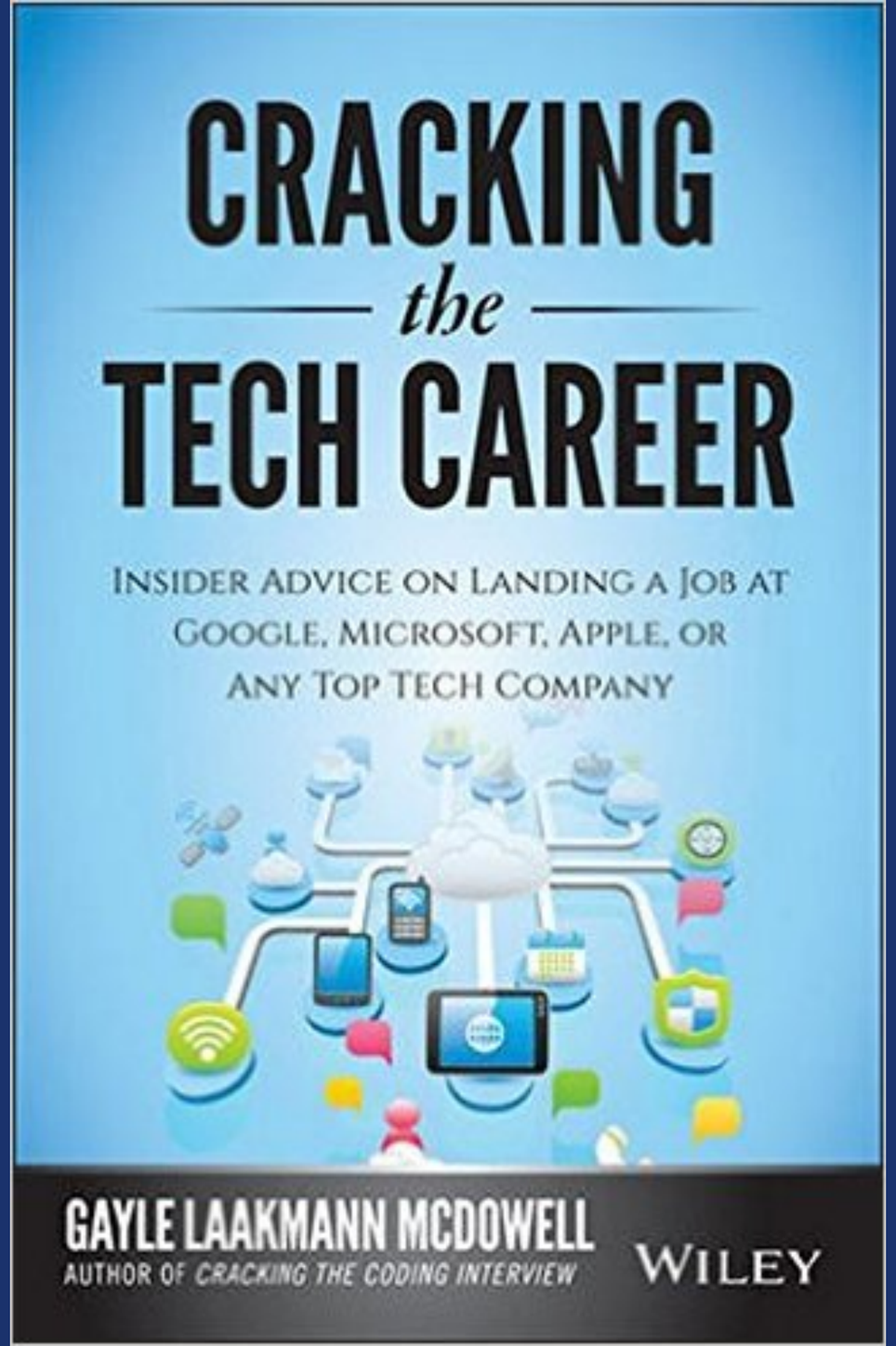
