Instructions for this resume template

* **Do not change the fonts/styles/colors in place**. Tips: start writing directly into this template to keep the correct format.
* **Ensure you are keeping the content to one full page.**
* Keep all text left aligned.
* Don’t leave any empty lines. The styles above will do the spacing for you.
* Proofread all spelling and grammar before submitting it back to mthree.
* It is important to submit back this resume as a **Word document**.
* In your ‘’experience’’ section, feel free to add all your relevant (most important) projects. They can be academic, personal, or professional.
* For each role/project in the “experience” section, remember to list your most relevant job duties first.
* You can also add a volunteering activity to this experience, as well as FinTech-related experience, leadership experience, or anything related to technology/finance.
* **Remember that your CV will help differentiate you from other candidates,**and generally, the hiring manager will make decisions based on this document.
* If you are unsure of something or need some support, don’t worry; we will review your resume and correct any mistakes, if needed, before sending it to our client(s).

(Delete this page before sending)

Candidate Name

|GitHub link|

Profile Summary

**(Delete the instructions paragraph before sending –** 100 WORDS MAXIMUM BUT FOUR SENTENCES IS SUFFICIENT).

**The above is an example, do not copy. When writing your personal summary, highlight your interest in software development what sets you apart from other entry-level candidates. Mention your degree, soft skills, technical ability, and any key achievements are excellent to add. You can also include relevant hobbies or extracurricular activities, such as volunteering or sports. Your profile should be different than your classmates.**

**Example:**

As a proactive individual with a degree in Computer Science, I am passionate about leveraging my technical knowledge and problem-solving skills to contribute effectively in a professional setting. My commitment to excellence and enthusiasm for staying abreast of industry trends positions me as a valuable asset in the dynamic field of Computer Science. I am eager to apply my skills and make a meaningful impact in a challenging and rewarding role.

Technical & Power Skills

**(Delete the instructions paragraph before sending)**

**Technical (if application, if not delete Technical so title just states Power Skills. Clients may ask about certain technologies. Please indicate your level of proficiency (basic or intermediate) for each skill you are confident discussing. For an advanced level of proficiency, you don’t need to specify. Keep in mind that clients may ask for practical examples during your interview. Note that proficiency levels are subject to change based on learning progress. We can make updates as needed. If n/a you can delete whole section**

**Power: Use 3 or more examples such as communication, adaptability, critical thinking and collaboration and illustrate why these are your power skills. Explain how each skill has helped you succeed and contribute effectively in your previous roles.**

**Example:**

**Languages:** Java – intermediate, R – beginner, SQL- beginner

**Technologies Tools:** Version Control - Git and GitHub. Text Editors - VSCode and Atom.

**Power Skills:**

Collaboration: Worked effectively with team members, resolved conflicts, and created a cooperative work environment to achieve project goals.

Education & Certifications

**Please provide a list of all degree or certification programs that you have completed or are currently pursuing.**

**Example:**

**mthree Academy – Certificate in Foundations of SRE - Feb 2024**

**Key Subjects –** Computer Architecture, IT Service Management, Linux, Financial Concepts, Scheduling and Automation, DevOps Foundations, Relational Databases and MySQL, Python, SRE Concepts, Implementing SRE

**University of Sheffield - Computer Science – 2.1 - Sep 2017 - Jun 2021**

Key Subjects – introduction to programming and Python, bioinformatics and databases, applied bioinformatics, applied biostatistics, internship.

**CompTIA – Ethical Hacking Certification – Jan 2022**

Software & Data Engineering Certificate, 12/2024

Related Experience

**(Delete the instructions paragraph before sending)**

**University projects (such as your thesis), internships, industrial placements, and jobs with transferrable skills. Remember to include what you did, what you achieved, and any technologies used.**

**Please list your experience in this order: work experience (including unrelated full-time or part-time jobs to highlight transferable skills such as customer service, communication with stakeholders, training colleagues, etc.), internships, academic projects (1 or 2 max), and personal projects (1 or 2 max). For each category, list the most recent ones first. – Examples of formatting below)**

**Example:**

Internship – mthree Summer Internship – 2022

* Explain internship.
* What tasks did you complete and what was the overall outcome.
* Any other information.
* Transferrable skills: please indicate any skill (technical or behavioral) that can be transferrable to future work opportunities.

Student Academic Project – Inventory Management Software – 2021

* Explain project.
* Explain core actions and responsibilities.
* Explain outcome.
* Transferrable skills: please indicate any skill (technical or behavioral) that can be transferrable to future work opportunities.

Personal Project – Website Creation – 2023

* Explain how you went about building the project.
* Transferrable skills: please indicate any skill (technical or behavioral) that can be transferrable to future work opportunities.

Personal Project – Project Manager – 2021

* Explain how you went about building the project.
* Transferrable skills: please indicate any skill (technical or behavioral) that can be transferrable to future work opportunities.

Additional Experience

**(Delete the instructions paragraph before sending)**

**This section is for details such as positions within student organizations/clubs, certifications, activities such as hackathons, or articles/studies that you have published.**

**Please list items in this order: Student organizations, hackathons, or articles/studies that you have published.**

**Example:**

XYZ Club – Financial officer – 2021 – 2022

* What tasks did you complete, and what was the overall outcome
* Any other information.
* Transferrable skills: please indicate any skill (technical or behavioral) that can be transferrable to future work opportunities.

mthree Coding Competition – 2021

* Explain how you went about building the project.
* Did you receive any awards or acknowledgments

Co-Author of Analysis of the Effects of Datamining - American Journal of Tropical Agriculture – 2013

* Brief summary of the subject matter – Link to article (optional)