****

**RESUME CHECKLIST & FORMATS** [**[Make A Copy]**](https://docs.google.com/document/d/1TDGkSD5l--GjKu56jw6frHmjr075QHbr_wfma_gmv8s/copy)

[Resume Best Practice Checklist:](#_a4mz6hcr67ih)

[[Template] With Leadership Section:](#_otk9y07gmgk6)

[[Template] With Additional Experience:](#_i7qytz3vr1ts)

[[Template] With Color & Interests:](#_jxecqct5x2wo)

[[Template] Cybersecurity Focus:](#_wyfteznpqfxh)

[[Template] Experienced Engineers/Alumni:](#_bq7demdv7gtg)

[Options For Listing Codepath Experience:](#_6wf7ejvaqnva)

[Tips For Strengthening Bullet Points:](#_gow841awm89s)

# RESUME BEST PRACTICE CHECKLIST:

***Overall/format:***

* One page (except for special circumstances like applying for positions outside the US or academic roles)
* Do not put a picture on your resume.
* Margins should be .5 in. or greater and font should be no smaller than size 11.
* Tailor your content as much as possible to the job posting. No objective.
* Single-column format without tables or graphics and in an easily editable format is normally best.

***Contact info:***

* Include: Name, Location (City, ST (abbreviated state), Phone number, Email address (ideally professional Gmail), GitHub URL, [customized LinkedIn URL](https://www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en), & Portfolio/blog link (if you have one & it’s “showable”).

***Education:***

* Include University, location, full degree name, and planned graduation month and year (ie Bachelor of Science in Computer Science).
* You may include up to 2 lines of Relevant Coursework, but make sure it is relevant to the position.
* You can include honors, GPA (if above 3.5) or education-related activities in this section if you want.

***Skills (& Certifications):***

* List skills relevant to position in order of importance. Embed throughout Projects/Experience sections.
* Either include your CodePath course here OR as a part of “Relevant Coursework” under Education, or in a “Relevant Training” section, or under Experience if you have been a Guru or Fellow.

***Experience:***

* Bullet points all start with a *strong* past tense verb and are in the format of [“Accomplished [X] as measured by [Y] by doing [Z]”](https://www.linkedin.com/pulse/20140929001534-24454816-my-personal-formula-for-a-better-resume/) or “WHAT you did + HOW you did it + end RESULT for team/project”.
* Should list experiences in reverse chronological order.
* Quantitative and qualitative details are added whenever possible to provide evidence of your skill set.

***Projects:***

* Bullet points all start with a *strong* past tense verb and are in the format of [“Accomplished [X] as measured by [Y] by doing [Z]”](https://www.linkedin.com/pulse/20140929001534-24454816-my-personal-formula-for-a-better-resume/) or “WHAT you did + HOW you did it + end RESULT for team/project”.
* Focus on describing what you did vs. product description. You’re marketing yourself, not the product.
* Addlinks to project repo (as long as README is good), blog post, deployed project, or app/play store.

***Additional Sections: (Optional)***

* Additional Experience + Relevant Experience: use if you want to separate your work experience into two sections to have your more relevant experience come first.
* Leadership Experience/Activities/Community Involvement/Volunteer Experience: include role, organization, location, and dates if possible. Include with or without bullet points.
* Honors/Awards: could also highlight accomplishments within each project/experience as a bullet point.
* Relevant Training: could include certificates, micro-degrees, immersion opportunities, or CodePath if you don’t want to put it in the Education section.

***Interests: (Optional)***

* List up to 3 and make them specific, unique, & bonus points for relevant. (Examples: hiking and landscape photography, volunteering with Girls on the Run, and very amateur cake decorating).

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# [TEMPLATE] WITH LEADERSHIP SECTION:

**NAME**

Location • telephone • email • LinkedIn • GitHub • Portfolio

**EDUCATION**

**University Name–** City, ST Graduation Month Year

**Bachelor of Science in Computer Science, Minor in Physics**, GPA:

Relevant coursework: (2 lines max)

Honors & Awards:

**SKILLS & CERTIFICATIONS**

* **Programming Languages**:
* **Frameworks:**
* **Certifications**:

**EXPERIENCE (reverse chronological order)**

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**PROJECTS (most relevant first)**

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**LEADERSHIP & AFFILIATIONS**

[**CodePath**](http://www.codepath.org)|Community Member | Remote Month Year – Month Year

