

LESSON 11

TOP-NOTCH RESUME



AGENDA: YOU WILL LEARN

Vocabulary:

How to write a solid resume. Best tips and examples.

Grammar:

Articles.

Pronunciation:

Resume-related words.

Speaking & Soft Skills:

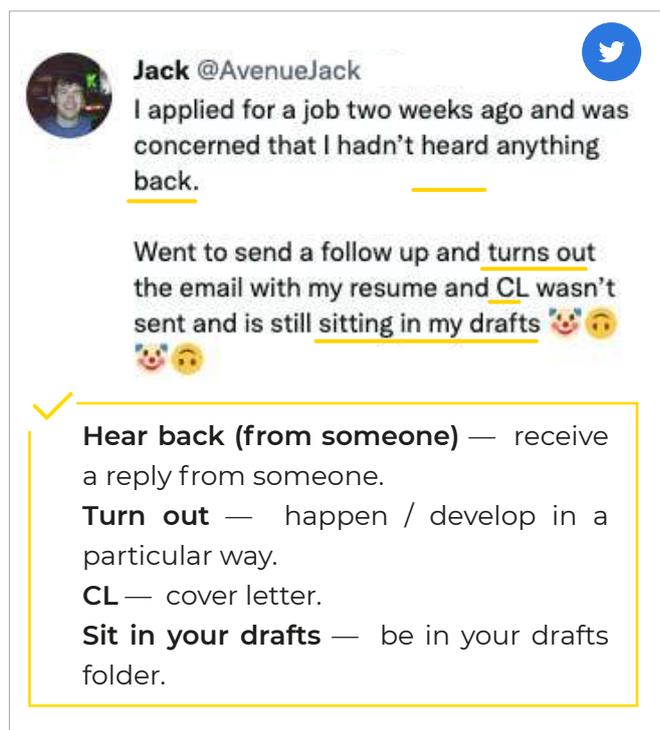
Phone interview.

Writing & Soft Skills:

Writing a top-notch resume.

WARM-UP 1

Read the tweet. How did Jack mess up?
What mistake did he make?



Jack @AvenueJack I applied for a job two weeks ago and was concerned that I hadn't heard anything back.

Went to send a follow up and turns out the email with my resume and CL wasn't sent and is still sitting in my drafts 😬😬

✓ **Hear back (from someone)** — receive a reply from someone.
Turn out — happen / develop in a particular way.
CL — cover letter.
Sit in your drafts — be in your drafts folder.





WARM-UP 2

In your own words, explain the purpose of a resume and a cover letter. Did you submit both when you applied for your last job? What are the qualities of a good resume?

READING



EXERCISE 1A

Read the article. Based on what you've read, are the following things a good or a bad idea to do? Sort them into the two columns.

1. List out all of the jobs you've ever held in your life
2. Use bullet point to describe your accomplishments
3. Use numbers to describe you work experience
4. Say how old you are and include your photo
5. Put a link to your LinkedIn profile
6. Ask other people to take a look at your resume and give you feedback

Good idea	Bad idea

6 TIPS FOR CREATING A KILLER RESUME

A resume (also called CV in Europe) is a summary of your professional experience **tailored for** a particular position that you're **applying** for. How can you make sure your resume is good enough to **stand out** and get you interviews? Follow these 6 tips.

1. KEEP IT RELEVANT TO THE POSITION

You shouldn't treat your resume as a **comprehensive** list of all the jobs you've ever held. Your resume is more of a marketing tool that you can use to convince a specific company to hire you for a specific job. The first thing you need to do is think about how you're going to relate your current skills and experience to the job that you want to get.

2. TAKE OFF ANY UNNECESSARY PERSONAL INFORMATION

Some information is just not worth sharing. Your **prospective employer** doesn't need to know about your hobbies, your age or marital status so be sure to remove any such details from your resume.

However, job-relevant personal projects and links to professional media platforms (GitHub, LinkedIn, Dribbble etc.) should definitely be included.

