

CODEPATH*ORG

RESUME CHECKLIST & FORMATS [\[Make A Copy\]](#)

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RESUME BEST PRACTICE CHECKLIST:

Overall/format:

- ☐ One page (except for special circumstances like applying for positions outside the US or academic roles)
- ☐ Do not put a picture on your resume.
- ☐ Margins should be .5 in. or greater and font should be no smaller than size 11.
- ☐ Tailor your content as much as possible to the job posting. No objective.
- ☐ Single-column format without tables or graphics and in an easily editable format is normally best.

Contact info:

- ☐ Include: Name, Location (City, ST (abbreviated state), Phone number, Email address (ideally professional Gmail), GitHub URL, customized LinkedIn URL, & Portfolio/blog link (if you have one & it's "showable").

Education:

- ☐ Include University, location, full degree name, and planned graduation month and year (ie Bachelor of Science in Computer Science).
- ☐ You may include up to 2 lines of Relevant Coursework, but make sure it is relevant to the position.
- ☐ You can include honors, GPA (if above 3.5) or education-related activities in this section if you want.

Skills (& Certifications):

- ☐ List skills relevant to position in order of importance. Embed throughout Projects/Experience sections.
- ☐ Either include your CodePath course here OR as a part of "Relevant Coursework" under Education, or in a "Relevant Training" section, or under Experience if you have been a Guru or Fellow.

Experience:

- ☐ Bullet points all start with a *strong* past tense verb and are in the format of "Accomplished [X] as measured by [Y] by doing [Z]" or "WHAT you did + HOW you did it + end RESULT for team/project".
- ☐ Should list experiences in reverse chronological order.
- ☐ Quantitative and qualitative details are added whenever possible to provide evidence of your skill set.

Projects:

- ☐ Bullet points all start with a *strong* past tense verb and are in the format of "Accomplished [X] as measured by [Y] by doing [Z]" or "WHAT you did + HOW you did it + end RESULT for team/project".
- ☐ Focus on describing what you did vs. product description. You're marketing yourself, not the product.
- ☐ Add links to project repo (as long as README is good), blog post, deployed project, or app/play store.

Additional Sections: (Optional)

- ☐ Additional Experience + Relevant 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.
- ☐ Honors/Awards: could also highlight accomplishments within each project/experience as a bullet point.
- ☐ Relevant Training: could include certificates, micro-degrees, immersion opportunities, or CodePath if you don't want to put it in the Education section.

Interests: (Optional)

- ☐ List up to 3 and make them specific, unique, & bonus points for relevant. (Examples: hiking and landscape photography, volunteering with Girls on the Run, and very amateur cake decorating).

[TEMPLATE] WITH LEADERSHIP SECTION:

NAME

Location • telephone • email • LinkedIn • GitHub • Portfolio

EDUCATION

University Name– City, ST

Graduation Month Year

Bachelor of Science in Computer Science, Minor in Physics, GPA:

Relevant coursework: (2 lines max)

Honors & Awards:

SKILLS & CERTIFICATIONS

- Programming Languages:
- Frameworks:
- Certifications:

EXPERIENCE (reverse chronological order)

Employer Name - Job Title | City, ST

Month Year – Month Year

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

Employer Name - Job Title | City, ST

Month Year – Month Year

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

Employer Name - Job Title | City, ST

Month Year – Month Year

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

PROJECTS (most relevant first)

Project Title - Role | Team of ____

GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

Project Title - Role | Team of ____

GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

Project Title - Role | Team of ____

GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

LEADERSHIP & AFFILIATIONS

[CodePath](#) | Community Member | Remote

Month Year – Month Year

Organization | Location

Month Year – Month Year

Organization | Role | Location

Month Year – Month Year

[TEMPLATE] WITH ADDITIONAL EXPERIENCE:

NAME

City, ST • telephone • email • LinkedIn link (customized) • GitHub • Portfolio

EDUCATION

University Name, Specific College	City, ST
Bachelor of Science in Computer Science, Minor in Physics	Graduation Month Year
GPA: (include if over 3.3) Honors/Awards:	
Relevant coursework: (2 lines max)	
Additional Education or High School	City, ST
Program (Note: high school removed after sophomore year)	Graduation Month Year

