

Media & Tech Sector Resume Diagnostic

Media & Tech Sector resumes have no set standard for design and will change based on the roles you seek. These types of resumes are often screened by advanced technology first. The second screening will be through the human eye.

Below are the key factors covered by the resume diagnostic. If your resume meets the standards of the diagnostic, you will receive a check by the diagnostic area. If it does not meet the standards, we will include additional information or highlight the problem area on your resume.

Key tips:

- Recommended length of a resume will depend on the type of organization. A one-page resume is recommended for most for-profit companies and a two-page resume is recommended for most non-profit organizations.
- In the US, resumes should read from left to right. The left side of your resume holds the most value and should include high-impact information. NO photo, date of birth, or family information is included in the US. If looking outside the US, check the country standard.
- Be sure to have both a plain text resume using a sans serif font and a pdf document. Fill out all online application fields.
- Next steps are to have your resume reviewed by an alum or contact working in the sector. You can also make a coaching appointment with CSO staff through the [Hub](#).

Resources:

- HGSE Career Resource Center: <https://cso.gse.harvard.edu/resumes-profiles>
- More information on automated resume screening:
 - <https://insights.dice.com/2018/11/21/automated-resume-screening-bad-news/>
 - <https://recruiterbox.com/blog/baby-steps-in-hr-technology-what-is-resume-parsing-2>
 - <https://ideal.com/resume-screening-tools/>

Media and Technology Resume Diagnostic

Type of resume used:

- Reverse chronological (best option for someone moving up in their career in U.S and countries with a cultural time orientation to the future)
- Chronological (best option for someone moving up in their career in countries that have a cultural time orientation to the past.)
- Hybrid (best option for someone that is either transitioning role or industry)
- Functional (best option for someone that is transitioning both role and industry)

Notes: -

Role and Industry:

- A role can clearly be defined by the skills and qualifications of the candidate.
- A sector focus can be defined by the length of the resume and knowledge conveyed.

Notes:

Keywords:

- Keywords were used effectively to match role and industry identified by reviewer. Listed below are keywords that may be picked up by ATS.

Skills:

Knowledge:

Qualifications:

Headings:

The use of headings for each section of the resume should guide the reader on how you would like to focus the experience:

- Headings are specific
- Headings stand out and create clearly defined sections

Notes:

Coursework:

Coursework is listed in a way that a candidate can showcase and conceptualize skills and knowledge gained through their degree work.

- Appropriate coursework listed
- Coursework detailed to conceptualize skills and knowledge learned

Notes:

Descriptions

Descriptions of experience in a resume may be in short paragraph form or bulleted. The content should be easy to read and clear on responsibilities.

- Action verbs used
- Descriptions are concise
- Accomplishments are defined
- Scope of work is included

Notes:

Basic review:

- No spelling errors
- No grammar errors
- White space is used appropriately for readability
- Contact information is appropriate

Notes:
