

Building Your Software Engineering Resume

This doc will lead you through the construction and development of your resume and how to highlight your unique experiences and sharpen technical skills for potential employers. The checklist items are required to get a passing grade on these projects, so be sure to review each item carefully.

Note: falsifying or misrepresenting your experience may result in losing access to career services and/or program eligibility.

Let’s dive in!

## **Getting Started**

You will need some key materials before you build or update your resume:

* Your completed [Accomplishment Statements Worksheet](https://www.springboard.com/archeio/download/1985eab08b0d438db3e41af858274f80/)
* [Adding Your Springboard to Your Resume & LinkedIn Profile](https://www.springboard.com/archeio/download/dd5803baf67944c29733c5f7fb425276/)

## **Resume Checklist**

Project: Create/Update your Professional Software Engineering Resume

**\*\***To edit, click *File > Make a copy* or *File > Download As >* (select file type)**\*\***

| **Criteria** | **Meets Expectations** |
| --- | --- |
| **Building Your Resume** | **Resume Design Tools**   * Consider building your resume from scratch using Google Docs or Microsoft Word * Template Suggestions:   + [The Muse Resume Template](https://docs.google.com/document/d/1aY_RRv_28RAQ1rZGEL1vfd59v-dFxJ7iMnJ5LuyUTYI/edit?usp=sharing)   + Google Templates     - [Typical resume template](https://docs.google.com/document/d/1AwHIG2_VA9rR-TgerdkhiSmI8XsYHIk5J47ZZLefha8/edit?usp=sharing)     - [2-column design](https://docs.google.com/document/d/1uBmnBMr5ceVy87JvqjD_Q0mzSQEJZYB3WxtdaDcuaEs/edit?usp=sharing)   + [Canva](https://www.canva.com/resumes/) templates (Note: Any template used should be minimalist in design) * AVOID creating resumes in Figma or Creddle. These are not ATS-friendly!   Check out the sample resume in this Application Materials Unit for reference. |
| Section Completion Checklist | This is the preferred section order for your resume. Subject to change based on career coach feedback.   * Contact Info * Summary * Skills Section * Projects Section (if you don’t have recent, relevant experience - if you do, add the Experience section first) * Education Section * Experience Section |
| Contact Info | Contact details are clear and easy to find and include:   * Name - is easy to see and stands out by using a bigger font size than the rest of the resume * Email address (a professional one that includes your name) * Phone number * Location (city and state or province only) * Portfolio URL (hyperlinked) * [Personalized](https://www.linkedin.com/help/linkedin/answer/a542685/manage-your-public-profile-url?lang=en) LinkedIn URL (hyperlinked) |
| Summary | Professional Summary   * A brief overview of your skills (highlight technical skills/experiences!), professional experience, achievements, and direction you’re looking to take your career and why if you’re making a career pivot (think *passion* - why do you have passion for the direction you’re looking to go? What about your prior experiences can you tie in as relevant to the direction you’re looking to go?). It should be concise, informative, and tailored to the specific job you are applying for. Think: short elevator pitch, ideally 3-5 sentences   *Example:*  *Recent graduate of a software engineering bootcamp with experience in full-stack web development. Proficient in programming languages such as HTML, CSS, JavaScript, and Python. Skilled in developing responsive web applications using React and Node.js. Strong understanding of database design and SQL. Proven ability to work collaboratively with team members and a passion for learning and staying up-to-date with emerging technologies in the industry. Looking to bring my skills and enthusiasm to a junior software engineering role.*  Note: You will update your summary based on the position for which you are applying, matching your summary to the company’s mission and culture |
| Skills Section | * Technical skills section contains skills relevant to your career goal/ideal role, such as: * Includes programming languages, Frameworks, Libraries, and Databases * Skills section contains skills relevant to your career goal/ ideal role, such as JavaScript, HTML, Python, Node.js, ReachJS, Redux, Data Structures and Algorithms * Does not include a list of power skills (ex. Team player, problem-solving, collaborative, etc.) as these should be exemplified in your experience section   Note: When you apply to a specific job, you will need to review the job description to identify the required skills and ‘nice to have’ skills that the employer is looking for and, of course, only list skills that you can speak to in an interview. |
