Soft Skills #2 – Resume Building

11/07/22

4:30 PM – 6:30 PM

**Lead By:**

Shauna Stricker

Laura Crouch

**Career Exploration and Resume Building slides:**

<https://docs.google.com/presentation/d/11xsCiBgRhk_euz1wst6SLuyfXQFVopkI2IFExbzGhBY/edit#slide=id.g84803fcec2_0_0>

**Career Exploration**

**Career Purpose**

* Differentiating factors – your natural gifts and talents, past experience that makes you unique, your individual value system, and what are you passionate about.
* Intentional actions – doing things for specific reasons: creating a plan with goals, actions that prioritize completion of goals, and focusing on things that move you closer to that goal.
* Directional awareness – being aware of where you are on the plan’s path, assess any adjustments needed, and course correct
* Specific goals – milestones that you set for your self that are specific and measurable



Thoughts to Consider:

* Are you doing something that you love?
* That the world needs?
* That you are good at?
* And that you can be paid for?

Diagram, venn diagram

Description automatically generated

***What is your why?***

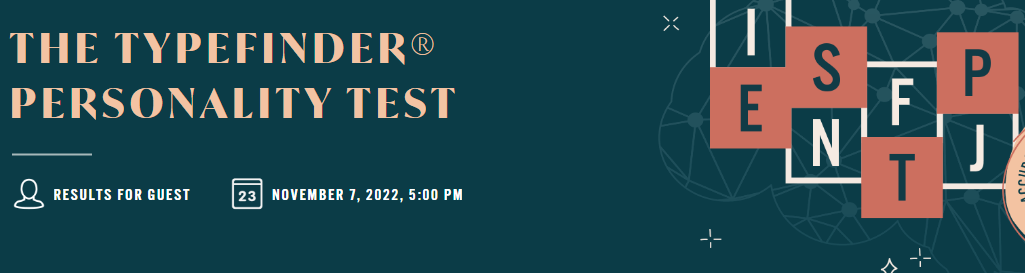
* Your ‘why’ tells the story of your career transition to others
* Your Career Purpose is the foundation to your ‘why’. Use the VIPS (Venn diagram above) to better make this connection.
* How will you answer the interview question, “why are you changing careers?” or “why do you want to get into tech”.
  + Be SPECIFIC!
  + Below are 3 phrases that are OVERUSED the most and need more detail added to them if you want to be unique:
    - I enjoy problem solving
    - I’m a creative person
    - I want to help people

Finding Your Career Purpose worksheet:

<https://docs.google.com/document/d/1tBBTja3s_MEYnTga43-c_4ndNr47ZvtFH200vrZP3tk/copy>

Link to Myers-Briggs Personality Test:

<https://www.truity.com/test/type-finder-personality-test-new>



Chart, bar chart

Description automatically generated

As an ENFJ, you are driven by a deep sense of altruism and empathy for other people. You have an intuitive sense of the emotions of others, and often act as an emotional barometer for the people around you. You tend to personally experience the feelings of others and feel compelled to act when you see people suffering. But your compassion is not reserved for the people close to you; at heart, you are a humanitarian, and you feel genuine concern for the ills of the entire human race.

You want close, supportive connections with others, and believe that cooperation is the best way to get things done. You like to be liked and are very sensitive to feedback, both positive and negative. You expect the best not just from yourself, but from others as well, and may find yourself disappointed when others are not as genuine in their intentions as you are. You work hard to maintain strong relationships and strive to be a valuable member of your family and community.

You are typically energetic and driven, and often have a lot on your plate. You are tuned into the needs of others and acutely aware of human suffering; however, you also tend to be optimistic and forward-thinking, intuitively seeing opportunity for improvement. You are ambitious, but your ambition is not self-serving: rather, you feel personally responsible for making the world a better place.

**Understanding Your Why**

* By determining what is important to you and what kinds of companies / jobs you want helps narrow down your search and avoid being overwhelmed. This makes your process more efficient and ultimately expects to make you happier.

**Goal Setting**

***3 Stages to effective Goal Setting***

* Thinking and Dreaming
* Putting thoughts on paper (creating S.M.A.R.T. goals)
* Taking action

***Is your Goal S.M.A.R.T.?***

* Specific: is your goal clear with no ambivalence?
* Measurable: does your goal answer the questions ‘how much’, ‘how many’, ‘what percentage’, etc.
* Achievable: do you have the skills and resources needed to accomplish your goal
* Relevant: will this goal make a difference in your career? Will this goal improve your personal life?
* Time Bound: does your goal have a specific timeframe for completion?

***S.M.A.R.T. Goal Example:***

I want to have at least one job offer by 1 month post-graduation, for a hybrid-based role our of Detroit, MI, that spends at least 50% of the time coding.

***S.M.A.R.T. Goal Setting Template:***

<https://docs.google.com/document/d/12BiAP81O4hEnGYjDzAISbeY1LyuHB1Vitgko7_VNq1k/copy>

***Link created when I followed the link above:***

<https://docs.google.com/document/d/1WVRFb3VwHqeLDHPttWglrIFM96ZUEALV2hIC1-75dp0/edit>

**Technical Resumes**

In many ways tech resumes are very similar to standard resumes. Key difference is you are going to focus on ALL THINGS technical.

