

Technical Interview Preparation in Summer (TIPS)

Lecture 2: Resume Preparation

Agenda for today

8:00 pm Introduction to resume preparation

8:20 pm Sharing by Open Government Products recruiter

8:30 pm Sharing by Shopee recruiter

8:40 pm Sharing by Tencent recruiters

8:50 pm Q&A

Step 1: Know the process

Step 2: Prepare to apply

Resume

Interview

Step 3: Apply

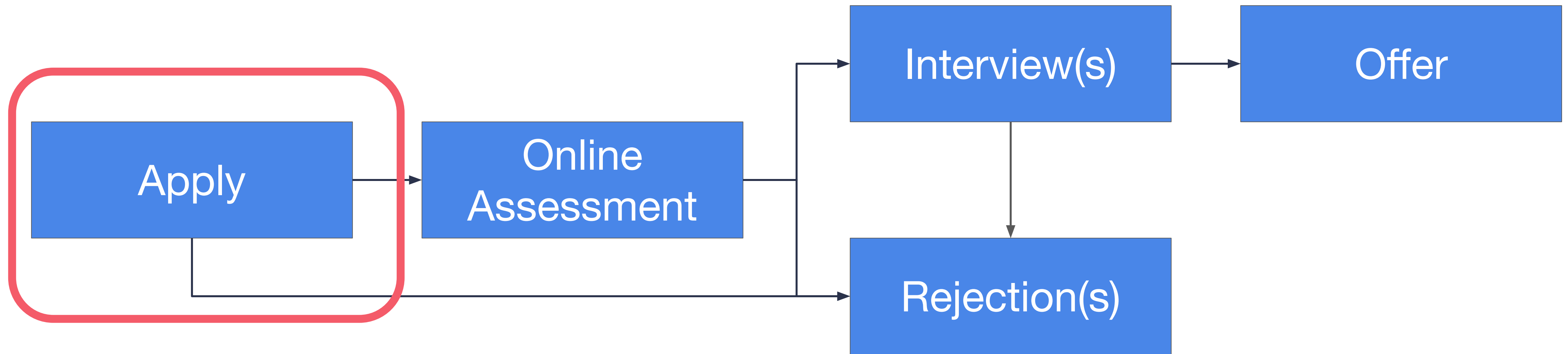
Where to find
internships

Referrals

Rejections

Step 4: Go through the interview
process

Why you should care about resume?



Resume Screening

- Many engineers miss out on getting a shot at an interview because they do not include the relevant information that recruiters are looking out for
- It is important to understand the recruiting structure and how recruiting is done



Skill set checklist

- For each position, the team manager will provide a list of specific skill sets that are relevant to the position:

Must have	A degree in a relevant technical field, number of years of experience in a particular programming language or technology
Good to have	Experience/familiarity with secondary languages/technologies which could be required due to some interfacing with other components of the project
Special bonus	Recognized skill sets/experiences which are difficult to come by. Not required but useful to have

- Candidates which meet the most requirements will get a reply/reached out to

10-second glance

- With limited time and tons of resumes, recruiters only spend 10 seconds on parsing each resume for keywords
- **Applicant Tracking Systems (ATS)** which can parse resumes automatically are used - ensure your resumes are free of typo errors!
- Fresh grads / current undergraduate students do not have much industry experience - look out more for soft skills, such as attention to detail, initiative, passion, ability to get things done, etc.
 - *Note: this applies only if you have met the minimum threshold of proficiency/competency in the skill set checklist.*

Cover Letter?

- No cover letter is better than a bad cover letter
 - Especially if your cover letter is "templated" content
 - So you don't have to write unless you are asked to
- An effective cover letter needs to ***highlight the fit*** between the job requirements and your skills/experiences
- Bonus: tailor the cover letter to the company you are applying to
 - E.g. I got interested in Airbnb as a company to work for after using the service last year and its mission of "Belong Everywhere" resonates with me well.

Resume Basics

Length of resume - Keep it short and sweet!

- Kept to 1 page
 - > 1 page: you could represent your experience more succinctly or to format it better
- Include:
 - Name, email, contact number, education details, professional experience, side projects, skills, street cred (LinkedIn, GitHub, Stack Overflow, etc)
- Exclude:
 - Profile picture
 - Address
 - Low CAP/GPA
 - Irrelevant job experiences (Waiter at ABC restaurant when applying for a Software Engineering internship)

Does CAP/GPA matter?

- CAP/GPA (or grades in general) is just one of the signals that a recruiter is trying to extract from a resume
- If your grades aren't that good but technical experience makes up for it, it is ok to exclude grades.
- Benchmark your grades by putting X.XX/5.00 or the honor class or both.
 - US system uses /4.00 and classifying the grade matters to recruiters from different countries.

