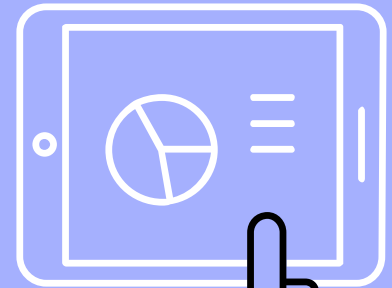
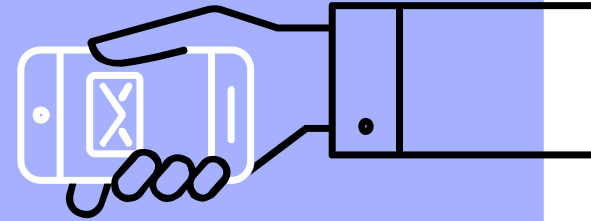
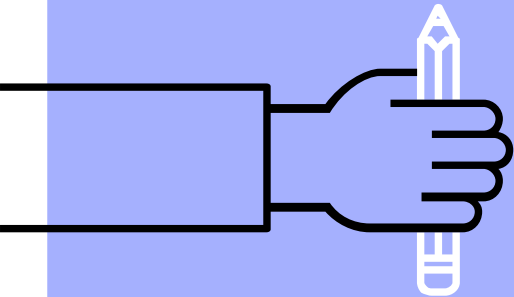
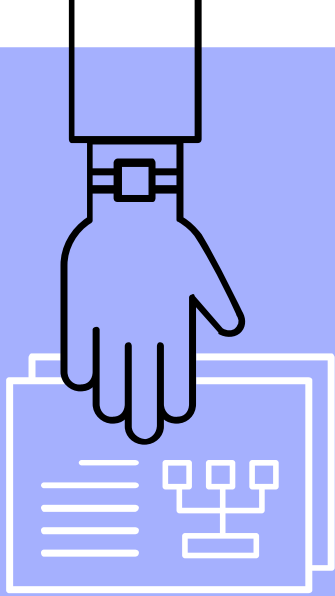
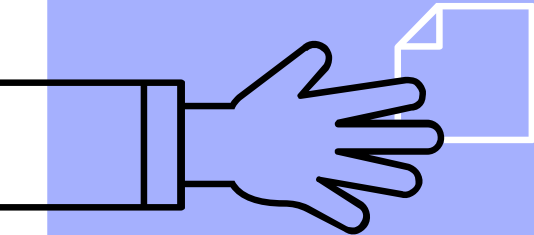
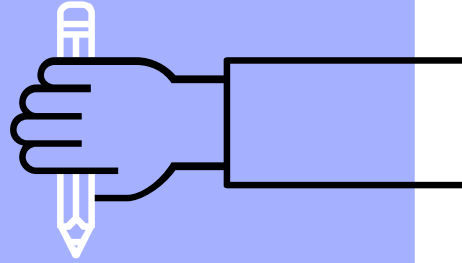


# Resume Building 101



# Building a Great Resume!



# What makes for a great resume?

1. Easy to read
2. Tells a story
3. List accomplishments, not tasks
4. Buzzword/cliché free
5. Honesty
6. Is concise



# Hosting your Resume

Creddle

♦ Make sure to publish!

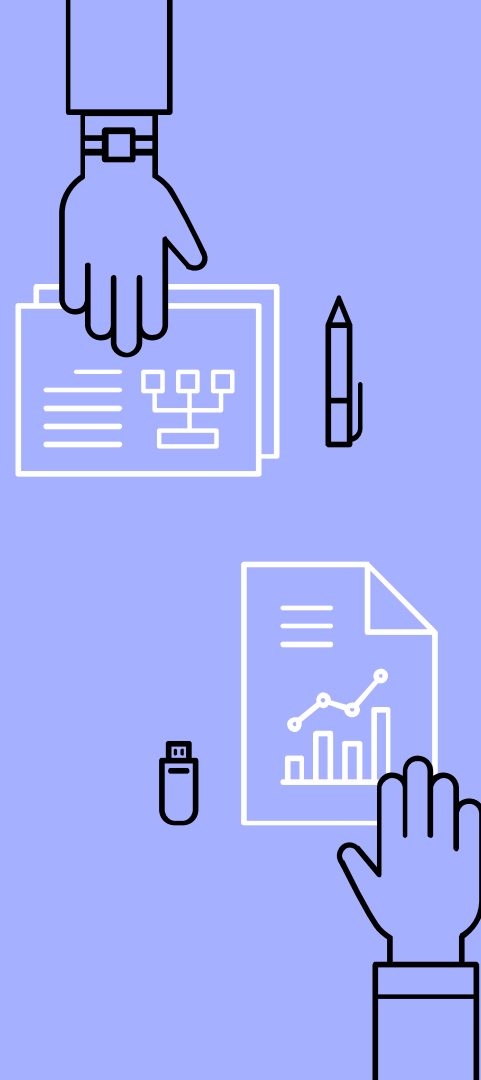
- » Visual CV
- » Canva
- » ineedaresu.me
- » Resumes.com
- » Dropbox
- » No PDFs/Docs!