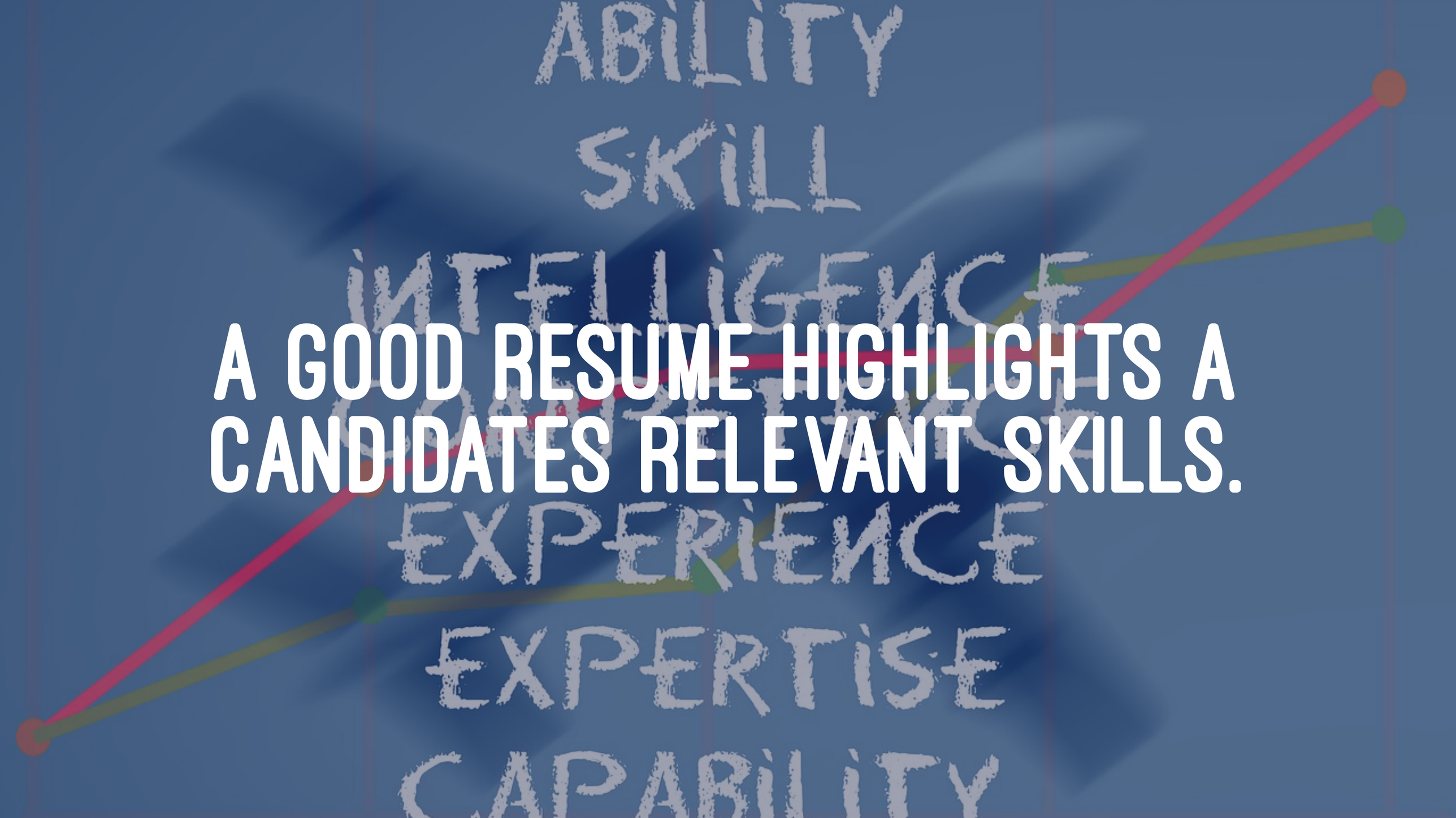
RESUMES



