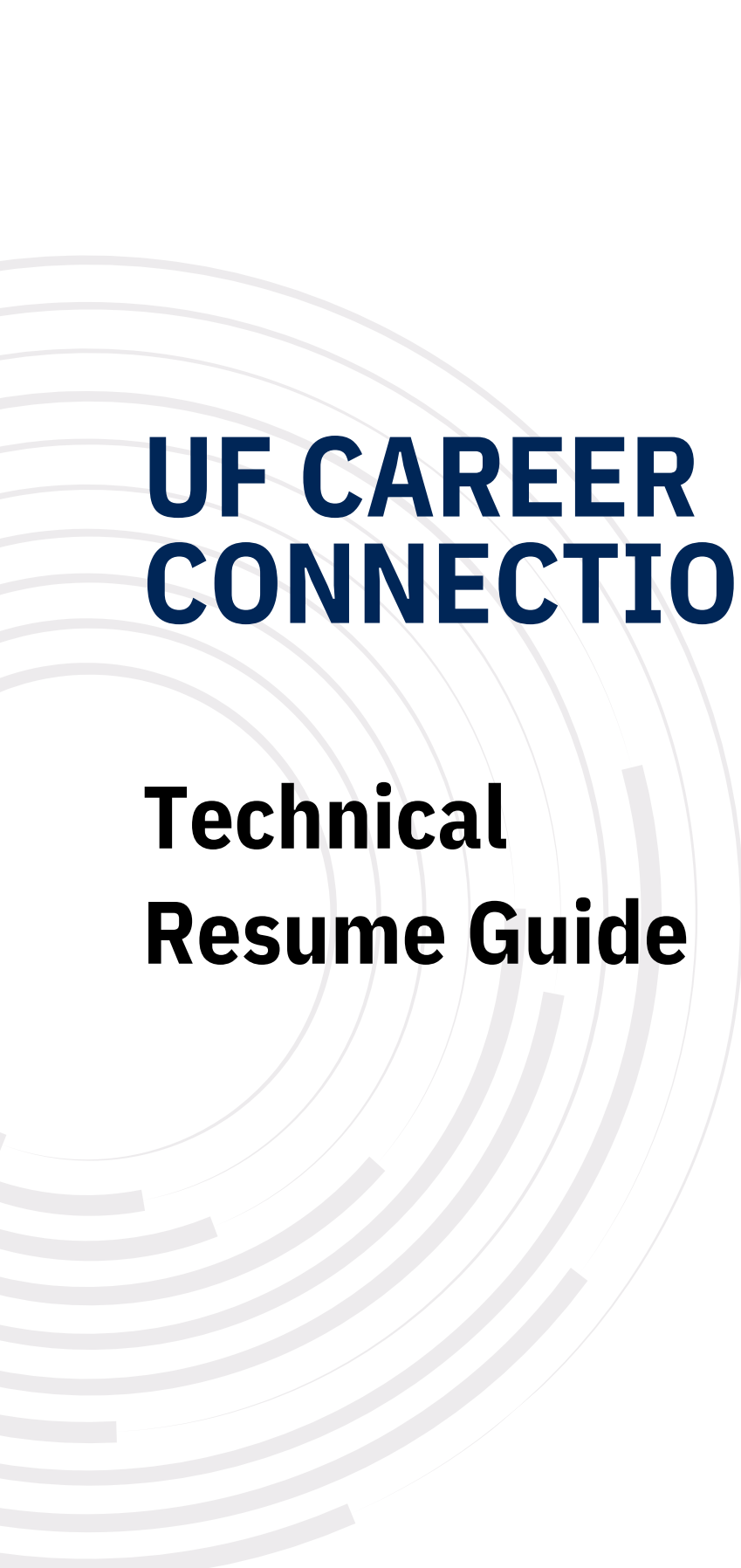


A series of concentric circles in a light gray color, centered on the left side of the page, creating a ripple effect that extends towards the center.

# **UF CAREER CONNECTIONS CENTER**

## **Technical Resume Guide**



**CAREER CONNECTIONS CENTER**  
STUDENT LIFE | UNIVERSITY OF FLORIDA

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## WHAT IS THE PURPOSE OF A TECHNICAL RESUME?

A technical resume is designed to showcase your skills, experience, and accomplishments in STEM-related fields such as engineering, computer science, and information technology. It emphasizes technical competencies, relevant projects, and problem-solving abilities while tailoring content to meet industry expectations. A strong technical resume helps you stand out to both human reviewers and applicant tracking systems (ATS).

