

RESUME TUNE-UP GUIDELINES AND TIPS



How Is Your Resume?



“It appears you’ve taken every precaution, so as not to become overqualified.”

The first round of **candidate selection** is usually made on the resume level?!

Your Resume **SUCKS** ?



This presentation is to give you **guidelines** on how **to fine tune your resume** to be sent to a prospect and there are some common practices we follow...

Resume Sections:

Summary of Qualifications



FirstName LastName

Senior Java Developer

First Name
Last Name

Summary of Qualifications

I have over 9 years of experience in development of software projects. Strong experience in web enterprise systems development (clustering, distribution, failover). I have good understanding Service Oriented concepts and experience with Agile, Scrum, XP, RUP, and Software Development Life Cycle (SDLC).

Skills

Programming Languages/ Technologies

- Software Architecture Design/ UML/ Reverse Engineering/Design Patterns
- SaaS/SOA/PIA Research & Development
- Install Shield

Application/Web Servers

- JBoss
- Glassfish

Hardware

- Network technologies
- Different technological devices

DBMS

- SQL Server/SQL/TSQL/Business Intelligence (DTS, OLAP)

Frameworks

- Spring/Spring.NET/Spring MVC
- Hibernate/Hibernate/JPA
- JasperReports/Chart FX

Development Tools

- Eclipse/MyEclipse & Plugins
- Pro/ JUnit/ Log4j/ JProfiler/ Decompiler Tools

Skills

Experience

Experience

Project Description:

Enterprise Business-Oriented Application
Large enterprise project intended to optimize business activities of B2B, B2C oriented companies. Project consists of two main parts: Sample Product, which is a baseline for customizing app for the end customers and projects.

Customer:

US company

Involvement/Duration:

10 months

Project Role:

Tech Lead

Responsibilities:

- Developing and coaching and monitoring the team
- Teaching and training others
- module development

Project Team Size:

9-12 team members

Tools & Technologies:

Java, Swing, Spring, Spring Rich Client, Struts, Common Controls, Hibernate, JDBC, Web Services

Certifications

- Sun Certified Programmer for the Java 2 (SCJP) 2010



Education

Education

M.Sc. Degree in System Programming
Ivan Franko National University
Department of Mathematics, Physics and Informatics
2000

Certifications
with Logos

Please use this Resume Template:



Resume Template

Summary of Qualifications

Give a short overview of your **overall experience** (overall experience in IT, business domains, process methodologies) and **skills** you possess (management experience pointing out to the team size managed, communication with the client experience, onsite visits)

Summarize your **qualifications** (technologies, certifications and awards)

Quantify your accomplishments whenever possible

Try to find out as much as you can about the project/position you are considered for to list **only relevant information**:



- *if you know Scrum would be a required process model, it would be relevant to mention your role in Scrum team you might have possibly been taking before*
- *highlight your experience in the technology, which is required for this particular project*
- *whatever you think is relevant and might be considered as your strength for this project/position, state it*

Summary of Qualifications. Sample:



FirstName LastName

Flex Technical Leader

Summary of Qualifications

I have over 6 years of experience in software development. I have solid understanding and knowledge of object-oriented approach, software engineering principles, and concepts. I have experience in leading projects, communicating with clients, strong experience in OOA/OOD/OOP, component design and design patterns, web scripting, design and development of relational databases.

I have taken part in full life cycle of software development projects of various sizes, including application design from scratch, memory leaks and performance analysis and improvements, code re-factoring and optimization, porting and re-design software to another platform, requirement analysis and elaboration, usage and development of design patterns. I have mainly worked with Adobe Flash/Flex, C/C++, Win32, VC++, SQL Server, VC#, ASP.NET, ADO.NET, and AIR. I have participated in development process of such software applications on .NET technology as desktop applications, web-oriented applications, web services for different consumers in USA and Europe. My responsibilities were technical leading, development, architecture design, system development, consulting and training activities.

I have been taking a role of Technical Lead on a number of projects. I am experienced in Agile (XP) methodology. Have vast knowledge in SCRUM.

Please refer to [Summary of Qualifications examples](#) for Technical Leads, Software Engineers, QC Engineers, QC Leads.

