

## Resume Checklist

Before submitting your resume to the Professional Development team, please review this checklist to ensure that you've followed these guidelines. If you miss any of these items, the team will refer you back to this checklist before further review.

Checklist Item	✓
Have you included all relevant contact information? <ul style="list-style-type: none"><li>• Professional email address</li><li>• Phone number</li><li>• LinkedIn &amp; Github links (please see a recommended format example <a href="#">here</a>)</li></ul>	
Do all of your links work, even in PDF format? (email, Github, LinkedIn)	
If you have a personal summary/overview on your resume, have you reviewed it for content/focus? Things you should focus on: <ul style="list-style-type: none"><li>• What were you doing before Codeup, and what skills did that help you grow?</li><li>• Why are you transitioning careers?</li><li>• What career are you hoping to build after Codeup and why should someone hire you?</li></ul> <div><input type="checkbox"/> Remove the "Summary" heading</div> <div><input type="checkbox"/> Summary feels choppy and out of order</div> <div><input type="checkbox"/> Below is a suggested rewrite that you are free to use as-is, change, or scrap<div><input type="checkbox"/> <i>"Emerging software developer who is goal oriented and passionate about coding. With a background in environmental sciences, the need to adapt quickly and take on new challenges has paved the way for a successful transition into technology. Looking forward to a career filled with solving new challenges by leveraging software development to create solutions."</i></div></div> <div><input type="checkbox"/> Keep in mind the feedback we gave during our Working Session<div><input type="checkbox"/> Tell us about the career transition</div><div><input type="checkbox"/> What area of software development do you see yourself exploring? What is it about software development that intrigues you?</div><div><input type="checkbox"/> Refrain from using "I"</div><div><input type="checkbox"/> Avoid filler using filler words and phrases—these add a generic tone</div><div><input type="checkbox"/> Keep it a maximum of 3 sentences and 10–12 words per sentence</div></div>	√
Have you given your headings the proper and recommended titles and listed them in this order? <ul style="list-style-type: none"><li>• Technical Skills - <del>use this heading on your resume</del></li><li>• Development Projects</li></ul>	

<ul style="list-style-type: none"> <li>Professional Experience - <del>use this heading on your resume</del></li> <li>Military Experience (if applicable)</li> <li>Education</li> </ul>	
<p>Does your technical skills list include all of the skills learned at Codeup? (Please reference the <a href="#">appendix</a> for the full list). <i>Even if you haven't covered that part of the curriculum yet, please list all applicable skills for the full course.</i> <b>Note:</b> If you have languages/frameworks/tools that you've been exploring but don't have much experience with yet, you are allowed to include them under a section titled "Exposure To" below the rest of your skills.</p> <ul style="list-style-type: none"> <li><del>☐ "Exposure To" is not a separate heading and is additional information that falls under "Technical Skills" (see this example on how to format)</del></li> <li><del>☐ "vcs with Git" should read "VCS with Git"</del></li> <li><del>☐ Make sure you are using the correct spelling for all technologies throughout your resume</del></li> </ul>	√
<p>Did you include all relevant information in your Codeup project descriptions? (no more than 4-5 projects, most recent project completed listed first)</p> <ul style="list-style-type: none"> <li>What did you build?</li> <li>What technologies did you utilize/what functionality does it have?</li> </ul> <ul style="list-style-type: none"> <li><del>☐ Refrain from using "I"</del></li> <li><del>☐ Some technologies are misspelled</del></li> <li><del>☐ Take the feedback we gave the working session on how to write these descriptions</del> <ul style="list-style-type: none"> <li><del>☐ Start with the functionality and then explain what technologies and methods were used to build the application</del></li> </ul> </li> </ul>	
<p>Did you include Codeup under your "Education" section with the description listed in the <a href="#">appendix</a>? Please also include <i>only</i> the year you'll finish the program (e.g. "2021") and "Certificate of Completion"</p> <ul style="list-style-type: none"> <li><del>☐ Reformat to match the example shown here</del></li> <li><del>☐ Do not bold your associate's degree, certificate of completion, or the dates</del></li> <li><del>☐ Put Codeup first—you want to list from the most recent descending order</del></li> <li><del>☐ Remove the month for Codeup</del></li> <li><del>☐ Remove Scuba certs</del></li> </ul>	√
<p>Did you follow the below format for structuring your Professional Experience?</p> <p><b>Company Name</b> – City, State <span style="float: right;">Mon. Year – Mon. Year</span>  <i>Position Title</i></p> <ul style="list-style-type: none"> <li>Accomplishment #1</li> <li>Created a simplified workflow for housing proposal submissions that saved a total of 3,000 working hours over the course of the 2019 fiscal year</li> <li>Built and implemented a shopping cart workflow using VueJS that increased sales by 13% for 2018</li> </ul>	√

