

Resume Writing

Your resume is a document that summarizes and highlights the high points of your education, work experience, and activities relevant to career goals. A well-constructed resume communicates your professional skills and helps create a first impression of you for employers. The goal is to garner interest in interviewing you for the job or internship. Don't think of it as a synopsis of your entire history at an academic institution, rather a document that markets the most important applicable skills and qualifications for the position to which you are applying. You have one page to impress prospective employers with what you have learned and accomplished while at the Institute. Here are some guidelines to assist you in crafting and/or updating your resume:

General Guidelines

- Do not use a Microsoft Word resume template as applicant tracking systems have trouble reading them.
- Use the format (one column or two column) that best fits your qualifications. Choose a medium that suits you rather than following someone else's format.
- Stick to one page – use two pages for advanced degrees or extensive experience (10+ years)
- Font size should be between 10-12 point with .5-1 inch margins
- Use an easy to read and standard font such as Arial or Times News Roman
- Make the page easy to scan for the reader and also aesthetically pleasing; leave sufficient space between sections
- Use strong action verbs to begin your bullet points, but vary your word choice (see list on next page)
- Always tailor your resume to each position for which you apply
- Avoid underlining and use boldface sparingly (appropriate for headings and employer information).
- When you are seeking an entry-level position, you will utilize a reverse chronological resume, which organizes information by work experience in reverse chronological order (the most recent experiences first).
- Creative resumes are typically utilized when applying for design positions. This format is less restrictive and allows the user to showcase their design capabilities while delivering the most important qualifications, skills, and accomplishments in a unique fashion.
- It's best to keep notes during and after an internship or co-op rotation so that you can update your resume in a timely fashion.
- Finally, employers are checking CareerBuzz & Handshake regularly for student resumes. It's best to post/repost your resume before the first on-campus career fair as this is when traffic to these sites increases and companies start purchasing resume books from Tech.

Action Verbs for Resumes & Cover Letters

Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed
operationalized

Management

administered
analyzed
appointed
approved
assigned
attained
chaired
considered
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Financial

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
forecasted
managed
planned
projected
researched

Technical

applied
assembled
built
calculated
computed
constructed
designed
devised
developed
engineered
fabricated
installed
maintained
operated
overhauled
programmed
remodeled
repaired
restored
solved
specialized
upgraded

Research

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Teaching

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
stimulated
trained

Helping

advocated
aided
assisted
clarified
coached
cooperated
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
intervened
motivated
referred
rehabilitated
represented
resolved
supported
volunteered

Creative

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
introduced
invented
originated
performed
planned
revitalized
Shaped

Clerical or Detail Oriented

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
inspected
monitored
organized
prepared
processed
purchased
recorded
specified
systematized
tabulated
validated

How to Organize Your Resume - The Basics

Resume sections should be tailored to the position for which you are applying. Many sections are flexible and can be combined to describe your qualifications. Always have a counselor, friend, or someone familiar with your work to review your resume for clarity and effectiveness.

Contact Information

Put your full name, email, and phone number at the top of the page. Your name should be the most prominent thing on the page. It should be at least one size larger and should be bolded. Your email address should be professional – a school or personal email address. GT offers mail forwarding to 3rd party sites, so using a GT email address is a safe solution for professionalism. If you have a portfolio, GitHub, or professional website, you can include this web address in your header as well. For jobs that require security clearance, you may need to indicate if you are a US citizen or hold a permanent resident visa in this section.

Objective (Optional)

Using an objective is most helpful when handing out your resume at a networking event like a career fair or if someone else is passing your resume on to others. It's important that your objective, if used, is specific to the industry and position. When in doubt, leave it out as it can do more harm if too vague.

Education

For a complete educational history, include: University attended, location, degree (Bachelor of Science), month/year or anticipated year of graduation, majors and/or minors, current GPA (if under a 3.0, instead use major GPA or exclude this altogether), study abroad programs, and other universities attended where a degree has been earned. First year students should include high school information and transfer students will include previous institution until a Georgia Tech GPA is achieved. Only add minors if they are officially declared with the Institute, rather than what you hope to obtain.

Skills

For computing students, this section typically includes programming languages, operating systems, database management, other technical frameworks, design tools, IDE's (beyond default), certifications, and software tools. For product & project management, skills and trainings can also be listed. A good rule of thumb is to order technical skills based on proficiency and to categorize skills for ease of review. Do not list soft skills in this section and only list laboratory skills when relevant to job description.

