

Tech resume guide



Tips and tricks to land
your dream job

Hired_

Your resume **matters.**

At Hired, our goal is to connect job seekers with their dream company.

How does the interview process start? With a phone screen.

Who do recruiters reach out to? Top candidates.

What defines a top candidate? An impressive background and a strong skill set.

How can you best display your experience and skill set? A top-level resume!

What's in this guide?

- **Resume breakdown**

What to include and how to format your experience

- **Top tips checklist**

Make sure you're all set before sending off your resume

- **Action verbs**

Spice up your resume and detail your experience

- **Downloadable resume**

Download an editable template to get a step ahead

Resume formatting

We broke our resume template into five sections: Contact information, Experience, Education, Skills, and Interests

These are the standard sections recruiters and hiring managers look for, and can help you out if your resume is run through any sort of automated filtering.

Firstname Lastname

Email | Telephone | City, State | LinkedIn

PROFESSIONAL EXPERIENCE

Company Name

Start Date - End Date

Title

Start Date - End Date

- High level overview
- Metrics & Accomplishments
- Day to day

Title

Start Date - End Date

- High level overview
- Metrics & Accomplishments
- Day to day

Company Name

Start Date - End Date

Title

- High level overview
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- Day to day

Company Name

Start Date - End Date

Title

- High level overview
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- Day to day

EDUCATION

Graduation Year

Degree

GPA

School

SKILLS

Tools, tech, and languages that you have used

Contact information

Include your first and last name, no need to reverse order or include your middle name. It's alright to use a nickname as well – just make sure to keep things professional.

Under your first and last name, detail your personal email, phone number, current city location, your LinkedIn profile, and any other relevant links you may have. It's alright to leave some of this information off, but the more chances a recruiter has of getting in touch the better off you are.



If you have a specific role in mind such as “Full Stack Engineer” or “Engineering Manager” you can include your title. If you're open to multiple role types, you can skip this information.

Firstname Lastname

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EDUCATION

Graduation Year

Degree

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School

SKILLS

Tools, tech, and languages that you have used

Professional experience

This is the most important section of your resume. Place it right after contact information so recruiters can dive right into your experience and accomplishments. If you've been promoted, show it off by listing each role under the company.

Also, show how long you've been at the company overall by listing the date you started at the company through your current role (or present).

Elaborate on your most recent experience with up to five bullets, but your past roles can have as few as one or two.

Firstname Lastname

Email | Telephone | City, State | LinkedIn

PROFESSIONAL EXPERIENCE

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Title Start Date - End Date

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EDUCATION Graduation Year

Degree GPA

School

SKILLS

Tools, tech, and languages that you have used

High level overview

Talk about your role on your team and at your company. What are your responsibilities? Are you a manager or an individual contributor?

If you are a manager, discuss your team. For individual contributor roles use this as a chance to write about your primary responsibilities.

Firstname Lastname

Email | Telephone | City, State | LinkedIn

PROFESSIONAL EXPERIENCE

Company Name Start Date - End Date

Title Start Date - End Date

- High level overview

- Metrics & Accomplishments

- Day to day

Title Start Date - End Date

- High level overview

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SKILLS

Tools, tech, and languages that you have used

Metrics & accomplishments

Note accomplishments, not responsibilities.

Highlight key metrics and goals met or exceeded.

When possible, include numbers and KPIs to illustrate your accomplishments.

Day to day

Call out responsibilities that highlight skills directly related to the job description such as managing people, training employees, and technology involved in your role.

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PROFESSIONAL EXPERIENCE

Company Name

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Title

Start Date - End Date

• High level overview

• Metrics & Accomplishments

• Day to day

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• High level overview

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• Day to day

EDUCATION

Graduation Year

Degree

GPA

School

SKILLS

Tools, tech, and languages that you have used

Education

Include your degree, school, and graduation year. Feel free to include your GPA if you feel proud and would like to showcase it. If you were the recipient of any merit based scholarships, add a line to highlight them.