## How Is a Technical Resume Different from a Regular Resume?

While both types of resumes highlight your experience and accomplishments, a technical resume focuses more on hard skills, tools, and projects relevant to STEM fields. It typically includes:

- A dedicated Technical Skills section (e.g., programming languages, software, platforms)
- Emphasis on projects, including personal, academic, or open-source work
- Bullet points that show problem-solving, data-driven results, and technical contributions
- Use of industry-specific terminology and keywords to pass applicant tracking systems (ATS)

In contrast, a general resume may highlight broader skills and experiences without diving as deeply into technical competencies.

## TECHNICAL RESUME VS. REGULAR RESUME

| Feature            | Technical Resume                                              | Regular Resume                                                 |
|--------------------|---------------------------------------------------------------|----------------------------------------------------------------|
| Skills Section     | Includes “Technical Skills” section                           | May include more general skills                                |
| Project Emphasis   | Highlights technical, academic, personal projects             | Projects included only if highly relevant                      |
| Language           | Uses industry-specific terms, tools, and technologies         | Uses broader, role-specific language                           |
| Bullet Point Focus | Emphasizes technical contributions, tools used, and results   | Emphasizes responsibilities, outcomes, and transferable skills |
| Formatting Needs   | Structured for readability and ATS compatibility and keywords | More flexible in format and tone                               |
| Common Fields      | Engineering, Computer Science, Data Science, IT, etc.         | Business Education, Healthcare, Liberal Arts, etc.             |

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## GENERAL TIPS FOR A TECHNICAL RESUME

- **Avoid using resume templates from the internet** – They can be difficult to modify and may not accommodate the technical formatting you need, such as sections for programming languages, certifications, or projects.
- **Tailor your resume to each job or internship** – Use keywords from the job posting and prioritize relevant skills and experiences that match the role.
- **Keep it to one page for industry roles**, especially if you're a student or early in your career. For research, academic, or graduate program applications, a 1–2 page resume may be appropriate.
- **Use a clean, professional font** (e.g., Calibri, Arial, Helvetica) in 10–12 pt size, with margins no smaller than 0.5 inches.
- **Include a “Technical Skills” section** listing programming languages, tools, frameworks, and software. Organize this section logically (e.g., Programming Languages | Tools | Platforms).
- **List experiences and projects in reverse chronological order** or grouped by relevance (e.g., Technical Projects, Research Experience).
- **Proofread carefully** – Technical resumes often include acronyms and terminology, so double-check spelling, formatting, and consistency.
- **Use strong action verbs** and incorporate measurable results and impact when describing your contributions.
- **Be consistent with formatting**, abbreviations, date alignment, and punctuation throughout your document.

## QUESTIONS TO ASK YOURSELF BEFORE BUILDING YOUR TECHNICAL RESUME

- **Who is my audience?**
  - Am I applying to a recruiter, hiring manager, or technical team? What would they want to see first—skills, tools, or project outcomes?
- **What are my career goals within the technical field?**
  - Am I targeting software development, data science, engineering, cybersecurity, or another path? How does this resume reflect that direction?
- **What technical strengths set me apart?**
  - Do I have coding skills, certifications, hands-on lab experience, or relevant coursework that align with this role?
- **What technical or collaborative projects am I most proud of?**
  - Have I solved a complex problem, improved a process, or built something impactful? Have I contributed to open-source or research?
- **Do my bullet points explain what I accomplished or built, not just what I did?**
  - Am I showing outcomes, results, and the value I added to a team, project, or system?
- **Which technical competencies and soft skills do I want to highlight?**
  - Am I showcasing both my proficiency (e.g., Python, CAD, SQL) and traits like communication, teamwork, or adaptability?
- **Can a recruiter or engineer visualize my work?**
  - Are the descriptions clear, detailed enough, and written in a way that someone unfamiliar with the specific project can still understand my impact?

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## CUSTOMIZING YOUR APPLICATION MATERIALS

When applying for technical roles, your resume should highlight your industry-specific skills and experiences. A technical resume typically includes a dedicated Technical Skills section and emphasizes hands-on projects—academic, personal, or professional—that showcase your technical abilities.

Use language aligned with the field, such as tools, programming languages, and frameworks. Focus bullet points on your technical contributions and the impact of your work. Formatting should be clean, consistent, and optimized for applicant tracking systems (ATS) by incorporating relevant keywords.

Fields like engineering, computer science, data science, and IT often expect this more structured and skill-focused approach.

