

Additional MSMT Resume Tips

As an addendum to the information included in the CCS handout titled “Resume Writing for M.S. in MIT Students,” the information below has been pulled from the online resource [Technical-Resumes.com](http://www.technical-resumes.com), with the goal of providing more in-depth information and guidance with regard to drafting a high-quality technical or IT resume that will get you noticed in today’s job market. Excerpts from selected guides are included below, although each of the guides can be accessed and viewed in their entirety here: <http://www.technical-resumes.com/category/it-resume-writing-and-careers/it-resume-writing-and-format/>.

Tips for the Resume Summary

- Focus on **functional strengths** first, including **years of experience, areas of expertise, knowledge of key technologies, knowledge of processes**, or anything else that might be specifically related to your experience.
- Optional: Follow with statements that highlight **personal strengths**, such as **initiative, communication skills, leadership abilities, teamwork**, etc.
- If possible, find ways to combine the two (e.g., “A strategic problem solver with more than 10 years of experience in the areas of network administration and project management.”)
- **Avoid excessive use of adjectives and self-descriptions**, limiting such to two at most per statement. Example of excessive adjective use: “A hardworking, dedicated, detail-oriented, self-motivated leader with extensive experience solving problems, embracing challenges, and exceeding expectations.”
- **Write the Experience section of your resume before tackling the Summary section.** This may make it easier to determine how to **best summarize the breadth and depth** of your knowledge, skills, accomplishments, and core competencies.
- **Browse job boards to identify jobs that are of a particular interest to you.** Make note of the relevant skills and key qualifications and be sure to emphasize those in the summary.
- **Consider drafting multiple versions of your resume**, all with slightly different and unique Summary sections. If your resume is meant to MARKET or SELL you, the summary can be used to target specific jobs much more effectively.

For additional tips on the Summary section of your resume, this article may be viewed in its entirety here: <http://www.technical-resumes.com/tips-for-resume-summary/>. See also “Preparing the Resume Summary**,” available here: <http://www.technical-resumes.com/resume-summary/>.

Tips for the IT Experience Section

- **Document experience in reverse-chronological order.** Use the header to identify critical job information (name of company, job title, location of company, dates of employment), then move into a discussion of the scope of your work and responsibilities, and conclude with selected accomplishments.
 - Open with a statement that summarizes the overall scope of your duties and responsibilities before moving into additional statements that provide more detail regarding specific tasks.
 - Phrase statements of accomplishment so as to highlight both the **ACTION** taken and the **RESULT**.
- **Start each statement with a strong action verb.** Avoid using the same action verb within each job. If this is not possible, try to avoid using the same verb in consecutive statements. Remember to **take ownership** of your work and accomplishments—avoid using, if at all possible, “Duties included” or “Responsible for.”
- Make statements **detailed** yet **concise**.
- Do not use first person pronouns such as **I, me, and my**. Avoid an excessive use of such articles as **a, an, and the**.

For additional tips on writing the Experience section of your resume, examples of statements, and suggestions for formatting, view these two articles, “IT Experience Section in Resume**” and “**Tips for IT Experience Section**,” in full at <http://www.technical-resumes.com/it-experience-section-in-resume/> and <http://www.technical-resumes.com/tips-for-it-experience-section/>.

Tips for the Technical IT Skills Section

- **The Technical IT Skills section is considered necessary in most technical resumes**, especially for IT professionals who are hands-on, but **optional for executives or high-level managers who may choose to focus on other core competencies**.
- Suggested general breakdown of categories of skill sets: operating systems, hardware, software, networking, and programming languages. However, recognize that all of these subsections may not be relevant to the field at hand, so this list can be added to or subtracted from as needed.
- **Be realistic about the categories you list**. Consider, for example, the relevance of a category that contains only one skill set. Consider, too, the relevance of insignificant or old technologies that are no longer in use. Consider the relevance of the skills you choose to highlight, relative to the space you have at your disposal.

** For additional tips on drafting the IT Skills section of your resume, see this article in full here: <http://www.technical-resumes.com/it-skills-in-resume/>.

Other Potentially Useful Articles on Writing a Technical Resume

- **“IT Resume – Education Section”** – <http://www.technical-resumes.com/it-resume-education-section/>
- **“Optional Sections of Technical Resume”** – <http://www.technical-resumes.com/optional-sections-of-technical-resume/>
- **“Technology: Telling Your Story”** – <http://www.technical-resumes.com/technology-telling-your-story/>
- **“Resume Introductory Statements”** – <http://www.technical-resumes.com/resume-introductory-statements/>

To View Sample IT Resumes for Positions Including:

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|-------------------------|---------------------|--------------------------|
| • IT Consultant | • Systems Analyst | • Quality Assurance |
| • Project Manager | • Program Manager | • IT Analyst |
| • Network Administrator | • CTO | • Director of IT |
| • IT Manager | • Software Engineer | • Database Administrator |

<http://www.technical-resumes.com/category/it-resume-examples-samples/>

To view Sample IT Cover Letters

<http://www.technical-resumes.com/category/it-cover-letter-samples-examples/>