

Resume Building

Dream Hive Scholarship



Why This Topic



Resume writing/ building
is NOT taught in school



A resume is an essential
part of your job search



A big part of the world do
not use CV but a Resume

STORY TIME

During Recruiting Season
2020 and now



CV



CVs are longer than Resume (can be, most likely is)



Longer than a page is not a problem



Information about education



Academic accomplishments, list publications, presentation.



Used for Academic, scientific, research (academic-related) purposes



Also used for employment purposes (sometimes)

Resume



Resumes are usually tailored to showcase your skills, experiences, and qualifications for an opportunity




The golden rule of Resume - 1 page



Not typically used for academic purposes but can be used (it is used in the US)

Keep in Mind

Recruiters and managers do not spend a lot of time looking at resumes because there are a lot of applicants



Some recruiters and managers use bots to screen resumes



They run your resume against a list of keywords



Some recruiters and managers will not look at resumes that are longer than a page



Your resume is what will get you in the door in most cases



REUSME
ORGANIZATION

PERSONAL INFORMATION

Your personal information should include

- Your name
- Your phone number
- Your email
- Your personalized LinkedIn URL

This information should be at the very top of your resume



EDUCATION

- Your education should be the first thing listed after your personal info.
- What you should include in the education section
 - Your school's name
 - Your degree name
 - Your graduation date (month and year) or the date on which you graduated if you have already graduated.
- **NOTE:** If you have professional experience and have graduated or are no longer in school, move your experience above your education history



RELEVANT COURSES

If you have space on your resume, list your relevant courses

Include some of the buzzwords that recruiters look for in your industry

- In software engineering, I would put Algorithms and Data Structures, Database, Software engineering, software design, Data Science, Multivariate Statistics

This can help recruiters (and bots) to shortlist you for opportunities as it would mean you have the qualities of a great applicant



PROFESSIONAL EXPERIENCE

Your professional experience should follow your education

Your professional experience should include the following

We will discuss this in **DETAIL** in the next section

The company name

The title of your position

Dates you worked with the company (month and year)

The description of your role and duties.



PROFESSIONAL
EXPERIENCE



BULLET POINTS

My general rule of thumb is, **you shouldn't have more than three bullet points for your job description**, especially if you are struggling to keep everything on a single page.

I find that after three bullet points, **you start saying the same things with different words**

That is just a waste of time and space (we will talk about space management later).

TASKS

Make sure that each bullet point talks about a different duty that you had, or something different that you did.

List different tasks that you completed under your job title **without being repetitive.**

This is not to say that you shouldn't list all your duties and experiences.

It is more so that you manage your space correctly and **make room for all the other things that will highlight and strengthen your resume**



ACRONYMS



Stay away from using too many acronyms.



ONLY you know what your duties were at your workplace, or you know what they mean if you are still working there.



You shouldn't just assume that everyone else knows what those acronyms stand for.



You **do not** have to define it every time you use it, but you should define an acronym the very first time you use it



This helps with the confusion

The recruiter (or interviewer) who picks up your resume is not confused as to what your duties were/are at your place of employment.

ACTION WORDS

- Make sure that you start each bullet point with an action word (verb).
- If you still work at the company, go for present tense verbs
 - An example would be, Trains, Manages, Organizes, Operates, etc.
- If you do not work there anymore, use past tense verb
 - Example, Trained, Managed, Organized, Operated, etc.
- Use present tense verbs at the beginning of your bullet points under each role that you currently hold and use past tense for all past roles.
- Get rid of the “Right now, I organize...” and the “I used to...” Start with an action word!



PAGE
MANAGEMENT

THE GOAL



Most recruiters will tell you to keep your resume to one page



A Few might "okay" two pages



Consensus: Your resume should be a page and no longer than that

PAGE MANAGEMENT



How do I keep my resume under a page with all that I have to share you ask?

Page management



Think of the one page your resume will sit on as your new rented apartment



There are some things that you absolutely need in this new apartment

You need a mattress and a couch to start with

Let's think of these as your professional/job experiences and your educational history

You cannot do without highlighting these two things on your resume.

