

# Your Name

Your Title

youremail@email.com • (503)555-5555 • [linkedin.com/yourlink](#) • [github.com/yourgit](#) • [yourportfolio.com](#)

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## Skills

- Skill
  - Skill
  - Skill
  - Skill
- 

## Projects

Project Name (where you did it)

Technology • Technology •Technology •Technology •Technology •Technology •

Link(s) to project

Summary of project

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## Relevant History

Job Title

Company - Location

- Responsibilities
- Responsibilities
- Responsibilities
- Responsibilities

Job Title

Company - Location

- Responsibilities
  - Responsibilities
  - Responsibilities
  - Responsibilities
- 

## Education

School name - Location

- Degree/Certificate

School name - Location

- Degree/Certificate

# General Instructions

See below for a sample job posting and sample resume

## Tips

- Don't use a Google Doc/MS Word template. It may seem counterintuitive, but formatting and adapting an existing template is more work in the end than creating from a blank document. Type out your resume yourself.
- Be sure to be 100% truthful and honest when filling out resumes
- Have another person proofread your final draft to ensure there are no grammatical errors
- Stray away from filler words and be sure to get straight to the point. The less text, the better.

## Personal information

### Required

- Full name
- Email
- Phone number

### Recommended

- LinkedIn
- Github

### Optional in first draft - but you must add this asap

- Personal portfolio

## Objective

Don't waste space with an objective statement. Your objective is to get hired, and both you and the hiring manager already know that.

## Professional Summary

Professional summaries are optional. When writing a professional summary, keep it short and straight to the point (1-2 sentences max). The professional summary should be used to highlight soft skills that are important to the company that are on the job description or on other company materials if you are not working with a job posting. You can gather keywords directly from the job description, but do not re-use keywords contained elsewhere on the resume. Never use the phrase 'detail-oriented' – show that in your carefully crafted and edited resume. Avoid cliché summaries that are full of fluff such as “passionate, hard-working, self-starter with great attention to detail.”

## Skills

### Format:

- The skills section should be formatted in bullet points.
- Each bullet point should be 1-3 words max
- Only list skills you can show you have
- You don't have to be an expert

Each skill should be relevant to the “job posting”. The listed skills should not be soft skills (empathetic, fast-learner), try to list technical skills instead (Python, Django).

Here's a link to a list of skills you may learn at code guild:

<https://docs.google.com/document/d/1brkSIHJisCgLgiu9p30uJTThHIZHh-iDrDZtD8oTOGs/edit?usp=sharing>

## Projects

Include links to Github and/or a link to the deployed project and/or link to where it is on your portfolio site. Portfolio site:

It's good to add videos, gifs and screenshots to the portfolio site in case your deployed site gets an error, or if the project isn't available to you to share because it belongs to an employer.

## Relevant History

### Format:

- Job title, company name and location on top
- Each “responsibility” listed should begin with an action word (e.g communicated, managed, developed)
- Resume action words:  
<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>
- <https://resumeworded.com/software-engineer-resume-action-verbs>

Relevant history may include past jobs that have provided you with skills that you can also apply to the new job. Work history doesn't have to be related to the field you're applying for, just make sure that the job skills you've learned already are actually relevant to this new job.

## Education

### Format:

- School name, location on top
- List any certifications or degrees granted from this school

### Hint:

- Only include your graduation date if you have graduated within the last 10 years

## Sample Job Description for Sample Resume

- Develop software and architecture for products that help political campaigns, nonprofits, and other progressive organizations
- Prepare the platform to go from hundreds of users to hundreds of thousands of users in a short time frame
- Build out their internal platform and APIs
- Design and build products while working closely with product managers and designer

TecSYS84 does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state or local law. TecSYS84 encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants.

