

# Applying for a job: the resume (CV)



Name:

Date:

## Put the paragraphs into the right order

- ☐ Summary: - Detail-oriented and highly skilled software developer with 3 years of experience in coding, testing, and debugging software applications. - Proficient in multiple programming languages including Java, Python, and C++. - Excellent problem-solving abilities and a passion for creating efficient and user-friendly software.
- ☐ References: Available upon request.
- ☐ Objective: To secure a position as a Software Developer in a reputable tech company where I can enhance my programming skills and contribute to the development of innovative software solutions.
- ☐ Name: John Smith
- ☐ Experience: Software Developer, Tech Solutions Inc., San Francisco, CA (2019-2021) - Collaborated with a team of developers to design and implement software applications for various clients. - Conducted thorough testing and debugging to ensure software functionality and reliability. - Participated in code reviews and provided feedback to improve software quality.
- ☐ Skills: - Proficient in software development tools such as Git, Jenkins, and Docker. - Strong understanding of software development methodologies such as Agile and Scrum. - Excellent communication and teamwork skills.
- ☐ Education: Bachelor of Science in Computer Science, University of Washington, Seattle, WA (2013-2017) - Graduated with a GPA of 3.5 - Completed coursework in data structures, algorithms, and software engineering.
- ☐ Junior Developer, Start-Up Tech, Seattle, WA (2017-2019) - Assisted senior developers in coding and testing software applications. - Contributed to the development of new features and enhancements for existing software. - Helped troubleshoot and resolve software issues reported by users.

## Drag the words into the correct panels

When writing a \_\_\_\_\_, it's important to keep several key factors in mind to ensure that it stands out to potential employers. One of the most crucial elements is to tailor your resume to the \_\_\_\_\_ you're applying for. Instead of using a generic, one-size-fits-all resume, take the time to customize it to match the job description and highlight your relevant skills and experience.

Another important aspect is to use \_\_\_\_\_ that are specific to the industry or job you're targeting. Many companies use applicant tracking systems to screen resumes, so using the right keywords can help ensure that your resume gets noticed.

It's also essential to focus on your \_\_\_\_\_ rather than just listing your job duties. Use quantifiable data to show how you made a positive impact in your previous roles. For example, instead of saying "managed a team," say "managed a team of 10 people and increased productivity by 25%."

Formatting is another key factor to keep in mind. Use a clean, easy-to-read \_\_\_\_\_ and layout, and avoid using too many different fonts or colors. Stick to a standard format that includes your contact information, a summary or objective, work experience, education, and any relevant skills or certifications.

Finally, be sure to proofread your resume carefully to avoid any \_\_\_\_\_. A resume that's full of typos or grammatical mistakes can make a bad impression on potential employers and hurt your chances of getting an interview.

In summary, when writing a resume, tailor it to the job, use keywords, focus on accomplishments, use a clean format, and proofread carefully to ensure that it stands out to potential employers.

resume, job, accomplishments, errors, font, keywords

**Create a resume that highlights your qualifications and experience for potential employers.**

<b>Objective</b> Include a brief statement of your career objectives and how the job you are applying for fits into those goals.	
<b>Experience</b> Detail your work history starting with the most recent position, including job title, company, and dates of employment. Emphasize key achievements and responsibilities.	
<b>Skills</b> List the skills that are relevant to the job you're applying for, such as computer programming, foreign languages, or leadership abilities.	
<b>Summary</b> Provide a concise summary that encapsulates your professional background, key strengths, and what you bring to the role.	