



Resume Overview Session

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Q&A

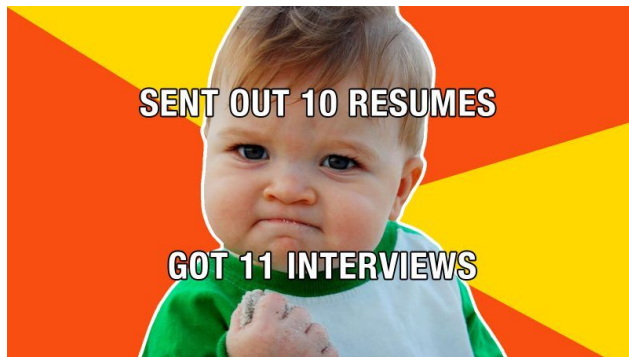


What is a Resume?

- **A Resume is a formal document that provides an overview of your professional qualifications and includes the following:**
 - Work experience
 - Skills
 - Education
 - Notable accomplishments
- “Resume” originates from French meaning “summary”
 - Resume should be a summary of your relevant qualifications

Purpose of a Resume

- To introduce your qualifications and skills to employers
- To convince employers you're someone they should interview
 - A perfect resume does not guarantee a job
- **A successful resume will help land a face-to-face interview**
 - Good resume will help get more interviews



PARTS OF A RESUME

01

Contact Details

02

Professional Summary

03

Skills

04

Experience

05

Education



Contact Details

- **Full Name**

- First and last name
- May go with a slightly altered name

- **Position Title**

- Best to write out title - do not write abbreviation
- Software Development Engineer in Test

- **Professional Email**

- Good Example: John.Smith@gmail.com
- Bad Example: Teddybear123@hotmail.com



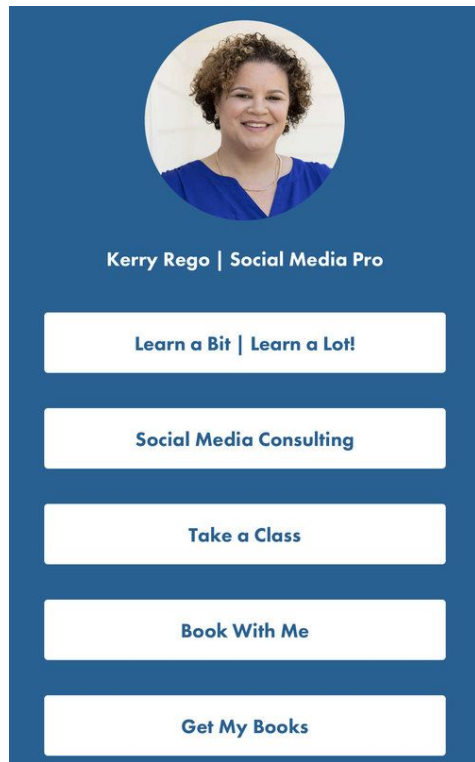
Contact Details

- **Phone Number**
 - This is the number that recruiters will contact you
 - Optional: create alternate phone line
- **Location (City/State)**
 - Do not provide full address, just the city and state is enough
- **Status (optional)**
 - Citizen, Authorized to Work, Green Card Holder
- **LinkedIn/Social Media Profile**

Contact Details



- **LinkedIn/Social Media Profile**
 - LinkedIn Url
 - Linktree
 - Connect audiences to all of your content/information with just one link



Professional Summary



- **Concise overview of the professional background and key qualifications.**
- **It is the “hook” of your resume**
- **Example:**

Serve as a key member of software development team as a senior software QA tester on development projects for US based multi-national airline company industry client. Also serves as a US onsite point-person twice, for system and test tools training, data analysis, and supervision of offshore consisting of 6-8 member software QA testing team in developing and implementing quality assurance to ensure QA standards, and clients specifications. Outcome:

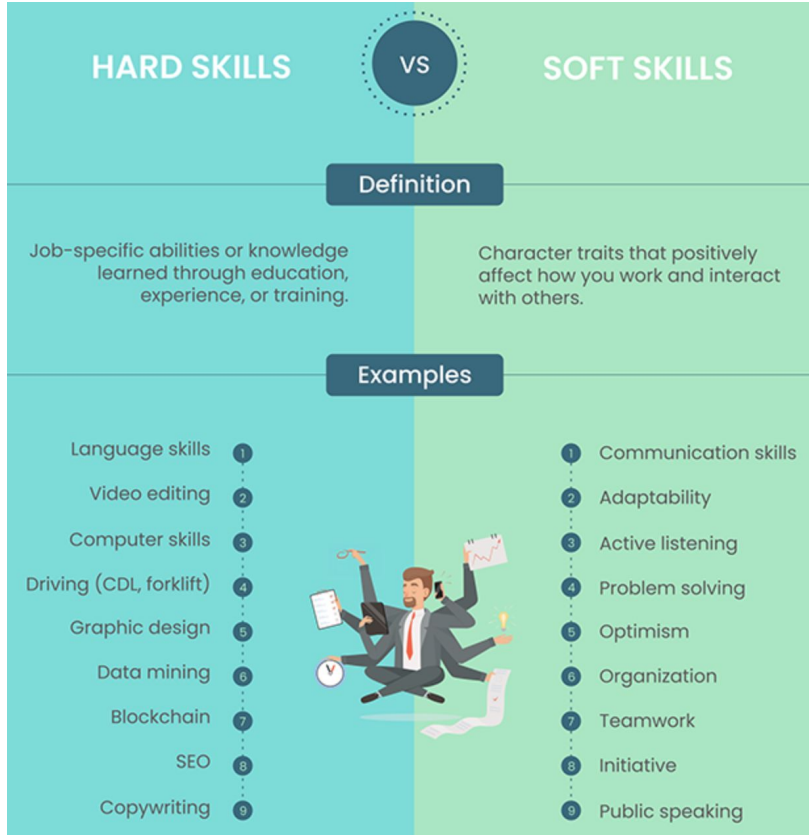
- Created and executed software test plans, test cases, QTP scripts to uncover, identify, and document software defects and finding their causes.
- Documents software defects using HP Quality Center and reported program functionality, results, screen to software developers
- Designed and implemented automated testing tools and programs addressing areas including sanity testing, regression testing, negative testing, error/bug retests and usability.
- Created company's first HP QTP BPT project that leads to new exposure of other software QA and was added to company's portfolio