Skills



NO number of years of experience

Skills	Programming Languages/ Technologies	RDBMS
	<ul style="list-style-type: none">▪ OOP&OOA&OOD▪ MS .NET Framework▪ C#▪ HTML/CSS/ASP/ASP.NET▪ ASP.NET 2.0▪ ODBC, OLEDB, ADO.NET▪ MS Visual Studio 6.0/2003/2005/2008▪ C/C++▪ Visual Basic▪ JavaScript▪ PHP▪ Ajax/ Ajax Control Toolkit▪ Eclipse 3.0▪ Action Script 2.0▪ Action Script 3.0▪ Adobe Flash/Flex▪ Adobe AIR▪ Adobe Flash CS4▪ Adobe Flex Builder 2.0/3.0▪ Adobe Flash Builder▪ Adobe Flash Media Server▪ Adobe Flex Data Services▪ Adobe Flex Charting	<ul style="list-style-type: none">▪ SQL Server/SQL/TSQL/Business▪ Microsoft SQL Server 2000/2005▪ Microsoft SQL Server Express▪ Oracle 8/9 (PL/SQL)▪ MySQL▪ SQLite
	Operating Systems	Enterprise Technologies/ Web/ Application Servers and RDBMS Tools
	<ul style="list-style-type: none">▪ MS DOS▪ Microsoft Windows 95/ 98/ 2000/XP/ 2003 Server/ Vista▪ Red Hat Linux 8/9	<ul style="list-style-type: none">▪ MS SharePoint▪ MS Project Server▪ IIS 5/6, Apache 1.3/2.0▪ MS SQL Enterprise Manager▪ MS SQL 2000 Enterprise Manager▪ MS SQL Query Analyzer▪ MySQL Profiler
		Management, Office, Support Software
		<ul style="list-style-type: none">▪ Microsoft Office, Open Office, Google Docs▪ Rational Suite 2003 Enterprise▪ Seapine TestTrack, Rational ClearDDTS▪ Pragmatic▪ SourceSafe/CVS/ClearCase/Perforce▪ Borland Together Architect▪ Power Designer

[Skills examples](#)

Experience



Place **recent projects at the top**, in a descending order

Indicate **only relevant experience**

To show your professional experience list all the projects **regardless where** the project was developed at SoftServe or elsewhere



- *do not specify the name of the company you worked for*
- *no need to mention you were holding a position of administrator in the Internet café*

Experience

As we cannot provide real project names, give a project descriptive name

Responsibilities: If you know Scrum would a required process model, it would be relevant to mention a role in Scrum team you might have possibly been taking].

Customer: In case it was SoftServe's internal project, a test project or a project you developed in SoftServe University, just put European Company



if you know the other people are considered for the same position and you both might be involved in the same project in the past, please make sure you both come up with the same 'project descriptive name' and do not provide contradictive information

Experience. Sample:

Experience	
Project Description:	Enterprise Business-Oriented Application Large enterprise project intended to optimize business activities of B2B, B2C oriented companies. Project consists of two main parts: Sample Product, which is a baseline for customizing app for the end customers and projects, which are customized appropriately to end customer requirements. Project is based on Analytics technologies such as Microsoft Business Intelligence and uses many modern J2EE approaches.
Customer:	US company
Involvement Duration:	10 months
Project Role:	Tech Lead
Responsibilities:	<ul style="list-style-type: none">▪ developing and coaching and mentoring the team▪ teaching and training others▪ decision-making▪ negotiating and mediating▪ requirement analysis▪ architecture modules design▪ architecture documentation elaboration▪ module development
Project Team Size:	9-12 team members
Tools & Technologies:	Eclipse, Rally/Jira, Hudson/Maven; Java, Swing, Spring, Spring Rich Client, Struts, Common Controls, Hibernate, JDBC, Web Services, SQL Server/OLAP/DTS/RS, Jasper, Ant, JBoss, Install Shield, Log4J, JUnit, JFCUnit, Perforce

Certifications

Certifications

- Sun Certified Programmer for the Java 2 (SCJP) 2010



- list your **certifications** and add **logos**
- specify **awards** you may have
 - * *only relevant to the position you are applying for*



Education

Helpful
Tips

Education

M.Sc. Degree in Computer Systems

National Polytechnic University
Telecontrol and Automation Systems Department
2000

B. Sc. Honours Degree in IT Networks and Information Security

National Polytechnic University
Telecommunications Department
2000

M.Sc. Degree in System Programming

Ivan Franko National University
Department of Mathematics, Physics and Informatics
2000

M.Sc. Degree in Computer Engineering

Ivan Franko National University
Department of Mathematics, Physics and Informatics
2000

M.Sc. Honours Degree in Applied Mathematics and Informatics

Ivan Franko National University
Department of Applied Mathematics and Informatics
2000

M.Sc. Degree in Information Technologies

State Technical Oil and Gas University
Department of Automation and Computer Sciences
2000

