

Writing Good Résumé

(Tips for IT Professionals)

Aljohn De Guzman

Software Engineer, Accenture

Résumé vs CV (Curriculum Vitae)

Résumé vs CV

Differences

- Length
- Purpose
- Layout

Résumé vs CV

CV

- Long
- Covers your entire career
- Static

Résumé

- Short
- No particular format rule
- Highly customizable

Résumé vs CV

CV

Résumé

<p>EDUCATION</p> <p>The University of Toledo, Toledo, OH <i>Doctor of Pharmacy Candidate, May 2005</i></p> <p>The University of Toledo, Toledo, OH <i>Bachelor of Science in Pharmaceutical Science, May 2003</i></p> <ul style="list-style-type: none"> Cum Laude Ohio Academic Scholarship, Leadership Scholarship, UT Academic Scholarship Dean's List: Spring 2003, Fall 2002, Fall 1999 <p>LICENSURE</p> <p><i>Ohio State Board of Pharmacy Intern License, January 2001 – present</i> <i>American Red Cross Association CPR Certification, May 2004</i></p> <p>DOCTOR OF PHARMACY CLINICAL CLERKSHIPS</p> <p>Melco Pharmacy, Dublin, OH <i>Managed Care – Marilynn Waller, PharmD, April 2005</i></p> <p>Healthcare Pharmacy, Covington, OH <i>Long Term Care – Chris Harshbarger, PharmD, March 2005</i></p> <p>Wright Peterson Air Force Base Pharmacy, Fairborn, OH <i>Internal Medicine – David Slosser, PharmD, February, 2005</i></p> <p>Parkview Hospital, Fort Wayne, IN <i>Surgical Pain Management – Jared Hrebicki, PharmD, January 2005</i></p> <p>St. Charles Hospital, Oregon, OH <i>Emergency Room – Laryel Kozinski, PharmD, November 2004</i></p> <p>Hi Hi Kan Hospital, Phoenix, AZ <i>Ambulatory Care – Michelle Grafand, PharmD, October, 2004</i></p> <ul style="list-style-type: none"> Presented "Migraine headaches" disease state discussion to pharmacy staff on two separate occasions Developed a patient leaflet about gentamicin Properly trained to give erythropoietin SQ injections to patients with chronic renal insufficiency Counselled patients on medications Answered pharmacist drug information questions including: severity of QTc prolongation between quinolone antibiotics and other drugs, warfarin use in patients with femoro-popliteal bypass grafts, erythropoietin administration when ferritin levels are increased 	<p>St. Vincent Mercy Medical Center, Toledo, OH Pediatrics – Kevin Holder, PharmD, August 2004</p> <ul style="list-style-type: none"> "Lymphadenopathy and a Dilated Pupils" case presentation to pharmacy staff and students "Dextropropoxyphene and Diphenhydramine for Children: Does It Work?" journal club presentation to pharmacy staff and separately to pediatric medical team Presented "What is the D-test?" to the pediatric medical team Provided antibiotic testing for pediatric medical team Actively provided drug information to medical team in a timely manner consisting of pediatric antibiotic dosing, interactions, side effects, and contraindications Researched administration of vaccines: "Why IM versus SQ injections?" <p>PROFESSIONAL EXPERIENCE</p> <p>Pharmacy Intern Heartland Healthcare Services Toledo, OH September 2002 – present</p> <ul style="list-style-type: none"> Reassessed appropriate drug therapy to physicians, monitor therapy per protocol, and initiate appropriate formulary procedures Proficient at compounding prescriptions, preparing intravenous medications, and order entry Communicate effectively with nurses, other pharmacists, and physicians Excel at multitasking Function as drug information coordinator <p>Pharmacy Intern The Plaza Pharmacy Toledo, OH August 2001 – May 2002, October 2000 – May 2001</p> <ul style="list-style-type: none"> Dispensed prescriptions to patients quickly and accurately Efficiently problem-solved patient insurance company issues Counselled patients on correct use of over-the-counter medications <p>Pharmacy Intern Merry Medical Center Springfield, OH May 2001 – August 2001, May 2001 – August 2001</p> <ul style="list-style-type: none"> Proficient in technician duties in the areas of Inpatient, Long Term Care, Outpatient Care, and Intravenous Medication preparation Developed new improved heparin protocol for use throughout the hospital Reorganized Emergency Room Chart list of medications for Merry Memorial Hospital Maintained adequate supplies in assigned area so medications were dispensed in timely and efficient manner, including legend drug products and OTC medications Assisted with inventory review Received "Merry Care and Compassion" award for exceeding duties to help a coworker 	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Priscilla A. Callaway 2600 Campus Road, QLCSS 101 Honolulu, Hawaii 96817 (808) 956-4045 uhpac@hawaii.edu</p> </div> <p>Academics/Research</p> <p>University of Hawai'i at Mānoa</p> <p>Major: Zoology / Minor: Art <i>Fall 2005 – 2009</i> <i>Honolulu, HI</i></p> <p>Graduated with Honors Cumulative GPA: 3.51 College of Arts & Sciences</p> <p>National Student Exchange</p> <p>University of the Pacific <i>Fall 2007 – Spring 2008</i> <i>Stockton, CA</i></p> <p>Participated in a program for undergraduate students in the US to study in a different region of the United States.</p> <p>ACP Summer Fellowship</p> <p>University of Hawai'i at Mānoa <i>Summer 2006</i> <i>Honolulu, HI</i></p> <p>Took part in a research project for select undergraduate students where we studied the effects of HIV drugs on the immune system of patients.</p>
---	--	---

