

Career Preparation

Class:

CV &

LinkedIn Profile

BOOTCAMP TOPIC : FRONT END WEB DEVELOPMENT



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Dibimbing.id

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LinkedIn Community

Common Mistakes on CV & LinkedIn Profile

Steps of Recruitment & Selection Process in General

STEP 1

CV Screening

STEP 2

Assessment
(Psychological Test)

STEP 3

Technical Test

STEP 4

1st Interview (HR)

STEP 5

2nd Interview
(User/Technical Interview)

STEP 6

Hand in Offer Letter

STEP 7

Onboarding



Steps of Recruitment & Selection Process in Front-End Development Roles

STEP 1

CV & Portfolio Screening

STEP 2

Online Assessment
(HR Interview and Psychological Test)

STEP 3

Coding Test

STEP 4

Technical Interview

STEP 5

Hand in Offer Letter

STEP 6

Onboarding



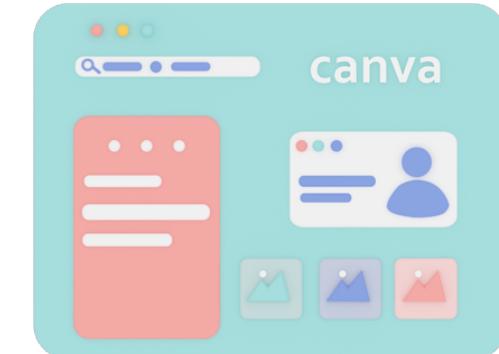
What You Should Prepare



Please read carefully what documents are needed for the job vacancy you're about to apply.

LinkedIn

LinkedIn profile



CV or Resume

Curriculum Vitae



Curriculum Vitae (CV)

A curriculum vitae (CV) is a comprehensive document that lists your qualifications for employment.

A CV begins with your contact information, including your name, address, telephone number, and email address. You should also indicate your areas of academic and professional interest.



CV or Resume Purposes



- To convince employers (HR, Recruiters, Talent Acquisition) that you know what you want in a job and explain what you have to offer the employer and can help sell your candidacy.

- To introduce yourself to employers, present your qualifications, and secure an interview. The goal of writing a CV/resume is to showcase your experience, education, and skills in a standardised format which is easy for recruiters to read.



Resume vs CV

CV

- European; in the EU, CV equals to Resume
- Curriculum Vitae means the course of your life
- Comprehensive description of your academic credentials and professional experience
- No rule on how long a CV should be
- Used for academical purposes

RESUME

- American
- Summary of your relevant work experience
- Short and brief, more straightforward
- Typically two pages or less
- Usually accompanied by cover letter
- Used for specific job applications; therefore it has to be customised for each job

Mia Rappull
Front-End Developer

Jakarta, Indonesia | +62 82xx xxx xxx | miarapp@gmail.com | miarapp.github.io | linkedin.com/miarapp/

SUMMARY

A creative front-end developer with almost 1 year of experience. Skilled and experienced in designing, developing, and testing websites using up-to-date technologies. Have professionally used JavaScript, React, and HTML programming languages. Eager to face more challenges regarding ways to optimize the user experience.

EXPERIENCE

PT ABCD SEJAHTERA – Jakarta, Indonesia

Front-End Developer (October 2021- Present)

- Work closely with programmers and stakeholders to meet project requirements, goals, and desired functionality
- Manage the company's website development from designing, publishing, and optimizing across all browsers, and various platforms
- Developed websites from backend to frontend using JavaScript, React.js, and HTML

VISTORA AGENCY – Jakarta, Indonesia

Software Engineering Intern (August - September 2021)

- Collaborated regularly with the stakeholders to create and implement new features in the company's website
- Assisted the IT division in implementing enhancements that improved website responsiveness and functionality
- Enhanced user experience and accomplished webpage objectives by creating site structure, page optimization, and graphics integration

EDUCATION (Formal & Informal)

UNIVERSITAS MENUNTUT ILMU (2017-2020)

Bachelor of Management – GPA 3,26

- Implemented economics basic knowledge into practical experience
- Implemented entrepreneur practical & marketing management

DIBIMBING.ID (April-July 2021)

Front-End Web Development

- Implemented basic programming algorithm, and deployment project
- Learning and mastering HTML, CSS, GIT, Bootstrap, React.js
- Achieved the best projects in front-end web development

SKILLS

Tools

HTML5, Atom, Sublime Text, React, GitHub

Hard Skills

HTML, JavaScript, Web Designing, Troubleshooting, Debugging, Wordpress

Soft Skills

Problem-solving, Critical Thinking, Time Management

Language Skills

Bahasa Indonesia (Native) & English (Professional)

Contents of CV

- Personal Detail
- Profile Summary
- Work Experience
- Education (formal & informal)
- Areas of Expertise/Skills/Tools
- Organizational Experience (Optional)
- Additional Information (Optional)

Contents of CV (optional)

- Publications (both academic papers & books)
- Research interest
- Teaching or lecturing experience
- Conferences
- Grants of fellowships
- References ('available upon request')

Personal Detail



Full Name

**Mia Rappuli
Front-End Developer**

Jakarta, Indonesia | +62 82xx xxx xxx | miarapp@email.com | miarapp.github.io | linkedin.com/miarapp/



Title

**Domisili, No Telp., Email,
Portfolio & LinkedIn hyperlink**

Profile Summary



SUMMARY

A creative front-end developer with almost 1 year of experience. Skilled and experienced in designing, developing, and testing websites using up-to-date technologies. Have professionally used JavaScript, React, and HTML programming languages. Eager to face more challenges regarding ways to optimize the user experience.

Dituliskan dalam 2 s.d. 4 kalimat yang menjelaskan:

- Latar belakang pendidikan atau minat karir
- Skillsets yang dimiliki maupun yang sedang dikembangkan
- Karakteristik dan soft skills yang dimiliki
- Pengalaman kerja, internship, atau project yg relevan dengan minat karir (opsional)
- Pencapaian (achievement) atau penghargaan (awards) saat bekerja (opsional)

Profile Summary - Entry Level

- [adjective(s)/strong character trait(s)]: Self-motivated, dedicated, attentive, motivated
- [your job title]: Frontend developer
- [what you want to help the employer achieve and how you want to do it] : ... in building XXX by providing XXX...
- [your key skill(s)] : Designed and developed web applications across multiple APIs, third-party integrations adn databases.

Profile Summary - Middle to Senior Level

- [adjective(s)/strong character trait(s)]: Self-motivated, dedicated, attentive, motivated
- [your job title]: Frontend developer
- [your experience]: ...with 2+ years of experience [elaborate more on what you did]
- Eager to support [insert the company name]
- [company name] : e.g. Dibimbing.id
- [what you want to help the employer achieve and how you want to do it] : ... in building XXX by providing XXX...
- [your key achievement(s)] : Received XXX% positive ratings at XXX where [elaborate more on what you achieved]

Profile Summary of Frontend Developer - Middle to Senior Level

[adjective(s)/strong character trait(s)] [your job title] [your experience]. [your key achievement(s)]. Eager to support/help/assist/other actionable verbs [company name] [what you want to help the employer achieve and how you want to do it].

Prolific, backend developer with a passion for metrics and beating former "best-yets." Prototyped 25 new product features per year for Flexor, Inc. Decreased rework by 22% and costs by 15%. Consistently receive high user experience scores for all web development projects, including a 55% increase for Flexor, Inc. One of my sites received a 2015 Webby for Best Navigation and Structure. Seeking opportunity to build world class web applications.

Profile Summary - Freshgrads & Entry Level

- Other jobs you had
- Education (incl. degree, GPA, school projects, coursework, etc.)
- Internship experience
- Volunteer work
- Commendations (official praise) from superiors
- Freelance work
- Hobbies and interests
- Personal projects

Profile Summary - Freshgrads & Entry Level

- Lead with your strong trait.
- Emphasise how your education and/or online courses & certifications will help you perform well for the job.
- Name the position and the company you're applying for.
- Show how you can add value to the company.

Profile Summary - Career Changers

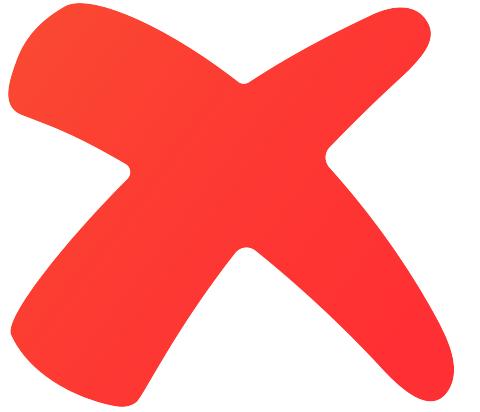
- Start with a strong trait.
- Use your current job title.
- Describe your experience and skills.
- Use the name of the company and the position you're targeting.
- Show how your skills will translate to add value.

Profile Summary - Keypoints

- Strong personality/character traits
 - Determined, dynamic, meticulous, insightful, driven, passionate, etc.
- Professional title and experience
 - Backend developer with 6+ years experience in application layers, presentation layers, and databases.
- Value proposition
 - Seeking to further improve HTML5 and JavaScript skills as the future full stack developer at Atmospheric Solutions.
- Quantifiable key accomplishment(s)
 - Spearheaded successful transition from LAMP stack to MEAN which cut latency by 40% and increased effectiveness of database administrators by 20%.

