

Resume Writing

- Header: Name, city, phone number, email
 - o GitHub, LinkedIn, personal site ← Make all of these links
- About Me: Short and sweet blurb about you
- Skills: Ruby, Ruby on Rails, JavaScript, HTML, CSS, SQL, Test Driven Development, Activerecord, Git, jQuery, HAML, SASS, SQL (PostgreSQL and Sqlite), Heroku
 - o What other skills do you bring from previous jobs?
- Personal Projects: What are you proud of? Show it off!
- Experience: Be sure to use dates! Add Dev Bootcamp under Experience. If you stay for phase 4 add TA as your job title and leverage the fact you are doing code reviews, mentoring students, helping them refactor their apps, etc.
- Education: Be sure to use dates! This should be at the bottom. If you choose to add Dev Bootcamp, keep it short and sweet, such as: "19 week web development intensive"
- Non-traditional Items:
 - o Open source contributions detailed
 - o List technologies based on level of expertise

About Me

- How do you want your dream company's hiring manager to view you after reading this statement?
- A big, bold opening line
- Who you are
- What you do
- How you got here
- Your big why

Buzzwords to Minimize

- | | |
|-----------------|------------------|
| - Responsible | - Expert |
| - Strategic | - Organizational |
| - Creative | - Driven |
| - Effective | - Innovative |
| - Patient | - Analytical |
| - Perfectionist | |

Formatting Strategies

- | | |
|--|--|
| - Stick to 1 page | - Begin each duty with an action verb |
| - Quantify as much as possible | - Be concise but descriptive |
| - Keep your formatting consistent | - Tailor each resume to the company or job |
| - Do not include references | - "References Available Upon Request" |
| - Make your name large to draw the eye | |

Writing Cover Letters (via [The Muse](#))

1. Gather your materials
 - o Job Listing
 - o Resume
 - o GSD Attitude
2. List the job qualifications and recurring 'big idea' terms
3. Write down your roles and experiences
4. Play favorites
 - o Match up your experiences from #3 with requirements and ideas from the job description in #2
5. Write it out
 - o Body #1 – Choose a primary experience
 - o Body #2 – Choose another primary experience
 - o Body #3 – Choose your own adventure based on the company
6. Nail the opening
 - o Paint a captivating picture, or call out the most important critical thing you want the hiring manager to know about you
7. Wrap it up
 - o Lay out how you can be reached
8. Final details
 - o ~~“To Whom It May Concern”~~ or ~~“Dear Sir or Madam”~~
 - o “Dear Hiring Team” or “Dear Dev Bootcamp SF Team”
9. Proofread
 - o Send to your accountability buddy to review
10. Send it off
 - o Start prepping for the interview!