

Resume Writing

Your resume is a document that summarizes and highlights the high points of your education, work experience, and activities relevant to career goals. A well-constructed resume communicates your professional skills and helps create a first impression of you for employers. The goal is to garner interest in interviewing you for the job or internship. Don't think of it as a synopsis of your entire history at an academic institution, rather a document that markets the most important applicable skills and qualifications for the position to which you are applying. You typically have one page to impress prospective employers with what you have learned and accomplished while at the Institute. Here are some guidelines to assist you in crafting and/or updating your resume:

General Guidelines

- Do not use a Microsoft Word resume template as applicant tracking systems have trouble reading them.
- Use the format that best fits your qualifications. Choose a medium that suits you rather than following someone else's format.
- Stick to one page – use two pages for advanced degrees or extensive experience (10+ years)
- Font size should be between 10-12 point with .5-1 inch margins
- Use an easy to read and standard font such as Arial or Times News Roman.
- Make the page easy to scan for the reader and also aesthetically pleasing; leave sufficient space between sections
- Use strong action verbs to begin your bullet points, but vary your word choice (see list on next page)
- Always tailor your resume to each position for which you apply
- Avoid underlining and use boldface sparingly (appropriate for headings and employer information).
- When you are seeking an entry-level position, you will utilize a reverse chronological resume, which organizes information by work experience in reverse chronological order (the most recent experiences first).
- Creative resumes are typically utilized when applying for design positions. This format is less restrictive and allows the user to showcase their design capabilities while delivering the most important qualifications, skills, and accomplishments in a unique fashion.
- It's best to keep notes during and after an internship or co-op rotation so that you can update your resume in a timely fashion.
- Finally, employers are checking *CareerBuzz* regularly for student resumes. It's best to repost your resume before the All Majors Career Fair as this is when traffic to *CareerBuzz* increases.

Action Verbs for Resumes & Cover Letters

Verbs for Accomplishments	Communication	Technical	Teaching	Creative
Achieved	addressed	applied	adapted	Acted
Expanded	arbitrated	assembled	advised	conceptualized
Improved	arranged	built	clarified	Created
Pioneered	authored	calculated	coached	customized
Reduced (losses)	collaborated	computed	communicated	Designed
Resolved (problems)	convinced	constructed	coordinated	developed
Restored	corresponded	designed	developed	Directed
Spearheaded	developed	devised	enabled	established
Transformed	directed	developed	encouraged	Fashioned
Operationalized	drafted	engineered	evaluated	Founded
	edited	fabricated	explained	illustrated
	enlisted	installed	facilitated	Initiated
	formulated	maintained	guided	Instituted
Management	influenced	operated	informed	introduced
Administered	interpreted	overhauled	instructed	Invented
Analyzed	lectured	programmed	persuaded	originated
Appointed	mediated	remodeled	stimulated	performed
Approved	moderated	repaired	trained	Planned
Assigned	negotiated	restored		revitalized
Attained	persuaded	solved	Helping	Shaped
Chaired	promoted	specialized	advocated	
Considered	publicized	upgraded	aided	Clerical or Detail Oriented
Consolidated	reconciled		assisted	Approved
Contracted	recruited	Research	clarified	Arranged
Coordinated	spoke	clarified	coached	catalogued
Delegated	translated	collected	cooperated	Classified
Developed	wrote	critiqued	counseled	Collected
Directed		diagnosed	demonstrated	Compiled
Evaluated	Financial	evaluated	diagnosed	Executed
Executed	administered	examined	educated	generated
Improved	allocated	extracted	expedited	implemented
Increased	analyzed	identified	facilitated	Inspected
Organized	appraised	inspected	familiarized	monitored
Oversaw	audited	interpreted	guided	organized
Planned	balanced	interviewed	intervened	Prepared
Prioritized	budgeted	investigated	motivated	processed
Produced	calculated	organized	referred	purchased
recommended	forecasted	reviewed	rehabilitated	Recorded
Reviewed	managed	summarized	represented	Specified
Scheduled	planned	surveyed	resolved	systematized
Strengthened	projected	systematized	supported	Tabulated
supervised	researched		volunteered	validated

How to Organize Your Resume

Resume sections should be tailored to the position for which you are applying. Many sections are flexible and can be combined to describe your qualifications. Always have a counselor, friend, or someone familiar with your work to review your resume for clarity and effectiveness.

Contact information

Put your full name, email, and phone number at the top of the page. Your name should be the most prominent thing on the page. It should be at least one size larger and should be bolded. Your email address should be appropriate – a school or personal email address. And if you have a portfolio, GitHub, or professional website, you can include this address in your header as well. For jobs that require security clearance, you may need to indicate if you are a US citizen or hold a permanent resident visa in this section.

