

CV Guide

Imagine Foundation e.V.

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Agenda

What will we see today?

1. Name and Summary / Profile
2. Contact Details
3. Photo
4. Technical Skills
5. Work Experience / Bullet Points
6. Education / Qualifications / Certificates / Awards / Recognition
7. Projects (Companies and Personal)
8. Languages / Soft Skills
9. Interests or Hobbies / Volunteering
10. Recommendations / References

Name and CV Profile / Summary:

ISHAN

SOFTWARE ENGINEER II

4+ years of experience in Software Engineering with a focus on backend development using Java, SpringBoot, Microservices Architecture, and REST APIs. Excellent communication and collaboration skills, and a passion for learning and adapting to new technologies.

How is your summary?

Name and CV Profile / Summary:

A **summary** comes below your **first and last name**.

It is a trailer for your professional story, highlighting **skills, experience, and achievements** to engage hiring managers and further interest.

A concise (1-5 sentences), impactful pitch that communicates: "**Here's what I bring to the table.**"

- + **Name**
- + **Professional Title** → **Suggestion:** Use the same title as the position you are applying for.
- + **Key Experiences** (with the total number of years worked)
- + **Top Achievements** (preferably measurable results)
- + **Top Skills/Expertise/Unique Values** (relevant to the job and industry).

Contact Details:

You should include your name, **(city, country)**, phone number, email address, GitHub and a link to your work network profile, such as LinkedIn.

Do not include your age, your date of birth, gender, marital status or your nationality.

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Photo:

Should I add a photo to my CV?

- You can skip the resume photo; it distracts, wastes space, and can seem unprofessional.
- However, consider industry norms; some industries and positions may require a photo, especially depending on the location.
- If your industry benefits from it, place the photo near your contact info in the top right or left corner.

CAITLIN SMITH

Customer-Focused Retail Assistant

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Why?

- Highlighting your technical skills is crucial for job applications.
- Employers review resumes to assess qualifications.
- Strong skills mean quick adaptation and less training, improving the chance of securing the position.

Where?

- Highlight your technical abilities by placing them on your resume, either below your summary and above your experience or on the left or right side of your CV.
- Use a bulleted list of six to ten skills for clarity and readability.

Technical Skills:

STACK

Proficient: PHP, Laravel, MySQL, Vue.js, React.js, React Native, jQuery, API Development, API Integration, Payment Gateway Integration, HTML, CSS, Git, Jira.

Familiar: Python, node.js, angular, mongodb, Email Marketing Platforms (Mailchimp, Sendgrid, Getresponse)



TECHNICAL SKILLS

- Java 8 (and above)
- AWS
- Spring Boot Framework
- Hibernate / JPA Framework
- RESTful APIs
- Microservices
- Maven/Gradle
- Jenkins, CI/CD Pipelines
- Docker, Kubernetes
- MySQL, PostgreSQL
- JUnit Testing
- GIT, GitHub, JIRA
- Object Oriented Design
- Data Structures

Work Experience and Bullet Points:



WORK EXPERIENCE

De



Software Engineer 2

Bengaluru, India

May 2021 – Present

- Implementing **Agile methodologies** that reduced project risk through continuous integration and delivery for **4 major projects**.
- Transforming **Monolith** to **Microservices** architecture, improving the overall **performance** and **scalability** of the applications by **90%**.
- Helping the business with **cost-cutting** solutions as a result of **architectural** migration.
- Delivered products with **Daily Active Users** between **3000-5000**.
- Integrated **OAuth (Okta and JWT)** authentication and authorization in REST APIs **reducing security risks** within the application.
- Coordinating in the **Design** and **Development** of complex product functionalities that helped in better deliverables within deadlines.
- Orchestrating timely **code reviews** within the team that helped promote **clean code** practices.

