Step by Step Guide to Building Your Resume

Your resume is your chance to impress an employer with what you know and what you have accomplished. An Employer Competitive resume is persuasive because it is focused on results, uses dynamic language, is organized, visually clean, and free of grammatical errors.

This document will walk you through the steps to create a resume. *If you already have a resume, you may want to just review this document and use it as a guide to update your resume.*

To help you get started, we are providing several resume samples for you to take a look at what makes them distinct from one another as well as what information the writer chose to include.

An Employer Competitive Resume includes the following sections:
- Candidate name, phone number, and email address
- Live links to your LinkedIn Profile, Github, and Portfolio with deployed projects
- Concise and compelling brand statement
- List of relevant technical skills
- List of deployed projects or applications built
- Career history/work experience
- Education

Your resume should be no more than 1-2 pages.
- If you **do not** have relevant technical experience, then keep your resume to under 1 page.
- If you **do have** relevant technical experience and need additional space, you can go up to 2 pages.

There are 7 steps to develop your resume. This guide takes you through each of the steps. Notice that the last step to developing your resume is to format and style it. **The bulk of your time should be spent developing and polishing the content of your resume.** It is the content of your resume that makes you Employer Competitive.
1. Set Up Your Resume
2. Write a Career Summary
3. List Your Technical Skills
4. List the Projects and Applications Yout Built
5. List Your Experience
6. List Your Education
7. Format and Style Your Resume

Step 1: Set Up Your Resume

- Save your resume with a professional title: FirstName LastName Resume
  - E.g. JohnDoeResume OR JohnDoe_Resume

- Create a clear header:
  - Name
  - Telephone Number
  - Professional email address (e.g. not hotmail, yahoo, aol or school)
  - City & State
  - Links to your online documents, clearly labeled
    - LinkedIn
    - Portfolio
    - GitHub

Sample

Your Name
email@gmail.com | 123-456-7891 | New York, New York
LinkedIn: https://linkedin.com/test | Github: https://github.com/test | Website: http://abc.com

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Step 2: Write a Career Summary

- Use your brand statement as the starting point.
- It should be between 3-5 lines
- Use the third person but do not use "he" or she" pronouns. Do not use the first person. You should represent yourself as a developer, not as a student, and describe a specific short-term career goal.

Sample

A former aerospace engineer/patent attorney who currently has sights set on a full-time data science position. Experienced in Excel, VBA, Excel, Python, SQL & HTML. An insatiable learner who loves acquiring new skills and tackling new challenges. Strong emphasis on working collaboratively with a like-minded team to ensure optimal results.

Step 3: List Your Technical Skills

- Write a short list of those skills that are earned through experience or training, which can be defined, evaluated and measured. Include all translatable skills, not only the skills specific to coding languages and tools.
- For technical skills, identify your proficiency -- novice, intermediate, advanced
- Use industry keywords and specific skill-sets that pertain to the job description you are targeting and industry.
  - Recruiters and Human Resource departments use Application Tracking Systems (ATS) to scan and filter resumes based on keywords. Here is a helpful resource to better understand ATS.

Sample

TECHNICAL SKILLS
Languages: Python, R, SQL, noSQL | *Data Manipulation & Visualization*: pandas, matplotlib, seaborn, Shiny, Tableau | *Machine Learning:* scikit learn, tensorflow | *Database:* mySQL, postgeSQL, mongoDB | *Other:* Git, AWS, Flask, command line

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Step 4: List the Projects & Applications You've Built

- Think about 3-6 of your strongest projects (these may be homework assignments) that demonstrate your knowledge, skills, and abilities as a developer, NOT a student.
- Include a description, the languages used, and a direct link to the code:
  - Application Name
  - Role in the Project
  - Description of Project
  - Language & Tools Used
  - Link to code or deployed site or both
- The project or application description should be a maximum of 1 line. You are not trying to sell the app to a venture capitalist -- you are selling your skills -- so focus on showcasing your skills rather than the app's. Write a bullet point or two that demonstrates the skills you used to build the app.

