Things to Note

1. **First Impressions Matter**: Recruiters spend just about 6 seconds on your resume, so make it count.
2. **Strategic Marketing Tool**: Your resume is a powerful marketing document, so use it wisely.
3. **Killer Resume Formula**: A killer resume combines results-driven content with a sleek format.
4. **Keep It Concise**: Limit your resume to one page if you have less than 10 years of work experience.
5. **Add Hyperlinks**: Include clickable email and LinkedIn profile links for a professional touch.
6. **Adapt to Company Culture**: Tailor your language and tone to match the company's culture.
7. **Prioritize Important Experience**: Highlight your most relevant experiences prominently.
8. **Quantify Achievements**: Use numbers to quantify your achievements; it makes your resume more convincing.
9. **Dates and Consistency**: Include both months and years in your dates, and keep them consistent with your LinkedIn profile.
10. **Summarize Vague Roles**: If you've had vague job titles or worked for lesser-known companies, provide a brief overview before listing accomplishments.
11. **Strategic Content**: Select resume content strategically to align with the role you're applying for.
12. **Prove Your Skills**: Use quantifiable results as proof points instead of making vague claims.
13. **Engage the Reader**: Your resume should be brief, well-organized, and visually appealing to hold the reader's attention.
14. **Continuously Improve**: Your resume should evolve with your career; it's a work in progress.
15. **LinkedIn Matters**: Your LinkedIn profile is often checked by recruiters, so keep it consistent with your resume.
16. **Start Early**: Begin crafting your resume well in advance and leave time for revisions before applying.
17. **Highlight Impact**: Emphasize the results and impact of your actions in your roles.
18. **Show, Don't Tell**: Use real data and numbers to demonstrate your skills and achievements.
19. **Seek Feedback**: Share your resume with trusted individuals who can provide valuable feedback.
20. **Be Unique**: Personalize your resume to tell your unique career story.

These tenets should help you create effective and impactful resumes that catch the attention of recruiters and potential employers.

How To Identify Resume-Worthy Achievements

Step 1: Create Your Ultimate Achievement List

- Start by reflecting on your past roles and jot down everything you were involved in, from projects to daily tasks. This is your foundation.
- Think of it as creating your personal treasure trove of experiences. It's a real time-saver when you're applying for different jobs because you can pick the most relevant ones.

Step 2: Tap into Your Strengths

- Take a moment to remember what you were genuinely good at in your previous positions. What tasks did you excel in, and where did you shine?
- This step helps you not only recognize your skills but also opens your horizons to different types of work that you might enjoy.

Step 3: Celebrate Your Achievements

- Now, let's shift our focus from responsibilities to achievements. Ask yourself, "What did I accomplish in each role?"
- Transform your day-to-day tasks into meaningful achievements. This is where you tell the story of how you made a difference.

Step 4: Say Goodbye to the "Backwards Job Posting Resume"

- Your resume should be a reflection of your impact, not just a list of duties. Instead of just saying what you did, show what happened as a result.
- Use numbers and specific examples to paint a vivid picture of how you contributed and left a positive mark.

By following this framework, you'll not only find your resume-worthy achievements but also convey your authentic self to potential employers, making a lasting impression.

Templates to Outcome-Oriented Resume Statements

Template 1: [Action Verb] [Noun] that led to [Quantifiable Result] in [Time-Frame]

Example 1:

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Templates to Outcome-Oriented Resume Statements (cont)

- **Implemented an Agile development approach** that led to a 30% increase in project efficiency within a 3-month timeframe.

Example 2:

- **Designed and deployed a new user interface** that resulted in a 20% reduction in bounce rates within the first month.

Example 3:

- **Completed a coding internship program** that led to a 100% job placement rate for program graduates within 6 months.

Template 2: [Action Verb] [Noun] by [Quantifiable Data] in [Time-Frame] by [Action Verb] [Noun]

Example 1:

- **Enhanced website security** by reducing cybersecurity vulnerabilities by 40% in 6 months through proactive monitoring and patching.

Example 2:

- **Increased system performance** by optimizing database queries, resulting in a 25% reduction in response time within 4 months by conducting daily performance checks.