"MOST RESUMES ARE BROKEN"

- CRACKING THE TECH CAREER



A GOOD RESUME HIGHLIGHTS A CANDIDATES RELEVANT SKILLS.

IT PRESENTS THE CANDIDATE IN THE BEST POSSIBLE LIGHT.

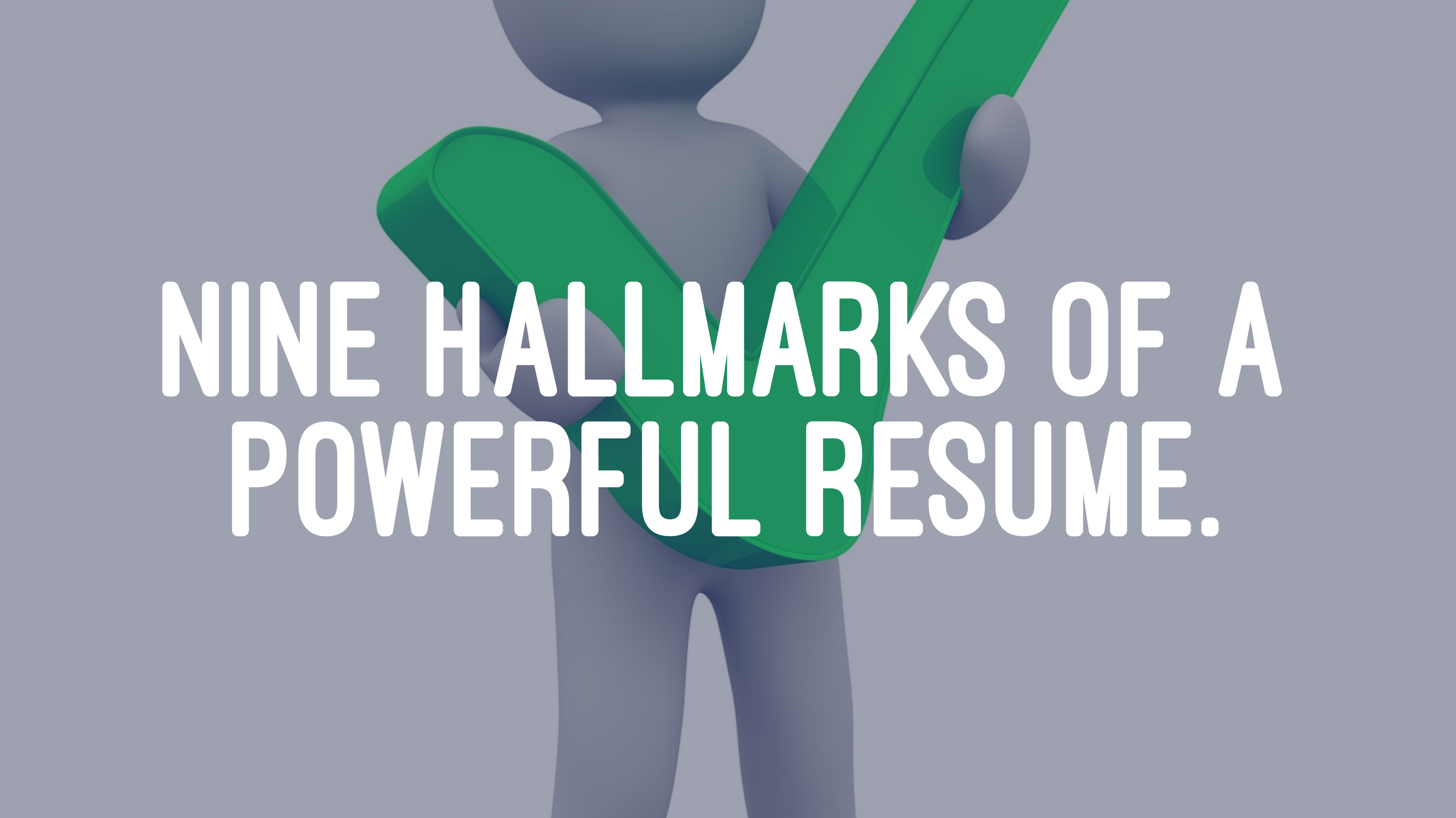
IT IS THE FIRST CHANCE TO PERSUDE THE READER YOU ARE THE BEST CANDIDATE FOR THE JOB.

HOW RESUMES ARE READ.

SECURITY CHECK
RESUMES AREN'T READ.
BUT GLANCED AT.

YOU GET 10 SECONDS TO
IMPRESS THE READER.
12
1
2
3
4
QUARTZ

"WILL THIS CONVINCE AN EMPLOYER TO INTERVIEW ME?"



NINE HALLMARKS OF A POWERFUL RESUME.