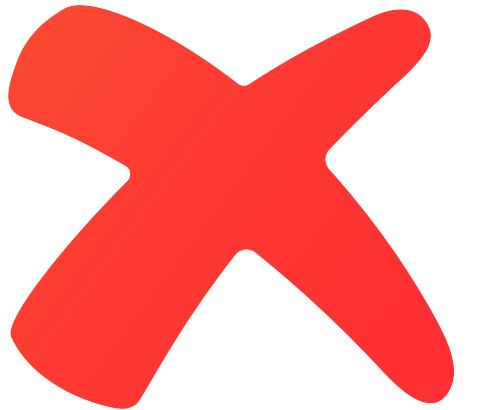
Entry-Level Frontend Developer Profile Summary

I just finished my bachelor's degree in information technology. I have what it takes to be a great front end web developer. Seeking a position on any web development team that'll have me!



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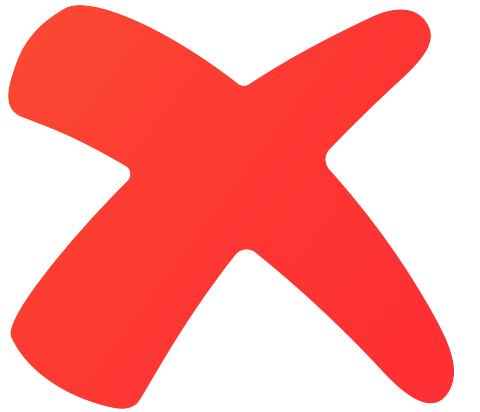


Recent bachelor's degree recipient with a background in web design and development. W3C web developer certification. Over 3 years of experience working on personal blogs, taking one from 1,000 monthly visitors to 50,000 visitors per month in just 1 year. Seeking to become the next backend developer for Jameson Communications.



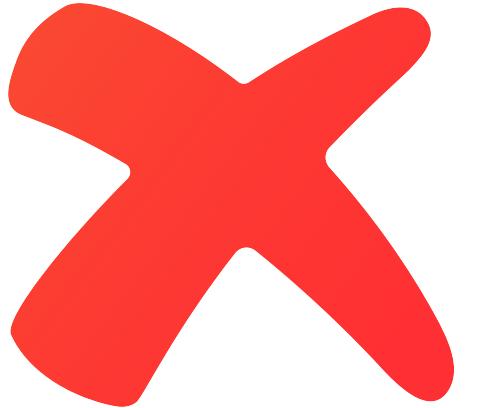
Senior Level Frontend Developer Profile Summary

As a web developer, I have many years of experience with CSS, JavaScript, and HTML. On top of that, my software development skills allowed me to build up my object-oriented programming abilities.



Senior Level Frontend Developer Profile Summary

As a web developer, I have many years of experience with CSS, JavaScript, and HTML. On top of that, my software development skills allowed me to build up my object-oriented programming abilities.

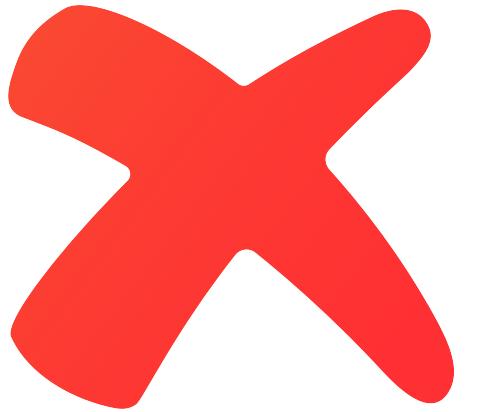


Meticulous web developer with over 2 years of front end experience and passion for responsive website design and a firm believer in the mobile-first approach. W3C certified. Implemented new responsive website approach which increased mobile traffic by 20%.



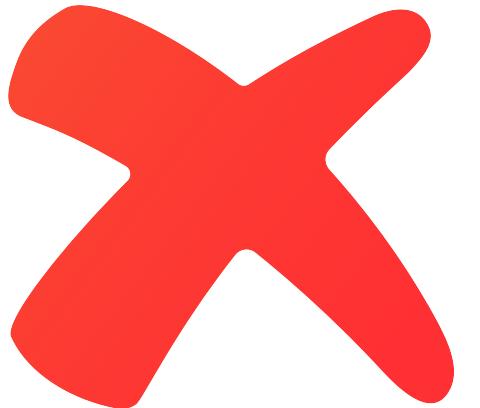
Entry-Level Software Developer Profile Summary

Recent graduate with no professional experience yet. Looking for a software developer position to use my JavaScript skills.



Entry-Level Software Developer Profile Summary

Recent graduate with no professional experience yet. Looking for a software developer position to use my JavaScript skills.



Junior software developer with a can-do attitude and excellent collaboration skills. Developed an iOS app for kids (100K+ downloads to date) that brought in upwards of \$50K.



Education

EDUCATION (Formal & Informal)

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DIBIMBING.ID (April-July 2021)

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- Pendidikan Terakhir (Kuliah/SMA/SMK): berisikan nama institusi pendidikan, subjek yang dipelajari, tahun kelulusan dan IPK/GPA terakhir
- Pendidikan Informal: jalur pendidikan keluarga atau lingkungan tertentu yang berbentuk kegiatan belajar secara mandiri
- Pro Tips: cantumkan deskripsi terkait hal-hal apa saja yang telah dilakukan selama mengenyam pendidikan.

Education

BS in Computer Science

2008 - 2012

- Completed all core coursework.
- GPA 3.22



Education

B.Sc., Computer Science
University of Pennsylvania
2014–2017



- Graduated with high honors.
- Vice-president for the campus game development club.

Relevant Coursework: Operating Systems Architecture, Usability in Website and Software Design, C++ Programming I & II, Web Page Development, Relational Database Design & SQL, Data Engineering, Advanced Software Programming.

Work Experience



EXPERIENCE

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- Nama Perusahaan/
- Nama posisi
- Durasi bekerja
- Penjelasan singkat, padat, dan jelas mengenai Deskripsi Pekerjaan

TRIPSOMNIA

Jan 2016 - Sep 2017

tripsomnia.com

Lead Software Engineer

Built an entire SaaS and marketplace platform, that allows to book and manage tourist tours and attractions all over the world.

- Created and launched a marketplace (in Ruby on Rails) allowing end-customers to browse tourist tours, their schedules and prices, and book them online under the Tripsomnia/Partner/Agent's branding.
- Created and launched a large Single Page Application (in React and Redux) that allows Partners to manage their offers, pricings, orders, customers and agents.
- Implemented custom JS widgets, that Partners can put on their own website in order to advertise and sell their tours directly.
- Helped raise an investment from outside VCs.

Formula:

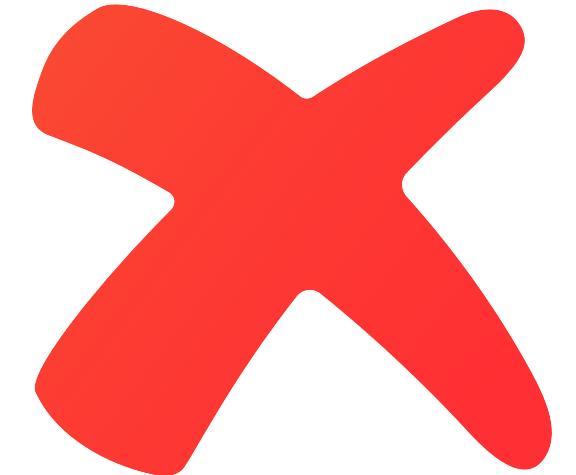
Action verb + [what you worked on] + measurable achievements

Frontend Developer Work Experience

Frontend Developer

January 2017–May 2019

Big Apple Publications, New York, NY



Key Responsibilities

- Used HTML, CSS, and JS.
- Given changes to implement onto live website.
- Responsible for troubleshooting and problem solving.

Frontend Developer Work Experience

Frontend Developer

February 2017–June 2019

Murray Hill Media Group, New York, NY



Key Responsibilities

- Implemented websites, mobile applications, and landing pages from concept through deployment.
- Standardized all output with a new, responsive, mobile-first approach and strategy
- Collaborated with product team members to implement new feature developments.

Key Achievements

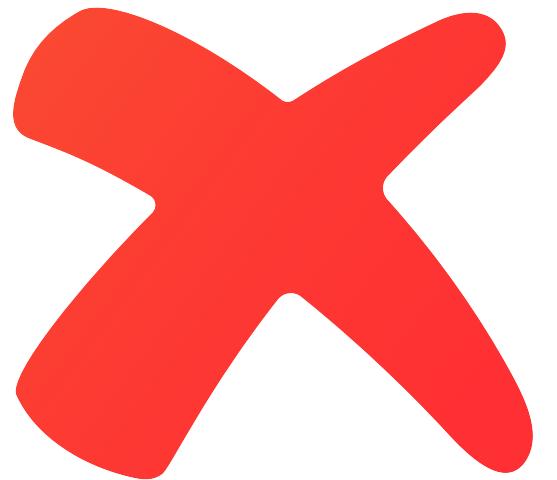
- Implemented new responsive, mobile-first approach which increased mobile traffic by 20%.

