

RESUMES FOR CAREER CHANGERS

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The Purpose of a Resume.

Get you an interview.

–The purpose of a resume is to get you an interview.

It's not a list of all your jobs.

More like your greatest hits.

- List significant projects and achievements on your resume instead of listing what your day-to-day was.
- Include figures and numbers as much as you can.

Resume Structure.

Header.

- Name
- Phone Number
- E-mail
- City, State
- LinkedIn
- GitHub
- Portfolio

Summary.

-3 Ingredients for your Summary:

- “I’m a developer, I work in ____technologies”
- “Before becoming a developer, I was a __, it taught me how to ____”
- “I’m currently working on”

Technical Skills.

- List only development skills.
- Add adobe creative suite if you know it.

Projects.

- Answer the questions:
 - How big was the data set?
 - What were my findings?

Experience.

Education.

Applicant Tracking Systems.

ATSs scan resumes for keywords.

Use keywords.

–We will discuss this further during post grad week.

ATSs can't read PDF files.

Or advanced formatting.

Have 2 versions of your resume.

Word Doc-minimal formatting.

PDF- Formatting, tables, color.

Q&A

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