We still need to keep in mind the size of the apartment and the space we have when we are picking the mattress and the couch, because we want them to fit



Keeping in mind of the page you have, do not list your high school if you don't have space.

AWARDS AND CERTIFICATES

- You can list any awards and certificates you have received
- I don't recommend this if they are not industry related
- Don't do it if you don't have enough space.



OTHER CONTENT

This is the part where you are to select things that you could probably do without but are still necessary and useful

You can include, leadership experiences, affiliations, skills, interests, projects, publications, etc.

Add content that complements the role you are looking for

If you have some skills (and I am sure you do), list them under Skills and Interests

- Under my skills, I group the different skills I have
- I list my database skills
- My programming language skills
- My web dev skills
- API skills, etc.

Under Affiliations and Leadership, I list my leadership experience and list tech organizations that I am part of.

Make sure that the experiences and affiliations you are listing are tech related (for tech folks)

- If they are not and you just need things to fill your resume, that is fine too.

If you have any projects from school, and you have space, showcase those projects!



UNRELATED
EXPERIENCES

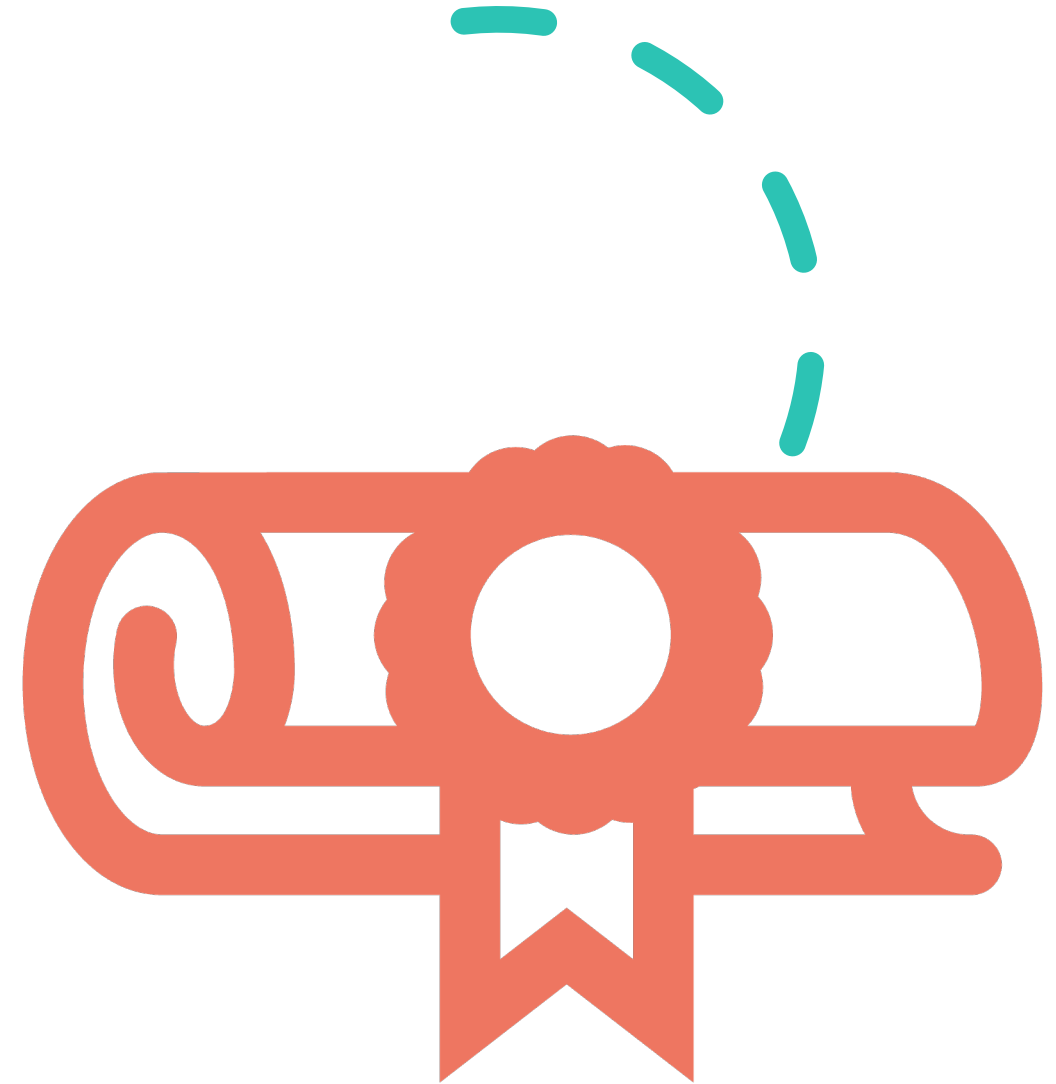
THE GOAL

- Just because you have the experience doesn't mean you need to list it
- You want to prioritize the experience(s) that relate to/with the position you are applying for
- The goal is not to show that you have experience, the goal is to show that you have experience in that particular field!



PRIORITIZE

- Your resume will change over the years as you acquire knowledge through experience
 - Back in high school, and for a while in college, the only experience I had was my non-technical part-time job and I listed it on my resume
 - After some time, I gained experience, so I prioritized my tech-related experiences and left my non-tech related experience off my resume
 - I did so, because I wanted my resume to reflect the position I was applying for, and I didn't have enough space for all my past experiences.
- It's okay to list an experience that doesn't align with the job you are applying for if that is the only experience you have
- You shouldn't leave off relatable experience(s) and make room for ones that has nothing to do with the position you are applying for
