

March 28<sup>th</sup> 2017

# IT Job Hunters Meeting Notes

## In attendance:

Beth Kieler, Jennilee Benda, Yusheng Hou,

## Meeting Topics:

Resume formatting was the topic at this meeting. A video was shown from a resume expert as how to format your resume. The main points for the video are:

- The top 1/3<sup>rd</sup> of the resume is a snapshot of your qualifications. Summarize why you are qualified to do what you do.
- Headers should be 13-16pt font. The rest should be 10-12pt font
- When writing about your experience, use action verbs such as developed, created, organized etc.
- Bullet-points = bragging points. Things you can brag about should be in short bullet point lists.

The link for the video is here: [http://www.businessinsider.com/resume-expert-reveals-perfect-sample-format-template-example-2016-10?utm\\_content=buffer82573&utm\\_medium=social&utm\\_source=facebook.com&utm\\_campaign=buffer-bi](http://www.businessinsider.com/resume-expert-reveals-perfect-sample-format-template-example-2016-10?utm_content=buffer82573&utm_medium=social&utm_source=facebook.com&utm_campaign=buffer-bi)

The link for the discussion board that was created for this on meetup.com is here: <https://www.meetup.com/CU-Coffeeshop-Coders/messages/boards/thread/50710727>

## Other things of note:

The topic for April 4<sup>th</sup> is Cover letters. If you have examples, please bring them.