

correlation.:one
TECH FOR JOBS



SESSION GOALS

This is the second session on resumes. After covering some essentials last week, let's discuss:

- **Resumes that stand out:** formatting beyond basics
- **Using AI in crafting resumes:** keeping your voice while using technology
- **Introduction to cover letter writing** (to be covered in depth in a separate session)



The reverse-chronological layout remains the go-to format for most professionals, even when highlighting more significant achievements from the past.

- Hiring managers subconsciously trust recent experience more than older achievements.
- Average resume review time is 6-7 seconds; most recent experience gets prime attention.

Sources:

LinkedIn's Global Recruiting Trends Report, confirming recency bias in hiring (2018)
"The Psychological Impact of Stories in Business Communication" Journal of Business Communication (2019)
Harvard Business Review article "Your Professional Story Is Your Most Important Asset" (2016)

Headers

- **Size:** 12-13pt
- **Style:** Bold
- **Font:** Arial, Helvetica, or Calibri

Space Sizes

- **Within entries:** Single spacing (1.0)
- **After headings:** 6pt

Text Body Formatting

- **Size:** 10-11pt (never less than 10pt)
- **Font:** Arial, Calibri, Garamond, or Times New Roman

Margins

- **Top/Bottom:** 0.5" - 0.7" (1.27cm - 1.78cm)
- **Left/Right:** 0.75" - 1" (1.9cm - 2.54cm)
- **Never go below 0.5"** as it may affect printability.

Keeping Your Resume Up to 2 Pages Max

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Pro Tip

- Don't make recruiters hunt for information - make it easy to find.
- If using two fonts, designate one for section titles only and the other for section body text.
- For references: Either list them completely or remove the section entirely, especially if you're not in academia.



Designers:
Portfolio + Visual
Resume

Online Presence:
Behance, Dribbble,
Portfolio.adobe.com
Personal Website



Filmmakers:
Demo Reel + Credits

Online Presence:
Vimeo, YouTube,
IMDB Pro



Researchers:
Extended CV Format,
Publications History

Online Presence:
Google Scholar,
Academia.edu
ResearchGate

AI and Resume-writing

Advantages:

- **Saves Time**
- **ATS Check**
- **Trainable.**

45%

Of candidates surveyed by Canva say they used AI to create or improve their resumes with positive employment results.

65%

Of professionals in the same study said they felt more creative with AI.

51%

Of resume holders say they don't like how their resume looks, but don't have the skills to improve it with AI.

Disadvantages:

- **Needs Detailed Input**
- **Voice Mismatch**
- **Creates Reliance.**

57%

Of hiring managers are significantly less likely to hire an applicant who has used AI.

63%

Of hiring managers dislike seeing AI-generated resumes/CVs and cover letters.

74%

Say they can spot when AI has been used in a job application.

Less Effective Prompts

Common but Ineffective:

- "Can you review my resume?"
- "Make my resume better"
- "Make this CV/resume look professional"
- "Fix grammatical errors"

Why?

How AI Reads It:

- Are too vague
- Don't specify what kind of feedback is needed
- Leave too much room for generic advice
- Could potentially erase your personal touch and make it sound robotic

 Claude



ChatGPT

 Copilot

 Gemini



Improve Your AI Prompts

For Initial Review

"Please review my resume for a [specific role] position in [industry]. Focus on alignment with job requirements, quantifiable achievements, action verb usage with ATS optimization."

Here's my resume: [paste resume]. Here's the job description I'm targeting: [paste JD]"

Format Enhancement

"Please analyze my resume's formatting for consistent spacing and alignment, proper section hierarchy, scannable structure, professional fonts and margins."

Here's my current format: [paste resume]"

For Targeted Improvements

"I'm concerned about the [specific section] of my resume. Please help me make achievements more measurable, and update outdated language and experiences."

Current version: [paste section]"

Grammar Correction

"Please review my resume while preserving my voice and personal style. I'd like you to flag any grammatical issues, suggest improvements that maintain my original tone."

