**Resume Template Guide**

When filling out the resume template, [blue words in brackets] provide instructions for each section and are to be removed from your resume. Red words provide guidance on content and will be replaced with your skills, experience, and qualifications.

**Skills**

Start with a list of your most important abilities and potential contributions. You may want to list the programming languages you know, the platforms and operating systems you’re most familiar with, or the types of systems you’ve created, implemented, or maintained in the past. Most HR professionals rely on keywords matching process, so make sure you use the right words to show you have the relevant experience. Here are some words to get you started: do you have these skills/experiences?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AJAX  Angular  Apache  ASP.NET  Bootstrap  C | C++  C#  CSS  Django  Ember  Grails | HTML  Linux  Java  JavaScript  jQuery  JSON | Linux  MongoDB  MVC  MySQL  Node  Objective-C | Oracle  PHP  PostgreSQL  Python  R  Rails | RESTful API  Ruby  SASS  SQL  Visual Basic  XML |

**Project Experience**

Under this project experience header, list any and all work done that is relevant to a job in tech. It could include work you’ve done as an employee for a company or a project you’ve worked on independently on your own time. The key to a strong section highlighting your relevant experience is 1) using strong **action verbs** 2) **quantifying** the impact of your activities, and 3) being **specific** but not exhaustive.

1. **Action verbs** engage your reader with vivid language that captures what you do and why you do it well. Starting your resume bullet points with action verbs also helps keep your descriptions short and powerful. See the list of action words for technical skills to get you started
2. Don’t just describe your duties—describe your accomplishments. How did the work you do impact your company, or your team? One way to make your accomplishments shine is to **quantify the impact** your work had wherever possible. How many customers used the new app you designed? How did the code you write speed development time for your team? Without lying or exaggerating, describe the impact you had instead of just your day-to-day duties. That means a resume should show not just, for example, C++ experience, but that use of the skill generated 200,000 additional website hits in four months, with a bottom-line revenue increase of $4 million.
3. Many people go overboard describing the basics of their job description in excruciating detail without getting to the value of the role. You want to **be specific** and list every skill relevant to the job, not every skill you’ve ever exercised. Be sure to highlight the most sought-after skills that are relevant to the job you’re pursuing.

In this section you should detail the project’s end result, the technologies involved, and the impact your project had. For instance, instead of this:

* Wrote advanced algorithms to detect imminent system failure, which were used within a Web-based application.

Write this:

* Created Web service in C# to allow partners to access data in a secure, reliable, and responsive manner; typical data set was 1,000,000 rows and concurrency challenges needed to be overcome at the database and application layers.

**Work Experience**

In this section, using the same guidelines outlined above, detail any other work experience you may have not related to tech projects.

Each entry will include your job title, your employer, your start and end dates, your basic responsibilities, and your most important accomplishments while you held that role. Remember to try to keep to only the most relevant, impactful activities, and start your bullets with action verbs and add a quantitative element if possible.

**Education**

In this section, list any degrees you may have obtained, where you received the degree, when you were a student, and any relevant coursework (if applicable).

Also include any coding classes or bootcamps you have taken, such as LaunchCode’s CS50x course. Include any online courses you have taken, and include links to any certifications or verified certificates you may have received as part of the course.

**Action Verbs List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Adapted | Analyzed | Applied | Assembled | Authored | Built |
| Calculated | Coded | Computed | Conserved | Constructed | Converted |
| Coordinated | Created | Debugged | Designed | Determined | Developed |
| Documented | Engaged | Engineered | Established | Executed | Fabricated |
| Fortified | Implemented | Increased | Integrated | Interpreted | Installed |
| Launched | Led | Maintained | Managed | Mapped | Operated |
| Overhauled | Oversaw | Produced | Programmed | Rectified | Refined |
| Regulated | Remodeled | Reviewed | Repaired | Replaced | Restored |
| Restructured | Solved | Specialized | Standardized | Studied | Trained |

|  |
| --- |
| **Name**  Address  Email                  Phone                Website |

**Skills**

*[list relevant technical skills, abilities, programming languages, software tools, operating systems]*

**Programming Languages:**                       **Operating Systems:**                     **Software:**

example                                                         example                                           example

example                                                         example                                           example

example                                                         example                                           example

**Project Experience**

*[for each project, summarize in max. five lines, 1) the project’s end result, 2) the technologies involved, 3) day to day project tasks]*

**Project Name—project link (if applicable) Dates**

*Brief description of project*

* action word + technologies used + quantified result
* action word + quantified result
* action word + day-to-day tasks + quantified result

**Project Name—project link (if applicable) Dates**

*Brief description of project*

* action word + technologies used + quantified result
* action word + quantified result

