

CODEPATH*ORG

Technical Resume Checklist and Feedback Guide

Thank you for volunteering your time with CodePath students. Please use this general guide as you review resumes with your assigned students. Some strong sample student resumes can be found [here](#) to reference as needed. The questions below each section can help guide your resume feedback. Questions or feedback about this guide? Contact volunteer@codepath.org

FEEDBACK TIPS

- Ask what each student plans to use their resume for next to provide targeted feedback
- When reviewing the resume, are you able to get a clear picture of the students' experience? If not, share the gaps you've identified.
- Focus on key content blocks: education, experience, projects, and skills
- Keep feedback constructive and positive—how can they better highlight their qualifications?
- If resume is lacking content, ask about their campus involvement, projects in/outside the classroom, volunteer work, etc. to help fill in their sections i.e. *"Is there anything you did not include on your resume because you weren't sure if it was relevant or worth including?"*

FORMATTING AND APPEARANCE

- Resume is 1 page (more than 1 page allowed for graduate/PhD students with a CV)
- Content is in reverse chronological order in each section (most recent first)
- Consistent use of formatting elements throughout the document (bold type, italics, underlining, bullets)
- Font size and type are appropriate (chronological, no weird fonts, 11 to 12 pt font size, 0.5 to 1 inch margins)
- Concise - does not contain any long blocks of text or paragraphs
- No grammatical or spelling errors; correct verb tenses used throughout the resume.
- Avoids use of the personal pronoun, "I", and passive voice.
- Content is easily readable and transferable to different audiences

KEY SECTIONS

Heading

- Name is prominent along the top of the page (16-18 pt font)
- Contact information is complete - lists email address, phone number, and home city/state
- GitHub, LinkedIn, and/ or personal website included

Guiding question:

- *If I were to click on your LinkedIn and GitHub today, would they be ready to be looked at?*

Education

- Includes all undergraduate and postgraduate degree programs
- Includes the high school attended only if the student is a college freshman (exception: the student was a valedictorian or achieved comparable academic honors).
- Includes either the cumulative GPA or major GPA if over 3.3. If they're both less than 3.3, leave it off.

- Includes CodePath courses and other non-university technical coursework
- Relevant coursework may be included if the student lacks relevant projects or work experience in the Projects or Experience sections

Guiding question:

- *How would you explain your coursework or program during an interview?*

Projects

- Include notable school, personal, and open source technical projects
- Each project includes a title and start/end dates of completion
- Projects are described in detail (“Built and published a functional Instagram-like Android app which allows users to share photos with friends and family”)
- Descriptions include the languages, frameworks, platforms and tools used to complete each project
- Optional:* Projects include a link to the GitHub repo

Guiding questions:

- *Are there any additional projects you would like to highlight or include here?*
- *Do your bullet points focus on your contributions to these projects or work?*
- *Do your bullet points focus on the [Problem + Action + Result] of your work and highlight your specific contributions?*
- *If you made critical technical decisions during this project, do you explain your reasoning?*
- *Is it easy for me to find the code or deployed version of this project if I want to see it?*
- *Did you use language that was action-oriented, specific, and technical?*

Experience

- Emphasis placed on experiences that relate to the types of positions the student is seeking and/or on transferable skills from non-relevant positions
- Each entry starts with the organization name, the job title, start/end dates, and location (city/state)
- Descriptions start with action verbs and are written to highlight skills, knowledge areas, and accomplishments as well as duties performed.
- Descriptions include tangible outcomes. Example - “Increased user conversion rates by 20%”
- Each work experience include the languages, frameworks, platforms and tools used
- If leadership or other engagement activities are included, formatting should match experience section

Guiding questions:

- *Do your bullet points focus on your contributions to these projects or work?*
- *Do your bullet points focus on the [Problem + Action + Result] of your work and highlight your specific contributions?*
- *Did you use language that was action-oriented, specific, and technical?*

Skills Section

- Divided into relevant categories including programming languages, operating systems, software, and certifications (if applicable)
- Non-technical skills should also be included such as being multilingual
- Optional:* Some students may list programming languages in order of familiarity

Guiding questions:

- *Is this a complete list of your technical/non-technical skills? Anything missing?*
- *Are there any project management skills, methodologies, or tools that are relevant to positions you are applying for and that you might want to include*

Additional Sections

- Could include leadership experiences, professional affiliations, professional development, or interests

Guiding questions:

- *Is there anything else significant in your life that is not included on your resume?*
- *If you were asked about these experiences in an interview setting, would you be able to explain how they relate to who you are as a software engineer and/or the position?*
- *Are these experiences significant enough to where you could talk about them in an interview?*
- *Is there any way of highlighting transferable skills from this experience?*