Hire System Resume Standards

Atlas School Department of Career Services

A resume is often the first impression a recruiter has of you, your abilities, and accomplishments. Think of your resume as a tool that markets your most applicable skills and experiences. All resumes must meet the following **7 Core Atlas School Resume Standards** which include:

1. One Page Rule - Follow the one-page rule unless you have at least 2 years of experience for the position for which you are applying. If you are eligible to utilize a 2 page resume, the second page must contain no more than ¼ white space, must include your first initial, full last name, followed by the page number. This must be in 10 point font and justified in the far upper right hand corner of the document. Margins must be set to 1/2" to 1" and font size must be 10 - 12 pt.

2. Contact Information - Make your resume stand out by creating a personalized heading which you will utilize for your resume, cover letter and reference sheet. Include your name, phone number, email, city, state, LinkedIn URL, and GitHub URL. Optional information includes a link to your online portfolio and/or personal website. Ensure your name is the most prominent feature on the page. To capture the reader's attention, emphasize other key details by using bold or italicized text. No pictures will be included!

3. Sentence Structure - Must consist of brief bullet points each starting with a variety of strong tense-appropriate [action verbs](), quantifying results when possible, with no periods or personal pronouns, and no paragraph/sentence structure.

4. Education Section/Required - This section is required and it must include your Atlas program name(s), city, state, degree type, and the month and year of your graduation. You must include a brief description of your experience at Atlas. Your Education section MUST be placed at the top of your resume before your experience. Please remove any high school education. Include college experience if you are currently enrolled or graduated and received a degree. You will include the college name, city, state, date graduated and degree received with no abbreviations. If you completed college coursework, did not complete your degree but the degree you pursued was RELATED to the computer science industry, you may include it on your resume utilizing the terminology - completed #of hours towards degree in (degree name)

5. Work Experience Section/Required -Paid, unpaid, and part-time experiences are listed in reverse chronological order with your most recent experience listed first. If you have relevant experience, you will divide your experiences into two separate sections which will include *Relevant Experience* first and *Other Experience* second. To assist in maximizing space, you will include bullets on your relevant experiences and NO bullets on your other experiences. Include in the Work Experience Section:
   a. The name of organization, location, job title, and dates worked.
   b. Describe the scope and context of a situation. Explain the actions you took and the impact these had on both the organization and yourself.
   c. Talk about what was learned, skills developed, results/accomplishments and not just the tasks/jobs that were performed; quantify when possible.

6. Project Section/Required - Include 3 - 4 Atlas or personal projects which you have completed including title of the project, role you played in the project, link to the project, month and year of project completion and bullets describing the progress and outcome.

7. Skills Section/Required - Include computer, technical, and language skills when applicable. Do not list soft skills, instead incorporate those skills into your experience section or professional summary to demonstrate how they were developed.

References will be listed on a separate page to be uploaded as a *Reference Sheet document*.
Do not include "Reference available upon request."

Other Common Resume Sections

Resume sections should be tailored to the position for which you are applying. Many sections are flexible and can be combined to tell your unique story.

Professional Summary - Optional

If you choose to use a professional summary, make it specific to the industry and position - a vague objective can do more harm than good.

Relevant Courses/Workshops - Optional

Consider adding unique courses/workshops beyond general or introductory requirements of the major. Include courses related to career goals, objectives, and/or skill set.

Leadership, Activities, Services - Optional

It is important to list quality over quantity in this section - Name the organization, role/position title, date, and a possibly a bullet describing skills, responsibilities, and/or accomplishments.

Professional/Student Organizations - Optional
List any technology related organizations you are or have been involved in.

Community Involvement - Optional

Volunteer Activities
Community Organization Involvement

Languages - Optional
List language & proficiency in oral & written

Honors & Awards - Optional
Honor Societies Honor Rolls Scholarships Received School &
Work-Related Awards

Uploading your Resume to the HIRE System

To be able to apply for most jobs within the HIRE system, you will need to upload your ATS resume. **Students must have received a grade of 100% in their General Education Resume Development course project before they can upload their resume to HIRE**. When uploading a resume to the HIRE System, select the Application Materials tab on the left sidebar. Select the Add New link associated with the Resume Document and then title your resume and upload. You can upload as many resumes as you would like. It's encouraged to be specific when naming your documents to assist you in uploading the correct resume when applying for jobs.

Applying to Resume Books in the HIRE System

To have Employers be able to view your resume, you will want to apply to Resume Books after your resume is uploaded to the system. In order to complete this, select the Resume Book tab on the left sidebar, select the resume book that correlates to your program then select Apply in the top left corner. If you have multiple resumes uploaded in your application materials, the one you have designated as your primary resume (marked with a yellow star) will be the resume that is visible to employers through resume books.