

# Session on Resume Building



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# What is a Resume

## RESUMES

**YOUR TICKET TO AN  
INTERVIEW.**



Keep It  
Brief, and  
to the Point

Capture  
Reader's  
Attention  
Quickly



A Resume is NOT a CV (Don't write Life Story)



Use Active Voice. Try to Quantify Achievements



Less is more. 1 page is great. >3 page= Red Alert!



No one is going to take an hour to go through all those achievements (Probably a ~20 sec skimming)



Consistent Format & Fonts. 1-2 line Bullet Points



It's like a Movie Trailer: Only keep the Best part

# Brag, But Don't Lie



I worked the drive-thru at McDonald's



*I was an associate at a multinational firm in the service industry with revenue over \$20 billion. Served as a liaison to the automotive industry.*

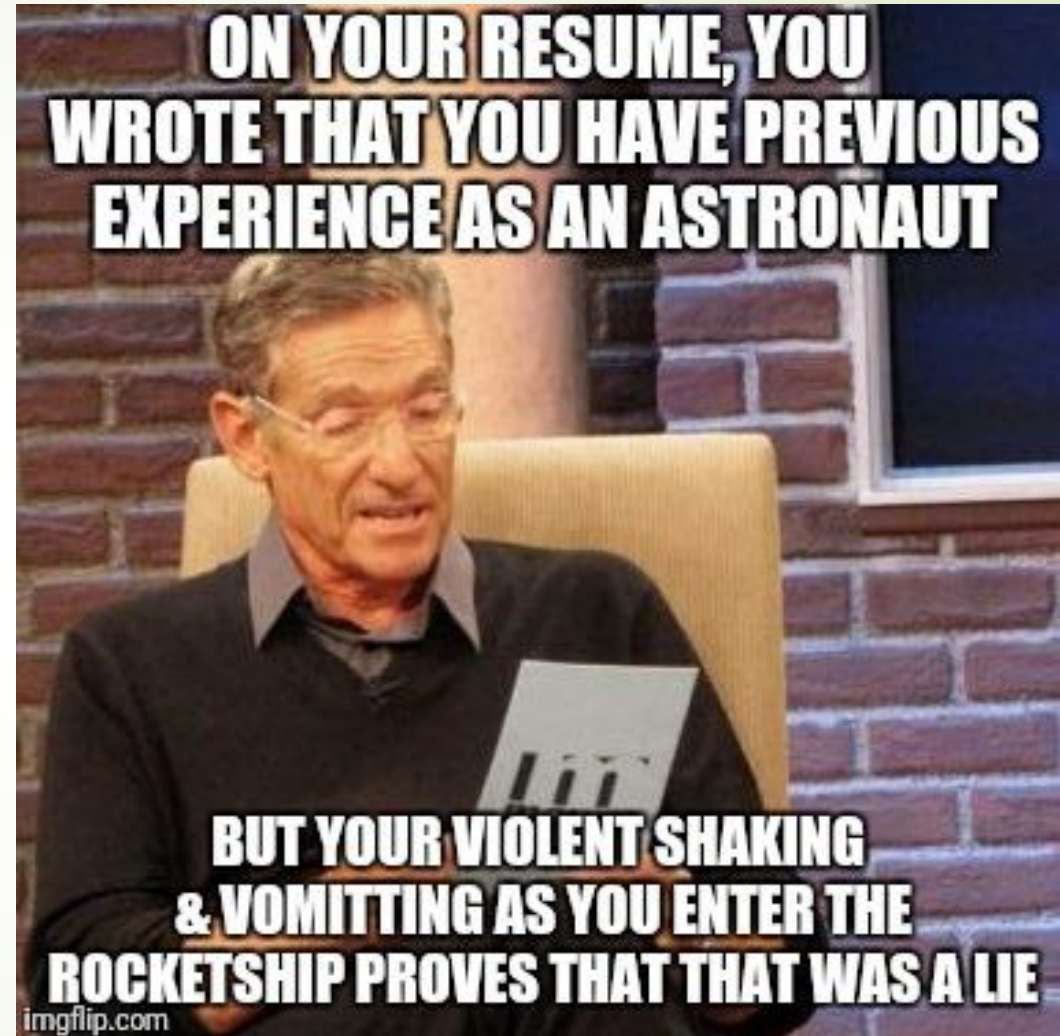
# You need Attractive & Unique Content

- Reverse Chronological Order, Relevant Courses & Projects/ Awards
- Don't Copy- Paste from Senior's Resume (!)
- Do Cool Stuff in that adds **Value** towards others, and Write about them (Better than Competitive Achievements)
- Online Portfolio- **Quora, Medium, LinkedIn, GitHub, Behance**
- Better yet- **Go Build Something** (App, Community, NGO...)
- You can take Inspiration from Projects shared by others Online
- But always add some **Unique Flavor** that sets yourself apart from those hundred other Resumes that look exactly same & **Boring**
- Websites for Reference Templates (Customize):  
<https://www.resume.com/>, <https://novoresume.com/>



It must be  
Consistent with  
your  
Personality

Be ready to  
Defend every  
line





Remove  
Unnecessary  
Parts, like-->

That Quiz Competition you won in 7th Grade

"References available upon request"

Long Objective Section, detailed home address

Words like Hardworking/Ambitious etc which are very Generic and hard to Defend

Irrelevant details like DOB, Race, Sex, Religion, Political Affiliation, Photograph

# Online Courses & Websites

**Online Courses:** (Content is free in all cases)

- <https://www.coursera.org/> (Certificates for Free: Financial Aid)
- <https://www.udemy.com/> (Some Free courses)
- <https://nptel.ac.in/> (Nominal Fees, Offline Exam)
- [www.datacamp.com](http://www.datacamp.com) (Can get 2 Month Free account)
- edx.org , udacity.com (High Quality, Paid)

**Host Projects On** (& Link to them in Resume)-

- <https://github.com/> (Coding Projects/ Blogging/ File Hosting)
- <https://www.behance.net/> (Design Portfolio)
- <https://about.me/> (Make a Free Webpage)



Add Relevant  
Keywords (ATS)

Can find in the  
Job Description

REALITY



UNEMPLOYED

VS.

LinkedIn



Blockchain Enthusiast |  
Cryptocurrency Evangelist |  
Influencer | Inspirer | Chief  
Visionary | Serial  
Entrepreneur (i.e. every  
business I started has failed)  
| Founder (Omission) |  
Philanthropist (Another  
Omission) | Empowering  
(Something) | Life Coach |  