Work Experience

Always include names of organization, job title, location, and dates of employment. Make sure that you are including the answers to the following questions: What did you do? How did you do it? Why did you do it? Use strong action verbs to highlight skills, accomplishments, capabilities, scope and context of your work experience. The 'how you did it' allows you to further showcase your technical skills. Give evidence of your personal impact: show not only that you completed tasks but that you contributed to organizational goals. Focus on results and outcomes – not just what you did. Provide examples that demonstrate leadership, teamwork, initiative, and continuous learning.

Projects

Many employers are looking to see finished projects and tangible work upon which to evaluate your skills and creativity. You will describe projects in the same manner you describe work experience, but with a focus on your contributions to the project. A wide variety of projects can be included – coursework that is unique to you or a group (this does not include CS 1301, 1331, 1332, or 2340 projects), professional projects, hobbies, etc. While not encouraged, it is acceptable to include a callback to GitHub or where the employer may be able to download (ex. Mobile apps). Linking to your GitHub or portfolio could detract from the flow of your resume so it is best to review with a professional before submitting your resume with additional links.

Relevant Coursework (Optional)

This section can be incorporated into either the Education section or the Skills section depending on if you have advanced or specialized coursework related to the position. Do not list all the courses you have taken in college or the introductory requirements of your major. For 1st & 2nd year internship programs, employers at the Career Fair and in online postings are looking to see if you have taken or are currently enrolled in one or more programming languages (Python & Java) and data structures & algorithms. Beyond that, tailor this section to the job description. If choosing to include on your resume, write out course title or course topics instead of course numbers.

Leadership, Activities, and Service (Optional)

List college-related activities including student government, fraternities/sororities, student clubs, sports activities, etc. not mentioned elsewhere. List organizations and the skills and abilities utilized. Do not forget to note offices held or committee involvement. Add content regarding contribution and include strong action verbs and quantities (similar to work experience section).

Honors or Awards (Optional)

Relevant accomplishments, achievements, scholarships or awards that you earned for exceeding average standards in either academics, athletics, or in a work environment. List name of the organization or award and note percentages where appropriate.

Additional Sections (Optional)

You can also include standalone sections for participation in Hackathons, Athletic Experience (if a Division I student athlete), Outreach and Volunteer Work, Interests/Hobbies, or non-related work experience.

Do's & Don'ts of Resume Writing

Do:

- Include accurate and professional contact information – phone number and an appropriate email addresses are great
- Either write an objective statement tailored to the specific position to which you are applying, or leave it off and let your experience speak for itself
- Include your GPA if it is at or above a 3.0, if not use your major GPA if also above a 3.0. Calculate by including all CS/CM degree requirements (CS 1301 through CS 4001, including thread requirements, junior design, MATH 3012, and statistics)
- Use a readable font and print on a laser printer; Submit all electronic versions as a PDF.
- Be consistent in formatting and alignment throughout resume
- Use action verbs to describe your experiences and accomplishments; past tense is expected unless currently employed
- Use short phrases that convey a positive, concise description of your accomplishments
Limit your resume to one page
- Check the spelling of every word; make sure grammar and punctuation are correct but know that complete sentences are not required
- Have your resume proofread by a Career Services advisor, family member, or peer before sending it to potential employers.
- Consider how you explain your work and project experience verbally so that you can modify for written descriptions.

Don't:

- Include personal information such as weight, height, marital status, social security number, age, race, religion, or political affiliation
- Use graphics (unless you are applying for a graphic arts/design position). This also includes icons, logos, or visual displays of skills.
- Use inconsistent colors or font choices.
- Include common and irrelevant awards, honors, or achievements. This includes SAT scores, class rankings, HOPE/Zell scholarships, etc.
- Include High School or Transfer information after 1st year at GT
- Upload your photo as it opens the door for bias/discrimination. Save this for your personal website.
- Include a lengthy skills section with common skills like Microsoft Word or Excel.
- Be too verbose. Say as much as possible with a few words. Use personal pronouns (I, me, or my) on your resume.
- Also never start a description with "I ..."
- Exaggerate your experience
- Start phrases in experience section with "Responsible for"
- State salary history with internships or jobs
- Use abbreviations without spelling out what they stand for

NAME

Email Address • XXX-XXX-XXXX • Portfolio Link

EDUCATION

Georgia Institute of Technology • College of Computing

Atlanta, GA

Bachelor of Science Computer Science/Computational Media

Month Year - Present or Graduation Month

Threads

Cumulative GPA (if above 3.0)

Minor or Certificate

Dual Degree Information (Only for 1st year students)

Previous Institution

Atlanta, Ga

*Previous college or degree information.