| Experience | * If including Springboard in this section (versus the Project section), it clearly states that you are a student or fellow. See the See [Adding Springboard to your Resume](#_ety0dolf618o). * Experience is listed in reverse chronological order * Dates are written in a consistent format. Consider the Month & Year format (ex. June 2023) * Locations are written in a consistent format (ex. City, State) * Relevant professional experience highlights transferable skills and includes any engineering-related pro-bono and contract work * Experience demonstrates your “power skills” (ex. collaboration, problem-solving, teamwork) * Job titles and company names are clear and easy to see/understand * Bullet-point statements describing your work start with an [action verb](https://drive.google.com/file/d/1lbL_WfRwfFhjCYB_paG0etVxT7xDqvrg/view?usp=sharing) and are concise and emphasize [outcomes, achievements, and quantification](https://www.springboard.com/archeio/download/1985eab08b0d438db3e41af858274f80/) of results where possible * Verb consistency - use past tense verbs for any previous experience |
| Projects Section | * Relevant software engineering projects (Capstone 1 and 2) are included, especially if you have minimal engineering experience * Verb consistency - use past tense [verbs](https://drive.google.com/file/d/1lbL_WfRwfFhjCYB_paG0etVxT7xDqvrg/view?usp=sharing) for any completed projects * Project descriptions should be brief and succinct. Include the following:   + Goal of the project   + Skills and tools used to accomplish the goal   + Outcome of the project * Projects include a hyperlink to GitHub and the hosted live site |
| Education Section | * All relevant education, including Springboard, is included. See [Adding Springboard to your Resume and LinkedIn](#_ety0dolf618o). * Month and Year that you received or expect to receive the degree/certification are included (NOTE: your coach may suggest that you remove dates based on your unique circumstances) * Omit high school and Associates Degree information if you have a bachelor’s degree |
| Other | * (Optional) Include any languages spoken, other than English * Include any relevant certifications * Write for the role you are targeting using keywords * Avoid extraneous or unrelated information or irrelevant experience. Remember that most resumes are reviewed in as little as 15 seconds, so it’s important to be concise. |
| Presentation | * Resume is appealing and easy to look at; it is easy to find information by section. See [resume examples](https://resumeworded.com/software-engineer-resume-examples) * Deploys a good use of white space * Color palette is clean and simple * Font size is between 10-12 pts for body text; 2-4 pts larger for headings * Font type is san-serif only (ex. Arial, Roboto, Verdana). Avoid fonts such as Times New Roman and Comic Sans * Avoid over-designing with graphics and tables. No software experience meters, graphs, tables, or icons * Formatting is consistent throughout the resume   + Consistent fonts style and size (except for your name)   + Consistent titles/section headers   + Consistent bullet points * No grammatical errors or typos throughout the document - ask a friend or family member to proofread it for you or use a platform such as [Grammarly](https://app.grammarly.com/). * Resume is 1 page; If relevant experience is extensive (more than 10 years), resume does not exceed 2 pages * No photo is included |
| Applicant Tracking System (ATS) Optimization | Not all companies use an ATS and some are more sophisticated than others. There are some companies where recruiters read all resumes for certain positions, despite having an ATS. Either way, it’s important that your resume is full of keywords and easy to reach.   * Run your resume through [Jobscan](https://app.jobscan.co/) or [Resume Worded](https://resumeworded.com/) to ensure that it’s ATS-friendly * Use a tool like [Jobalytics](https://chrome.google.com/webstore/detail/jobalytics-resume-keyword/fkiljfkkceaopbpfgfmjdnkiejaifkgd?hl=en) to analyze your resume against a job description   Note: Pay close attention to the keyword recommendations and use your judgment or connect with a career coach on which suggestions are most appropriate and relevant. |

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