My First Résumé

- “Objectives your honor!”
- “Basketball, Volleyball, Graham Ball!”
- “5 pesos per page”
- “My Father is a mechanic!”
- “Wow, CEO? Can I include you as reference in my résumé?”

Do's in Résumé Writing

- A résumé should be simple, short, concise, and easy to read.

Be Consistent

- Typography: Use consistent font (I love Times New Roman!)
 - e.g. *Arial/Times New Roman*
- Limit to 3 fonts usage for readability
- Use serifs

Serif fonts

Resume Fonts & Sizes

The most common resume font to use:



Other serif fonts to consider that are easy to read and are appropriate as resume fonts include:

{ Georgia Bell MT }
Goudy Old Style
Garamond

Serif vs Sans serif

Check out my sweet serifs!



Serif fonts are easier to read in printed works

This is because the serif make the individual letters more distinctive and easier for our brains to recognise quickly. Without the serif, the brain has to spend longer identifying the letter because the shape is less distinctive.

Modern, Minimal, Magnificent, I am Sans



Sans serif fonts are better on the web

An important exception must be made for the web. Printed works generally have a resolution of at least 1,000 dots per inch; whereas, computer monitors are typically around 100 dots per inch.

Use Major Sections

- Education
- Work Experience
- Skills
- Projects

Use Major Sections

Education

- Institutions attended
- Include location
- Degrees and date received
- Major Concentration
- Honors/Thesis Title
- GPA (if at least 3.0 or at least 85%)

Use Major Sections

Education

EDUCATIONAL BACKGROUND

Tertiary

URDANETA CITY UNIVERSITY
BS IN INFORMATION TECHNOLOGY
Urdaneta City, Pangasinan
October 2009 – April 2014

Secondary

DON RAMON E. COSTALES MEMORIAL NATION HIGH SCHOOL
Villasis, Pangasinan
2005-2009

Primary

PUELAY ELEMENTARY SCHOOL
Villasis, Pangasinan
1999-2005

Use Major Sections

Education

Educational Background

Graduate Level

Bachelor of Laws (LI.B)
College of Law
University of the Philippines
1999

Salutatorian

Master of Arts in Philosophy (M.A. Philo)
College of Social Sciences and Philosophy
University of the Philippines
1995

Undergraduate Level

Bachelor of Arts in Philosophy
(Obtained a General Weighted Average of 1.13)
College of Social Sciences and Philosophy
University of the Philippines
1989

Summa Cum Laude

Use Major Sections

Work Experience

This includes diverse experiences, both paid and unpaid:

- Part-time work
- Full-time work
- Summer jobs
- Internships
- Volunteer experience
- Extracurricular activities

Use Major Sections

Work Experience

Work Experience |

- **Application Engineer**
XYZ Services Management Inc.
Unit 2604 26th floor Raffles Corporate Center F. Ortigas Jr. Rd. Ortigas Center, Pasig City, Philippines
February 2015 – March 2018
- **Web Developer**
ABC Web Development
2nd Floor NBV Building Bonifacio Street, Baguio City
April 2014 – January 2015
- **On-the-Job Trainee at Linkage Web Development (December 2013 – April 2014)**
Linkage Web Development
2nd Floor NBV Building Bonifacio Street, Baguio City

