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Comprehensive 10-sessions seminar on successful navigation of the Job Market

All About Resume

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WHY DO WE NEED TO HAVE A RESUME?

- Does everybody need resume?
- Is resume more like a marketing brochure?
- Or is it like CIA background check form?
- Who writes resumes?
- Can I use software to create a resume?
- What is the best time to write resume?

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RESUME STRUCTURE - Contact Information

- One phone number is enough
- Provide cell phone rather home phone number
- No email addresses with non-US domains
- Small picture does not hurt
- Never place contact info in a footer or header

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RESUME STRUCTURE - Objective

- Very clear and concise. One line, maximum two.
- Cannot include multiple positions (job titles)
- Reader should not be guessing what you want
- Must part of resume – WHY?
- In sync with all other resume sections
- You can put Green Card/H1B info right there

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RESUME STRUCTURE - Profile

- Major professional and educational qualifications
- Bulleted. One bullet per one skill or ability.
- Sorted by value. Most important things listed first.
- 100% **supporting** the Objective, not trashing it.
- Each bulleted position should correspond to work experience gained via employment
- Work authorization if not mentioned in Objective

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RESUME STRUCTURE – Technical Skills

- Supporting the Objective and Summary
- Supported by work experience part of resume
- Organized in groups and categories (Platforms, Languages, Bug Tracking Systems, etc.)
- No versions of software/tools unless really critical
- Do not use tables in that and any other section
- Update any time you learn another tool, utility, language, platform, browser, bug tracking system

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RESUME STRUCTURE – Work Experience

- Last company at the top, not the first one
- One line is enough to cover dates, job title, employer, location, country
- Employer web site is an extra
- Description of the product tested is important
- Bulleted. Each line starts with an action verb.
- Only activities related to the Objective
- No monkey copy-pasting from project to project

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RESUME STRUCTURE – Education, etc.

- Consistent with Objective
- Chronologically organized
- Americanize the degrees and college names – make it easier to understand
- High School is not needed
- GPA normally is not needed
- Certificates and designations could be shown in that section or a dedicated section of a resume

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RESUME Mythology

- One page, two pages, 4-5 pages
- Objective not needed
- File format – doc, pdf, rtf, txt, HTML
- Using or not using bullets
- Hobbies, personal (age, marital status, health)
- References in the resume
- Logos (images) of certificates
- Any US experience is better than none???

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RESUME FORMATTING

- Use one font and one font size for the entire resume – Why? Any deviations?
- Keep one inch margin (all 4)
- No footers, no headers
- No tables
- No coloring of the titles
- Consistent spacing between resume sections
- Spell check
- Comma after word – no space in between

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RESUME LANGUAGE

- Action verbs
- Past tense – present tense – ing?
- Professional language only
- No borrowing of common phrases
- Do not give your resume to curious people
- Never stop learning from resumes of others
- Research resume language on Craigslist

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RESUME: Personal

- Do we need that in our resume?
- What is normally in that section?
- No duplication with Profile section
- Standard verbiage to avoid
- Cool things – is it dangerous?

LAB: How others see me.

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MORE RULES OF SUCCESS:

STAYING OUT OF CROWD

- Nicely formatted resume
- Professionally written resume
- All the details taking care of (not sloppy)
- Clear objective
- Synergy between resume parts
- Well written experience bullets
- No duplication between projects

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РУССКИЕ ПРОБЛЕМЫ H1B РЕЗЮМЕ

- Понты в должностях (Principal, Lead, ….) – К.Маркс и Циля (старший экономист)
- Отсутствует/почти отсутствует описание опыта работы – только должности
- Намешано в одной должности обязанностей из разных профессий
- Неприемлимо плохой английский
- Несоблюдение формата, отсебятина
- Персональная информация