Refer to the [Career Search Hub](#) (PW: LHLCS)



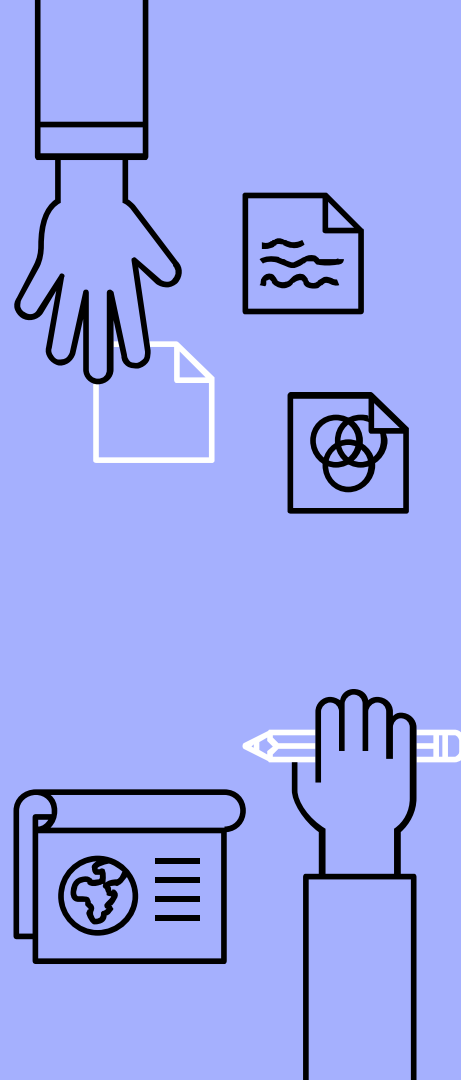
# Keeping the same URL/ Link

- » Creddle
  - ◇ Your public link always stays the same
- » Dropbox
  - ◇ Replace the file with the same name without deleting your old version!
- » Google Docs
  - ◇ Upload new version, your public link will stay the same.



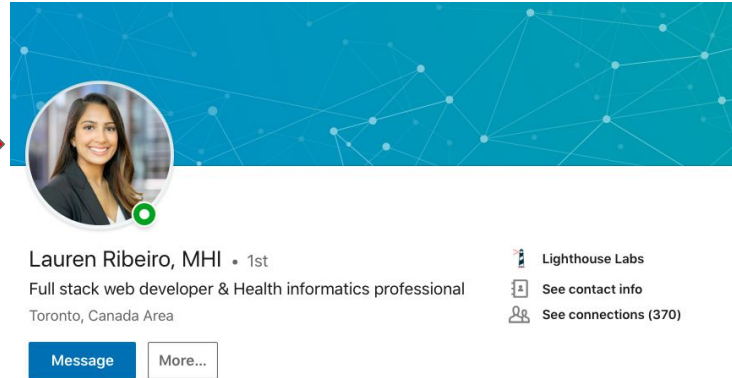
# Resume pieces we'll cover today:

- ▶ Contact Info
- ▶ Summary
- ▶ Skills (Languages, Frameworks/ Libraries, Databases)
- ▶ Education
- ▶ Projects (Linked)\*\*\*\*
- ▶ Work Experience
- ▶ Other (Optional): Volunteer, Extracurricular, Interests, anything else!



# Thinking about LinkedIn

Professional photo & Title



## Experience



### Career Services Coordinator

Lighthouse Labs

Sep 2018 – Present · 3 mos  
Toronto

Lighthouse Labs was created by a group of software developers with a passion for code, mentorship, and education. Our mission: to continuously find the best ways to train the next generation of developers and to transform the way tech education is delivered. With over 100 mentors and 1300+ graduates who have joined the ride, we aim to empower students to master the craft of software development, launch careers, and contribute to the incredible growth of Canada's tech industry.

