



RESUME CHECKLIST & FORMATS

RESUME BEST PRACTICES:

Overall/format:

- ☐ One page (except for special circumstances like applying for positions outside the US or academic roles)
- ☐ Do not put a picture on your resume.
- ☐ Margins should be .5 in. or greater and font should be no smaller than size 11.
- ☐ Tailor your content as much as possible to the job posting. No objective.
- ☐ Single-column format without tables or graphics and in an easily editable format is normally best.

Contact info:

- ☐ Include: Name, Location (City, ST (abbreviated state), Phone number, Email address (ideally professional Gmail), GitHub URL, customized LinkedIn URL, & Portfolio/blog link (if you have one & it's "showable").

Education:

- ☐ Include University, location, full degree name, and planned graduation month and year (ie Bachelor of Science in Computer Science).
- ☐ You may include up to 2 lines of Relevant Coursework, but make sure it is relevant to the position.
- ☐ You can include honors, GPA (if above 3.5) or education-related activities in this section if you want.

Skills (& Certifications):

- ☐ List skills relevant to position in order of importance. Embed throughout Projects/Experience sections.
- ☐ Either include your courses here OR as a part of "Relevant Coursework" under Education, or in a "Relevant Training" section, or under Experience if you have been a Guru or Fellow.

Experience:

- ☐ Bullet points all start with a *strong* past tense verb and are in the format of "Accomplished [X] as measured by [Y] by doing [Z]" or "WHAT you did + HOW you did it + end RESULT for team/project".
- ☐ Should list experiences in reverse chronological order.
- ☐ Quantitative and qualitative details are added whenever possible to provide evidence of your skill set.

Projects:

- ☐ Bullet points all start with a *strong* past tense verb and are in the format of "Accomplished [X] as measured by [Y] by doing [Z]" or "WHAT you did + HOW you did it + end RESULT for team/project".
- ☐ Focus on describing what you did vs. product description. You're marketing yourself, not the product.
- ☐ Add links to project repo (as long as README is good), blog post, deployed project, or app/play store.

Additional Sections: (Optional)

- ☐ Additional Experience + Relevant Experience: use if you want to separate your work experience into two sections to have your more relevant experience come first.
- ☐ Leadership Experience/Activities/Community Involvement/Volunteer Experience: include role, organization, location, and dates if possible. Include with or without bullet points.
- ☐ Honors/Awards: could also highlight accomplishments within each project/experience as a bullet point.
- ☐ Relevant Training: could include certificates, micro-degrees, immersion opportunities

Interests: (Optional)

- ☐ List up to 3 and make them specific, unique, & bonus points for relevant. (Examples: hiking and landscape photography, volunteering with Girls on the Run, and very amateur cake decorating).

[TEMPLATE] WITH ADDITIONAL EXPERIENCE:

NAME

City, ST • telephone • email • LinkedIn link (customized) • GitHub • Portfolio

EDUCATION

University Name, Specific College

Bachelor of Science in Computer Science, Minor in Physics

GPA: (include if over 3.3) | Honors/Awards:

Relevant coursework: (2 lines max)

City, ST

Graduation Month Year

Additional Education or High School

Program (Note: high school removed after sophomore year)

City, ST

Graduation Month Year

SKILLS & CERTIFICATIONS

Skills:

Certifications:

RELEVANT EXPERIENCE (reverse chronological order)

Employer Name - Job Title | City, ST

Month Year – Month Year

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]

Employer Name - Job Title | City, ST

Month Year – Month Year

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]

Employer Name - Job Title | City, ST

Month Year – Month Year

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]

PROJECTS (most relevant first)

Project Title - Role | Team of ____

GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

Project Title - Role | Team of ____

GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

ADDITIONAL EXPERIENCE

Employer Name - Job Title | City, ST

Month Year – Month Year

Employer Name - Job Title | City, ST

Month Year – Month Year

TIPS FOR STRENGTHENING BULLET POINTS:

Questions to ask yourself to help you add quantitative and qualitative details:

- Did you increase test coverage?
- Did you reduce customer bug tickets?
- Did you increase platform/product sign-ups?
- How many installs or users does your product have?
- What kind of rating does your app maintain?

Example of strengthening a bullet point:

<i>It's a start:</i> <i>Helped write unit tests to identify bugs on the platform</i>	<i>Better:</i> <i>Wrote reusable unit tests to ensure quality control and identify bugs</i>	<i>Best:</i> <i>Wrote reusable unit tests to ensure quality control resulting in a 30% reduction of user bug tickets</i>
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TECHNICAL VERBS: (adapted from [this Dice article](#))

• Accelerated	• Deployed	• Merged	• Refreshed
• Added	• Digitized	• Migrated	• Reinforced
• Adopted	• Discovered	• Mined	• Rehabilitated
• Aggregated	• Dispatched	• Mirrored	• Released
• Analyzed	• Distributed	• Mobilized	• Remodeled
• Applied	• Duplicated	• Modeled	• Replicated
• Assembled	• Enabled	• Modified	• Restored
• Assessed	• Engineered	• Moved	• Retooled
• Authenticated	• Enhanced	• Networked	• Retrieved
• Automated	• Eradicated	• Neutralized	• Retrofitted
• Backed-up	• Estimated	• Onboarded	• Revamped
• Balanced	• Equipped	• Operated	• Road mapped
• Blocked	• Evaluated	• Optimized	• Rolled out
• Boosted	• Expunged	• Orchestrated	• Rotated
• Branched	• Extended	• Overhauled	• Routed
• Bridged	• Extracted	• Packaged	• Safeguarded
• Built	• Extrapolated	• Patched	• Salvaged
• Bundled	• Fabricated	• Penetrated	• Scanned
• Calculated	• Facilitated	• Pinpointed	• Scoped

• Calibrated	• Finalized	• Presented	• Scrubbed
• Certified	• Fine-Tuned	• Prevented	• Secured
• Changed	• Formatted	• Prioritized	• Selected
• Checked	• Founded	• Processed	• Sequenced
• Classified	• Functionalized	• Programmed	• Solved
• Cleaned	• Grouped	• Proposed	• Stabilized
• Cleansed	• Hosted	• Protected	• Standardized
• Cleared	• Identified	• Prototyped	• Straddled
• Coded	• Implemented	• Provisioned	• Spearheaded
• Collocated	• Increased	• Qualified	• Systematized
• Computed	• Initiated	• Quality Assured	• Tested
• Computerized	• Installed	• Ranked	• Toggled
• Configured	• Integrated	• Realigned	• Traced
• Consolidated	• Isolated	• Rebooted	• Transitioned
• Constructed	• Launched	• Rebuilt	• Updated
• Corrected	• Licensed	• Reconciled	• Upgraded
• Debugged	• Linked	• Reconstructed	• Validated
• Deciphered	• Loaded	• Recovered	• Verified
• Decoded	• Maintained	• Rectified	• Virtualized
• Dedicated	• Manufactured	• Reduced	• Web-enabled
• Defended	• Mapped	• Re-engineered	• Wrangled
• Delivered	• Mechanized		

RESUME RESOURCES:

- Complimentary initial resume scans [here](#) and [here](#)
- [Power verbs for technical work](#)
- [How to write an amazing software engineering resume](#) (my favorite for the Project section examples and bullet points)
- [Grammarly for Chrome](#)
- [Microsoft Word's Resume Assistant](#)
- [Connected Classrooms Tech Fellow Resume Language](#)
- [21 Chat GPT Prompts for your resume](#)
- [How to add a promotion on your resume](#)