# **Tech Resume Cheat Sheet - Entry Level**

## **Essential Sections (In Order)**

1. **Contact Info** - Name, phone, email, LinkedIn, GitHub profile
2. **Professional Summary** - 2-3 lines highlighting your tech interests and transferable skills
3. **Technical Skills** - Programming languages, tools, platforms (be honest about skill level)
4. **Projects** - 2-3 personal/bootcamp/school projects with links
5. **Experience** - Focus on transferable skills from any job
6. **Education** - Include bootcamps, certifications, relevant coursework

## **Tech Skills Section Format**

**Programming Languages:** Python, JavaScript, HTML/CSS **Frameworks/Libraries:** React, Node.js, Express **Tools & Platforms:** Git, GitHub, VS Code, AWS **Databases:** MySQL, MongoDB

## **Project Descriptions - Use This Formula**

**Project Name** | [Live Demo](https://claude.ai/chat/url) | [GitHub](https://claude.ai/chat/url) Brief description of what the app does and your role • Key technology used and why you chose it • Specific problem solved or feature implemented • Quantify impact when possible (users, performance, etc.)

## **Power Words for Tech Resumes**

* **Built/Developed** - for creating applications
* **Implemented** - for adding features
* **Optimized** - for improving performance
* **Collaborated** - for teamwork
* **Debugged** - for problem-solving
* **Deployed** - for launching applications

## **Common Mistakes to Avoid**

❌ Listing every technology you've touched briefly ❌ Using generic descriptions like "responsible for" ❌ No links to GitHub or live projects ❌ Focusing only on coursework instead of projects ❌ Including irrelevant work experience without connecting to tech skills

## **Transferable Skills From Any Job**

* **Customer Service** → User experience focus
* **Sales** → Understanding client needs
* **Management** → Project leadership
* **Teaching** → Documentation and communication
* **Healthcare** → Attention to detail and problem-solving

## **ATS-Friendly Tips**

• Use standard section headings • Include keywords from job postings • Save as both .docx and .pdf • Use simple, clean formatting • Avoid images, graphics, tables

## **GitHub Profile Must-Haves**

✓ Professional photo or avatar ✓ Clear bio mentioning your tech goals ✓ Pinned repositories of your best projects ✓ README files for each major project ✓ Consistent commit history showing activity