

# Hack Your Resume Workshop Guide

Use this guide to:

- ★ **Build** an Employer Ready resume that will pass through an Applicant Tracking System
- ★ **Submit** your resume to Bootcamp Spot for review by a Profile Coach
- ★ **Match** your skills and background to a job description
- ★ **Tailor** your resume to make it Employer Competitive

**Step 1:** Replace the **green content** in the header, summary, and technical skills sections below with your information.

**First Name Last Name**

emailaddress@gmail.com | Phone Number | City, State

LinkedIn: \_\_\_\_\_ | GitHub: \_\_\_\_\_ | Portfolio: \_\_\_\_\_

[INSERT CAREER SUMMARY]

## TECHNICAL SKILLS

Frontend: HTML5, CSS, JQuery, Javascript, Bootstrap, AJAX, SASS,

Backend: MySQL, MongoDB, Express, ReactJS, Node, Handlebars, Firebase, AWS, Webpack, Gulp

**Step 2:** Decide what order to arrange the following sections in so that they highlight your most relevant background first.

**Hint:** They are in the recommended order for most bootcamp students with no prior industry experience.

## PROJECTS

**Project Name** | Repo | Deployed

Role in Project

- 1-liner - What does the app do?
- 1-2 sentences on what the project accomplishes and your responsibilities
- Tools/Languages:

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**Project Name** | Repo | Deployed

Role in Project

- 1-liner - What does the app do?
- 1-2 sentences on what the project accomplishes and your responsibilities
- Tools/Languages:

**Pro Tip:** If you have past relevant work experience prior to your most recent role and would like that role to be featured **first in your work experience** section do the following:

1. Create two work experience sections - 'Relevant Work Experience' and 'Additional Work Experience'
2. Under the relevant section include bullet points describing your accomplishments, etc and under the additional section reduce the number of bullets or do not include any bullet points.

## WORK EXPERIENCE

**Company Name** Month Year - Month  
Year  
*Job title* City,  
State

- Start with a strong adjective + include: accomplishments, metrics, awards, and process improvements
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**Company Name** Month Year - Month  
Year  
*Job title* City,  
State

- Start with a strong adjective + include: accomplishments, metrics, awards, and/or process improvements
- Start with a strong adjective + include: accomplishments, metrics, awards, and/or process improvements

## EDUCATION

School, Location Grad Month  
Year  
Degree/Certification Attained

School, Location Grad Month  
Year  
Degree/Certification Attained

**Step 3:** If you have **gaps in your experience over 6 months within the past 10 years** and would like to highlight what you were up to during that time you can include the following topics: **volunteer roles, a booklist, and conferences attended, and awards received.**

Whether you have a gap or not, any additional sections or topics on your resume should **always directly relate** to your relevant experience/skills for the roles you are applying to.

**Pro Tip:** Keep in mind that the content for these sections can also be added to your LinkedIn profile and/or on your portfolio.

**Step 4:** Delete all of the help text in boxes and make all of the remaining text above **black.**

**Step 5:** Submit your Employer Ready resume to Bootcamp Spot for review by your Profile Coach.

## **Make It An Employer Competitive Resume**

**Step 6:** Get your resume **Employer Competitive** by tailoring for specific roles and companies.

**Option 1:** Use the ThoughtWorks company description and **job descriptions below** that fit the typical roles you are looking for and tailor your resume to that description.