Software Developer Work Experience - Entry Level

Freelance Software Engineer

June 2016–present

- Received an undergraduate degree in CS.
- Worked on various projects and programs throughout my schooling.
- Interested in machine learning and AI.



Software Developer Work Experience - Entry Level

Software Engineer Intern
Fortune Tech
September 2017–August 2018



Key Responsibilities

- Documented and tested new software applications in Java.
- Participated in all phases of the software development life-cycle.
- Performed competitor research to fuel new feature development.

Key achievement

- Triaged incident tickets that were queued based on scope and priority.

Skills

SKILLS

Tools

HTML5, Atom, Sublime Text, React, GitHub

Hard Skills

HTML, JavaScript, Web Designing, Troubleshooting, Debugging, Wordpress

Soft Skills

Problem-solving, Critical Thinking, Time Management

Language Skills

Bahasa Indonesia (Native) & English (Professional)



List any relevant and transferable skills you have.

SKILLS

Javascript

AWS

Machine Learning

Vue.js

Project Management

Data Analysis

Artificial Intelligence

Client Relations

Terraform

Spark

Docker

Team Management

Distributed Systems

AngularJS

Node.js

Vue.js

Redis

MySQL

Elasticsearch

NoSQL

Algorithm Development

Express.js

Python

Data Analysis

Hapi.js

Stripe

Java

PHP

React

Business Development

Core Technologies:

- JavaScript
- React
- CSS-in-JS
- TypeScript
- Vue.js
- Sass
- Flux
- ESNext
- Flow
- NodeJS
- GraphQL
- LessCSS
- Next.js

Others:

- Design Systems
- E2E Testing
- PWAs
- Performance Optimization
- Software Testing
- SE Optimization
- Progressive Enhancement
- Accessibility auditing
- Build Automation
- Responsive Web Design
- UX Design/Strategy

Skills

Programming Languages

JavaScript (ES6), TypeScript, HTML, CSS/Sass, GraphQL, Python, R, PHP

Libraries & Frameworks

jQuery, React, Gatsby, Vue, Node.js, Express, Jekyll, Timber, NativeScript

Tools & Platforms

Git, Gulp, Webpack, Netlify, Heroku, Prismic, Contentful, Craft, Wordpress, Docker, Firebase

Design

Sketch, InVision, InDesign

Additional Information

CONFERENCES & COURSES

Java Spring and Hibernate Training: Developing Enterprise Java Applications (04/2014)
Learning Tree International

Java-Tech Onsite Learning (8-Week Extensive Java Training – Java Core and J2EE Technologies) (02/2013)
Learning Tree International

CERTIFICATES

Sun Certified Java Developer (09/2011)
Sun Microsystems, Inc.

PERSONAL PROJECTS

Human Safety Mobile Application (2015 – Present)
- Launched a fully integrated application for Android devices with specialized tracking features. During emergencies, the app will automatically call the police, send the current location of the user to the emergency contact person, and store complete audio.

HONOR AWARDS

Award for being a Competent Application Maintenance Support Specialist (08/2018)
ClearWater Cloud Systems & Technologies

Most Innovative Java Developer of the Year October 2017 (09/2017)
ClearWater Cloud Systems & Technologies

Projects

TALENTO HUMANO

Mobile Application / Backoffice Web Application /Api Services/DevOps | 2017 (5 months)

Responsible for creation of a native mobile application for iOS/Android using nativescript

Creation of a single web application Back Office System to manage the web application and mobile application.

Creation of backend services using GraphQL to support both application and back office web app,

The scope of the project is to have a internal database of all employees and also tracks labor hours along with geolocation for internal use. *Stack of technologies: Nativescript, Angular 4, GraphQL Express Node.js.*

CONSORTIUM LEGAL COSTA RICA

Internal Cash Flow Management Web Application | 2016 | 5 months

Full migration from a old PC application(Windows Application) to a Single Web Application for one of the more import Law Firms in Costa Rica, the MEAN stack was used to implement the Web Application, specifically MEAN.JS, (Mongo, Express, Angular, Node) I was the Full Stack Developer in charge of the architecture, planning, take of requirements, implementation, DevOps, deployment and continuous integration of the Web Application. It was a financial application to manage the Law Firm's cash flow, including deposits, checks and financial transactions. *Stack of technologies: MongoDB, Express, AngularJS, Node.*

4TIUS

React Native Developer / Fitness Mobile Application | 2016 | 6 months

Worked as Mobile React Developer, responsible of maintenance and optimization for a fitness native mobile application which provides Workout routines to the user based on fitness preferences, this application was built for iOs/Android devices. My tasks included, add new functionality, bug fixing, enhance UI, and apply functional changes. The stack of technologies used for this project was *Stack of technologies: React Native+Redux+Apollo GraphQL.*

Additional Information

- Awards
- Certifications
- Volunteer Work
- Language Proficiency
- Conferences
- Projects
- Professional Website Portfolio
- Publications

CV or Resume Example - Frontend Development Roles

- Martha Sharpe
- Daniel Gan
- Edward Tao
- Devin Conrad
- Entry Level FE
- Mia Rappuli

Applicant Tracking System (ATS)

A type of software companies uses to quickly determine if an applicant is qualified for a job opening.

Example:

Oracle Taleo, Workable, Lever, Manatal
SAP SuccessFactors, Workday,
IBM Kenexa BrassRing, SmartRecruiters,
BambooHR, Greenhouse, Recooty, iCIMS



JOBS

CANDIDATES

INBOX

PEOPLE SEARCH



Search for candidates...

SB



Account executive ▾

Add candidates ▾ Edit job

6 Sourced

28 Applied

18 Phone Screen

5 Assessment

Hiring Manager In...

VP Interview

Offer

Hired

QUALIFIED DISQUALIFIED 0

Filter by name, headline or #tag

Select all

 **Dayana Quigley**
Senior Sales Account Executive
#media #creative_director
via twitter.com · 4 days ago

 **Elliott Pagac**
Inside Sales
#linkedin #agency #creative ...
via workable.com · 4 days ago

 **Elyssa Gutmann**
Marketing
#pr #research
via google.com · 4 days ago

 **Imogene Farrell**
Regional Sales Manager
#finance #project_manager
#social_media ...
via monster.com · 4 days ago

 **Jacky Maggio**
Outside Sales
... via linkedin.com · 4 days ago

...     

Dayana Quigley
Senior Sales Account Executive
#media x #creative_director x + add tag

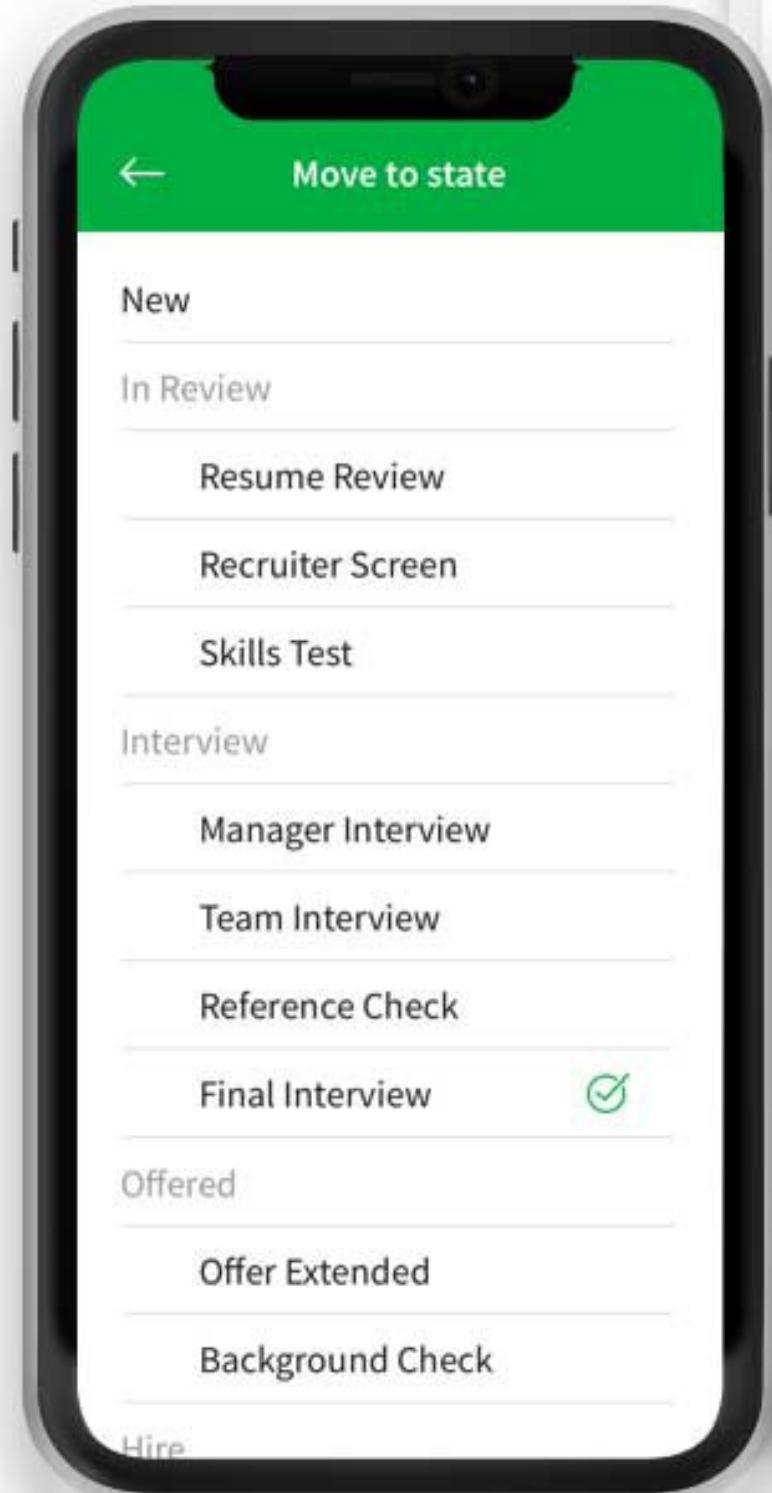
TIMELINE

 2 followers 

 **Natalie Sung** added a comment · 1 day ago
Visible to everyone ▾
OK @eduardo_vallente I'll get in touch and arrange the call

