

6 seconds

**That's how long a recruiter
spends looking at your resume**



Our target

1. Understand best practices
2. Create the best resume possible

How we'll get there

- Understanding best practices
- Building your resume while reviewing mine
- Upcoming “Ultimate Career Coach” chatbot



Best practices (not really)

- CV vs Resume
- loverboysamz@gmail.com
- No subject, no body
- FaNcY dEslgN
- Picture
- References
- TMI (personal info)
- Spleing mistke
- **Honesty 99/100**
- Same formula for everyone



(609) 667-4488
(215) 629-0595

RSVP SERVICES
FOR COMPUTER ORIENTED COMPANIES

RECRUITMENT
SELECTION
VOCATIONAL COUNSELLING
PLACEMENT

ONE CHERRY HILL MALL
CHERRY HILL, N. J.
08034

HOWARD LEVIN
DIRECTOR

RALPH P. MCINTYRE
MANAGER,
CLIENT RELATIONS

William H. Gates
Wigglesworth A-11
Harvard University
Cambridge, Massachusetts 02138
(617)498-3909
After 6/1/74: 5161 N.E. 41st
Seattle, Wash. 98015
(206)524-0796

5' 10" 130 lbs
No dependents
Salary: \$12,000
Desired salary: open
Location: open, no restrictions

OBJECTIVE: Systems analyst or systems programmer

EDUCATION

Currently enrolled for first year at Harvard College
Courses taken include: Operating Systems Structure, Data Base Management, Compiler Construction and Computer Graphics. Honors student and received A's in all of the above.

EXPERIENCE: PDP-10, PDP-8, PDP-11, PDP-1; CDC 6400; Burroughs 5500; Nova 1200; MCS-8008; FORTRAN, COBOL, ALGOL, BASIC, machine languages for most of the above computers, LISP, JOSS; power control real-time systems; traffic flow analysis system; school scheduling; payroll

TRW Systems Group, Vancouver, Washington, 1/73 - 9/73

Systems Programmer, involved with file design and modifications to operating system, system library and utilities (flowcharting, coding, debugging and documentation). The project involved setting up a real-time system for power control around two PDP-10's and three PDP-11's.

In partnership with Paul G. Allen, 6/72 - present

Designed and put together a system for traffic engineers to study traffic flow. The system is built around Intel's MCS-8008 microcomputer. The software and hardware set-up has been fully tested using a prototype. Demonstrations to customers are planned for May, 1974.

Lakeside School, Seattle, Washington, 6/71 - 9/71 and 6/72 - 9/72

Co-Leader and Co-Partner, on contract, in project to set-up a general purpose program to do scheduling for private high schools. Software was written mainly in FORTRAN on CDC 6400, PDP-10 and PDP-11. Total profits from this venture exceed \$10,000.

Information Sciences Inc., Portland, Oregon, 1/71 - 12/71

Part of team designing and implementing an extensive payroll package in COBOL. Project Leader and in charge of overall design for last six months.

Elon Musk

elonmusk@teslamotors.com ✉

650-681-5000 📞

Los Angeles, USA 📍

elon.musk 🌐



Aiming to reduce global warming through sustainable energy production and consumption, and reducing the "risk of human extinction" by "making life multi-planetary" and setting up a human colony on Mars.

Work Experience

- 06/2006 - Present** San Mateo, USA
Chairman
SolarCity
Accomplishments
Created a collaboration between SolarCity and Tesla to use electric vehicle batteries to smooth the impact of rooftop solar on the power grid. Provided the initial concept and financial capital.
- 02/2004 - Present** Palo Alto, USA
CEO and Product Architect
Tesla Motors
Accomplishments
Currently oversee the company's product strategy -- including the design, engineering and manufacturing of more and more affordable electric vehicles for mainstream consumers. Insisted on using carbon fiber composite materials in the hull to minimize weight, developed the battery module and even some elements of design, like the headlights. Received Global Green 2006 product design award for Tesla Roadster design.
- 06/2002 - Present** Hawthorne, USA
CEO and CTO
SpaceX
Accomplishments
Plans to reduce space transportation costs to enable people to colonize Mars. Oversee the development of rockets and spacecraft for missions to Earth orbit and ultimately to other planets. Developed the Falcon 9 spacecraft which replaced the space shuttle when it retired in 2011.
- 03/1999 - 10/2002** San Jose, USA
CEO
X.com and PayPal
Accomplishments
Involved in the development of new business models, conducted a successful viral marketing campaign, which led to a rapid increase in the number of customers. Created a method of securely transferring money using a recipient's e-mail address.
- 01/1995 - 02/1999** California, USA
Co-founder
Zip2
Accomplishments
Created a platform where newspapers -- including credible ones as New York Times -- could offer their customers some additional commercial services.