Tech Stack: Java 17, Springboot, Microservices, REST APIs, AWS, Jenkins, Kubernetes, PostgreSQL, JUnit, GIT



TECHNICAL SKILLS

- **Java 8 (and above)**
- **AWS**
- **Spring Boot Framework**
- **Hibernate / JPA Framework**
- **RESTful APIs**
- **Microservices**
- **Maven/Gradle**
- **Jenkins, CI/CD Pipelines**
- **Docker, Kubernetes**
- **MySQL, PostgreSQL**
- **JUnit Testing**
- **GIT, GitHub, JIRA**
- **Object Oriented Design**
- **Data Structures**



LANGUAGES

- **English (Fluent)**
- **Hindi (Native)**

- Add the company's name, their location and website link.
- Add your position.
- Add the starting and finishing date.
- Add max 7 Bullet points.
- Always start the bullet points with Action verbs.
- In the work experience section, prioritize listing your most notable accomplishments rather than just mentioning tasks and responsibilities.
- Use quantifiers.
- Add the tech skills used for the specific position at the end of the position.



Education / Qualifications / Certificates / Awards / Recognition:



EDUCATION

**Bharati Vidyapeeth University,
College of Engineering, Pune**

2015 – 2019

(EU Blue Card eligible university)

B. Tech, Computer Engineering

CGPA – 8.95

AWARDS

Merit Scholarship Award

(2011-2015) in Bachelor

Degree by University of Swat.



AWARDS & RECOGNITION




- **Promoted** to the role of Software Engineer 2 within a year at
- Rewarded **Employee of the Month** award for Nov-22
- **Mentored** and **led** multiple teams of **5 to 7 engineers**
- Received **Super Squad** award for Oct-Dec 22 quarter
- Proactively involved in conducting **technical interviews** at
- **Volunteered** to take training sessions on multiple tech stacks.



Company Projects and Personal Projects:

Including projects on your CV showcases your skills and suitability for the role.

- a. **Understand the job requirements:** Review the job posting to grasp its requirements before listing your projects.
- b. **Prioritize your projects:** Identify how your skills align with the company's needs and prioritize projects based on relevance to highlight desired skills.
- c. **Where to list your projects:** Determine where to list projects on your CV based on prioritization (**in a projects section**).

 Under each job description: [Experience] [Job title], [Company name] [Work tenure] [Job description] [Projects] [Project 1 description and your role in it]	 Suggested: Under a specific project section: [Project highlights] [Project 1], [company name], [duration] Description and your role in it Your contributions to it Tech Stacks Why? Hiring managers prioritize candidates based on their key contributions to projects rather than the project's nature or topic.	 Under your education section: [Education] [University name], [city and state] [Course name] [Project] [Project 1 description and your role in it]
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Tips to list your Projects:

1. **Utilize data:** Highlight impacts with statistics such as campaign success or revenue increases.
2. **Be concise:** Keep project descriptions brief, emphasizing key details.
3. **Format consistently:** Maintain uniform formatting for visual appeal and readability.
4. **Proofread:** Check for errors in spelling, grammar, and formatting.
5. **Choose language carefully:** Use action words to accurately portray project roles.

Languages and Soft Skills:

LANGUAGES

- English (Fluent)
- Hindi (Native)

- Specify English as the primary language to indicate its use for the interview.
- Follow with your native language and any other languages based on proficiency.

SOFT SKILLS

- Communication
- Leadership
- Teamwork
- Problem Solving
- Interpersonal Skills
- Time Management

- **Prioritize technical skills over soft skills in your resume.** List job-related skills by proficiency to catch employers' attention first, but include soft skills as well.

*** Soft Skills are optional as Recruiters normally read directly the Tech Stacks.

- **Top interpersonal soft skills for software developers:** Team work, Communication, English, Critical thinking, Problem solving, Self-management, Emotional intelligence, Adaptability, Creativity.

Interests or Hobbies / Volunteering:

INTERESTS

Cloud computing, Web3,
Artificial Intelligence,
Travelling, Hiking

N

Hobbies

- **Traveling**
- **Outdoor games**
- **Cosmology**
- **Binging TV shows**

VOLUNTARY WORK

**Mentor: @ Association of
Computing Machinery (ACM)
Federal University of
Technology Minna Chapter.**

In Partnership with Google Africa.
I mentored and prepared
students for competitions.

Recommendations and References:

Should references be included on a resume?

Leave out references from your resume, even though it seems logical to include them with your contact details and professional experiences.

Write instead: References upon request!

Imagine's Resource Center:

[Find more about this topic on our Resource Center](#)

Thank you!

