Resume Template Guide

When filling out the resume template, [blue words in brackets] provide instructions for each section and are to be removed from your resume. Red words provide guidance on content and will be replaced with your skills, experience, and qualifications.

Skills

Start with a list of your most important abilities and potential contributions. You may want to list the programming languages you know, the platforms and operating systems you're most familiar with, or the types of systems you've created, implemented, or maintained in the past. Most HR professionals rely on keywords matching process, so make sure you use the right words to show you have the relevant experience. Here are some words to get you started: do you have these skills/experiences?

AJAX	C++	HTML	Linux	Oracle	RESTful API
Angular	C#	Linux	MongoDB	PHP	Ruby
Apache	CSS	Java	MVC	PostgreSQL	SASS
ASP.NET	Django	JavaScript	MySQL	Python	SQL
Bootstrap	Ember	jQuery	Node	R	Visual Basic
C	Grails	JSON	Objective-C	Rails	XML

Project Experience

Under this project experience header, list any and all work done that is relevant to a job in tech. It could include work you've done as an employee for a company or a project you've worked on independently on your own time. The key to a strong section highlighting your relevant experience is 1) using strong **action verbs** 2) **quantifying** the impact of your activities, and 3) being **specific** but not exhaustive.

1. **Action verbs** engage your reader with vivid language that captures what you do and why you do it well. Starting your resume bullet points with action verbs also helps keep your descriptions short and powerful. See the list of action words for technical skills to get you started

2. Don't just describe your duties—describe your accomplishments. How did the work you do impact your company, or your team? One way to make your accomplishments shine is to **quantify the impact** your work had wherever possible. How many customers used the new app you designed? How did the code you write speed development time for your team? Without lying or exaggerating, describe the impact you had instead of just your day-to-day duties. That means a resume should show not just, for example, C++ experience, but that use of the skill generated 200,000 additional website hits in four months, with a bottom-line revenue increase of $4 million.

3. Many people go overboard describing the basics of their job description in excruciating detail without getting to the value of the role. You want to **be specific** and list every skill relevant to the job, not every skill you've ever exercised. Be sure to highlight the most sought-after skills that are relevant to the job you're pursuing.

In this section you should detail the project's end result, the technologies involved, and the impact your project had. For instance, instead of this:

- Wrote advanced algorithms to detect imminent system failure, which were used within a Web-based application.

Write this:

- Created Web service in C# to allow partners to access data in a secure, reliable, and responsive manner; typical data set was 1,000,000 rows and concurrency challenges needed to be overcome at the database and application layers.

Work Experience

In this section, using the same guidelines outlined above, detail any other work experience you may have not related to tech projects.

Each entry will include your job title, your employer, your start and end dates, your basic responsibilities, and your most important accomplishments while you held that role. Remember to try to keep to only the most relevant, impactful activities, and start your bullets with action verbs and add a quantitative element if possible.

Education

In this section, list any degrees you may have obtained, where you received the degree, when you were a student, and any relevant coursework (if applicable).

Also include any coding classes or bootcamps you have taken, such as LaunchCode's CS50x course. Include any online courses you have taken, and include links to any certifications or verified certificates you may have received as part of the course.

Action Verbs List

Adapted	Analyzed	Applied	Assembled	Authored	Built
Calculated	Coded	Computed	Conserved	Constructed	Converted
Coordinated	Created	Debugged	Designed	Determined	Developed
Documented	Engaged	Engineered	Established	Executed	Fabricated
Fortified	Implemented	Increased	Integrated	Interpreted	Installed
Launched	Led	Maintained	Managed	Mapped	Operated
Overhauled	Oversaw	Produced	Programmed	Rectified	Refined
Regulated	Remodeled	Reviewed	Repaired	Replaced	Restored
Restructured	Solved	Specialized	Standardized	Studied	Trained

Name
Address
Email   Phone   Website

Skills
[list relevant technical skills, abilities, programming languages, software tools, operating systems]

Programming Languages: **Operating Systems:**   **Software:**
example   example   example
example   example   example
example   example   example

Project Experience
[for each project, summarize in max. five lines, 1) the project's end result, 2) the technologies involved, 3) day to day project tasks]

