[Your Name]

[Your Role] (no need to include Junior or Senior)
[Your Location] | [Your Phone Number] | [Your Email]
[Your LinkedIn Profile URL]

OBJECTIVE / SUMMARY

Clearly state your intention to transition into a specific tech role (e.g., Junior Product Analyst, Aspiring UX Designer, Entry-Level Software Developer). Highlight 2-3 key transferable skills from your previous career and your enthusiasm for the tech industry. No longer than 3-4 lines.

- *Example: A highly motivated and adaptable professional with [Number] years of experience in [Previous Industry/Role] seeking to leverage strong analytical, project management, and communication skills to transition into a [Target Tech Role] role. Passionate about [Specific Area of Tech, e.g., leveraging data for insights, creating user-centered solutions] and committed to continuous learning in the tech space.*

TRANSFERABLE SKILLS HIGHLIGHTS (Optional, but can be effective for pivots)

This section can briefly list 3-4 key transferable skills with a short explanation of their relevance to your target tech role.

- **Example**: **Project Management:** Successfully managed [Type] projects in [Previous Industry], delivering them on time and within budget, skills directly applicable to managing tech projects and product development cycles.
- **Example**: **Data Analysis & Problem Solving:** Utilized data to identify trends and solve complex problems in [Previous Role], leading to [Quantifiable Achievement], demonstrating aptitude for data-driven decision making in tech.
- **Example**: **Client/Stakeholder Communication:** Experience in [Communicating with clients/managing stakeholders] in [Previous Industry], ensuring clear understanding and alignment, crucial for roles involving user interaction or cross-functional team collaboration in tech.*

PROFESSIONAL EXPERIENCE (Focus on reframing to highlight transferable skills and tech-relevant achievements)

[Your Job Title],
[Previous Company Name] [Location]   [Month, Year – Month, Year]
Achievements & Impact (Reframe for Tech Relevance):

- **Instead of:** "Managed customer accounts."
  Try: "Managed relationships with [Number] key accounts, utilizing CRM software to track interactions and identify opportunities, resulting in a [Percentage]% increase in client retention." (Highlights CRM use, relationship management, data-driven results).
- **Instead of:** "Organized company events."
  Try: "Led the planning and execution of [Number] company events for up to [Number] attendees, managing budgets up to [$X], coordinating with multiple vendors, and

ensuring seamless execution, demonstrating strong project management and organizational skills."

Responsibilities (Use action verbs; emphasize transferable skills):
- Example: Analyzed [Type of Data/Information] to identify [Insights/Trends], leading to the implementation of [New Process/Strategy] that improved [Metric] by [Percentage]%.* (Shows analytical skills, initiative, impact)
- Example: Collaborated with cross-functional teams of [Number] members to [Achieve a Specific Goal], fostering effective communication and ensuring project alignment.* (Shows teamwork, communication)
- Example: Developed and delivered presentations on [Topic] to [Audience], effectively communicating complex information.* (Shows communication, presentation skills)

[Your Job Title],
[Previous Company Name] [Location]   [Month, Year – Month, Year]

Achievements & Impact (Reframe):
- Example: Streamlined [Specific Process] by [Action Taken, e.g., implementing a new tool/methodology], reducing processing time by [Percentage]%.* (Shows process improvement, efficiency)

Responsibilities (Reframe):
- Example: Researched and resolved [Type of Issues/Problems], demonstrating critical thinking and problem-solving abilities.* (Shows problem-solving)

TECH-RELATED PROJECTS / COURSEWORK / CERTIFICATIONS
This section is CRUCIAL for career changers. Show initiative and newly acquired skills.

[Project Name (e.g., Personal Website, Mobile App Concept, Data Analysis Project)] | [Link if available]
Description: Briefly describe the project and its purpose.*
- Technologies Used: [List specific tools, languages, e.g., Python, SQL, Figma, HTML/CSS, Google Analytics].*
- Outcome/Learning: What did you achieve or learn? E.g., "Successfully built a functional prototype," "Analyzed a dataset to uncover X insights," "Gained proficiency in Y skill."*
- [Online Course/Bootcamp Name], [Provider (e.g., Coursera, Udemy, General Assembly)]** | [Year of Completion]
- Key Skills Gained: [List 2-3 specific skills relevant to your target role].*
- [Certification Name (if any, e.g., Google Data Analytics Certificate, AWS Cloud Practitioner)]** | [Issuing Body] | [Year Obtained]

[Degree Earned],
[School Name],[Location]
[Year of Graduation] (Include if your graduation year is within 6 years)

Optional: Any academic achievements or relevant coursework if it supports your pivot.

<u>**SKILLS**</u>
- **Transferable Skills:** Project Management, Data Analysis, Communication (Written & Verbal), Problem-Solving, Critical Thinking, Research, Stakeholder Management, Teamwork, Adaptability, Customer Service/Focus, Presentation Skills.
- **Newly Acquired Technical Skills (Be honest about proficiency level - e.g., Basic, Intermediate):**
    - Example for aspiring Data Analyst: SQL (Basic), Python (Pandas, NumPy - Basic), Excel (Advanced), Tableau (Intermediate).*
    - Example for aspiring UX Designer: Figma (Intermediate), User Research (Basic), Wireframing.*
    - Example for aspiring Product Manager: Agile Methodologies (Familiar), JIRA (Basic), Market Research (Basic).*

- **Software/Tools from Previous Career (If relevant):** [e.g., Salesforce, Advanced Excel, specific industry software that might have analytical components].
- **Languages:** Fluent written and spoken English.

Guide for Pivoting to Tech - Phrasing Transferable Skills:

- **Identify Your Target Role:** Understand the core skills required for the tech role you're aiming for. Read job descriptions carefully.
- **Review Your Past Experience:** For each past role or significant project:
- **Think ACTIONS and RESULTS:** What did you *do*? What was the *outcome*? Quantify whenever possible.
- **Use Tech-Friendly Verbs:** Instead of "helped," use "supported," "facilitated," "collaborated." Instead of "looked at data," use "analyzed data," "interpreted findings." (Refer to the Action Verbs list in the Harvard guide).
- **Connect the Dots:**
- **Customer Service/Sales => User Empathy/Stakeholder Management:** If you dealt with clients, you have experience understanding needs and communicating effectively. Frame this as "Developed strong user empathy by addressing customer concerns..." or "Managed stakeholder expectations by..."
- **Managing Projects (any kind) => Project Management/Coordination:** If you managed a team, budget, or timeline for any initiative, highlight this. "Led a team of X to deliver Y project, managing Z budget and A timeline."
- **Report Writing/Data Entry => Data Analysis/Attention to Detail:** If you worked with reports or data, even if it was manual, you have foundational skills. "Analyzed X data to produce Y reports, ensuring accuracy and identifying key trends."

- **Problem Solving (any kind) => Analytical Thinking/Troubleshooting:** Every job involves problem-solving. "Resolved [type of] issues by [method], resulting in [positive outcome]."
- **Training/Presenting => Communication/Collaboration:** "Developed and delivered training materials for X, effectively communicating complex information to diverse audiences."
- **Show, Don't Just Tell:** Instead of listing "Problem Solver," describe a situation where you solved a significant problem and what the impact was.
- **Focus on Recent Learning:** Emphasize any courses, certifications, or personal projects you've undertaken to gain tech skills. This shows commitment and proactivity.
- **Tailor Aggressively:** Customize your resume for *each* job application, highlighting the transferable skills most relevant to that specific role.