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Sortable Job Application Resumé Rationale

In my application, I decided to use a chronological resumé rather than a skills resumé and had several reasons for doing so. A skills resumé is typically used by applicants when applying to a job where their past experience is not relevant to the position, or when large gaps exits in their work timeline. When it comes to relevancy, although I wasn't previously in a technical writer role, my past positions and the tasks I completed are relevant to the job posting. In the job requirements, it explicitly states that the ideal candidate possesses "[the] ability to understand complex systems", "experience reading code in different languages" and "technical background in … computer science". All of my past positions fulfill these requirements and also include at least two technical writing tasks. I also have no large gaps in my work timeline, with my largest gap being a ten month period in between two software developer internships completed while still in high school.

When structuring my chronological resumé, I decided to include my experience section before my education section. The first reason why I chose to do this is because the job posting tends to focus more on experience than education. In the posting, it specifically mentioned that the ideal candidate posses "3+ years of technical writing experience" and should have "experience in a startup/growth/scale up company". Additionally, terms such as "experience" and "track record" are used a total of 8 times whereas terms related to education are used only

once. Secondly, I do not have a post-secondary diploma in English or a related field, therefore my education is not as relevant to the position as my experience is. This does not however necessarily mean that my education is useless; I am still pursuing an bachelor degree in a technical field and took multiple relevant English courses related to or focusing specifically on technical writing and communication. Finally, my education section is much less impressive than my experience section, with no activities or contests related to technical writing and a low CGPA that I chose to completely omit.

In my experience section, I tried to tailor bullet points to the job I am applying for, focusing more on the technical writing aspects and less on other technical tasks completed. However, I still had to include a minimum of one coding-related tasks in each past position, since the absence of any software development tasks in a software developer position would appear as a red flag to the recruiter. Since the job application mentioned that the ideal candidate should be able to understand complex systems, I also included a list of the technologies that I used in each position in order to give the recruiter a sense of how varied each system was. It was also very important that I supported all claims in my summary of qualifications, ensuring that I used the experience section to elaborate on anything mentioned in the summary. One of such claims was the fact that I have experience with writing multiple different types of documents and writing for various types of audiences. Throughout my experience section, I mention that I had written documents in the forms of wiki's, reports, analyses, web content, manuals, and guidelines for various audiences including co-op students, developers, stakeholders, and supervisors.