Template 3: [Action Verb] [Noun] for [People Group/Project] to [Quantifiable Result]

Example 1:

- **Led a team of junior developers** to develop and launch a mobile app, achieving 50,000 downloads and a 4.7-star rating on app stores.

Example 2:

- **Managed IT support for a non-profit organization**, resulting in a 20% reduction in IT-related costs while ensuring uninterrupted operations for the organization.

Example: To find Resume Worthy Aspects

Imagine you're a junior developer or someone transitioning to the IT industry, and your previous job was in a different field. Your old resume might look like this:

Customer Service Representative

Handled customer inquiries and resolved issues through various communication channels, including phone, email, and chat.

This type of resume doesn't reveal much about your potential as a junior developer or your unique skills. To help you identify more "resume-worthy" IT aspects, here are some questions to consider:

1. **Coding Experience**: Have you written any code, even for personal projects? If so, what languages did you use, and what kind of applications or websites did you build?
2. **Problem-Solving**: Can you share an example of a challenging problem you encountered while learning to code or working on a project? How did you approach and solve it?
3. **Projects and Tools**: Have you completed any online courses, tutorials, or coding bootcamps? What projects did you work on, and what tools or technologies did you become proficient in?
4. **Collaboration**: Did you collaborate with others on coding projects or contribute to open-source projects? Describe your role and contributions.
5. **Learning Journey**: How do you keep up with the fast-paced IT industry? Do you regularly read tech blogs, follow industry news, or participate in online forums and communities?

By answering these questions, you can uncover the "golden nuggets" that showcase your potential as a junior developer or someone making a shift to the IT industry. Your tailored resume will then focus on these achievements and use appropriate language to describe them.

The key is to highlight your coding experience, problem-solving skills, proficiency with relevant tools and technologies, collaborative efforts, and your commitment to continuous learning. This way, you'll present yourself as a strong candidate for IT positions.

Education

Fonts To Use

- Arial	- Garamond
- Calibri	- Georgia
- Times New Roman	- Century Old Style

Kind Words

Kind Words: is a unique way to have someone else (a client, manager, professor) sell you on your behalf - pretty sweet deal!

List any core papers and thesis topics that would be most relevant for the role, adding more keywords to the mix. You can also separate out Certifications - which could also be called Professional Development or similar. This is a great place to mention any company trainings you've attended or MOOCs (massive open online courses) you've completed of your own volition. It shows you like to keep your know-how up to date and are invested in your professional growth

Relevant Academic Papers and Thesis Topics:

- Advanced Machine Learning Algorithms for Predictive Analytics (Keywords: Machine Learning, Predictive Analytics, Algorithms, Data Science, Artificial Intelligence)
- Cybersecurity in the Age of IoT: Vulnerabilities and Mitigation Strategies (Keywords: Cybersecurity, IoT, Vulnerabilities, Mitigation, Information Security)
- Blockchain Technology: Applications and Implications in Financial Services (Keywords: Blockchain, Financial Services, Distributed Ledger, Cryptocurrency, Fintech)

Certifications and Professional Development:

- Completed 'Advanced Data Analysis' course by XYZ University. (Keywords: Data Analysis, Course, Professional Development, XYZ University)
- Attended 'Cybersecurity Essentials' training at ABC Company. (Keywords: Cybersecurity, Training, ABC Company, Information Security)
- Successfully completed 'Machine Learning Fundamentals' MOOC. (Keywords: Machine Learning, MOOC, Professional Growth, Online Courses)

Technical Skills

List hard skills with an indication of proficiency level, that are specifically relevant for the role (notice how it doesn't mention Microsoft Word or PowerPoint, Captain Obvious?)

Words To Avoid

- tries	- objectives
- references available	- responsibliities include
- upon reqeust	- loves

Languages

Always include these if you speak more than one, listed in skill level.
Example:
English - Proficient
Bengali - Native
Hindi - Average

Action Words

- designs	- generates	- recruits
- critiques	- esatblishes	- coaches
- examines	- improves	- invents
- influences	- oversees	- illustrates
- advises	- compiles	- resolves
- prepares	- advises	- orders

Common resume mistakes to avoid

1) Inconsistent punctuation and capitalization (look at your bullets, dashes, and spaces)
2) Grammatical errors
3) Inconsistent formatting
4) Outdated contact information

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