

Resume.

1 page only.

required:

Name & Contact : Linkin, new email, github.

Information

Education : MS-BS, ~~more~~ ^{important} work first.

Skill & Certification

Experience & Academic projects:

optional:

volunteer experience.

GPA (if over 3.5)

relevant coursework.

cover letter.

Name & contact information:

Location: Boston; MA.

Phone number: NO (t1)

email: school email

better

→ String format / block format.

May.

education: highest first NEU (expected Nov 15).

* Information systems.

google / IBM certification.

technical skill: google x, y, z formula.

soft skill & Hard skill.

experience: most recent first.

Developed / Ran / Tuned / Configuration - sth

that [xxxx effect]. i.e. achieve 18%

performance improvement. No period needed.

at the end of ~~the~~ bullet points.

Academic project: google xyz format.

format: consistent & simple.

easy to
navigate
& easy to
source.

required skill vs. desired skills vs. preferred skills,
Jobalytics.com: how % resume match requirement
≈ 80%.

ATS system => Keywords.
unique words.

philips => good
work-life.
amazon => tiny.















