Creating Your Technical Resume

NAME

www.Portfolio.com   www.LinkedIn.com   www.GitHub.com
Phone
Email

Life-long seeker of knowledge and Psychology graduate who currently has his sights set on a full-time web development position. Experienced in HTML5, CSS3, Javascript, JQuery, Bootstrap, Angular JS, Firebase, Ionic Mobile Framework, Node Js, MySQL, MongoDB, Express, & Handlebars JS. Additionally, knowledgeable in the sciences as well as proficient in Spanish.

EDUCATION

Rutgers, the State University of New Jersey, New Brunswick, NJ   April 2016 - October 2016
Rutgers Coding Bootcamp - Javascript Full Stack Web Development
An intensive 24-week long bootcamp dedicated to designing and building web applications. Skills learned consisted of HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handlebars JS, & React Js.

Rutgers, the State University of New Jersey, New Brunswick, NJ   January, 2016
B.A. Psychology (Pre-Medicine Track) Major GPA: 3.8
Accolades:
- EOF Board of Directors and the New Jersey Office of the Secretary of Higher Education Award
- Office for Diversity And Academic Success in the Sciences Certificate of Achievement

APPLICATIONS BUILT

TimeHub
- A work efficiency tracker made for organizations with routine daily tasks. Presents employees with an interface which displays tasks and tracks the time done for each. For each task completion time, it is charted into a bar graph, with the manager's expected time, and dynamically emailed to said manager.
- Lead developer of a group of three
- https://time-hub.herokuapp.com/

Texting Application
- A texting application which allows individuals to dynamically chat with one another. Data persistence coupled with a user display allows for an easily accessible chat history. Interactive features are also available, such as a GIF generator.
- Sole developer
- https://texting-application.herokuapp.com/

RELEVANT EXPERIENCE

Saatchi & Saatchi   5/2015-6/2016
Freelance Art Director
•Developed original creative solutions for marketing and objectives, while maintaining creative, technical and brand standards.
•Projects included digital campaigns, on site banners, Web sites and/or landing pages, segmented email, social media, & print for clients such as Trident, Capri Sun, Enfamil.

ADDITIONAL WORK EXPERIENCE

- **Pharmacy Technician at Rite Aid Pharmacy**   10/2014 – 4/2015
- **Work Study at Archibald S. Alexander Library**   11/2011 – 7/2014

Agenda

Purpose

Formatting Tips

Anatomy of a Resume

Best Practices

Converting Your Skills

Your Turn

Your Resume tells your story...

Formatting Tips

- Keep the format simple (common fonts)
- No less than 12 pt font
- Use bold for companies
- Use italics for titles
- Limit to 1 page if under 3-5 years of relevant experience (space is real estate)
- Only send a PDF to maintain formatting
- Have an HTML version in case it is requested
- Include GitHub, Portfolio, & LinkedIn links at the top
- Do not forget your email address & phone number - make sure you check these frequently and they are appropriate

Name your Resume

- It is critical that hiring managers can locate and identify your resume. Name your document with your first and last name.
- Do NOT name your resume "Resume"

Your Name

email@gmail.com | 123-456-7891 | New York, New York

https://github.com/oprahone | https://linkedin.com/in/owinfrey | http://oprah.com

Web developer able to build a sophisticated website with full database backend all the way from mockup to rollout. Adept at working with diverse teams to implement projects. A quick study on new technologies.