As Career Services Coordinator, I work directly with each student and a network of ... See more

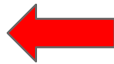


### Campus Tour Guide

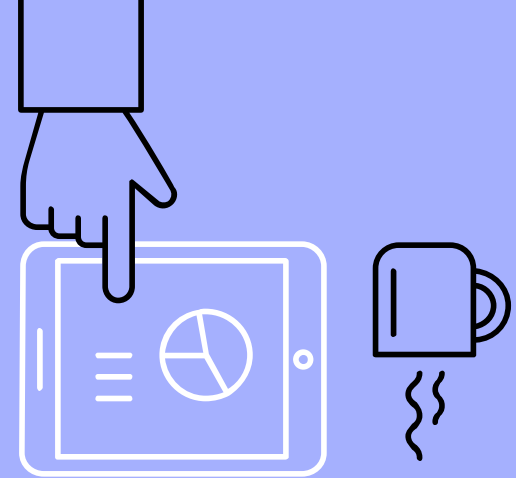
Queen's University

May 2014 – Jun 2018 · 4 yrs 2 mos  
Kingston, Ontario

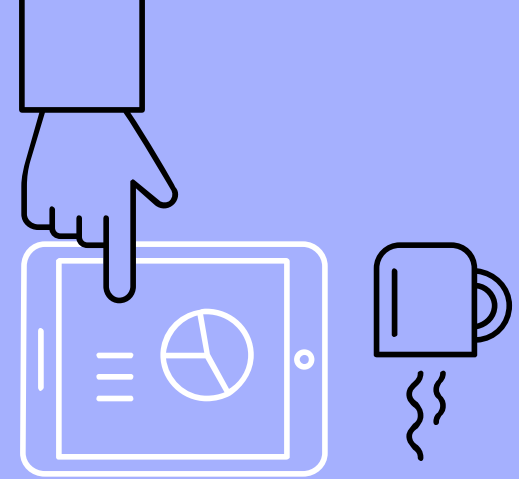
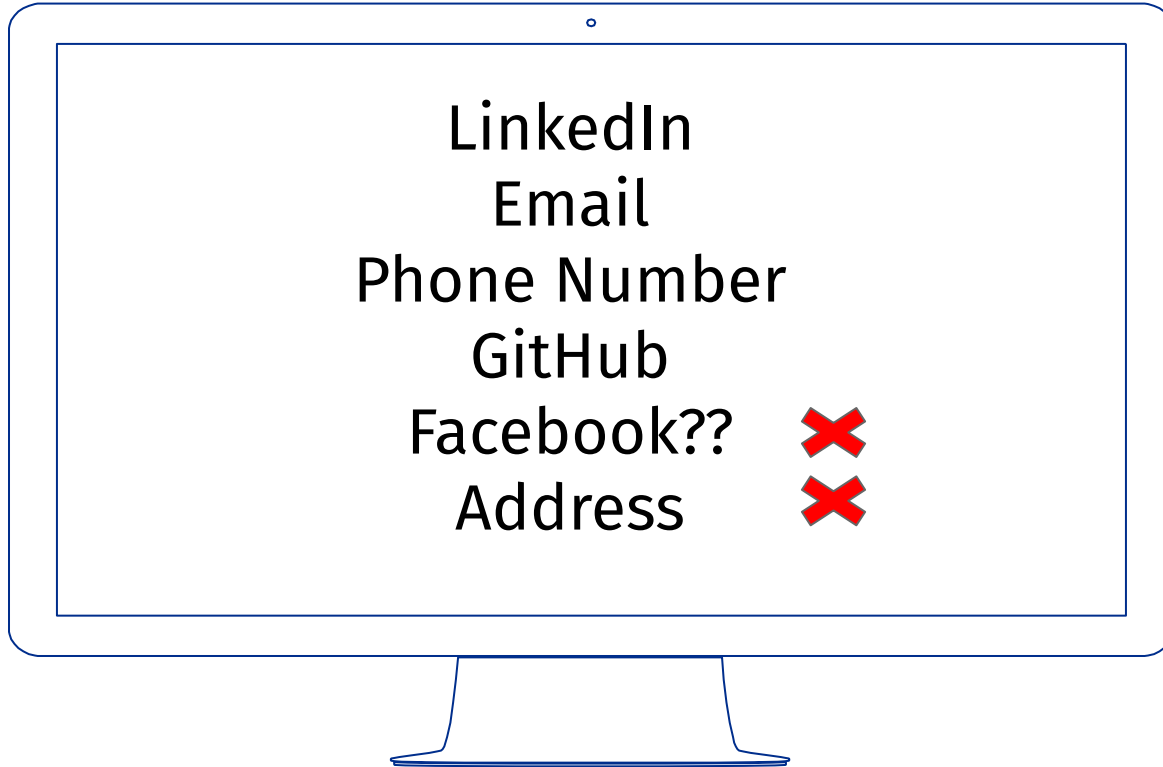
Represented Queen's University to prospective students and other visitors. Gave tours of the campus, including residence rooms and the cafeterias. Responsible for being knowledgeable of all programs and faculties at Queen's to answer questions and provide information. Represented Queen's at major recruitment events, including the Ontario University ... See more



