

The Resume Workbook

This workbook contains close to 50 questions in 10 different categories.

Answering these questions will help you generate quality points that can be included in your resume. You need not answer every question. But do spend some time thinking about each question before dismissing it without an answer.

Estimated time: 1 hour

This workbook is a part of [Writing a Great Resume: A Crash Course](#)

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Learn in-demand technology skills, build a strong resume and prepare for your dream job, all at once at <https://crashcourse.io>

ACADEMICS

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you receive any merit-based scholarship for education?			Granted merit based scholarship for academic performance
Scored more than 80% in any of the subjects?			Scored more than 90% in English, Maths and Data structures
Did you give JEE, CAT, SAT, GRE etc., ? Provide those test scores.			Secured state rank of 2000 in JEE and 95 percentile in CAT
Did you receive any award for academic performance?			Awarded "The best all round student". Selected from more than 200 applicants
Topped or secured full marks in any of the courses in college?			Got highest possible grade in all practicals courses.

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Ranked in top 15% in any of the semesters in college?			Finished in top 15% in 3 out of 8 semesters in college
Did you take any elective courses?			Took elective courses on programming. Implemented a tool to balance chemical equations
What was your final year project?			Completed final year project to estimate risk of heart disease. Secured highest possible grade for the same.
Did you work with any faculty or industry for any of your projects?			Worked on a project with "Amazing Technologies". Implemented a prototype for their inventory management system.
Did you lead a team while working on a course project?			Led a team of 10 that worked on In-memory caching for de-duping DB records

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
<p>Did you build something truly amazing as a course project?</p>			<p>Built an ML cluster on the college network and developed a web application for easy deployment of ML models.</p>

EXPERIENCE

Important:

- Repeat this for every role. For example, if you worked as an SDE in Example Inc., and then as SDE2 in AnotherExample Inc., answer these questions twice (once for each role).
 - Refrain from writing anything that is covered by any NDAs that you might have signed.
 - Not all of the questions are applicable for all roles - feel free to skip the ones that aren't relevant for your experience.
- Skip this section if you do not have any professional experience or an internship.

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you receive any awards or recognition at work?			Awarded the Silver Award for contribution to proof of concept of a project.
Did you do any internships?			Interned with Red Eagle Business Solutions. Made sales pitches to retail store managers
Were you involved in hiring for your team? Did you mentor new joinees?			Mentored and onboarded more than 10 new joinees to team.

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
What are the different teams you work with?			Coordinated with teams in US and Israel. Served as a single point of contact for team in India
Did you go onsite or visit the client's location?			Went onsite to client location in Dubai. Deployed a solution that increased sales by 45%.
Did you get any appreciation emails from clients or from senior management?			Received appreciation emails from a customer for resolving issues in less than 3 hours.
Did you exceed expectations in an appraisal cycle?			Rated outstanding in appraisal cycle for designing the overall architecture of the system.
Did you have anyone reporting directly to you?			Managed a team of 4 people. Delivered the project 2 weeks ahead of deadline.

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you conduct any knowledge transfer (KT) or brown-bag sessions?			Conducted product tutorial sessions for more than 35 employees in the team.

SKILLS AND TOOLS

In this section, list out all the tools / software you used, programming languages you coded in. If the company you want to get into uses certain tools, it is usually a good thing to learn it and showcase how you used it in the past.