 **Eduardo Vallente** added a comment · 2 days ago
Visible to everyone ▾
Sure, looks very promising. Let's schedule a phone interview

Candidate Profile



MY JOBS **ACTIVITY** EMAILS (54) REVIEWS (9) INTERVIEWS (4) NOTES

Julia Nichols rated Hannah Mollison ★★★★☆ +2

You rated Hannah Mollison ★★★★☆ +2

Her approach to the whiteboarding exercise was very detailed in almost every scenario given. She is very familiar being in a cross-functional team, but does not have any experience in user testing, which |

You shared an update with Sebastian Bowen +2 | 1 Jan 27, 2019

Hi Sebastian, she was a silver medalist from a previous job post, and has some relevant experience. Check out #Hannah Mollison.

Comment • Agree

Sebastian Bowen Jan 27, 2017
Yes, I agree. Put 30 mins on my calendar so I can do a phone screen.
Agree

Add a comment...

Upcoming Interviews

Jerry Long
On-site for Product Designer
January 1, 2018
1:00 - 3:30 in Conference Room B

ACCEPT **DECLINE**

Lydia Page
On-site for Product Designer
January 1, 2018
1:00 - 3:30 in Conference Room B

ACCEPT **DECLINE**

Saved Searches

Referrals
2 new

Front-End Engineers Near Krakow
3 new

Candidates to Reject
16 new

MANAGE

AS

Job Openings - 49 [ADD JOB OPENING](#)

Published 6 Internal 36 Unpublished 7

500+ Job Boards Network

talent.com
indeed®
MONSTER...
ZipRecruiter®
Google for Jobs
adzuna
facebook.
careerJET

Upcoming Interviews

ID	APPLICANT NAME	DATE TIME
1	Chris Hymas	12 Aug, 12:08PM
2	Jessica Jensen	13 Aug, 01:08PM
3	Sarah Tolle	13 Aug, 03:08PM
4	Ben Glazer	14 Aug, 04:08PM

[View All](#) [+](#)

Total Applications - 1335 [ADD APPLICANT](#)

New 1179 Shortlisted 22 Interview 28 Offered 2 Hired 3 Talent Pool 76

208999 [Statistics](#)

JOBS PERFORMANCE LAST WEEK

05 Aug 06 Aug 07 Aug 08 Aug 09 Aug 10 Aug 11 Aug

W Search

E-00001 Multiple Customer Service Career Opportunities! (Evergreen)
Open detailed view

Candidates Details

Active (49) Inactive (4)

24 Review 15 Screen 1 Assessment 7 Interview -- Reference Check -- Employment Agreement -- Offer 2 Background Check 2 Hire

No Filters Applied

Saved Filters select one

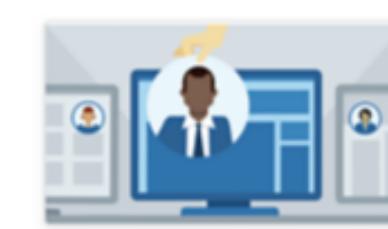
49 items All 49 selected Overview Experience Contact

	Job Application	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Resume / CV	Resume / CV Text	No Show	Sc
<input checked="" type="checkbox"/>	• Nicole Gonzales	Background Check	1	Background	02/21/2020				
<input checked="" type="checkbox"/>	• Virginia Simmons	Background Check	1	Background	02/18/2020				
<input checked="" type="checkbox"/>	• Brenda Washington (Referral)	Interview	1	Schedule	02/22/2020				
<input checked="" type="checkbox"/>	• Angela Hughes (Referral)	Interview	1	Schedule	02/22/2020				
<input checked="" type="checkbox"/>	• Sharon Coleman	Interview	1	Schedule	02/22/2020				

> Move Forward Decline Send Message ...



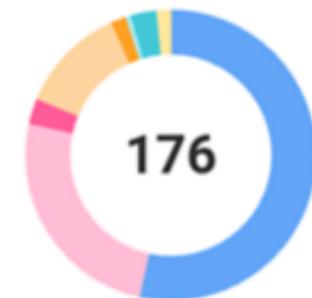
Search



Recruiting Trends Report
Social recruiting strategy is essenti...

+ Add Card

My Candidates



94

Review

44

Screen

5

Assessment

21

Interview

3

Reference Check

1

Employment Agreement

5

Offer

3

Background Check

0

Hire



Assessment Tasks

5 tasks

Michele Petite (Office Recruitment Services)

Make Assessment Decision: R-00044 HR Manager-EMEA (Open)

Hans Marten (Office Recruitment Services)

Assess Candidate: R-00044 HR Manager-EMEA (Open)

Clement Dupont

Make Assessment Decision: R-00044 HR Manager-EMEA (Open)

Greg Weiss (Referral)

Make Assessment Decision: R-00225 Director, Technical Operati...



Meng Chia



Screen Tasks

26 tasks

Peter Karlsson (Referral)

Screen Candidate: R-00044 HR Manager-EMEA (Open)

David Delgado

Screen Candidate: R-00044 HR Manager-EMEA (Open)

Sota Yoshida

Screen Candidate: R-00294 Chief of Staff (Open)

Ed Harper (Professional Recruitment Services)

Complete Questionnaire: R-00293 Chief Technology Officer (CTO...

Alexander Sullivan



New Referred Candidates

9 items

Ton Janssen

R-00401 Customer Service Representative

Gregory Roberts

E-00002 Intern - Multiple openings

Donald Harris

E-00002 Intern - Multiple openings

Jason Young

E-00001 Multiple Customer Service Career Opportunities!

Rhonda Bryant

How to Write an **ATS-Friendly** **CV?**

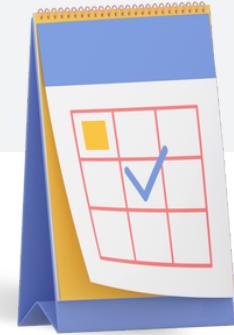
Tips to create an ATS-friendly CV:

1. Use the reverse chronological CV format
2. Correctly label your sections
3. Include job-related keywords by using a job description keyword finder through <https://www.jobscan.co>
4. Use active voice (e.g. 'Managed xxx')
5. Use an ATS-friendly CV template
6. Use a common CV font
7. Save your CV as a PDF

How to Pass the ATS Scan

1. Place the contact details at the top of your CV
2. Avoid fancy graphics
3. Save your CV in the PDF format
4. Copy all the contents of your CV
5. Paste them into a TXT text editor (such as Notepad)
6. If the text in the editor isn't scrambled, your CV is scannable

Editorial of CV



Wording

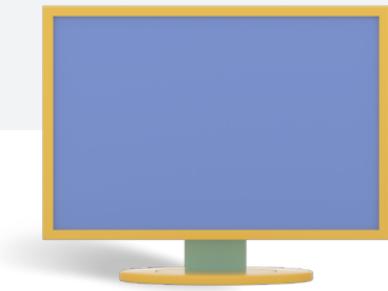
- Ensure to choose the action verbs accordingly

[Click to check out more on iterative action verbs.](#)



Font Choice and Font Size

- Times New Roman, Arial, and Calibri are highly recommended
- Font size should be between 10 and 12 points, although your name and the section headings could be larger and/or bolded.



Format

Ensure to keep each section uniform.

For example, if you put the name of one organisation in italic, every organisation name must be in italic as well.