3. FOCUS ON ACHIEVEMENTS

Too often, **job seekers** make the mistake of listing out the job duties they were expected to fulfil instead of describing the value they brought to the company or the project. What you want to do is focus on quantifiable achievements that **showcase** you as an engaged person who takes initiative. For example: **"Boosted** the app's accuracy by over 4% by automating the creation of training data"

4. BE CONCISE

It is generally recommended that you keep your resume to one page, no matter how **extensive** your experience is. Creating a good resume is basically a matter of writing and editing things down until you're left with the most important and valuable information that shows that you're a great match for the job. Instead of writing long paragraphs, use bullet points to outline your skills and achievements.

5. LEVERAGE KEYWORDS

When you read the **job description**, pay attention to which words are used the most. Which skills does that job require? Which technologies do you need to be familiar with? Make sure you mention them in your resume as it will increase the chances of your resume getting past the initial screening process and into the hands of HR.

6. FORMAT AND EDIT

Proofreading is essential. Make sure your resume is typo-free and your grammar is on-point to eliminate the risk of making a bad impression **right out of the gate**. A silly mistake or a missed character might cost you the job!

Your resume's visual appeal and readability are important too. Make sure you have enough **white space** between different sections so that your resume is easy-to-read. You might want to get another pair of eyes on your resume before you start sending it out because any feedback is helpful.

🔊 Listen to the recording of the text (tracks 11.1) and check your pronunciation. As an extra challenge, try to pronounce the following words from it: **resume, initiative, accuracy, company, character.**



[Open in Google Drive](#)

Ab EXERCISE 1B

Review the text and find the highlighted words that mean:

1. Immediately.
2. Reviewing the written work and marking any errors.
3. Including all aspects of something
4. Submit a request.
5. Adapt for a particular purpose.
6. People looking for a job.
7. A letter or symbol.
8. The “empty” area of a page.
9. Someone who can give you a job.
10. Be noticeable due to uniqueness.
11. The tasks and duties of a job.
12. Persuade.

Ab EXERCISE 1C

Connect the remaining highlighted words from the text to their **antonyms** (words that mean the opposite).

- | | |
|--------------|---------------------|
| 1. Showcase | a) Small, limited |
| 2. Extensive | b) Hide |
| 3. Boost | c) Add |
| 4. Take off | d) Hinder, decrease |

Ab EXERCISE 1D

Complete the sentences with the words from Exercise 1C (1-4).

1. He _____ his email _____ his resume.
2. We have conducted _____ research on this topic.
3. I _____ sales by over 50% within 2 months.
4. If you want to _____ your work, you will need a portfolio.

🎤 EXERCISE 2

Think about your resume and answer the questions.

1. When was the last time you updated it?
2. What does it look like? Did you use a template or create your own design from scratch?
3. Did you follow any of the 6 tips from the text when you were writing it?

EXERCISE 3A

Let's take a look at an example of a great resume.

Study the resume on the next page along with the provided tips and answer the following 6 questions.

1. The “Skills & technologies” section in this resume is effective because:
 - a) it is short
 - b) it is visible and clearly structured
 - c) it rates each skill on a scale from 1 to 10
2. It's a good idea to put your education:
 - a) at the bottom of your resume
 - b) before professional experience
 - c) in the most visible part of your resume
3. Your projects section should:
 - a) not be included in your resume
 - b) contain links to each project along with a brief description
 - c) follow a strict chronological order
4. It's better to stick to a:
 - a) one-column layout
 - b) two-column layout
 - c) three-column layout
5. The summary of qualifications is effective because:
 - a) it uses the first person pronoun
 - b) it details the person's education
 - c) it concisely describes the person's experience and skill level



