

Building Your First Resume

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My Intro

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Head of Growth Marketing @ Airbnb

Previously at EA Games for 7 years

Degrees: Computer Science, e-Commerce

2 kids (16, 13)

Live in Redwood City

Agenda

The Need

The Structure

The How

The Templates

Acing Your First Impression

Resume Values

Conveys professionalism → Sets you apart

Easy to understand → Standardized format

Highlights your strengths → 'Hides' your gaps

(Usually) Brief → Makes it interesting



The Structure

Introduction

Name, email, city, state, linkedin profile

(That's it! OK maybe a summary later)

Education

School Names. A brief sentence on focus for you or the school.

GPA not needed (only use if >3.5)

'Work Experience'

OR Academic Experience

OR Special Projects

Notable highlights

Activities & Interests

Things you do outside of school.

Things you talk about with your friends.

What it is and what it is not



Your Story: Things you feel good about in your life



A chronological list of random things you have done



Let's start!

Make a list of all the things you are proud of

School projects, work experiences, volunteer stints, extra curricular activities... anything you participated in & enjoyed

Find your truth

What is your story?

What is the connective tissue in this list?

Are there 'groupings' of things you enjoy?

What makes you happy?

You are almost there

Organize the list in themes and start filling in
the template

Google for Polish

Search sample resumes to pick up on better wording.

Google for Polish

How to write “I changed a lightbulb” on your resume:

“Single-handedly managed the successful upgrade and deployment of a new environmental illumination system with zero cost overruns and no safety incidents.”

Save and Share

Download as pdf. Print. Proofread. Review
with others. Edit. Share.

A TEMPLATE

No Work Experience

A TEMPLATE

With Work Experience

My Resume

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Moving on to LinkedIn

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Thank you!