ATS-friendly CV Builders and Web Development CV Template References



RESUME WORDED



DOs and DON'Ts



CV or resume language should be:

- Specific rather than general
- Active rather than passive
- Written to express not impress
- Articulate rather than “flowery”
- Fact-based (quantify and qualify)
- Written for people who scan quickly

DOs :

- Be honest, original, and authentic
- Back to basic (the simpler and clearer, the better)
- Make it easy to read and follow, balancing white space
Use consistent spacing, bold, and capitalization for
emphasis (make it organized & neat!)
- Be sure that your formatting is translated properly if
converted to a .pdf
- Use proper and consistent language
- Written for people who scan quickly

DON'Ts :

- Put too much irrelevant information
- Use unique fonts instead of default fonts
- Not updating the CV regularly
- Too many pages
- Typo (s)

Action Verbs



Overused Words on CV

go to
super
synergized
responsible for
specialized in
outside the box

in charge of
go getter
focused
great

ninja
creative
excellent
team player
detail oriented
strategic thinker
results-driven

hard worker
innovative
expert

Instead of using

- 1.In Charge Of
- 2.Excellent
- 3.Go Getter
- 4.Hard Worker
- 5.Strategic Thinker
- 6.Outside the Box
- 7.Responsible For
- 8.Expert
- 9.Innovative
- 10.Specialized In
- 11.Creative

Use these

- 1.Directed
- 2.Improved
- 3.Accomplished
- 4.Achieved
- 5.Designed
- 6.Created
- 7.Managed
- 8.Delivered
- 9.Developed
- 10.Handled
- 11.Created

Instead of using

- 1. Synergized
- 2. Go To
- 3. Results-driven
- 4. Team Player
- 5. Detail Oriented
- 6. Focused
- 7. Ninja
- 8. Super
- 9. Great

Use these

- 1. Collaborated with
- 2. Trusted by
- 3. Raised
- 4. Participated in
- 5. Spotted
- 6. Refined
- 7. Installed
- 8. Slashed
- 9. Increased

Action Verbs to Replace 'Responsible for'

acted
secured
succeeded
completed
created prepared
executed negotiated made
accomplished
finished performed acquired
operated partnered forged
achieved produced
navigated undertook

Action Verbs for 'Achieved'

lifted

delivered

enhanced

completed

improved

expedited

expanded
stimulated

boosted
produced

created

enacted

maximized

accomplished

accelerated

generated

managed

amplified

outpaced
advanced

Action Verbs to Replace 'Managed'

cultivated
mentored
motivated
taught
directed
enabled
recruited

hired

guided regulated inspired

shaped facilitated

trained unified

aligned fostered

supervised united

mobilized

Instead of using

1. Self-starter
2. Insightful
3. Intelligent
4. Astute
5. Meticulous
6. Thoughtful
7. Cutting edge
8. Ingenious
9. Unique
10. Skilled

Use these

1. Initiated
2. Noticed
3. Solved
4. Sighted
5. Caught
6. Cared for
7. Devised
8. Invented
9. Commended for
10. Achieved

Instead of using

1. Competent
2. Devoted
3. Genuine
4. Dedicated
5. Determined
6. Sincere
7. Knowledgeable
8. Persistent
9. Discipline
10. Honest

Use these

1. Constructed
2. Worked to
3. Rated by customers as
4. Formed
5. Discovered
6. Received kudos for
7. Trained
8. Accomplished
9. Forged
10. Trusted with

LinkedIn





LinkedIn

LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career.

A complete LinkedIn profile can help you connect with opportunities by showcasing your unique professional story through experience, skills, and education.

Overview

The LinkedIn community has members and companies from all over the world across every industry and profession.



- 740M+ Members.
- From 200+ Countries.
- 57M Companies.



- 3 people are hired every minute on LinkedIn.
- 14M open jobs.
- 500,000+ companies use LinkedIn to find sources and hire talents



- Contents
- Community
- Jobs
- Learning

Build an Authentic LinkedIn Profile



Natsai Ndebele (She/Her) · 3rd

Founder of Our Journey Through Code| Software Engineer|
Advocate for Inclusion and Diversity| Digital Content Creator|
Creativity is my Superpower

Talks about #ojtc, #creative, #developer, #womenintech, and
#entrepreneur

San Francisco Bay Area · [Contact info](#)

DIVERSITY IS MY SUPER POWER



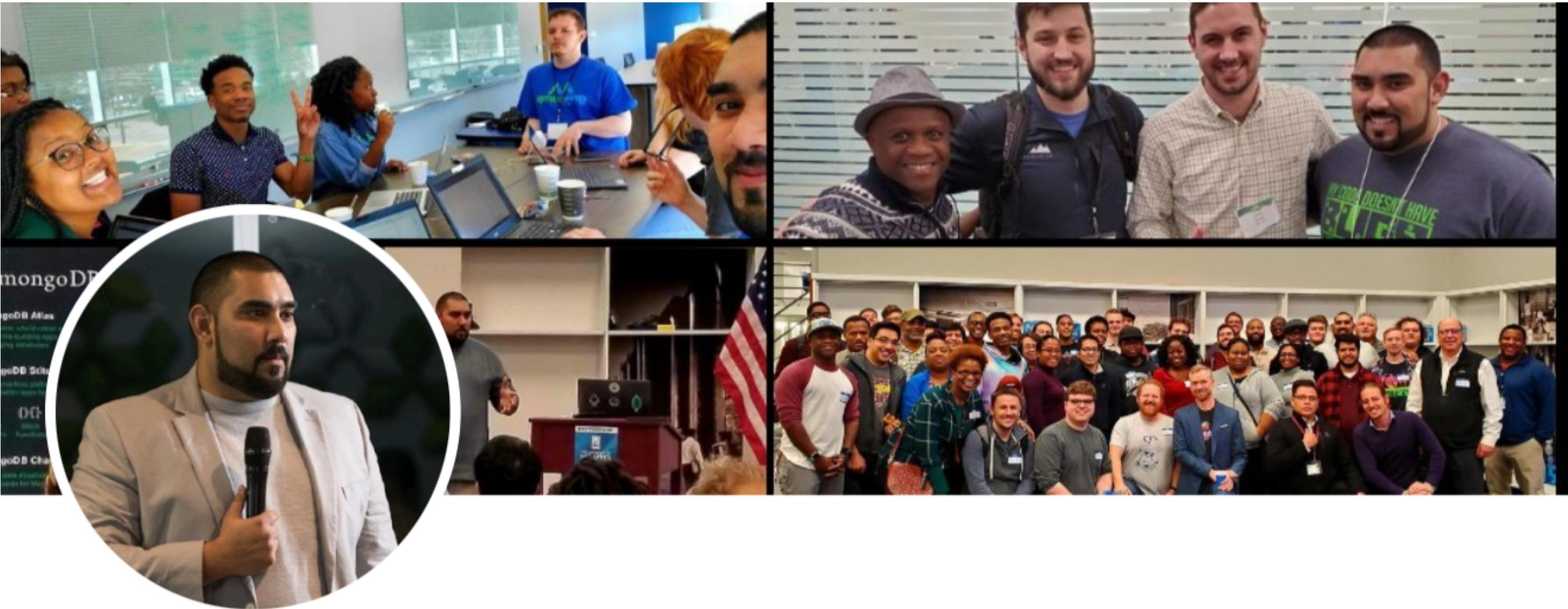
Kinks Curls And Crown



Harvard Business School
Online

[click to check out Natsai
Ndebele's profile](#)





DANNY
THOMPSON

DEVELOPER
COMMUNITY LEADER
SPEAKER

TRYING TO HELP AS
MANY PEOPLE AS I CAN.

Danny Thompson · 3rd

Software Engineer | React | Go lang | MongoDB | Community
Builder|

Talks about #coding, #programming, #positiveenergy,
#careerdevelopment, and #personaldevelopment

Memphis Metropolitan Area · [Contact info](#)

Frontdoor

Frontdoor, Inc.

*[click to check out Danny
Thompson's profile](#)*



About

Natsai Ndebele is a values-driven, socially-conscious, community leader, artist and software engineer on track to graduate with a Bachelors in Computer Science from Georgia State University in 2019.

She is driven by core attributes that include tenacity, proactively, creativity, altruism and compassion in bringing solutions in all aspects of her life. This includes:

- Giving back to the communities that have impacted her (Zimbabwe – Malawi – Atlanta – and counting)
- Programming workshops to promote STEM through her YouTube channel – College Week Live to provide early computer science exposure around the world
- Volunteer work with Black Girls Code
- Using LinkedIn to build connections and opportunities
- Working to help increase diversity in technology for women in technology.

As a values-driven, socially-conscious professional, Natsai has passion and action orientation for giving back. Her personal experience has afforded her perspective on the best and worst in the world. She understands that people struggle with navigating processes to opportunities, so she leverages her experiences to be a guide to others. She is guided by a worthwhile mantra "Why do people have to go through struggles if somebody else could change that."

Perhaps it's her unique ability that is her secret sauce! She is a creative, multi-faceted software engineer who applies fine art to problem-solving. If there is a problem, she will find a way to come to a solution. She has an artistic eye in how she views the world, is able to draw, create visuals, and evoke emotions through visual image storytelling.

- Third-person point of view
- Uses his or her own name
- Presents formal air

*click to check out
Natsai Ndebele's
profile*



About

Experienced Leader with a demonstrated history of working in the computer software industry. Skilled in solving problems with HTML, CSS, Javascript, Angular, React, SQL, Java, Spring Framework and Go Lang! Focused on being a valuable part of any team I am on and believe in the team rising together. If one portion of the team needs help with a task, I have no issue jumping in to assist on anything required. I run the largest meetup group of Developers in the Memphis area and provide resources to those that are learning to code, host events that teach coding and run community based events.