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
<p>List the tools that you used and what you did with them.</p>			<p>Proficient in Photoshop. Created more than 7 banners for college events.</p>
<p>List the programming languages you can code in.</p> <p>Where possible, include what you built using those programming languages.</p>			<p>Implemented a fingerprint scanner in MATLAB.</p> <p>Or,</p> <p>Skills: C, C++, Python (beginner)</p>
<p>Are there any specific skills that are related to your discipline of study?</p>			<p>Designed 3D models for an engine mentioned in a research paper using CAD</p>

EVENTS & EXTRA CURRICULAR ACTIVITIES

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you organise any event in your college?			Organised a college event with more than 100 participants
Did you win any contests or other inter-college events?			Presented a business plan on recycling water. Won first place in the contest held at Anna University.
Were you a coordinator for any event? Or, got involved in sponsorship, media, advertisements etc?			Pitched technical fest to sponsors and secured a sponsorship of 2 lakhs
Did you attend any workshops?			Attended a workshop on cloud computing. Presented a term paper based on the workshop
Did you present a paper in a conference or at an event?			Presented a paper on resource scheduling in an international conference to more than 20 eminent professors.

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you participate or conduct hackathons or short term exercises?			Conducted a hackathon in which more than 20 prototypes were built
Did you participate and win / reached finals in any competition?			One of the 20 teams to reach ACM ICPC Finals, 2018.
Did you contribute to any open source projects? Or did you start one that has good following?			Contributed to VLC Media Player's codec. Wrote patches to fix memory leaks in MP3 and MP4 leaks.
Did you participate in any well-known programs? Example: Google Summer of Code, Google Code-in etc.,			Google summer of Code 2018 participant with Mozilla Foundation. Implemented the PDFViewer.js module - passed code review and is live in bleeding edge version.

CLUBS AND ASSOCIATIONS

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Were you part of any club or association in college?			Part of web development club of my college. Built a tool for students to track their attendance.
Were you a member of any professional organisation?			Part of IEEE and ACM computer society. Represented college for IEEE events
Were you part of NCC or similar groups in college?			Part of traffic committee and regulated traffic in more than 7 areas of the city at festival times.
Were you part of any association at work?			Part of "Fun at work" group and organised trekking activities for 200 employees

SOCIAL ACTIVITIES

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you volunteer with any Non profit organisation?			Volunteered with "Plants for All" foundation. Distributed seeds to more than 100 families in Hyderabad.
Did you organise any social service events?			Organised a blood donation camp during Independence day in which more than 100 people donated blood.

RESPONSIBILITIES

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Have you ever been a class representative?			Class representative for 2 semesters. Coordinated administrative activities representing more than 80 students.
Have you ever been a placement coordinator?			Placement coordinator for core companies. Coordinated placement activities with more than 7 recruiters.
Have you ever been a campus ambassador for a product?			Campus ambassador for Crash Course. Organised a workshop on resume building in college.
Did you hold any other position of responsibility?			President fo the Student Council. Improved the dorm happiness index 2x times by introducing better food menus.

INDUSTRY VISITS AND CERTIFICATES

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you do any certificate courses?			Completed a certificate program in ethical hacking. Reported more than 12 vulnerabilities to various companies.
Have you visited any companies?			Visited multiple companies in manufacturing domain to understand application of six sigma processes.

Did you know? Crash Course offers certificates of completion for users who complete the courses.

COMMUNICATION & SOFT SKILLS

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Did you take any classes for students in schools, colleges etc?			Taught aptitude classes for more than 35 students in college
Do you have a blog or personal website?			Maintain a technical blog which has more than 200 visitors per month
Do you maintain any Facebook group, Youtube channel or email lists for a specific purpose?			Created a group for CAT aspirants in college. Responsible for collecting and posting resources every week

SPORTS & HOBBIES

Don't worry if you haven't done anything award-winning. These are your hobbies, just be honest about them and things should be fine :)

It is a bad sign to include random hobbies which you have no idea about. If you write Chess as your hobby, you need not follow every Chess game out there, but it is unacceptable for you to not know that the chess board is a 8x8 grid.

Question	What did you do / what happened / what is it?	What was the impact? / Why did you do it?	An example of how this could be written in your resume:
Were you a part of any sports team?			Part of school cricket team and won seven state-level tournaments
Please list any hobbies that you might have? Examples: Arts, Dramatics, Music or Dance			Trained in Violin. Performed in more than 10 concerts