**Option 2:** Select a company you are planning on applying to and tailor your resume to one of their roles.

**Step 7:** Submit your Employer Competitive resume to your Career Director for review and feedback.

**Hint:** Provide your CD with the job description for reference.

## Company & Role Tailoring Notes

Task	Your Research Notes
<b>Include the job title</b> <ul style="list-style-type: none"><li>• Possible Resume Sections: Summary, Projects and/or Experience</li></ul>	Job Title:
<b>Pull your skills from the job description</b> <ul style="list-style-type: none"><li>• Tech Skills Examples: HTML, Python, Javascript, etc.</li><li>• Non-Tech Skills Examples: Communication, teamwork, organization, etc.</li></ul>	Tech Skills: <ul style="list-style-type: none"><li>•</li><li>•</li></ul> Non-Tech Skills: <ul style="list-style-type: none"><li>•</li><li>•</li></ul>
<b>Find common keywords in job descriptions</b> <ol style="list-style-type: none"><li>1. Select and copy the text from the description.</li><li>2. Paste selected text into a text box to generate a word cloud using <a href="http://www.tocloud.com">www.tocloud.com</a> or <a href="http://www.wordle.net">www.wordle.net</a>.</li><li>3. Include keywords enlarged by the word cloud or listed as frequently used.</li></ol>	Keywords: <ul style="list-style-type: none"><li>•</li></ul>
<b>Research the company</b> <ul style="list-style-type: none"><li>• Facts: Mission, Culture, Products, Brand, etc</li><li>• What about the company appeals to you?</li></ul>	Facts: <ul style="list-style-type: none"><li>•</li><li>•</li></ul> Company Appeal: <ul style="list-style-type: none"><li>•</li><li>•</li></ul>

## ThoughtWorks Company Overview & Job Descriptions

### About ThoughtWorks:

At ThoughtWorks we are a diverse community of bright and passionate individuals. We value diversity, and treasure mixing people from different cultures, genders, and backgrounds, as such we welcome you to bring all your uniqueness to our team. Working here is refreshingly different!

ThoughtWorks has been at the forefront of agile software delivery for a long time and most likely, ThoughtWorkers have written some of the articles and books you read about it. As a Front-end Developer your work starts well before delivery with helping to build hi-fi prototypes with HTML/CSS, JQuery, React, Vue or other frameworks you're familiar with.

As a member of a cross-functional team, you will work closely with other Developers, Business and Quality Analysts, delivering value from day one and be the driver for excellence on all things front-end.

Job Title	Jump To Description
Front-End Developer	<a href="#">Link</a>
User Experience Designer	<a href="#">Link</a>
Quality Analyst (Data)	<a href="#">Link</a>
Cyber Analyst	<a href="#">Link</a>
Financial Planning Analyst	<a href="#">Link</a>
Content & Communications Specialist	<a href="#">Link</a>

## 1. **Job Title:** Front-End Developer

### **Pre-Delivery Phase:**

You will work closely with your teammates, who will not be limited to just Frontend Developers but other roles as well. In some cases you will be also on the client site, helping iteratively build hi-fi prototypes with HTML/CSS plus React, JQuery (or any other framework you are good at such as Angular, Vue) based on sketches or wireframes.

### **Delivery Phase:**

- You will continue to refine your hi-fi prototype work for iterative user-testing, which you may also be invited to observe user's behaviors, find out those improvements and modifications;
- You will be expected to use your HTML/CSS/JavaScript skills to create a nice and clean Component-Based UI pattern library/framework that Back-end Developers can re-use in the future;
- You will assure the quality of elegant front-end code, including HTML, CSS, and JavaScript, and also to ensure consistency of the user interface across multiple platforms;
- You will sometimes pair with our Back-end Developers working on development tasks (we call them “user stories”);

### **As a ThoughtWorker, You Will Be Able To:**

- Work in an informal, collaborative, transparent, non-hierarchical culture where your talent is valued over a role title
- Work alongside talented and like minded people
- Design, build, and test critical and complex custom-designed, multi-tier, business applications that use a wide range of the very latest technologies

- Work on and mentor Agile, Lean, and Continuous Development testing best practices
- Shape the future of ThoughtWorks and the wider IT community by leading and/or contributing to events within ThoughtWorks
- Be a part of an organisation that is as committed to social responsibility as it is to technology and innovation
- Leverage the greater ThoughtWorks global community to learn and grow your personal skills

## **2. Job Title: User Experience Designer**

### **The Basics:**

You are dedicated to simplifying the business and end user goals, and ThoughtWorks is known for providing solutions. Our UX Designers research, discover, and create solutions for business problems through an understanding of the end users.

Rather than being boxed-in, our UX Designers are flexible thinkers when it comes to business strategy, design, and problem solving. We possess an innate curiosity for why people do what they do. We use qualitative research, rapid prototyping, and business value analysis in an iterative agile delivery environment.

If you want to bridge the gap between business and design, you want to work at ThoughtWorks.