- Profile summary and portfolio hyperlink could be inserted here

*click to check out Danny
Thompson's profile*



Activity

46,347 followers



If you are a dev located in the US
looking for great remote positions...

Danny shared this

22 Reactions • 1 Comment



If you add value, they will bring a
checkbook.

Danny shared this

88 Reactions • 6 Comments



I need Duolingo to add Javascript as a
language so maybe I can finally lear...

Danny shared this

251 Reactions • 22 Comments



Working At The Office VS Working
Remote. Notice the Difference?

Danny shared this

59 Reactions • 5 Comments



If at first you don't succeed, look it
up on YouTube to have a 15 year...

Danny shared this

403 Reactions • 21 Comments



THEY GOT THE JOB! Every single
time I get messages like this I get...

Danny shared this

153 Reactions • 10 Comments

- If you ever liked, commented, or shared another LinkedIn users' post, that'd be displayed here



Featured



Do Black Girls Code?

YouTube

There is no doubt that women of color, black women or African American women are under represented in the technology field. As one of the few black women in this major, I feel it is up to me and my peers to try and...

- Usually pins LinkedIn users' portfolio and CV/resume
- Highlights recent awards or speakers' documentation
- Displays LinkedIn users' tagged events



Featured

I work with people of all ages. If they have a passion to learn, I want to help!...



608 · 38 comments

Just finished giving my first talk at Microsoft's StartCareerDev event! Hug...



417 · 46 comments

See all

- Usually pins LinkedIn users' portfolio and CV/resume
- Highlights recent awards or speakers' documentation
- Displays LinkedIn users' tagged events





Software Engineer

AutoZone · Full-time

Oct 2022 - Present · 8 mos

Remote

- Bulleted job description according to company LinkedIn users work for
- [Action verbs] + [what you worked on] + [measurable achievements]

- Increased Testing Code Coverage by 50% by adding integration tests throughout the code base to create higher-quality code that would be less prone to bugs and errors.
- Increasing the accessibility of the website by working on ADA tasks to improve the compliance and readability of the site with screen readers.
- Modernized the shopping funnel to increase customer retention and trust in the checkout flow.
- Migrated our codebase from React-Redux to React Query while maintaining code quality standards.

[click to check out Danny
Thompson's profile](#)





Amazon

4 yrs 1 mo

● **Software Development Engineer II**

Full-time

Jul 2014 – Jul 2016 · 2 yrs 1 mo

Amazon Bookstore: Full Stack Mobile Application (Java, Android)

- * Built and Optimized the Point Of Sale system from front-end to back-end
- * Collaborated with Product, Design, Operation, and Dev from other teams to drive the development
- * Led agile development for the team and the wider organization.

Amazon Fulfillment Technology: Web Application (Java, RoR, JavaScript, Selenium)

- * Design, Developed, Tested, Optimized and Deployed the Packing Application, a highly scalable single-page application used by Amazon warehouse for packing process.
(worldwide usage 100K+ users)
- * Scrum Mater; managing the sprint and enforce collaboration.
- * Mentored intern. Designed and Led the intern project.

- Bulleted job description according to company LinkedIn users work for
- [Action verbs] + [what you worked on] + [measurable achievements]

click to check out Chantree Chandrapunth's profile





Twitter

5 yrs 5 mos

- **Sr. Engineering Manager**

Full-time

Jan 2021 – Present · 1 yr 2 mos

Responsible for Performance Ads product engineering organization

- * Directly manage 3 managers with 30+ engineers. App Install, Website Traffic and Conversion, and Ads Supply team
- * Bootstrapping new initiative teams to focus on accelerate performance ads org such as Dynamic Product Ads product
- * Collaborate with cross functional (product managers, data scientist, sales) to align on short and long term strategy for performance ads

- **Software Engineering Manager**

Full-time

Oct 2018 – Dec 2020 · 2 yrs 3 mos
Seattle, Washington, United States

Led Mobile App Install product engineering team and end-to-end program initiative.

- * Directly manage 2 teams: Advertiser experience and Ads Supply. Build the team from 2 to 12 engineers
- * Establish end-to-end program consists of cross functional group to determine Mobile App Install product engineering strategy
- * Coordinated across 15+ engineering teams to exceed quarterly revenue goals from Q2 2019 - Q4 2020

- Bulleted job description according to company LinkedIn users work for
- [Action verbs] + [what you worked on] + [measurable achievements]

[click to check out](#)
[Chantree](#)
[Chandrapunth's](#)
[profile](#)



- Bulleted job description according to company LinkedIn users work for
- [Action verbs] + [what you worked on] + [measurable achievements]

Led Ads Measurement team

- * Managed a team of 6. Created team vision, roadmap and quarterly OKRs. Consistently led the team to meet 90%+ OKRs each quarter.
- * Expand scope of Lift measurement team to include multiple products beyond Brand Surveys. Spearhead the effort to plan, build, and deliver the MVP for A/B testing platform.
- * Re-build and improve the team performance by hiring, coaching, and changing the culture through strong team processes around performance management and execution tracking.
- * Streamline backend engineer hiring process for revenue organization (200+ engineers) by building standardized and unified rubrics.

[click to check out Chantree Chandrapunth's profile](#)





Georgia State University

Bachelor's Degree, Computer Science

2015 – 2019

Activities and Societies: Georgia State University Student Alumni Association Board of Director, First Year Residential Experience Mentor at Georgia State University, African Student Association

Honors Student At Georgia State University, Community of 200 scholar at Georgia State University, President's List, Golden Key International Honors Society, Georgia State University Pearson Speech Competition 2nd Place winner

- Should you be part of university club, add it!
- Formal and non-formal education are both advisable to be inserted here



Volunteer experience



Tech Assistant

Black Girls CODE

Dec 2016 – Present • 5 yrs 3 mos

Science and Technology

I have been a Black Girls Code Tech Assistant since August 2016. I help run workshops, by helping the Tech Instructor run the workshop, and assisting the Tech Diva's with any problems they may have.

I have volunteered at a Circuit Workshops, where I helped students connect littleBit Circuits to Scratch. Most recently I volunteered at a Gaming Workshop where the girls got the chance to create their own games



Facilitator

Girls Who Code

Aug 2017 – Apr 2018 • 9 mos

Science and Technology

Taught Scratch, Python, and HTML to high-school juniors and seniors in the Girls Who Code Georgia State chapter with 2 other instructors. Designed weekly lesson plans to teach high-school students to be ethically mindful programmers, so they could use technology to solve a problem in their communities.



Licenses & certifications



Microsoft Certified Azure Fundamentals

Microsoft

Issued Apr 2021 : No Expiration Date

Licenses & certifications



Amazon Web Services Software Development Engineer

Amazon Web Services (AWS)

Issued Apr 2019 · No Expiration Date



Unleash Your Potential: Innovation and Enterprise

University of Bristol

Issued Nov 2018 · No Expiration Date

[See credential](#)





Learning React.js

Lynda.com

Issued Dec 2017 · No Expiration Date

[See credential](#)



Learning Webpack 3

Lynda.com

Issued Dec 2017 · No Expiration Date

[See credential](#)



Learning Polymer

Lynda.com

Issued Sep 2017 · No Expiration Date

[See credential](#)



React.js Essential Training

Lynda.com

Issued May 2017 · No Expiration Date

[See credential](#)



Skills & endorsements

Front-end Development · 99+



Endorsed by **Ram Maheshwari** and 3 others
who are highly skilled at this



Endorsed by 2 of Danny's colleagues at
Google

Web Development · 99+



Endorsed by **Dali Rojas** and 3 others who are
highly skilled at this



Endorsed by 4 of Danny's colleagues at
Google

JavaScript · 70



Endorsed by **Jalal Alzebda** and 2 others who
are highly skilled at this



Endorsed by 2 of Danny's colleagues at
LaunchCode



LinkedIn Skill Assessment badge



- These skills are role-specific and could be endorsed by your former colleagues & supervisors

Industry Knowledge

Project Management · 28

Inventory Management · 17

Web Design · 23

- These skills are role-specific and could be endorsed by your former colleagues & supervisors

Tools & Technologies

Java · 23

React.js · 18

SQL · 15

AngularJS · 16

MongoDB · 13

Interpersonal Skills

Management · 54

Negotiation · 14

Employee Training · 16

Customer Service · 20

Team Leadership · 31

Leadership · 12



Recommendations

Received (9)

Given (14)



David Godinez

Neural Data Engineer at
DataJoint

February 15, 2021, David
was a client of Danny's

Danny has a huge heart for the tech community. As a self-taught engineer, his skills are second to none. I've seen his work first hand and he is truly remarkable.



Tanish Surmawala

Junior at Christian
Brothers University

April 1, 2020, Tanish was a
client of Danny's

Danny is one of the most motivated people I have seen. Not only is he motivated to better himself, he is also trying to better the Memphis tech community. I had a chance to meet Danny at one of his GDG meetups. However, my first real conversation with him was over a mentorship meeting. He gave me lots of advice on what I should do in order to better myself and my skills. He has also offered to be there for me if I ever need any sort of help and I could not be more grateful for his assistance.