**Organization**  | Location Month Year – Month Year

**Organization** |Role | Location Month Year – Month Year

# 

# [TEMPLATE] WITH ADDITIONAL EXPERIENCE:

**NAME**

City, ST • telephone • email • LinkedIn link (customized) • GitHub • Portfolio

**EDUCATION**

**University Name, Specific College** City, ST

**Bachelor of Science in Computer Science, Minor in Physics**  Graduation Month Year

GPA: (include if over 3.3) | Honors/Awards:

Relevant coursework: (2 lines max)

**Additional Education** **or High School**  City, ST

**Program** (*Note*: high school removed after sophomore year) Graduation Month Year

**SKILLS & CERTIFICATIONS**

Skills:

Certifications: [CodePath](http://www.codepath.org) Advanced Technical Interview Prep (June 2022 - August 2022)

**RELEVANT EXPERIENCE (reverse chronological order)**

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**PROJECTS (most relevant first)**

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**Project Title - Role** | Team of \_\_ [GitHub](https://github.com/) | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**ADDITIONAL EXPERIENCE**

**Employer Name - Job Title** | City, ST Month Year – Month Year

**Employer Name - Job Title** | City, ST Month Year – Month Year

# [TEMPLATE] WITH COLOR & INTERESTS:

**NAME**

City, ST • telephone • email • LinkedIn link (customized) • GitHub • Portfolio

**EDUCATION**

**University Name, Specific College** City, ST

**Bachelor of Science in Computer Science, Minor in Physics**  Graduation Month Year

GPA: (include if over 3.3) | Honors/Awards:

Relevant coursework: CodePath Technical Interview Prep (May 2023 - August 2023)

**SKILLS & CERTIFICATIONS**

**Programming:** List in order of most unique/specialized to most common

**Tools:** List in order of most unique/specialized to most common

**Certifications:** [CodePath](http://www.codepath.org) Mobile App Development (January 2022 - May 2022)

**RELEVANT EXPERIENCE (reverse chronological order)**

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**PROJECTS (most relevant first)**

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**ADDITIONAL EXPERIENCE**

**Employer Name - Job Title** | City, ST Month Year – Month Year

**Employer Name - Job Title** | City, ST Month Year – Month Year

**AFFILIATIONS & INTERESTS**

**Social Media Chair | Women in Cyber** | RemoteMonth Year – Month Year

**Member | Intramural Soccer Team |** University NameMonth Year – Month Year

**Volunteer Tutor |Community Literacy Program |** City, ST Month Year – Month Year

**Interests:** Vlogging, playing and practicing the pipa (Chinese traditional instrument), Guitar (self taught over 5 years)

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# [TEMPLATE] CYBERSECURITY FOCUS:

**Name**

City, ST • telephone • email • LinkedIn • GitHub • Portfolio

**EDUCATION**

**University Name–** City, ST Graduation Month Year

**Bachelor of Science in Cybersecurity, Minor in Mathematics**

* Relevant coursework: Network Security, Digital Forensics, [CodePath](https://www.codepath.org/) Intermediate Cybersecurity, Ethical Hacking, Cryptography, BlockChain Fundamentals

**SKILLS & CERTIFICATIONS**

* **Languages**: C/C++, Python, Golang, ARM 64 Assembly, Javascript, Bash
* **Certifications:** CompTIA Security, ISC2 Certified in Cybersecurity, AWS CCP, EC Council Ethical Hacker
* **Tools:** WireShark, NMap, Ghidra, OWASP, Oracle Virtual Machine, Splunk, Metasploit
* **Operating Systems:** Kali, ParrotOS, Windows, MacOS

**EXPERIENCE**

**Junior Cybersecurity Analyst - Job Title** | City, ST Month Year – Month Year

* Enhanced the company’s network security by reducing detected network vulnerabilities by 40% within the first year, through comprehensive analysis using NMap and Splunk.
* Improved response time to security incidents by 30% within six months, by implementing automated alerting systems with Python scripts.
* Streamlined the security audit process, leading to a 25% increase in audit efficiency, by integrating system logs.

**University Name - IT Support** | City, ST Month Year – Month Year

* Resolved over 500 individual tickets, achieving 90% satisfaction rate by delivering accurate troubleshooting for software issues.
* Developed training workshops for over 200 university students and staff on cyber security best practices, resulting 40% reduction in phishing incidents.
* Enhanced the campus Wi-Fi network by collaborating with the network operations team, resulting in a 30% improvement in signal strength through strategic point placements.