Consistent with  
Resume & Reverse  
Chronological order

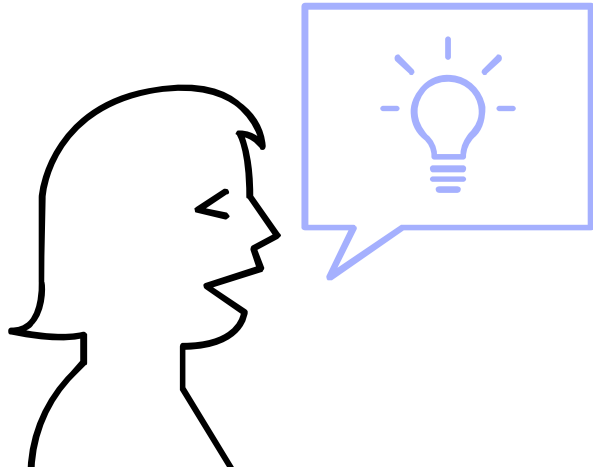


# 1. Contact Information





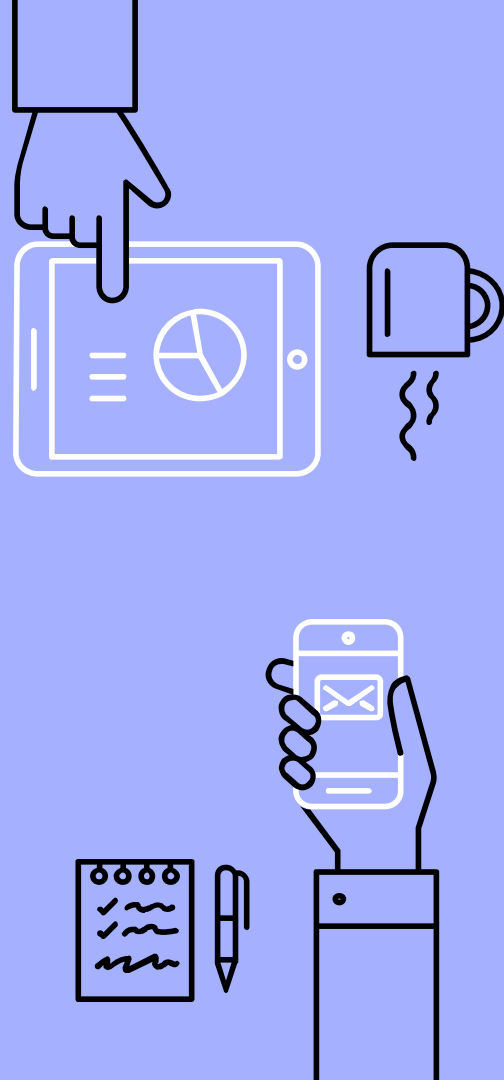
# Summary VS. Tagline



# Summary:

## Summary:

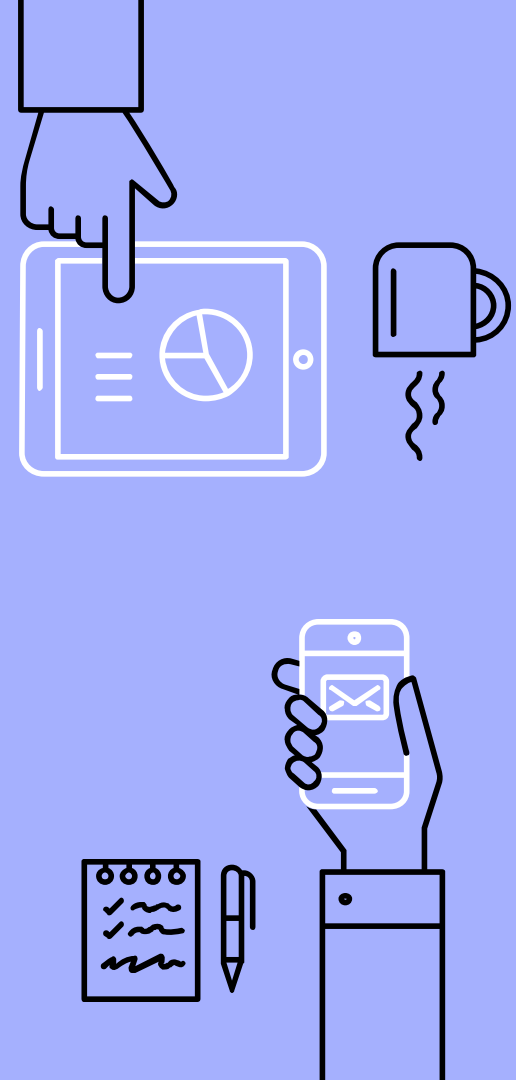
- 3-4 sentences
  - In your resume
  - Skills + motivations as a developer
  - Previous experience -> bootcamp
  - genuine, creative, unique!



# Tagline:

Tagline:

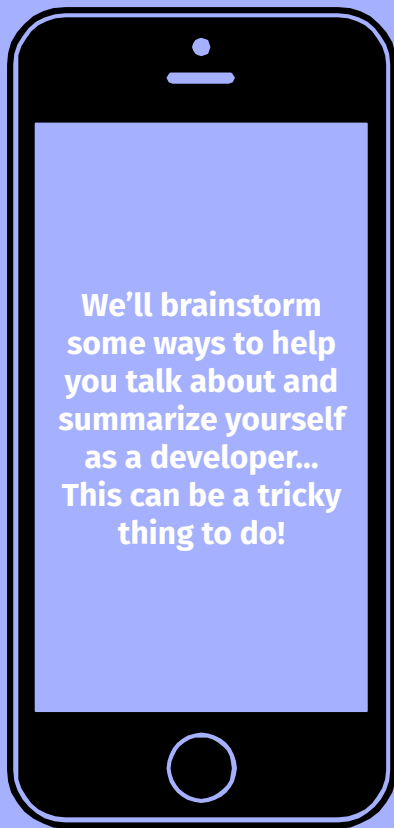
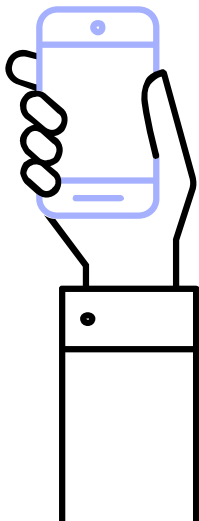
- 2-3 sentences
  - Sent alongside your resume (not IN resume)
  - Highlights of Summary
  - eye-catching
  - genuine, creative, unique!
- Pretty much only used by Lighthouse Labs