**Work Experience**

*[List any other relevant work experience]*

**Job Title, Employer Dates**

* action word + responsibilities + quantified results
* action word + responsibilities + quantified results

**Education**

*[List any degrees, or certifications relevant to the job]*

**University, Location                                                                                                                                   Dates**

Degree received, GPA if over 3.0

**Course Name, Location                                                                                                                             Dates**

* Course description

|  |
| --- |
| **Ada Lovelace**  452 W. East Street, Township, MO, 12345  ada.l@email.com          (555)-324-9956               https://github.com/example/ |

*[This resume template works well if you don’t have a college degree in computer science or work experience in tech]*

**Skills**

**Programming Languages:**     **Operating Systems:**                     **Software:**

C++                                         Linux                                                 Xcode

Java                                                                Mac OS                                            PyCharm IDE

Python                                                            Windows                                         Eclipse IDE

**Project Experience**

**Projectis—www.projectis.comm**

*Bluetooth-based social networking for college student*s

* Designed UI for iOS and Android apps
* Launched mobile app, received 2,000 downloads in the first week, 5,000 in first month.
* Reached 30% market penetration at Illinois college campus and peaked at 10,000 users
* Rebuilt second iteration of backend in Rails: designed a RESTful API to support ~3,000 MAU

**Endangered Language Fund—www.linkhere.comm/links***May 2015- December 2015*

* Automate text transcription for endangered language, enabling better speech recognition performance.
* Developed tools for the Automated Speech Recognition for Endangered Language project
* Shortened time to first working prototype by 2 weeks by writing a Python program to spell out numbers in language
* Marked up 75 obscure language texts into well-formed XML documents with metadata

**Work Experience**

**Manager/Technical Support, Cellular Communication, St. Louis, MO***September 2013-Present*

* Provide technical support & information about Android, iOS, & Windows 8 mobile devices to ~5 customers a day
* Troubleshoot hardware / software problems on 10 company machines

**Education**

**Webster University, St. Louis, MO***December 2011*

*Bachelor of Science, Electrical Engineering with Computer Science minor, 3.4 GPA*

* Relevant Courses: Intro to C++, Data Structures and Algorithm Analysis, iOS Development

**LaunchCode’s CS50x, St. Louis MO***Spring 2014*

* Free version of Harvard’s Introduction to programming class for non-computer science majors offered by LaunchCode.

|  |
| --- |
| **Evelyn Granville**  452 W. East Street, Township, MO, 12345  Evelyn.g@email.com          (555)-324-9956               https://github.com/example/ |

*[This ordering may work best for you if you have of previous work experience in tech]*

**Skills**

**Programming Languages:**                         **Operating Systems:**                     **Software:**

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Python                                                            Windows                                         Eclipse IDE

**Work Experience**

**Web and Mobile App Developer, Health Co., St. Louis, MO** *September 2013-Present*

* Design, implement, test, and deploy native iOS and Android applications used by 3,000 users
* Prototype UX designs for 3 different interactive web applications ensuring responsive design
* Evaluate thousands of lines of code to ensure validity, proper structure, and compatibility with various browsers, devices, and operating systems.

**Security IT Apprentice, Security Ltd, St. Louis, MO***May 2013-September 2013*

* Managed data flow and access privileges, ensured integrity of access points
* Ensured domain security and processed field requests for associate access points

**Project Experience**

**Projectis—www.projectis.comm**

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* Rebuilt second iteration of backend in Rails: designed a RESTful API to support ~3,000 MAU

**Education**

**Webster University, St. Louis, MO** *December 2011*

* Bachelor of Science, Biology, 3.2 GPA

|  |
| --- |
| **Grace Hopper**  452 W. East Street, Township, MO, 12345  Grace.h@email.com          (555)-324-9956               https://github.com/example/ |

*[This template may work best if you have previous tech-related work experience and a CS degree]*

**Skills**

**Programming Languages:**                         **Operating Systems:**                     **Software:**

C++                                         Linux                                                Xcode

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**Project Experience**

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|  |
| --- |
| **Carol Shaw**  452 W. East Street, Township, MO, 12345  Carol.s@email.com          (555)-324-9956               https://github.com/example/ |

*[This template may work best if you have a new CS degree but no work experience]*

**Skills**

**Programming Languages:**            **Operating Systems:**                     **Software:**

C++                                         Linux                                                Xcode

Java                                                                 Mac OS                                             PyCharm IDE

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* Marked up 75 obscure language texts into well-formed XML documents with metadata

**Work Experience**

**Shift Supervisor, Best Coffee Co, St. Louis, MO** *September 2013-Present*

* Managed funds and created daily bank deposits
* Conducted daily staff meetings on work related issues