Skills



- List skills **related to the job you are applying for**
 - Softwares, tools, languages, etc.
- Make sure to list **skills you are confident in talking about**
- **Organize** your skills section
- Include **both hard skills and soft skills**
 - Hard Skills: techniques or knowledge that requires training on the job
 - Soft skills: refers to people skills, personality, work ethic.

Skills (Hard Skills vs. Soft Skills)



When your resume feels too short so you start adding random “special skills”



Example Skills Section



TECHNICAL SKILLS:

Testing tools: Selenium WebDriver/RC, QTP, Appium, JUnit, TestNG, Firebug, Fire Path, Load Runner, JMeter.

Web Technologies: HTML, CSS, JavaScript, AngularJS, NodeJS, XML, XSLT, JDBC& REST services

Defect Tracking Tools: HP /Quality Center, JIRA

Build Tools: ANT, Maven.

Languages: Java, SQL, C#, C++, Python, VB.net, ASP.Net, .Net.

CI/CD Tools: Jenkins, Hudson's.

Cross Browser Platform: AWS, SauceLab and Selenium GRID

Databases: Oracle, DB2&MongoDB

Version Control: Subversion, Team forge, GIT, GITHUB, Source Tree

Operating Systems: Windows XP/7/8, Mac OS, UNIX and Linux, Android

Work Experience



- List **relevant work experience**.
- Include the following information:
 - Company name
 - Position Title
 - Location of company
 - Employment period (Month Year - Month Year)
 - Bulleted list of key responsibilities
 - Notable successes

Sample Work Experience



EXPERIENCE

12/2016 – present

SENIOR SOFTWARE DEVELOPMENT ENGINEER, TEST

Chicago, IL

- Develop test plans and maintain them regularly, working with product owners, system analysts, developers, and external vendors
- 5+ years in a QA or development role, working on databases and applications
- Manage and provide oversight for deployment of releases into production environments
- Identify/develop new automation tools/approaches that will increase quality, development velocity, and decrease testing cost
- Hands-on test planning, test development, testing and defect submission
- 3+ years working in an Agile environment
- Identify E2E scenarios that exercise operational and business work flows and automate

Vary your action verbs!



- As with soft skills, action verbs aren't weighted as heavily as hard technical skills but they do have some bearing on your overall ATS report.
- Action verbs on a resume are more important during a human review. When used correctly, they bring power and strength to your experience.

Action Verbs

Management skills

Administered
Analyzed
Assigned
Attained
Chaired
Contracted
Consolidated
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication skills

Addressed
Arbitrated
Arranged
Authored
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Clerical or detailed skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

Action Verbs

Research skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Teaching skills

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Persuaded
Set Goals
Stimulated

Creative skills

Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

Action Verbs

Technical skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repair
Solved
Trained
Upgraded

Financial skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

Helping skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Certifications and Additional Information



- **Certifications**
- Spoken Languages
- Additional accomplishments
- Please make sure the **extra information is relevant to the positions you are applying for.**

Extra Notes



- **Once your resume is confirmed with the resume team, feel free to create your unique resume template through other websites**
 - Canva.com / Resume.com/ Zety
- **Highly encourage students to create your own unique resume template**



ATS (Applicant Tracking System)



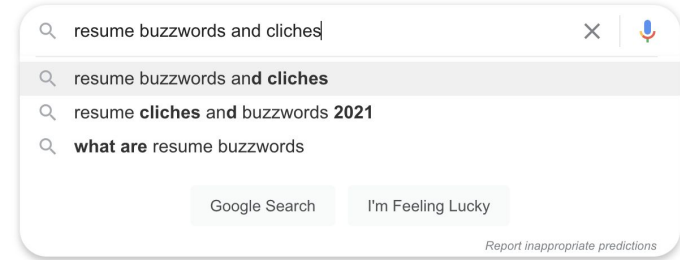
- Limit the use of acronyms
 - Most ATS are not programmed to scan for acronyms
- Include a lot of keywords
 - Refer to keywords sheet
- Utilize Word Cloud (<https://monkeylearn.com/word-cloud/>)
 - Search up job description of position you are applying for
 - Enter job description into word cloud to see words that are most relevant to position to include in resume

Word Cloud



Extra Tips

- Avoid Buzzwords and Cliches
- Keep Length of resume in between 475 - 600 words





Notes for all resumes

- Current project FIRST and then go back chronologically
- Make sure there is consistent formatting
 - Check for consistent font, font size, font color, font bolding, font capitalization
 - Check for consistent spacing
- Make sure resume is written with consistent tense
 - Previous jobs should be written in past tense (you may also write your current position in past tense)
- Proper Capitalization of Technical Terms
 - Refer to names of software for proper capitalization of technical terms.

Next Steps



- Start to put together basic information to put on your resume
- Look forward to the future Resume Sessions!