#Resume101 for students

Your guide to perfecting your resume

What is a resume?

A resume is a summary of your work experience, skills, accomplishments, and education. Having a well-polished resume will help you stand out amongst other applicants to score that first-round interview! First impressions last, so it's important to be professional, concise, and neat when creating a resume.
Fun Fact: The average resume is viewed for less than 30 seconds.

The importance of a good resume:

A pre-screening tool
Most companies use a pre-screening process to select for first round interviews.

Your first impression
Think about what stands out most about you by putting yourself in the shoes of the hiring manager.

The interviewer's guide
Guide the reader through your resume by highlighting key achievements and using lists.

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.

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

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

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

Avoid:
- Making spelling/grammatical errors
- Using passive verbs
- Under-selling leadership experience

#PassionAndPersonality
We look for passion and personality. Be sure to give us an inside view into your hobbies, interests, and what ignites your own passions.

We're hiring the next generation of leaders across teams at **Twitter**, **Periscope**, and **MoPub**.
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Your name here

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

Education

School Name, City, State
Graduation Date (expected)
Degree(s), Major(s), GPA (with scale)
• Honors & Awards
• Key Coursework, Relevant Projects
• Activities, Campus Leadership Experience

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)

Work Experience

Company Name, City, State
Month, Year - Present
Position, *Team - Function*
• Responsibilities
• Action
• Impact
• E.g. Designed cross-platform (web + mobile) testing & automation framework; used Maven
• 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

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