<ul style="list-style-type: none"> <li><del>❑ Capitalize "Professional Experience"</del></li> <li><del>❑ Inconsistent punctuation; either remove all periods from bullet points or end all bullet points with period</del></li> <li><del>❑ Last bullet point should be split into 2 as each bullet point should be 1 sentence</del></li> <li><del>❑ Make sure your descriptions follow the format from the above example—this includes bolding, italics, and dates</del></li> <li><del>❑ For your description tell me more using the example listed above.</del></li> </ul>	
<p>Did you stay accomplishment-oriented in your bullet points under your Professional Experience? (Stay focused: why would a company want to hire you? What can you do for them? What have you accomplished in previous roles?)</p>	
<p>Have you checked to make sure all of your previous roles are referenced in the past tense?</p>	
<p>Did you focus on including keywords/phrasing into your previous roles/experience? (Search for a junior developer position, and then look towards building those keywords/technologies into your Development Projects and/or Professional Experience where relevant).</p> <ul style="list-style-type: none"> <li><del>❑ research developer positions to find those keywords that you can incorporate into your descriptions</del></li> </ul>	
<p>And finally, a quick list of the "Do No Dos" to check for:</p> <ul style="list-style-type: none"> <li>● Do not include a headshot</li> <li>● Do not list your high school education</li> <li>● Do not list your home address</li> <li>● Do not have a background color other than white</li> <li>● Do not include a personal website link</li> <li>● Do not go further back than 10 years ago in Professional Experience</li> <li>● Do not list anything in ALL CAPS - <del>revisit this do not</del></li> <li>● Do not include a list of soft skills/skills other than technology</li> <li>● Do not list your skills as rating/grading systems (examples <a href="#">here</a> &amp; <a href="#">here</a>)</li> <li>● Do not include any technologies that you do not have experience with</li> </ul>	
<p>Have you reviewed your resume for formatting, font size, and color choices for maximum readability?</p> <ul style="list-style-type: none"> <li><del>❑ Since you only have 1 job listed your resume should be 1 page</del> <ul style="list-style-type: none"> <li><del>❑ Consider reformatting your contact information to 1 line to create space</del></li> <li><del>❑ Once you reformat your "Exposure To" and remove the "Summary" heading you should have room to fit your education on the same page</del></li> </ul> </li> <li><del>❑ Keep it at a maximum of two fonts—one for headings/subheadings and one for the body</del></li> <li><del>❑ Keep it at a maximum of 4 font sizes—one for your name (this should be the largest), one for "Software Developer" one for headings/subheadings, and one for the body.</del></li> </ul>	<p>√</p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> <del>The body should not exceed 12pt font size.</del></li> <li><input type="checkbox"/> <del>Make sure you look at the "Do Not Dos" list above for the ALL CAPS rule</del></li> </ul>	
<p>Have you proofread your entire resume for typos/errors?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please take the time to review your resume carefully. It helps to have others review it before you do one last check before submission.</li> <li><input type="checkbox"/> Great work - keep it up!</li> </ul>	