Technology stack includes Python, Django, React, PostgreSQL, AWS (Aurora, ECS, IAM), Algolia, Celery, Github, Docker, CircleCI, Twilio, Datadog, Cloudflare, etc. (not all are required)

- Have a passion for empowering ordinary people for progressive causes
- 3+ years of professional work experience
- 3+ years of experience with Python/Django
- DevOps experience
- Strong technical skills and ability to write high-quality code in a reasonable time frame
- Strong in programming fundamentals and excited to learn new technologies!

Our client utilizes their platform to connect progressive organizations and their supporters. They have helped thousands of nonprofits, unions, and political campaigns. Some organizations include Black Lives Matter, LGBTQIA+, Democratic campaigns, Climate Change, and Gun Violence

# Sarah Apple

Software Developer

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[Sarahapple.com](http://Sarahapple.com)  
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## Professional Summary

Activist with 12+ years experience volunteering for non-profit organizations and creating small businesses that promote access to training, mentors, and networks for low - to moderate income individuals so that they can utilize technology as a powerful tool for economic growth for themselves and their communities.

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## Skills

- Python
- JavaScript
- ES6
- HTML & CSS
- Django
- React
- Django Rest Framework
- Vue.js
- Node.js
- Flask
- PostgreSQL
- Rest APIs
- Ajax
- Git/Github
- Comand Line
- Docker
- Celery
- Agile

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## Projects

### White Matter Inc website (PDX Code Guild Capstone, Individual, Original Work)

Django • Django Rest Framework • JavaScript • Python • Vuejs • SQL • HTML • CSS

[github.com/sarahapple/whitematter](https://github.com/sarahapple/whitematter)

[Sarahapple.com/whitematter](http://Sarahapple.com/whitematter)

[whitematter.com](http://whitematter.com)

A full website with e-commerce functionality designed to suit client specifications

### IntheRing.com (Individual Portfolio Project)

Django • Django Rest Framework • JavaScript • Python • Vuejs • PostgreSQL • HTML • CSS

[github.com/sarahapple/inring](https://github.com/sarahapple/inring) [Sarahapple.com/inthering](http://Sarahapple.com/inthering)

A fantasy MMA App that allows MMA enthusiasts worldwide to bet on and play fantasy MMA

### Cupboard (Individual Portfolio Project)

React • Nodejs • JavaScript • Python • Vuejs • MongoDB • HTML • CSS • UI

[github.com/sarahapple/cupboard](https://github.com/sarahapple/cupboard) [Sarahapple.com/cupboard](http://Sarahapple.com/cupboard)

Cupboard A recipe finder based on the ingredients in your cupboard. A reviewer said "Easy to use use-interface and beautiful design with flawless API integration"

## Relevant History

### Organizer

**Portland Startup Weekend** - Portland, OR

2010 - 2015

- Organized 2-3 major events per year
- Recruited more than 20 sponsors for each event
- Raised over \$50,000 per year in sponsorship funds
- Ensured that women and people of color were represented in attendee numbers and in all event media and marketing
- Innovated best practices that were adopted by the parent company for events worldwide
- Created Digital and Written Marketing Materials

### Programming Assistant

**TIE Oregon** - Portland, Oregon

2010 - 2013

- Designed, promoted, and hosted the bi-weekly TIE Startup Happy Hour event
- Assisted with programs planned by other members of the program committee

### Founder and Market Director

**Corvallis Artisans Market** - Corvallis, Oregon

2008 - 2012

- Created a business plan, operating procedures, and marketing plan
- Generated buy-in from stakeholders in the city of Corvallis
- Negotiated with a notoriously difficult stakeholder to gain access to a primary location
- Provided an incubation environment for over 40 artists and musicians each year

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## Education

**PDX Code Guild** - Portland, Oregon

**Fullstack Developer Bootcamp**

MEAN Stack

Original Fullstack Web App Capstone

**Washing State University** - Pullman, WA

**BS Biology Botany**

Emphasis in Plant Pathology

McNair Scholar Research

Mortar Board Honor Society