

# Key Elements of your Resume

In this lesson, you will learn the key elements of a minimal viable product or MVP of your Technical Resume. You will use this lesson to submit your Resume assignment.

As was presented in the "Building Your Technical Resume" Workshop\*, resumes continue to be a critical part of a successful job search. You can think of your resume as a Movie 🎬 Trailer. It's meant as a preview and to intrigue potential employers to want to learn more.

Your Resume is inclusive of:

- Your Name and Contact Info
- Headline/Summary
- Technical Skills
- Technical Projects
- Work Experience
- Education

 **Use our pre-formatted resume templates to create your resume MVP:**

**Software Engineer** 

([https://docs.google.com/document/d/1DtUh2KYcyGEW\\_LtXaZka\\_I4pD8j0pa5vI46yZXNXv\\_A/copy\)\\_](https://docs.google.com/document/d/1DtUh2KYcyGEW_LtXaZka_I4pD8j0pa5vI46yZXNXv_A/copy)_) |

**Data Science** 

([https://docs.google.com/document/d/1bU2ztZzM59vypaUILeH7CLmnfPtNSL6hHtApbmHNMkk/copy\)\\_](https://docs.google.com/document/d/1bU2ztZzM59vypaUILeH7CLmnfPtNSL6hHtApbmHNMkk/copy)_) |


**Cybersecurity Analytics & Engineering** 

([https://docs.google.com/document/d/1QZAAtM2lw2xfMv\\_ICN7w8F4NKM3S\\_JB51ggnE\\_\\_9Evrg/copy\)\\_](https://docs.google.com/document/d/1QZAAtM2lw2xfMv_ICN7w8F4NKM3S_JB51ggnE__9Evrg/copy)_) |

**Product Design** 

([https://docs.google.com/document/d/1YHQoZMiBjG4Bg7eOMk\\_Mr81B3jRJ5gNOT0pUb89l824/copy\)\\_](https://docs.google.com/document/d/1YHQoZMiBjG4Bg7eOMk_Mr81B3jRJ5gNOT0pUb89l824/copy)_)

Select "make a copy" to open an editable version of the template.

- Our templates are Applicant Tracking System (ATS) friendly (Read [8 things you need to know about ATS](https://www.jobscan.co/blog/8-things-you-need-to-know-about-applicant-tracking-systems/)  (<https://www.jobscan.co/blog/8-things-you-need-to-know-about-applicant-tracking-systems/>))


## Resume Format Guidelines

Whatever format you choose, follow these guidelines to make a first impression that is concise, easy to read, and highlights your value.

- Keep resume to 1 page (*cyber students* → 2 pages is okay)

- Include: Contact Info, Summary, Technical Skills, Technical Projects, Work Experience & Education
- Use legible font size (10 to 12 font)
- Keep your margin size between .5-1 inch
- Use *Italics*, CAPITALS, **Bold**, & Border lines for emphasis (use sparingly)
- Be consistent in layout and content
- Use short phrases & sentences with bullet points, as recruiters often quickly scan resumes for key words
- Add links to your projects and GitHub repo (where applicable)
- Add links to your narrated video demos

## Using ChatGPT to help draft and edit your resume

Need help with describing your work experience concisely and authentically? Looking for some inspiration or a solid starting point? Tools like ChatGPT can be useful sources of inspiration. Read more from website Resume Genius on [How to Make & Edit Your Resume with ChatGPT](https://resumegenius.com/blog/resume-help/chatgpt-resume?utm_source=google&utm_medium=performancemax&utm_term=&utm_campaign=18128645407&utm_ad_group_id=&utm_content=&utm_device=c&gclid=CjwKCAjwxr2iBhBJEiwAdXECw-O804h5-k1Hjppvmh0z1vRunsRAdeuXsXpE1-IWQSDUmaPi3ceXKHoCsVoQAvD_BwE). 

[https://resumegenius.com/blog/resume-help/chatgpt-resume?utm\\_source=google&utm\\_medium=performancemax&utm\\_term=&utm\\_campaign=18128645407&utm\\_ad\\_group\\_id=&utm\\_content=&utm\\_device=c&gclid=CjwKCAjwxr2iBhBJEiwAdXECw-O804h5-k1Hjppvmh0z1vRunsRAdeuXsXpE1-IWQSDUmaPi3ceXKHoCsVoQAvD\\_BwE](https://resumegenius.com/blog/resume-help/chatgpt-resume?utm_source=google&utm_medium=performancemax&utm_term=&utm_campaign=18128645407&utm_ad_group_id=&utm_content=&utm_device=c&gclid=CjwKCAjwxr2iBhBJEiwAdXECw-O804h5-k1Hjppvmh0z1vRunsRAdeuXsXpE1-IWQSDUmaPi3ceXKHoCsVoQAvD_BwE)

\*To locate workshop recordings, *login* to Base, and then *navigate* to Library at the top of the page. From Library, *select* the Content type dropdown menu, and *filter* content type by "Career".

Select step number to navigate through content.

## Building your Resume

About You

Technical Projects


Experience

### Technical Projects (25 min)

Select title to expand content.

### Technical Projects

This is one of the **most important parts** of your resume. In fact, it will take up about ⅓ of your resume! Interviewers will read this section to **gauge your skill set** and determine if you'll be able to **contribute to the team**.