SHORT AND SWEET

ACCOMPLISHMENT ORIENTED

QUANTIFIABLE RESULTS

WELL TARGETED

TARGETING CAN BE DONE IN THREE WAYS

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

UNIVERSALLY MEANINGFUL

PROFESSIONAL

MAKE SURE YOU CHECK YOUR RESUME FOR THE FOLLOWING ISSUES

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

WELL FORMATTED

FORMATTING

- COLUMNS
- TEXT FORMATTING
- MARGINS
- WHITE SPACE

LIST YOUR PROJECTS AND EXTRACURRICULARS

BE DIFFERENT

STRUCTURE

OBJECTIVE

SUMMARY

WORK EXPERIENCE

AT A MINIMUM SHOULD LIST

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

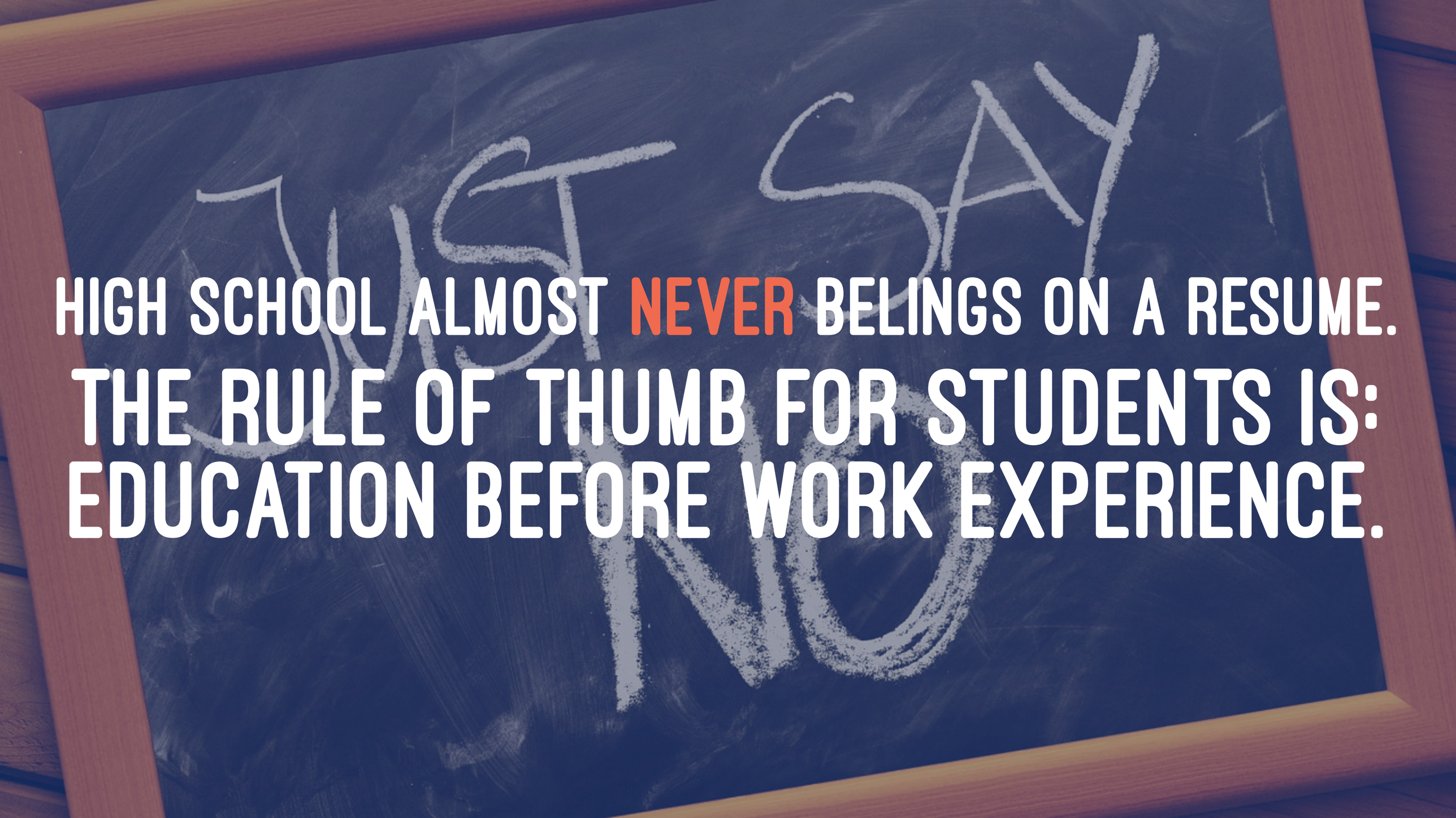
HOW FAR BACK SHOULD I GO?