# Examples:

## Summary:

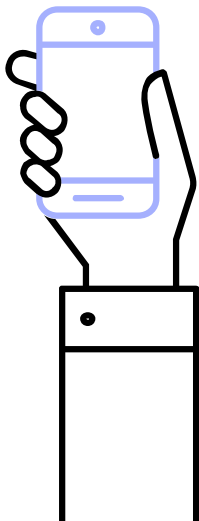
Junior front-end developer with a background in design and architecture. As a design focused developer, I am passionate about creating seamless user interfaces. My 5-year experience working with ecommerce startups has taught me the importance of advocating for the user and has given me the skill set to bridge the gap between design and web development.



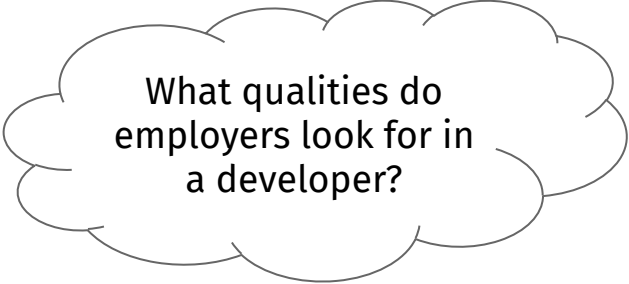
## Examples:

Tagline:

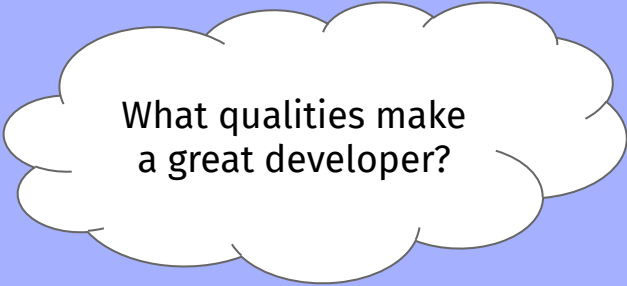
Junior front-end developer with 5 years of graphic design and architecture experience and the skillset to create unique UX friendly full-stack web applications. Motivated by all things AI.



