

Build Your Own: Technical Resume

Use this guide to:

- **Build** a resume that will pass through an Applicant Tracking System
- **Match** your skills and background to a job description
- **Tailor** your resume to meet industry standards

Step 1

Replace the green and italicized content in the header, summary, and technical skills sections below with your information.

Rupesh Rana Magar

rrana5106@hotmail.com | 07460677067 | Colchester

LinkedIn: _____ | GitHub: rrana5106.github.com | Portfolio: /rrana5106

[Insert Career Summary]

Technical Skills

HTML5, CSS, Javascript, Java, Cybersecurity level 2

Projects

Pro Tip

If you have past relevant work experience prior to your most recent role and would like that role to be featured first in your work experience section do the following:

1. Create two work experience sections - 'Relevant Work Experience' and 'Additional Work Experience'
2. Under the relevant section include bullet points describing your accomplishments, etc and under the additional section reduce the number of bullets or do not include bullet points.

Work Experience

Company Name

Month Year - Month Year

Job title

City, State/Province

- *Start with a strong adjective + include: accomplishments, metrics, awards, and process improvements*
- *Start with a strong adjective + include: accomplishments, metrics, awards, and process improvements*
- *Start with a strong adjective + include: accomplishments, metrics, awards, and process improvements*

Ministry of Defence 2015-Present (Supplier)

- ***Managed a team of up to 8 personnel for procurement and equipment delivery.***
- ***Responsible for ensuring the timely supply of equipment to vehicle engineers for high readiness and daily tasks.***

- *Inventory management and stock control*
- *Carried out vehicle inspections and maintenance.*
- *Maintained digital systems and databases, including MJDI, VITAL, Oliver, Cognos, SAS, and Veritas.*

Ministry of Defence (2009-2015)

- *Collaborated with multinational teams.*
- *Thrived in a high-tempo work environment.*

Education

- *Software Development, Level 3 (Java)*
- *Logistic Operations, Level 3*
- *Advanced inventory management*
- *Warehousing and Storage, Level 2*
- *Team Leading, Level 2*
- *Employee Rights and Responsibilities in the Logistics Industry, Level 2*
- *Work Skills for Effective Employment, Level 2*
- *ICT, Level 2*
- *Forklift Truck Qualifications: JCB524/Hyster*
- *Clean Driving Licence, Cat C1E/CE*