Use Major Sections

Skills

- List computer languages and programs, knowledge of foreign languages, laboratory and research skills, analytical skills, and management skills not mentioned elsewhere.
- Make sure that skills are relevant to the position

Use Major Sections

Projects

This includes diverse experiences, both paid and unpaid:

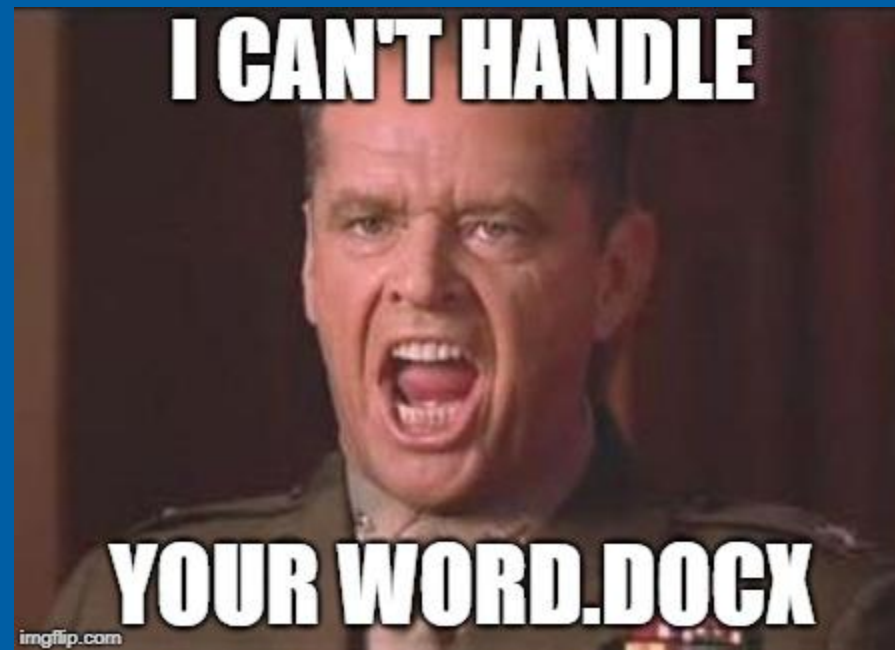
- Part-time work
- Full-time work
- Summer jobs
- Internships
- Volunteer experience
- Extracurricular activities

Use Keywords

- Keywords are easy to spot in a résumé.
- E.g.
 - PHP, CSS, MySQL, Apache Surefire, Hadoop,

Use PDF format

- Other formats may cause your résumé to render differently



Use PDF format

(PDF)

- Pros

- Virtually everyone can open a résumé in PDF format on their computers.
- Saving your document as a PDF ensures that the formatting will not get messed up when a user opens it.
- Creating a PDF résumé gives you more creative freedom

Use PDF format

(Word)

- Pros
 - Everyone has Word. Everyone.
- Cons
 - Your formatting can get seriously messed up if a hiring manager opens your résumé in Word or with another tool other than Word.
 - Others have the ability to change or delete sections of your résumé in a doc file either deliberately or accidentally.
 - You do not have the creative flexibility that you may feel you need to express yourself.

Use Numbers

- *“Developed a website that is used by more than a thousand of employees”*
- *“I helped a company website obfuscate files which reduced from 500MB to 80MB of size”*
- *“Designed and implemented 50 mocked-up designs for several websites”*

List relevant Social Media Accounts

- Github
- Stackoverflow
- Geeklist
- Snipplr



Write Cover letter if possible

- This is optional if you want to explain your résumé further

Validate Contact Details

- Double check details.

