Resume Workshop

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Why companies want resumes?

Discussion

Tips

- Don't list everything you've ever done

  - Be strategic and prioritize

- Be honest. Don't embellish accomplishments

- Be prepared to talk about everything

- Be professional

Checkboxes

- ❏ Name
- ❏ Contact Info
- ❏ Objectives (optional)
- ❏ Education Information
- ❏ Work history
- ❏ Past projects
- ❏ Skills and programming languages

Contact Information

- Name
- Email address(es)
- Phone number
- Mailing address

→ Accurate Information

→ Use professional emails (fullname@host or university)

Objectives

- Some people choose to list an objective on a resume describing what sort of job they're looking for.
- You can use this as an opportunity to convey what you care about. Here are some examples:
  - "Seeking a summer internship in software engineering."
  - "Objective: front-end software engineering position with high impact and opportunity for growth."
  - "Design and develop experiences that bring happiness to people's lives."
- It's not strictly necessary to include this, but if you're strategic it can really help.

Educational History

- List BSU, when you're planning on graduating, and your majors / minors / concentrations.
- List your GPA if it's good (usually, 3.5+). You can qualify your GPA as "CS GPA" or "Major GPA" if that makes you look better.
- If you have specific relevant courses, feel free to briefly list the most important ones.
- Only discuss high school if you are a freshman or you'd like someone to ask you about it during an interview.

Work History

- For each relevant job you've had in the past, briefly list the following information:
  - Name and location of the company.
  - Dates of employment.
  - Job title.
- Then, list your accomplishments (more on that in a second).
- Feel free to list work experience in other areas if you'd like to talk about it in an interview.

Work History: Accomplishments

- Use active, specific verbs.
  - "Designed," "implemented," "prototyped," "tested," "deployed," and "maintained" are better than "worked on" or "programmed."
- Quantify your accomplishments if possible.
  - Did you work on something that lots of people used, benefited from, or attended? If so, how many?
  - Did you save someone time or money? If so, how much?
- For tech jobs, if relevant, you may want to briefly include the technologies you used.
- Be concise – it's hard to distill a whole job down to a few sentences, so try to pick the high points.

Work History: First-Timers

- By definition, you won't have any prior relevant work history when applying for a first job.
- If you're applying for a first job, feel free to discuss things like
  - other jobs you've had in other areas,
  - leadership positions in clubs or organizations,
  - independent projects you've done (if any)
- Ultimately, you're trying to show that you're **smart** and that you **work hard**. Find ways to show this.
- And don't forget – fairly or unfairly, the Stanford brand name by itself carries a lot of weight. The majority of people you're competing with are not in this room right now.

Past Projects

- Some people have independent projects that aren't covered by their work history.
- Don't worry if you don't have any past projects – that's okay!
- If you do have projects, list
  - the name of the project,
  - who you worked with,
  - what the project was,
  - what you specifically did, and
  - (if possible) a link to the project.

Past Projects

- Be careful about listing projects from classes.
  - Class projects are more tightly scoped than independent / work projects.
  - Class projects have lots of support and starter code.
  - Recruiters and engineers may wonder why you're listing them if they're for core classes.

- If you do want to list work you did in a class:
  - Only list class projects if the project is the work you're most proud of or, in your view, is exceptional or exemplary.
  - Clearly indicate it was a class project.
  - Clearly indicate why what you did was so awesome that it's worth listing here.

Languages and Skills

- You should list relevant programming languages and technologies that you'd be comfortable working in.
- Be careful with what you list.
  - You may be asked to use the languages you've listed during a job interview.
  - Don't list everything you've ever seen. Just list the languages and technologies you're really comfortable with.

- It's okay to qualify languages with "familiarity with" or "some experience with."

Interests

- Do you have other interests that might be relevant to your job? Feel free to list them.
- Helps give better sense of who you are.
- Include interests judiciously; you don't need to list everything you've ever done.
- Nifty advice: briefly describe something in a way that makes people want to learn more. Listing "Gourmet Cooking," "Competitive Soccer," or "Traveling" as hobbies might invite questions.

Formatting Advice

- Avoid small fonts. They're hard to read.
- **Don't use silly fonts. They're unprofessional.** Have clear separations between diferent topics, perhaps by using headers.
- Don't randomly **emphasize** words unless there's a good reason to do so.
- Wathc outt four typoz, grammatically errors, and layout errors; they're distracting.
- Use   whitespace   strategically.
- Try not to run over one page unless you absolutely must. It's okay to be a bit short

References

http://web.stanford.edu/class/cs9/