Reverse chronological order

- Most recent at the top
- Recruiters read from top to bottom, and older experiences are usually less relevant

You are contactable

- Email
 - Proper emails - john.doe@gmail.com instead of noobmaster69@gmail.com
 - Actively check that email
- Phone Number
 - Double check for typos
 - Add country extension just in case the recruiter is not a local one
 - If you are planning to upload resume to the internet on a public website, you should not include information like contact number or address (if web scrapers find it, you might get more scam calls)
- List best way of contact - email or phone number

Listing your skills

- List only skills you are familiar with
- Balance between signal and noise - enough to get recruiters' attention but not too spammy
- Listing a bunch of technologies you claim you know without actually showing how you have worked with them is pointless

Projects

- 1-2 lines about the project, 2-3 lines about your role, what technologies you used, what you did, your learning, etc etc.
 - These can be Final Year Projects, Research projects, projects for a particular class, freelance projects, or just personal projects (ie. GitHub stuff)
- Ideally, 2 to 3 projects that align with your interests/position you are applying for
- Avoid using titles such as "Project for CS2103". The recruiter probably has no idea what CS2103 is

Link your projects / awards / teaching feedback

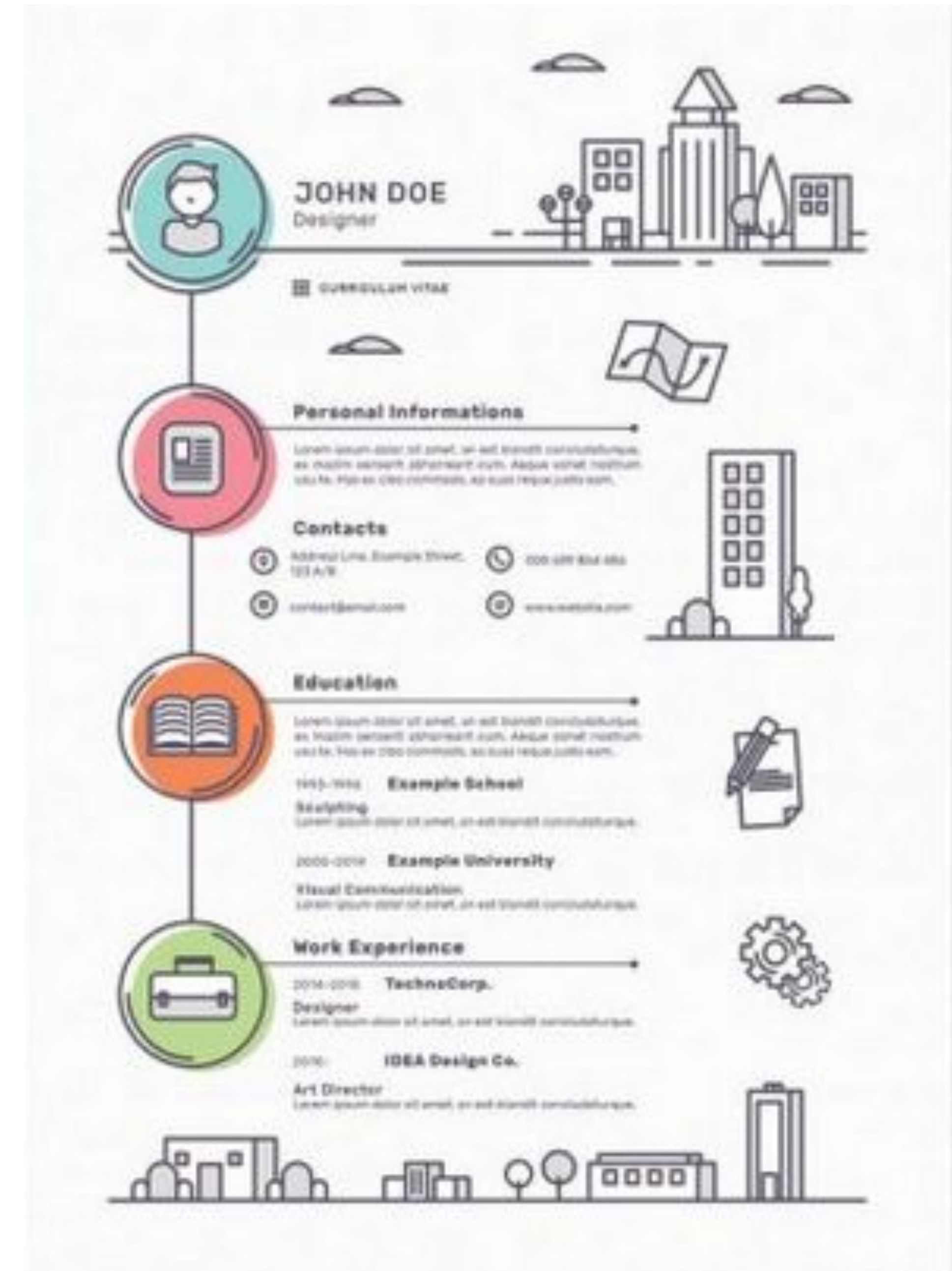
- If projects that you worked on have a deployed link, or a GitHub repository, or a write-up of some form, don't be shy to link it
- Make sure links look like links (usually [dark-blue with underline](#)) so that recruiters / interviewers who are curious can interact with it
- “I don't feel like my project is good enough to show-off”
 - Up to you to decide, but any linked material is live evidence that you are able to code and deploy software. Most of the time, you will be a preferable candidate to a nearly-equivalent candidate that does not show-off their work

