Resume Cheat Sheet

This document represents you when you are not around. It is the most powerful and informative and must catch the eye of the interested party and keep their attention within 15 seconds. Tell your story!

Goals of the resume
- Get and keep attention of the intended audience.
- Gain interest to rid potential interviewers of "puzzle piece questions".
- Answer questions about work history, responsibilities, and accomplishments, ands tools used in each position allowing for the attention span of your audience to focus on you.
    - Eliminate Who, What, and Where questions and maintain a focus on How and Why questions.
- Win a conversation with the reader!

Resume Laws
- Words ARE important!
- Quantify or be specific.
- Be bold, be bright, be gone (keep it simple yet powerful).
- No fillers
- Skills over characteristics
- Lead with the best information.
- Chronological order starts with now.

Formatting Guidelines

Header
- Name
- City, State, Zip
- Email
- Phone
- LinkedIn
- Other Social Profile

Objective Statement
- This should be targeted to your intended audience and position and should change per inquiry.
- Be concise yet powerful. Can change per position applied but best to be static. Build with the most important keys to your experience, how it relates to the role you want inclusive of 2 or 3 character-related adjectives.
- Not required, can supplement by replacing objective statement with summary.

Example: *Obtain an entry-level IT security position where I can leverage both my academic and practical experience inside of a culture that values employee mentorship, professional development, and family and that harbors room for growth internally.*

Summary
- This should be the shortest version of your BIO possible.
- Build with the most important keys to your experience, how it relates to the role you want inclusive of 2 or 3 character-related adjectives.

Example: *Honorable U.S. Veteran and family man with 14+ years of full stack development experience. Passionate, approachable, and tactful natural leader with a proven history of delivering results ahead of deadlines and above expectations. Possesses unbreakable work ethic and a mindset revolving around clients' needs and actions based on partnerships. 4+ years of team leadership. Eager to continue to contribute and grow.*

Skills or Overview
- **Skills -** Only include hardline skills that are tools or technology.
- **Overview -** List out your core areas of focus.

Skills Summary Example
- *Languages: C#, VB.NET, Java, Cobol, C*
- *Database: Microsoft SQL Server, Azure SQL, MongoDB*
- *Frameworks: .NET Core, Web API, MVC, WCF, AngularJS*
- *Platforms: Visual Studio 2019, SSMS*
- *Cloud Technology: Azure, AWS, GCP*
- *Source Control: Git, Team Foundation Server, TFS*
- *Tools: Kubernetes, Docker, MS Teams, Slack, Discord*

Overview/Snapshot Example
- *Cold Calling*
- *Sourcing technology*
- *Boolean*
- *Business Development*
- *Recruiting*
- *Interviewing*
- *Salesforce, Bullhorn, Loxo ATS/CRM*
- *Email campaign creation and management*
- *Microsoft Office Suite*

Work History/Experience

Company | City, State
Company purpose of existence/overview of services
Title
Dates of Employment
Responsibilities (Breakdown of your role and it is purpose one important bullet at time)
- A
- B
- C

Accomplishments (what you accomplished doing your responsibilities and beyond. MUST BE QUANTIFIABLE)
- X
- Y
- Z

Education
Degree, School | City, State
Degree, School | City, State

Certifications
- Current certifications
- In progress (with test date goal)

Awards
- 40 under 40 Recognition by The Business Journal, 2013

Community Involvement Extracurricular participation
- Memberships (if you held leadership roles and can speak to accomplishments treat this section as you would an actual job in your work history section)
    - Leadership roles
        - Awards or recognition
- User Groups
- Conferences

Interests (Can be ice breakers or common threads - not required)
- Relative (could be technical if you are)
- Non-Technical (If you feel comfortable)

Learning (not required)
- Studying X, Y, or Z
- Reading A, B, C