

# TECH RESUME CHECKLIST

Developed by Clifford Frontera

When checking your resume follow these suggestions:

## Overall/format:

- Your resume shouldn't be longer than one page (unless you have 8+ years of post-graduation experience).
- Header should contain: Name and contact information, including your customized LinkedIn public profile URL, GitHub and website (if applicable). Remove your street address; keep your city, state and zip code.
- Do not "label" your phone number or email address.
- Your name should be the largest thing on the page (recommendation: 16, bold, all caps).
- Text should either be 10.5, 11 or 12, depending upon which font you're using and how much text you have.
- Remove personal pronouns (I, you, he, she, we, they, me, you, him, her, us, them), possessives (my, mine, your, yours, our, ours, his, her, hers, its, their, theirs) and unnecessary articles (e.g. a/an, the).
- Remove "References available upon request."
- Each section should be in reverse chronological order (most recent experience first).

## Education:

- Education is the highest on the page (below the header): Try to fit your education on one line, with GPA, honors, dean's list and scholarships on lines below it, as needed:  
**B.S., Computer and Information Science**, Brooklyn College, CUNY - Degree expected. Honors/awards can be listed right below the education including Major GPA: \_; Overall GPA: \_; Dean's List:
- Include relevant coursework (this is optional): ensure it is courses most relevant to your career interest and the role you're applying to. Remove course numbers and abbreviations - just include titles.

## Technical Skills:

- Technical Skills: your skills section should be the first main section on the page, right after your education/coursework.
- Include technologies, languages, and frameworks. You may also include "natural languages."
- Make sure skills are relevant to the job you are applying to.

## Projects (most recent first):

- Make sure you have a projects section (apps, webpages, etc. that you built): This is an essential part of a tech resume. If you do not have tech experience this section should come right after your skills. Make sure the projects include the following:
  - Links to live site and/or source code
  - Purpose of the app/problem addressed with app
  - Technologies used, features and how they were built
  - Specific contributions made by you

## Experience:

- Make sure your experience clearly states the problems addressed, technical solutions and direct accomplishments. Each experience bullet should:
  - Start with an [action verb](#) (remove the phrase "responsible for")
  - Quantify the results (use numbers!)
  - Be specific but concise (you do not want to go more than 2 lines of text)
  - Show [results](#) (why you are proud of this)

## Additional Sections (Optional):

- You can differentiate between Relevant Experience & Additional 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.
- Relevant Training: could include certificates, micro-degrees, and immersion opportunities.