

Resume Writing for Tech Professionals

Craft a resume that showcases your technical skills and lands interviews.

Resume Structure & Formatting

- Keep it to 1-2 pages 1 page for <10 years experience
- Use a clean, ATS-friendly template no tables, graphics, or columns
- Use standard fonts: Arial, Calibri, or Times New Roman 10-12pt
- Include clear section headers: Contact, Summary, Experience, Education, Skills
- Save and send as PDF to preserve formatting

Contact Information

- Full name, phone, email, LinkedIn URL, location city, state
- Optional: GitHub, portfolio, or personal website
- Make sure your LinkedIn matches your resume

Professional Summary

- 2-3 sentences highlighting your experience level and expertise
- Include years of experience, key technologies, and your value
- Example: "Full-stack engineer with 5+ years building scalable web applications. Expert in React, Node.js, and AWS with a proven track record of reducing load times by 40% and increasing user engagement."

Work Experience - The Most Important Section

- List in reverse chronological order
- For each role include: Job Title, Company, Location, Dates
- Use bullet points 3-5 per role to highlight achievements
- Start each bullet with strong action verbs
- Focus on RESULTS, not just responsibilities
- Include metrics and numbers wherever possible

The XYZ Formula for Bullet Points:

"Accomplished [X] as measured by [Y] by doing [Z]"

Examples:

- Reduced page load time by 40% by implementing lazy loading and code splitting, resulting in 25% increase in user engagement
- Led migration of monolithic application to microservices architecture, improving deployment speed by 60% and reducing downtime to <0.1%

Technical Skills Section

- Group by category: Languages, Frameworks, Databases, Tools, Cloud, etc.
- List skills relevant to your target role first
- Be honest - only include skills you can discuss in an interview
- Example: "Languages: Python, JavaScript, TypeScript, Java"