Here's my resume: [paste resume] Optional: Here are a few examples of my writing style that I'd like to maintain: [paste examples]"

The Human Eye + Web Apps Can Detect AI Through:

- **Pattern Recognition:** Developing "gut feeling" through repeated exposure
- **Emotional Resonance:** Sensing when content lacks authentic human nuance.

Common AI Indicators:

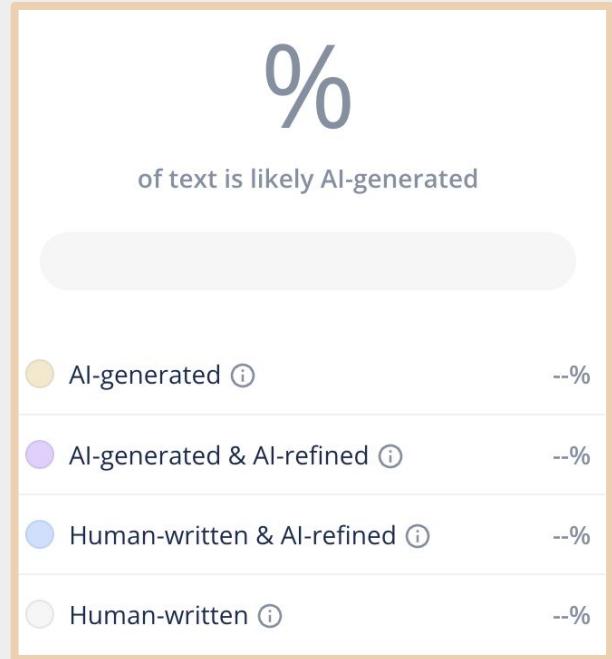
Overused terms like: "Here are some," "Overall," "Delve," "Underscores," "Groundbreaking," "Crucial," "Leveraging," "Tapestry"



Redundancy and excessive explanations.



Overly positive or optimistic statements without real-world examples.



QuillBot

Break Time 😎
Coming back in 10 minutes 💪

Resume Customization

Customizing a resume doesn't mean recreating one.



63%

Of employers favor resumes customized for the specific job.



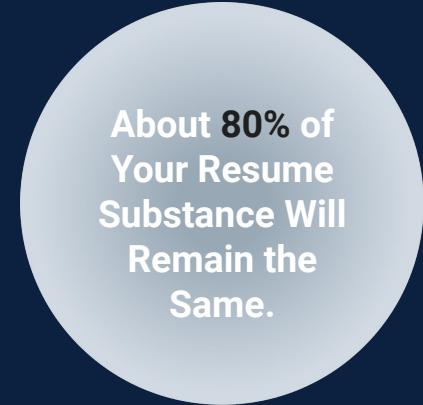
54%

Of candidates neglect to customize according to the job description.



35%

Of those who send cover letters customize them for each specific job application.



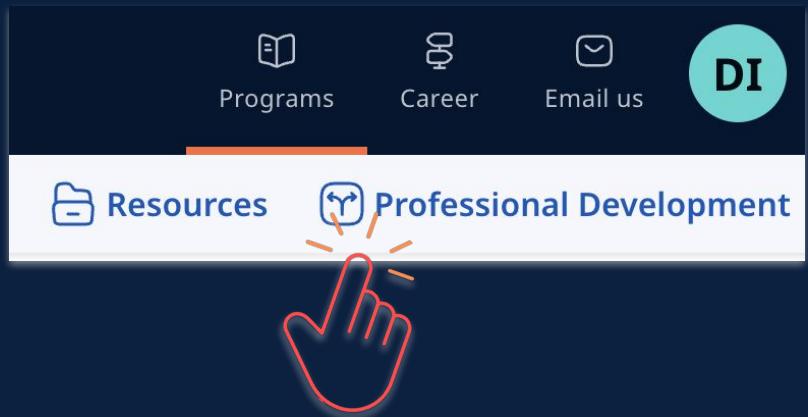
About 80% of Your Resume Substance Will Remain the Same.