Skills & Competences

- Thinking through first principles
- Micromanaging
- Goal oriented
- Future focused
- Critical thinking
- Resiliency
- Verbal and written communication
- Leadership
- Creativity
- Time Management

Achievements & Certificates

- IEEE Honorary Membership (2015)
Given to people who have rendered meritorious service to humanity in the IEEE's designated fields of interest.
- Businessperson of the Year by Fortune Magazine (2013)
Prize received for the following companies: 'SpaceX', 'Tesla Motors' and 'SolarCity'
- FAI Gold Space Medal (2010)
One of the highest honors in the aerospace industry, shared with prominent personalities like Neil Armstrong and John Glenn.
- Honorary doctorate in Design from the Art Center College of Design
- Honorary doctorate (DUniv) in Aerospace Engineering from the University of Surrey
- Honorary doctorate of Engineering and Technology from Yale University

Languages

- English
- Afrikaans

Interests

- Physics | Sustainability | Philanthropy | Extraterrestrial life | Alternative energy sources | Space engineering | Reading | Video games

Education

- 09/1992 - 06/1995**
Bachelor of Science in Economics
Wharton School of the University of Pennsylvania
- 09/1992 - 06/1995**
Bachelor of Science in Physics
Penn's College of Arts and Sciences

Takeaways from my resume review

- Structure/format/design/layout - highlighted the important things
- Tailored/customized content
- Action verbs and powerful language
- Use of keywords
- Avoided common mistakes
- Proofread and sought feedback



Here's a list to steal/take ideas from

Action words

1. Achieved
2. Improved
3. Managed
4. Led
5. Developed
6. Delivered
7. Streamlined
8. Orchestrated
9. Innovated
10. Pioneered
11. Executed
12. Expanded
13. Optimized
14. Transformed
15. Accelerated

Powerful phrases

1. Spearheaded a new initiative...
2. Drove significant growth in...
3. Exceeded targets by...
4. Pioneered the development of...
5. Successfully managed and coordinated...
6. Implemented efficiency improvements in...
7. Negotiated key contracts resulting in...
8. Masterminded a strategy that...
9. Engineered a turnaround in...
10. Cultivated a culture of...

SAMPLE RESUME

Nadia Smythe

email@g.harvard.edu | 555-555-5555

linkedin.com/in/youracct/

EDUCATION

HARVARD UNIVERSITY EXTENSION SCHOOL 2014 - 2016

Master of Liberal Arts, Management

- Recipient of Dean's List Academic Achievement Award
- Selected for the Venture Incubation Program at Harvard Innovation Lab and winner of Stretch Award 2016

UNIVERSIDAD NACIONAL AUTONOMA DE MEXICO 2001- 2006

Bachelor of Business Administration in Marketing

- Graduated from Honors Program, Rank 1
- College Student of the year 2006 awarded by Expansion Time Warner Magazine
- Recipient of L'Oréal Excellence Award 2006

PROFESSIONAL EXPERIENCE

AGENDA28 September 2012 - Present

CO-FOUNDER/ DESIGN STRATEGY DIRECTOR

- Founded design studio specialized in social impact that develops integral design strategies to increase effectiveness of social initiatives and empowers young designers from underserved communities in Mexico
- Led 20 design projects for nonprofits and social enterprises in the U.S., Mexico, India, Zambia, Australia, Switzerland
- Won Most Innovative Idea at Educational Innovation and Social Entrepreneurship Conference at Harvard - May 2015

ENTERPRISE DE MEXICO November 2008 - January 2014

MARKETING & SALES DIRECTOR

- Led the Marketing and Sales teams, achieving a company growth of 163% in 5 years
- Reinforced the brand by redesigning the corporate identity and executing online marketing campaigns
- Improved the customer service by implementing a new Sales Methodology, a CRM and a Loyalty Program
- Developed a new Corporate Strategic Planning methodology and coordinated all related activities
- Expanded operations to 9 new countries in Latin America

OPTICIANE MEXICO January 2008 - October 2008

PR & MEDIA EXECUTIVE

- Managed the PR activities for 16 eyewear brands
- Planned events for Tiffany, Chanel, and Ralph Lauren winning best congress planner 2008 (Convenciones Mag.)
- Coordinated media campaigns for RayBan, Vogue and Prada
- Accomplished \$1,300,000 USD in Clipping (free advertisement)

CLAIROLE MEXICO March 2006 - December 2007

PREFERENCE BRAND MANAGER

- Performed the marketing activities including forecasts, new products launch, advertisement and promotions
- Led the Casting Crème Gloss and Color Rays market research
- Achieved 15% in annual growth vs 0.5% budgeted

TRAINEE: Managed the Mexico City's point of sales team

INTERNSHIP: Supported Paris' hair color brands with sales forecasts, design of promotions and PR events

VOLUNTEER EXPERIENCE

- **INCUBATEC**- Mexico City (January 2005 – May 2006): Coordinator of entrepreneurs program
- **ARTE NAJEL**- Chiapas, Mexico (July 2005 – March 2006): Marketing advisor for fair trade project
- **POLE**- Nairobi, Kenya (August 2012): Assistance to Mercy Community School to develop business plan

Resource

My Resume (editable)

Harvard's Resume Guide Download from Exercise Files



The Ultimate Career Coach ▾



The Ultimate Career Coach

Career coaching assistant providing comprehensive development guidance. Trained with real-life datasets.

