



RICHIE SHELBY

SOFTWARE DEVELOPER

HOW TO REACH ME

[linkedin.com/in/name](#)

Phone: 123-456-7890

Email:

hello@reallygreatsite.com



[Click here for my portfolio](#)

SKILLS

Coding Languages

C#, ASP.NET JavaScript, HTML/CSS, Python

Problem Solving

Technical Documentation

WORK EXPERIENCE

SENIOR SOFTWARE DEVELOPER

Heiman Software Labs, a global company that provides software services across various industries

March 2022 to August 2025 (3 years, 5 months)

- Boosted team efficiency by 10% by providing direction for business applications that were in development
- Increased annual promotions by 10% by creating a mentorship program for Junior Software Engineers
- Hastened human resources processes by 10% by developing a cloud-based information system that consolidated employee information from various databases and servers

SOFTWARE DEVELOPER

Berou Solutions, Inc.

November 2020 to January 2022 (1 year, 2 months)

- Maintained a 100% customer satisfaction rating by developing and implementing software solutions based on client requirements
- Increased team efficiency by 10% by developing and configuring internal applications
- Improved applications by 50% annually by consistently testing and refining software prior to rollout
- Released ad hoc product patches whenever necessary

EDUCATIONAL BACKGROUND

Master of Science in Software Engineering

Institution: University of Roseton

Year of Graduation: 2020

- Best Thesis
- Awardee, Roseton Scholarship
- Took up electives in cyber security

Bachelor of Science in Computer Science

Institution: De Loureigh University

Year of Graduation: 2016

- Cum Laude
- Founder, DLU Coding Club
- Champion, Beechtown Hackathon 2015

RESOURCE PAGE

Some tips for creating an effective CV

You want your CV to have a link to your LinkedIn account and your portfolio site so recruiters can immediately see what you've accomplished.

Add the logo of the companies you have worked in. Link their website or LinkedIn profiles too. Write a short description of what the company does if they are not well known.

Remember to add how long you have stayed in a particular role. Write out the years and months. Example: *Jan 2020 to June 2022 (2 years and 5 months)*.

When writing out your achievements and responsibilities for a job, it is ideal to follow this format: **"I have achieved X by doing Y with a result of Z."** Quantitative information is highly preferred.

Only list skills you are confident in and are relevant to the job. You may also list specific software or tools that are important to the role.

Adding your photo to a CV is optional. Photos help recruiters remember you, but there is a risk of unconscious bias.

Adding volunteer work and other interests is optional. Information under this section may seem irrelevant but it can build rapport with recruiters.

Do not crowd your CV. Feel free to use a second page, which usually features your educational background and other achievements and awards.

Ensure that the CV's design aesthetic matches the job you are applying for. For creative roles, you may prefer CVs with a touch of color. For more corporate roles, go for a more simple design.

Having a list of references is no longer required in CVs. The same goes for a summary or objective section.



WHAT RECRUITERS USUALLY LOOK FOR

In order of importance:

- Experience
- Role or Title
- Company's Credibility
- Results, Responsibilities, Achievements
- Portfolio
- Contact Information
- Skills & Relevant Software
- Educational Background
- Volunteering and Other Interests



IMPORTANT

Download your CV as a PDF. Do not use docx, png, or jpg since an applicant tracking system may not be able to properly display the file or scan the text.

Top 3 AI Resume Builder

Visit: <http://link.airesumesbuilder.com/ERQjty>