You're likely to end up with 2-3 resume versions which address different highlights.

Resume Clinic (2)

 Outdated Contact Information	 +5 Responsibilities per Job	 Personal Info Overshare	 +2 Fonts	 +2 Text Sizes
No Quantified Achievements	 +2 Colors	 Typos and Errors	 Overused Buzzwords	No Professional Summary
 Exaggerations	Missing Relevant Skills	01:00	Unprofessional Email (e.g prince something...)	 Missing Dates
Generic Professional Objective	 All AI-generated, No Personal Input	 Too Much Jargon and Technical Language	 Unprofessional Photo	+2 Pages Long
 Sent Resume with No Cover Letter or Context	Never Tailored a Resume for a Job	 Copied the Last Job's Description As It Is	Uneven Spaces Between Resume Paragraphs	 Used a Text Size Smaller Than 10 PT

Interviewing Networking & LinkedIn Resumes & Cover Letters Networking & LinkedIn



A screenshot of the 'Resumes & Cover Letters' section of the website. The top navigation bar has tabs for Interviewing, Networking & LinkedIn, Resumes & Cover Letters (which is highlighted with an orange underline), and Networking & LinkedIn. Below the tabs, there are three main items:

- Resume/CV Rubric**: Review various resume/CV samples and templates (in Microsoft Word) to understand formatting and content best practices when building or updating your own document.
- Resume/CV Templates (word)**: Review various resume/CV samples and templates (in PDF format) to understand formatting and content best practices when building or updating your own document.
- Resume/CV Guide**: Use the formatting and content guidelines outlined here to create an employer-ready resume/CV.



Resume Builder

Create Resume

A large blue rectangular input field is positioned in the center of the screen, with a teal plus sign icon centered above it. A thick blue arrow points horizontally from the right side of the input field towards the 'Add a job description here' section on the right side of the page.

Add a job description here

Before starting your resume, please specify the job you're creating a resume for. Tailoring your resume highlights your most relevant skills and shows why you're a strong candidate. Our AI-powered resume assistant will help you tailor your resume with the job description you provide.

[? Help! I don't have a job description to use](#)

Job Title *

Company *

Copy and paste the description of the job you want to apply here. (don't worry about format)

Save & next

Create a Resume Using Existing Data

← Back

Insights Sector Analyst Resume - Point72 (2023 Aug)

Resume checklist progress →

+ Section ⏪ Preview

Trevor Tech
Los Angeles, CA • 213-234-8817 • chen-lyu@myemail.com • linkedin.com/my-profile

Education

The City College of New York • Location
Completed 32-credits of coursework in Computer Technology 2018

Springfield Gardens High School • Location
High School Diploma 2016

Experience

Technology Smarts • Charleston, SC
Network Operations Monitoring Technician Nov 2023 - Present

Correlation One • Remote
Cybersecurity Training Program Jul 2023 - Nov 2023

Amazon • Staten Island, NY
Outbound Flow Operations Nov 2020 - Oct 2023

Skills

Cybersecurity Frameworks and Standards: NIST, ISO 27001, CIS Controls, and GDPR



Here is your resume...

Select any section to begin tailoring your resume for your target job.

 Don't forget, Carey, our AI-powered resume coach, is here to help you craft a resume that fits your chosen job like a glove!

Edit The Resume

Click on any part of the Resume “Preview” to open up the editor for that item

The screenshot shows a resume builder interface. At the top, there's a "Preview and export" button highlighted with a red arrow. Below it, the resume content includes a header with name, email, and phone number, followed by an "Experience" section listing two jobs from abc.com.