- These are complementary to your compelling references that are in forms of more *digitalised, narrated, and personalised recommendations; validated by your former supervisors*



Interests



Silectis

854 followers



DC Web Women

3,229 members



Hamilton College

27,041 followers



Women Who Code

96,277 followers



General Assembly

164,357 followers



Optimus Analytics

836 followers

[See all](#)



Accomplishments

6 Honors & Awards

BlackRock Founders Scholar • Google Women Techmakers Scholar • Dean's List
• Communittee of 200 Scholar • Presidents List • Presidents List



6 Languages

English • French • Ndebele, North • Shona • Sotho, Southern • Zulu



1 Organization

Association of Computing and Machinery



Accomplishments

6 Projects

Real-time running location simulation and monitoring system • Tap News: Real Time News Scraping and Recommendation System • iOS Development • Collaborative Online Judge System • Movie Recommender System • Page Rank

2 Languages

Chinese • English



Narrow down your project!

iOS Development

Jan 2018 – Mar 2018

- Designed and implemented a News iOS app with delegation design pattern. Using TableView and CollectionView to display news with customized cells. Loading news from Firebase, implemented pagination triggered by dragging from the bottom of current table. The news app also can show number and location of news from the same source by using iOS Mapkit. Utilizing Tesseract OCR, the app is able to recognize paragraph from books or notes then load text into the app.
- Designed and implemented a turn-by-turn navigation app with iOS Mapkit. Search results displayed with customized map annotations(pins). A blue line of an optimal route will show up. With creating circular geofence on each turn, a delegation will be trigger when user location reached when an audio instruction will be played.
- Designed and implemented a weather app. Making restful requests from the app and maintain weather data as JSON across modules. Making use of life cycle functions in AppDelegate to trigger desired behaviors.(i.e., turn off GPS update when the app is background and resume while the app in foreground)
- Embedded Resnet50 and InceptionV3 to CoreML to build an app can classify name and type of an item. By taking advantage of ARKit, I designed and implemented an AR ruler to measure a distance of 2 points on a plane through the camera of an iOS device.

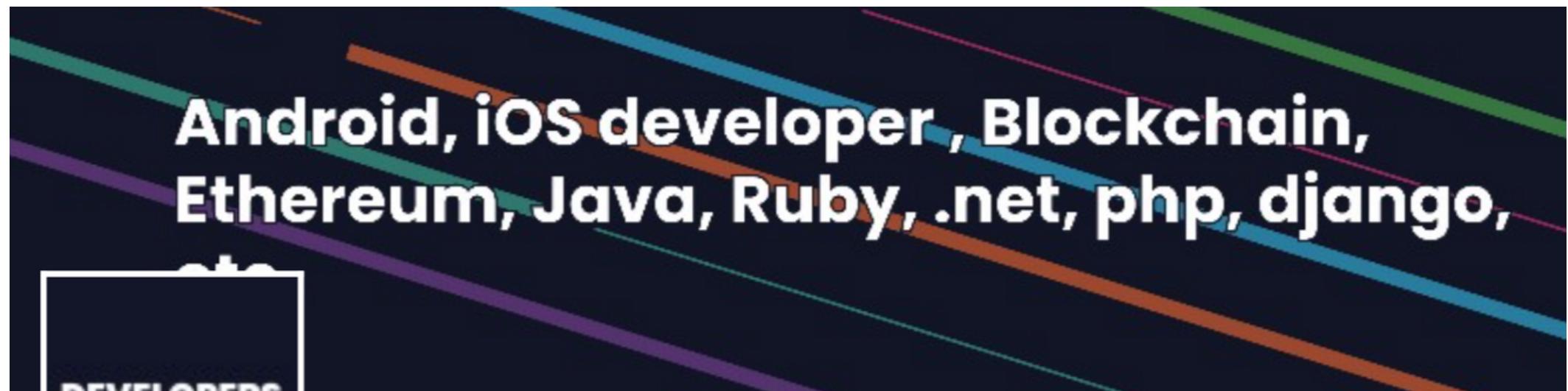


LinkedIn Profile Example - Web Development Roles

- Ali Spittel
- Chantree Chandrapunth
- Danny Thompson
- Natsai Ndebel

LinkedIn Community





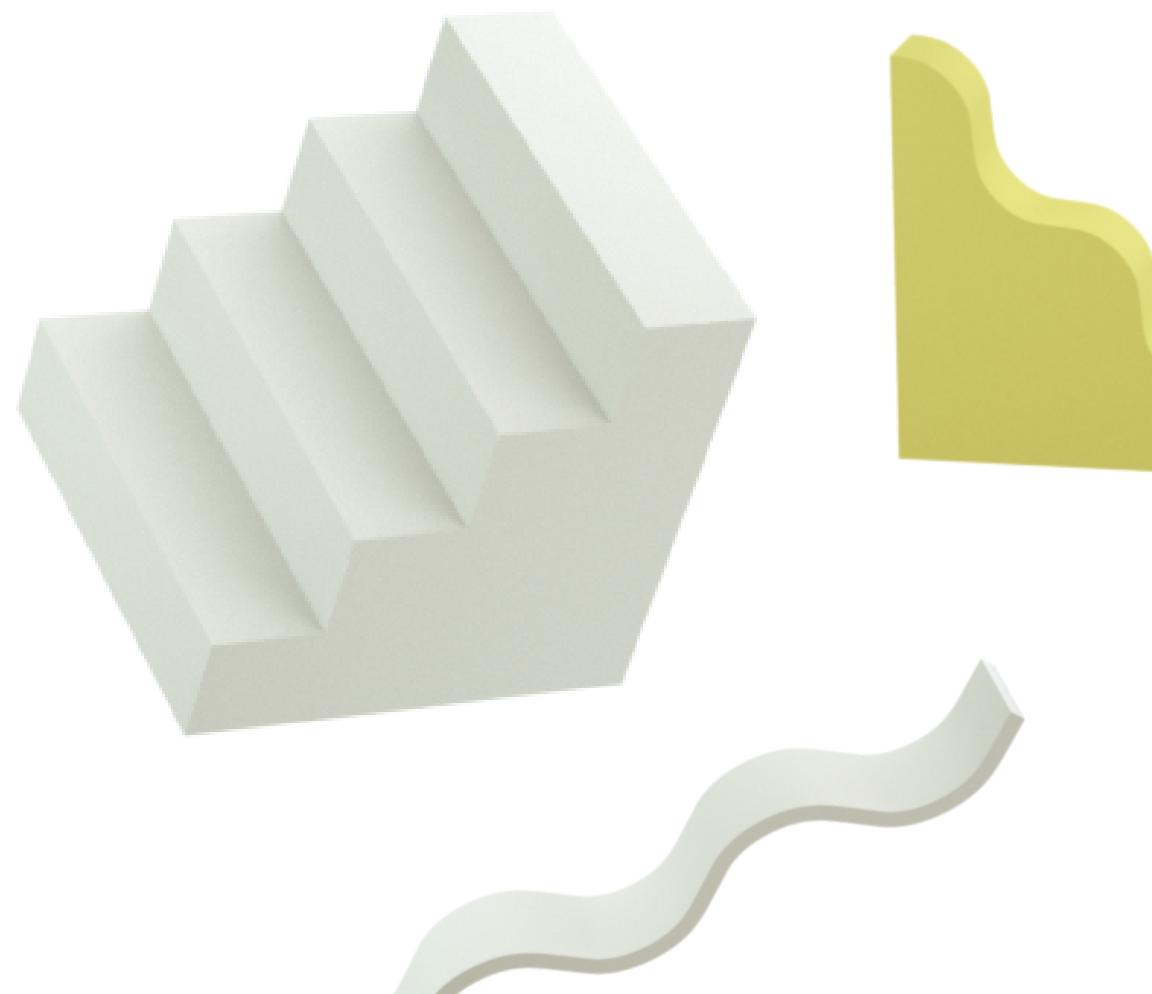
**join through
this link!**



Developers - Android, iOS developer ,
Blockchain, Ethereum, Java, Ruby, .net, php,
django, etc