Sample

Weather Changes
- Analyzed changes in weather with respect to distance from the equator.
- Pulled data from OpenWeatherMap API to assemble a dataset on over 500 cities.
- Summary statistics and visualizations created using Python, Pandas, and Matplotlib

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Step 5: List Your Experience

- Your work experience should be listed in **reverse chronological order** with the most recent first.
- **Include job title, job description, company name, city and state, dates of employment.** *Be consistent with the use of dates and date ranges throughout the resume. In other words, pick a format for your dates (6/15, or 06/2015, or June 2015) and use it consistently.*
  - *As a general rule of thumb, do not abbreviate months with fewer than four letters*
- For each experience, **list no more than 3-5 bullet points or a short paragraph.**
  - Each bullet should start with an action verb. For all past employment, use past tense. For current employment, use present tense.
  - Your bullets should list accomplishments, not daily action items. See "How to Turn Your Duties into Accomplishments" for ideas.

○ It's fine to either use periods or not use them at all, but be consistent throughout your resume. If you use a period on one bullet point, use a period on all bullet points.

Accomplishments are best communicated with metrics.

When you write about your accomplishments, don't just list your job tasks. Instead, think about what results you achieved and what impact you had. How did you improve the team/a process/the company? Were you recognized (formally or informally for your work)?

Example 1:
● Don't say: *"Prepared weekly sales reports."* That's a job duty. It says what you did but not how well you did it.
● Say: *"Prepared weekly sales reports, presented findings in team meetings to inform business decisions, resulting in new marketing strategy and 7% revenue growth in 2015."* This gives a greater sense of your value to the company.

Example 2:
● Don't say *"Communicated with customers."* This is vague and does not convey if you communicated with customers well or poorly.
● Try saying" *"Recognized by manager, for commitment to customers, for communicating with 150 customers per week."* The specific number gives a sense of the scope of your role; the note about recognition lets the employer know that previous managers have recognized you for your performance.

Sample

EXPERIENCE
Saatchi & Saatchi   **5/2015-6/2016**
Freelance Art Director
● Developed original creative solutions for marketing and objectives, while maintaining creative, technical and brand standards.
● Created digital campaigns, on site banners, Websites, and/or landing pages, segmented.

Step 6: List Your Education
● Education should be listed in reverse chronological order, with most recent first. Your Bootcamp program should be listed first.
○ There are two exceptions to this rule— if you have limited professional experience or you have a degree in Computer Science, Engineering, or other STEM fields.
■ *For either of these exceptions, include your education below your professional summary.*
● List all locations, and certification received.

Sample

> **EDUCATION**
> **Rutgers, the State University of New Jersey, New Brunswick, NJ**
> *Rutgers Data Analytics Boot Camp*
> An intensive 24-week long boot camp. Skills learned consisted of Python, R, SQL, NoSQL, Pandas, Matplotlib, Seaborn, Shiny, Tableau, scikit-learn, TensorFlow, MySQL, PostgreSQL, MongoDB, Git, AWS, Flask, command line.

Step 7: Format and Style the Resume

At this point, you have all the content you need for the resume and now you need to figure out how to present it.

❏ Look through the resume templates to find one that is clean and simple. Once you have chosen a style, insert your text.

❏ Make sure all font is a consistent size and style, using easy to read fonts.

  ➢ Serif: Georgie, Bell MT, Goudy Old Style, Garamond

  ➢ Sans serif: Arial, Tahoma, Century Gothic and Lucida Sans

❏ Make sure your name and the headlines stand out, using bold, italics, capitalization, underlining or slightly larger font sizes to help

❏ Use consistent bullet point style and avoid hanging lines when just a few words take up an entire line on your document. Every line is valuable real estate on the page -- don't waste it on just a few words.

❏ Make sure the tone is easy to read, professional sounding, with no jargon or superlative adjectives like "great," "good," "awesome."

❏ Check for consistent punctuation

❏ Check grammar and spelling

❏ Avoid personal pronouns, abbreviations, and acronyms