Objective (Optional)

Using an objective is most helpful when handing out your resume at a networking event or if someone else is passing your resume on to others. It's important that your objective, if used, is specific to the industry and position. When in doubt, leave it out as it can do more harm if too vague.

Education

For a complete educational history, include: University attended, location, degree (Bachelor of Science), month/year or anticipated year of graduation, majors and/or minors, current GPA (if under a 3.0, instead use major GPA or exclude this altogether), study abroad programs, and other universities attended where a degree has been earned. First year students should include high school information and transfer students will include previous institution until Georgia Tech GPA is achieved. It is also acceptable to include academic achievements (Dean's List, academic honors, scholarships, etc.), but as more experience is gained, this becomes less important.

Relevant Coursework (Optional)

This section can be incorporated into either the Education section or the Skills section depending on if you have advanced or specialized coursework related to the position. Do not list all of the courses you have taken in college or the introductory requirements of your major. For 1st & 2nd year internship programs, employers at the Career Fair and in online postings are looking to see if you have taken or are currently enrolled in CS 1331 or 1332 – a second programming language and data structures & algorithms. Beyond that, tailor this section to the job description. If choosing to include on your resume, write out course title or course topics instead of course numbers.

Skills

For CS & CM students, this section typically includes programming languages, operating systems, database management, other technical frameworks, design tools, IDE's (beyond default), and software tools. Do not list soft skills in this section. And only list laboratory skills when relevant to job description. A good rule of thumb is to order technical skills based on proficiency.

Work Experience

Always include names of organization, job title, location, and dates of employment. Use strong action verbs to highlight skills, accomplishments, capabilities, scope and context of your work experience. Give evidence of your personal impact: show not only that you completed tasks but that you contributed to organizational goals. Focus on results and outcomes – not just what you did. Provide examples that demonstrate leadership, teamwork, initiative, and continuous learning. Always include quantities, professional language, and technical skills within your content. When quantifying, use percentages and dollar amounts appropriately, example – angel funding received for a business.

Projects

Many employers are looking to see finished projects and tangible work upon which to evaluate your skills and creativity. A wide variety of projects can be included – coursework that is *unique* to you or a group (this does not include CS 1301, 1331, or 1332 homeworks), professional projects, hobbies, etc. It is acceptable to include links to GitHub or where the employer may be able to download (ex. Mobile apps), but this is not a requirement.

Leadership, Activities, and Service (Optional)

List college-related activities including student government, fraternities / sororities, student clubs, sports activities, etc. not mentioned elsewhere. List organizations and the skills and abilities utilized. Do not forget to note offices held or committee involvement. Add content regarding contribution and include strong action verbs and quantities (similar to work experience section).

Honors (Optional)

Relevant accomplishments, achievements, scholarships or awards that you earned for exceeding average standards in either academics, athletics, or in a work environment. List name of the organization or award and note percentages where appropriate. Honors may also be included under Education as well, instead of listed as a separate section.

Do's & Don'ts of Resume Writing

Do:

- Include accurate and professional contact information – phone number and an appropriate email addresses are great
- Either write an objective statement tailored to the specific position to which you are applying, or leave it off and let your experience speak for itself
- Include your GPA if it is *at or above* a 3.0, if not use your major GPA if also above a 3.0. Calculate by including all CS/CM degree requirements (CS 1301 through CS 4001, including thread requirements, junior design, MATH 3012, and statistics)
- Use a readable font and print on a laser printer
- Be consistent in formatting and alignment throughout resume
- Use action verbs to describe your experiences and accomplishments; past tense is expected unless currently employed
- Quantify duties when possible
- Use short phrases that convey a positive, concise description of your accomplishments
- Limit your resume to one page
- Check the spelling of every word; make sure grammar and punctuation are correct but know that complete sentences are not required
- Have your resume proofread by a Career Services advisor, family member, or peer before sending it to potential employers

Don't:

- Include personal information such as weight, height, marital status, social security number, age, race, religion, or political affiliation
- Use graphics (unless you are applying for a graphic arts/design position)
- Upload your photo as it opens the door for bias/discrimination. Save this for your personal website.
- Include a lengthy skills section with common skills like Microsoft Word or Excel.
- Be too verbose. Say as much as possible with a few words.
- List detailed descriptions of unrelated job duties
- Use personal pronouns (I, me, or my) on your resume. Also never start a description with "I ..."
- Exaggerate your experience
- Start phrases in experience section with "Responsible for"
- State salary history with internships or jobs
- Use abbreviations without spelling out what they stand for

