

THE TECH RESUME STARTER KIT

*A step-by-step guide for tech professionals who are
better at their jobs than at writing about them.*

BREVIO

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INTRODUCTION

Most people don't struggle with resumes because they lack experience. They struggle because translating what they actually did into polished, professional language feels like a completely different skill.

This kit is designed to make that process simpler. It's not a template. It's a set of tools: a checklist to audit what you have, a worksheet to build what you don't, real examples to show you what good looks like, and formulas you can use for any role.

Everything in here is built on one principle: your resume should sound like a real person who writes clearly, not like a chatbot trying to sound impressive.

WHAT'S INSIDE

- 21-point resume checklist (printable)
- 3 annotated before/after resume transformations
- Fill-in-the-blank resume worksheet
- Bullet formulas for 5 tech roles
- Cover letter structure with examples
- Quick reference: what not to do

21 Things to Fix Before You Hit Send

Print this page. Go through your resume and check each one.

DOES YOUR RESUME PASS THE BASICS?

- 1. Contact info is current and formatted consistently
- 2. No typos, no grammatical errors, no inconsistent formatting
- 3. Single column layout, no graphics, no sidebar, no text boxes
- 4. PDF format (not .docx, not a Google Docs link)
- 5. Two pages max for 5-15 years of experience, one page for under 5

DOES YOUR SUMMARY WORK?

- 6. Summary is 2-3 sentences, not a paragraph-long autobiography
- 7. Summary reflects the role you're targeting, not just the role you had
- 8. Summary doesn't include 'passionate,' 'results-driven,' or 'seeking new challenges'

ARE YOUR BULLETS SPECIFIC?

- 9. Every bullet describes specific work, not vague categories
- 10. No two bullets start with the same word
- 11. Each bullet could survive a 60-second interview question
- 12. You've included at least one real metric (not fabricated)
- 13. No bullet uses 'leveraged,' 'spearheaded,' or 'orchestrated'

IS YOUR EXPERIENCE WELL-STRUCTURED?

- 14. Most recent role has 5-7 bullets, older roles have fewer
- 15. Roles older than 10 years are trimmed to 2-3 lines
- 16. No mention of layoff or departure reasons anywhere
- 17. Job titles, companies, and dates formatted consistently

ARE YOUR SKILLS HONEST?

- 18. Skills section has 10-12 items, not 25+
- 19. Every skill listed is something you could discuss in an interview
- 20. Skills are ordered by relevance to the target role

THE FINAL TEST

- 21. Read your resume out loud. Does it sound like something you'd actually say?

BEFORE / AFTER

What the Rewrite Actually Looks Like

Real transformations from rough notes to polished bullets, with annotations.

TRANSFORMATION 1: BACKEND ENGINEER

BEFORE (YOUR NOTES)

worked on backend systems and infra at Meta. improved perf on some services. built internal tools with python/hack. did code reviews, mentored people. oncall stuff. helped reduce latency ~30% on one project. got laid off in Jan.

AFTER (BREVIO)

- Worked on backend services and infrastructure supporting production systems at scale
- Improved performance on a core internal service, reducing latency by approximately 30%
- Built and maintained internal tools using Python, Hack, and React
- Participated in code reviews and mentored newer engineers on the team
- Supported on-call rotations and reliability work for production systems

WHY IT WORKS

'backend systems and infra' became specific. 'improved perf' became concrete with the real 30% number. 'oncall stuff' became professional. 'got laid off' was removed entirely.

TRANSFORMATION 2: PRODUCT OPERATIONS

BEFORE (YOUR NOTES)

worked with product and eng on launches/process stuff. documentation/workflows. helped teams stay aligned. escalation handling.

AFTER (BREVIO)

- Partnered with product, engineering, and data teams to coordinate launches
- Built documentation and workflows that improved execution consistency
- Managed escalations and helped bring structure to undefined processes

WHY IT WORKS

Shorthand became specific and professional. Context about organizational impact was added.

TRANSFORMATION 3: OPERATIONS ANALYST

BEFORE (YOUR NOTES)

reporting + process support. dashboards/spreadsheets. leadership updates. process gaps.

AFTER (BREVIO)

- Supported operational reporting and helped maintain internal processes
- Built spreadsheets and dashboards used by teams to monitor performance
- Tracked key metrics and prepared regular updates for leadership
- Helped identify gaps and inefficiencies and flagged them for improvement

WHY IT WORKS

Each shorthand note got an audience and action. 'process gaps' became active and specific.

Build Your Resume Section by Section

Fill this out before you open a resume template.