Month Year - Month Year

Transfer school information ONLY for 1st semester at Georgia Tech

EXPERIENCE

MOST RECENT EMPLOYER (COMPANY 1)

City, State

Position/Department (if applicable)

Month Year - Month Year

- Accomplishment/result starting with verb. Make sure you are answering the following questions in your descriptions - *What did you do? How did you do it? and Why did you do it?*
- Accomplishment/result starting with verb (and so forth...)

SECOND MOST RECENT EMPLOYER (COMPANY 2)

City, State

Position/Department (if applicable)

Month Year - Month Year

- Accomplishment/result starting with verb
- Accomplishment/result starting with verb

PROJECTS

Name of Project (Semester or Month/Year) - Brief description

Identify, if group project: Role/Position; Hackathon/Competition; Event Title; or if personal: Personal Project

- Describe level of involvement/accomplishment starting with verb. Make sure you are answering the following questions in your descriptions - *What did you do? How did you do it? and Why did you do it?*
- Describe level of involvement/accomplishment starting with verb.

SKILLS

Programming: ex C, Java, JavaScript, Python, Ruby

Frameworks & Tools: ex Hadoop, Django, Maven, Git

Operation Systems: Linux

Languages: (Optional - e.g. Portuguese - native, English - fluent, German - basic)

Relevant Coursework: (Optional)

ACTIVITIES & LEADERSHIP

Affiliations: (Optional - e.g. professional and/or civic organization)

Activities: (Optional - activities outside of school)

Volunteer: (Optional)

Honors/Awards: (Optional - academic honors, scholarships & awards outside school)

Interest: (Optional - Relevant, unique special interest, or achievements, NOT a long list of hobbies)

HASH TABLES

arrays@gmail.com • (123) 456-7890 • hashytables.github.com

EDUCATION

Georgia Institute of Technology • College of Computing

Atlanta, GA

Bachelor of Science Computer Science

August 2020 - May 2024

Louisiana School for Math, Science and the Arts (LMSA)

Atlanta, GA

High School Diploma

June 2020

GPA 4.8/5.0

AP Scholar with Honors

Ward Family Educational Scholarship

SKILLS

Programming: Java, Python, HTML, PHP

Operation Systems: Windows

Languages: French - Fluent

Relevant Coursework: Object Oriented Programming, Data Structures, Discrete Mathematics

EXPERIENCE

Rolling Hills Landscaping

Provençal, LA

Landscape Worker

April 2015 - May 2017

- Oversaw general appearance and health of garden plants and trees for private residencies and county government buildings
- Performed routine lawn and grounds maintenance tasks on a regular basis
- Operated all ground and gradening equipment safely and efficiently

Bayou Express

Provençal, LA

Team Member

January 2014 - January 2015

- Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line team work
- Served 100+ people per day in customer service role ensuring quality personal experience at franchise.

LEADERSHIP

Freshman Leadership Council

June 2017 - Present

College of Computing Student Representative

- Proposed ideas and plans to better the college experience for all students by working with faculty and staff at the Institute regrading curriculum, student expectations, and student services
- Presented monthly to the College of Computing Dean and student organization undergrad council

Jumpstart Youth Leadership Program

May 2015 - May 2016

Facilitator

- Mentored middle school students through a variety of team building and leadership activities weekly
- Provided tutoring and homework help for mathematics and physics

LMSA International Club

September 2014 - May 2016

Vice-President

- Organized monthly speaker series which included corporate and alumni speakers
- Created and coordinated the Annual World Cultures Fair for all enrolled students and their families

EDUCATIONAL HISTORY

Georgia Institute of Technology

Candidate for B.S Computer Science

Expected Graduation, May 2024

LA School for Math, Science, and the Arts (LMSA)

