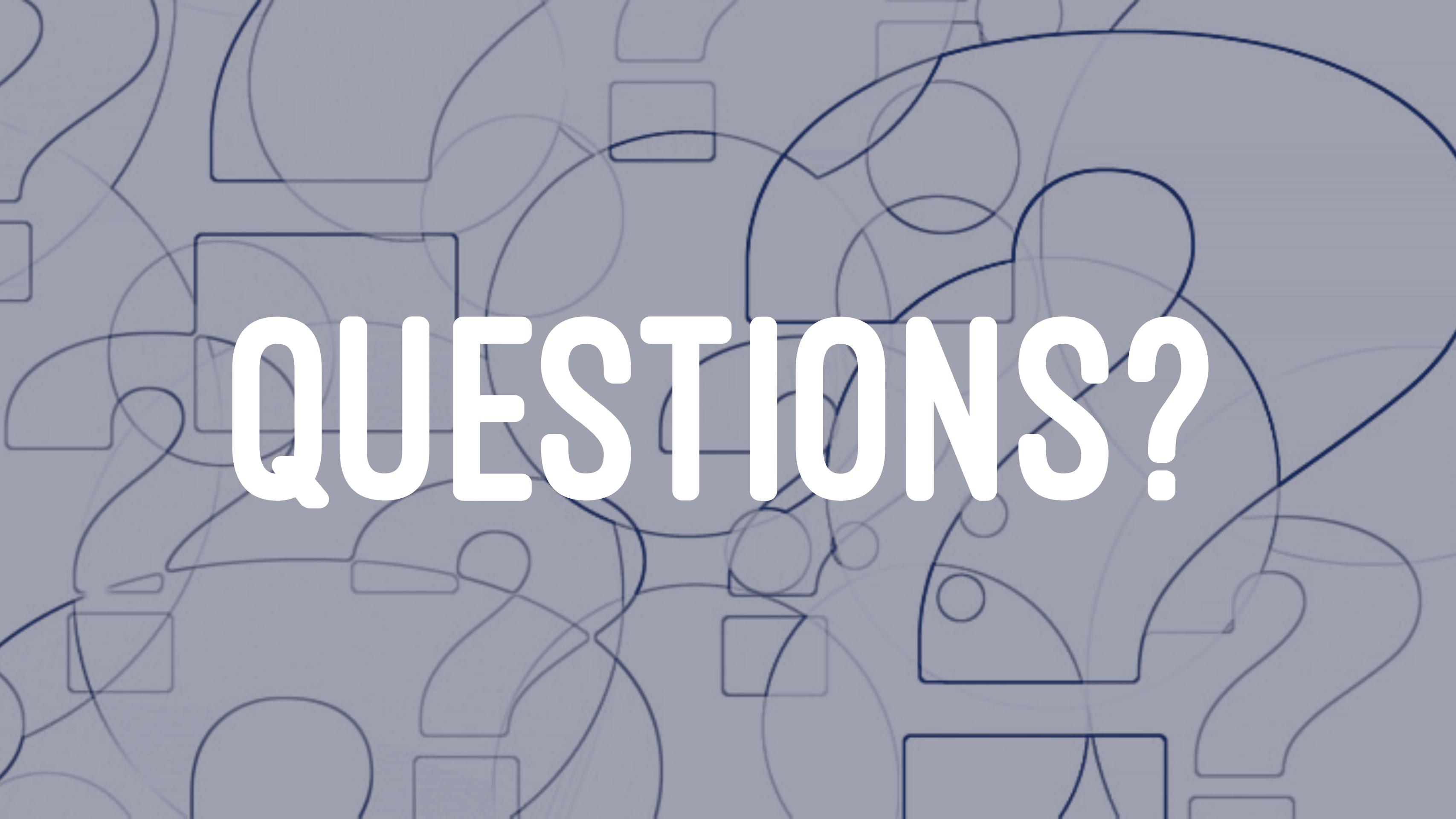


HOW DO I SHORTEN MY RESUME?

- START FROM SCRATCH.
- CUT YOUR COLLEGE EXPERIENCE
- REDUCE TIME ON OLDER JOBS
- LOOK FOR DANGLING WORDS
- REDUCE PARAGRAPHS
- THINK ABOUT WHAT MATTERS
- CUT YOUR OBJECTIVE/SUMMARY
- EVALUATE A NEW FORMAT.

RESUME ACTION WORDS

Using strong words can give your resume a bit more oomph



QUESTIONS?