Resume Format with Sections

NAME

Email Address • Primary Phone Number • Portfolio Link

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY

Atlanta, GA

College of Computing

Month Year – Present or Graduation Month

Bachelor of Science, Computer Science/Computational Media

Cumulative GPA (if above 3.0)

Threads

Minor or Certificate

Relevant Coursework: (Optional)

Study Abroad Program, Name of Program

Month Year - Month Year

*Previous college or degree information. Transfer school information ONLY for 1st semester at Georgia Tech

EXPERIENCE

MOST RECENT EMPLOYER (COMPANY 1)

City, State

Position / Department (if applicable)

Month Year - Present

If the company is not well known, include an overview (not to exceed 2 lines) of the company including type of service or products.

- Accomplishment/result starting with verb. Make sure you identify which programming languages, tools, environments used for this position
- Accomplishment/result starting with verb.
(and so forth...)

SECOND MOST RECENT EMPLOYER (COMPANY 2)

City, State

Position / Department (if applicable)

Month Year - Month Year

- Accomplishment/result starting with verb.
- Accomplishment/result starting with verb.

PROJECTS

Name of Project (Semester or Month/Year) – Brief description & GitHub link* if available

Identify if group project: Role/Position; Hackathon/Competition: Event Title; or if personal: Personal Project

- Describe level of involvement/accomplishment starting with verb.
- Describe level of involvement/accomplishment starting with verb.

SKILLS

Programming: ex. C, Java, Javascript, Python, Ruby

Frameworks & Tools: ex. Hadoop, Django, Maven, Git

Operating Systems: Linux

Languages: (Optional – e.g. Portuguese – native, English – fluent, German – basic)

Relevant Coursework: (Optional)

ACTIVITIES or LEADERSHIP

Affiliations: (Optional – e.g. professional and/or civic organizations)

Activities: (Optional – activities outside school)

Volunteer: (Optional)

Honors/Awards: (Optional – academic honors, scholarships, & awards outside school)

Interests: (Optional – Relevant, unique, special interests, or achievements. NOT a long list of hobbies)

Sample Freshman Resume

Hash Tablés

arrays@gmail.com

(123) 456-7890

tables@gatech.edu

EDUCATION

Georgia Institute of Technology, Atlanta, GA **June 2017 - May 2021**

- Candidate for Bachelor of Science in Computer Science

Louisiana School for Math, Science and the Arts (LMSA) **May 2017**

- High School Diploma
- GPA 4.8/5.0
- Rank 3/223
- AP Scholar with Honors
- Ward Family Educational Scholarship

EXPERIENCE

Rolling Hills Landscaping, Provençal, LA **April 2015 - May 2017**

Landscape Worker

- Oversaw general appearance and health of garden plants and trees for private residencies and county government buildings
- Performed routine lawn and grounds maintenance tasks on a regular basis.
- Operated all ground and gardening equipment safely and efficiently.

Bayou Express, Provençal, LA **January 2014 - January 2015**

Team Member

- Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line teamwork.
- Served 100+ people per day.

LEADERSHIP

Freshman Leadership Council **June 2017 - Present**

College of Computing Student Representative

- Proposed ideas and plans to better the college experience for all students by working with faculty and staff at the Institute regarding curriculum, student expectations, and student services
- Presented monthly to the College of Computing Dean and student organization undergraduate council

Jumpstart Youth Leadership Program **May 2015 - May 2016**

Facilitator

- Mentored middle school students through a variety of team building and leadership activities weekly
- Provided tutoring and homework help for mathematics and physics

LMSA International Club **September 2014 - May 2016**

Vice-President

- Organized monthly speaker series which included corporate and alumni speakers
- Created and coordinated the Annual World Cultures Fair for all enrolled students and their families

SKILLS:

Languages: Python, Java, HTML, PHP

Operating Systems: Windows

Relevant Courses: Object Oriented Programming, Data Structures, Discrete Mathematics

Foreign Language: Fluent in French

Sample Undergraduate Resume

Ruby Y. Perl

rperl3@gmail.com

(101) 222-3333

www.github.com/rubyp

EDUCATION:

Georgia Institute of Technology, Atlanta, GA

- Candidate for Bachelor of Science in Computer Science
- Threads: Information Internetworks, People

August 2016 – Present
Expected Graduation: December 2018
GPA: 3.2/4.0

Georgia Perimeter College

- Associates in Mathematics

August 2014– May 2016

WORK EXPERIENCE:

Sullala, Inc., Atlanta, GA

Software Developer

- Automated services through scripting via C# for on-going promotions, including monthly point conversions for all customers who meet criteria
- Created interface for fuel redemptions at fuel pumps using C# and MySQL