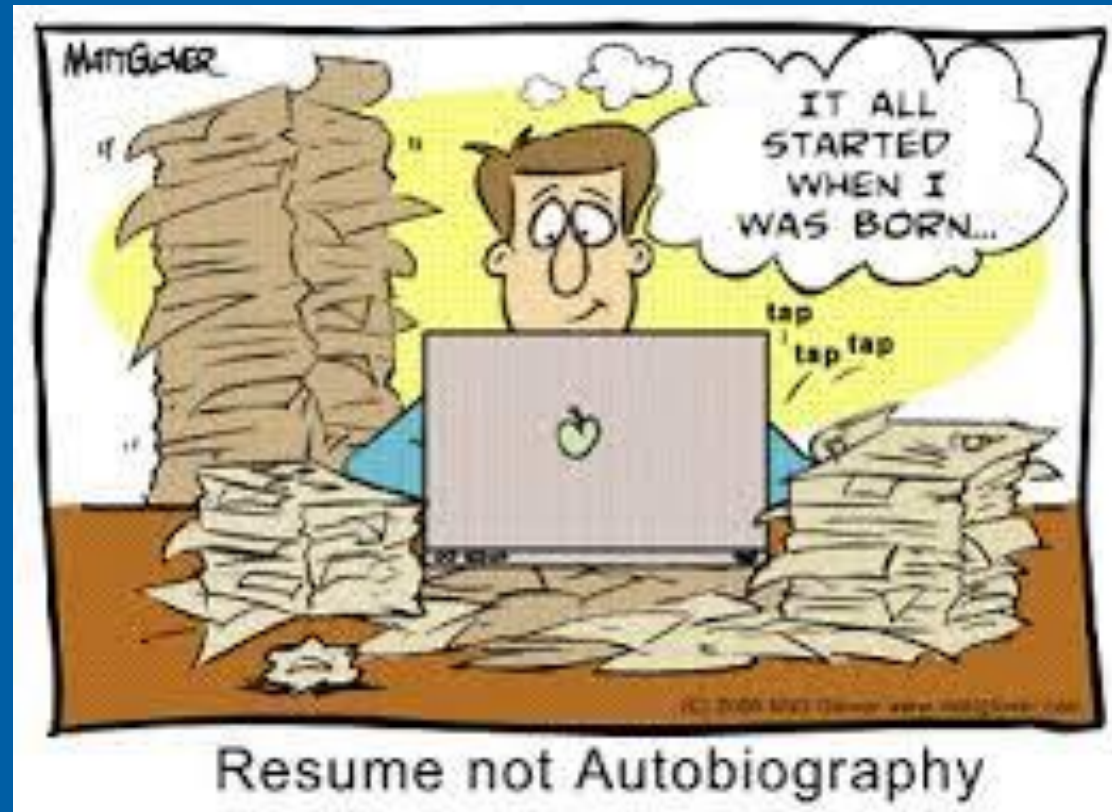
Use Action Verbs/Active Voice

- Achieved
- Improved
- Trained
- Managed
- Volunteered
- Won
- Launched
- Developed
- Created

Results-Focused Software Engineer

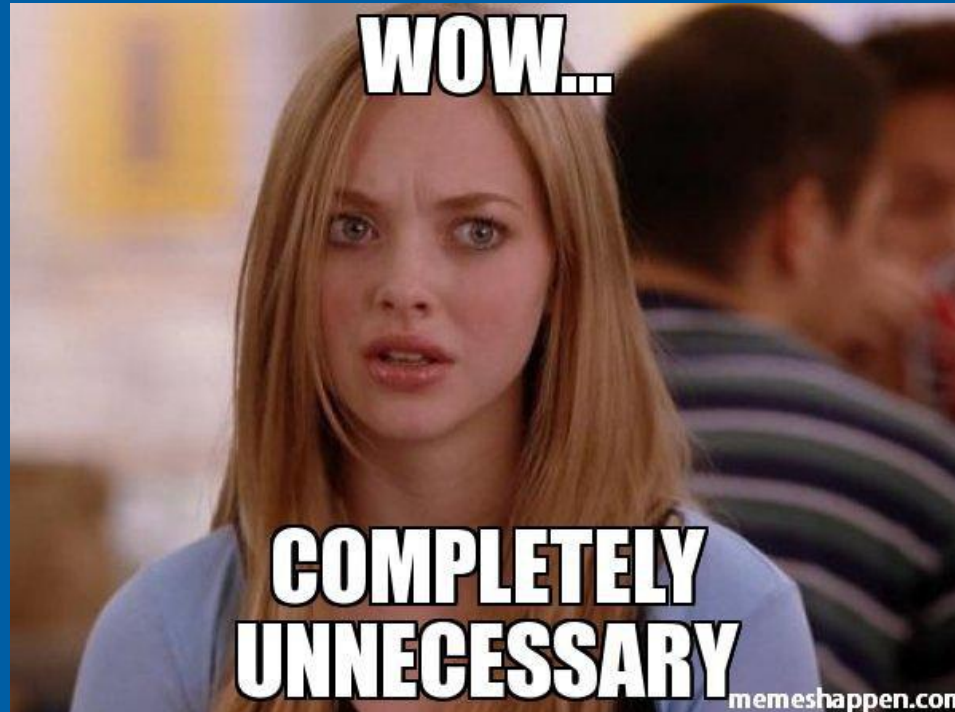
Energetic software engineer with 3 years experience developing robust code for high-volume businesses.

