Your Resume Template

- You can use creddle.io or canva.com or Google docs to get started and find your own free template.
- Your resume should be organized in this way:

(if it's a column style layout):

Name/contact info at the top (middle/R/L as long as it's at the top)

Resume title (Software Developer, Software Engineer, Full-Stack Developer, etc.)

Your **email**, **phone #**, **city & state** you live in (NOT the whole address), **LinkedIn, Github, Portfolio**

If you have multiple cities in mind where you'd like to move, you don't need to put any address at all.

If a company asks where you are currently (via email or phone), you say "I'm currently relocating to (whatever city the company is in)"

Left Column:

- Summary *(optional)*
- Skills
- Education

Right Column:

- Projects (2 +) (including the direct link)
- Experience
- Volunteer stuff/hackathons/tech events

(if it's not in column style layout, then organize sections like this:

1. Name
   a. Resume Title
   b. contact info/links
2. Summary *(optional)*
3. Skills
4. Projects
5. Experience

6. Additional Experience (volunteer experience/tech-related experience/hackathons)
7. Education/Training (goes last)

SUMMARY

The summary paragraph describes what value the job seeker can offer a company. Think of it as a bird's eye overview of your goals + your key areas of experience + # of years in each area.

One of the key components of an effective summary is the ***power statement*** which has almost entirely replaced the objective in resumes. A power statement is better than a professional objective since it uses employer-centric language. **It is generally the first sentence of a summary paragraph.**

Example power statement: *Charismatic Software Developer with 5+ years in civil engineering, 2+ years in customer service, and one year in sales.*

What to include in the summary paragraph:

- **The power statement uses eye-catching language.** Begin with accurate, appropriate, and interesting modifier(s) like highly adept, goal-oriented, solutions-focused, distinguished, or award-winning.

- **The power statement provides a sense of scope / scale.** Describe your areas of expertise and/or achievements and years of experience. For example…

    - …with 10 years' progressive experience leading software development…
    - …broad-based success driving market expansion and revenue growth within the highly competitive pharmaceuticals industry…

- **Use employer-centered wording.** Indicate what you can do for the employer. ***Avoid stating what you want*** with terms like "seeking," "a company offering opportunity for growth," and "opportunity to advance skills and training." Good examples include…

    - …well-prepared to transition related education and practicum to excel in an entry-level Finance Assistant role.

- …leverage a record of accomplishment encompassing client relations, product management, and staff development to increase organizational productivity and revenue…
- …to significantly impact operations as a Telecommunications Engineer.

- **The summary paragraph should be concise.** Keep the paragraph to **three to five sentences**. Do not use the same descriptive words twice in the summary. Focus on the big picture items in your skill set: do not simply list everything you know how to do.

- **NEVER use personal pronouns.** Each sentence should complete the thought "He/she possesses…" or "He/she is a…" without using a pronoun.

Example Summary *(use your OWN words):*

Full Stack Web Engineer who is focused on new technologies, education, and mission-driven work. Prior experience in civil engineering (5+ years) working on design, construction management, and sustainability. An additional 5+ years of teaching high school STEM classes has helped develop communication and management skills necessary to succeed in a team environment.

SKILLS

List out your technical skills in order of your expertise: (JavaScript, MongoDB, Express, React, Redux, Node, Python, Django, Jest, CSS, HTML, SQL, SQLite, C, etc.)

PROJECTS

Put AT LEAST 2 projects that you enjoyed doing the most or most proud of, you will show that when in interviews.

Project Name
A short description (1-2 sentences): what it is and what it does.
- If it was a team project, # of people on your team + how quickly it was built.
- How you built out the projects / what was your specific contribution.
- Technologies used.
- Deployed link or github repo or hackhive link

EXPERIENCE

Lambda PM

ONLY PUT LAMBDA UNDER EXPERIENCE IF YOU WERE/ARE A PM (otherwise, only put it in Education section).

DON'T list yourself as a Project Manager- that is an internal title only.

List yourself as either a:

Class Lead OR Teaching Assistant, Name of Course

Here is example language to help you create achievements for your PM experience- make it relevant to what YOU DID (use your own words):

- Served as teaching assistant leading team of 30+ students in daily code challenges in JS, Python and C.
- Provided daily feedback and issue resolution of all curriculum through slack help channel or code review.
- Delivered one-on-one feedback and code review on a weekly basis.
- Led a team of #__ students that emulates a real work environment using the agile methodology.
- Mentored #_ students on how to learn effectively and solve programming problems.
- Reviewed student code and giving feedback on areas of improvement.
- Led daily standup meetings to build camaraderie, facilitate sharing of ideas and work progress, and provide guidance for that week's study material.
- Delivered supplemental lectures on various topics related to software engineering.