<p>Ben Clover UX Designer</p>	<p>Github: benclover LinkedIn: linkedin.com/in/benclover Portfolio: cloverux.com^{*1}</p>
<p>Summary of Qualifications^{*2} Experienced UX designer with a robust full-stack developer background.</p>	
<p>Skills & Tech^{*3}</p>	<p>Professional experience</p>
<p>Languages HTML5 CSS (LESS / SCSS) JavaScript (Type-script, ES6, NodeJS) Python</p> <p>Libraries & Frameworks Django React Express Angular</p> <p>Libraries & Frameworks Django React Express Angular</p> <p>Hosting AWS Cloudfront</p> <p>Dev Tools Editors: VS Code Version Control: Git, SVN</p>	<p>Amazon, Seattle WA — Design Technologist January 2019 — Present Python, Django, Wagtail, React, AWS</p> <ul style="list-style-type: none"> • Supports^{*4} an internal-facing CMS supporting many internal customers • Builds and releases new features on a regular basis • 1) _____ in developing automation toolsets, often using NodeJS-based libraries <p>Wylei, Remote — Software Engineer March 2016 — October 2018 NodeJS, Angular, Express, MongoDB</p> <ul style="list-style-type: none"> • Architected^{*5}, developed and maintained code for a SaaS platform where users created marketing campaigns with customized analytics dashboards • Planned and 2) _____ tasks to contracted developers and maintained code repositories that were unit tested and production ready • Developed, deployed and actively monitored services running on AWS <p>Appmobi, Poughkeepsie, NY — Web Engineer May 2015 — March 2016 PHP, LESS, Drupal, Codeigniter</p> <ul style="list-style-type: none"> • 3) _____ with clients daily to resolve issues^{*6} and coordinate projects launches • 4) _____ development on a responsive, full site redesign of InsightCuba resulting in a new website that attracted 70% more daily user traffic <p>Perfect Computer Solutions, New Paltz, NY — Web developer September 2014 — May 2015 PHP, HTML, CSS, PHP, Javascript, MySQL</p> <ul style="list-style-type: none"> • Improved client SEO and 5) _____ legacy static legacy website to be fully responsive

^{*1} Links to relevant professional media at the top

^{*2} this section is a concise (1-2 sentences) overview of yourself as a professional. Note, that you're not supposed to use the first person pronoun (i.e. "I")

^{*3} Skills are highlighted in a separate section and grouped by relevance

^{*4} Present Simple for the current job

^{*5} Past Simple for jobs held in the past

^{*6} use the infinitive (to + verb) to describe the purpose of your actions and initiatives

Education* ⁷	Professional experience* ⁸
<p>Bachelor of Science 2011-2017</p> <p>Major in Computer Science Minor in Theater Arts</p>	<p>The Gem Exchange, Webmaster, thegemexchange.net</p> <p>Dec 2017 — present AWS, Django, NodeJS</p> <ul style="list-style-type: none"> • Designed and built the product with the goal of making years worth of business data manageable by a globally distributed team. <p>Sprites and Dice, Cofounder, Webmaster, spritesanddice.com</p> <p>April 2013 — present</p> <ul style="list-style-type: none"> • 6) _____ various roles over the years including: writer, editor, and web developer. Currently developing version 3.0 of the site using Django, with the intent of creating custom automation tools for site staff

*⁷ Education is at the bottom and relevant work experience is given priority

*⁸ The projects' purpose and functionality is outlined and the working links are attached

EXERCISE 3B

You probably noticed that some words are missing from the resume. They are called action verbs because they describe actions or accomplishments. You want to start every bullet point in your work experience section with a strong action verb to attract attention.

Complete the resume with the action verbs from below.

led • delegated • assumed • interacted • assists • upgraded



ANGLISH TIP

@anna_gandrabura

A few ideas on how you can make your resume more effective.

Go to [Canva.com](https://www.canva.com) and pick a nice-looking template. There are some awesome free options available! (pick a template)

*Use a keyword generator (such as **Tagcrowd**) to help you figure out which keywords the employer will be looking for. Just drop the job description in the text field and visualize the word cloud. It's a fun tool that you can use for many other purposes as well [tagcrowd.com](https://www.tagcrowd.com) (Try it).*



GRAMMAR

Articles

EXERCISE 1A

Read the text and observe the way articles are used.

Founded in 2018, Mira Robotics unveiled **a** new robot earlier this year, promising that **the** robot, when it goes on sale in 2020, will be able to carry out **a** variety of household tasks, starting with emptying a washing machine and folding clothes.