Don'ts in Résumé Writing



Don't list irrelevant skills

- Putting “Knowledgeable in MS Word, Excel, PowerPoint” are so basic



Do not list skills you've just heard of

- You'll probably be asked to demonstrate your knowledge of these technologies during the interview

Do not quantify skill level

- Labeling skills as “Good”, “Expert” etc.

Avoid using cliché words

- Team Player
- Hard worker
- Self-motivated
- Detail-oriented
- Results-driven
- Strategic thinker
- Think outside the box

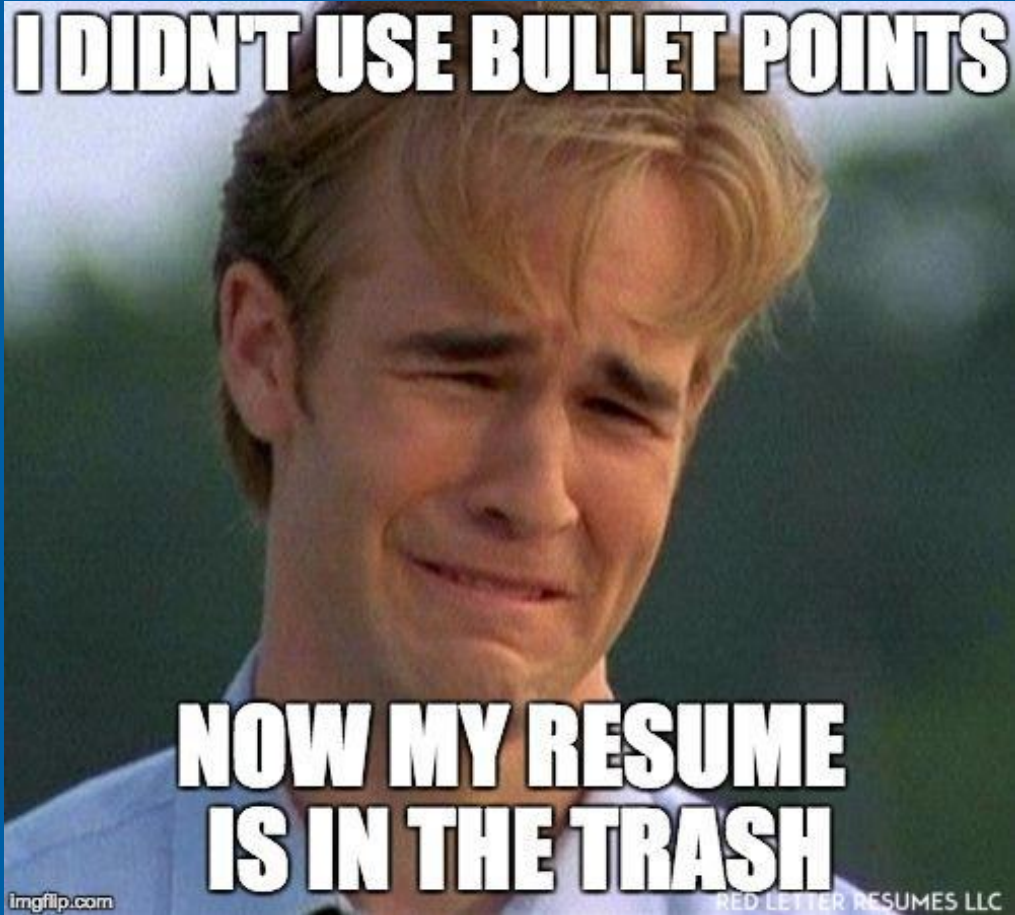
Wrong:

Hard worker Software engineer with 7+ years experience, skilled in C++, ASP.NET, SQL, Java, Python, Javascript, C#, Perl, and PHP, looking for a position as a software developer for Oracle.

Grammatical Errors/Typos

- Always do proofread.
- Misspelled word could be the reason behind why you don't get the job.

Thoughts & Advice



Question # 1

Should I put photo on my Résumé?

