

COMPONENTS OF A TECHNICAL RESUME IN ORDER OF APPEARANCE

The following is a standard layout as well as some hints and tips on keeping your resume short and sweet. We have found this layout to be one of the best ways to present a technical background.

SUMMARY

A summary is something that should be very short on a technical resume because, thru your technical skillset, it is evident 99% of the time what you want to do and for what position you can be honestly considered. Keep it short and to the point, 1-2 lines only.

TECHNICAL SKILLS

This is where all eyes go when they encounter your resume. Put it right up top and list all the skills you have in order of most familiarity to least familiarity. Break down skills to these groups:

Hardware: pc's, workstations, networking hardware, infrastructure etc

Languages: programming languages

Software: software packages, database, multimedia etc.

Operating Systems: Unix, NT, XP, etc.

If you are in a niche sector then create a heading that accents your strengths like "**Security Software**" or "**Storage Hardware**".

These headings allow whoever is looking at your resume to have an extremely good idea as to whether you have relevant skills to current openings. It lets them know what you have to offer with no sugarcoating. You will gain many points for this alone.

PROFESSIONAL EXPERIENCE

Company, Location, Exact dates of Employment (mo/yr), Job Title. If you have this down for each individual heading you are way ahead of the pack.

Things to keep in mind:

- This is where you explain what you've done with the skills you listed above.
- Keep it short and sweet, meaning get in every relevant technology you worked with (and that you want to encounter again) but do not write a book. 4-6 lines under each entry. Short declarative sentences.
- The skills you list in your experience section always jump right off the page. The reader/future employer will see a skill listed and then read the sentence before it to see what you did with that particular skill. If it is what they are looking for, they read on, if not...trashcan.
- Short declarative sentences filled with your technical skills.

If you are a manager and look at 20-30 resumes a day, on top of a 60 hour work week, you are not going to sit back, kick your legs up on a desk and say "Now gee... is Johnny here a fit for my group?" No one who is even remotely busy has time for an entire resume read. So don't fool yourself into thinking that you are the exception. They are strictly thinking, "Is there anything noticeable on this resume or should I move on to the next?"

TECHNICAL CERTIFICATIONS/EDUCATION

These two categories go together and lie at the end of the resume. The reason they go together is that they are both education related. The reason they are at the end is because historically this is where HR professionals expect to see this information.

Format as follows:

Separate headings for Certifications and Education.

Put down each certification and the month/year it was obtained.

Put down your college name, location and degree earned with date of graduation.

If you did not graduate, put down dates of attendance.

Exceptions:

1. If you attended a very prestigious college (MIT, Princeton etc.) you may want to put that up top between Skills and Experience.
2. Your Certifications may be a prerequisite for many jobs and putting them after Skills will further fine tune the reader to your abilities.

INTERESTS

Only if they are *interesting* interests that few people know about. This might entice someone to meet you if you have something fascinating to offer. If you play tennis, it may be interesting to you but it is a yawn in the IT recruiting world.

If you wrestle bears, now that is an interesting interest!!

Length: 2 pages, 3 if you are a veteran (20+ years). Use 10 -11 pt. Arial/Garamond/New Times or other easy to read font.

THE REASON THIS LAYOUT WORKS

- Skills are right up front so it is easy to get a quick understanding as to what you bring to the table.
- Your Summary is short direct and to the point.
- Experience is streamlined so only relevant skills and experiences are mentioned. Short declarative sentences.
- Education and certifications are grouped together logically and placed at the end of the resume traditionally this is where people look for education.
- Interests are included only if they have some sort of merit.

The reason this works is because in one quick view your potential employer will get a complete understanding of who you are. Reading it will be a pleasure, which in turn will get you noticed because for one brief minute you made the reader's day a little easier with your concise statement of person.

If you need further help in writing your resume, please contact our Professional Resume Group at 212-591-1082.