SKILLS & CERTIFICATIONS

Skills:
Certifications: [CodePath](#) Advanced Technical Interview Prep (June 2022 - August 2022)

RELEVANT EXPERIENCE (reverse chronological order)

Employer Name - Job Title City, ST	Month Year – Month Year
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Employer Name - Job Title City, ST	Month Year – Month Year
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Employer Name - Job Title City, ST	Month Year – Month Year
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	

PROJECTS (most relevant first)

Project Title - Role Team of ____	GitHub View Project
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Utilized: (list of technologies)	
Project Title - Role Team of ____	GitHub View Project
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Accomplished [X] as measured by [Y] by doing [Z]	
Utilized: (list of technologies)	

ADDITIONAL EXPERIENCE

Employer Name - Job Title City, ST	Month Year – Month Year
Employer Name - Job Title City, ST	Month Year – Month Year

[TEMPLATE] WITH COLOR & INTERESTS:

NAME

City, ST • telephone • email • LinkedIn link (customized) • GitHub • Portfolio

EDUCATION

University Name, Specific College

Bachelor of Science in Computer Science, Minor in Physics

GPA: (include if over 3.3) | Honors/Awards:

Relevant coursework: CodePath Technical Interview Prep (May 2023 - August 2023)

City, ST

Graduation Month Year

SKILLS & CERTIFICATIONS

Programming: List in order of most unique/specialized to most common
Tools: List in order of most unique/specialized to most common
Certifications: [CodePath](#) Mobile App Development (January 2022 - May 2022)

RELEVANT EXPERIENCE (reverse chronological order)

Employer Name - Job Title | City, STMonth Year – Month Year

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

Employer Name - Job Title | City, STMonth Year – Month Year

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

Employer Name - Job Title | City, STMonth Year – Month Year

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

PROJECTS (most relevant first)

Project Title - Role | Team of __GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

Project Title - Role | Team of __GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

ADDITIONAL EXPERIENCE

Employer Name - Job Title | City, STMonth Year – Month Year

Employer Name - Job Title | City, STMonth Year – Month Year

AFFILIATIONS & INTERESTS

Social Media Chair | Women in Cyber | RemoteMonth Year – Month Year

Member | Intramural Soccer Team | University NameMonth Year – Month Year

Volunteer Tutor | Community Literacy Program | City, STMonth Year – Month Year

Interests: Vlogging, playing and practicing the pipa (Chinese traditional instrument), Guitar (self taught over 5 years)

[EXAMPLE] CYBERSECURITY FOCUS:

Name

City, ST • telephone • email • LinkedIn • GitHub • Portfolio

EDUCATION

University Name— City, ST

Graduation Month Year

Bachelor of Science in Cybersecurity, Minor in Mathematics

- Relevant coursework: Network Security, Digital Forensics, [CodePath](#) Intermediate Cybersecurity, Ethical Hacking, Cryptography, Blockchain Fundamentals

SKILLS & CERTIFICATIONS

- **Languages:** C/C++, Python, Golang, ARM 64 Assembly, Javascript, Bash
- **Certifications:** CompTIA Security, ISC2 Certified in Cybersecurity, AWS CCP, EC Council Ethical Hacker
- **Tools:** WireShark, NMap, Ghidra, OWASP, Oracle Virtual Machine, Splunk, Metasploit
- **Operating Systems:** Kali, ParrotOS, Windows, MacOS

EXPERIENCE

Junior Cybersecurity Analyst - Job Title | City, ST

Month Year – Month Year

- Enhanced the company's network security by reducing detected network vulnerabilities by 40% within the first year, through comprehensive analysis using NMap and Splunk.
- Improved response time to security incidents by 30% within six months, by implementing automated alerting systems with Python scripts.
- Streamlined the security audit process, leading to a 25% increase in audit efficiency, by integrating system logs.