* Technical Skills are more common than Core Competencies
* Projects can be HUGE to showcase your technical skills
* Focused on transferable skills when necessary
* Critical for them to be ‘keyword loaded’
* It is important to always focus on the AUDIENCE of your resume

Overall Formatting:

* Majority of you should have one page resume
* Clear and organized content > flashy, creative layouts
* Easy to read fonts, between 10-12 font size
* Content at the top portion of the page is prime real estate
* Ask yourself if something is adding to your resume or making it more difficult to quickly

\* On average, employers look at a resume for only 6-7 seconds. Shown below are the results of an eye tracking software that shows how resumes are reviewed and how the bottom half can be ignored unless there is something that draws / keeps their attention.

Map

Description automatically generated

Graphical user interface, application

Description automatically generated

***Summary***

There are many different schools of thought / opinions on summary sections of resumes. Some find them completely unnecessary, while others say they are an absolute must. From a Grand Circus perspective, they are a valuable place to leverage in your first job search within tech because this can act like a mini-Cover Letter and explain your career change into tech.

You are trying to convince the reader that you:

* Have the SKILLS to do the job
* Truly WANT to do the job

Simple formula:

* Opening line that summarizes your career history so far
* Compelling reason for the career change
* Key technical skills / projects / initiatives you are passionate about
* How you will leverage your skills for the reader

Examples:

Text

Description automatically generated

Text

Description automatically generated

Text

Description automatically generated

***Technical Skills:*** take the skillsets you have learned in Bootcamp and list them in this section. You do not have to be an expert, but you DO need to be prepared to speak to them and explain how you would utilize this skill and/or further develop it with ongoing training.

If you’re in JavaScript, your skills could include (and are not limited to):

* HTML
* CSS
* JavaScript
* Firebase Services
* Node.JS
* Git/GitHub
* TypeScript
* TDD
* SQL
* Web APIs
* MongoDB
* React

***Education***

List your Grand Circus Bootcamp first since it would be the most recent and applicable to your job search. You would want to put this near the top of your Resume as well to highlight.

Text

Description automatically generated with medium confidence

***Projects***

These are SUPER IMPORTANT and allow you to prove your skill sets, rather than just list them

If you have a lot of relevant experience, you could keep projects to a minimum, but at this point in our career they are likely to be a significant way to showcase our abilities.

Can be a subsection of Education or a standalone section.

Examples:

Graphical user interface, text, application

Description automatically generated

Website

Description automatically generated with medium confidence

***Experience***

* Start each bullet point with a verb (in the correct tense)
* Focus on accomplishments first, when possible, then responsibilities
* Keep bullets action-oriented and measurable
  + #s and %s stand out
* Focus on what the reader will care about
* If you have a lot of white space at the end of your bullet, you probably need more.
  + How did you do what you are describing
  + What result can you share

Pro Tip from Google Recruiters:

**X-Y-Z Formula:**

**“Accomplished [X] as measured by [Y], by doing [Z]**

<https://www.inc.com/bill-murphy-jr/google-recruiters-say-these-5-resume-tips-including-x-y-z-formula-will-improve-your-odds-of-getting-hired-at-google.html>

* Okay: Won second place in hackathon
* Better: Won second place out of 50 teams in hackathon
* Best: Won second place out of 50 teams in hackathon at NJ Tech by working with two

colleagues to develop an app that synchronizes mobile calendars

Examples:

Graphical user interface, text, application

Description automatically generated

***Additional Sections***

* LinkedIn profile link
* Volunteering
  + This can be particularly valuable if you have limited experience, if focused on tech volunteerism
* Certifications
* Hobbies / Interests

\* Not a huge fan of hobbies/interests on a resume as it is often poorly done

**Cover Letters**

Are Cover Letters finally dead? Jury is still out on that. If it is required, then include it. If not, then it depends. Keep in mind that most recruiters won’t have time to look at a Cover Letter, the Hiring Manager may be interested. Ultimately, no letter is better than a poorly written one.

A well written Cover Letter:

* Gives you a chance to sell yourself to employer in a narrative format, including explaining your career pivot
* Makes it clear that you are highly interested in THIS job / company.

Some additional tips:

* Try to find a name of a recruiter or hiring manager to direct your letter to, or put “Dear Hiring Manager”
* Walk through section by section, pulling in skills/examples that are relevant to the job. Can also add more into the first paragraph that show why the company is appealing- show off research.
* Discuss having a matching header from resume to cover letter.

***Example:***

Dear Ms. Hiring Manager,

I am thrilled to be applying for the Jr. Software Engineer role at XYZ Company. Through my experience and education at Grand Circus I believe that I am ready to take on this new and exciting challenge for the next step in my career.  Over the past three years I have had an intense passion for technology and web development, when I was in school at Wayne State University I would dabble with repairing and building computers and would teach myself through online tutorials. Once I recognized my passion had gotten too overwhelming for me to teach myself, I joined the Grand Circus C# .NET bootcamp.

During the bootcamp I was able to master the skills it takes to become a developer, starting with working through software development projects in an agile environment and working on a team to build projects which consisted of daily stand-ups and weekly sprints. The bootcamp was project-based, so I was continuously working with small teams, especially during our mid-term and final project where we built an application that matches boats with people who want to rent them for short periods of time (like AirBNB).

I understand the importance of being resourceful and I learned how to properly troubleshoot and debug issues in my code. I was able to take skills from my previous job as a **<INSERT ROLE HERE>** and communicate effectively with my classmates and work through problems. I also practiced skills everyday using SQL, ASP.NET, JavaScript and CSS. I was able to work on unit testing as well through multiple labs and projects.

I look forward to hearing from you soon regarding next steps.