March 2017 – May 2017

Careerbuilder.com, Atlanta, GA

Intern Software Engineer on Job Application and Developer Team

- Handled site issues queue for all job posters, where problems sourced from:
 - Data in Databases, needing SQL to run proper queries
 - Code in front/back end, where VB.NET or C# knowledge was needed to correct problems

May 2016 – September 2016

Intern Software Engineer on Site Performance Team

- Created easy to use web pages where server performance data was graphed
- Assisted in handling data on Hadoop Clusters

June 2015 – April 2016

PROJECTS:

Quittin' Time App

- Designed iOS application for impromptu grocery shoppers that sends the user at “quitting time” a random recipe, along with recipe ingredients and directions
- Created backend server in Clojure to handle requests and heavy work for app
 - Identified randomized list of recipes based on uninterested and “staple” foods.
 - Talked with multiple APIs for necessary data

Junior Design Project

- Convert and move files from DSpace to Fedora Core repository
- Helped create ruby scripts necessary to facilitate process

Bit Torrent Client

- Java application to torrent files from peers

LEADERSHIP:

Women at College of Computing, W@CC

President

- Manage the college-wide organization that empowers women within the Georgia Tech College of Computing
- Oversee events, meetings, and programming, including coordinating guest speakers such as employers

August 2017 – Present

SKILLS:

Languages:

C#, Java, SQL, MYSQL, Clojure, Javascript, Python, PHP, C, Ruby

Practices:

Agile and Scrum, Subversion

Mal Ware

email mware@gatech.edu
github github.com/mware
phone 404-123-1234

EDUCATION

Georgia Institute of Technology
B.S. in Computer Science
Threads: Info-Networks & Intelligence
Atlanta, GA | Expected May 2018
GPA: 3.32 (3.50 CS)

SKILLS

C	Python
Java	Java Script
jQuery	Django
MySQL	PHP
HTML	CSS

COURSE WORK

Data Structures
Algorithms
Artificial Intelligence
Computer Networking
Information Security
Machine Learning

PROJECTS

Crowd Shield | Android Developer
Crowdsourcing app to help protect vulnerable communities in disaster zones.

- Utilized location-based APIs for GPS tracking to connect with local law enforcement agencies
- Built in 48 hours at Computing For Good Hackathon

GT Course Reviews | Java & SQL
Application to allow students to more intelligently schedule classes based on student recommendations

- Used online collaborative filtering in Java to create a database with SQLite for ratings and reviews
- github.com/mware/CourseReviews

Mentor Room | Junior Design
Application to allow high school students to connect with mentors at local Universities

- Built a basic framework for both iOS and Android app
- Implemented Parse for data storage and querying and LeafletJS framework for mentor search
- github.com/mware/MentorRoom

EXPERIENCE

Facebook Menlo Park, CA
iOS Developer Intern May 2016 – Sept 2016

- Worked on the back end of a Birthday eCard app
- Sent emails to client via Parse Cloud Code in Objective-C and JavaScript
- Uploaded and hosted video content onto a server using Objective-C and PHP

Children's Healthcare of Atlanta Atlanta, GA
Engineer & Research Intern Jan 2016- Apr 2016

- Applied machine learning algorithms to glucose monitor data sets to perform intelligent and real-time diagnosis and regulation for pediatric diabetic patients

SAP Technologies Alpharetta, GA
Business Intelligence Intern May 2015 – Aug 2015

- Built internal tools to facilitate constructing HTML and Javascript dashboards
- Created an installer to improve the marketability of an existing product
- Prototyped tools, dashboards, and other projects and investigated and reported on their feasibility

College of Computing Helpdesk Atlanta, GA
Technology Assistant Aug 2014 - Jun 2016

- Reviewed issues with hardware and software applying IT coursework and training towards finding a suitable solution
- Utilized customer service skills while interacting with faculty and staff to address status of their

ORGANIZATIONS

Women's Cross Country & Track and Field (Varsity) Atlanta, GA
Captain, 2017 Aug 2014 - Present

- Four year letter-winner in indoor/outdoor track and cross country
- All-ACC Honor Roll and ACC Student Service Award
- Student Athlete Advisory Council, 2015 - Present

RoboJackets Atlanta, GA
External Affairs Chair Aug 2016 - May 2017

- Facilitated communication with faculty and university recruiters for guest speaking and event planning.

Big Sister Big Brother Atlanta, GA
Volunteer - Big Sister Feb 2013 - Aug 2015

- Developed relationship with little sister, providing guidance and encouragement.
- Planned visits and activities 1-2 times per week.