

LVX  
VERITAS  
VIRTUS

# Lesson 2: Resumes

ENCP6000: Career Management for  
Engineers



# Learning Objectives

- Write a resume that is both grammatically correct and markets your skill sets

# What Do Employers Expect

- Academic Proficiency
  - You can read, write, and speak English and do basic math
  - Speak Up, Slow Down
- Occupational Knowledge
  - If you say you can program in JAVA, you can actually program in JAVA.
- Social Skills
  - You play well with others, exhibit team skills and show respect, and are engaged in your work and your team.
- Character Traits
  - You do not lie, cheat or steal. You can pass a drug test
  - You are punctual, meet deadlines, and are responsible. You are "low maintenance."

**Your resume is the first step in communicating this to employers**

# Resume Basics

Keep it neat,  
concise and  
appealing

1 page!

Recent, relevant and  
distinguishable!

Easy to  
follow

No grammatical  
errors or typos

## Components of a Resume

### Required Sections:

Name & Contact Information

Experience

Education

Skills & Certifications

### Optional Sections:

Summary/Objective

Volunteer experience

GPA

Relevant course work

Cover letter

**Jane Smith**

Boston MA | (123) 456-7890 | [www.linkedin.com/in/janeQSmithwick](http://www.linkedin.com/in/janeQSmithwick) | [smith.jq@husky.neu.edu](mailto:smith.jq@husky.neu.edu)

#### EDUCATION

*Master of Science in Information Systems, Northeastern University*

*May 2020*

Courses: Data Management and Database Design, Data Science Engineering Methods and Tools, Web Design and User Experience, Application Engineering and Development

*Bachelor of Engineering in Computer Science, JSS Science and Technology University, India*

*May 2015*

Courses: Data Structures, Operating Systems, Analysis and Design of Algorithms

#### SKILLS

*Technical:* Java, Python, JavaScript (Type Script, RxJS), AngularJS, NodeJS, HTML, CSS, SQL (MySQL, Oracle, SQL Server), No SQL (MongoDB), Teradata, Hive, Git

*Software:* Tableau, Qlikview, Informatica, Android Studio, JIRA, NetBeans, IntelliJ, Business Objects

*Others:* Teamwork, Data Analysis, Problem Solving, Agile Methodologies

#### EXPERIENCE

*Associate Software Developer at Travelocity, Inc - Bangalore, India*

*Jan 2016 – May 2018*

- Designed a Funnel process for Hotel Transactions on Hive and also built a dashboard on Tableau
- Formulated a POC and developed first Universe for BO on Hadoop in the team, adopted by others later
- Organized team's reporting stack spread across three reporting tools (Tableau, Qlikview, Business Objects)
- Improved customer targeted analysis for marketing team by building a process using history data and purchases to help improve customer experience by sending campaigns and offers

*Software Developer at Orbitz India - Bangalore, India*

*June 2015 – Dec 2015*

- Implemented a word-cloud in R for user review project, to understand more about experience during travel or stay
- Completed migration of databases and tables from DB2 database to Teradata

#### ACADEMIC PROJECTS

*Oscar Winner Predictions*

*Jan 2019 - Apr 2019*

- Performed exploratory data analysis to identify patterns in visualizations using matplotlib and seaborn
- Implemented models using Logistic Regression, Random Forest and Bayesian to interpret patterns and predict Oscar winners
- Modeled all factors that influence how an Oscar is chosen for various categories using scikit-learn

*Medical Diagnostic Application*

*Sept 2018 - Dec 2018*

- Developed a Java swing application on DB4 to keep track of the documents of ongoing parent's medical records and track their history as well
- Established a cross organizational functionality where a doctor from one organization could ask second opinion from doctor from another without any delay by only selecting options he wants opinion on through the application

*Hospital Database Management System*

*Sept 2018 - Dec 2018*

- Created a database in MySQL for Hospital that allows staff to store data related to patient like appointment number, bills etc
- Achieved more efficiency in retrieving data in an easier way saving time in finding required information in the pile of paperwork and also to manipulate these details meaningfully

# Name & Contact Information

- **Full Name** (keep it simple; use first and last names only)
- **Local Address** – city and state is enough
- **Phone Number(s)**
  - No country codes
  - Professional phone message is a must – no ringback tones!!!
- **Email address**
  - One email that you always check
  - Must be a professional address – not [supersexybabylove@yahoo.com](mailto:supersexybabylove@yahoo.com)  
(this was shockingly a real address of a former student – Yikes!!)
- **Any other appropriate means of contact** (LinkedIn, github, your website)
- **NO personal information** (marital status, age, etc.)