Job Title, Dates of employment (Put Year - Present if you are still doing it)

Company Name

- For your bullet points take some time to think about accomplishments you had at this job. Use **#s** to talk about **accomplishments *(increased sales by x%, oversaw x people, collaborated across x teams, assisted # of customers per day, delivered projects under x-week deadlines).***
- Although your past job may not have been technical there is always something you can pull from it that can help make you a better employee/developer. **Think of**

transferable skills such as leadership, collaboration, teamwork, customer service, client relations, design, problem-solving, and/or project management.
- You only need 2 - 3 bullet points MAX. If you have additional information you would like to put, you can include that on Linkedin.

Optional: ADDITIONAL EXPERIENCE

Mention hackathons, tech-related events, conference or related presentations, participation in related organizations, volunteering, etc.
- Treat it just like a project- what did you individually contribute? How many people did you work with? What tech stack did you use?

EDUCATION

- You might call this section Education or Relevant Training depending on what you have to include in it.
- List your Lambda education at the top **(reverse chronological order)**.
  - **Lambda School Academy of Computer Science and Web Development.** Provide additional context for your Lambda training by covering a few highlights of the curriculum and/or linking to the curriculum/website.
- List all other degrees obtained.
- If you have the space and it's tech-relevant, you can include other courses or certifications here as well.
- **If you spent time working towards a degree (but did not obtain one) and not including it would leave an unexplained gap on your resume, you should include it, but make it clear you didn't obtain a degree.** You could say:
  - Write the track you studied, but do not mention the type of degree it was
  - *Completed x# of credits in* (list out 3-5 courses here to make it clear you did not finish the degree)

You need to include a high level overview of what you learned at Lambda. So make your own version but make sure to include important things such as:

Lambda School is a 6+ month Computer Science & Software Engineering Academy that provides an immersive hands-on curriculum with a focus on computer science, software engineering, and web development.

- Approached all coding challenges using pair programming.
- Utilized agile software development and Git workflow on all projects.
- Gained hands-on experience with client and server testing,
- Completed all curriculum course work including: React, React Native, Redux, Node, Express, MongoDB, Jest, Python, Django, etc.
- Wrote production-ready code using ReactJS, Redux, and CSS on the frontend and NodeJS and Express on the backend to build single page applications.

Your LinkedIn Profile

2 Video Tutorials to Watch:
1. **Creating a Linkedin Profile - How to set it up**
2. **Linkedin and your job search - networking strategies**

Endorsement Requirements for your LinkedIn Profile

BANNER

- You need to customize your Linkedin to stand out more! Above your profile pic, choose a banner photo that reflects something about you- it could be your developer skills, one of your interests, a scenic photo, whatever you like, as long as it is professional.

PROFILE PIC

- You should have a professional looking high-quality profile pic with a neutral background (no selfies, inappropriate backgrounds, clothing, etc.).

HEADLINE

- **You need a good headline** (Software Developer, Software Engineer, Full-Stack Developer, etc), you should **NEVER** have "current student" OR "currently seeking a job" OR "self employed" or anything like that. This is a red flag to employers.

SUMMARY

- There is a link called **"see contact info"** on the right hand side- **this is where you need to enter your email and links to your Github and portfolio**
- LI is the platform to be expressive! This is where you introduce yourself as a developer. You can use the same summary that you have on your resume, if you want. OR feel free to write in 1st person on LinkedIn and use your unique voice to show your personality more here. Although your resume should NOT use any

pronouns, you can do so on Linkedin. *Tell the story of who you are as a developer and what you can offer the world with your unique background and skills.*

- **You must include a sentence about your technical skills** and list them out in order of the ones you are most confident in.
- **You must also include a direct link to your portfolio** by editing the summary and adding it in the Media section- make sure the title of the link says **Your Name | Portfolio**
- **You should NEVER say in your summary that you are a current student or "currently seeking a role as….."**
- Also add a line after the first introduction part of your summary that says:
- ***To view my latest projects, please scroll down to the Accomplishments section, and check out my portfolio.*** *(this will draw immediate attention to your projects, which are not always easy to find on Linkedin)*

Here is an example summary to give you an idea of how to start: (USE YOUR OWN WORDS)

<introduction + tech skills> Hi, I'm Joshua. Welcome to my tiny corner of LinkedIn! I am a full-stack web developer with a particular interest in front-end development. My specialties include Javascript, React, Node, and Express.
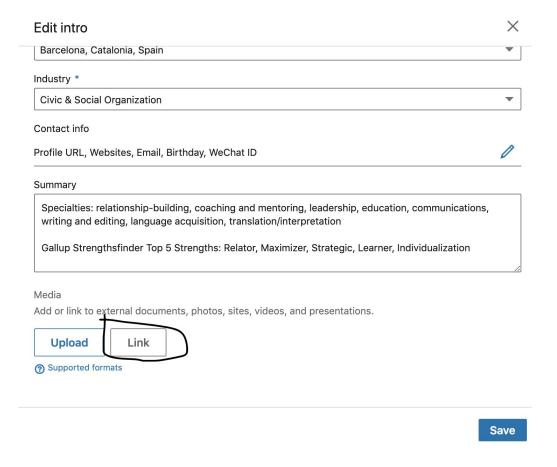
To view my latest projects, please scroll down to the Accomplishments section, and check out my portfolio.