Company	Role	Location	Start Date	End Date
abc.com	Sr. Developer	Remote	Test 1	Test
abc.com 2	Sr. Developer	Remote	Test 1	Test

Change the name of a section

The screenshot shows the "Experience" section editor. It includes fields for Job Title (Process Assistant), Company (Amazon), Location, Start Date, and End Date. A "Save" button is highlighted with a red circle. Other UI elements like "Add Another", "Edit", and "Delete" are also circled in red. A descriptive text box below the input fields provides guidance: "You can write "Remote" if applicable" and "Write or paste your experience here. Let's chat to create your bullets."

Save changes to an item inside a section, or delete the item (to delete a whole section, delete every item inside the section)

Adding a Section

Click “add section” from the resume builder

← Back

Maria Delaluz Garcia (Nov 2023)

Preview and export

+ Section

kobi lee

london • 1234567778 • kobi.lee@correlation-one.com

Experience

string • string	string	02/2023 -
asd •	asd	11/1999 - 11/2000
company •	Job title	11/2000 - 11/2001
asd •	asd	11/2000 - 11/2001
comp1 •	exp1	11/2000 - 02/2001
• blah		
• blah2		
comp2 •	exp2	11/2000 - 11/2001
• blah		
• blah2		
company •	title	11/2000 - 11/2001

Choose which section to add

← Back

Choose a template to add a new section

Summary	Education	Experience	Skills
Short blurb about yourself	School, College, University	Work, Leadership, Additional or Volunteer	Technical, Business, Language
Certification	Projects	Others	
Professional, Online or Bootcamp training	College, University, Volunteer or Work projects	Publications, Activities or Professional Affiliations	

Cancel Add

Finish and Export

Remind to keep resumes to 1 page

Maria Delaluz Garcia (Nov 2023)

Preview and export

+ Section

kobi lee

london • 1234567778 • kobilee@correlation-one.com

Experience

string • string	02/2023 -
string	
• string	
asd •	
asd	11/1999 - 11/2000
company •	
Job title	11/2000 - 11/2001
asd •	
asd	11/2000 - 11/2001
comp1 •	
exp1	11/2000 - 02/2001
• blah	
• blah2	
comp2 •	
exp2	11/2000 - 11/2001
• blah	
• blah2	
company •	
title	11/2000 - 11/2001

Click the preview and export option (can be clicked at any time)

General best practice is to keep your resume to 1 page unless: you have more than 10 years experience

Job description

Trevor Tech (page 1)

Long Island, NY 93212 • (803) 489-6587 | ttech@gmail.com • linkedin.com/my-profile

Summary

CompTIA Security+ certified professional with strong and reliable data analytics experience. Recognized for exceeding expectations in a fast-paced environment with a high degree of detail and positivity. Dedicated customer service expert with experience using strategic decision making to improve business performance and client satisfaction.

Certifications

CompTIA Security+ Nov 2023
CompTIA A+ Sep 2023

Skills

Cybersecurity Frameworks and Standards: NIST, ISO 27001, CIS Controls, and GDPR
Network Security: firewall management, intrusion detection and prevention systems (IDPS), VPN implementation, network segmentation, and secure remote access
Vulnerability Assessment and Penetration Testing: Nessus, Burp Suite, Metasploit, and Wireshark

Relevant experience

Correlation One • Remote Network Operations Monitoring Technician Nov 2023 - Present

- Refined and improved the existing documentation system, resulting in reduced labor costs totaling \$15,000 annually via increased workplace efficiency
- Consolidated multiple ticketing systems, improving communication and ticket turnover rate by 7%
- Investigated alerts created by IDSSIPS, including malicious file uploads, SQL injections, and port scanning

Correlation One • Remote Cybersecurity Training Programs Jul 2023 - Nov 2023

- Participated in competitive 18-week training program facilitated through real-world case studies to solve business and technical issues
- Completed weekly interactive cases focused on technical concepts including operating systems and infrastructure, identity and access management, cryptography, ATT&CK framework, and ethical hacking

Additional experience

Amazon • Staten Island, NY

Export

All done?

Mark a resume as done!