# Personal Contact Information

- String Format

**Sally Smith**

Boston, MA | 617.987.6543 | s.smith@email.com

Linkedin.com/in/sallysmith18 | Github

- Block Format

**John Doe**

Boston, MA

617-123-4537

[jdoe@email.com](mailto:jdoe@email.com)

Linkedin.com/in/johndoe

GitHub

# The Summary Statement: ... Should you have one?

- **May be the only place an employer can see what you want to do**
  - Quick view of your background and career interests
  - Explain a change in focus, i.e. pediatric medicine to software developer
- **Short section, just below contact information**
  - Narrative (third party) not bullets
  - Focus on what you have done
  - State your professional interest if it is not otherwise clear from your resume
- **May be omitted if everything on your resume is clear and consistent**



# A Good Summary Statement Helps Answers These Questions...

What is your  
professional  
identity?

What are your  
main  
qualifications?

Why should they  
hire you?



How do you fit  
the position  
applying for?

# Summary Statement Examples (narrative)

## Example 1

Front-end web developer with years of experience in a fast-growing technological environment. Proficient in front-end web tools and I have a passion for technology and ability to solve business problems.

## Example 2

Software engineer with 7+ years of experience in SAP development and maintenance projects in mining and public-sector clients. Possessing good understanding of software development life cycle and IT infrastructure. Quick learner, confident, result oriented, and a team player seeking a development role to utilize my technical and interpersonal skills.

# Education Section

- **Colleges graduated from and the degrees earned**
- **List degrees – highest first**
  - Northeastern University - Show date of anticipated graduation
    - Expected May 2021
  - Only include other colleges that you graduated from
    - Correct university name and degree

**No schools below undergraduate!**

# Education / Honors

- University name (bolded) & location goes first
  - Start with **Northeastern University**
- Degree and Program – fully spell it out
  - Master of Science in Information Systems
- All dates on right margin
- GPA (not worth mentioning unless >3.6)
- Relevant Coursework
  - List only courses that are relevant to your career
- Honors/Awards (Dean's List, Honor Societies)
  - Relevant, recent, distinguishable
- Certifications
  - Relevant, recent, distinguishable

# Education Section Examples

**Northeastern University**, Boston, MA

*Master of Science in Telecommunication Networks*

*Expected May 2021*

Relevant Courses: Embedded Systems, Internet of Things, Advanced Java Programming, Project Management

**Mumbai University**, Mumbai, MH, India

Bachelor of Engineering in Electronics and  
Communication Engineering

June 2016

**Rose Hulman University**, Terre Haute, IN

Bachelor of Science in Mechanical Engineering

Honors: Tau Beta Pi, Graduated Magnum Cum Laude

June 2015

# Certificates vs. Certifications

- There is a difference between a “Certificate” and a “Certification”
- Certificates are given for completing a course, workshop, doing a good job, completing a training session.
  - Getting a certificate does not mean you are certified
  - Do NOT include in resume
- Professional certification, trade certification, or professional designation, often called “certification” or “qualification”, is a designation earned by a person that assures qualification to perform a job or task.

