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ENGLISH TRAINING CAMP

FOR DEVELOPERS

Resume Training

-- Jessie@Ottawa

简历的四大部分

- Contact Info
- Objective
- Education
- technical skill
- Working experience
- Volunteer experience（optional）

Contact Info

- Name
- Email
- Cell Phone
- LinkedIn
- Github
- Personal website

Objective

- One or two sentences long.
- The most effective **objective** is one that is tailored to the job you are applying for.
- It states what kind of career you are seeking, and what skills and experiences you have that make you ideal for that career.

- How are you going to fulfill the needs of the company

Mis

- Mistake :

1. Using the same objective for every job application

2. Making it all about you

3. Being too vague

4. Going on … and on… And on …and zzzzzz…

5. Adding absolutely No Vaule.

Being Specific

- Make sure it's tailored to not only the position, but the company as well.

- focus on how you're a benefit to the company

Examples

- *Dedicated and motivated engineering graduate seeking entry level assistant quality control manager position with Cisco*

- *Hard working Computer engineering graduate with proven web programming skills seeking to apply my abilities to the position of entry level web developer at *** Company.*

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Here is a good sample for <u>someone who is in the middle of a career change:</u>

Experienced and accomplished political campaign manager with over ten years of experience looking to leverage extensive background in crisis management, departmental organization and mass communication into an entry-level HR assistant position with Pacific 2.1 Technologies.

Here's another good resume objective for a <u>career path change:</u>

Objective: To leverage my 5+ years of client-facing experience, public speaking skills, and expertise in the health care industry into a public relations role with Happy Tree Educational Animations.

personality traits

- Passionate
- Open-minded
- Data-driven
- Honest
- Creative
- Strongly empathetic
- Overly helpful
- Self-confidence
- Problem-solving

Personality keyword

Education

The two best places for your education section are:

• Before your experience section.

• After your experience section.

• **If you've just graduated**, consider putting your education section before your experience section. more educational background than work experience at this point

• **If you're a professional who recently went back to school** to get a new degree, you may also want to consider putting your resume education section first.

• **If you are a seasoned professional**, put your experience section before your education.

• Only highest related Education | No detail

Example

Education

2009 MA in English Literature

Harvard University, Cambridge, MA

3.7 GPA

2007 BA in English Literature

University of Pennsylvania, Philadelphia, PA

4.0 GPA

Technical skill

Match the technical skills on the job requirement

- Language
- Operating system
- Database
- Data analyst Tools
- Development platform
- Extensive Knowledge

Example

Technical skills

Programming:
- Java, PHP, C, Perl
- SQL
- JavaScript, HTML, CSS,

Database:
- SQL Server, Oracle, MySQL, Microsoft Access

Extensive Knowledge:
- J2EE, Apache Tomcat, Spring Frameworks, Hibernate, AngularJS, Git, Subversion, Perforce, Maven

Operating System:
- Windows, Linux

Working experience

- Five key points for each company.

- describe your related experiences in bullet-point form.

  - what tools they worked with and what they did with them

- Start out all your bullet points with strong action verbs. Make sure to vary these verbs so you don't sound repetitive.

- When describing the roles/projects that have already ended, use action verbs in the past tense.

- Quantify your accomplishments(numbers), as much as possible.

  - Try to explain the impact of the work you've done. "Designed and implemented new X that resulted in Y% increase in synergies and $Z in cost savings". Focus on accomplishments. Maybe X% of Y due to refactoring code.

More Examples

- Developed **automated** analysis system from scratch **capable** of processing 15 million statistical operations per day.
- Built a **highly available**, **fault-tolerant** microservice architecture based on Go, Docker, Kubernetes, gRPC, and GraphQL.
- Designed and implemented a **modular**, **extendable**, and easily **maintainable** architecture for the overall system.
- Built and led a team of 7 **high-performing** software engineers.
- Self-taught software engineer with 5+ years of experience developing **robust** Spring-based Java back-end applications for **high-volume** businesses.
- Led the development of XYZ's **scalable** team messaging/collaboration platform for **asynchronous** communications.
- Refactored large legacy application into **reusable** architecture.
- Designed a **distributed** system for **interactive** analysis of **large-scale** datasets.
- Developed a **100% automated** scoring system for evaluating incoming resumes.
- Set up **highly available**, **fault-tolerant** infrastructure using AWS.

Project Examples

➤ **ATM System**   October 2015
  - Analyzed the project requirements and designed UML diagrams for system implementation
  - Developed the ATM System with 10 classes in Java
  - Built GUI of the ATM System in JavaFX
  - Coded unit test cases for this project with JUnit
  - Wrote the test plan and manually run functional test cases for this project

➤ **WP eatery**   December 2015
  - Designed a web program for the restaurant WP eatery with HTML, CSS, JavaScript, and PHP
  - Designed the WP eatery database with MySQL and implemented CRUD functions
  - Developed two main modules : customer management and login authentication with PHP
  - Run happy path and error path test cases of the login authentication module
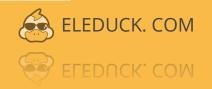
Job Example

Software Engineer Jan 2012 - Jan 2014 at Acme Software Company

Responsibilities:

- Utilized Windows WorkFlow Foundation (WWF) and C# to structure product flow
- Worked with a team to implement a customer facing product ordering website
- Initiated and lead the adoption of Typescript
- Trained new employees on code standards
- Aided in the layout of test plans for regression testing

Tools:
- Visual Studio 2012, ASP.Net, C#, Javascript, typescript, subversion

要点突出

项目：

- 人，团队

- 工具（软件，硬件）

- 项目的要求

- 应用的技术

- 实现的功能

- 解决的问题

- 成果校验，Achievement

- 书面文档，Document

Job Description

- What we get from JD?
  - technical key word
  - professional expression
- where to get more related JD
  - Linkedin: www.linkedin.com
  - glassdoor: https://www.glassdoor.com/index.htm
  - Indeed : https://www.indeed.com/

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Job examples

Senior software developer

Software Automation Engineer - Python

LinkedIn

Learn from peers' resumes

[yanmeng](#)

[resume for software developer](#)

[adam at ciena](#)

IT keyword

IT Resume "Power" Words

asynchronous	distributed	intuitive	resource-intensive
auto-scaling	extendable	large-scale	reusable
automated	fault-tolerant	maintainable	robust
capable	(fully) responsive	modular	scalable
complex	hands-on	multi-threaded	secure
concurrent	high-performing	multi-tier	stable
core	high-volume	native	stand-alone
cost-effective	highly available	real-time	testable
customer-facing	(highly) performant	reliable	user-facing
data-focused	interactive	resilient	well-tested

Resume Bullets

- [How to improve your resume](#)
- job position + key skills

For example:

IT support + key skills

[IT support analyst: job description](#)