<overview of your background + transferable skills you've gained + why you like tech> After ten years spent collaborating, designing, and coordinating projects in the design and event industries, I've developed strong creative problem-solving, organizational, and communication skills. I am interested in combining those skills with web technologies to help build engaging and cutting-edge projects.

<wrap-up with your interests + get in touch> If I'm not programming, I'm likely rock climbing, thinking about how to make cities and transportation more sustainable, or trying out a new recipe. If you'd like to know more, feel free to get in touch!

<HERE you include a direct link to your portfolio by editing the summary and adding it in the Media section- **make sure the title of the link says** Your Name | Portfolio*>*

How to link the portfolio in your LinkedIn summary:

Edit intro   ✕

Barcelona, Catalonia, Spain

Industry *

Civic & Social Organization

Contact info

Profile URL, Websites, Email, Birthday, WeChat ID   ✎

Summary

Specialties: relationship-building, coaching and mentoring, leadership, education, communications, writing and editing, language acquisition, translation/interpretation

Gallup Strengthsfinder Top 5 Strengths: Relator, Maximizer, Strategic, Learner, Individualization

Media
Add or link to external documents, photos, sites, videos, and presentations.

[Upload]   [Link]

⑦ Supported formats

Save

EXPERIENCE

- Your Linkedin should mirror your resume as far as your experience/job descriptions. **Copy/paste the same bullet points from your resume into your Linkedin.**
- **On LinkedIn, you should NEVER list Lambda School under Experience EXCEPT if you were/are a PM. Copy/paste the same PM information here that you listed on your resume.**
    - **The ONLY exception to this rule is if you absolutely have NO PRIOR EXPERIENCE before your time at Lambda.** In this case, you can add your time at Lambda both to Experience and Education sections so your relevant experience is easier to see by recruiters, but you need to *make it clear you weren't working as a developer at Lambda School.*
    - Rather than saying *Student* (red flag to employers), put: *Software Developer (Training). Here's an example:*

    Lambda School
    Software Developer (Training)

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*** *See projects in Accomplishments section****

- Mastered all curriculum course work including: React, React Native, Redux, Node, Express, MongoDB, Jest, Python, Django, etc.
- Approached all coding challenges using pair programming.
- Utilized agile software development and Git workflow on all projects.
- Gained hands-on experience with client and server testing,
- Wrote production-ready code using ReactJS, Redux, and CSS on the frontend and NodeJS and Express on the backend to build single page applications.

ACCOMPLISHMENTS

- **You need to have minimum 2 projects listed under Accomplishments.**
- To do this you go to profile page click **Add New Profile Section (upper right corner) > Accomplishments > Projects**.
- Same thing as your resume, you need to have a solid project description including: *Name of projects, tech stack you used, what you did specifically for the project, what the app/website does, and direct link to your project.*

EDUCATION

- **Lambda MUST GO under Education on LinkedIn (in most cases, it should be listed at the top of Education as your most recent experience)**
- **Field of study:** Web Development & Computer Science *(or whatever your track is)*
- **Description:** *Lambda School is a 6+ month Computer Science & Software Engineering Academy that provides an immersive hands-on curriculum with a focus on computer science, software engineering, and web development.*
- **Link to the school's** curriculum **to expand on it**
    - *Example language for what else you can include in the description (USE YOUR OWN WORDS):*
    - *** *See projects in Accomplishments section*** *(to draw more attention to projects)*
    - Approached all coding challenges using pair programming.
    - Utilized agile software development and Git workflow on all projects.
    - Gained hands-on experience with client and server testing,
    - Completed all curriculum course work including: React, React Native, Redux, Node, Express, MongoDB, Jest, Python, Django, etc.

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- Wrote production-ready code using ReactJS, Redux, and CSS on the frontend and NodeJS and Express on the backend to build single page applications.

RECOMMENDATIONS

- **You need to have at least 2 recommendations** - you can ask your peers, your instructors, or old managers/supervisors. Focus on tech and collaboration skills.

YOUR NETWORK

- **You should be following** the companies you're applying to, influential people, etc.