University Name - IT Support | City, ST

Month Year – Month Year

- Resolved over 500 individual tickets, achieving 90% satisfaction rate by delivering accurate troubleshooting for software issues.
- Developed training workshops for over 200 university students and staff on cyber security best practices, resulting 40% reduction in phishing incidents.
- Enhanced the campus Wi-Fi network by collaborating with the network operations team, resulting in a 30% improvement in signal strength through strategic point placements.

PROJECTS

Secure File Transfer Application - Lead Developer | Team of 4

GitHub | [View Project](#)

- Accomplished robust end to end encryption for secure transmission of over 1,000 files with positive feedback from 500+ beta users.
- Deployed robust network security monitoring, enhancing threat detection capabilities by 50%
- Utilized Languages: Python, Golang, ARM64 Assembly
- Utilized Tools/Operating Systems: WireShark, NMap, OWASP, Kali Linux

Intrusion Detection System - Lead Security Analyst | Team of 8

GitHub | [View Project](#)

- Designed and implemented a real-time intrusion detection system that alerted on 80% of unauthorized network access attempts, achieving successful detection in simulated scenarios during a hackathon event.
- Utilized Languages: C++, Bash, Python
- Utilized Tools/Operating Systems: Git, Wireshark, Docker, ParrotOS

CYBERSECURITY CHALLENGES

- Completed 15 challenges on Hack the Box, ranking in the top 10% of users. Month Year
- Solved 22 Capture The Flag challenges in the National Cyber League (NCL), Month Year
placing in the top 15% of participants through the use of advanced network scanning and custom scripts.

LEADERSHIP & AFFILIATIONS

CodePath | Tech Fellow | Remote

Month Year

[TEMPLATE] EXPERIENCED ENGINEERS/ALUMNI:

NAME

City, ST • Telephone • Email • LinkedIn link (customized) • GitHub • Portfolio

SUMMARY OF KEY QUALIFICATIONS

- List out your top 3 “selling points” for the role....if recruiter/hiring manager knows reads nothing else on your resume besides these 3 bullet points, they should still know they want to interview you and that you can do the job
- These MUST be tailored to the job posting and company
- *Example: Experienced front-end engineer skilled at building with React, JavaScript, TypeScript in an Agile development environment*

EXPERIENCE (reverse chronological order)

Employer Name - Job Title | City, ST Month Year – Month Year

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

Employer Name - Job Title | City, ST Month Year – Month Year

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

Employer Name - Job Title | City, ST Month Year – Month Year

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

PERSONAL PROJECTS (only post-university projects)

Project Title - Role | Team of ____ GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

Project Title - Role | Team of ____ GitHub | View Project

- Accomplished [X] as measured by [Y] by doing [Z]
- Accomplished [X] as measured by [Y] by doing [Z]
- Utilized: (list of technologies)

COMMUNITY LEADERSHIP OR VOLUNTEER EXPERIENCE

CodePath | Alumni Community Member | Remote Month Year – Month Year

Organization | Role | Location Month Year – Month Year

SKILLS & CERTIFICATIONS

- Languages:
- Tools & Frameworks:
- Certifications:

EDUCATION

University Name– City, ST Graduation Month Year

Bachelor of Science in Computer Science, Minor in Physics, GPA

OPTIONS FOR ADDING CODEPATH TO RESUME:

SKILLS & CERTIFICATIONS

Skills: _____

Certifications: [CodePath](#) Certificate in Android Development (September 2021 - December 2021)

EDUCATION

University Name, Specific College

City, ST

Bachelor of Science in Computer Science, Minor in Physics

Graduation Month Year

GPA: (include if over 3.0) | Honors/Awards:

Relevant coursework: [CodePath](#) iOS Development

EDUCATION

University Name, Specific College

City, ST

Bachelor of Science in Computer Science, Minor in Physics

Graduation Month Year

[CodePath](#)