High School Diploma

Class of 2020

GPA 4.8/5.0

AP Scholar with Honors

Ward Family Educational

Scholarship

LEADERSHIP

FRESHMAN LEADERSHIP COUNCIL

College of Computing Student

Representative

- Proposed ideas and plans to better the college experience for all students by working with faculty and staff at the Institute regrading curriculum, student expectations, and student services
- Presented monthly to the College of Computing Dean and student organization undergrad council

JUMPSTART YOUTH LEADERSHIP PROGRAM

Facilitator

- Mentored middle school students through a variety of team building and leadership activities weekly
- Provided tutoring and homework help for mathematics and physics

LMSA INTERNATIONAL CLUB

Vice-President

- Organized monthly speaker series which included corporate and alumni speakers
- Created and coordinated the Annual World Cultures Fair for all enrolled students and their families

HASH TABLES

ARRAYS@GATECH.EDU | (123) 456-7890

SKILLS

Programming: Java, Python, HTML, PHP

Operation Systems: Windows

Languages: French - Fluent

Relevant Coursework: Object Oriented Programming, Data Structures, Discrete Mathematics

JOB EXPERIENCES

Landscape Worker

Rolling Hills Landscaping

- Oversaw general appearance and health of garden plants and trees for private residencies and county government buildings
- Performed routine lawn and grounds maintenance tasks on a regular basis
- Operated all ground and gardening equipment safely and efficiently

Team Member

Bayou Express

- Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line team work
- Served 100+ people per day in customer service role ensuring quality personal experience at franchise.

HACKATHONS

Bayou Health Hacks, 2020

Front-End Developer

- Spearheaded the visual design of a web & mobile application allowing caregivers to pre-screen patients for COVID-19 symptoms.
- Created a responsive website theme with custom menu and form designs
- Planned out forms on the website meant to ease the collecting of information
- Received 1st prize for high school division and honorable mention for most creative application.

RUBY Y. PERL

RPERL3@GMAIL.COM | 101- 222 -3333
WWW.GITHUB.COM/RUBYP

WORK EXPERIENCE

Sullala, Inc.

Software Developer Intern | March 2017 - May 2017

- Automated services through scripting via C# for on-going promotions, including monthly point conversions for all customers who meet criteria.
- Created interface for fuel redemptions at fuel pumps using C# and MySQL

Careerbuilder.com, Job Application and Developer Team

Intern Software Developer | May 2016 - September 2016

- Automated Handled site issues queue for all job posters, where problems sourced from:
- Data in Database, needing SQL to run proper queries
- Code in front/back end where VB.Net or C# knowledge was needed to correct problems

Careerbuilder.com, Site Performance Team

Intern Software Developer | June 2015 - April 2016

- Automated Handled site issues queue for all job posters, where problems sourced from:
- Data in Database, needing SQL to run proper queries
- Code in front/back end where VB.Net or C# knowledge was needed to correct problems

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY

Bachelors of Science Computer Science | AUG 2019 - DEC 2022

- Threads: Information Internetworks & People
- GPA: 3.2 GPA

GEORGIA PERIMETER COLLEGE

Associates in Mathematics | AUG 2018 - MAY 2019

SKILLS

Programming: Java, Python, HTML, PHP, C#, Clojure, JavaScript, C, Ruby

Practices: Agile, Scrum, Subversion

PROJECTS

QUITTIN' TIME APP

- Designed iOS application for impromptu grocery shoppers that sends the user at "quitting time" a random recipe, along with recipe ingredients and directions
- Created backend server in Clojure to handle requests and heavy work for app
- Identified randomized list of recipes based on uninterested and "staple" foods
- Talked with multiple APIs for necessary data

JUNIOR DESIGN PROJECT

- Convert and move files from DSpace to Fedora Core repository
- Helped create ruby scripts necessary to facilitate process

BIT TORRENT CLIENT



- Java application to torrent files from peers

ORGANIZATIONS

Women at College of Computing
President

- Proposed ideas Manage the college-wide organization that empowers women within the Georgia Tech College of Computing
- Oversee events, meetings, and programming, including coordinating guest speakers such as employers

Mal Ware

(123) 456-7890  mware  mware@gatech.edu

Sample Senior
Resume

EDUCATION

Georgia Institute of Technology

B.S. Computer Science
Jan 2016 - Dec 2020
GPA: 3.32 (CS 3.50)

