

The MMSF Guide to Resume Hacking

What is a resume?

It's a simple, **easy to read** snapshot of facts that illustrate your past experiences, affiliations and credentials for a role.

- **Easy to read:** An experienced recruiter spends about 30 seconds scanning your resume for facts about you. So a resume cannot be a brick of text. It cannot be a 9 page memoir. It's a simple statement of facts that you've collected on your experiences.
- **Factual:** It's a statement of facts. Even if you're the best debater on the debate team, where is the proof? To quote Donald Trump on what *not to do* on a resume: "I have a winning temperament." Where's the proof? Saying that you have a winning temperament is not going to prove that you do. Rather, describing the facts will: "I mediated negotiations between two disparate parties and reached a

Get started

- **GATHER MATERIALS:**
 - Your calendar (whatever that means) or schedule for everything you've done in the last 4 years (or during college only).
 - A few job descriptions for jobs you want to apply to.
- **BRAIN DUMP EVERYTHING ON PAPER**
 - Make a list of all the jobs, projects, and volunteering roles that you've ever worked for
 - Under each position/project, write the biggest achievement that you've had.
 - Then list everything else that you can think of.
 - If you don't have any official jobs, focus on class projects or classwork that can illustrate your skills
- **LIST WHAT YOU LEARNED / YOUR BIGGEST STRENGTHS**
 - *Hard Skills:* Programming languages, computer programs you can use, artwork, other achievements
 - *Soft Skills:* Ability to influence, likability, competitive, detail oriented, teamwork, leadership, following through, etc. < What have people told you you're great at?

Start putting it all together

1. Split screen the job description and your "resume"
2. For every responsibility in the job description, what SKILL are they asking for?
3. Which one of your skills or experience match or most closely align (are transferable) to what they are asking for?
4. How can you prove that this is true on your resume? (facts, numbers, data)

What are the sections of a resume?

- Education
 - School
 - Degree type, Major(s), Minors
 - Graduation MM/YYYY (current student = anticipated; graduated = actual)
 - School and academic honors and awards
 - Study abroad / special programs
 - Research papers and projects of note
- Experience (you can go so far as to spell out the experience for the industry)
 - Company, City
 - Role, Dates held
 - Experience: Maximum of 5 bullets per role (the older or less relevant the work is to the role you're applying for, the fewer the bullets)
- Activities and Awards
 - Activities, positions held (date)
- Hobbies: all in a single line to show some of the cool things you're into.

What matters on a resume?

- Impact (use numbers)
- Readability: **7 second rule**
- The verb tense: should be past tense, even if it's your current role
- Formatting
 - Types of resumes: chronological, project based, academic
 - Order of sections
 - Margins, fonts and font size
 - No more than 2 lines per bullet
 - No more than 5 bullets per section (and fewer if it's old experience)
- Spelling and Grammar
- Your experience and story
 - Is there a trend or obvious trajectory in your performance over time?

Mastering your resume content (bullets)

How to order your work experience:

- We recommend organizing everything chronologically, most recent comes first. Chronology allows the employer to see your growth over time.

A few basic rules about bullet points:

- They're 1-2 lines long. That's it!
- No more than 3-5 under each role. This forces you to prioritize your biggest achievements in the role.

- Achievements come before duties. If you led a project, that comes before your daily duties. Daily duties at the bottom.
- Every word on the page has impact. Even the word “the” or “of.” Ask yourself if there’s a shorter way to say it without losing the essence of your bullet.

Situation, Task you were given, Action, Result (STAR) format for bullets on your resume:

There’s a simple formula to writing your bullet points and making them stick. Here’s another one that can help you write action packed bullets on your resume:

- What did you improve in the situation/company/role? (Increased sales by 326%....)
- What was amazing about this? (...within one month...)
- How did you do it? (...by restructuring the sales incentive program to refocus on A, B, and C.)

What’s not included there?

- I was amazing.
- Fantastic.
- Efficient.
- Awesome.
- Great.

Let the employer decide for themselves what is amazing, fantastic, and efficient. You just state the facts about your contributions and what you did to elevate your past employer or role to the next level.

Use numbers for everything!

Using numbers and metrics can also really help to show the speed, scope, volume, and impact that you have left behind in your roles. Employers want to know that you have the basic analytical skills to measure the results of your work. If you never tracked your work before, you should start! No matter how well you do, nothing illustrates your achievements louder than numbers on a resume. Example metrics:

- Analyzed 10,000 records...
- Raised \$500,000 from alumni donations...
- Assisted 20,000 students with...

Resume template

Name

Address | Contact phone, email

OBJECTIVE

State your objective here

EDUCATION

Bachelors of Awesomeness, Field of study, MM/YY (date received)

School

- Academic awards or distinctions or anything else you want to call out.

<INDUSTRY/ROLE> EXPERIENCE

Most recent company 1, City, State

Job Title

MM/YY – present

- Biggest achievement (show results with numbers where ever possible)
- Second biggest achievement
- Daily duties that are remarkable or worth calling out
- No more than 3-5 bullets (suggest dropping the last few bullets if the impact isn't very remarkable)

Previous company 1, City, State

Job Title

MM/YY – MM/YY

- Repeat bullet format above

OTHER EXPERIENCE

Previous internship company 1, City, State

Job Title

MM/YY – MM/YY

- Just 1-3 bullets. Depends on how much more you have to put (and length of the resume)

AWARDS & ACHIEVEMENTS

I think I had like one a long time ago. So I listed it here with the date MM/YY. You can also list it below and just re-title Extracurriculars to Extracurriculars and Awards (always lead with awards).

EXTRACURRICULARS

Org name, Member of the org. that I'm in #1, Date received or MM/YY – MM-YY (you can skip the section above and also put them here) Awards for talent, merit, academics, or general awesomeness, MM/YY received
Volunteering, MM/YY

HOBBIES: blogging, dancing, yoga, general awesomeness