RESUME WORKSHOP
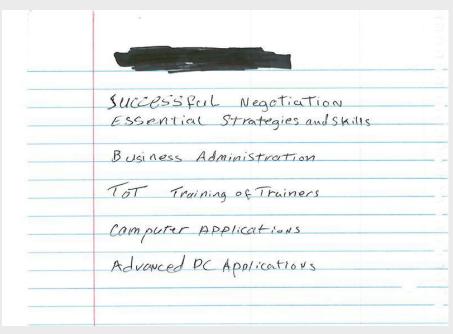
What makes a resume not so great?

EXAMPLE OF A BAD RESUME

Let's take a moment to reflect on this...

ACTIONABLE & RESULTS ORIENTED

BEFORE

- Skilled Labor
- Read work orders or receive instructions from supervisors and homeowners to determine work requirements.
- Was entrusted to allocate and manage time and resources, increasing productivity and efficiency.
- Gained responsibility to manage and run specific job sites.

AFTER

- Painted custom homes to client specifications
- Managed inventory upwards of a $1000 and decided daily team tasks and project workflow
- Communicated regularly with clients to ensure satisfaction with work quality and direction

KEY ITEMS NOT FOR AN IDEAL RESUME

- Colors
- Text boxes
- Spacing issues that aren't consistent
- Different fonts
- Different size fonts
- Overuse of bold and underlines
- Misspellings and grammar errors (like leaving out that ; in your code)

What makes a resume great?

GRAND
CIRCUS
· DETROIT ·

KEY ITEMS FOR A RESUME

- <u>Updated contact information</u>: Phone / Email / GitHub / LinkedIn
- A <u>paragraph summarizing you</u>, what you deliver and what you want.
- Numbers (5 years, 10 projects, 13 students) matter; <u>quantify impact wherever possible</u>
- Clear and concise content that is <u>tailored for the role</u> you're applying to
- <u>Technical Skills and Education</u> sections should be up top
  - > > > Projects added after Bootcamp <<<
- <u>Chronology: 3 – 4 bullet points</u> for each role and at least 7 words
- One page for every ten years of experience

KEY ITEMS FOR AN IDEAL RESUME

- Focus on communicating transferable skills
- Bullet points for work experience should focus on: the value you delivered
- Adverbs are killer unless you justify and differentiate.
  - Don't just show that you *did* something, show that you did something WELL

SKILLS

- Languages: Java, JavaScript, SQL, HTML, CSS
- Frameworks: Spring MVC, Hibernate, JUnit, Mockito
- IDEs: Eclipse, IntelliJ
- Platforms: Windows

- Databases: MySQL, SQL Server, JDBC
- Methodologies: OOP, TDD, Pair Programming, Agile, Scrum, SAFe
- Other: Git, JSP, JSTL, EL, JSON, Maven, TFS, Rally

EXPERIENCE

Senior Business Analyst   Jan 2017 – Aug 2017

Truven Health Analytics, an IBM company, Ann Arbor, MI

- Authored, prioritized and groomed user stories for healthcare analytics software.
- Conducted technical deep dives for Truven's products and shared findings with the team.
- Created test data, test cases, and executed manual tests. Recognized for uncovering critical software defects.

GRAND
CIRCUS
·DETROIT·

EXAMPLES OF A SOLID RESUME

EXPERIENCE

Web Specialist I   October 2016 – October 2017
CDK Global, Detroit, MI

- Completed text, graphic and coding changes to existing automotive dealer websites using programs such as Photoshop, Illustrator and coding languages including HTML, CSS, and JavaScript.
- Applied knowledge of CDK's custom CMS system while completing website change requests within strict timelines and with high attention to detail to the satisfaction of the dealer.

WHERE DO I PUT GRAND CIRCUS?

In the EDUCATION section, the bootcamp should something look like this:

EXAMPLE:

Grand Circus - Grand Rapids, MI   **March 2017**
C# (.NET) Developer Bootcamp

SENDING YOUR RESUME: THINGS THAT MAKE THE DIFFERENCE

- Always send as a PDF, named First_LastName_Resume to be easy to search
- Always send in a PDF Format – with hyperlinks you can click directly
- Your email should come up as your name not "Coder in Practice", a gamer tag or anything else that's not your actual name
- Your email profile picture should be your professional headshot – add same photo to other accounts for consistency
- Sending an email from your phone? Take out the automatic signature
- Always follow up