



Georgia Tech
Career Center

RESUME CAREER GUIDE



ABOUT THIS GUIDE



This topical career guide will walk you through developing a resume that showcases your skills, talents, and meets your needs in your industry of choice.

career.gatech.edu



Resume Content (Career Guide)



Your resume is your sales pitch on your behalf. Its job is to get you in the door for an interview. It should be easy to read and digest in as little as 15-30 seconds. Your resume is always going to be a work in progress so be prepared to continuously make changes, aside from simply adding experiences.

A good resume should:

- Showcase your skills and the experiences where you have utilized them
- Highlight technical and career competencies/essential skills
- Be tailored to contain job description keywords and start with strong action verbs
- Emphasize relevant aspects of your background for each position to which you are applying and de-emphasize lesser relevant experiences

****The employer has told you what they wanted in the job posting, so use it as a guide for your resume.****



Sections of a Resume



COMMON SECTIONS ORDER

- Education
- Experience
- Skills
- Research
- Projects
- Involvement



ADDITIONAL SECTIONS

- Study Abroad
- Related Coursework
- Honors & Awards
- Objective
- Summary of Qualifications
- Additional Information

HEADING & PERSONAL INFO

- Your name should be the largest font in comparison to the rest of the resume but should not take up too much space.
- Includes your first and last name, best contact phone number, best contact email address, LinkedIn
- **Optional:** github, portfolio, website, address

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EDUCATION

- Include your GT degree(s)
 - minors, concentrations/threads, if applicable
- Name and location of the institution
- Your proper degree title (no abbreviations)
 - Ex: Bachelor of Science in Business Administration
- GPA (if above 3.0)
- Anticipated graduation semester
- Optional additions if applicable
 - Scholarships or honors received
 - Study Abroad
 - Relevant courses
- Did you transfer from another university?
 - Include transfer or previous institutions if you received a degree, certificate, completed a significant amount of major related coursework, or mention involvement

****Pro-Tip: Remove your high school education after you complete your first year at GT.****

EDUCATION

Georgia Institute of Technology, Atlanta, GA
Bachelor of Science in Computer Science
GPA: (include if 3.0 or above)

May 2024

Emory University, Oxford, GA
Associate of Arts
GPA: 3.33/4.00
HOPE Scholarship
Charles Heisler Bodine, Jr. Mathematics Award

May 2022

EXPERIENCE

- Your experience sections may be comprised of work in your field and elsewhere and can be paid or unpaid.
- This is usually listed after your education section, unless you have more recent, relevant projects that you have been working on or completed.
- All experiences don't have to be included; focus on highlighting your most relevant content for the job to which you are applying
- The more experience you gain, you may be able to break up your "experience" section into different types of experiences
 - Ex: Relevant Experience, Healthcare Experience, Data Analysis Experience, Additional Experience, etc.

Experience Headings

Your experience headings should include the following information:

- Company/Employer Name
- Job title
- Location of respective office (City, State/Country)
- Month and Year for timeframe employed
 - Spell the month out

Demonstrating Your Experience Responsibilities in Writing

Start with strong action verbs that demonstrate transferable skill sets. See the examples below:

- Communication Skills: Edited 5+ weekly article submissions to Technique the Georgia Tech student newspaper
- Technical skills: Analyzed an array of 25+ lab tests weekly including analysis for microorganisms in body matter, skin scrapes, and blood testing preparation
- Leadership: Trained 10 incoming summer staff members on customer service, maintaining the cash drawer, and basic operations

Include achievements: promotions, raises, awards or other recognition given in a job.

If shadowing, share industry-specific knowledge you gained during the experience.

****Pro Tip: Always list your most relevant achievements or highlights first in your bulleted descriptions!**

Do not include tasks. You will need to provide an employer with enough details that accurately reflect the scope and level of your responsibilities. These should be brief but informative overall.



Your bullets should exhibit a skill, achievement, demonstrate a positive impact you made in the organization, and/or something you learned. In other words:



"SAIL"

- SKILL
- ACHIEVEMENT
- IMPACT
- LEARNED

Task or Responsibility	Actions	Result & Purpose
Ex: Plan an event	Ex: Coordinated logistics, catering and entertainment; Managed budget	Ex: 50 attendees, raised money to benefit Make-A-Wish, received positive evaluations
<ul style="list-style-type: none"> Your experience sections may be comprised of work in your field and elsewhere and can be paid or unpaid. This is usually listed after your education section, unless you have more recent, relevant projects that you have been working on or completed. 		