- If you have room, sure, but I would leave it off if having it on my resume would mean more than a page!







UTILIZE LINKEDIN

If you really want recruiters and interviewers to know about non-tech related experiences, you can list them on your LinkedIn

Recruiters (and anyone who wants to know) can check it out using the customized LinkedIn URL that you will leave at the top of your resume along with your contact/personal information.



RELEVANT
EXPERIENCES



DIFFERENT BUT RELEVANT

I have seen the resumes of some people who are skilled and have worked with different tech stacks, but only list the ones relating to the position they are applying to

This is not entirely wrong, because You are highlighting the work experiences that shows that you are qualified for the position

Showing that you are skilled in working with different languages and tech stacks (if you are) is great

- This is not to say leave off the top-most relevant experience(s) and list then other one.

If you have a lot of experiences in which you performed the same duties, pick one or two of those experiences and list other experiences in which you did something technical yet different.



UNNECESSARY
INFORMATION

LEAVE IT
OFF

There is not a reason why your address, including your city, town, and zip code should be listed at the top of your resume



Your country (if out of the US), city/town is alright if you want to list it, but for security and space management reasons, I don't think your entire address should be listed.



Relevant information

Your name

Your phone
number

Your email

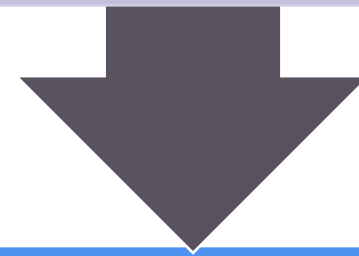
NO
OBJECTIVE
NO
REFERENCES

I do not put objectives on my
resume

They are not
necessary

They won't
make or break
you

You can use that
space for
something else.



You do not need to list your
references on your resume
(especially if you do not have space)



OUTDATED
EXPERIENCES

HIGH SCHOOL EXPERIENCES

After high school, all I had was my non-tech related part-time job experience, my awards from high school, some certificates I had, and my non-profit experience

I listed these on my resume because that's all the experience I had

Maybe you are in the same position and that is fine, you can list them

I'd say it's okay to keep high school things for first year, but I'd start looking into projects if I still have no internship experience during my third year

You should not list your high school experiences when you do projects and internships and gain other tech-related experiences

- Especially if the high school experience will push your page count up