



Hack Your Job Search: Chapter 4 Worksheet

In Chapter 4, “Creating a Resume & Portfolio” you learned about how to put together a base resume. This worksheet will encourage you to set up your own resume and portfolio so they’re ready to go when you start interviewing.

You’ll start by creating a new resume. If you already have one you like, review it to make sure it conforms to the proper formatting.

Note that most popular editors have resume templates you can use for a professional look, including Google Docs, Microsoft Word and more. Canva (<https://www.canva.com/>) also offers professional-looking resume templates.

1. Divide the resume into four sections.

As chapter 4 explained, your resume should have four sections:

- Header
- Experience
- Education
- Skills

If you have just graduated and don’t have any relevant work experience, put your **education** section first. If you have some on-the-job experience, even internships, put the **experience** section first.

For right now, just get the necessary information into each section. Worry about formatting later.



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2. Research relevant job posts.

Now, find a job listing to which you'd like to apply. Read carefully through the job posting and note what they're looking for. You might want to highlight terms. Look back at Chapter 3, "Researching the Market & Deciding Where to Apply" for a refresher on how to decipher listings.

List all the skills mentioned in the job posting:

Circle the skills you can reasonably claim to have. Now, make a copy of your resume and save it using the company and role you're applying for. This will be your customized version.

Make sure these circled skills appear at the top of your new job-listing-specific resume.

3. Review the expectations.

What does the listing expect the successful candidate to do once hired? Write the job expectations here:



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Think back over your educational and work experience and revise those sections to include similar things you've worked on or qualifications you've developed. Don't leave out soft skills like writing reports, making presentations or working in a team.

4. Ask for feedback.

Finally, polish your resume's formatting, then ask a peer or mentor to read over your revised resume alongside the job listing. Consider their suggested improvements, revise one more time and then apply for that job!

5. Creating your GitHub portfolio.

Chapter 4 also guides you through creating a portfolio. Unless you're applying for front-end or design roles, both of which require a portfolio website, plan to use GitHub as your portfolio.

Here's a list of basic skills you should be able to demonstrate in the programming language of your choice:

- Creating a simple application.
- Writing a test.
- Commenting code.
- Creating functions, classes and types.



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Think back on all the projects you worked on during your bootcamp or course of study. List them here:

Now, make sure each project is available on GitHub or your personal portfolio website. List the most in-depth projects above the others. Make it clear which skills you're demonstrating in each.

Finally, double-check that you link to your GitHub or portfolio website from your resume and from your LinkedIn profile.

6. Ask for feedback.

Ask a trusted friend or mentor to take a look at your GitHub portfolio and give you feedback. This is a good way to catch any errors you might have missed or come up with ideas for making your portfolio look stronger to a hiring manager.