Questions to ask yourself when re/constructing your bullet points:

- What did I do in this experience that is most relevant to the job I'm applying to?
- What technical/transferable skills were involved and how can I enhance this?
- What were the functions involved with a specific task?
- What part did I play?
- What was the result or outcome from my efforts?
- Were there any achievements, awards or recognition given to me as a result of my work?
- Where can I quantify my work?

MULTIMEDIA EXPERIENCE

Web Designer/Graphic Artist, Information Security Center, Atlanta, GA

August 2019 – Present

- Design and maintain 3 corporate websites for nonprofit organization
- Manipulate web pages and graphics using JavaScript in an office environment
- Maintain organized documentation to ensure that web pages are dynamic and readily updatable for future employees
- Provide advice to clients regarding graphic design and layout issues
- Instruct 25+ peers on website organization and use of Dreamweaver to edit HTML

Assistant Editor/Writer, The North Avenue Review, Atlanta, GA

August 2019 – Present

- Earn repeated commendations for excellence in writing; promoted to Assistant Editor within first 6 months
- Write 2-3 articles weekly on a variety of topics such as Sports, Music, and Food & Dining
- Report on local events, secure sources, double-check facts, and meet strict deadlines
- Pitch unique and engaging story ideas to Editor-in-Chief for publications

Production Assistant Intern, Global Digital Media Production, Atlanta, GA

May 2018 – August 2018

- Assisted in the editing and post-production of video and media projects using Final Cut Pro
- Organized travel schedules, meetings, and routes for 10 production team members
- Prepared and distributed briefing notes and scripts for production team daily
- Learned how to be adaptable and responsive to change in a fast-paced environment

PROJECT EXPERIENCE

Social Media Course, A Technique to Increase Social Media Presence Project, Atlanta, GA

May 2019 – August 2019

- Created a uniquely targeted social media plan to be executed primarily through Facebook and Twitter
- Increased brand awareness by 300 likes on Facebook and 100 followers on Twitter within 2 months of campaign
- Evaluated Google Analytics, expanding marketing strategy to include Pinterest; increased website traffic by 32%
- Designed promotional material using InDesign and Illustrator software

Use Resume Action Verbs



It is easy to see why employers place importance on flexibility and communication when our world is ever-changing. Below you will find a list of resume action verbs to help you start describing your skills without repeating the same words.

Results

Achieve	Augment	Eliminate	Extend	Map	Prove	Succeed
Accelerate	Complete	Exceed	Improve	Maximize	Reduce	Trim
Accomplish	Compound	Excel	Increase	Measure	Restore	Validate
Advance	Decrease	Expand	Launch	Obtain	Stabilize	Widen

Teaching

Accept	Challenge	Critique	Emphasize	Indicate	Model	Reinforce
Advise	Coach	Demonstrate	Encourage	Individualize	Modify	Reward
Appreciate	Command	Designate	Excite	Inquire	Observe	Structure
Assess	Compliment	Discipline	Facilitate	Instill	Ponder	Synthesize
Assign	Consider	Educate	Focus	Instruct	Postulate	Teach
Attend	Correct	Elaborate	Head	Listen	Praise	Tutor

Technical

Activate	Configure	Design	Install	Program	Regulate	Solve
Apply	Construct	Devise	Integrate	Reconfigure	Resolve	Supply
Assemble	Contrive	Engineer	Navigate	Rehabilitate	Retrieve	Train
Build	Convert	Fabricate	Operate	Remodel	Screen	Troubleshoot
Compute	Detect	Fortify	Overhaul	Repair	Service	Upgrade

Financial

Adjust	Audit	Calculate	Finance	Net	Project	Reconcile
Allocate	Balance	Control	Forecast	Prepare	Purchase	Reduce
Appraise	Budget	Estimate	Monitor	Procure	Qualify	Transfer

Helping

Adapt	Assist	Cooperate	Facilitate	Orient	Rectify	Serve
Advocate	Clarify	Enable	Familiarize	Prescribe	Refer	Simplify
Aid	Collaborate	Enlist	Foster	Prevent	Rehabilitate	Support
Anticipate	Contribute	Ensure	Guide	Provide	Represent	Volunteer