This may sound like **a** simple job, but it's incredibly challenging for robots. Getting **a** machine to fold **a** T-shirt requires not only **an** understanding of how soft materials, such as cloth, deform, but also the ability to perceive visual cues and the mechanical dexterity to manipulate that object. It's knowledge that's intuitive for humans but **a** real challenge to capture in code. Even cutting-edge research labs can't make robots that can perform this task as nimbly as humans.



EXERCISE 1B

Choose the right option.

1. What is the reason for using “the” in this sentence?

*Founded in 2018, Mira Robotics unveiled a new robot earlier this year, promising that **the robot**, when it goes on sale in 2020, will be able to carry out a variety of household task.*

- a) The reader already knows about the robot because it was referenced earlier in the text.
- b) It's a proper name.
- c) It's new information.

2. What is the reason for using “a” in this sentence?

*Getting **a machine** to fold **a T-shirt** requires an understanding of how soft materials, such as cloth, deform.*

- a) It's the second time we read about this machine and this T-shirt.
- b) It can be any robot and any T-shirt.
- c) These are uncountable nouns.



EXERCISE 2A

Review the rules. Complete the gaps in the table:

- uncountable nouns (that are not specified)
- no prior reference
- specific / unique

A (an)		The		No article	
_____	<i>I am building an app.</i>	Prior reference	<i>The app is going to help you find comedy shows in your area.</i>	Generalizations (for plural nouns)	<i>Cats are harder to train than dogs.</i>
Unspecific / one of many	<i>I see a cat outside.</i>	_____	<i>The cat is outside (the one you're looking for).</i> <i>The Sun is out (there is only one).</i>	_____	<i>Do you have money?</i> <i>I receive feedback every day.</i>



ANGLISHTIP
@annglish_

Quick shortcut:

A = some / any

The = this

OTHER COMMON RULES:

Jobs, nationalities, beliefs: A/AN — He's a software engineer and an Irishman.

Numbers: A/AN — I need a hundred thousand copies.

Prices, speeds: A/AN — 60km an hour, 50 dollars a piece.

Musical instruments: THE — I learned to play THE guitar when I was fourteen.

Countries in the plural form or composed of more than 1 word: THE — Have you ever been to the Netherlands ?

My brother lives in the United Kingdom.



GRAMMAR CHEAT SHEET

Here are some questions you need to ask yourself when you decide which article to use:

- Is the noun singular? — Yes — a / the
- Is the noun plural? — Yes — the / no article
- Is the noun uncountable? — Yes - the / no article

Singular	Plural	Uncountable
I heard a noise.	I heard noises.	I don't like drinking cold water.
I'm reading the resume that I got yesterday.	I'm reading the resumes that I got yesterday.	The water you bought is ice cold.

EXERCISE 2B

Complete each sentence with **a/an, the or no article**.

1. Even ___ most advanced chatbots can't hold a decent conversation, but AI systems are definitely getting better at generating the written word.
2. You're seeing this page because it looks like you're outside ___ UK.
3. Alexa Guard is ___ easy, free way to protect your home with some basic security features.
4. The app is the fruit of collaboration between Google and Es Devlin, ___ artist and renowned stage designer who's worked with everyone from the UK's National Theatre to Kanye West, Beyoncé, and Adele.
5. This live stream plays ___ endless death metal produced by an AI.
6. The AI won 7,215 matches against humans, losing only 42 in ___ process.
7. Leiden University is running a series of studies in ___ hope of improving cognitive functioning or psychological wellbeing.
8. At the top, there would be a pressure-controlled set of ultra-exclusive hotel rooms where you can see ___ sunrise and ___ sunset at 4,000 meters.
9. All children love to learn, but many have a hard time with education and some have big problems with ___ school.
10. There's ___ good wine bar in the town center, right?



EXERCISE 2C

Complete the messages with **a/the/no article**.

1. We couldn't find ___ page you were looking for. Maybe our FAQ can help?
2. This is ___ 404 error, which means you've clicked on ___ bad link or entered ___ invalid URL.
3. We use ___ cookies for better user experience
4. Our mission is to help ___ people get ___ great jobs
5. To create ___ new workspace, click on ___ button below
6. Join 5K subscribers and keep up with ___ latest developments in ___ evolving industry of UX writing
7. Please, include ___ @ in ___ email address.
8. We sell domains. Buy ___ custom domain now to help people find you on ___ web.