**PROJECTS**

**Secure File Transfer Application - Lead Developer** | Team of 4 GitHub | View Project

* Accomplished robust end to end encryption for secure transmission of over 1,000 files with positive feedback from 500+ beta users.
* Deployed robust network security monitoring, enhancing threat detection capabilities by 50%
* Utilized Languages: Python, Golang, ARM64 Assembly
* Utilized Tools/Operating Systems: WireShark, NMap, OWASP, Kali Linux

**Intrusion Detection System - Lead Security Analyst** | Team of 8 GitHub | View Project

* Designed and implemented a real-time intrusion detection system that alerted on 80% of unauthorized network access attempts, achieving successful detection in simulated scenarios during a hackathon event.
* Utilized Languages: C++, Bash, Python
* Utilized Tools/Operating Systems: Git, Wireshark, Docker, ParrotOS

**CYBERSECURITY CHALLENGES**

* Completed 15 challenges on Hack the Box, ranking in the top 10% of users. Month Year
* Solved 22 Capture The Flag challenges in the National Cyber League (NCL), Month Year

placing in the top 15% of participants through the use of advanced network scanning and custom scripts.

**LEADERSHIP & AFFILIATIONS**

**CodePath** |Tech Fellow | Remote Month Year

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# [TEMPLATE] EXPERIENCED ENGINEERS/ALUMNI:

**NAME**

City, ST • Telephone • Email • LinkedIn link (customized) • GitHub • Portfolio

**SUMMARY OF KEY QUALIFICATIONS**

* List out your top 3 “selling points” for the role….if recruiter/hiring manager knows reads nothing else on your resume besides these 3 bullet points, they should still know they want to interview you and that you can do the job
* These MUST be tailored to the job posting and company
* *Example: Experienced front-end engineer skilled at building with React, JavaScript, TypeScript in an Agile development environment*

**EXPERIENCE (reverse chronological order)**

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**Employer Name - Job Title** | City, ST Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

**PERSONAL PROJECTS (only post-university projects)**

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**Project Title - Role** | Team of \_\_ GitHub | View Project

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Utilized: (list of technologies)

**COMMUNITY LEADERSHIP OR VOLUNTEER EXPERIENCE**

**CodePath** |Alumni Community Member | Remote Month Year – Month Year

**Organization** |Role | Location Month Year – Month Year

**SKILLS & CERTIFICATIONS**

* Languages:
* Tools & Frameworks:
* Certifications:

**EDUCATION**

**University Name–** City, ST Graduation Month Year

**Bachelor of Science in Computer Science, Minor in Physics,** GPA

# OPTIONS FOR ADDING CODEPATH TO RESUME:

**SKILLS & CERTIFICATIONS**

**Skills:** \_\_\_\_\_\_\_\_\_\_\_

**Certifications:** [CodePath](http://www.codepath.org) Certificate in Android Development (September 2021 - December 2021)

**EDUCATION**

**University Name, Specific College** City, ST

**Bachelor of Science in Computer Science, Minor in Physics**  Graduation Month Year

GPA: (include if over 3.0) | Honors/Awards:

Relevant coursework: [CodePath](http://www.codepath.org) iOS Development

**EDUCATION**

**University Name, Specific College** City, ST

**Bachelor of Science in Computer Science, Minor in Physics**  Graduation Month Year

[CodePath](http://www.codepath.org) Remote

**Certificate in iOS Development** September 2021 - December 2021

**RELEVANT TRAINING**

Google course in Big Data December 2020

[CodePath](http://www.codepath.org) Certificate in iOS Development December 2021

**AFFILIATIONS & RELEVANT TRAINING**

Women in STEM | Social Media Chair June 2023 - Present

[CodePath](http://www.codepath.org) | Community Member June 2023 - Present

**RELEVANT/LEADERSHIP EXPERIENCE (**[**only if held a leadership role at CodePath**](https://docs.google.com/document/d/1pibSoKNFX_AhgCXk6Osco357CpgRWZ9Fq2D2ulBmAQo/edit#heading=h.gjdgxs)**)**

[**CodePath**](http://www.codepath.org) **- Tech Fellow** | Remote Month Year – Month Year

* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]
* Accomplished [X] as measured by [Y] by doing [Z]

# TIPS FOR STRENGTHENING BULLET POINTS:

***Questions to ask yourself to help you add quantitative and qualitative details:***

* Did you increase test coverage?
* Did you reduce customer bug tickets?
* Did you increase platform/product sign-ups?
* How many installs or users does your product have?
* What kind of rating does your app maintain?

