

# RESUME 101



## WRITING A RESUME

Writing a resume can be challenging, it can be confusing on what to include and what not to include. What do you say and how do you phrase it? If you are lost on where to start we suggest checking out this [article](#). Many of you have a resume but it might not be ready for this new exciting industry you're entering. So what do you need to do to update your resume?

## PROFILE

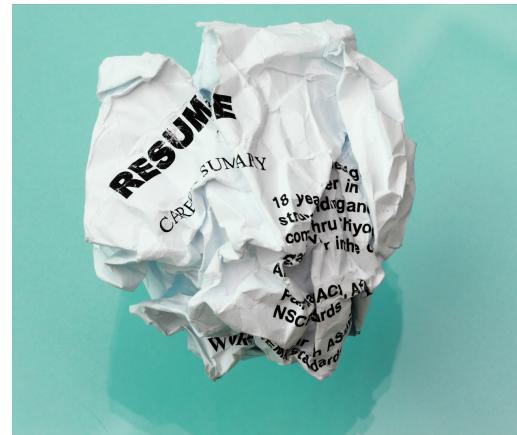
Similar to your LinkedIn summary, this section allows you to give a brief synopsis of your accomplishments and values. What can you bring to the team? Something unique about resumes is not writing using "I" and "me" statements, it's assumed that the resume is about you. This will feel very unnatural and goes against what we've been taught regarding proper sentence structure and grammar. Here are some [examples](#) of profiles. Use your Word Cloud and SWOT analysis to guide you in keywords you should include.

## CREATING POWERFUL BULLET POINTS

You will want to avoid large paragraphs outside of your profile, on average recruiters scan your resume for less than 10 seconds initially so make it easy for them to read. Bullet points are the most effective method, but recruiters don't want to read what you were responsible for, they want to read what you did in the role and how you made it uniquely yours. Tell a story with your bullet points.

Ex:

- ✗ Built an application in a team setting      vs
- ✓ Built a restaurant management system with 3 other developers to assist restaurant owners in providing accuracy and efficiency in daily operations, built with Vue.js and Node.js
  
- ✗ Responsible for cash register      vs
- ✓ Managed the cash register, assisting customers with food questions and requests for a fast paced multi million dollar restaurant located in the busiest part of town.



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You want the bullet points to mention achievements and accomplishments, metrics met/exceeded, awards received, or any specific numbers. Ask yourself who, what, when, why, and how when creating your bullet point.

Ex:

- Sold products and increased revenue, received top sales person.
- Sold **what** products and increased revenue **how much or how**, received top sales person **when or how**.
- Sold automobile parts and products increasing revenue by 40% by building rapport and repeat clientele, which led to being awarded top sales person in September 2019.

Practice building out 5 bullet points to help you get comfortable with creating your resume. [Here](#) is a list of power words to help drive focus and value.

1.)

2.)

3.)

4.)

5.)

## SHOWING NOT JUST TELLING

Software Development is an industry where you need to show your skills not just tell employers you have them. This is done by showcasing some of your applications, what technologies you used, sharing your github. What applications do you want to showcase on your resume?

### APPLICATION 1

- Name\_\_\_\_\_
- Description of Application
- Technologies used?
- What Role did you play?

### APPLICATION 2

- Name\_\_\_\_\_
- Description of Application
- Technologies used?
- What Role did you play?

### APPLICATION 3

- Name\_\_\_\_\_
- Description of Application
- Technologies used?
- What Role did you play?





# Other Resume Tips

- Don't forget to include contact information such as: phone, email, and github/landing page, LinkedIn url. No need to include your address.
- Have a showpiece resume and an ATS resume.
- If using designs, keep it simple. No graphs, charts, pictures.
- Don't forget to include education- but leave out high school dates.
- Remember your resume is a marketing tool, what do you want people to know about your skills and strengths.

## Presenting yourself and projects

These tips can be used to help you craft your resume or LinkedIn profile as well as presenting yourself in an interview. Think about these tips when mentioning your applications and your prior experience. To read the full article click [here](#).

- 1.) Show your passion and connect with the audience. It's hard to show your best self when you are nervous.
- 2.) Focus on your audience's needs, what is the value you can bring?
- 3.) Keep it simple.
- 4.) Smile, make eye contact, and engage with the audience. This is a great tip for presenting code back during a whiteboard challenge.
- 5.) Start strongly. This is done by practicing in advance and being prepared.
- 6.) Tell stories. When presenting applications what was the problem you solved, also refer to STAR techniques in the next few pages.
- 7.) Relax, Breathe, and Enjoy the process. This will come the more you practice and the more prepared you are.

**Homework:** Take a moment and reflect on these tips and write down your own ideas on how you can be successful in crafting your resume, LinkedIn, and interviewing. Add these suggestions to your Readme file.

# REQUIREMENTS

- Read the Worksheets and articles
- Resume must contain github as part of the contact information
- Resume needs to have a title of what role you are looking for under your name.
- Resume should have either a summary or highlights of qualifications.
- Utilize words from your word cloud and strengths from your SWOT analysis to help market yourself.
- There should be at least two applications (projects) represented on your resume.
- Create an experience section similar to your Linkedin account, list 3-5 bullet points of what you did at that company/experience. Think accomplishments, achievements, and specific details (who, what, why, when, how). You can put CodeWorks under this section as long as your title is Software Development Student.
- Attach rough draft of stylized and ATS friendly resume to Github.
- Slack Github to Brittany- due next Thursday by 9am