Following are the technical project components to add to your resume. More information can be found in the [Technical Projects section](https://prep.flatironschool.com/library/career-prep-63486/186038/path/step/106767445/)  (<https://prep.flatironschool.com/library/career-prep-63486/186038/path/step/106767445/>) of Career Prep.

## ▼ Project Name

Make this one snappy line which 'advertises' your project. 

This component is fairly straightforward and the first thing you'll want to mention. 

[\(https://careersidekick.com/linkedin-headlines-job-seekers/\)](https://careersidekick.com/linkedin-headlines-job-seekers/)

## ▼ Project Summary

Make this one snappy line which 'sells' your project.

Here are some FIS noteworthy examples:

**Solar System** - A virtual reality app for astrophiles to explore the solar system in VR

**GlossGenius** - An automated personal assistant for beauty professionals

**Fake News' Classifier** - Supervised classification algorithm to identify deliberately misleading news articles, achieving 94% testing accuracy

**Pitcher Injuries** - Predicted whether Major League Baseball pitchers will suffer injuries based on prior year performance

## ▼ Descriptive Bullets

Before you write your bullets, take a few minutes and reflect on the last application you built. **Ask yourself these 3 questions:**

1. Why did you build what you built? (Your inspiration)
2. What problem did it solve?
3. What technologies did you use?

Describe your contributions. Here, you'll typically include **3-5 bullet points** discussing the what & why.

Each bullet point follows a general pattern, with the following components:

Strong Bullet = **Action Verb** + **Task** + **Result**

**Action Verb**  [\\_ \(https://ecs.engineering.illinois.edu/files/2014/07/CSG-resume-Verbs.pdf\)](https://ecs.engineering.illinois.edu/files/2014/07/CSG-resume-Verbs.pdf) = Past/Present Tense

**Task** = **What did you do? What did you build? Include the technologies you used to build your portfolio.**

**Result** = Go beyond telling what you did and use metrics to describe the impact/value your app produced (e.g., X hours saved, X views/clicks)

### Engineering Examples:

- Utilized Spotify and Songkick API's to pull and parse data on upcoming concerts in NYC based on user favorites.
- Implemented user interface employing React and Redux with Semantic-React for styling.
- Scraped Yelp API to provide attraction information for city locations.
- Utilized JSON Web Tokens and localStorage to store encrypted user information client-side.

### Data Examples:

- Conducted natural language (NLP) processing with NLTK to tokenize and vectorize 25,000 articles from news outlets
- Extracted various sentiment metrics using TextBlob and Vader to refine machine learning algorithm and identify trends
- Employed Naïve Bayes Classifier and Logistic Regression to model probability of article reliability

### Cyber Examples:

- Developed Security Plan and strategy for SOC during capstone project
- Analyzed network traffic with tools such as Wireshark and Snort
- Installed Windows Servers, Linux Servers, and virtual machines running Kali-Linux and Ubuntu.

### Design Examples:

- Conducted user research and interviews to improve key features such as their search system, filter options, and product location finder.
- Implemented mobile marketing which produced 15,000 sign-ups and contributed 8% of total revenue.
- Designed new user navigation and e-commerce platform; resulting in 20% increased revenues.

✅ Write unique bullets points. Even if you used similar technologies or frameworks across different projects, showcase different skills, features and functionalities.

✅ Use different Action Verbs for each bullets points.

▶ Github Links 


▼ Video Demos 

Provide a link to a video demo you create to show project functionality and make your work easily accessible to a recruiter who may not take the time to set up a log-in or otherwise fully click around.




### A Great Video Demo:


- **Under 2 minutes** long (maximum)
- Provides a **visual test drive to showcase your projects.**
- **Showcases what your code does & your skills in writing executable code.**
- **Includes audio narration** that accompanies your on-screen actions
- **Is an opportunity to communicate your thought process**
- **Highlight unique features/functionalities** that might not be obvious to others

- Expresses your personality and passion for your chosen tech stack

 **TIP: Your video demo should not require a user to sign up or login.** Recruiters and employers are very busy people with little time to spare. **Anything that requires extra steps and effort can quickly extinguish interest.**

**How to make Video Demo?:**

- [Loom](https://loom.com/)  [\(https://loom.com/\)](https://loom.com/) (Free, simple to record, simple to share video messages or your screen)   
*Recommended*
- Quicktime (for Mac)
- [YouTube's](https://lifehacker.com/record-a-screencast-with-nothing-but-youtube-1753803412)  [\(https://lifehacker.com/record-a-screencast-with-nothing-but-youtube-1753803412\)](https://lifehacker.com/record-a-screencast-with-nothing-but-youtube-1753803412)  
functionality (which you can upload as 'unlisted' to YouTube)

 **Bonus TIP: You will distinguish yourself from other candidates with a project that has a clean design and attractive visual elements.** If a project functions well but is sloppy or not pleasing to the eye, this can affect your candidacy.

## Next Step

After Steps 1-3 are complete, select next to continue to the Resume assignment.

How do you feel about this lesson?



Have specific feedback?

**[Tell us here! \(https://flatironschoolforms.formstack.com/forms/canvas\\_feedback?CourseID=935&LessonID=key-elements-of-your-resume-2&LessonType=pages&CanvasUserID=7841&Course=None\)](https://flatironschoolforms.formstack.com/forms/canvas_feedback?CourseID=935&LessonID=key-elements-of-your-resume-2&LessonType=pages&CanvasUserID=7841&Course=None)**