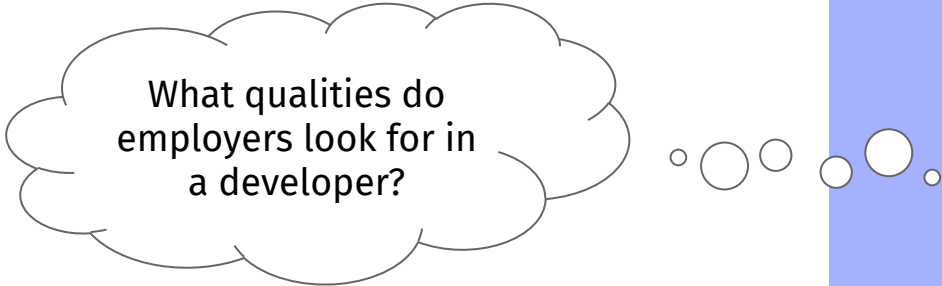
# Let's brainstorm...



What qualities do employers look for in a developer?



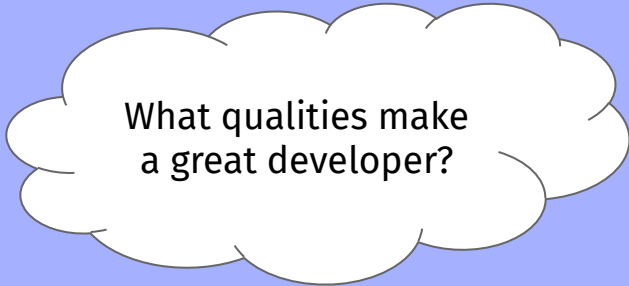
What qualities make a great developer?



What qualities do employers look for in a developer?

## Employers are looking for:

- Problem solvers
- Passion
- Curiosity
- Coachability
- How to search, evaluate and apply information
- Communication Skills



What qualities make a great developer?

- Not afraid to experiment
- Logical and/or analytical
- Flexible
- Healthily lazy
  - Helps optimize!
- Perseverent
- You don't need to know everything!

# Tell me about yourself...

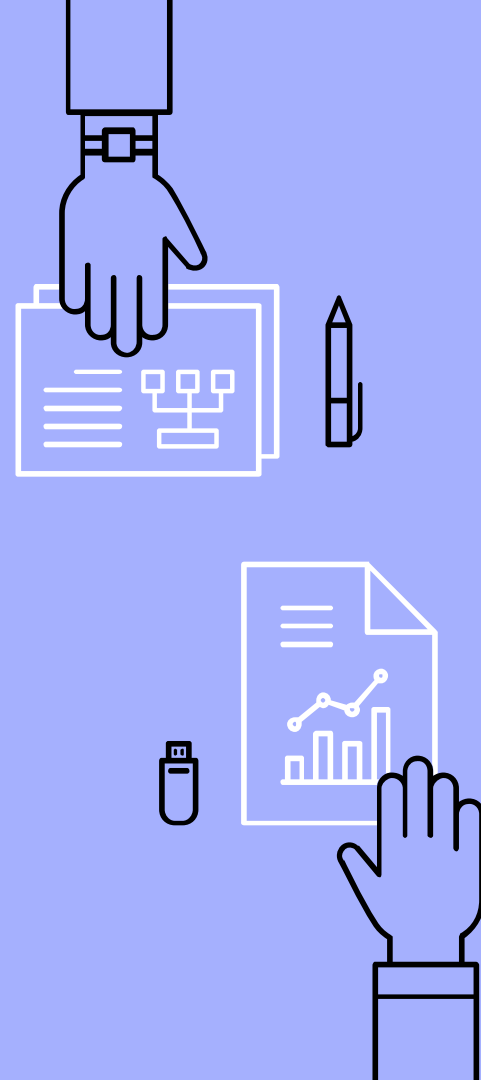
- ▶ Experience:
  - Summary, “X” number of years in this, transferable skills in a team environment
  - Why did you switch to this field?
  - Why developer? Why does tech interest you
  - What are you looking forward to?
  - How does your background make you a stand out developer?