TECHNICAL SKILLS

Node.js, Express, JavaScript, jQuery, React.js, React Native, GIT, Github, MongoDB, MySQL, Firebase, HTML, CSS, Bootstrap, Media Queries, APIs, JSON, REST, AJAX, the command line, computer science fundamentals, writing tests

<ADD IN ANY OTHER LIBRARIES/SKILLS THAT YOU HAVE USED IN AT LEAST ONE HOMEWORK/CLASSWORK ASSIGNMENT/PROJECT>

<REMOVE ANYTHING FROM HERE THAT YOU ARE NOT COMFORTABLE WITH OR HAVE NOT USED>

Your Summary & Technical Skills

- Limit your summary to 1-3 lines
- Which role(s) do you desire?
- What type of company do you want to work for?
- What skills do you have that apply to the role?
- How many years of experience do you have (list if more than 1)
- What is your mission?
- You are a developer, not a student
- Use 1st person singular
- List technologies that you are comfortable using and have used in at least 1 homework or project

Let's Review Some Samples

Web developer with a background in book publishing and the rare book trade. Able to build a sophisticated website with full database backend all the way from mockup to rollout. Advanced editorial skills ensure that all work is well documented. Adept at working with diverse teams to implement projects. A quick study on new technologies.

Web Developer adept at analyzing site needs and working within tight timeframes. Proficient in JavaScript, HTML5, CSS, Bootstrap, and jQuery.

Collaborative music program director and trainer comfortable working both on a team and independently. Skilled at experimenting with new technologies, frameworks, scripting languages and multimedia Web tools.

Relevant Experience

- List your experience in chronological order, most recent first
- MAX of 3 – 5 bullet points per experience & 1 – 2 lines per bullet point
- If the experience was in the past - use the past tense; if it is a current position - use present tense
- Always use active voice

Keepers Unlimited, Inc. 01/2014 – 05/2016
Art Director/Designer/Social Media Manager
- Visual Branding: Implemented and executed vision for brand identity, social media content, photography, advertising.
- Creative Direction: Directed creative development across multiple social media platforms.
- Product Management: Oversaw a visual campaign from concept to production with attention to detail.

YouTube 'n Chill (New Brunswick, NJ)   2016
Full Stack Developer
  - A web app that allows users to watch YouTube videos while chatting with other users watching the same video
  - I worked on a team, and I was responsible for the YouTube search functionality, the embedding of videos using the YouTube API, Firebase, JavaScript, jQuery, and HTML5
  - https://github.com/link-here
  - https://heroku-link

- Include projects/application you have built in the program as experience
    a. Name of application
    b. Description of the application
    c. Languages used to create the application
    d. Direct link to the application
- Tailor your bullets / experience to the job that you seek

Education

EDUCATION

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- List your education in chronological order, most recent first
- Include The Coding Boot Camp with a description of the program
- Include only post-secondary degrees
- Exclude high school education
- Include academic honors, scholarships, and awards
- Include GPA if it exceeded 3.5

Relevant vs Additional Experience

Relevant Experience

- IT Support or Communications
- Product Management
- Project Management
- Leadership roles
- Teaching / Coaching / Mentorship experience
- Graphic Design
- Help Desk roles
- Systems Integration roles
- Problem Solving roles
- Project Ownership
- Engineering roles

Additional Experience

How to format your additional experience:

- Executive Assistant, English Department, City College of New York, 2012 - 2013

- Office Manager, UCLA Continuing Education Department, 2005-2006

Best Practices

- Do highlight relevant experience
- Don't leave out your past - your passions and experience make you stand out
- Do include your GitHub, LinkedIn & Portfolio Links (when they are ready)
- Do show how your experience was full of accomplishments, leadership roles, and revenue-generating ideas
- Do express how you solved technical problems at former companies where you did not hold a relevant role

- Don't impress people with fonts
- Don't go over 1 page unless you have "a lot" of experience
- Don't include frameworks that you wouldn't feel comfortable talking intelligently about in an interview
- It is not necessary to include your address

Converting/Thinking about Your Skills

- How and why will this specific experience benefit my role as a developer?
- No one size fits all approach
- Focus on transferrable skills (leadership, accomplishments, improving productivity, increasing product flow, generating revenue)
- Get experience now that you're missing
  a. Personal Side projects
  b. Open source contributions
  c. Membership in the tech community
  d. Participation in hackathons

Now it is your turn...