Project Name—project link (if applicable)   **Dates**
Brief description of project
- action word + technologies used + quantified result
- action word + quantified result
- action word + day-to-day tasks + quantified result

Project Name—project link (if applicable)   **Dates**
Brief description of project
- action word + technologies used + quantified result
- action word + quantified result

Work Experience
[List any other relevant work experience]
Job Title, Employer   **Dates**
- action word + responsibilities + quantified results
- action word + responsibilities + quantified results

Education
[List any degrees, or certifications relevant to the job]
University, Location

Dates
Degree received, GPA if over 3.0

Course Name, Location
                                                                           Dates
- Course description

Ada Lovelace

452 W. East Street, Township, MO, 12345

ada.l@email.com   (555)-324-9956   https://github.com/example/

[This resume template works well if you don't have a college degree in computer science or work experience in tech]

Skills

Programming Languages:	**Operating Systems:**	**Software:**
C++	Linux	Xcode
Java	Mac OS	PyCharm IDE
Python	Windows	Eclipse IDE

Project Experience

Projectis—www.projectis.comm

*Bluetooth-based social networking for college student*s
- Designed UI for iOS and Android apps
- Launched mobile app, received 2,000 downloads in the first week, 5,000 in first month.
- Reached 30% market penetration at Illinois college campus and peaked at 10,000 users
- Rebuilt second iteration of backend in Rails: designed a RESTful API to support ~3,000 MAU

Endangered Language Fund—www.linkhere.comm/links   *May 2015- December 2015*
- Automate text transcription for endangered language, enabling better speech recognition performance.
- Developed tools for the Automated Speech Recognition for Endangered Language project
- Shortened time to first working prototype by 2 weeks by writing a Python program to spell out numbers in language
- Marked up 75 obscure language texts into well-formed XML documents with metadata

Work Experience

Manager/Technical Support, Cellular Communication, St. Louis, MO   *Sept. 2013-Present*
- Provide technical support & information about Android, iOS, & Windows 8 mobile devices to ~5 customers a day
- Troubleshoot hardware / software problems on 10 company machines

Education

Webster University, St. Louis, MO   *December 2011*
Bachelor of Science, Electrical Engineering with Computer Science minor, 3.4 GPA
- Relevant Courses: Intro to C++, Data Structures and Algorithm Analysis, iOS Development

LaunchCode's CS50x, St. Louis MO   *Spring 2014*
- Free version of Harvard's Introduction to programming class for non-computer science majors offered by LaunchCode.

Evelyn Granville

452 W. East Street, Township, MO, 12345

Evelyn.g@email.com   (555)-324-9956   https://github.com/example/

[This ordering may work best for you if you have previous work experience in tech]

Skills

Programming Languages:	Operating Systems:	Software:
C++	Linux	Xcode
Java	Mac OS	PyCharm IDE
Python	Windows	Eclipse IDE

Work Experience

Web and Mobile App Developer, Health Co., St. Louis, MO   *September 2013-Present*
- Design, implement, test, and deploy native iOS and Android applications used by 3,000 users
- Prototype UX designs for 3 different interactive web applications ensuring responsive design
- Evaluate thousands of lines of code to ensure validity, proper structure, and compatibility with various browsers, devices, and operating systems.

Security IT Apprentice, Security Ltd, St. Louis, MO   *May 2013-September 2013*
- Managed data flow and access privileges, ensured integrity of access points
- Ensured domain security and processed field requests for associate access points

Project Experience

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Education

Webster University, St. Louis, MO   *December 2011*
- Bachelor of Science, Biology, 3.2 GPA

Grace Hopper

452 W. East Street, Township, MO, 12345

Grace.h@email.com   (555)-324-9956   https://github.com/example/

[This template may work best if you have previous tech-related work experience and a CS degree]

Skills

Programming Languages:	Operating Systems:	Software:
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Carol Shaw

452 W. East Street, Township, MO, 12345

Carol.s@email.com　　　　(555)-324-9956　　　　https://github.com/example/

[This template may work best if you have a new CS degree but no work experience]

Skills

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- Marked up 75 obscure language texts into well-formed XML documents with metadata

Work Experience

Shift Supervisor, Best Coffee Co, St. Louis, MO　　　　*September 2013-Present*
- Managed funds and created daily bank deposits
- Conducted daily staff meetings on work related issues