Reviewing “Done” Resumes

You can find “done resumes on their dashboard. They can always re-edit them.

The screenshot shows the correlation.one resume builder interface. At the top, there's a navigation bar with icons for Program, Career (which is highlighted in orange), and Email us, along with a user profile picture. Below the header, the main content area is titled "My resume".
Resumes "in progress": This section contains four resume cards, each with a title, company, and last update date.

- Data Analyst Summer Internship Programme 2024... Point72 (Last update: Aug 23, 2023)
- Data Quality Analyst Resume Google (Last update: Aug 15, 2023)
- Data Analyst - SQL / PowerBI Resume Google (Last update: Aug 18, 2023)
- Data Analyst - S / PowerBI Resu Google (Last update: Aug 18, 2023)

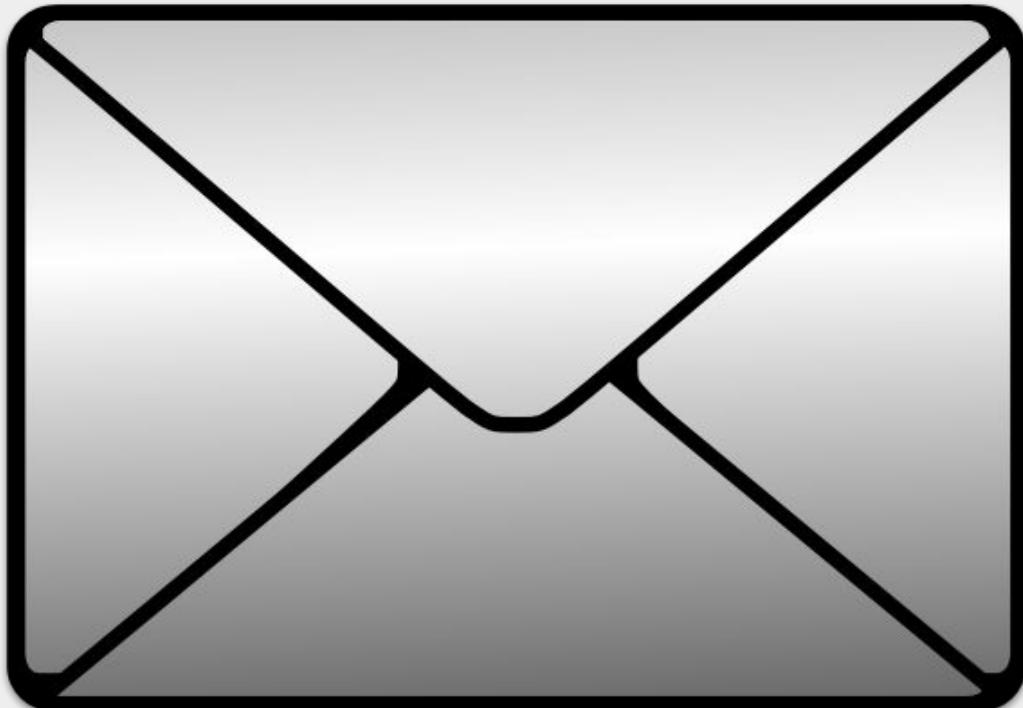
Resumes ready to use: This section lists resumes that are completed and ready for submission.

Resume ready to use	Company	Last updated
Data Analyst - SQL / PowerBI Resume	Google	Aug 18, 2023
Data Entry Analyst Resume	Newday	Aug 14, 2023
GIS Data Analyst Resume	UUP Ltd	Aug 11, 2023
Trends Data Analyst Resume	Vaco	Aug 9, 2023
Trends Data Analyst Resume	Vaco	Aug 9, 2023

My job search: This section features two cards:

- Manage your job search:** A blue card with an icon of a person at a desk. Text: "Browse and save jobs selected by C1 Career Success Coaches. Then, track your application progress for each job."
- Got a new job? Share your success!** An orange card with an icon of a person holding a trophy. Text: "Completing our quick questionnaire helps us better understand how we can better support our fellows."

