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What kind of projects should i put on resume

Projects on your resume can prove you have what it takes to succeedYou've likely heard a few catchphrases related to resume writing. Things like "show, don't tell" and "be an achiever, not a doer." One of the most effective ways to put these principles into action is by including projects on your resume. But how exactly do you list projects on a resume, and why are they so important?You've come to the right place. Here, you'll learn how to list projects on a resume in a way that catches the eye of hiring managers and helps you to stand out from the competition. It doesn't matter if you're fresh out of college or have a decade of experience under your belt; including projects on your resume can significantly enhance your chances of landing your dream job.Your old resume may have been a list of work experiences, but your new resume will outshine the competition and win you the interviews you seek. Projects vs work experienceDepending on where you're at in your career, it can be tough to separate projects from actual work experience, especially if you're a freelancer or regularly tackle projects as a part of your job. While both are exceedingly valuable in telling your career story, you have to be a bit discerning to determine which is more important. Obviously, you gain experience from working at jobs and completing projects, but listing projects separately can help you to highlight specific skills that might get lost when you explain work you did in a previous job. The main differences can be summarized as: Projects are concise and specificWork history provides a broader view of your career trajectoryAt the end of the day, you must pick the things you want to include on your resume with the aim of balancing your knowledge and skills with what's being called for in the job description. Relevancy and tailoring your resume are critical, allowing prospective employers to see what you have to offer their team. Why listing projects can be good for youWhen you're trying to prove to an employer that you're an achiever rather than a doer, having a project or two to back up your claims can do wonders for your candidacy. Not only do projects on your resume have the ability to demonstrate relevant skills, but they also allow you to showcase initiative and accomplishments. In the context of standing out from the crowd, projects on your resume can add depth to your experience to paint a more well-rounded and comprehensive picture of what you bring to the table for the new employer. One thing that a lot of people miss is that you can also use projects on your resume to fill in any experience gaps that may be present. Types of projects you can highlight on your resumeWhile the projects you list on your resume are as unique as you are, there are some common types. Knowing what type of project you're going to list on your resume will help you to determine if the project is relevant and can also guide you in knowing where on your resume to list it. There are four basic types.1. WorkThis is any project you've done in your position with a company. It was probably part of your job description, but it could've also been something you were called on to do outside of your day-to-day role. Perhaps you led a team to launch a new product or created a new process for doing something that saved time and money. Work projects are good to have on your resume because they demonstrate that you're the type of person to go above and beyond to achieve an objective. 2. AcademicThese are projects that you complete in a classroom or educational setting. You'll definitely need to include academic projects if you're fresh out of college and have little to no work history or relevant professional experience. Academic projects for your resume can be anything from conducting a research study and writing a thesis or dissertation to developing a software application as part of a class project. Including academic projects on your resume gives you a chance to highlight relevant skills and prove to a future employer that you have a passion for learning and development. After all, continuous improvement is a highly sought-after skill. 3. PersonalSometimes, you get bored at home and decide you want to build a personal website or create a blog. There have even been folks who've created apps that work with their smart home devices to automate activities. It doesn't matter that these are personal projects, if you find that your resume is lacking particular skills or achievements you can use these projects on your resume to round out your candidacy. That said, adding a personal project to your resume should be a last resort. 4. FreelanceTis the time we live in – a lot of people work as independent contractors or freelance. It's a great way to fill in employment gaps or have some income if you're on a sabbatical. The most common freelance projects center around things like graphic design, marketing, tech, and writing. These types of projects can be valuable additions to your resume. How to add projects to your resumeSince you want to keep your resume relevant to the job you're applying for, the first step is to create a list of projects from your history and compare them to what employers need. Analyze the job description to dissect out the keywords and phrases. Once you have that list, compare it to the skills and achievements you can talk about with each project. Beyond picking the right project to match the job, you also have to consider space.Bear these guidelines in mind:Pick projects for your resume that match the job descriptionPick projects that allow you to keep your resume on the right number of pagesThe final step is to properly format the project entries in their respective sections. Where to include projects on your resumeFor the most part, you'll format a project listing the same way you would a work history listing. The only difference is that you may not have a company to list indicating where you did the project. If you can't list the client or location associated with the project, don't let that stop you from adding it. As you would expect, work projects would be listed in the Professional Experience section, academic projects are best suited in the Education section, and some projects may even merit having their own special section. What does all of that look like? Let's take a look.Projects in their own section For the most part, your resume should have at least five sections:Contact