## Strategies for Customizing Your Technical Resume

### Scan the Job Posting for Keywords

Tailor your technical resume to each role by aligning it with the language and priorities in the job posting. Focus on these key areas:

- **Job Title** – Reflect relevant skills and tools that match the role (e.g., Software Engineer, Data Analyst).
- **Job Description** – Identify repeated technical keywords (e.g., Python, SQL, Git) and include them where appropriate.
- **Duties and Responsibilities** – Highlight past experiences that demonstrate your ability to perform similar tasks or use similar tools.
- **Preferred Qualifications** – If listed tools, languages, or certifications match your background, make them easy to find in your resume.

Incorporating these elements helps your resume stand out and improves ATS compatibility.

### Prioritize the Qualifications

Review how the job posting outlines qualifications, responsibilities, and technical requirements. Then organize your resume so a quick 10–20 second scan clearly shows you meet—and exceed—the minimum criteria.

- Prioritize projects, internships, and coursework that demonstrate relevant technical skills and tools.
- Use language that mirrors the posting, including specific programming languages, frameworks, and action verbs.
- Align your experience titles and bullet points with the role's key responsibilities to show a strong fit at a glance.

### Assess for Potential Fit

When customizing your application, look for ways to align your technical strengths and interests with the company's needs and culture. Infuse insights from the job description and what you know about the organization into your:

- Resume – Highlight tools, languages, and projects that match the role and tech stack
- Cover Letter – Share why the company's mission, products, or technologies resonate with you
- Supplemental Questions & Other Materials – Reinforce your alignment with their values, innovation focus, or technical challenges

The goal is to show you're not only qualified—but also a great match for the role and environment.

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## CUSTOMIZING YOUR APPLICATION MATERIALS

### Values

An organization's values shape its work culture, priorities, and technical direction. Show how your contributions reflect those values—whether it's collaboration, innovation, integrity, or continuous learning.

- Use strong action verbs and examples that align with what the company emphasizes in the job posting or on their website (e.g., open-source contributions, data privacy, accessibility, sustainability). This helps show you're not only technically qualified, but aligned with their mission and mindset.

### Interest

- Start with the why. Why does this role or company excite you?
- What specific technologies, tools, or projects align with your passion?
- How do your skills and experiences demonstrate your ability to contribute to their technical work and mission?
- Use your resume and cover letter to answer these questions and show how you're a strong fit.

### Competencies and Skills

- What evidence are you providing to demonstrate your proficiency with the technical skills, tools, and frameworks outlined in the job posting?
- Highlight your experience with specific technologies, programming languages, and methodologies, and show how you've applied these skills to solve problems or deliver results in previous roles or projects.

### Resume Review

The Career Connections Center provides several options to review your technical resume and provide customized feedback.

- Utilize Quinncia- our on-demand resume review tool (see page 7 for instructions)
- Visit Express Drop-In (in-person or via Zoom) to meet with a Career Ambassador- no appointment needed

After you have used Quinncia, schedule a Career Planning Appointment with a Career Coach via your Gator CareerLink account if needed.

For more specific resume examples, visit [career.ufl.edu/resource-library/](https://career.ufl.edu/resource-library/)

### Resources

- C3 Resume Template (see Technical Resume Samples Guide)
- <https://cultivatedculture.com/tools/>
- <https://skills.emsidata.com/resume>



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## Applicant Tracking Software (ATS) Compatibility

If you are submitting an online application to a job, chances are you will be submitting your documents into an Application Software System (ATS). ATS are tools used by recruiting teams to streamline the hiring process.

Many organizations use software to scan and parse your resume- essentially, to pre-screen your application materials before a recruiter ever sees them. The parameters of the software are set by the organization, but your application may be ranked or disqualified based on appropriate formatting, keywords that align with the desired education, skills, knowledge and experience for that specific role. Some programs are sophisticated enough to evaluate your resume's match percentage rate with the job posting. The organization sets the threshold for applicants to move through further screening.

