



STAR Resume Guide

A Guide to the STAR Resume Template

Download our [STAR Resume Template](#) to get started.

The key to winning interviews is to spend time tailoring your resume so that your relevant career highlights align with the posted opportunity. We will use this resume for our discussion to determine your eligibility to submitted to the role.



Left Column Highlights

The purpose of the left column is to highlight your prior roles, tools, methodologies, industry experience and your education and certifications.

- Keep it simple
- Make sure it is easy for a reviewer to scan and find the relevant information
- Project Roles are not necessarily titles. Your title was Manager eCommerce but your roles were Project Manager, Business Analyst, Financial Coordinator, Designer



PROJECT ROLES

Your relevant project roles go here – unrelated to title

Product Manager
Project Manager
Technical Analyst
Business Systems Analyst
Developer
Quality Assurance Analyst
Network Administrator
Financial Analyst

TOOLS/METHODOLOGIES

Applicable tools/methodologies go here
SQL (Oracle)
Agile
Waterfall
Java
MS Project
Visio
Rational Tools
MS Office

INDUSTRY EXPERIENCE

Retail
Financial
Healthcare
Transportation
Hospitality

EDUCATION/CERTIFICATION

Business Computer
Information Systems: St.
Cloud State University
Onsite technical training
SCRUM Certification

First Last

CANDIDATE SUMMARY

This is where you list your elevator speech or twitter-sized bio. This should be a good, catchy and relevant description of your capabilities and what you offer an organization against the needs of the opportunity description.

DEMONSTRATED SKILLS AND ACCOUNTABILITIES

- This should be functional, not chronological or title based, it should be tactical and deliverable based
- Specific details about what YOU did and were accountable for
- Doesn't cover your entire past. Focuses on what you are going after
- Relevant to opportunity description

EXPERIENCE HIGHLIGHTS

- The most relevant experience pulled from the chronological section below that matches this specific job description
- Make sure you highlight the Must Have Requirements in this section and your experience to demonstrate you meet them



Summarize and Customize

Tailor the right column to focus on why you are a good fit for the posted opportunity and on what you offer, not everything you did in the past (save that for chronological). This area is where the team will quickly decide whether they want to interview you or not, so it is key to make it clear that your experiences match the opportunity.

- **Candidate Summary:** Provide a strong, brief summary on your general experience. Who are you and what do you offer?
- **Demonstrated Skills and Accountabilities:** List specific details about what YOU did and were accountable for that are relevant to the opportunity description. Tactical deliverables are good.
- **Experience Highlights:** Use relevant examples from your chronological section to showcase specific experiences that support why you fit the key elements of the posted opportunity



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Career History

Cut and paste your chronological resume/career history starting on page 2 of this resume template.

- The first line should be your title (if that title is no longer relevant, add/change it to a more common title today)
- The second line should be the Company Name, Location and Dates you worked at the Company. If the Role you played was as a consultant, put Consultant and the Company (i.e., Consultant at Company, Location)
- Add a few bullets for each role on what “YOU” did in that role and what deliverables/outcomes you created and left behind. Make it detailed and tactical.
- If gap in employment of more than 3 months exists, please include reason for leave (you do not need to disclose personal/confidential information)

Please follow the template format and fonts (Calibri 11, only black font, no underline, no italic, no spaces, use bullet style/format provided and bold only where indicated on template)

CHRONOLOGICAL EXPERIENCE

Title (any title example)

Company, Location OR Consultant at Company, Location

Month Year to Month Year

- Add bullets that highlight what YOU were responsible for, what YOU delivered, what YOUR outcomes were.
- Provide tactical level details
- Add as many deliverables as you can (wireframes, status reports, budget, etc.)
- Past Tense
- No first person (“I”)

Title (technical example)

Company, Location OR Consultant at Company, Location

July 2012 to December 2013

- Built N-tier architecture for presentation layer, the Business and Data Access Layers and were coded using C#.
 - Developed application logic using C#
 - Worked on the User Interface and Business logic
 - Developed Web Forms using ASP.NET with C#, JavaScript, CSS
 - Used MVC 4.0 based web applications integrated with .Net
 - Responsible for delivering quality product and maintaining track of Requirements
 - Assisted DBAs in SQL Queries and its performance tuning
 - Used WPF to implement the graphics in windows applications UI
 - Communicated with End Users/Customer and writing Minutes of Meeting
- Enviroments: IIS 7.5, IIS 6.0, Visual Studio .NET 2008, MVC/MVVM, ADO.NET, ASP.NET, XML, XSLT, AJAX, CSS, Oracle PL/SQL JavaScript, Windows Server 2008/2003 R2, SQL Server 2008, SSRS, WPF, JQUERY

Gap In Employment

October 2011 to June 2012

- Make sure dates are continuous. If a gap in employment of more than 3 months exists, actually put “Gap in Employment” as Title, add Date(s) and a bullet with reason for gap (Personal Leave, Went back to school, Sabbatical, etc. – you do not need to disclose personal/confidential information)