### **As a UX Designer you'll get to...**

- Work alongside teams of managers, stakeholders, business analysts and developers
- Act as an end user advocate
- Help the client to understand the value of end users to their business
- Mentor and evangelize agile and lean design principles
- Work in an informal, collaborative, transparent, ego-free culture where your talent is valued over your title
- Develop your career outside of the confines of a traditional career path by focusing on what you're passionate about instead of a predetermined, one-size-fits-all plan
- Make a real impact outside of work by leading and/or contributing to communities within ThoughtWorks
- Freely voice your ideas and views as part of continuous open and passionate debate on the merits of guerrilla testing to global human rights issues
- Be a part of an organization that is as committed to social responsibility as it is to technology and innovation

### **You will bring...**

#### **Experience**

- Ability to create rapid, iterative, and low-fi prototypes
- Knowledge of tools and concepts around human-centered design
- Qualitative research skills in user discovery
- Experience in user testing, story telling, and translating between business and technical jargon
- Strong business acumen; ability to relate, understand, grasp concepts, and interpret client/user needs
- Active participant in the UX community

## **Bonus Skills**

- A good theoretical and practical grasp of interaction design issues, the continually evolving vocabulary of interaction and UI design, and an ability to explain this simply to others
- Quantitative research experience
- Has experience with UX in an agile development environment
- Extensive business and client management skills

## **3. Job Title: Quality Analyst (Data)**

### **The Basics:**

At ThoughtWorks, testing (especially test automation and Agile testing) is central to our delivery methodology. ThoughtWorks has contributed significantly to Open Source testing tools, such as Sahi, Selenium and SharpRobo and we are at the forefront of automated testing practices. Our testing capability is amongst the most advanced in consultancies anywhere and we are frequently advising clients on testing strategies and tools. We are looking for sharp, forward looking individuals with varying levels of work experience with an aptitude for learning new domains and testing methodologies.

### **The Key Aspects Of The QA Analyst Role Include**

- A hands-on tester who is comfortable across a whole range of functional and cross-functional testing
- Demonstrate experience with exploratory testing, not just working to test plans
- Ability to demonstrate strategic thinking when developing tests
- Experience testing multi-tier web-based applications
- Understanding of full life cycle development right from the requirements gathering to delivery
- Ability to triage failures, identify root-cause, and define corrective actions
- Awareness of test automation and ability to spot points of value in the process
- Using scripting to create automated tests
- Experience of, or interest in, working with Open Source testing tools like Selenium
- Feel comfortable working closely with developers, business and other quality analysts and clients in a highly collaborative environment
- A knowledge of testing within an Agile development environment
- Passion for technology and software quality

### **To Rise To The Challenge, You'll Need**

- 2 to 4 years experience in Testing (manual and automation) of business software applications [Web/Mobile/Big-Data Applications]
- Exposure with API automation testing (Eg. RestAssured)
- Experience with any Open Source tools like Selenium, Watir, Sahi etc and Knowledge of Scripting Languages, like JavaScript, Python, Ruby, etc
- Hands-on with any OOPS programming Language (Java/Ruby/Dotnet/Javascript etc)
- Ability to write simple code to test applications

- Knowledge of SQL
- Experience in Agile / BDD environment is preferable.

#### 4. Job Title: IT Support Analyst

Workspaces is an internal function of ThoughtWorks that works closely with ThoughtWorkers and our Clients, in our offices and on client sites. But we do more than just IT support, we are a team of passionate and forward-thinking people, who work closely with our stakeholders to determine and execute strategies to enable consultants, clients, and guests to work effectively - in our offices and on client sites.

#### I'm interested, what are you looking for?

Our Workspaces team is seeking an eager entry-level IT support analyst to join them in their San Francisco office. No prior work experience in this role needed!

Independent but collaborative working is the key. We're looking for someone who is self-motivated and is as happy working on their own as they are working as part of a team. You'll need to be organized and able to prioritize local tasks with regional projects. We're looking for someone who's both curious and passionate about technology, loves being part of a collaborative and highly supportive team. While you will work alongside a great team across North America, the real stakeholders are people in our offices. **Experience setting up A/V equipment is a must!**

This is not a call center, you'll be working alongside the people you help; taking on regular feedback from our colleagues and customers to ensure we find the best possible solutions for everyone. We have very ambitious plans for our team and need the right people on board to deliver projects, roll out products and develop a vision on how we will make our offices even better using IoT and the latest tech.