You can also use this space for any continuing education or certification you have, just make sure to keep it relevant. If there is a certification you are working on, add expected completion date. For example: “Anticipated June 2020”



Only include graduation year if it's within the last 10 years. Otherwise leave the year off. If your GPA was stellar, feel free to include it but the farther from graduation, the less it needs to be there.

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Graduation Year

Degree

GPA

School

SKILLS

Tools, tech, and languages that you have used

Skills

List your top skills in order of expertise, frequency, and relevancy. This means you should include skills you used in your most recent work experience and your top skills should be listed first.

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Top tips

- ✓ Be concise! One page is ideal, two at most.
- ✓ Enter your contact information at the top of the page.
- ✓ Include professional experience relevant to the roles you want.
- ✓ Be succinct when explaining your work history.
- ✓ When describing your experience, don't forget to include your interactions with team members.
- ✓ Start your sentences with action verbs (see list on next page).
- ✓ Show company acquisition (if applicable) so your resume doesn't look jumpy. For example: "Company.io (previously Business.io)"
- ✓ Proofread for consistent formatting and verb tense (for your current job, use present tense and anything else, use past tense).
- ✓ Download your resume in PDF form before sharing with others.



Regarding resume gaps: Many people took time to care for others during the pandemic, or were part of company re-orgs or RIF. Don't feel embarrassed. Focus on what you gained from the break.

Action verbs

Use this list of action verbs as inspiration for your Experience section. Make sure you are mixing up your language and putting your experience in the best light possible.



Study the job description you want and use a lot of the same words or phrases on your resume. Make it easy for an ATS or busy screener to see you're a match.

Coding related verbs

- Automated
- Engineered
- Built
- Implemented
- Collaborated
- Created
- Launched
- Integrated
- Developed
- Maintained

Managerial related verbs

- Advocated
- Coached
- Delegated
- Facilitated
- Influenced
- Lead
- Managed
- Mentored
- Taught
- Trained

Sample resume

Here's an example resume bringing everything discussed in this guide together. Click below to the sample in Google Docs. Make a copy and you're on your way to a great tech resume!

If you plan on changing fonts or sizes, make sure to keep things simple and straightforward

[Open sample resume](#)

Sam Smith

Philadelphia, PA | 987.555.3210 | sam@sample.com | LinkedIn

PROFESSIONAL EXPERIENCE

Sample.io

03/2016 - Present

Software Engineer II

01/2019 - Present

- Collaborate with teammates in the form of pair-programming, code reviews, and manual QA.
- Fix bugs in our web applications to increase the fidelity of data and dependency of functionality (Ruby, Ember.js).
- Manage dynamic email and SMS channel from candidates in order to understand how to create a better product.

Software Engineer

10/2017 - 12/2018

- Worked on a four person team developing a point of sale terminal written in Java utilizing PostgreSQL database.
- Developed a mobile app for Android and iOS using HTML and Swift.
- Designed an application that backs up PostgreSQL database daily and sends the backup via FTP to a server.fellows that uses previous data to target specific hosting companies.

Example.io

Software Engineer Intern

07/2016- 10/2016

- Built an in-browser local plugin for greater weekly sprint updating efficiency.
- Implemented a plugin that could be inserted into the team's local JIRA agile project tracker.

EDUCATION

Bachelors of Science, Computer Science

Graduated May 2017

The Georgia Institute of Technology

GPA: 3.83

User Experience Design Circuit

Anticipated June 2022

The Georgia Institute of Technology

SKILLS

Ruby on Rails, Javascript (Node.js, Ember.js), Python, Swift

Databases: PostgreSQL, MySQL

**Ready to send out
your resume?**

**Whether you're itching for your
next adventure, or just putting
feelers out there, we've got you
covered! Explore opportunities
and [create a profile on Hired](#)**

Hired_