Father | Trendsetter | Top  
1% of LinkedIn Profiles  
(According to Myself) |  
Speaker | TEDx (2 x  
Attendee) | ICO Advisor |

Gotta boost that resume.

# Other Important tips

- Use the **Whitespace** properly, so that Most Important achievements becomes easy to find at a glance
- List **Accomplishments** (What you actually Did) rather than Responsibilities
- Use lots of Action verbs (improved, led, managed, accomplished, organized, built, designed, optimized etc) and Industry specific Keywords
- Remove the **Objective Section** - Space is Valuable (Unless you want to convey something important not obvious from resume, e.g. Change in Industry)
- Use tables with divided columns (eg, for adding Skills/ Courses)
- **Quantify Achievements:** Led a team of n people to conduct a workshop. Ran xx model to increase accuracy by yy%, which enabled a revenue growth of zz%
- Always double-check **Spelling & Grammar** before sending
- Include awards, open source contribution/ Blog Articles & **Volunteer Experiences**, showing leadership and a well-rounded Personality and Initiative

# Putting It All Together

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Philadelphia PA 19103

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## EMPLOYMENT

Software Engineer, Intern	Apple Computer	Summer 2004
iChat AV		
<ul style="list-style-type: none"><li>Reduced time to render the user's buddy list by 75% by implementing prediction algorithm.</li><li>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.</li><li>Redesigned chat file format and implemented backwards compatibility for search.</li></ul>		
Lead Student Ambassador	Microsoft Corporation	Fall 2003 – Spring 2005
<ul style="list-style-type: none"><li>Promoted to Lead Student Ambassador in Fall 2004; supervised 10 – 15 Student Ambassadors.</li><li>Created and taught Computer Science course, CSE 099: Software Design and Development.</li></ul>		
Head Teaching Assistant	University of Pennsylvania	Fall 2001 – Spring 2005
<ul style="list-style-type: none"><li>Courses: Advanced Java III, Software Engineering, Mathematical Foundations of Computer Science I &amp; II.</li><li>Promoted to Head TA in Fall 2004; led weekly meetings and supervised four other TAs.</li></ul>		
Software Design Engineer, Intern	Microsoft Corporation	Summers 2001 - 2003
Visual Studio Core (Summer 2003)		
<ul style="list-style-type: none"><li>Implemented a user interface for the VS open file switcher (ctrl-tab) and extended it to tool windows.</li><li>Created service to provide gradient across VS and VS add-ins. Optimized service via caching.</li></ul>		
Programmer Productivity Research Center (Summers 2001, 2002)		
<ul style="list-style-type: none"><li>Built app to compute similarity of all methods in a code base; reduced time from <math>O(n^2)</math> to <math>O(n \log n)</math>.</li><li>Created test case generation tool which creates random XML docs from XML Schema.</li></ul>		