informationProfile (which contains your title and summary paragraph)SkillsWork historyEducationYou can also add an entirely new section called "Projects," "Selected Projects," "Relevant Projects," or "Academic Projects." Depending on how hard you lean on those projects to wow a hiring manager will be the deciding factor on whether you place this new section above or below "Professional Experience." If you really need them to make your candidacy, then put them above. If you want them on there just to give the hiring manager one more glimpse into what you can do, then put them below. Example of projects in their own sectionYou should create a title for the section and then list each project with relevant bullet points that call out things you achieved in working on that project. It's also appropriate to put the dates you were working on each project. Selected ProjectsPost Evaluation Platinum LEED Office Building | 04/2022 - 10/2022Used advanced knowledge of Occupant Indoor Environmental Quality (IEQ) Survey benchmarks and performed literature review / precedent studies to present data-driven solutions regarding visual and thermal comfort. Authored and presented findings related to underfloor air distribution (UFAD) system analysis. Integrated Façade Simulator: Hybrid Reality Simulations for Assessing Human Façade Interaction | 09/2020 - 05/2021Created a novel integrated hybrid system that simulated a multi-sensory environment and observed participants and the impact of environmental stimuli for sensation, perception of comfort, and energy consumption. Projects in the experience sectionIf you're one of those people who get chosen by a boss to work on a project or if you've spent a significant time as an independent contractor, then it's probably going to serve you best to include projects within the "Professional Experience" section of your resume. Example of projects in the experience sectionFormat it like you would any other position within your experience section, including the name of the company, the dates you were employed, your position title, and some achievement bullets. Then, beneath those achievement bullets for your job, add "Noted Projects" and talk about the project as separate from what you accomplished as an employee. PROFESSIONAL EXPERIENCEXYZ Company | Location05/2015 to PresentSenior BiologistAchievement bullet #1Achievement bullet #2Achievement bullet #3Noted Projects:Major Development Plan and Infrastructure Project – 03/2019 - 06/2021Monitored site conditions to ensure the protection of sensitive species, including California gnatcatcher, cactus wren, least Bell's vireo, arroyo chub, arroyo toad, and general nesting birds.Oversaw end-to-end project management processes, including scoping, planning, timelines, delivery, execution, and status reporting. Subdivision Development Project – 04/2013 - 01/2017Directed biological resource protection initiatives for a 180-acre development project, resulting in approximately 475 acres of preserved, restored, and enhanced habitats. Conducted protocol and non-protocol environmental impact surveys for 3 years, in the wake of a widespread wildfire, to assess gnatcatcher habitat, population density, and movement. Projects in the education sectionIt can be hard to craft a resume when you've just graduated college and have no real experience to show future employers. Fortunately, you can lean on things you did at school to inject experiences, achievements, and skills into your resume. You just write an expanded education section. Relate reading:How to List Education on Your Resume (with Examples)Example of projects in the education sectionWhether you're listing your GPA or relevant coursework, you can always add some college projects to your resume education section if you need to prove your salt to a new company. EDUCATION & PROFESSIONAL DEVELOPMENTBachelor of Finance, | State University – Location (Expected May 2024)Coursework: Current Economic Problems, Macroeconomics, Accounting Principles, Money and Capital Markets, Business Statistics, Spreadsheet Modeling in Finance, Global Financial MarketsAcademic projectsSecured funding for a non-fungible token (NFT) from State University's Board of Trustees and generated a 100% return on investment (ROI). Placed in the top 10% of a financial modeling competition. Analyzed comparative values over time to predict future performance and identified a portfolio of stocks that were graded and ranked in terms of profit and loss and accuracy of predictions. Projects on your resume win interviewsRemember that the main goal of your resume is to win interviews. Adding projects can be just the thing that makes you stand out from the crowd of job seekers. Use projects wisely, though. Leverage them to boost your skills, enhance your achievements, and inject necessary keywords into your resume that align with what the job description asks for in a new employee. Recommended reading: Skip to main contentNeed AI-powered career advice, guidance, support? Ask Maya from The Muse.Advice / Job Search / ResumesHinterhaus Productions/Getty Images If you've completed a project you're especially proud of, it's natural to want to show it off on your resume—and it might even help you land your next job. Projects that potentially belong on your resume can come from your past jobs, paid and unpaid side ventures, and—if you're a recent grad—your academic coursework. Trending SearchesSEARCH ALL JOBS Read on to see why, when, and how you should put projects on your resume. Like everything else on your resume, projects can help highlight experiences that qualify you for your next job. You may have used skills—hard or soft—in a certain project that are key for the role you want. And including a successful project is a great way to tie those skills directly to results, which employers want to see on every resume. Adding projects to your resume "can be a great way to highlight experience outside of your daily role, enhance a recent grad resume, or bridge the gap from what you're doing to what you want to do" if you're looking to change or pivot careers, says Muse career coach Tara Goodfellow, owner of Athena Consultants. Projects are an especially helpful addition to your resume when your experience section doesn't already show that you have the background you need to get the job you want next, which is most common for two groups of job seekers: Recent graduates: Entry-level candidates by definition lack professional experience. But if you just finished college, a big project—whether