#### What can I expect when I join?

A whole lot of learning! The team provides a full range of IT related services; including PCs, laptops, video conferencing software and corporate mobile devices. A vast majority of our users are Macs. You have the opportunity to learn the technical skills (we have experts in anything from Macs to networking in the wider TechOps team), communication, stakeholder management and so much more.

We are more interested in finding someone who has a **high aptitude for learning** tech than actual tech knowledge but in case you were wondering, here are some of the technologies that you will be exposed to in this role:

- Operating systems including iOS and Mac OSX, Windows and/ or Linux
- Lenovo, Apple, Amazon Kindle
- Providing outstanding customer service and support various products used by ThoughtWorkers such as video conferencing by Zoom, Sophos, G Suite tools, Okta, Sumo Logic, AWS
- Written documentation, updates and root cause analysis on IT issues to ZenDesk ticketing system
- Understanding the importance of Information security

#### 5. Job Title: Financial Planning Analyst

ThoughtWorks is a global IT consultancy that delivers disruptive thinking to clients with big ambitions. Our people are the driving force behind everything we do and one of our key themes is for our staff to continually learn, grow and thrive. High performing teams are a given at ThoughtWorks, and Finance is no exception, acting as a partner to the business providing high quality financial information for decision making.



This role will be responsible for reviewing, analysing and providing insight on financial information to key internal stakeholders. A key business partner throughout the organisation providing value-adding financial analysis to enable effective decision making.

### **Key Responsibilities**

- Provide analysis, management support and critical insight into all aspects of the business.
- Preparation of monthly management accounts and reporting deck including analysis of key variances and commentary
- Business Planning and Forecasting
- Revenue performance, pipeline and gap reporting.
- Provide business sector and customer profitability review and analysis.
- Communicating financial and performance information throughout the business and driving enhanced financial awareness.
- Be the point of contact for revenue audit

### **Key Requirements**

- CA/CPA Qualified.
- 4-5 years accounting experience
- Strong reporting and analytical skills combined with commercial acumen
- Advanced Excel skills.
- Must have the ability to concisely communicate financial information to a broad audience including senior and non-financial colleagues.
- Excellent Written and verbal communication skills.
- Customer focused and used to prioritising
- Have a strong work ethic and desire to help drive efficiencies and improvements in reporting and analysis.

This is a great opportunity to develop and fast track your career whilst the company is in an exciting growth phase. The company offers a collaborative work environment where you are empowered and will be recognised for your contribution.

## **6. Job Title: Content & Communications Specialist**

### **Background**

ThoughtWorks, a fast growing technology company with 6,000 people around the globe, is seeking an experienced Content and Communications Specialist to join our dynamic Australian business. Sitting within the Australian Marketing team, this role will be responsible for all local marketing content production and internal comms.

The successful candidate will execute all content production for the Australian Marketing team from the creation/editing of Insights blog posts to client stories, campaign content and eBooks.

This role will also have responsibility executing the Australian internal communications strategy and acting as the main contact point for our leadership team.

## **Responsibilities Will Include But Not Limited To:**

- Execution of a content marketing plan to support the Marketing team's recruitment and demand marketing objectives
- Online content creation, in line with local priorities, working with our industry influencers and global subject matter experts, translating their original thinking into compelling marketing material
- The creation of client stories, bringing some of our most innovative work to life, showcasing our expertise and unique capabilities
- Working collaboratively with the AU leadership team, you will support the delivery of a relevant, timely and effective internal communications plan to support the business objectives
- Ensure organisational initiatives and projects are successfully communicated to employees and stakeholders
- Social media, working with the local marketers on our social media requirements - organic and paid
- Award submission development
- Assist the marketing team with development and execution of campaign content plans and associated reporting to track effectiveness
- Collaborating with our PR partners to support the creation and distribution of media content.
- Events logistics coordination where required

## **The Candidate**

As well as having strong written and verbal communication skills, you will have strong prioritisation skills, and the ability to manage multiple stakeholders to meet deadlines.

Strong writing and editing skills for a variety of audiences is also desired. Experience in a marketing or communications team, especially executing and structuring internal communication, preferably for a B2B Tech or Services organisation, is sought after.