

Resume 101 for students

A guide to creating the perfect resume

What is a resume?

A resume is a summary of your work experience, skills, accomplishments, and education. Having a well-polished resume helps you stand out from the crowd of applicants and can score you that first-round interview! **Fun fact: the average resume is viewed for less than 30 seconds.** This means that it's important to be professional, concise, and neat when creating a resume. This may be the first and only impression you make.

The importance of a good resume



A pre-screening tool

Most companies use a pre-screening process to select for first round interviews. Submitting a well-rounded, tailored resume is the key to scoring an interview.



Your first impression

When crafting your resume, put yourself in the shoes of the recruiter or hiring manager. Try to think about what stands out most about you.



The interviewer's guide

Remember, your resume will guide your interviews. Be sure to clearly list your major accomplishments and skills on your resume.

What we look for in a resume

We look for evidence of strong performance, challenging work experience, leadership, and excellence. Tell us about times you've demonstrated excellence in prior work experience or school projects.



Resume do's

- Tailor your resume to the position
- Quantify your achievements with results
- Use action verbs to describe your experience
- Keep your bullet points short & simple



Resume don'ts

- Typos and other spelling/grammatical errors
- Use passive verbs
- Undersell leadership experience

#ResumeFormat

- One page
- Easy to read font
- Reverse chronological order
- Clear and simple descriptions
- Bullet points
- Proper spelling and grammar

#ResumeContent

- Full name and contact info.
- Work experience
- Relevant technical skills
- Honors and awards
- Degree(s), Major(s)
- Languages
- Leadership experience
- Personal interests

Your name here

Address, City, State, Zip • youremail@twitter.com • (555) 555-5555 • @TwitterHandle

Education

School Name, City, State

Degree(s), *Major(s)*, *GPA (with scale)*

- Honors & Awards
- Key Coursework, Relevant Projects
- Activities, Campus Leadership Experience

Graduation Date (Expected)

#EducationTips

Include all post-secondary institutions attended. Describe projects and involvement **outside your course requirements**. Make sure to include your GPA scale so we get the best picture of your academic achievements.

Projects & Activities

CSC 400 Project (Python)

- Built out operating system from bottom up
- Built out virtual memory manager

Officer, Humane Hackers

- Hosted workshops and organized events on campus.

Technical Skills

- Highlight relevant technical skills
- List programming languages
- Include your proficiency level (Beginner, Intermediate, Advanced, Etc)

#SkillsTips

If it's on your resume, it's fair game. If you've never used a language, or if you don't feel comfortable discussing a specific skill in detail, don't list it.

Work Experience

Company Name, City, State

Position, *Team - Function*

- Responsibilities
- Action; Impact
- Action; Impact
- Action; Impact

Month, Year - Present

#ExperienceTips

Bullets should start with what you did and end with **detailed, impactful results**. Include any personal projects, publications, or other professional interests.

Startup XYZ, San Francisco, CA

Software Engineering Intern

- Designed cross-platform (web + mobile) testing & automation framework; used Maven & Node.js
- Researched and implemented system to cluster crashes and bugs on stack trace.
- Streamlined crash resolution by detecting related past failures through machine-learning and string-matching algorithms.

June, 2015 - September, 2015

Additional Skills

Achievements: Scholarships, awards, other achievements

Languages: Foreign languages and proficiency level (Elementary, Working Proficiency, etc)

Personal Interests: Extracurricular activities, demonstrate involvement outside of school work.

#ExperienceTips

Remember that **passion and personality matter**. Use this section to give us an inside view of your hobbies, interests, and what ignites your own passions. Share links to online profiles or projects that connect your work and educational experience with your personal interests. Make yourself stand out!