PROJECTS AND LEADERSHIP EXPERIENCE

EDUCATION

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

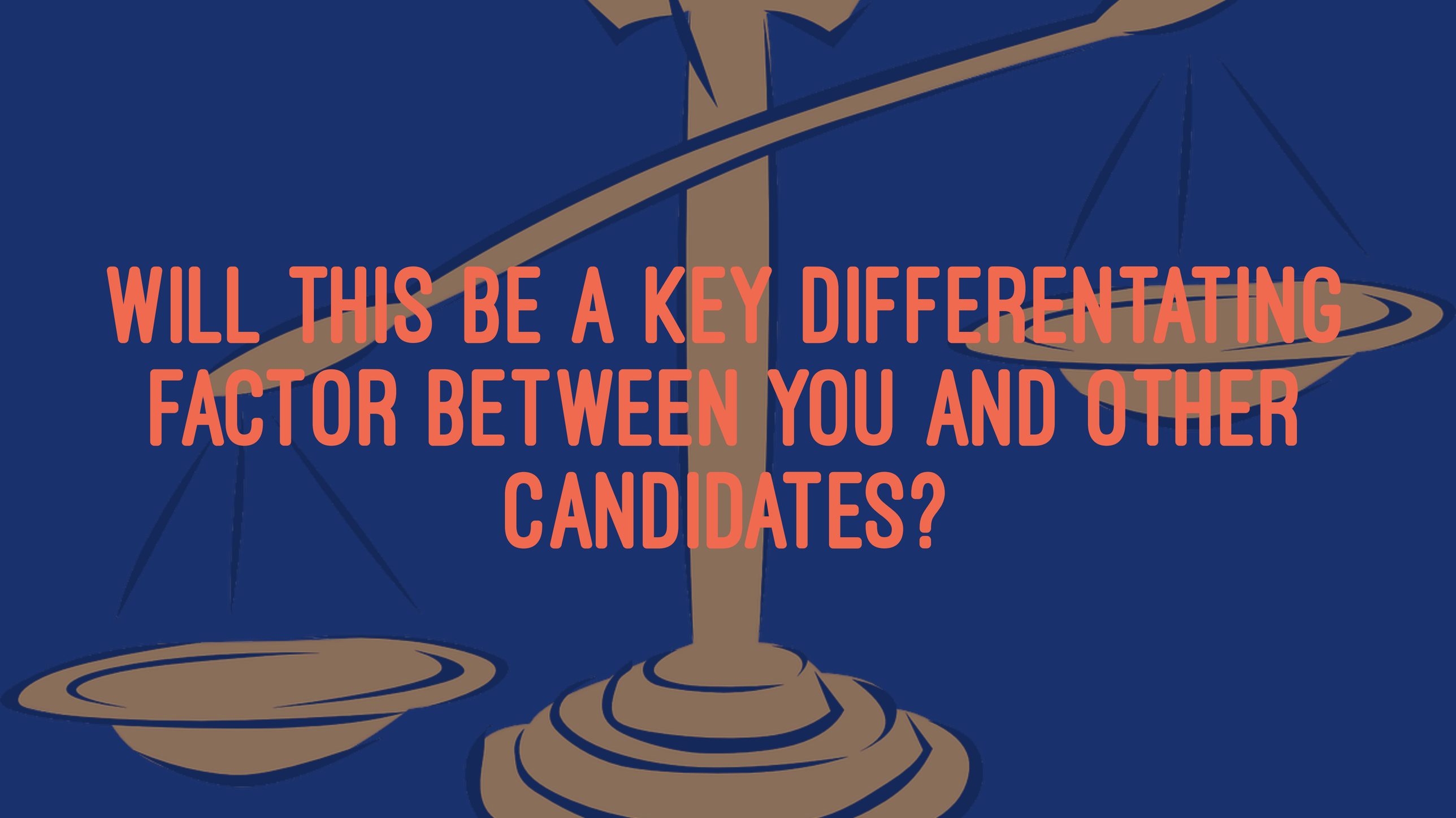
THIS IS A MUST FOR TECHNICAL POSITIONS.

SHOULD LIST

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

IF YOU LIST IT – MAKE SURE YOU CAN BACK IT UP.

AWARDS AND HONORS


WILL THIS BE A KEY DIFFERENTATING 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

QUESTIONS?