Layout and Formatting

- Be consistent!
 - E.g. "Aug 2011 - June 12"
 - E.g. "Aug 2019 - Sep 2019" and "Aug 2019 — Sep 2019"
- Use standard fonts (e.g. Arial, Calibri, Garamond)
- Use readable font size ($\geq 10\text{px}$)
- Avoid using numbers for dates (May 19 instead of 05/19) due to differences in style for countries (some use MMDD some use DDMM)
- Do not add symbols to headers to avoid ATS readability issues.

Layout and Formatting

- You are not applying for a design job - avoid fancy designs. Stick to standard styles
- PDF preferred over Word docs
- Name your file
firstname_lastname_resume.pdf
instead of just resume.pdf
- If you are running out of space - reduce margins and paddings *reasonably*



Customizing your skills based on companies

- If you are
 - familiar with ReactJS, Angular, React Native, Flutter, Android Studio, XCode, Swift, SwiftUI, Storyboards and;
 - have limited resume space and;
 - you are applying to Google, Meta, Apple

Which skills will you put in your resume for each company?

- Meta: ReactJS, React Native
- Google: Angular Flutter, Android Studio
- Apple: XCode, Swift, SwiftUI, Storyboards

Point is: Find out what skills/stacks the role you are applying for requires, and try to customize your resume to fit it.

Customizing your resume based on location

- If you are applying to the US and you are Singaporean, state eligibility for H-1B1 Visa prominently
 - “**Work authorization:** Eligible for H-1B1 Singapore visa, which does not have a set petition period and has historically been under-capacity.”
 - Interns will work on a J-1 visa, but companies want to know that you can eventually convert to full-time easily, so this helps
- For non-Singaporeans: figure out if you have special visas as well
- Some overseas companies do not even bother looking at your resume if they aren't reasonably confident that you can eventually easily get a visa.
- Visas are really quite a pain.

Customizing your resume based on location

- English: US/UK English
- If location uses GPA (and you included your CAP), rebase your CAP to be out of 4
- Read through all the nouns that you use and ensure that they can all be understood by someone without any context of SG/NUS
 - don't just write "Orbital" or "CS2040S" without context and expect anyone outside of NUS to know what that is
 - don't just write "Carousell", without providing any context on what the company does
 - Succinct: "Carousell is a product-first unicorn startup that is a classifieds-marketplace for new and second-hand goods"

Resume Makers

- Word
- FlowCV
- Overleaf (For LaTeX templates)

=> No best choice. Try and choose the most convenient way for you.

=> Use online tools to test out your resume format (e.g. VMock used in CFG1002)

More Than Just Resume - Online Profile

- Recruiters do search for your name
- Google/Facebook search yourself and remove embarrassing content
 - Set social media profiles to private if you frequently upload clubbing photos

Summary

- Set up an ATS-friendly resume template
- Fill up your template with well-framed content in a meaningful order
- Optimize your resume with prioritization and keywords
- Test out resume using free tools

Some more guides

- [Tech Interview Handbook](#)
- [The Tech Lead's Resume Tips](#)
- [How to write a killer Software Engineering resume](#)
- [Crafting your Resume | Pitt CS Wiki](#)



Recruiter sharing

Open Government Products - Alwyn

- Alwyn pursues both coding and recruiting, as part of OGP's mission to build tech for the public good.
- He worked on banking software systems in early part of career, started with campus recruitment since then.
- You can find Alwyn in Project Intern Telegram group and often at OGP's booth at the annual NUS SoC Career Fair.



Shopee - Kai Lin

- Kai Lin has been a recruiter in Shopee for close to 3 years and is currently the assistant manager of Shopee's Engineering & Product Management Campus Recruitment Team.
- When she's not recruiting, you may find her indulging in one of her favourite pastimes - eating.



Tencent



Sheldon

Tencent Senior Global Recruiter



James

Wechat Senior Data Scientist



QnA

Homework (due 5 June 2359)

- Update your resume and submit in Coursemology
 - Will be peer-reviewed by classmates in subsequent weeks.
- 7 LeetCode Questions
 - Submitted via <https://soc-tips.com>