Remote

Certificate in iOS Development

September 2021 - December 2021

RELEVANT TRAINING

Google course in Big Data

December 2020

[CodePath](#) Certificate in iOS Development

December 2021

AFFILIATIONS & RELEVANT TRAINING

Women in STEM | Social Media Chair

June 2023 - Present

[CodePath](#) | Community Member

June 2023 - Present

RELEVANT/LEADERSHIP EXPERIENCE ([only if held a leadership role at CodePath](#))

[CodePath](#) - Tech Fellow | Remote

Month Year – Month Year

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

TIPS FOR STRENGTHENING BULLET POINTS:

Questions to ask yourself to help you add quantitative and qualitative details:

- Did you increase test coverage?
- Did you reduce customer bug tickets?
- Did you increase platform/product sign-ups?
- How many installs or users does your product have?
- What kind of rating does your app maintain?

Example of strengthening a bullet point:

<i>It's a start:</i> <i>Helped write unit tests to identify bugs on the platform</i>	<i>Better:</i> <i>Wrote reusable unit tests to ensure quality control and identify bugs</i>	<i>Best:</i> <i>Wrote reusable unit tests to ensure quality control resulting in a 30% reduction of user bug tickets</i>
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TECHNICAL VERBS: (adapted from [this Dice article](#))

• Accelerated	• Deployed	• Merged	• Refreshed
• Added	• Digitized	• Migrated	• Reinforced
• Adopted	• Discovered	• Mined	• Rehabilitated
• Aggregated	• Dispatched	• Mirrored	• Released
• Analyzed	• Distributed	• Mobilized	• Remodeled
• Applied	• Duplicated	• Modeled	• Replicated
• Assembled	• Enabled	• Modified	• Restored
• Assessed	• Engineered	• Moved	• Retooled
• Authenticated	• Enhanced	• Networked	• Retrieved
• Automated	• Eradicated	• Neutralized	• Retrofitted
• Backed-up	• Estimated	• Onboarded	• Revamped
• Balanced	• Equipped	• Operated	• Road mapped
• Blocked	• Evaluated	• Optimized	• Rolled out
• Boosted	• Expunged	• Orchestrated	• Rotated
• Branched	• Extended	• Overhauled	• Routed
• Bridged	• Extracted	• Packaged	• Safeguarded
• Built	• Extrapolated	• Patched	• Salvaged
• Bundled	• Fabricated	• Penetrated	• Scanned
• Calculated	• Facilitated	• Pinpointed	• Scoped

• Calibrated	• Finalized	• Presented	• Scrubbed
• Certified	• Fine-Tuned	• Prevented	• Secured
• Changed	• Formatted	• Prioritized	• Selected
• Checked	• Founded	• Processed	• Sequenced
• Classified	• Functionalized	• Programmed	• Solved
• Cleaned	• Grouped	• Proposed	• Stabilized
• Cleansed	• Hosted	• Protected	• Standardized
• Cleared	• Identified	• Prototyped	• Straddled
• Coded	• Implemented	• Provisioned	• Spearheaded
• Collocated	• Increased	• Qualified	• Systematized
• Computed	• Initiated	• Quality Assured	• Tested
• Computerized	• Installed	• Ranked	• Toggled
• Configured	• Integrated	• Realigned	• Traced
• Consolidated	• Isolated	• Rebooted	• Transitioned
• Constructed	• Launched	• Rebuilt	• Updated
• Corrected	• Licensed	• Reconciled	• Upgraded
• Debugged	• Linked	• Reconstructed	• Validated
• Deciphered	• Loaded	• Recovered	• Verified
• Decoded	• Maintained	• Rectified	• Virtualized
• Dedicated	• Manufactured	• Reduced	• Web-enabled
• Defended	• Mapped	• Re-engineered	• Wrangled
• Delivered	• Mechanized		

RESOURCES

- [CodePath Resume Repo](#) (examples of student resumes)
- [Connected Classrooms Tech Fellow Resume Language](#)
- [Power verbs for technical work](#)
- [How to write an amazing software engineering resume](#) (my favorite for the Project section examples and bullet points)
- [21 Chat GPT Prompts for your resume](#)
- [How to add a promotion on your resume](#)