SECTION 1: YOUR SUMMARY

TARGET ROLE:

WHAT KIND OF WORK DO YOU DO? (one sentence)

YEARS OF EXPERIENCE:

KEY COMPANIES:

STRONGEST AT:

COMBINE INTO 2-3 SENTENCES:

SECTION 2: YOUR MOST RECENT ROLE

JOB TITLE:

COMPANY:

DATES:

WHAT DID YOU SPEND MOST OF YOUR TIME ON?

WHAT DID YOU BUILD?

WHAT WAS HARD AND HOW DID YOU HANDLE IT?

WHAT WOULD YOUR MANAGER SAY YOU WERE GOOD AT?

DID ANYTHING MEASURABLY IMPROVE? (REAL NUMBERS ONLY)

WRITE 5-7 ROUGH BULLETS:

1.

2.

3.

4.

5.

Repeat for each role on a separate sheet.

SECTION 3: SKILLS

LIST EVERY TECHNOLOGY AND SKILL YOU'VE USED PROFESSIONALLY:

Circle the 10-12 you'd be comfortable being interviewed on tomorrow. Those go on your resume.

SECTION 4: EDUCATION

DEGREE :

SCHOOL :

YEAR :

CERTIFICATIONS :

Formulas by Role

Find your role. Use the formula, then fill in your specifics.

BACKEND ENGINEER

Formula: [Action] + [system] + [who used it] + [result]

- Worked on backend services supporting production systems at scale
- Built and maintained payment-related APIs used by the product team
- Contributed to a migration from legacy to newer architecture

PLATFORM / INFRA ENGINEER

Formula: [Action] + [tooling] + [who depended on it] + [ops context]

- Built internal developer tools used by engineering teams
- Supported on-call, incident response, and reliability improvements
- Improved monitoring and observability for production systems

PRODUCT MANAGER

Formula: [Action] + [product area] + [collaborators] + [outcome]

- Defined requirements and prioritized features for onboarding
- Worked with eng, design, and data to ship product improvements
- Led discovery research, interviewing 15 customers

FRONTEND ENGINEER

Formula: [Action] + [UI/feature] + [tech] + [user impact]

- Built customer-facing features using React and TypeScript
- Improved page load performance through frontend optimization
- Worked with design to implement the component system

ENGINEERING MANAGER

Formula: [Action] + [team] + [what you enabled] + [org impact]

- Managed a team of 6 building the internal developer platform
- Ran sprint planning, retros, and 1:1s to unblock engineers
- Partnered with leadership to define quarterly priorities

A Cover Letter That Sounds Like You

Fill in each section. Keep it under a page.

GREETING

Dear [Hiring Manager's name, or 'Hiring Manager'],

PARAGRAPH 1: WHO YOU ARE AND WHY THIS ROLE

2-3 sentences. What role, how many years, where you've worked, why this one.

Example:

'I'm applying for the Senior Backend Engineer role. I've spent 12 years building backend systems at Meta, Stripe, and Mixpanel, and this role lines up with the work I want to keep doing.'

PARAGRAPH 2: ONE OR TWO RELEVANT THINGS

3-5 sentences. Pick the most relevant project. Add context.

Example:

'At Meta, most of my work has been on backend services and internal tooling. One project involved finding a latency bottleneck on a high-traffic service and bringing it down by 30%. It required profiling, a few false starts, and a targeted fix we rolled out without downtime.'

PARAGRAPH 3 (OPTIONAL): GAP OR PIVOT

'After a restructuring at Oracle, I'm looking for my next role. The work your team is doing in observability is a strong fit.'

PARAGRAPH 4: CLOSE

'Thanks for reading. Happy to chat more if this sounds like a fit.'

The Short List of Things to Avoid

- Don't start every bullet with the same word
 - Don't say 'leveraged,' 'spearheaded,' or 'orchestrated'
 - Don't fabricate metrics you can't defend in an interview
 - Don't list 25 skills when 12 would be stronger
 - Don't explain your layoff on the resume
 - Don't write a cover letter longer than one page
 - Don't spend more than 10 minutes on formatting
 - Don't wait for perfect. Start with rough and polish later.
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THE RESUME SHOULD SOUND LIKE:

A competent professional describing real work in clear language.

THE RESUME SHOULD NOT SOUND LIKE:

A chatbot trying to impress a keyword scanner.

ABOUT THIS KIT

The Tech Resume Starter Kit was created by Brevio, a resume and cover letter tool built for tech professionals. This kit walks you through the process manually. If you'd rather have the writing handled for you, Brevio can help. \$29, one time.

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by Brevio