OUTCOMES STUDENT ACTION PLAN: BUILDING YOUR RESUME

Student Name:
Program: Graduation Date:
Email: Website:
Home Phone: Cell Phone:

RESUME INTRO

What's your story? It is important to understand, especially with any career transition, that your resume should highlight where you are going and not just where you've been. The key is to focus on accomplishments, transferable skills, and industry knowledge to help tell your story moving forward in your career. Everything you've accomplished professionally and academically until now has prepared you for this new job.

STARTING FROM THE TOP

It starts with your brand statement that, in many ways, is like your thesis statement. The content of your resume is the supporting documentation that clearly proves this value proposition. Your statement should communicate your most authentic self. It tells your story, highlights your strengths, and embodies who you are as a person and professional. Your brand statement sets the tone for your entire resume and begins the professional story you would like to tell.

What is your brand statement?

Does it answer the following questions?
- What do you do?
- What problem do you solve?
- How are you different?
- Why should we care?

Can you stand behind it as an authentic representation of who you are professionally?

Does it set the tone for the rest of your resume and the story you want to share?

Does it align with your career goals and future aspirations?

WHAT DO YOU KNOW?

Skills: Let's start with your technical skills. Your technical skills show employers what you are capable of doing and whether or not you possess the appropriate skills necessary to perform the job. This should be used as a platform to show your understanding of these hard and soft skills and not arbitrarily listing them willy-nilly. Consider using the following sub-categories that apply to you in this section of your resume.

Methodologies & Processes	
Design Practices	
Programming Languages & Frameworks	
Software	
Management & Deployment	
Other	

PROFESSIONAL TRAINING

Education: This is an important part of your resume that shows you have been professionally trained. This includes all higher education courses and programs. Regardless if you've earned a degree or not is beside the point. General Assembly should absolutely be included here, however you should also consider including it under Experience where you can write a more robust description.

Please chronologically list (most recent first) your education background. Make sure to include name of school(s), city/state, month/year attended and/or graduation date, degree/certification earned and/or program of study.

RELEVANT EXPERIENCE

Obviously experience is a crucial part of your resume. Rather than looking at this section as an opportunity to list everything you've done and/or can do, consider a more strategic approach. Take what you've learned from the Design Thinking Workshop.

Industry Experience: General Assembly can absolutely fall in this section. It would be perfectly acceptable to highlight this 3-month experience in a separate experience section (i.e. Tech Experience, Development Experience, Design Experience). Here is where you can highlight your GA student experience and your projects, hackathon work, and notable independent personal or freelance projects.

Please chronologically list (most recent first) your Web Development/UX Experience. Make sure to include name of company/organization, city/state, duration of employment/project (month/year-month/year), job title/role, followed by a brief description.

Work Experience: Here is where you should focus on highlights and accomplishments that help tell your story as to where you are going in this field. Use this as an opportunity to showcase your transferrable talents in leadership, management, project management, client interaction, etc. Remember, if you have no interested in doing something again then don't include it in your resume!

Please chronologically list (most recent first) your Professional Work Experience. Make sure to include name of company, city/state, duration of employment (month/year-month/year), job title, followed by a brief description.

ADDITIONAL INFORMATION

This is the part of your resume where you can bring further dimension to your application. It's sort of that miscellaneous section(s) that helps define the kind of person you are and in many ways shows how you can be a culture fit to an organization.

Recognitions/Honors/Awards: Please list chronologically (most recent first).

Activities/Affiliations/Volunteering: Please list chronologically (most recent first).

Miscellaneous Relevant Information: Please list chronologically (most recent first).

STUDENT SNAPSHOT

What brought you to GA?

What does success look like?

What do you consider to be your perfect job?