you did it for a class, an honors or capstone program, an internship, or your own research—can show that you have a lot of valuable workplace skills such as leadership, collaboration, presentation, and public speaking, Goodfellow says. After your first-full time role, Goodfellow recommends removing school projects from your resume. Career changers or pivoters: When you're looking to switch or pivot your career, you want to show any experience you have that relates to the role, field, or industry you want to go into. This might mean highlighting projects you did within a current or past job or adding a volunteer, side, or freelance project to your resume. What matters is that your project helps prove to employers you have relevant experience for the job you're hoping to land. When you're deciding which projects to add to your resume, "you want to be strategic," Goodfellow says. "Don't just dump every project you've been part of hoping something will catch the hiring manager's attention." Instead, carefully go over the job description for any role you're interested in. Highlight any skills or qualifications the company is looking for that you have, as well as any job duties they list for the role that you've performed in the past. Then note any that can only be proven by including a certain project on your resume. If a project doesn't meet this threshold, it probably doesn't need to be called out. Even if you're in a more project-based field, like engineering, IT, or consulting, consider whether all or any of your projects can emphasize your accomplishments in a way that general bullet points under each job entry can't. With too many projects crowding your resume, recruiters might not find the most important details. For example, if you generally do consulting for larger clients, but once worked with a small business and got great results, listing details for that one project might help you land a job at a consultancy with a small-business focus. But if most of your clients are small businesses, mentioning a slew of individual projects rather than overall achievements will take up valuable resume space without necessarily adding to your qualifications. List your projects wherever they're most relevant, Goodfellow says. For recent grads, this often means your education section. If the project was part of a past job, freelance work, or volunteer work, it likely belongs under that specific entry in your experience section. If you're thinking of a personal or side project or you have multiple projects that you want to include on your resume, you might consider adding a dedicated "Related Projects" or similarly titled section. Regardless of where you list your project, you should follow these general tips: Include important details. You should add enough information about each project that it can be easily understood by anyone who reads your resume. Depending on the specific project, consider listing a project title, a project description, and project dates, as well as who you did the project for and with, what your role was, and what the results and impact were. Focus on your achievements. Whether your project description is contained to one bullet point or has several bullet points underneath it, employers want to see what results you've gotten with your skills so they can see how you might drive results for them. Use achievement-oriented, quantified bullet points to really put your accomplishments front and center.Tailor your project description for every job application. You should only include projects that are relevant to the specific job you're applying for and, even more than that, you should make sure your description of a project highlights the pieces of it that are most relevant. So if a company is looking for someone with website design experience, focus on the design aspect of your side project, not how you attracted customers to your site. And try to use the same language and keywords as the job description.Include links to your work when possible. Almost everyone who reads your resume will do so for the first time on a computer, so links to work that's live online are fair game. Just make sure you hyperlink an unimportant word like "Project" or even "Link" to avoid any applicant tracking system (ATS) issues. What does this all look like in practice? Here are a few examples based on where you're listing a project. This is how an entry-level applicant looking to emphasize their research, writing, and presentation skills might include a project on their resume. Bachelor of Arts in English | Colgate University | Hamilton, NYExpected Graduation: Spring 2021Capstone Project: "Voices Missing From the 19th-Century Literary Canon" Wrote a 40-page dissertation on three minority writers who are not commonly taught in U.S. K-12 schools or colleges, exploring literary devices and techniques used before other writers who are commonly taughtPresented research findings at Nineteenth-Century Studies Association 2021 Conference as one of five undergrads selected to give a 10-minute talkResearched writers' lives and work by analyzing newspaper archives (via LexisNexis), conducting interviews with literary scholars who focus on the 19th century, and traveling to review old correspondence and writings not widely reproducedAnalyzed 12 total texts to compare literary devices and techniques between focal writers and their contemporaries Here's how a marketer looking to pivot into project management might include a project under a past job immediately after the bullet points describing their overall duties and accomplishments. Led $200k digital marketing campaign from conception to launch, resulting in 120% of target signups in first two months of campaignManaged cross-functional team of seven marketing coordinators and analysts, content creators, and designers through market research, content creation, campaign launch, and analysis of results, setting deadlines, adjusting to changes in schedule, and resolving conflicts and miscommunications among teams Here's how an aspiring software engineer might describe a project they did in their free time to show off their coding chops to prospective employers. TheTradingPost.com | March 2020–September 2020 | Link Designed and coded a website (using CSS, Python, and JavaScript) where players of popular video games could arrange trades for virtual items, receiving an average of 1000 hits monthlyResponded to user feedback and issues to improve site functionality and build additional features including a search function