***Example of strengthening a bullet point:***

| ***It’s a start:***  *Helped write unit tests to identify bugs on the platform* | ***Better:***  *Wrote reusable unit tests to ensure quality control and identify bugs* | ***Best:***  *Wrote reusable unit tests to ensure quality control resulting in a 30% reduction of user bug tickets* |
| --- | --- | --- |

# **TECHNICAL VERBS:** (adapted from [this Dice article](https://insights.dice.com/power-verbs-for-technical-work/))

| • Accelerated | • Deployed | • Merged | • Refreshed |
| --- | --- | --- | --- |
| • Added | • Digitized | • Migrated | • Reinforced |
| • Adopted | • Discovered | • Mined | • Rehabilitated |
| • Aggregated | • Dispatched | • Mirrored | • Released |
| • Analyzed | • Distributed | • Mobilized | • Remodeled |
| • Applied | • Duplicated | • Modeled | • Replicated |
| • Assembled | • Enabled | • Modified | • Restored |
| • Assessed | • Engineered | • Moved | • Retooled |
| • Authenticated | • Enhanced | • Networked | • Retrieved |
| • Automated | • Eradicated | • Neutralized | • Retrofitted |
| • Backed-up | • Estimated | • Onboarded | • Revamped |
| • Balanced | • Equipped | • Operated | • Road mapped |
| • Blocked | • Evaluated | • Optimized | • Rolled out |
| • Boosted | • Expunged | • Orchestrated | • Rotated |
| • Branched | • Extended | • Overhauled | • Routed |
| • Bridged | • Extracted | • Packaged | • Safeguarded |
| • Built | • Extrapolated | • Patched | • Salvaged |
| • Bundled | • Fabricated | • Penetrated | • Scanned |
| • Calculated | • Facilitated | • Pinpointed | • Scoped |
| • Calibrated | • Finalized | • Presented | • Scrubbed |
| • Certified | • Fine-Tuned | • Prevented | • Secured |
| • Changed | • Formatted | • Prioritized | • Selected |
| • Checked | • Founded | • Processed | • Sequenced |
| • Classified | • Functionalized | • Programmed | • Solved |
| • Cleaned | • Grouped | • Proposed | • Stabilized |
| • Cleansed | • Hosted | • Protected | • Standardized |
| • Cleared | • Identified | • Prototyped | • Straddled |
| • Coded | • Implemented | • Provisioned | • Spearheaded |
| • Collocated | • Increased | • Qualified | • Systematized |
| • Computed | • Initiated | • Quality Assured | • Tested |
| • Computerized | • Installed | • Ranked | • Toggled |
| • Configured | • Integrated | • Realigned | • Traced |
| • Consolidated | • Isolated | • Rebooted | • Transitioned |
| • Constructed | • Launched | • Rebuilt | • Updated |
| • Corrected | • Licensed | • Reconciled | • Upgraded |
| • Debugged | • Linked | • Reconstructed | • Validated |
| • Deciphered | • Loaded | • Recovered | • Verified |
| • Decoded | • Maintained | • Rectified | • Virtualized |
| • Dedicated | • Manufactured | • Reduced | • Web-enabled |
| • Defended | • Mapped | • Re-engineered | • Wrangled |
| • Delivered | • Mechanized |  |  |

# RESOURCES

* [CodePath Resume Repo](https://drive.google.com/drive/folders/1lFvN1bcPgWTtv3qa9v5oMbKEr_lkaWdP?usp=drive_link) (examples of student resumes)
* Complimentary initial resume scans [here](https://resumeworded.com/resume-scanner) and [here](https://www.jobscan.co/)
* [Power verbs for technical work](https://insights.dice.com/power-verbs-for-your-resume-and-cover-letter/)
* [How to write an amazing software engineering resume](https://www.freecodecamp.org/news/writing-a-killer-software-engineering-resume-b11c91ef699d/) (my favorite for the Project section examples and bullet points)
* [Connected Classrooms Tech Fellow Resume Language](https://docs.google.com/document/d/1pibSoKNFX_AhgCXk6Osco357CpgRWZ9Fq2D2ulBmAQo/edit#heading=h.gjdgxs)
* [21 Chat GPT Prompts for your resume](https://www.tealhq.com/post/great-chatgpt-prompts-for-your-resume)
* [How to add a promotion on your resume](https://www.glassdoor.com/blog/guide/how-to-show-promotion-on-resume/)