

Resume Feedback Guide

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1. Show Impact, Not Just Activity

Duties = what you did. Impact = what changed because you did it. Example: Weak: Assisted with lab experiments. Strong: Improved lab efficiency by 20% by developing automated test scripts.

2. Quantify Results

Use numbers wherever possible: saved time, increased revenue, reduced errors. Metrics grab attention quickly.

3. Use Action Verbs

Begin each bullet with verbs like Led, Designed, Implemented, Optimized. Avoid vague words like Responsible for or Helped with.

4. Be ATS-Friendly

Use keywords from the job description. Stick with a simple format: no columns, no graphics.

5. Professional Summary = Your Hook

Keep it under 3 lines. Should answer: Why you? Why now?

6. Keep It Human

All tools can polish language, but your authentic story makes it memorable. Always read aloud: Does this sound like me?

7. Compare Skills to Job Requirements

Prompt: Review this job description [paste JD] and my resume. Identify where my skills match and where I have gaps. Suggest ways to highlight strengths and address weaknesses.

Quick Resume Checklist:

- Did I show *impact* in each bullet?
- Did I use *numbers* to quantify results?
- Did I start with *action verbs*?

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Definition

An Applicant Tracking System (ATS) is software used by employers to manage job applications. It scans resumes and cover letters for specific keywords and phrases that match the job description, then ranks or filters candidates before a human recruiter even sees the application.

Why It Matters

- First Gatekeeper: Up to 90% of large companies use ATS.
- Keyword Matching: Looks for role-specific skills, certifications, and experiences.
- Formatting Sensitive: Fancy designs, graphics, or unusual layouts can confuse ATS.

Tips for Students

1. Mirror the Job Description – Use the same terms the employer uses.
2. Keep it Simple – Use a clean format (no columns, graphics, or tables).
3. Use Standard Headings – 'Experience,' 'Education,' 'Skills' are ATS-friendly.
4. Quantify Results – Metrics improve keyword relevance.

Example

Job description: 'Looking for candidates with Python and data visualization experience.'

Weak: 'Worked on coding.'

Strong: 'Developed Python scripts and built data visualization dashboards using Matplotlib.'