# Web Skills:

- **Languages**
- JavaScript, Ruby, HTML, CSS
- **Frameworks, Libraries and Environments**
- NodeJS, React, Rails, Ajax, Express, Knex, EJS, JQuery, Bootstrap, ActiveRecord, WebSockets
- **Databases, Systems, CMS**
- SQL, MongoDB, Git
- **+ Any other skills outside of the bootcamp curriculum!**

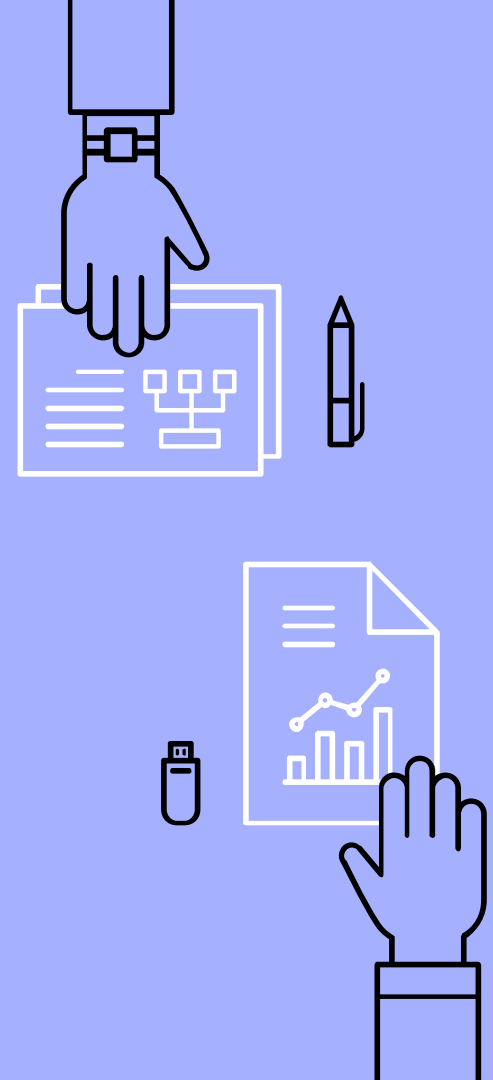


# Education

Lighthouse Labs  
Web Development Bootcamp  
Month- Month Year

Include any previous education:

- Post-secondary degree + specialization(s)
- Diplomas
- Relevant courses



# Projects

This is priority!

Format:

- Reverse chronological order
- 1-2 sentences: description + why you made it
- TechStack
- Hyperlink to Github
- Down the road, you will just have the 3-4 most relevant and impressive projects



# Work Experience

Format:

- Reverse chronological order
- 2-3 sentences: bullet point describing role and key accomplishments
- Explain key responsibilities
- If a tech/ developer role hyperlink to GitHub or projects



# What if it is a non-technical role?

It's still relevant!

Highlight soft skills:

- Teamwork
- Project management
- Communication skills
- Client relations

Accomplishments



# Accomplishment Statements:

Example: “Implemented and executed our hiring campaigns from promotion phase to orientation phase, recruiting 40 applications, hiring 14, and bringing our team from 3 to 17 volunteers.”

Action



Project



Result



# Volunteer, Extracurriculars, Interests

Check out this [resource!](#) (The Winning Tech Resume)

- How hiring gatekeepers think
- Important resume attributes
- Tech jargon
- Design
- Examples



# Resume Example:

## LOUISA SMITH

✉️ [louisa@lighthouselabs.com](mailto:louisa@lighthouselabs.com)  
☎️ 519-590-8104  
in [louisa-smith](#)

Career coach turned software developer with an expanding knowledge of full stack development, and eager to further build upon this foundation. As someone who prioritizes focusing on the needs of others, I am curious about creating user friendly interfaces. Passionate about people, products, and puppies - and alliteration.

### Skills

#### LANGUAGES

Javascript  
HTML  
SQL  
CSS  
GraphQL

#### FRAMEWORKS/LIBRARIES

NodeJS  
ReactJS  
Express  
Rails  
Socket.io  
WebSockets  
Knex  
jQuery  
Ajax

#### DATABASES

PostgreSQL  
MongoDB

### Education

#### Lighthouse Labs

May 2019 to Current

#### Conestoga College

Sept. 2016 to Aug. 2017

Graduate Diploma Career Development Practitioner

#### University of Waterloo

Sept. 2010 to Apr. 2014

Bachelor of Arts Social Development Studies

### Projects

#### The Final Countdown

Capstone project - a timer that once reaches zero shows you....a mystery.