Intro to Cover Letters



Key Definition

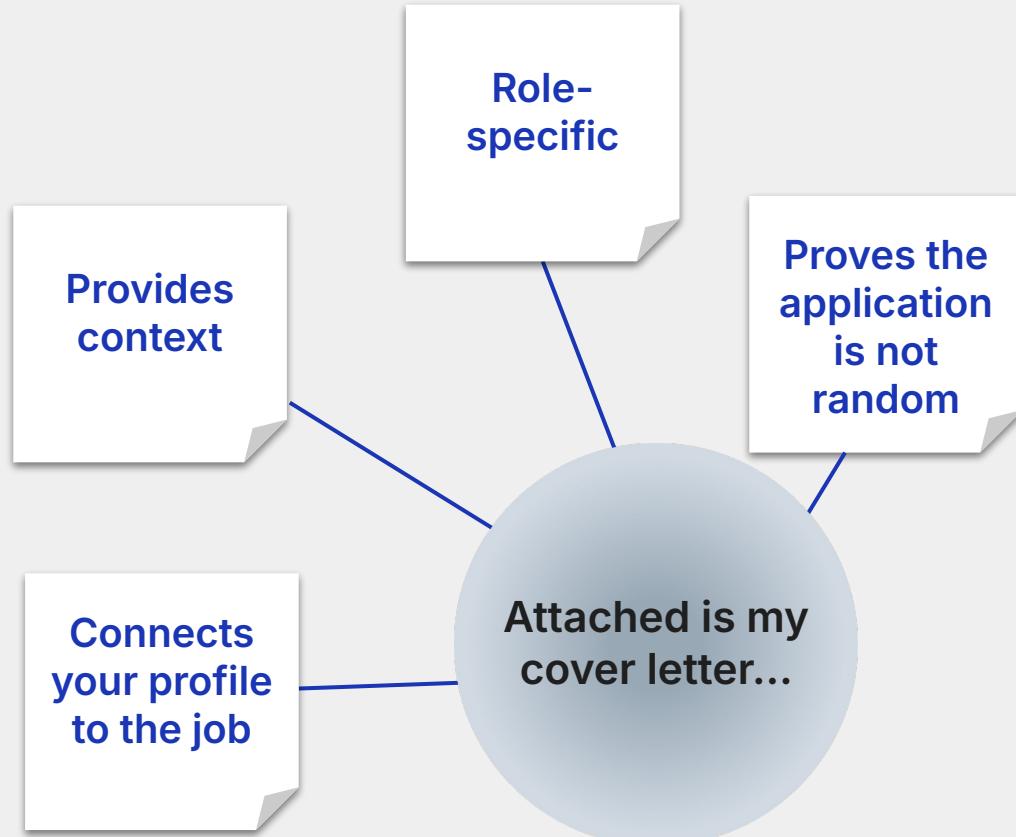
Cover Letter

A **cover letter** is a one-page **business letter** that you submit **when applying** to a job, along with your resume. The cover letter will aim to convey to the employer why you're a **great candidate** for the role.

A Cover Letter is the Voice of Your Job Application.

Each letter should be tailored to a specific position.

If a specific individual's name is mentioned in the advertisement and description (e.g the hiring manager) then address it to them.



We will address cover letters in detail in a separate session. Meanwhile:

Salutation & Opening Paragraph

- Dear Mr./Ms./Dr. Last Name/Full Name.
- Refer to the position.
- Introduce yourself (benefit from the personal professional narrative).

Middle Paragraph(s)

- Explain your interest.
- Connect the relevance of previous experiences.
- Mention an example or two about leadership, progress, or impact.

Closing Paragraph(s)

- Thank the reader for their time.
- Express that you're looking forward to hearing from them.
- End the letter with *sincerely, best wishes...*

Q&A Form

All questions are good questions!