Keep your formatting simple to ensure that your resume can be parsed accurately. It is likely that your resume will be parsed into a candidate profile that is easily filtered and searched. These common and seemingly harmless mistakes could cause errors with the software and disqualify you from consideration:

- Any kind of template including Canva, Word, Google etc.
- Tables and columns – as the content could be removed or distorted
- Using acronyms in place of keywords and skills
- Submitting in alternative document formats other than .docx or .pdf

### ATS Checklist

- Applicable Keywords from the job posting appropriately demonstrated in job titles, hard skills, technical skills, soft skills (personal attributes)
- Usage of headings for education, relevant experience categories
- Font size of 10 or above
- Reverse chronological formatting
- PDF to preserve the formatting
- Passes the .txt test – a quick test to see if your resume is scannable when all formatting is removed

### Quinnia

Quinnia is a virtual tool that provides personalized feedback for resumes and mock interviews using artificial intelligence (AI) technology. Quinnia is a free resource open to all UF students and alumni with Gator CareerLink credentials. To get started with Quinnia, follow the steps below:

1. Navigate to [www.quinnia.io](http://www.quinnia.io)
2. Click "Sign In/Up" button
3. Sign in using your UFL Email and GatorLink login information

### Additional Reading

- [The Dos and Don'ts of ATS](#)
- [A Guide to Applicant Tracking Systems](#)
- [Resume Outline](#)

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## Creating Strong Bullet Points

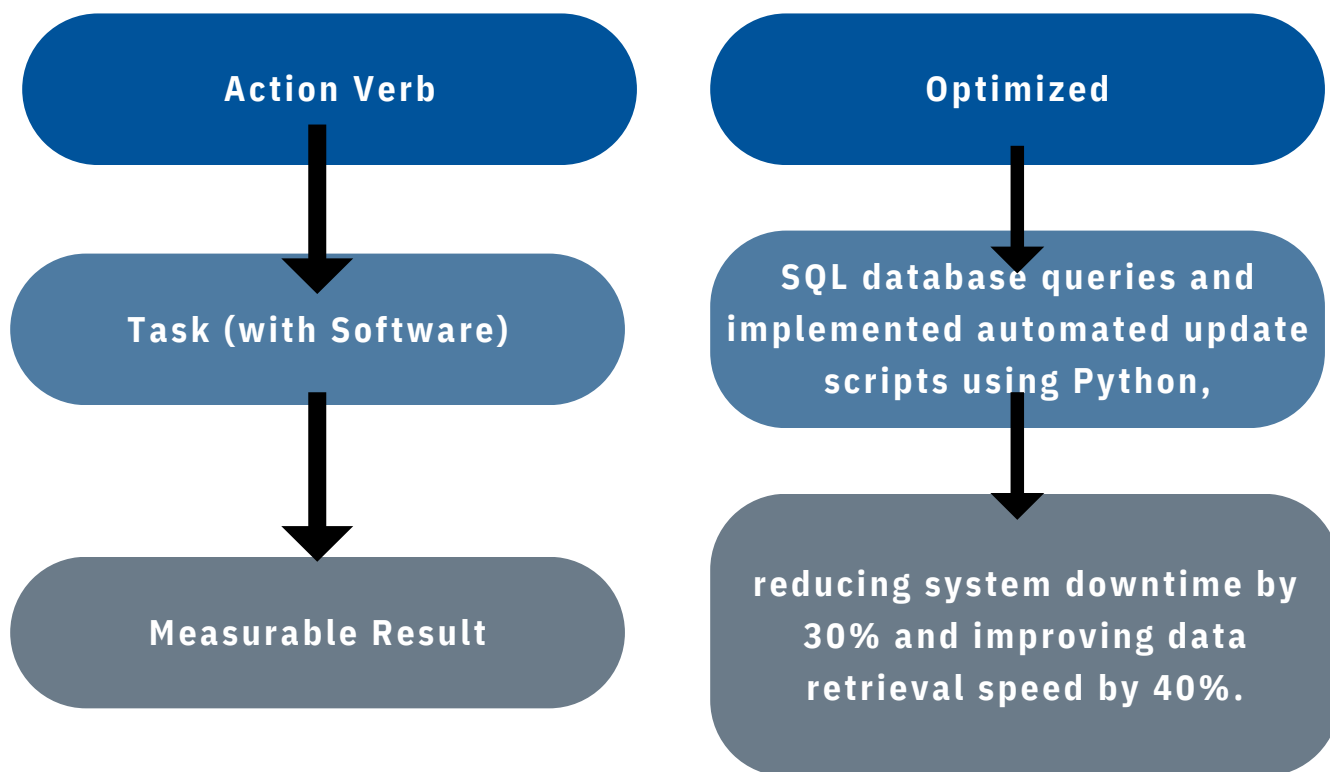
Resume bullet points should demonstrate effective use of skills. Each bullet point should directly correlate with a duty or responsibility that you see in a job posting. When crafting your bullet points, you want to evaluate what skills you are demonstrating and why that is important to the audience that will be screening your resume.

Begin each bullet point with a skills-based action verb. See pages 9-10 for examples of action verbs.