Leadership/Management

Appoint	Coordinate	Enforce	Hire	Merge	Preserve	Reorganize
Approve	Decide	Enhance	Implement	Motivate	Preside	Reward
Assign	Delegate	Establish	Incorporate	Orchestrate	Propose	Schedule
Assume	Develop	Evaluate	Initiate	Order	Realize	Strengthen
Conduct	Devote	Execute	Institute	Oversee	Recommend	Supervise
Consolidate	Direct	Generate	Leverage	Plan	Recruit	Terminate
Contract	Employ	Handle	Manage	Perfect	Relegate	Unify

Organizational

Arrange	Compile	Inspect	Organize	Reshape	Schedule	Systemize
Categorize	Conserve	Integrate	Prioritize	Revamp	Specialize	Tabulate
Classify	Diagram	Log	Process	Review	Streamline	Target
Code	Distribute	Maintain	Record	Revise	Standardize	Update

Research

Accumulate	Collect	Determine	Examine	Gather	Interpret	Study
Amplify	Compare	Discover	Experiment	Hypothesize	Investigate	Summarize
Analyze	Conduct	Disprove	Extract	Identify	Locate	Survey
Chart	Diagnose	Dissect	Formulate	Inspect	Research	Test

SKILLS

Your skills may include computer skills, laboratory techniques, foreign languages, certifications, etc. List your proficiency level where you can if you feel it is necessary. You may list skills you anticipate gaining the following semester; ex: Java (spring 2022) Resume Outline

- Alongside your skills section, your skills should be demonstrated in your experience/research/project bullet points if/when possible
- Organize them into relevant categories based on function.
- List them as soon as you begin to learn them (this could be as early as the first day of class)

SKILLS

Technical: Java, C, Tableau, SQL, Basic Python
Language: Spanish (Intermediate), English (Fluent), Hindi (Fluent)
Certifications: Six Sigma Green Belt, Google Career Certificate in Project Management

Listing your skills exclusively in a “skills” section (whether these are technical or transferable) is not sufficient. Your qualifications need to be demonstrated through well-written bullet points when describing your responsibilities for an experience, organization involvement, projects, etc.

