

Mentors in Tech Student Resume Template

Step 1: Build your Basic Resume

1. Create a new document that mirrors the template that begins on page 2. Use easy-to-read fonts and default bullet points. Fill the placeholders with your information using the comments for guidance. This is now your clean, organized **Basic Resume** that will be the starting point for the targeted resumes you submit for job applications.
 - a. Save the document with a filename that includes your first and last name (for example, “FirstName LastName Resume Template”).
2. Work with your mentors and attend MinT Drop-in Hour sessions to refine the contents of your Basic Resume and learn how to create different versions for individual roles and employers. Ask each reviewer to help you check for typos, grammatical errors, and formatting inconsistencies. Incorporate all feedback immediately.
3. **DO NOT APPLY FOR ANY ROLES USING YOUR BASIC RESUME.** Continue to update your Basic Resume as the starting point, but always create a copy that is suited to each role/employer that you will submit for any application.

Step 2: Submit a tailored resume for each application

1. **When applying for a role:** Read the job description carefully. Write down or highlight the skills and experiences the employer is seeking that you fulfill. Write down anything else that makes you a good fit, for example previous experience in the employer’s industry or knowledge of their products.
2. Save your Basic Resume as a new file, then re-word and reorder the components to emphasize your skills, experiences, and other attributes that match the role. Use keywords/terms that echo the job description. Update your Objective statement to highlight your interest in this employer and job title.
3. Have at least 2 reviewers check this job-specific resume for typos, grammatical errors, and formatting inconsistencies. Incorporate all feedback immediately. Do not skip this step.
4. Save the final document as a PDF with a filename that includes your first and last name and the specific job you are applying for (for example, “FirstName LastName JobTitle”), then complete your application.

Attend MinT drop-in hours for additional questions about your specific experiences and how to incorporate them into your resume.

FirstName LastName

Email address | Phone number | LinkedIn URL | GitHub URL

Objective

1 sentence describing the role you're seeking. Mention your previous experience in the employer's industry if it is relevant to the role. Personalize for each application.

Commented [ET1]: Example: "Graduating computer science major with 10 years of hospitality project and team management experience seeking entry level Software Engineering role."

Education

Degree, Major | Month and year of anticipated graduation | College name, city, state
Previous degree, Major | Month and year of graduation | College name, city, state

Commented [ET2]: Only include your GPA if 3.7 or above.

Commented [ET3]: If BAS, say "Bachelors" or "Bachelor of Applied Science" to make it clear that it's a 4-year degree.

Languages

Programming languages that you can confidently interview in

Commented [ET4]: List most proficient languages first.

Technical Experience

Technical job title | Employer name | Month and year of employment duration

- Achievement 1 (maximum 2 sentences per achievement)
- Achievement 2
- Achievement 3

Commented [ET5]: What qualifies for this section?
Paid technical position
Paid or unpaid technical position **outside of class** (for example tech work for a startup or community organization)
Technical fellowship or internship lasting > 3 months (for example CodeDay Labs summer program, PAS4AI, MLH Fellowship)
Any class, capstone, or open source projects, including CodeDay microinternships, should be listed under Technical Projects.
If you don't have this experience, don't use this section.

Technical Projects

Project title | Month and year of project duration | Link to GitHub project | Link to your LinkedIn post about it

- Achievement 1
- Achievement 2
- Achievement 3

Commented [ET6]: Achievement + impact in 1-2 sentences. Describe what you built using what languages and tools, what it does, and your role, responsibility, and contribution. Include the measurable impacts, if any. Get ready to do a technical deep dive into each experience, either in response to an interview question or bring it up on your own. Prepare as well for possible STAR questions.

Additional Experience

Job title | Employer name | Month and year of employment duration

- Transferable achievement 1
- Transferable achievement 2
- Transferable achievement 3

Commented [ET7]: Same guidance as Technical Experience.

Commented [ET8]: Summarize your top achievements and impacts in previous roles using language that people outside of that industry can understand. Describe your responsibilities and highlight achievements that demonstrate skills relevant **to this role**. Review and adjust for each job application. Attend Drop-In Hours if you need help with this.