## **Building a Great Resume**

As you prepare to apply for internships or jobs, this is a great time to improve and update your resume.

### **Why is a resume important?**

Your resume is a marketing tool that aims to convey your relevant skills, education and experiences for a specific position.

It might seem like a simple document, but a resume is usually the first thing a recruiter will read about you, and it’s crucial to make a good impression.

Recruiters spend an average of just six seconds reviewing a resume so you have a very small window of time to make sure they find what they are looking for.

### **Getting Started With A Resume**

If you don’t already have a resume, you can [find templates at the end of this document](https://docs.google.com/document/d/1TDGkSD5l--GjKu56jw6frHmjr075QHbr_wfma_gmv8s/edit#heading=h.a6zf6udxi9hp).

[Check out examples of real student resumes for inspiration.](https://drive.google.com/drive/folders/1pBf49-RzMFOPoBsc-t-S6PvHNRuT6CG5)

### **Key guidelines**

[Work through our full resume worksheet!](https://docs.google.com/document/d/1TDGkSD5l--GjKu56jw6frHmjr075QHbr_wfma_gmv8s/edit#heading=h.a6zf6udxi9hp)

#### **Things to include:**

* Include the languages, frameworks, platforms and tools that you are most familiar with.
* Try to Include 3-4 projects that showcase things you’re passionate about. (Prioritize your side projects over academic projects.) Include a link for each project if you can.
* Include links to your GitHub, LinkedIn and a website (if applicable.)
* If either your cumulative GPA or your major GPA is close to or above 3.5, include it!
* Look at the job descriptions you are applying for and make sure that you have included the skills/experiences they are looking for.

#### **Make your resume easy to scan:**

* Make your name BIG (16-20pt font).
* For most of the document, use a standard font in size 10 to 12pt. Standard formats are more readable by resume-parsing programs and easier to skim by recruiters.
* Important content should be higher up. For a student or new grad, resumes are one page and the order of importance is usually Education > Experience > Projects > Skills.
* Highlight company names, job titles, start/end dates, school name, major and project titles.
* We recommend no more than two different font sizes and two different colors per resume.
* Bullet points (real ones, not hyphens) are your friend. Text walls discourage readers.

#### **Everything on your resume should have a clear purpose:**

* Objective and Summary are generally unnecessary.
* Descriptions should say something tangible. *“Exceptional team player”* is less powerful than *“Increased user conversion rates by 20%”*. This should describe the project specifically and quantify impact if possible.
* If your bullet points could have the same impact in fewer words or simpler terms, you should probably edit them.
* Don’t include anything you wouldn’t be comfortable answering questions about. Most people make this mistake when listing their skills.
* Never, ever include anything that isn’t true.

### **Getting Feedback**

After finishing your resume, have your peers review it. Ask them to be honest and harsh. You can also share it on the #resume-feedback channel in the CodePath Slack Workspace!

Just following these simple points can mean the difference between a resume that holds you back and a resume that works in your favor.

Of course, there is another important source of information for recruiters. We’ll be focusing on LinkedIn next week!