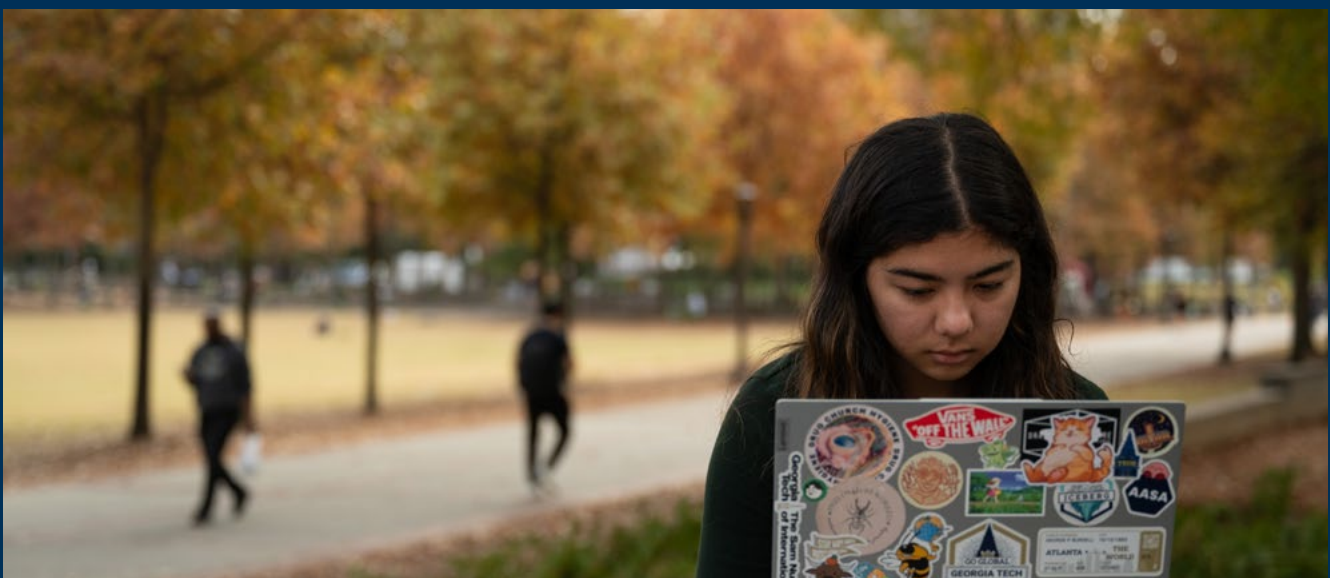
RESEARCH

Georgia Tech School of Biological Sciences, Atlanta, GA

Aug 2020 – May 2022

Biological Oceanography and Biogeochemistry Research Assistant

- Analyzed nutrient data profiles from zooplankton samples collected in the Gulf of Mexico
- Prepared samples for mass spectrometer analysis and standards and reagents for use in the Lachat QuikChem Autoanalyzer
- Co-authored paper and presented results of the study at the International Conference on Marine Engineering and Physical Oceanography
- Received President’s Undergraduate Research Award in April 2021



PROJECTS

If you are lacking in work experiences, you may feel concerned that you simply don't have enough to include on your resume to make you competitive. If you have completed a project or are working on one, this is an essential section to include, especially for many first- and second-year students before they secure their first internship/co-op. Projects can be self-driven, assigned in classes, or group or individual.

You can include class projects, independent projects or things you have done through various groups or student organizations. Whether you are a first year, a recent graduate with limited experience, or a career changer, adding a project section can highlight your skillset in areas that may not be prevalent in others.

Here are some key points to consider when adding a Projects section:

- Be strategic - Don't list every project into the resume hoping something grasps the recruiter's eye (resume space is valuable)

- Consider this - Does the project emphasize my accomplishments in a way that is not already highlighted in other areas?
- Focus on achievements and important details that are tailored to the job description or duties of the perspective position to determine what projects or project details to include.

Questions to ask yourself when re/constructing your bullet points:

1. What is/was your role, if anything specific?
2. What skills do/did you use or gain in this experience? (In detail)
3. What order did you complete various responsibilities?
4. What is/was the hope/outcome of the project?

Highlight any skills or qualifications the company is looking for that you have, as well as any job duties they list for the role that you've performed in the past.



Projects

Collaborative Independent Study to Make PC Game, Charlotte, NC August 2020 – January 2021

Exploration of a large programming project

- Used MonoGame and C# to code a tile-based game while collaborating in Azure DevOps Server
- Fulfilled requirements for completion predetermined by faculty

Windows Store Application, Rock Hill, SC

May 2020 – August 2020

Creation of Quadrulate, an app to calculate the quadratic formula quickly and easily

- Used XAML and C# to calculate the quadratic formula while fulfilling design guidelines
- Given a 9/10 review by a third-party reviewer and downloaded in over a dozen countries

LEADERSHIP/INVOLVEMENT

Student and professional organizations are a great way to showcase, gain, and enhance your leadership skills. Involvement in different capacities shows your “people skills” and employers want to see those qualities and your leadership.

Employers like to see that students have led something in the past because it may indicate your ability to lead in their organization in the future. We challenge you to try to have at least one leadership role by the time you graduate but aim for more if you can. You do not need to be the president of each organization you are a part of; you can lead at different levels or lead specific efforts (ex: a different position on the organizations board such as secretary or vice president, coordinator, committee chair). You can treat this section just like an experience section and include a few bullets about your role.

LEADERSHIP & COMMUNITY INVOLVEMENT

Math Now and Science Rocks, *Communication Manager*

January 2022-present

- Promote middle school tutoring program on social media and in an e-newsletter; increasing followers by 50% in three months
- Manage inquiries from interested tutors, assigned tutoring jobs, and coordinated schedules

Paper & Clay, *Instructor*

August 2020-May 2021

- Taught pottery courses at GT's art studio to an average of 15 students per class
- Ensured that all pottery stations were functioning properly and equipped with all necessary crafting materials

How do you determine if you should keep or remove an experience from my resume?

This experience could be work, research, or projects. Some potential questions to ask yourself might be:

1. Does this experience make me more qualified for the position I am applying for?
2. Does this experience account for a significant amount of time?

If you answer “no” to either of these questions, it may be best to leave off your resume.