Should I put photo on my Résumé?

Traditional answer is NO and experts would agree.
Except if you are an Actor or Actress

Should I put photo on my Résumé?

“

It's illegal to consider factors like age, race, gender, religion, national origin, sexual orientation, or disability status in hiring decisions. So hiring authorities prefer to not “officially” know whether you're a member of one of these protected classes. If you put a photo on your résumé, you reveal some of these details. If the employer later interviews you but doesn't hire you, it opens the possibility of a discrimination claim. Some companies will even flat-out reject résumés with photos, just to avoid that potential accusation.

Things to consider

Multimedia Age



Question # 2

Should I build a portfolio site?

Should I build a portfolio site?

For Starters:

“There’s not much point in building a trophy display unless you have trophies to put inside it”

Should I build a portfolio site?

For experienced professionals:

Portfolio Site is a way of showing your profile details, projects or accomplishments online.

Question # 3

Should I put references?

References

- This section is optional. If included, say "available upon request."

Additional Tips



Additional Tips

Craft a story

A résumé is a story—your story. Imagine you're taking someone on a story-telling journey, and the story is about yourself.

Additional Tips

Go for readability

Be highly selective of what you choose to include, and what not to include. Each bullet point should provide a hint, or a signal, to the recruiter of who you are, and why you are a good fit.

Additional Tips

Be Visible Online!

Linked in

JobStreet.com

Kalibrr

jobsDB.com

UCU-CCS Alumni



Marj De Guzman
Software Engineer Associate

Marvin Trecenio
Android Developer

John Chris Galvan
Cloud Operations Sr Analyst

Scoring Interviews

(How to get it when you haven't done it?)

Tips # 1: Come Prepared

- Prepare as much as you would.

Tips # 2: Conduct Research

- You should understand the employer. The more research you conduct, the more you'll understand the employer.

Tips # 3: Punctuality is the key

- Punctuality is a subtle clue about attitude and behaviour.

Tips # 4: Remain Calm

Tips # 5: Prepare for common interview questions

- "Tell me about yourself?"
- "What's your greatest weakness?"
- "Why should we NOT hire you?"
- "What will you do if you don't get this job?"
- "How long do you intend to stay?"
- "What can you offer as a fresh grad?"
- "Why did you leave your last job? or "Why are you looking for another job?"

Tips # 6: Prepare for technical interview questions

Java Developer

- “Can you explain what polymorphism is?”
- “What is a JDBC Driver?”
- “Differentiate ArrayList from LinkedList”

Tips # 6: Prepare for technical interview questions

Front-end Developer

- “Have you ever used a grid system, and if so, what do you prefer?”
- “What's the difference between a relative, fixed, absolute and statically positioned element?”
- “Explain how **this** works in JavaScript”
- “What tools and techniques do you use debugging JavaScript code?”

Tips # 7: Be Self-Confident

- High self-esteem and self-confidence are the hallmarks of the successful individual.

Tips # 8: Provide Examples/Details

- Support statements about yourself with specific examples.

Tips # 9: Line up your questions for the interviewer.

- Come to the interview with some intelligent questions for the interviewer that demonstrate your knowledge of the company as well as your serious intent

Tips # 10: Practice is also the key

- Grab a buddy who will do a mock interview with you.

Tips # 11: Don't worry about sounding "canned".

- Some people are concerned that if they rehearse their answers, they'll sound "canned" (or overly polished or glib) during the interview.
- Don't worry. If you're well prepared, you'll sound smooth and articulate, not canned. And if you're not so well prepared, the anxiety of the situation will eliminate any "canned" quality.

Tips # 12: Dress for success

- Remember that it's always better to be overdressed than under and to wear clothing that fits and is clean and pressed.

Tips # 13: Make your selling points clear

“If a tree falls in the forest and no one is there to hear it, did it make a sound?”

Tips # 14: Always think Positive

Interviewer may ask negative questions. Don't fall on a trap by answering these questions.

- "What did you like least about that previous job?"
- Turn it to positive:
- "I liked my previous job quite a bit, although now I know that I really want to [new job]."

Tips # 15: Master the art of rejections

- If you've had a bad interview for a job that you truly think would be a great fit for you, don't give up!
- Rejections are normal

Others

- Collect and collect the select!
- Read motivational articles about achieving your goals\
- Join Job Seekers group/forums

Send your CVs

aljohn.de.guzman@accenture.com