By Sayem Faruk

Resume: Can you review my resume?

Career Change: Things to keep in mind.

Interview: Can you simulate a job interview?

Salary Negotiation: Maximizing my compensation.

 Message The Ultimate Career Coach...



ChatGPT can make mistakes. Consider checking important information.





Be wary of local recruiters

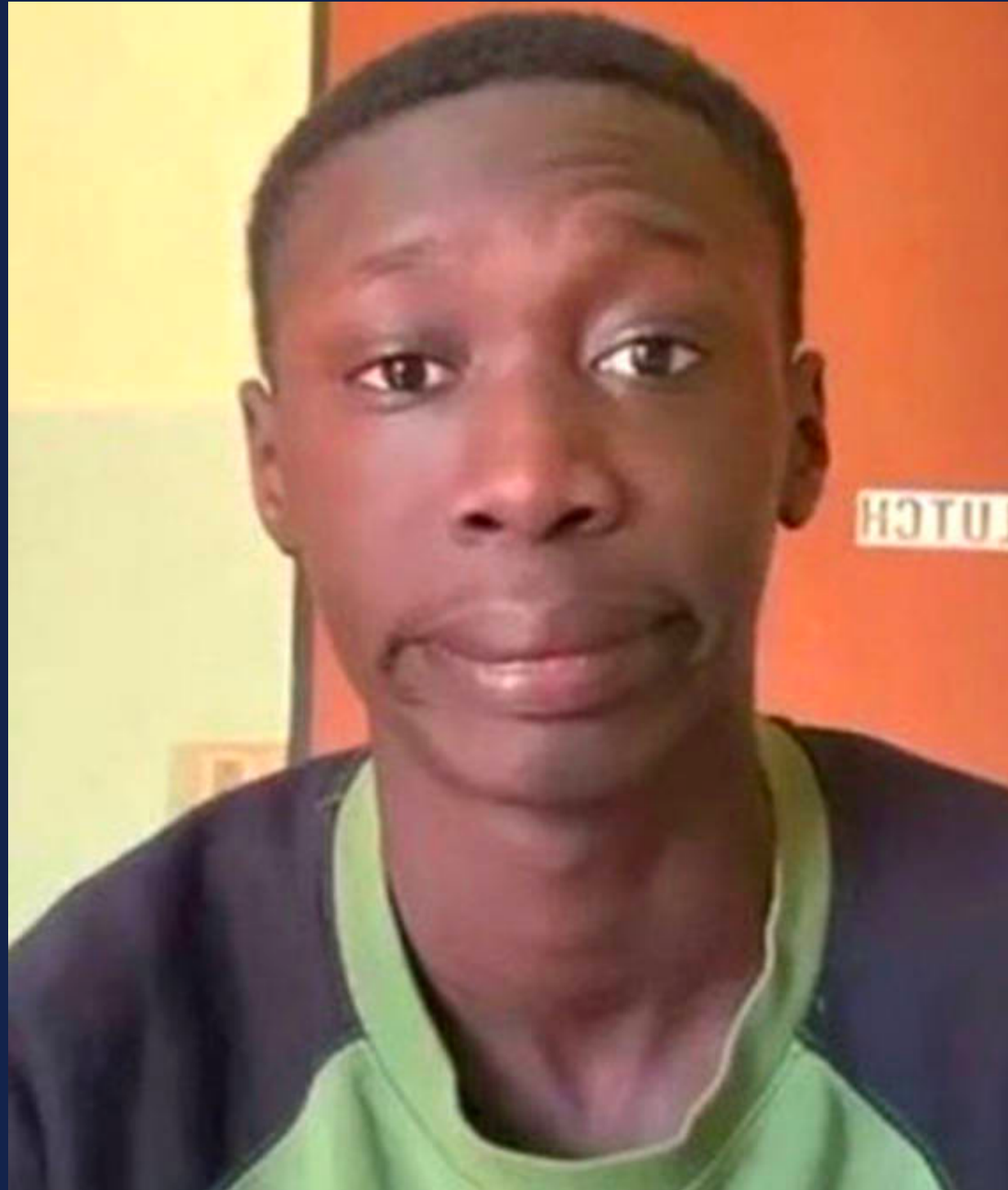
Picture | References | Age | Marital Status | Cover Letter

Show us [your new resume!](#)

Post your newly edited resume in our

[Facebook Community](#).

and get feedback from me and other members.



One thing to remember:

**You have 6 seconds
to impress a
recruiter.**

Image source: @khaby.lame on Tiktok