## EDUCATION

Philadelphia, PA	University of Pennsylvania	Fall 2000 – May 2005
<ul style="list-style-type: none"><li>M.S.E. in Computer and Information Science, May 2005. GPA: 3.6</li><li>B.S.E. in Computer Science Engineering with Minor in Mathematics, May 2005. In-major GPA: 3.4.</li><li>Graduate Coursework: Software Foundations; Computer Architecture; Algorithms; Artificial Intelligence; Comparison of Learning Algorithms; Computational Theory.</li><li>Undergraduate Coursework: Operating Systems; Databases; Algorithms; Programming Languages; Comp. Architecture; Engineering Entrepreneurship; Calculus III.</li></ul>		

## TECHNICAL EXPERIENCE

Projects
<ul style="list-style-type: none"><li>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</li><li>Synchronized Calendar (2003 – 2004). Desktop calendar with globally shared and synchronized calendars, allowing users to schedule meetings with other users. C#.NET, SQL, XML</li><li>Operating System (2002). UNIX-style OS with scheduler, file system, text editor and calculator. C</li></ul>

## ADDITIONAL EXPERIENCE AND AWARDS


<ul style="list-style-type: none"><li>Instructor (2003 – 2005): Taught two full-credit Computer Science courses; average ratings of 4.8 out of 5.0.</li><li>Third Prize, Senior Design Projects: Awarded 3<sup>rd</sup> prize for Synchronized Calendar project, out of 100 projects.</li></ul>
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## Languages and Technologies

<ul style="list-style-type: none"><li>C++; C; Java; Objective-C; C#.NET; SQL; JavaScript; XSLT; XML (XSD) Schema</li><li>Visual Studio; Microsoft SQL Server; Eclipse; XCode; Interface Builder</li></ul>
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# Notes on Job Searching & Cover Letter

- Applying online vs **Reaching Out to Hiring Manager** Directly
- Importance of Following up (& Not Spamming!)
- Cover Letter (A coherent journey consistent with the Job)
- **'Tell me something about yourself'** (Don't Repeat Resume)
- Upload to an Online folder, & share the link (eg Gdrive)
- Try to send the PDF version while applying (& not DOC)
- But MS Word Resumes are better for **ATS parsing**
- Try to keep the size <0.5 MB. Use URL Shortening: [bit.ly](https://bit.ly)



Yeah, all that is Great!  
But...

WHAT IF THESE DON'T WORK FOR  
**ME** ??





Always adjust  
these Tips  
towards the  
Specific Role  
& Situation

**Boss:** why do yo—

**Me:** shhh

**Boss:** what's your biggest wea—

**Me:** shhh

**Boss: (whispering):** you're hired,  
welcome to the library





Go Crazy &  
Experiment!

Especially for  
Creative/Design Jobs

I'm Deepti.



I don't have a  
great solo picture.

I can deal with pressure, and deadlines.



Learnt that the world does not  
owe me anything.

# Thanks & References Used

- Stuti Dutta and Adore India: <https://adoreindia.org/>
- Careercup.com and Gayle McDowell
- My [LinkedIn Community](#) who gave Imp feedback on Resume Building Tips
- Download Updated Version Of this PPT (& Resume Templates):  
<https://github.com/souravstat/My-Infographics>
- Please feel free to reach out anytime for a discussion:  
<https://about.me/sourav.nandi> , [souravsijna@gmail.com](mailto:souravsijna@gmail.com)
- Image Credit: Greg Consulta, Reddit, SlideShare, me.me, Imgflip
- <https://blog.usejournal.com/this-calvin-hobbes-resume-got-me-interviews-at-21-24-tech-startups-i-applied-to-cc52fdce562e>