- Use formula: ACTION VERB + TASK + RESULT
- Answer the questions, “What did I accomplish?”, “How did I do this?”, and “Why is this important?”
- Focus on quantifiable accomplishments
- Avoid repeating the same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of that kind of work

## Communicating Your Technical and Transferrable Skills

The goal of your technical resume is to provide a strategic, customized overview of the technical and transferable skills, knowledge, and abilities you’ve developed both inside and outside the classroom. Each bullet point under your experiences should clearly align with the qualifications, responsibilities, and desired skills listed in the job or program description.



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## COMPETENCY DEFINITIONS & RESUME ACTION VERBS

Competencies below are based on NACE Career Readiness Competencies.

**Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

|              |              |             |
|--------------|--------------|-------------|
| Accommodated | Edited       | Persuaded   |
| Adjusted     | Formulated   | Presented   |
| Advertised   | Guided       | Promoted    |
| Advised      | Influenced   | Provided    |
| Arranged     | Informed     | Publicized  |
| Assisted     | Instructed   | Recommended |
| Authored     | Interpreted  | Reconciled  |
| Collaborated | Mediated     | Recruited   |
| Communicated | Moderated    | Redirected  |
| Composed     | Modified     | Referred    |
| Consulted    | Motivated    | Represented |
| Contributed  | Negotiated   | Requested   |
| Cooperated   | Oriented     | Resolved    |
| Corresponded | Personalized | Respected   |

**Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

|              |                |              |
|--------------|----------------|--------------|
| Adapted      | Conceived      | Solved       |
| Analyzed     | Conceptualized | Administered |
| Applied      | Created        | Allocated    |
| Calculated   | Customized     | Analyzed     |
| Computed     | Designed       | Appraised    |
| Designed     | Developed      | Audited      |
| Developed    | Directed       | Balanced     |
| Devised      | Formulated     | Budgeted     |
| Diagnosed    | Founded        | Calculated   |
| Engineered   | Illustrated    | Computed     |
| Evaluated    | Instituted     | Developed    |
| Examined     | Integrated     | Forecast     |
| Identified   | Introduced     | Managed      |
| Interpreted  | Invented       | Marketed     |
| Investigated | Investigated   | Measured     |
| Researched   | Modified       | Planned      |
| Reviewed     | Originated     | Projected    |
| Solved       | Performed      | Quantified   |
| Studied      | Planned        | Researched   |
| Surveyed     | Proposed       | Reviewed     |
| Tested       | Revised        | Surveyed     |

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## COMPETENCY DEFINITIONS & RESUME ACTION VERBS

Competencies below are based on NACE Career Readiness Competencies.

**Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

|              |              |              |
|--------------|--------------|--------------|
| Advised      | Guided       | Clarified    |
| Aided        | Initiated    | Coached      |
| Assisted     | Instructed   | Contributed  |
| Coached      | Persuaded    | Encouraged   |
| Collaborated | Represented  | Ensured      |
| Communicated | Supported    | Expedited    |
| Coordinated  | Trained      | Facilitated  |
| Counseled    | Tutored      | Familiarized |
| Developed    | Volunteered  | Intervened   |
| Educated     | Administered | Listened     |
| Enabled      | Advocated    | Motivated    |
| Encouraged   | Aided        | Provided     |
| Established  | Alleviated   | Represented  |
| Explained    | Arranged     | Resolved     |
| Facilitated  | Assessed     | Supported    |
| Focused      | Assisted     | Treated      |

**Technology/Technical:** Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

|               |             |               |
|---------------|-------------|---------------|
| Accelerated   | Formatted   | Rebuilt       |
| Analyzed      | Identified  | Reconstructed |
| Applied       | Implemented | Recovered     |
| Assembled     | Initialized | Reinforced    |
| Authenticated | Installed   | Replicated    |
| Automated     | Integrated  | Restored      |
| Balanced      | Launched    | Retooled      |
| Bridged       | Maintained  | Retrieved     |
| Calibrated    | Migrated    | Retrofitted   |
| Coded         | Mined       | Revamped      |
| Configured    | Modeled     | Revised       |
| Consolidated  | Modified    | Routed        |
| Constructed   | Networked   | Scrubbed      |
| Debugged      | Optimized   | Secured       |
| Decoded       | Overhauled  | Sequenced     |
| Deployed      | Packaged    | Stabilized    |
| Digitized     | Patched     | Standardized  |
| Discovered    | Prevented   | Systematized  |
| Enhanced      | Prioritized | Transitioned  |
| Equipped      | Processed   | Upgraded      |