



## Technical Resume Writing Tips

- **List your technical knowledge first, in an organized way.** Your technical strengths must stand out clearly at the beginning of your resume. Ultimately, your resume is going to be read by a thoughtful human being, but before it gets to that point it often has to be sorted by an administrative clerk, and make its way past various sorts of key word searches.
- **List as many directly relevant buzz words as you can which reflect your knowledge and experience.** List all operating systems and UNIX flavors you know. List all programming languages and platforms with which you're experienced. List all software you are skilled with including the versions. Make it obvious at a glance where your strengths lie - whether the glance is from a hiring manager, a clerk, or a machine. **HOWEVER, MAKE SURE THE TECHNOLOGIES YOU LIST ARE REFLECTED IN YOUR JOB EXPERIENCE!!!** Otherwise managers/recruiters will say "I don't see where they used this!"
- **Create an experience summary paragraph that lists your qualifications in order of relevance, from most to least.** Managers like to see any degrees obtained and educational qualifications.
- **For each job you have held, write a well-developed, detailed paragraph or two describing your responsibilities and achievements in the position,** as well as all hardware and software tools used in the position. By and large, hiring managers prefer to see your jobs presented in a chronological fashion, beginning with the most current, and working backward. Be sure to include both the month and year for your starting and ending date for each position. **MAKE SURE THE TECHNOLOGIES YOU LISTED ARE REFLECTED IN YOUR JOB EXPERIENCE!!!**
- **Quantify your experience wherever possible.** Cite numerical figures, such as monetary budgets/funds saved, time periods/efficiency improved, lines of code written/debugged, numbers of machines administered/fixed, etc. which demonstrate progress or accomplishments due *directly* to your work.
- **Begin sentences with action verbs.** Portray yourself as someone who is active, uses their brain, and gets things done. Pay attention to "tense" and be consistent – present job should reflect duties in the present tense, and previous positions should be detailed in the past tense.



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- **Minimize usage of articles (the, an, a) and never use "I" or other pronouns to identify yourself.** Don't be overly concerned about the length of your resume, as long as the content is accurate and descriptive. For an IT professional's resume, the one-page rule does not apply.
- **Omit needless items.** Leave all these things off your resume: social security number, marital status, health, citizenship, age, scholarships, irrelevant awards, irrelevant associations and memberships, irrelevant publications, irrelevant recreational activities, a second mailing address ("permanent address" is confusing and never used), references, reference of references ("available upon request"), travel history, previous pay rates, previous supervisor names, and components of your name which you really never use (i.e. middle names).
- **Don't sell yourself short.** This is by far the biggest mistake of all resumes, technical and otherwise. Your experiences are worthy for review by hiring managers. Treat your resume as an advertisement for you. Be sure to thoroughly "sell" yourself by highlighting all of your strengths. If you've got a valuable asset which doesn't seem to fit into any existing components of your resume, list it anyway as its own resume segment.
- **Proofread, proofread, and proofread.** Be sure to catch all spelling errors, grammatical weaknesses, unusual punctuation, and inconsistent capitalizations. Proofread it numerous times over at least two days to allow a fresh eye to catch any hidden mistakes.