 Listed group

322,405 members



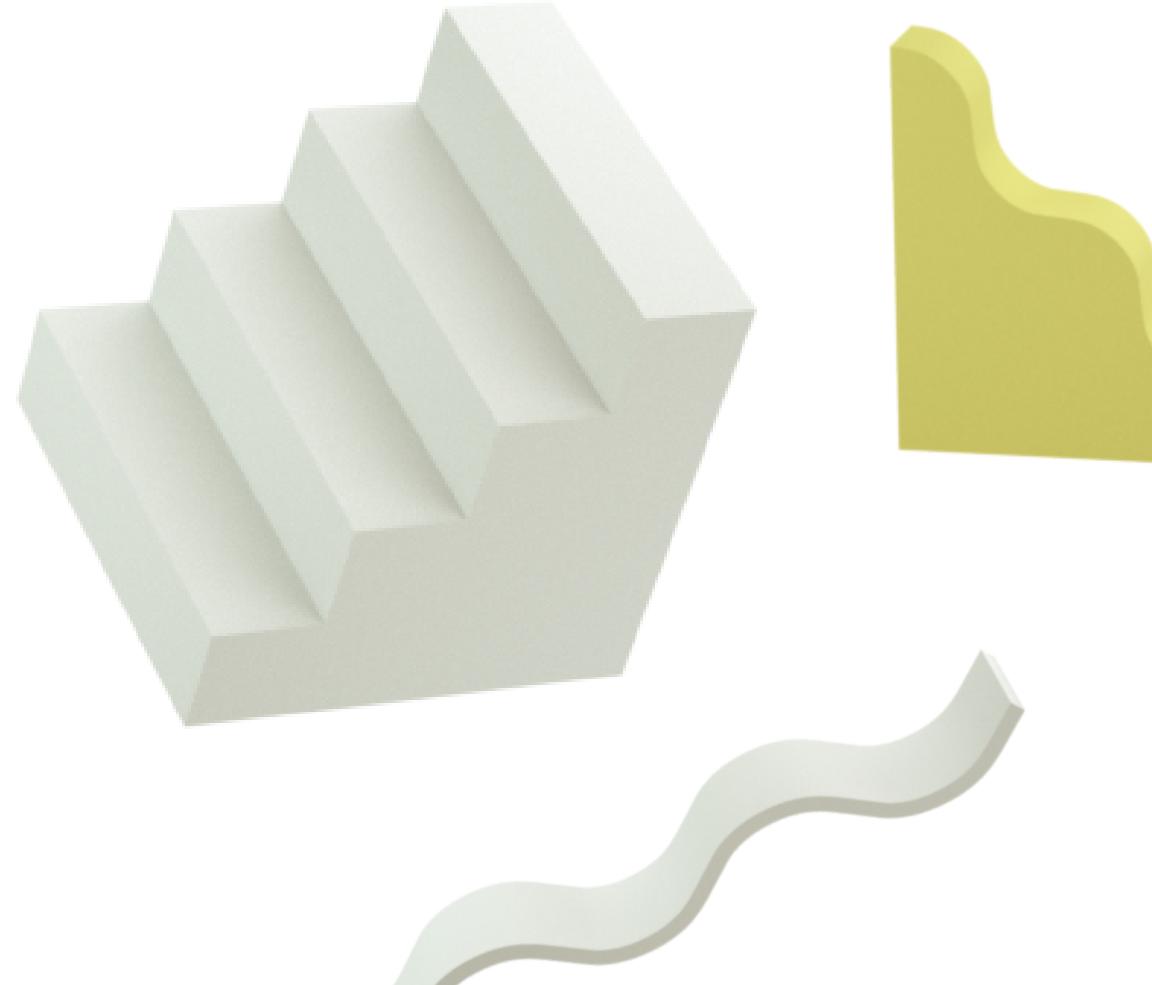
***join through
this link!***



JavaScript

iii Private group

312,686 members



React Developers

ReactJS & React Native

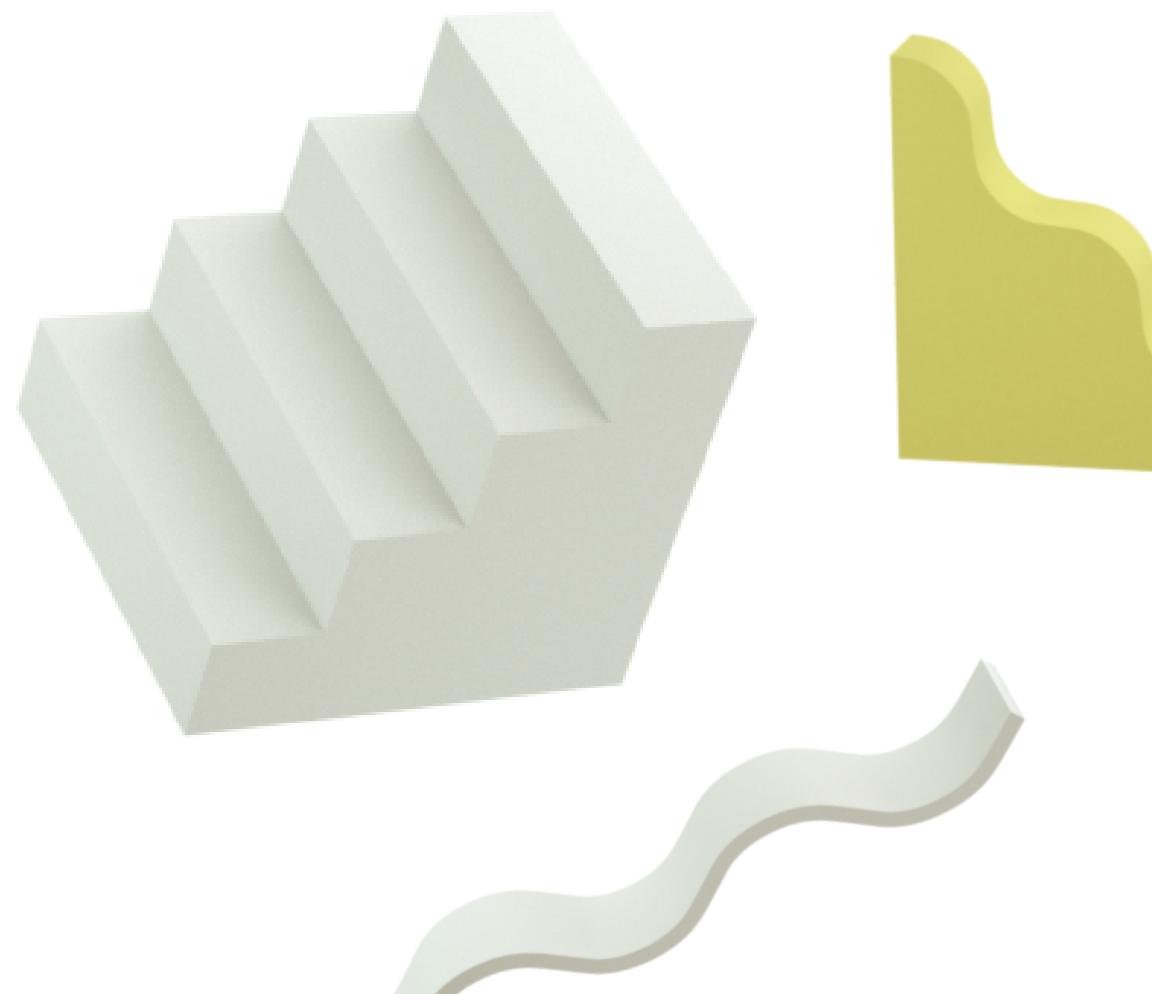


React Developers - ReactJS & React Native
Professional Development Mastermind

Listed group

155,014 members

**join through
this link!**



Common Mistakes on CV & LinkedIn Profile



COMMON MISTAKES ON CV & LINKEDIN PROFILE



- Poor formatting
- Spelling and grammar errors
- Lying
- Lack of evidence

COMMON MISTAKES ON CV & LINKEDIN PROFILE

- Generic sentences used in work experience
- Focuses more on explaining company profile rather than on what you did

COMMON MISTAKES ON CV & LINKEDIN PROFILE



- Missing email and phone information
 - Using passive language instead of “action” words
 - Not well organized, concise, or easy to skim
- 

COMMON MISTAKES ON CV & LINKEDIN PROFILE

- Doesn't convey measurable accomplishment



How to solve that issue?



Quantify your measurable
achievements!

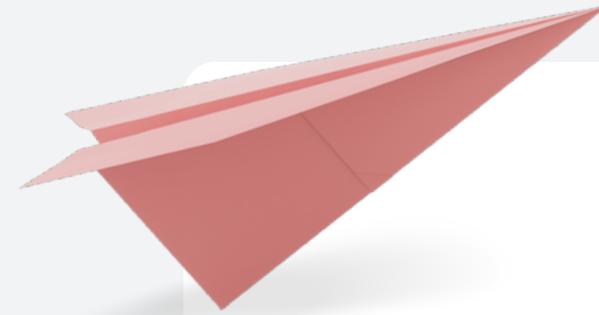


Example:

- 
- i. dollars and percentages tied to other types of revenue generation
 - ii. how many contracts or bids you've won
 - iii. increase in market share
 - iv. number of customers served
 - v. numbers or percentages of internal performance benchmarks achieved
 - vi. amount of money you've saved
 - vii. monetary budgets you've managed
 - viii. percentages by which you've improved efficiency
 - ix. numbers of anything you've done in great quantity, such as repairing many pieces of equipment
 - x. number of times selected as team or project lead
 - xi. timeframes of accomplishments, especially when you exceed deadlines or expectations
 - xii. awards you've won
 - xiii. publications that have featured your work

LinkedIn for Personal Branding!

- Gunakan foto profil yang proper & menarik
- Update profil LinkedIn secara berkala
- Post pengalaman relevan dan projects yang Anda kerjakan
- Post sertifikat ataupun achievement yang telah Anda dapatkan/raih
- Kirim connection request kepada mereka yang ada di bidang yang sama dengan Anda agar dapat menambah wawasan dan inspirasi baru
- Kirim connection request kepada Recruiters, Talent Acquisition, atau HR
- Secara aktif berada di LinkedIn Community



Do you have any questions?

Ask us! We hope you learned something new.



THANK YOU