Additional Pro Tips



DO	DON'T
<p>Create a master resume that is not limited by pages and use content from the master resume to create customized documents for each position you apply for.</p>	<p>Write your resume before identifying your career goals</p>
<p>Check for grammar and misspellings Limit to 1-2 pages (private/corporate resume)</p>	<p>Refer to self as "I" when describing your responsibilities</p>
<p>Use bold, ALL CAPS, <i>italics</i> & <u>lines</u> to facilitate scanning</p>	<p>Include a references page (or "references available upon request" statement on the resume)</p>
<p>Put most important/relevant information first</p>	<p>Use slang terms</p>
<p>Use strong action verbs, industry buzz words, and wording and phrasing from job description</p>	<p>Use abbreviations without initially establishing them</p>
<p>Proofread for grammar and errors Create a plain text version of your resume</p>	<p>Include a photo of yourself on your resume</p>
<p>Have margins between .5 - 1"</p>	<p>Use Microsoft Word or Canva templates</p>
<p>Save as a PDF file and submit the PDF file with your job application to avoid formatting problems or errors (unless otherwise stated)</p>	<p>Plagiarize samples</p>
<p>Properly label your documents when you save them to avoid confusion and loss.</p> <ul style="list-style-type: none"> • Save your document with your name, document type, and company/position (i.e., George Burdell_Resume-Microsoft Software Engineer) 	

Resume vs. Curriculum Vitae (CV)



A resume is a quick summary of a student's relevant education and experiences as they relate to a particular industry job. Resume sections can include education, experience, leadership/teamwork, skills, projects, relevant coursework, and others. On the other hand, **a Curriculum Vitae (CV)** serves as a comprehensive academic record, showcasing a student's educational journey and scholarly achievements. It encompasses a wide range of elements, such as education, publications, conference participation, research projects, teaching experience, awards, honors, and so on. CVs are generally used when applying to academic or research-oriented positions such as postdoctoral opportunities, faculty roles, and positions within national laboratories.

See the table below for more information on the differences between resumes and CVs.

Resume	Curriculum Vitae (CV)
<p>When to Use When applying for most industry positions (e.g., tech, business, healthcare, nonprofits)</p>	<p>When to Use When applying for academic or research positions</p>
<p>Target Audience Hiring managers, human resource specialists, industry-specific recruiters, interviewers</p>	<p>Target Audience Academics or researchers in your field, search committees, hiring managers</p>
<p>Length 1-2 pages; brief and concise</p>	<p>Length No page limit; it depends on the experience</p>
<p>References Never listed</p>	<p>References Typically listed at the end (but optional)</p>

Graduate Resume & Curriculum Vitae (CV) Tips

Resume	Curriculum Vitae (CV)
Formatting	
<ul style="list-style-type: none"> • Use all caps, bold, italics, and underlining consistently to make your resume scannable • Include bullets; no full sentences • 11-12 point font • 0.5 - 1 inch margins • Do not use a Microsoft template and avoid tables that limit your content • 1 – 2 pages in length 	<ul style="list-style-type: none"> • Use all caps, bold, italics and underlining consistently to make your CV scannable • 11-12 point font • 1-inch margins • As many pages as needed • Recommended: Header or footer with your name and page number
Categories and Content	
<p>Common Sections</p> <ul style="list-style-type: none"> • Education • Experience (ex: Relevant Experience, Data Analytics Experience, Healthcare Experience) • Leadership/Teamwork Experience • (Technical) Skills • Projects (ex: Data Science Projects) <p>Additional Sections (if relevant)</p> <ul style="list-style-type: none"> • Objective Statement • Summary of Qualifications • Study Abroad • Relevant Coursework • Selected Publications • Selected Presentations 	<p>Common Sections</p> <ul style="list-style-type: none"> • Education • Publications • Awards and Honors • Conferences & Presentations • Research Experience • Teaching Experience • Service/Leadership • Professional Memberships • References <p>Additional Sections (if relevant)</p> <ul style="list-style-type: none"> • Research/Teaching Interests • Skills/Languages • Grants Funded • Patents • Advising & Mentoring Experience

Resume

Curriculum Vitae (CV)

Content (cont.)

