



Resume-Secrets

▼ Frequently Asked Questions

- ▼ Is this resume applicable for all jobs
 - This resume style and its content is made with focus for IT professionals

- ▼ Is this resume suitable for experienced or freshers
 - This style of resume is suitable for all level of candidates / employees

- ▼ Can resume be more than one page?
 - Yes, a resume can be more than one page, but it shouldn't be unless you have extensive experience related to your job objective. It is most preferred to have a one page resume.

- ▼ Do I need resume if I have no experience?
 - Yes, even though you are not experienced you should have a resume as a it represents you in form you words.

I know time is valuable so I will keep this short. A good resume is not always fancy or beautiful with design and colours. A resume should contain certain thing in order for it to

Qualify.

How resume is Checked ?

A resume can be checked by both ways, either manually or by Automated systems (bots). In big MNC / Corporates they review a lot of resumes each and everyday so, they have an automated system to filter potential resumes automatically.

Here's how a one-page resume should look like -

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23 Spruce St, Apt 35
Philadelphia PA 19103

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GAYLE L. McDOWELL

(555) 555-1212
gayle@careercup.com

EMPLOYMENT

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Software Engineer, Intern

Apple Computer

Summer 2004

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iChat AV

- Reduced time to render the user's buddy list by 75% by implementing prediction algorithm.
- Implemented iChat integration with OS X Spotlight Search by creating tool which extracts metadata from saved chat transcripts and provides metadata to a system-wide search database.
- Redesigned chat file format and implemented backwards compatibility for search.

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Lead Student Ambassador

Microsoft Corporation

Fall 2003 – Spring 2005

- Promoted to Lead Student Ambassador in Fall 2004; supervised 10 – 15 Student Ambassadors
- Created and taught Computer Science course, CSE 099: Software Design and Development

Head Teaching Assistant

University of Pennsylvania

Fall 2001 – Spring 2005

- Courses: Advanced Java III, Software Engineering, Mathematical Foundations of Comp. Sci. I & II
- Promoted to Head TA in Fall 2004; led weekly meetings and supervised four other TAs

Software Design Engineer, Intern

Microsoft Corporation

Summers 2001 - 2003

Visual Studio Core (Summer 2003)

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- Implemented a user interface for the VS open file switcher (ctrl-tab) and extended it to tool windows.
- Created service to provide gradient across VS and VS add-ins. Optimized service via caching.

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Programmer Productivity Research Center (Summers 2001, 2002)

- Built app to compute similarity of all methods in a code base; reduced time from $O(n^2)$ to $O(n \log n)$.
- Created test case generation tool which creates random XML docs from XML Schema

EDUCATION

Philadelphia, PA

University of Pennsylvania

Fall 2000 – May 2005

- M.S.E. in Computer and Information Science, May 2005. GPA: 3.6
- B.S.E. in Computer Science Engineering with Minor in Mathematics, May 2005. In-major GPA: 3.4
- Graduate Coursework: Software Foundations; Computer Architecture; Algorithms; Artificial Intelligence; Comparison of Learning Algorithms; Computational Theory
- Undergraduate Coursework: Operating Systems; Databases; Algorithms; Programming Languages; Comp. Architecture; Engineering Entrepreneurship; Calculus III

TECHNICAL EXPERIENCE

Projects

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- Multi-User Drawing Tool (2004). Electronic classroom where multiple users can view and simultaneously draw on a "chalkboard" with each person's edits synchronized. C++, MFC
- Synchronized Calendar (2003 – 2004). Desktop calendar with globally shared and synchronized calendars, allowing users to schedule meetings with other users. C#.NET, SQL, XML.
- Operating System (2002). UNIX-style OS with scheduler, file system, text editor and calculator. C

ADDITIONAL EXPERIENCE AND AWARDS

Instructor (2003 – 2005): Taught two full-credit Computer Science courses; average ratings of 4.8 out of 5.0.

Third Prize, Senior Design Projects: Awarded 3rd prize for Synchronized Calendar project, out of 100 projects.

Languages and Technologies

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- C++; C; Java; Objective-C; C#.NET; SQL; JavaScript; XSLT; XML (XSD) Schema
- Visual Studio; Microsoft SQL Server; Eclipse; XCode; Interface Builder

careercup.com

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Sample one Page Resume / CV

Resume-Secrets

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1. **One Page resume** - Recruiters do not *read*

your resume; they do a 15 - 30 second "spot check" of your resume. When your resume is too long, it just takes your best stuff - the stuff that would have made the "one page cut" - and dilutes it with more mediocre content. Lengthy resumes *do not* make you more impressive, and there are many other reasons to keep your resume short too

A good rule of thumb is to keep your resume to one page if you have less than 10 years of experience or *at most* two pages if you have more than 10 years of experience. And if you think you can't get your resume to just one page, trust me, you can! You just need to think about what is really important for a recruiter to see.

2. **No Objectives:** All an objective does is state, in a wordy way, what position you're interested in. The company already knows that because you applied for a particular position. At best, it'll just waste space. At worst, it'll limit you since it'll exclude other positions that might have been interesting to you.

3. **Use a Resume Template with Columns:** Unless you're great with design, you probably shouldn't be creating your own resume template. It'll most likely look sloppy. Use a template, and make sure it has multiple columns. Using three columns, for example, will allow you to put the company name, position, and date all on one line. This makes it easier to read *and* saves space.

4. **Use Tables:** If you're using Microsoft Word to create your resume (which you probably should), use Microsoft Word's "tables." Just make sure to hide the borders afterwards.

5. **Short Bullets:** Because resume screeners only spend 15 - 30 seconds on your resume, length bullets - anything that feels like a paragraph - just won't get read. Keep your bullets to one to two lines (with one line being better than two).

6. **Accomplishment Oriented:** Your bullets should focus on your *accomplishments* - that is, the impact you had - rather than your responsibilities. What did you build, create, design, optimize, lead, etc?
7. **Quantify:** Whenever possible, you should quantify your accomplishments. If you optimized something, by how much? If you won an award, out of how many people?
8. **Resume:** The general rule of thumb is to list your GPA / CGPA .
9. **Projects:** Most candidates should pick their top 3 - 5 projects to list on their resume. These can be academic required project or independent projects. They do *not* need to be completed or launched either. As long as you've done a "meaty" amount of work on them, that's good enough!
10. **Additional Experience:** You can put additional experience, like leadership activities or awards, in a section like this (changing the name of the section depending on what you list). Be careful here to focus on what really matters. If you're applying for a coding role, your role as an eagle scout in high school is probably not very important!
11. **Languages and Technologies:** It's a good idea to list your languages and technologies, but remember that anything you list here is "fair game" for the interviewer to test. If you want to list a language but you happen to be a bit rusty in it, consider listing it as something like: "C++ (Proficient), C# (Prior Experience), ..."

Next time when you are building a resume keep all these things in mind, employees on Google, Microsoft, Tesla uses the same type of resume pattern.

▼ List OF Resume Builders

<https://latexresu.me/>

<https://flowcv.io/>

<https://novoresume.com/>

<https://resumemaker.online/>