



Careerscore Resume Guide

Contact Info

What you see listed here is what you should include in this section, no more and no less.

Use a professional/clean email address. Your full home address is unnecessary. Make sure you links to outside resources are up to date and work.

Formatting for this section can be adjusted or expanded depending on spacing constraints on the rest of the page.

Skills

Tailor your skills section depending on where you are applying, including skills that are explicitly mentioned in the job posting or known to be valued at the organization.

Move the most important skills and those you feel most proficient with to the top and try to group complementary skills near each other.

Font

Use a modern professional font - we have chosen Arial here. Look for sans-serif fonts, Calibri is another good example.

Times New Roman is also an option but comes with a much more traditional feel. As always, consider where you are applying when styling your resume and choose appropriately.

Grade Point Average

Only include GPA if it is excellent/noteworthy and you are a recent graduate.

Consider that awards and honors carry a lot more weight than GPA information when deciding to include it.

Additional Education Info

Similar to your GPA, these sections are optional. Consider including them if you are recent graduate or you have a noteworthy achievement that builds into your larger story.

Bootcamp Experience

Take the time to review your resume and accomplishments to date before deciding what to do with this section - as it is your most recent event.

Include the bootcamp experience in the resume to further showcase and demonstrate your technical expertise. Make sure to provide access to completed projects and mention specific technical skills.

If you are currently working elsewhere, you should list the bootcamp under education. If there is a considerable gap in your resume and this is a full time commitment, then consider including it at the top of your experience events.

Finally, rather than listing other courses you may have taken online and elsewhere, try to focus on the accomplishments and results in the form of projects or certifications.

Summary

Use this section of your resume to give a summary of your story and technical skills. This is the opportunity to showcase your strengths in light of the position you are targeting.

Transferable Skills

Don't hesitate to add skills that may be nontechnical from previous positions you may have held, as they are still valued by employers and are worth emphasizing. Of particular note for development is management, communications, marketing and design skills which are all complementary in typical day to day responsibilities.

Projects

The projects section is instrumental in demonstrating your technical expertise in real world settings.

Try to include ~3 projects that you are particularly proud of and demonstrate the breadth of your technical expertise.

Make sure to include working links to all your projects and that the code is accessible for potential review.

File Format

Its a good practice to keep your resume up to date in both doc and pdf formats, as different companies and situations will call for one or the other.

As a default, you should send your resume as a PDF to employers unless they specify another file format.

Make sure to double check your resume before sending it – sometimes converting to PDF can break formatting.

Graduation Date

This is optional to include, if you do include it, only have the graduation date listed.

Consider including it if you are a relatively recent graduate or if it fills a gap in your resume.

Length

This guide is longer than one page ONLY because it is meant to highlight certain examples/content.

You should always try to cut your resume down to a single page, **unless** you have significant relevant experience and need to detail technical skills. Always try to focus on highlighting the relevant skills and accomplishments to your current search. Cutting out something you feel proud of can be tough but generating positive results will be more rewarding.

Your Name

[name@email.com](#) | City, State | Phone Number | [GitHub](#), [Personal site](#), [LinkedIn](#)

Full Stack developer candidate with particular interest in Web Development. Focus on Angular, Express, Node, MongoDB, HTML5 and CSS3. Experienced with writing clean, testable code in team settings and excited to grow my skills for success at my next opportunity.

JavaScript	Angular	Node.js	HTML5	CSS3	Express
GitHub	NPM	REST APIs	MongoDB	PostgreSQL	Jasmine
Karma	Browserfy	ES6	Photoshop	Project Management	

Projects

Connect4: A full stack online Connect4 app. Built with Angular, Node, Express and Mongo.
Personal Blog: Blog for writing about development. Built with Angular, designed in Photoshop.
RentCheck: A research app to compare rent in two cities. Built with HTML, CSS, and Angular. Uses the AirBnB, Google Maps and Zillow API's.

Experience

ORGANIZATION - City, State

Month Year – Month Year

Position Title

- Start with your most recent position - Focusing on resulting outcomes describe your experiences in bullet form, mentioning specific technical skills.
- Each line should start with an action verb in the past tense. Quantify measures of scope and scale whenever possible.
- Think of each bullet in terms of a general template of accomplishments - measurements - actions and add details to flesh out your story
- Each line should be a phrase rather than a full sentence, consistency is key here. Also, avoid using personal pronouns whenever possible.

ORGANIZATION - City, State

Month Year – Month Year

Position Title

- Next, follow up with your previous position, following the same bullet point guidelines mentioned above.
- Use 1-2 fewer bullets for each position you go back.
- Don't be hesitant on including positions even if they don't directly relate to your current industry search. Focus on skills that are valuable across many organizations (such as Management or Communications) as well as any unique vertical expertise you may have acquired that may be transferable to a new opportunity.

Education

UNIVERSITY NAME

Degree, Concentration

GPA: X.X / 4.0

Page Break

Graduation Date

- Relevant Coursework/Thesis
- Awards and honors

My BootCamp

Web Development Intensive

Graduation Date

- Completed intensive, six month course on modern full stack JavaScript development.
- Learned industry best practices and practical software development standards by collaborating several hours every week with a senior web developer.

Certifications

Evolve Security Certified Professional (ESCP), Evolve Security Academy (Chicago, IL) [Date]

Certifications & Apprenticeships

If your certifications are key pieces of information and you have several you can break them out into their own section below education. If you received your certification as part of your bootcamp (or other education) you can group it directly under the education event.

Apprenticeships & Internships

Include these under your education if it was paired with your program. Otherwise you can include alongside your experience.