






Seeking a New Career or Advancement

Preparing Your Resume

-  **Reading:** Tailor your resume
10 min
-  **Reading:** Create a resume and add your new skills
10 min
-  **Discussion Prompt:** Reflection on Job Skills
10 min
-  **Reading:** Add your job experience to your resume
10 min
-  **Reading:** Writing a Cover Letter
10 min

Job Searching and Professional Networking

Interviewing

On the Job

Create a resume and add your new skills

In this activity, you will choose a format for your resume. Then, you will work on your resume by adding information about yourself and the job-ready skills you’ve developed in this program!

Your technical skills are most important to showcase for high tech jobs. The skills you learned in this program are often required by job titles such as:

- Automation Engineer
- Entry-level Python Developer
- IT Support Specialist II
- Entry-level Software Engineer
- Network Engineer
- ...and other similar job titles

What you will need

To get started, select a resume template. You may choose from a resume template below, search the internet for a template that suits your style, or update your existing resume.

To use a preselected template for this activity, click the links below to choose from the two resume options, the select “Use Template.”

- [Resume Template 1](#) - *Google Doc format*
- [Resume Template 2](#) - *Google Doc format*

OR

If you don’t have a Google account, download the templates directly from the attachments below - *Microsoft Word format*:

[Resume Template 1](#) [attached as an MS Word file]

[Resume Template 2](#) [attached as an MS Word file]

Add skills to your resume

Python automation specialists are expected to have strong technical skills and abilities, so effectively highlighting those skills is a crucial part of crafting your resume. Focus on your skills for this activity. Don’t worry about adding your work experience just yet; you’ll complete that in a future activity.

Get help from the real world

Reviewing real-world resumes is always a great idea. It can help you get a feel for how others in the industry are representing their experience and skills. You can find resumes on job sites and LinkedIn, or even just by searching for “Automation Engineer resume” or “Python Developer resume”. There are many ways to represent your technical skills, and taking a moment to understand how other Python automation specialists do this may give you some great ideas!

What skills to add

The skills section on your resume likely has room for only 2-4 lines or bullet points, so be sure to use this space effectively. You might want to avoid listing soft skills or non-technical skills here. Instead, this is a great chance for you to highlight some of the skills you’ve picked up in these courses, such as:

- Python Coding
- Object-Oriented Programming (OOP)
- Automation scripting
- Bash Scripting
- Git and GitHub
- Cloud computing with Google Cloud
- Puppet configuration management
- Advanced troubleshooting and debugging

Notice how the skills listed above communicate a well-rounded Python Automation Engineer’s skill set without being too wordy. The skills section summarizes what you’re capable of doing, while also listing the technology and tools you are proficient in.

Many companies use algorithms to screen and filter resumes for keywords. If your resume does not contain the keywords they are searching for, a human may never even read your resume. Reserving at least one bullet point to list specific programs you are familiar with is a great way to make sure your resume makes it past automated keyword screenings and onto the desk of a recruiter or hiring manager.

Take a moment to complete the skills section of your resume.