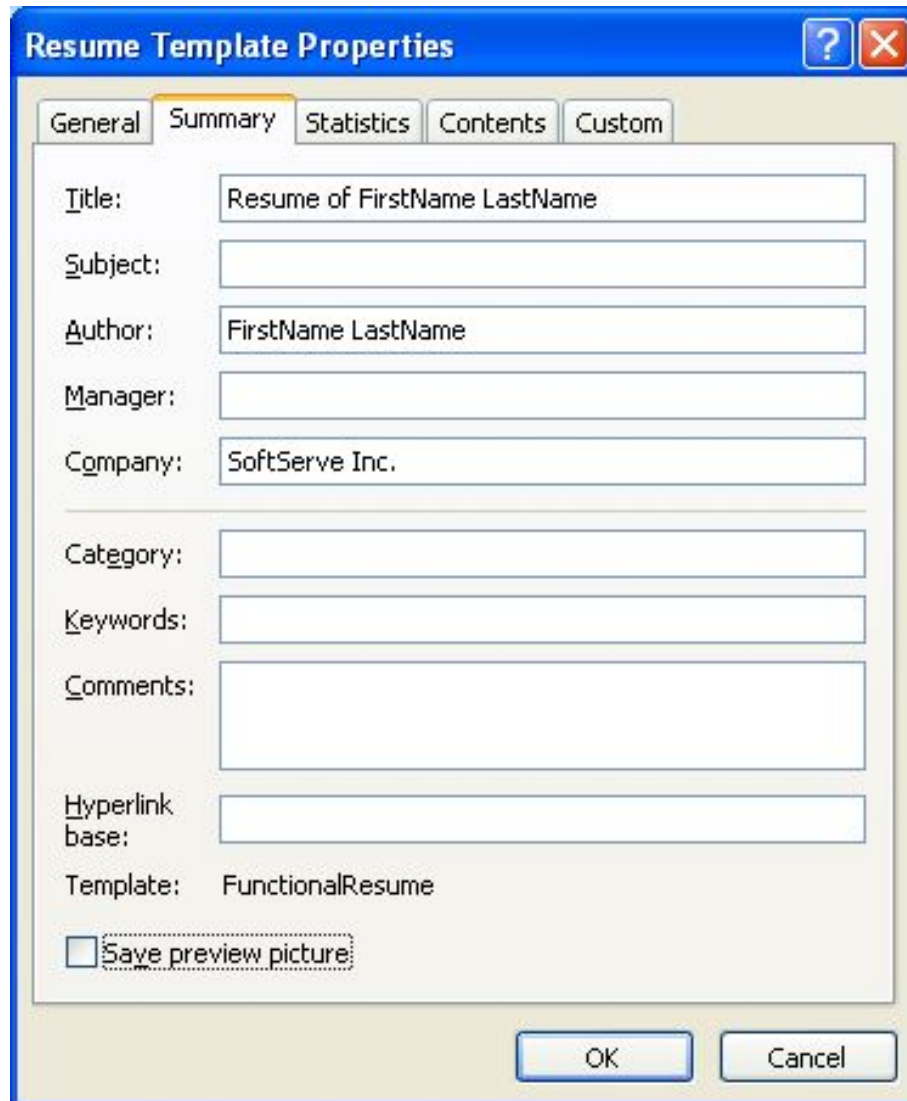
- list your education history in a **descending order**
- 'Червоний диплом' – «**Honours Degree**»
- 'Диплом спеціаліста' put **B Sc** or **M Sc Degree**
- **no need** to specify a city

Check the **FORMATTING:**



- **alignment** and **line spacing**
- **1 font** (size and style) is used in the document
- information is **structured** the same way
- run a **SPELL CHECK**

Document



The image shows a screenshot of a Windows-style dialog box titled "Resume Template Properties". The dialog has a blue title bar with a question mark icon and a close button. Below the title bar are five tabs: "General", "Summary", "Statistics", "Contents", and "Custom". The "Summary" tab is selected. The dialog contains several text input fields and a checkbox. The fields are labeled as follows:

- Title: Resume of FirstName LastName
- Subject: (empty)
- Author: FirstName LastName
- Manager: (empty)
- Company: SoftServe Inc.
- Category: (empty)
- Keywords: (empty)
- Comments: (empty)
- Hyperlink base: (empty)
- Template: FunctionalResume

At the bottom left, there is a checkbox labeled "Save preview picture" which is currently unchecked. At the bottom right, there are two buttons: "OK" and "Cancel".



Check document **Properties**.

It may sometimes contain somebody else's name





Thank You!