



Resume Template

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Your Name: Eddie Morales

Date Due: October 29th, 2019

<p>Instructions Use this template to provide the information needed to create your resume. The instructions are listed in the column on the left side. Input your information in the column on the right side.</p>		
<p>Contact Information Content</p> <p>Name</p> <p>Title (example: Software Developer, Technologist) Address Telephone Number Email Address LinkedIn link GIT Hub info</p>		<p>Contact Information</p> <p>(302-613-9511) EDDIE MORALES Student Software Developer 818 WoodLawn Ave Wilmington DE 19805 eddiem9657@gmail.com www.linkedin.com/in/eddiemorales9657 github.com/eddiem-git</p>
<p>Professional Summary Instructions <i>Create 2 or 3 sentences describing your overall work experience/professional attributes. Be sure to match your skills, experience, and education to the employer's needs. To add impact to your professional summary, select and include a few words from the list below that best describe you.</i></p> <p><i>In addition, complete your summary with 1 sentence that describes your aspirations/area of interest as a software developer.</i></p>		<p>Professional Summary</p> <p>Student software developer inspired on obtaining skills and knowledge that will be resourceful to my passion.</p> <p>Enjoy being team oriented and motivated on showing my communication skills and hearing about I could use for myself.</p> <p>From my army background I understand how important it is that a team is consistently communication and passing around information.</p> <p>I always meet the deadline from my process of my creative thinking which allows me to being a dependable worker.</p>
Detailed Passionate Problem Solver Deadline Driven Analytical Thinker Creative Performs Well Under Pressure Highly Motivated Dynamic	Dependable Organized Strong Time Management Skills Innovative Ambitious Leader Excellent Communication Skills Team Oriented Works Well Independently & in Teams	Dedicated Strong Interpersonal Skills Adaptable Resourceful Critical Thinker Focused on Process Improvement Strong Leadership Skills Lifelong Learner Progressive Thinker

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<p>Relevant Skills <i>Include all of your technical and relevant skills. As you move through this program, you will add skills that you acquire while in the boot camp at Zip Code Wilmington.</i></p> <p>Example: Languages: Java, JavaScript, SQL Frameworks: HTML, CSS, Spring Boot, Angular, React Other: MySQL, Git, NetSuite, Salesforce, Agile, Hibernate</p>	<p>Relevant Skills</p> <p>Experience in Java Enjoy using IntelliJ Experience in GITHUB Have a understanding in Agile</p>
<p>Technical Projects <i>List your development and passion projects here. You will add/delete projects as you develop them.</i></p> <p>Example: Casino App (Group project) Worked with a team of 6 to develop a suite of 4 casino-style games using Java. Led the development of the user interfaces and game selection logic. Managed the master GitHub repository.</p>	<p>Technical Projects</p> <p>Worked on a team of 3 and built a calculator in IntelliJ and with some of the ideas we created. We also developed a ATM project where people can make transactions and open accounts.</p>
<p>Professional Experience</p> <p>Add Your Work History in Reverse Chronological Order</p> <p>Company name, City, State Month/Year you started – Month/Year you ended Use PAR Statements/Accomplishment Statements Whenever Possible VS. Job Responsibility Statements</p>	<p>Professional Experience</p> <p>List each job that you've held over the last 10 years.</p> <p>Company name, City, State Month/Year you started – Month/Year you ended Your Title</p> <ul style="list-style-type: none"> • PAR Statement • PAR Statement

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Example:

INCORRECT <p>Bank of Newark, Newark, DE Mar 2015 – Dec 2018 <i>Customer Support Representative</i></p> <ul style="list-style-type: none"> Charged with handling customer complaints Calmed down disgruntled customers Awarded employee of the month title 	CORRECT <p>Bank of Newark, Newark, DE Mar 2015 – Dec 2018 <i>Customer Support Representative</i></p> <ul style="list-style-type: none"> Handled 100+ phone calls a day Successfully resolved customer complaints and maintained a 5-star customer-satisfaction rating over 3 years Achieved customer-experience rating 25% higher than average 	<ul style="list-style-type: none"> PAR Statement PAR Statement <p>Sobieski Newark, DE Aug 2015 - Oct 2019</p> <p>Travel to several locations a day to drop off utilities that were needed at jobsites</p> <p>Maintained great reviews for 3 years +</p> <p>EJW General Contractors Wilmington DE, Mar 2010 - Dec 2015</p> <p>Worked with customers in understanding on how they layout the foundation of the own properties</p> <p>Worked with a array of people and collaborated on how we were to solve a specified objective.</p> <p>U.S ARMY NATIONAL GUARD</p> <p>Joined Aug 2010 - Aug 2013</p> <p>Supply Specialist / 92Y</p> <p>Was responsible for the safety of data obtained for supply.</p> <p>Achieved many goals and climbed many fears that I were to believe to be impossible</p>
<p>Education</p> <p>List your highest degree first (Ph. D - MA - BA - Associate) You don't need to list high school if you attended college</p>	<p>Education</p> <p>William Penn High School</p> <p>High School Diploma Graduate March 2010</p>	

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<ul style="list-style-type: none"> • List the name of the college you attended/graduated from • Location of the college • Year of graduation/attended • Major/ minor 	
<p><u>Volunteer Experience/Awards/Achievements</u> According to a survey conducted by LinkedIn, 41% of respondents consider volunteer work as valuable as paid work when evaluating candidates. List recent and/or ongoing volunteer experience no more than 3 years old. Include other information that may set you apart from other job seekers.</p>	<p><u>Volunteer Experience/Awards/Achievements</u></p> <p>Greatest achievement was acquiring my Honorable Discharge and serving my country</p>

- ✓ See the questions on the next page to help you create your PAR Statements for each job.
- ✓ Once you complete this document save it as follows:
 - Your First Name Last Name Resume First Draft 10292019
 - Example: John Doe Resume First Draft 10292019
- ✓ Attach a copy of your former resume along with this Resume Template
- ✓ Send these documents no later than 10/29/2019 to: pat@theworkwisegroup.com

Questions to Guide You as You Create Your PAR Statements for Your Resume

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- 1. What are your major responsibilities? What have been the primary challenges you faced in accomplishing them? What did you do, and how did it turn out? What resulted from your actions?**
- 2. What are you most proud to have accomplished in this role?**
- 3. How have you saved your employer time, money or increased productivity?**
- 4. What have you done, to increase sales or revenue for this employer? How did you go about doing it? What tools, skills, knowledge or software did you utilize?**
- 5. What problems did you help to solve? What did you do specifically to overcome the problem?**
- 6. How did you make life easier for your boss, your peers or others with whom you worked?**
- 7. List any awards, recognition, and promotions you received.**
- 8. How have your accomplishments in this role stacked up against others in your department, company or industry?**