

YOUR RESUME

Experience | Skills/Knowledge | Interests

What have you done? | What do you know? | What do you want to do?

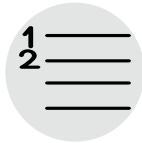
You have just a few seconds to capture their attention ...

Words



- Use **ACTION Verbs** (active voice) to describe your experiences & skills.
- Help the reader understand the **task**, plus the **scope/scale** of **YOUR work**.

Order



- Put your most important info at the **TOP** and to the **LEFT**
- Provide the most detail about the most relevant information
- Engage your reader by keeping the content focused on skills, experiences and knowledge related to their field.

Emphasis



- Incorporate bold, italics, and underline **sparingly**, and only for your most important facts
- Use **proper syntax**. Do not capitalize terms to show emphasis
- Write **targeted headings**- guide your reader, especially with projects.

STANDOUT from the Crowd

Be sure to emphasize the factors that make you a **UNIQUE** candidate for the position.

Use a **ONE PAGE** format for your resume



Start with margins of at least .5" on each side

Fonts between 10-12 pm

Do NOT use personal pronouns (I, me, my)

AVOID columns, tables, headers & footers to avoid ATS parsing errors

Contact information:

- Try to keep this content on 2-3 lines.
- Consider including Github site in addition to name, email, phone.
- LinkedIn profiles, personal websites, and mailing addresses are optional.
- Please only include ONE email address.

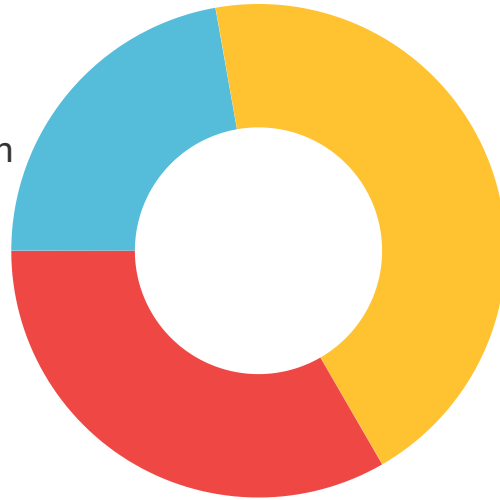
Do NOT write in narrative format.
Use action phrases, and lists.

Eliminate small words such as "a, an, or the", whenever possible

Turn your tasks into ACCOMPLISHMENTS

Jot down TASKS

- Automated testing
- Developed application
- Integrated API



Quantify & qualify your IMPACT

- How did it perform?
- Who did it impact?

Describe your ACTION

- How did you do this?
- What skill did you apply?

Demonstrate the **scope & scale** of your work
Ask yourself:

who? what? when? where? why? how?

Academic Projects & Courses



Courses: Make SELECTIONS

Your choice of classes indicates expertise and interest

List in order of relevant experience & knowledge

Projects: use Subheadings instead of titles

Use domain based project headings instead of project titles to showcase expertise (i.e. what "type" of project "Machine Learning", "Android Application") -- for better keyword matches

Technical ACTION Verbs

Adapted	Implemented
Analyzed	Improved
Built	Installed
Calculated	Integrated
Coded	Maintained
Converted	Modeled
Created	Processed
Designed	Produced
Debugged	Programmed
Developed	Repaired
Devised	Restored
Diagnosed	Tested
Evaluated	Updated

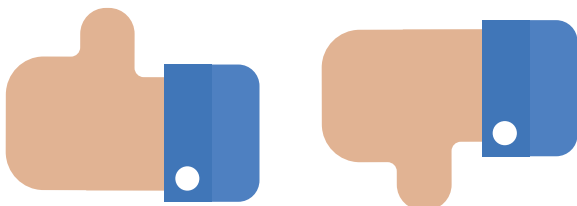
Guide the READER through headings and descriptions

Machine Learning: Proposed and implemented a process to identify handwriting on an image using Python, OCR (Tesseract), character segmentation by clustering (DBScan), image extrapolation and Convolutional Neural Networks.

Continuous Integration: Automated the complete CI suite for OpenStack using Ansible and Jenkins. Built an application to automate the development setup process which includes installation of plugins and required libraries, saving more than 60 minutes per developer onboarded.

Software Engineering: Designed Trading Algorithms in C++ using effective modeling, decreasing execution time by 99.9% from 10 milliseconds to 10 microseconds.

GET FEEDBACK!



Use a tool to evaluate how your resume would be read by an Applicant Tracking System

Compare your resume with peers

Seek opinions from those in your field

Attend resume critique sessions

NC STATE

More info:
go.ncsu.edu/csccareer

**Computer Science
Corporate & Career Services**