# **Build Your Own:** Technical Resume

Use this guide to:

- **Build** a resume that will pass through an Applicant Tracking System
- **Match** your skills and background to a job description
- **Tailor** your resume to meet industry standards

## Step 1

Replace the green and italicized content in the header, summary, and technical skills sections below with your information.

### *First Name Last Name*

*emailaddress@gmail.com* | *Phone Number* | *City, State/Province*
LinkedIn: _____ | GitHub: _____ | Portfolio: _____

*[Insert Career Summary]*

**Technical Skills**

Frontend: *HTML5, CSS, JQuery, Javascript, Bootstrap, AJAX, SASS*
Backend: *MySQL, MongoDB, Express, ReactJS, Node, Handlebars, Firebase, AWS, Webpack, Gulp*

## Step 2

Decide what order to arrange the following sections to ensure they highlight your most relevant background first.
**Hint:** They are in the recommended order for most boot camp students with no prior experience.

**Projects**

*Project Name* | *Repo* | *Deployed*
*Role in Project*

- *1-liner - What does the app do?*
- *1-2 sentences on what the project accomplishes and your responsibilities*
- Tools/Languages:

***Project Name*** *| Repo | Deployed*
*Role in Project*

- *1-liner - What does the app do?*
- *1-2 sentences on what the project accomplishes and your responsibilities*
- Tools/Languages:

***Project Name*** *| Repo | Deployed*
*Role in Project*

- *1-liner - What does the app do?*
- *1-2 sentences on what the project accomplishes and your responsibilities*
- Tools/Languages:

## Pro Tip

If you have past relevant work experience prior to your most recent role and would like that role to be featured first in your work experience section do the following:

1. Create two work experience sections - 'Relevant Work Experience' and 'Additional Work Experience'
2. Under the relevant section include bullet points describing your accomplishments, etc and under the additional section reduce the number of bullets or do not include bullet points.

**Work Experience**

***Company Name***                                                                                                    *Month Year - Month Year*
*Job title*                                                                                                                                    *City, State/Province*

- *Start with a strong adjective + include: accomplishments, metrics, awards, and process improvements*
- *Start with a strong adjective + include: accomplishments, metrics, awards, and process improvements*
- *Start with a strong adjective + include: accomplishments, metrics, awards, and process improvements*

***Company Name***                                                                                                    *Month Year - Month Year*
*Job title*                                                                                                                                    *City, State/Province*

- *Start with a strong adjective + include: accomplishments, metrics, awars, and/or process improvements*
- *Start with a strong adjective + include: accomplishments, metrics, awars, and/or process improvements*

**Education**

*School, Location*
*Grad Month Year*
*Degree/Certificate Attained*

*School, Location*
*Grad Month Year*
*Degree/Certificate Attained*

## Step 3

If you have gaps in the experience over 6 months within the past 10 years and would like to highlight what you were up to during that time, you can include the following topics: volunteer roles, a booklist, conferences attended, and awards received.

Whether you have a gap or not, any additional sections or topics on your resume should always directly relate to your relevant experience/skills for the roles you are applying to.

### Pro Tip

Keep in mind that the content for these sections can also be added to your Linkedin profile and/or on your portfolio.

## Step 4

Delete all of the help text in boxes and make all of the remaining text black.

# Company and Role Tailoring Notes

## Tasks

### Include the job title

Possible Resume Sections: Summary, Projects, and/or Experience

### Resume Notes

- Job Title -

### Pull your skills from the job description

Tech Skills Examples: HTML, Python, Javascript, etc.
Non-tech Skills Examples: Communication, teamwork, organization, etc.

Your Research Notes

- Tech Skills -
- Non-Tech Skills -

## Find common keywords in the job description

1. Select and copy text from the description.
2. Paste selected text into a text box to generate a word cloud using [www.tocloud.com](www.tocloud.com).
3. Include keywords enlarged by the word cloud or listed as frequently used.

Your Research Notes

- Keywords -

## Research the company

Facts: Mission, Culture, Products, Brand, etc
What about the company appeals to you?

Your Research Notes

- Facts -
- Company Appeal -