Tech Stack: React, Node.js, Ruby, Google Maps API

#### DaBestMidterm

My midterm rocked the Lighthouse Labs world.

Tech Stack: Express, Node

#### Tweeter

Twitter clone powered by AJAX.

Tech Stack: Express, jQuery, MongoDB, Node

#### TinyApp

RESTful URL Shortening service.

Tech Stack: Express, Node

### Employment

#### Lighthouse Labs

Toronto, ON

Career Services Coordinator

Feb. 2019 to Current

Lighthouse Labs' Coding Bootcamp takes you from programming hobbyist to professional Developer and will launch your new coding career.

I provide direct assistance with our Bootcamp students by:

- Helping our graduates secure employment - 93% of our graduates secure employment within 120 days of graduation
- Delivering 5 monthly workshops pertaining to resume development, interview preparation, and job search readiness
- Providing monthly feedback and critique on 20+ student's resume and interview skills during and after the bootcamp
- Organizing 8-10 annual events for 40+ attendees connecting students directly with employers

#### The Laudi Group

Toronto, ON

Talent Associate

Aug. 2018 to Feb. 2019

The Laudi Group is a boutique agency helping our Toronto tech sector build effective teams.

- As part of a small but mighty team, my role involved seeking out talented candidates and helping them find their best career fit, creating and cultivating long-term relationships with candidates and clients alike. Full-spectrum recruiting: from the initial pitch to closing.
- Interviewed 10-12 candidates daily and determined best fit for position based on client needs.
- Liaised between candidate and client, resolving client issues and advocating for candidates

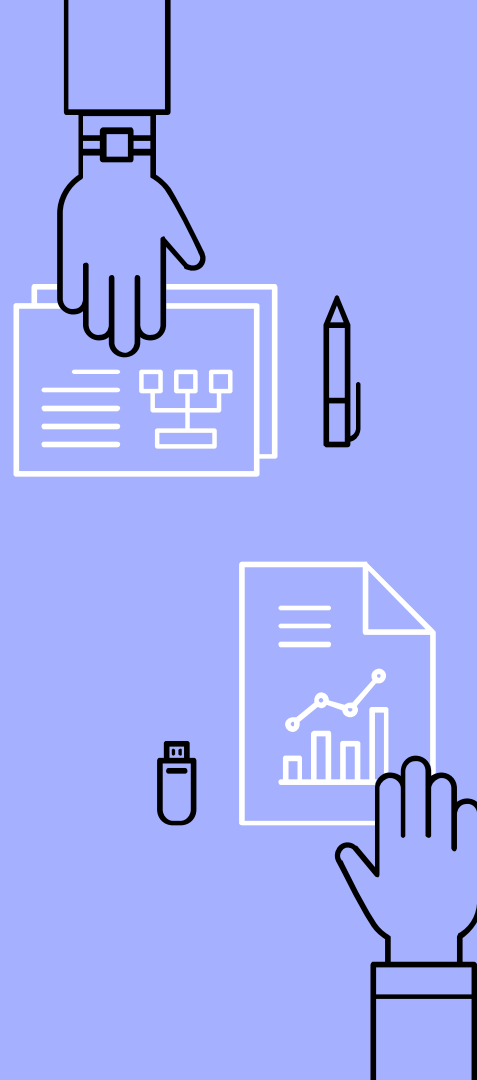
#### WE Charity

Toronto, ON

HR Coordinator

Oct. 2017 to Aug. 2018

- Assist with HR administration and operations in Canadian, US, and country offices for 700 employees
- Maintain HRIS (BambooHR) by updating employee transfers, promotions, and departures
- Draft and send all offer letters and employment contracts to candidates via DocuSign
- Coordinate and assist with the execution of the monthly new-hire onboarding program
- Conduct exit interviews to gather information on team dynamics and voluntary attrition
- Manage the organization's Joint Health and Safety Committee (JHSC)





## Next Steps:

Check your emails, schedule a time block in your calendar to get this done, aim to do it this week while this is fresh.

Have your resume draft ready by

**Week 8 Day 4** for some peer review and final polishing/feedback!

- Resume Link needs to be ready
- Tagline + Summary
- [Career Search Hub](#) (PW: LHLCS) has resume templates!



# Any Questions?