There are plenty of fixed expressions that feature articles. Check out the cheatsheet.

[VIEW CHEATSHEET >>](#)



EXERCISE 3

Talk about:

1. The last time you interviewed for a job.
2. An interesting course you took.
3. A topic you want to know more about.



PRONUNCIATION

EXERCISE 1A

Listen to the audio recording (11.2) and repeat the following words:



[Open in Google Drive](#)

- CV
- Resume
- Template
- Certificate
- Intermediate
- Determined
- Analysis
- Diversified
- Supervised

EXERCISE 1B

Sort the words above into the columns. There will be 2 words leftover.

Stress on the first syllable	Stress on the second syllable

SPEAKING & SOFT SKILLS

EXERCISE 1A

Read the text and fill in the blanks with the words from the box.

for · put together · off the top of my head · professional growth · as ·
· regarding · benefit · cutting-edge · to ensure · on top of that · over

Phone interviews are often used by companies as a screening tool. They help determine whether the candidate has the communication skills and the expertise required to pass on to the next stage of the hiring process.

Let's take a look at a few common questions you might expect in a phone interview.

DESCRIBE WHAT YOU DO IN YOUR CURRENT ROLE.

I am currently working for a learning platform company. _____ a full-stack Java developer, I am responsible _____ designing, developing and maintaining our own IDE as well as software architecture. _____ the years, I've also gained experience coaching and mentoring new team members and communicating with stakeholders. For the past 2 years, I've been in charge of partnering with key stakeholders to troubleshoot issues and plan for the optimization of environments.

TELL ME ABOUT A FEW SUCCESSFUL CASES FROM YOUR EXPERIENCE.

The first case has to do with negotiation skills.

I negotiated with executives and stakeholders _____ the implementation of new features and refactoring of the existing legacy code. Most recently, I _____ a presentation to convince our CTO how implementing a live chat feature would _____ the product. When doing negotiations, I try to find the right individual approach. Since most executives are big fans of data, I make sure to leverage that in my negotiations and present a data-driven initiative.

Another case is related to leadership.

I managed 4 new team members and delegated tasks _____ continual code maintenance. I helped those people grow and provided the necessary guidance and challenge. All of these people have since been promoted to Middle developers and are still working at the company. _____, I am seen as the go-to person for conflict resolution within my team.

These are the cases I can give you _____. If you have any specific questions, I'll be happy to think of some more.

WHAT ARE YOU LOOKING FOR IN YOUR NEXT JOB?

I feel like I've learned everything I could learn in my current role and I'm looking for new challenges and _____. I'd like to work on bigger projects that are known globally and continue developing my knowledge of _____ tools. I'd also love to expand my professional network and collaborate with intelligent people from different backgrounds. I'm sure your company will provide me with that opportunity.

EXERCISE 1B

Answer the questions in Exercise 1A.

WRITING & SOFT SKILLS

EXERCISE 1

Update your resume (or write a new one from scratch) using the tips from the lesson.

Summary of Qualifications	
Skills & Tech	Professional experience
Education	Professional experience

You can get your resume and/or portfolio checked by an English For IT instructor at any time.

BOOK RESUME REVIEW >>

GLOSSARY OF TECHNICAL TERMS

CMS (content market system) — a computer software used to manage the creation and modification of digital content.

NodeJS — an open-source, cross-platform, back-end JavaScript runtime environment.

SVN (Subversion) — a software versioning and revision control system distributed as open source under the Apache License.

Django — a Python-based free and open-source web framework.

SaaS (Software as a service) — a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted.

Unit test — a way of testing a unit — the smallest piece of code that can be logically isolated in a system.

SEO (Search Engine Optimization) — the process of improving the quality and quantity of website traffic to a website or a web page from search engines.

If you want a little extra practice:

Video

Check out the video on how to write a resume for Google.

[WATCH VIDEO >>](#)

Fun stuff

Check out this free platform where you can do mock interviews with peers.

[PRAMP >>](#)