

## FULL NAME

City, State • Phone Number • Email • <http://linkedin.com/in/myprofile> • [Portfolio](#) • [Github](#)

**IMPORTANT:** This template is for the exclusive use of **REDACTED** fellows and should not be shared with individuals outside of our program. All text in italics and marked as examples should be deleted and replaced with your information when creating your resume. Keep all instructional text, best practices, and notes (not in italics) for your reference until you've completed your resume, then delete them too. 😊

## BEST PRACTICES

- **Format:** Use Arial, Calibri, or Georgia font with maximum 2 sizes (header and body)
- **Margins:** Set to 0.5" (top/bottom) and 0.75" (left/right)
- **Verb Tense:** Use present tense for current roles, past tense for previous roles
- **Action Verbs:** Begin each bullet with strong action verbs (e.g., Developed, Implemented, Managed)
- **Quantification:** Include specific metrics/numbers to demonstrate impact
- **Tailoring:** Research at least 3 job descriptions for each type of role you're interested in and identify common keywords/skills to incorporate into your resume. You can also create individual resumes based on job descriptions if you so choose to
- **Length:** Keep to 1 page
- **Section Order:** If you have relevant work experience in your target field, place the Experience section before Projects. If you lack relevant work experience, showcase your Projects section before Experience to highlight applicable skills.
- **Proofread:** Eliminate all grammatical errors, typos, and inconsistencies

## SUMMARY

### INSTRUCTIONS FOR WRITING YOUR SUMMARY:

- Start with your professional identity (e.g., "Web Developer," "Data Analyst," "UX Designer")
- Mention your training at The Knowledge House and key technical skills
- Include any notable achievements (hackathons, awards, special projects)
- State the specific role you're seeking and what you can contribute
- Keep it concise (4-6 lines maximum)
- Focus on your future goals rather than extensive experience
- Use keywords relevant to your target industry and role

**[EXAMPLE SUMMARY - DELETE THIS ENTIRE SECTION AND ADD YOUR OWN]**

*Web Developer with hands-on experience in full-stack development from The Knowledge House Innovation Fellowship. Skilled in JavaScript, React, and Node.js, focusing on creating responsive user interfaces and RESTful APIs. Awarded 2nd place in the 2025 NYC Tech Hackathon Hackathon for developing an accessibility-focused community application. Seeking a Front-End Developer role where I can leverage my technical skills and collaborative approach to create impactful digital solutions.*

## SKILLS

Technical Skills: *JavaScript, React, Node.js, Express, MongoDB, HTML5, CSS3, Git*  
Development Tools: *VS Code, GitHub, Heroku, Figma, Chrome DevTools*

## EXPERIENCE

**Company Name • City, State**  
*Job Title*

**Month Year - Month Year**

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- Begin each bullet with a strong action verb followed by what you accomplished and the positive result (Action + Accomplishment + Result)
- Focus on achievements and contributions that demonstrate skills relevant to your target tech role
- For non-tech jobs, highlight transferable skills like problem-solving, communication, and teamwork
- Quantify your impact with specific numbers and metrics (% , \$ , time saved, etc.)
- Limit to 3-5 bullet points per role, emphasizing your most impressive contributions

**[EXAMPLE EXPERIENCE - DELETE THIS ENTIRE SECTION AND ADD YOUR OWN]**

**McDonald's • Phoenix, AZ**

**June 2022 - Present**

Cashier

- *Process over 100 customer transactions daily with 99.8% accuracy, resulting in reduced wait times and improved customer satisfaction scores by 15%*
- *Collaborate with kitchen staff to ensure order accuracy and timely delivery, decreasing customer complaints by 20% in the first three months*
- *Maintain clean and organized front counter area while managing inventory of essential supplies, contributing to the location's consistent 95%+ health inspection rating*
- *Train 5 new cashiers on POS system and customer service protocols, reducing onboarding time from 2 weeks to 10 days*
- *Implement suggestive selling techniques that increased average transaction value by 8%, contributing to the store's 12% revenue growth*

## PROJECTS

**Project Title**

**Month Year - Month Year**

- Structure each bullet as Action + Technology + Outcome (e.g., "Developed a responsive interface using React that increased user engagement by 25%")
- Specify the exact technologies, frameworks, and programming languages used
- Explain your role in the project if it was collaborative work
- Detail the challenges you overcame and your problem-solving approach
- Include measurable results: user metrics, performance improvements, or feedback received

**[EXAMPLE PROJECT - DELETE THIS ENTIRE SECTION AND ADD YOUR OWN]**

**McFans Secret Menu Community**

**May 2025 - July 2025**

- *Developed a responsive web platform using React, Node.js, and MongoDB that allows users to share and vote on McDonald's secret menu items*
- *Implemented JWT authentication system supporting 500+ registered users within the first month of deployment*
- *Designed and built RESTful API endpoints for user profiles, menu submissions, and voting functionality*
- *Conducted user testing with 25 participants, resulting in UI improvements that increased average session duration by 40%*
- *Utilized GitHub for version control and Agile methodology for project management, completing development ahead of schedule*

**[EXAMPLE HACKATHON PROJECT - DELETE THIS ENTIRE SECTION AND ADD YOUR OWN]**

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**AccessCity - NYC Tech Hackathon 2nd Place Winner**

**March 2025**

- *Led a team of 4 developers to build an accessibility-focused community platform that helps users find and rate wheelchair-accessible locations*
- *Designed and implemented the front-end interface using React and Material UI, creating an intuitive user experience with accessibility features*
- *Developed geolocation functionality that maps accessible routes and entrances using Google Maps API integration*
- *Presented solution to a panel of industry judges, winning 2nd place among 30 competing teams*
- *Implemented feedback system allowing users to contribute real-time accessibility information, collecting 200+ location reviews during beta testing*

## EDUCATION

**The Knowledge House, Bronx, NY**

**Expected Graduation December 2025**

*Innovation Fellowship - Web Development Track*

**[EXAMPLE EDUCATION BULLETS - DELETE THIS ENTIRE SECTION AND ADD YOUR OWN]**

- *Completed 400+ hours of intensive technical training in full-stack web development*
- *Developed 5 web applications using JavaScript, React, Node.js, and MongoDB*
- *Collaborated on team projects using Agile methodology and GitHub for version control*
- *Participated in technical workshops led by industry professionals from Google, Microsoft, and IBM*
- *Won "Most Innovative Project" award during end-of-program showcase for developing an education app*

**University Name, City, State**

**Graduation Month Year**

Degree - Major/Concentration GPA (if above 3.0) **Note:** Include your graduation year only if you graduated within the last 3 years; otherwise, you can omit the year and include only the degree earned.