



## Resume Writing

### Strong resumes do the following things:

- They showcase your accomplishments, instead of listing your job responsibilities
- They are focused on the job you'd like to get, rather than on what you've done in the past
- They are easy for the reader to scan quickly
- They put the most important information up front to ensure the reader notices it immediately

### Length

Your resume should be 1 page.

There are many ways to format your resume, some are more traditional than others. Choose the format that works best for you. If you are worried about filling the page, find a format that includes some graphics that will take up some space.

### Technical skills

Lead with a technical skills section at the top of the page. You will be adding to the skills section throughout your time at Momentum, so return to your resume often to keep this section up to date. Here are 2 examples that you can customize with your skill set:

*Example 1:*

#### **SKILLS**

Python | Django | JavaScript | HTML | CSS | APIs | Rest Framework | Agile Development | SQLite | PostgreSQL |  
ReactJs | MATLAB | Following and Updating Lab Protocol | Data Analysis | Conflict Resolution | Training and  
Facilitating | Problem Solving | Communication

*Example 2:*

Programming Languages: C/C++, Python, HTML, CSS, JavaScript, Java, VBA, Swift2.0

Frameworks/Tools: AWS, Azure, Xcode7, Django, Git, Excel, Selenium, AJAX, Vue.js

## Where to add Momentum Learning?

You can include Momentum Learning under both your experience and under your education if you choose.

Under your experience, include Momentum the same way you list your other jobs:

*Example 1:*

### **MOMENTUM LEARNING**

DURHAM, NC

### **SOFTWARE DEVELOPER**

2020

- Dedicated 12-week immersive full-stack coding bootcamp with emphasis in Python, Javascript and deploying web applications in Django
- Completed daily and weekly technical projects solo, in pair programming and in group setting to learn current development tools, techniques and best practices

*Example 2:*

### Momentum Learning

Dedicated 12-weeks specializing in highly focused, immersive training centered on Python/Django language fluency, object-oriented programming, and project-based learning.

### Web Development

- Developing class projects with object-oriented programming to organize and modularize features
- Writing Pytest unit tests in order to streamline workflow and create stable and maintainable code
- Programming full-stack web applications with Python and Django

### Collaboration

- Working with Git version control in a collaborative environment
- Mentoring fellow students and reviewing their code in a way that leads them to greater understanding of programming concepts
- Pair-programming in an agile environment to implement full stack applications

## Writing Strong Resume Bullets

Strong resume bullets do the following:

- They begin with action words rather than passive language
- They include the result of the action you took, which tells the reader why this action was important
- They contain numbers wherever possible (dollar amounts, percentages, or simply numbers of people, projects, clients, etc.)

### 4 steps to writing strong resume bullets

1. Always begin your bullets with a strong action verb. [Here's a link to a list of 185 action verbs](#) to help you vary the language you use and to ensure you use strong words in your resume bullets.
2. Describe the action you took or the accomplishment you made
3. Include the result of your action to tell the reader why it was important
4. Include numbers in every bullet point you can: for each bullet, and ask yourself:
  1. How many employees/clients/customers/suppliers, etc
  2. How much money was involved? How big was the budget? How much money did we save? Or spend?
  3. How big was the project in terms of length of time it took? Money spent to get it done? Revenue it brought in?

### Examples

Here are a few examples of resume bullets with an action and a result. Note that each one contains numbers that quantify the size or scope of the accomplishment and/or the result achieved:

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- The diagram illustrates the structure of the three resume bullet points. Each bullet point is analyzed for its 'Action' and 'Result' components. The 'Action' component is highlighted in blue, and the 'Result' component is highlighted in green. Arrows point from the labels to the corresponding parts of the text.
- Coached 110+ MBA students every year on all aspects of the job search process resulting in 93% of the class of 2016 receiving at least 1 job offer by 90 days post-graduation
  - Interviewed and evaluated 1,000s of applications to identify compelling candidates and seat a highly qualified and diverse class
  - Developed and executed digital marketing strategies and sales lead generation program that contributed to 20% market share increase for WebSphere Application Server

## **Bullet-writing tips**

- If you need help remembering what you accomplished, look up former colleagues to see how they represent their experience on LinkedIn
- Be sure to vary your language so you aren't repeating the same word multiple times
- Avoid presenting a list of job duties on your resume – stay focused on your accomplishments!
- Your bullets should be 1-2 lines in length
- Show career progression where possible
- Each bullet point should contain 1 thought rather than multiple sentences

## **Resume Tools**

### **JobScan**

After you've put your resume together, try running it through [Jobscan](#) to see how well you match to the job. Jobscan is a free tool that will help you include important keywords in your resume. Use the job title Associate Software Developer or Junior Software Developer to see how well you match.

### **Resume Assistant in Word**

If you're building your resume in Word, you can use the Resume Assistant feature to get ideas about how other software developers represent their experience on their resumes.