#Resume for Students

Your guide to perfecting your resume

Kupertino Youth

What is a resume?

A resume is a summary of your work experience, skills, accomplishments, and education. Having a well-polished resume will help you stand out amongst other applicants to score that first-round interview! First impressions last, so it's important to be professional, concise, and neat when creating a resume

Fun Fact: The average resume is viewed for less than 30 seconds.

The importance of a good resume:

A pre-screening tool

Most companies use a pre-screening process to select for first round interviews.

Your first impression

Think about what stands out most about you by putting yourself in the shoes of the hiring manager.

The interviewer's guide

Guide the reader through your resume by highlighting key achievements and using lists.

What we look for in a resume:

We look for evidence of strong performance, challenging work experience, leadership, and excellence. Tell us about times you've demonstrated excellence in prior work experience or school projects.

Format

- One page
- Easy to read font
- Reverse chronological order
- Clear and simple descriptions
- Bullet points
- Proper spelling and grammar

Content

- Full name and contact
- Work experience
- Relevant technical skills
- Honors and awards
- Degree(s) & Major(s)
- Languages
- Leadership experience
- Personal interests
- Relevant projects

Do

- Tailor your resume to the position
- Quantify your achievements with results
- Use action verbs to describe experiences
- Keep your bullet points short & simple

Avoid

- Making spelling/grammatical errors
- Using passive verbs
- Under-selling leadership experience

#PassionAndPersonality

We look for passion and personality. Be sure to give us an inside view into your hobbies, interests, and what ignites your own passions.

Your name here

Address, City, State, Zip | youremail@kuphr.com | (555) 555-5555 | @Facebook

Education

School Name, City, State
Graduation Date (expected)
Degree(s), Major(s), GPA (with scale)
- Honors & Awards
- Key Coursework, Relevant Projects
- Activities, Campus Leadership Experience

#EducationTips

Include all post-secondary institutions attended. Describe projects and involvement **outside your course requirements.** Make sure to include your GPA scale so we get the best picture of your academic achievements.

Projects & Activities

Officer, Humane Hackers
- Hosted 5 workshops attended by 150 students in total

CSC 400 Project (Python)
- Built out operating system from bottom up
- Built out virtual memory manager

Technical Skills

- Highlight relevant technical skills
- List programming languages
- Include your proficiency level (Beginner, Intermediate, Advanced, etc)

#SkillsTips

If it's on your resume, it's fair game. If you've never used a language, or if you don't feel comfortable discussing a specific skill in detail, don't list it.

Work Experience

Company Name, City, State
Month, Year - Present
Position, *Team - Function*
- Responsibilities
- Action
- Impact
- E.g. Designed cross-platform (web + mobile) testing & automation framework; used Maven
- Researched and implemented system to cluster crashes and bugs on stack trace
- Streamlined crash resolution by detecting related past failures through machine-learning and string-matching algorithms

#ExperienceTips

Bullets should start with what you did and end with **detailed, impactful results.** Include any personal projects, publications, or other professional interests.

Additional Skills

Achievements: Scholarships, awards, other achievements
Languages: Foreign languages and proficiency level (Elementary, Working Proficiency, etc)
Personal Interests: Extracurricular activities, demonstrate involvement outside of school work