# Writing your Resume

#### Introduction

\* A resume is not the only thing that matters in getting a job.

\* Networking and Interviewing is just as if not more important than your resume.

\* Your resume is a highlight reel

\* You must be active and persistant with reaching out to contacts. Don't wait!

#### Writing Your Resume

\*\*\*Typos MATTER!\*\*\*

\* Your resume must be consistent

\* Put periods on all your sentences or none of them. There is no middle ground

\* Everything must be written the same way. If you write JS as "JavaScript" it should be written like that everywhere

\* DO NOT have one bullet say "PostgreSQL" and another say "PSQL"

\* This also goes for dates, font sizes, font styles, bold, underlined, and especially tenses

\* `This consistency must be seen on EVERYTHING`

\* Wording, tenses, dates, everything

\* Any resume you post on a job site

\* Your LinkedIn Account

\* Anything sent to recruiters

\* Your LinkedIn can be longer than your resume.

\* Your resume is the highlight reel you choose to show to the specific job you are applying for.

\*\*\*Sentence and Phrasing\*\*\*

\* When discussing your accomplishments remember that it's not always a programmer reading your resume

\* It could be a person from Human Resources or even a tech recruiter looking for some buzzwords

\* Make sure to explain your accomplishments in a way that appeals to as many audiences as possible

\* Write your resume using this pattern

\* `Verb -> Accomplishment -> Technologies`

\* You can then follow with more information about that project

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\* Built a Whiskey API using Express.js, and SQLite3.

\* Utilized this API for students to practice making CRUD and/or AJAX requests.

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\* Utilize this format even for none programming experiences

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\* Implemented a survey process to target At-Risk students using the CRM tool Hobsons Retain.

\* Increased the rate of instructor responses for the survey.

\* Increased retention among freshmen and sophomore students by 20 percent.

\* Decreased the time between distribution of the survey to following up with students.

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\* Your experiences carry more weight than your education

\* UNLESS you are just getting out of school, or have no experience yet.

\* Or you went to a very prestigious institution

\* Your experiences should always include

\* Your title

\* The dates you were there. (can be month/year, doesn't need to include the day)

\* Company name

\* Location

\* Your responsibilities and accomplishments

\* Try to make this part as relevant as possible to the job you are applying to

\* Speak more to your results and quantify them wherever you can. USE NUMBERS!!!

\* Accomplishments holds more value than what your responsibilities were

\*\*\*Your Resume Should Have The Following\*\*\*

\* `Contact Info` - ALWAYS at the top of the page

\* Name

\* Github

\* LinkedIn

\* Email

\* Phone

\* Portfolio Page

\* `Skill Section`

\* There should be a clear section for you to list your skills

\* You should put the most relevant skills to that specific job at the top

\* `If a job wants javascript move your javascript skills to the top of the section`

\* `If it wants python move your python skills to the top of the section`

\* `Work History / Experiences`

\* This should be towards the top of the page

\* Your projects should be included in the Experience section

\* Include your Immersive Experience at Byte

\* `Education`

\* Does not need to be elaborated on UNLESS

\* You are just out of school

\* Went to a prestigious institution

#### Action Verbs

\* Don't keep using the words "Built" or "Spearheaded"

\* Google (or Bing...) some other action verbs for yourself

\* [Heres One List off Google](https://www.wellesley.edu/sites/default/files/assets/departments/cws/files/complete\_list\_of\_action\_verbs.pdf)

\* [Heres Another List off Google](http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf)

#### Job Sites

\* Glassdoor

\* Hired.com

\* Liquid Talent

\* Angel.co

\* Dice