Never Included

- References
- Your photo

Tailor to each position

- USE THE JOB DESCRIPTION AS YOUR GUIDE; The employer told you what they would like to see should reflect on your resume

Never Included

- Objective Statement
- Summary of Qualifications
- Relevant Coursework
- Your photo

Tailor to each position

- USE THE JOB DESCRIPTION AS YOUR GUIDE; The employer told you what they would like to see should reflect on your resume

* See [Georgia Tech's Faculty CV format templates](#) as references

Customization & Other Tips

- Customize your resume for each position and incorporate job description keywords
 - Reorder bullets
 - List all of your skills that match the description; demonstrate your skills, don't just list them
 - Emphasize the most relevant aspects of your background
 - No need to have the same amount of bullets for each experience
- Save your document(s) as a PDF and properly label them:
 - GeorgePBurdellResume.pdf
 - YellowJacket_EmployerName_Resume.pdf

- Customize your CV for each position.
 - Use keywords
 - Tailor by reordering sections to match the job you apply for (e.g., for a teaching-focused position, put Teaching Experience before Research Experience and Publications)
- Use standard organization within each section
 - Include dates for every item
 - Organize in reverse chronological order (today's date first)
 - If multiple authors for a publication or presentation, list your name in bold or italics

Resume

Curriculum Vitae (CV)

Customization & Other Tips (cont.)

- | | |
|---|--|
| <ul style="list-style-type: none">• Create a plain text version of your resume so it can be easily entered into company application systems• Build a master resume and do not worry about length; pull relevant content to include in your tailored resumes• Have your resume critiqued• Drop your content into Grammarly or other software to identify any typos or grammatical mistakes• Do not get overly creative with your resume formatting unless you are pursuing a creative career | <ul style="list-style-type: none">• Save your document(s) as a PDF.• Properly label your documents:<ul style="list-style-type: none">◦ GeorgePBurdellCV.pdf◦ BuzzYellowJacket_EmployerName_CV.pdf• Create a plain text version of your CV so it can be easily entered into application systems• Build a master CV and do not worry about length; pull relevant content to include in your tailored CVs.• Have your CV critiqued by faculty/postdocs in your discipline or the one you are applying for• Drop your content into Grammarly or other software to identify any typos or grammatical mistakes |
|---|--|



For more MS/PhD tailored tips, please see the MS/PhD Resume Checklist [here](#).

TIPS FOR YOUR RESUME/CV

- Use the job description as your guide; the employer told you what they would like to see reflected on your CV.
- Customize your CV for each position.
 - Use keywords from the position description
 - Tailor by reordering sections to match job (e.g., for a teaching-focused position, put Teaching Experience before research)
- Use standard organization within each section
 - Include dates for every item
 - Organize in reverse chronological order (today's date first)
 - If multiple authors for a publication or presentation, list with your name in bold or italics
- Save your document(s) as a PDF.
- Properly label your documents:
 - GeorgePBurdellCV.pdf
 - BuzzYellowJacket_EmployerName_CV.pdf
 - MariaLopezCoverLetter.pdf
- Create a plain text version of your CV so it can be easily entered into application systems
- Build a master CV and do not worry about length; pull relevant content to include in your tailored CVs.
- Have your CV critiqued by faculty in your discipline or the one you are applying to
- Drop your content into Grammarly to identify any typos or grammatical mistakes

*****The Georgia Tech Career Center offers downloadable resume and cover letter templates that you can use for your own GT involvement and experiences. To view and download a template of your choice, [visit here.](#)*****



REFERENCES

The individuals you choose as a work reference can make a significant impact on potential employers. Because of this, it is important to choose references that will complement your resume and can speak positively of you, your work, skill set, and personality on your behalf. Ideally, the references that you select should have known you for at least one year (or more if possible) and they should be work colleagues or professional representatives such as faculty. Your references should never include friends or family. **It is suggested to have anywhere from 3-5 professional references of the following categories:**

- Supervisors/Managers
- Faculty/Professors
- Colleagues
- Organization contacts that you have a relationship with

The following information should be included when providing references:

- First and Last Name
- Position Title
- Phone Number
- Contact Email

Resumes do not include references' personal information. References are typically listed on a document that is entirely separate from the resume. You also do not need to say, "References Available Upon Request". Employers will either ask you for references on the application prior to submission or later in the process of interviewing you. Before providing the references, give your potential references notice and ask them if they are willing/able to provide favorable, positive feedback to an employer. You can provide them with additional updates or context to the role that you have applied for as an additional courtesy so that they can be more prepared.

If they say yes, be sure to let your references know each time you give out their contact information and thank them.

Keep them informed and maintain your relationship with them by providing them with career updates, education progress, and your future goals. They will have more to pull from in future discussions with employers on your behalf. Should you receive an offer for the new position and accept, call or email your references and thank them for their support.



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RESUME CAREER GUIDE

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