

# Resumes

- Assignment 2: Create or update your resume. If you do not already have one, you can start with the template available on the course webpage, which is based on the one Career Development uses.
- Email a **PDF** copy of your resume to the instructor by class time on **Tuesday, January 17.**

# Purpose of a Resume

- Resume is used to inform employers of your skills and experiences that may be relevant for the job being applied for.
- Goal is to “sell” yourself as the best candidate. Emphasize things that distinguish you as different than others without exaggerating.

# Formatting

- At this point in your “career”, a resume should be one page unless you’ve done a lot of independent work.
- Should use active verbs instead of prepositional phrases. E.g.
  - “I am interested in network protocols” vs.
  - “Of interest to me is network protocols”

# Formatting

- The “sentences” do not have to be complete. Lists and bullets often work well.
- Play with wording and spacing to get the most on a page, but still be readable.

# Contact Information

- Use your legal name. If you want, you can put your nickname in quotes or parentheses after your first name.
- Use your school address and email address at least until you actually graduate.
- The phone number should be one that will reach you most reliably, probably a cellphone number.

# Objective

- Objective is what kind of job you are looking for. Should be no more than 2 sentences.
- If the resume is for a specific job application, you can leave this out, but it is good to have for resumes collected by employers during job fairs, etc.

# Summary

- Summary is 2-3 points about yourself that you want to emphasize that may or may not be obvious from the rest of your resume. E.g., leadership experience or language proficiency.
- This part is optional and can be eliminated if space is needed for other items.

# Computer Skills

- For software development jobs, employers do not care if you can use MS Office or other productivity software, so don't list them.
- Only list skills that you have actually done projects with and would be willing to use immediately with or without further study.

# Computer Skills

- Consider dividing skills into levels of mastery:
  - Mastery: expert-level knowledge; many significant projects completed
  - Proficiency: can use immediately at a high-level; several significant projects completed
  - Familiarity: can use with some study; a few significant projects completed

# Education

- Your official degree title is *Bachelor of Science in Computer Science*. If you have a second major, list it under the degree.
- Career Development suggests not listing GPA if it is under 3.0. All tech employers will ask what it is, so just list it. If your major GPA is significantly higher, list it, too.

# Projects

- List 2-4 projects in decreasing order of complexity/creativity. Of course, the senior project should be first. Summarize each project in 1-2 sentences.
- Choose projects that show breadth of skills and techniques that you are willing to explain in detail. E.g.,
  - CS tech elective final projects
  - CS 390 team project in Ruby
  - CS 290 GUI chess project in Java
  - Internship/co-op projects can be part of employment entries.

# Related Courses

- Employers will assume a standard CS curriculum, so you don't need to list most required courses. The only one at UE that might be useful is *Object-Oriented Design* (CS 290)
- List CS tech electives, additional math courses, upper-level courses for a minor, etc., as these are what distinguishes you from other CS grads.

# Study Abroad

- Remove this section if you didn't study abroad
- Otherwise list where and when, then a few sentences about what you did and/or learned there.

# Work Experience

- List in reverse chronological order (i.e., most recent first). Give places and dates and 1-2 sentences about your responsibilities and/or accomplishments
- List at most 4 positions. The jobs you had in high school probably aren't relevant (even if they were computer-related), but if you haven't worked much during college, do list them, too.

# Leadership/Activities

- Often times leadership and activities are put together, since leadership roles are often for activities.
- List any officer positions and what the responsibilities of that office are. List any special projects and what your role was.

# Honors

- List any honors. E.g., Dean's List, scholarships, awards.
- Remove this section if you haven't had any honors.
- Probably don't need to list high school honors.

# References

- Generally, available upon request.
- Make sure you ask the person before giving out a name as a reference, and ask for their contact information. You should do this even if they said yes more than 6 months in the past.
- For jobs, professors and previous work supervisors are good references. For grad school applications, usually only professors are used as references.