SKILLS

| | |
|--------|-------------|
| C | Python |
| Java | Java Script |
| jQuery | Django |
| MySQL | PHP |
| HTML | CSS |

PROJECTS

Crowd Shield | Android Developer

Crowdsourcing app to help protect vulnerable communities in disaster zones

- Utilized location-based APIs for GPS tracking to connect with local law enforcement agencies
- Built in 48 hours at Computing for Good Hackathon

GT Course Reviews | Java & SQL

Application to allow students to more intelligently schedule classes based on student recommendations

- Used online collaborative filtering in Java to create a database with SQLite for rating and reviews

Mentor Room | Junior Design

Application to allow high school students to connect with mentors at local Universities

- Built a basic framework for both iOS and Android app
- Implemented Parse for data storage and querying and Leafletjs framework for mentor search

WORK EXPERIENCE

Facebook

iOS Developer Intern May 2016 - August 2016, Menlo Park, CA

- Worked on the back end of a Birthday eCard app
- Sent emails to client via Parse Cloud Code in Objective-C and JavaScript
- Uploaded and hosted video content onto a server using Objective-C and PHP

Children's Healthcare of Atlanta

Engineer & Research Intern Jan 2016 - Apr 2016, Atlanta, GA

- Applied machine learning algorithms to glucose monitor data sets to perform intelligent and real-time diagnosis and regulation for pediatric diabetic patients

SAP Technologies

Business Intelligence Intern May 2015 - Aug 2015, Alpharetta, GA

- Built internal tools to facilitate constructing HTML and Javascript dashboards
- Created an installer to improve the marketability of an existing product
- Prototyped tools, dashboards and other projects and investigated reported on their feasibility

College of Computing Helpdesk

Technology Assistant May 2018 - August 2018, Atlanta GA

- Reviewed issues with hardware and software applying IT coursework and training towards finding a suitable solution
- Utilized customer service skills while interacting with faculty and staff to address status of their tickets

ORGANIZATIONS

Women's Cross Country & Track and Field (Varsity)

Captain 2017, Georgia Tech Athletics Association

Member 2014 - Present, Georgia Tech Athletics Association

- Four year letter-winner in indoor/outdoor track and cross country
- All-ACC Honor Roll and ACC Student Service Award
- Student Athlete Advisory Council, 2015 - Present

RoboJackets

External Affairs Chair Aug 2016 - May 2017, Atlanta, GA

- Facilitated communication with faculty and university recruiters for guest speaking and event planning

Big Brother, Big Sister

Volunteer - Big Sister Feb 2013 - Aug 2015, Melbourne, FL

- Developed relationship with little sister, providing guidance and encouragement
- Planned visits and activities 1-2 times a week

UXI D'SIGN

(404) 337-4463
hello@uxidsign.com
uxidsign.com

WORK EXPERIENCE

Yelp, UX Design Intern

Designed user interfaces, advertisements, and information architecture for web app developers. Worked closely with engineers, PMs and designers. Conducted usability testing, and heuristic evaluation.

Samsung (SRA), UX Research Intern

Conducted usability tests, heuristic evaluations and benchmarking analysis on apps and household products. Interviewed and surveyed customers to understand needs for interactive refrigeration. Presented findings and design recommendations to product managers, designers, and engineers.

University of Michigan, Senior Capstone

Led the design of a website tool for students who intend to study abroad. Created streamline design under various constraints and managed the project progress for a team of five students, solution for matching student's personal data with university admission criteria based on creative algorithms.

EDUCATION

M.S. Computer Science

Georgia Institute of Technology
Human Centered Computing Specialization

B.A. Industrial Design, 2016

University of Michigan
Minor in Computer Science
3.8 GPA

SKILLS

Programming

Java
Python
HTML/CSS
JavaScript
Framer.js

Applied Skills

Usability Testing
Educational Technology
Storyboarding
Contextual Inquiry
System Evaluation
Interaction Flow Map
Interface Prototyping
Content Creation
Graphic design

Tools

Photoshop
Illustrator
InDesign
Sketch

Relevant Courses

User Interface Design
Interaction Design
Cognitive Science
Information Visualization
Mobile and Ubiquitous
Computing

Languages

Italian (Native)
English