# Education Examples

## Education

### **Northeastern University, Boston, MA**

Master of Science in Information Systems

Expected May 2018

Relevant Courses: Data Management and Database Design, Network Analysis,  
Organizational Behavior, Web Development Tools and Methods

### **Mumbai University, Mumbai, MH, India**

Bachelor of Engineering in Electronics and Communication Engineering

June 2013

Relevant Courses: Systems Engineering, Java programming

## For Northeastern courses ...

- Only include courses you have completed unless you are already an ‘expert’ in the course material

# Two Types of Skills Employers Look For

## Soft Skills

- Integrity
- Dependability
- Effective communication
- Open-mindedness
- Teamwork
- Creativity
- Problem-solving
- Critical thinking
- Adaptability
- Organization
- Willingness to learn
- Empathy

## Hard Skills

- Bilingual or multilingual
- Database management
- Adobe software suite
- Network security
- SEO/SEM marketing
- Statistical analysis
- Data mining
- Mobile development
- User interface design
- Marketing campaign management
- Storage systems and management
- Programming languages (such as Perl, Python, Java, and Ruby)



# Soft Skills

- Your Summary is a great place to include these
- Also these may be questions an interviewer may ask you during an interview

# Technical Skills

- **Provides a quick and comprehensive overview of your key skills, competencies, and strengths**
  - ONLY list skills and expertise you actually have!
- **Follows the Education section**
- **List relevant, field specific skills**
- **Shows your transferable skills using industry “terms”**
  - To find relevant words ... review your coursework and ...
  - Look at LinkedIn profiles and groups related to your field
  - Review job titles and job descriptions within your field



# Technical Skills Examples

Technical skills: *Python, Java, C++, Angular*

## Technical skills

*Programing languages:* Java, C#, C++

*Operating Systems:* Linux, Unix, Windows Server, Windows XP

*Web Technologies:* HTML, CSS, JavaScript, jquery, PHP

*Database:* MySQL, Oracle 9i, 10g, 11g

## TECHNICAL SKILLS

**Programming:** SAP ABAP, SAP HR ABAP, SAP HCM, Java, Python, HTML, CSS, ASP.NET

**ABAP objects:** RICEF, ALE/IDOCs, BADI, SPAU/SPDD, PROXY, Webdynpro, BRF+

**Database:** MySQL, MS SQL server, Oracle 10g, PostgreSQL, MongoDB, SAP HANA

**Software/Tool:** SAP ECC 6.0, SAP SuccessFactors, Solman, Talend, Alteryx, SSIS, Power BI, Tableau

**Certifications:** ITIL Version 3 (EXIN)

**Training:** SAP SuccessFactors Employee Central and Performance Management/Goal Management

# Experience

- **List jobs in reverse chronological order - most recent first**
- **List the name of the company and location**
  - Brief description about each company is optional
  - E.g. Teradyne \$2 billion capital equipment vendor in semi conductor industry
- **Use a consistent format for each position and dates**
- **Include the dates and titles for each position**
- **Describe relevant achievements and accomplishments**
  - **what you did!**
  - List the most important accomplishments first
  - **Use numbers to highlight accomplishments**
    - E.g., money, time, amounts, local-regional-global, etc.

# Accomplishment Statements (bullets)

- **Something you did to help the employer and has measurable results.**
- **Not just a list of tasks, duties or skills. Not a job description.**
- **Use a variety of action words to describe experiences.**
- **Action Verb + (What/How) + Results**
  - Start with a good action verb.
  - State specifically what you did and how you did it, including industry relevant skills or tools.
  - State the benefits of your actions. If possible, quantify the results.

## Action Verbs

### COMMUNICATIONS

acted as liaison	corresponded	instructed	negotiated	referred
advised	counseled	interpreted	notified	sold
advocated	demonstrated	interviewed	presented	trained
arbitrated	displayed	lectured	promoted	translated
authored	edited	marketed	publicized	wrote
commented	guided	mediated	published	recommended
consulted	informed	moderated		

### ADMINISTRATION

administered	determined	implemented	ordered	regulated
appointed	directed	initiated	organized	represented
arranged	dispatched	instituted	overhauled	revamped
completed	dispensed	issued	oversaw	reviewed
conducted	distributed	launched	prescribed	routed
consolidated	eliminated	led	presided	supervised
contracted	executed	managed	provided	supplied
controlled	founded	motivated	recruited	terminated
contributed	governed	obtained	rectified	
delegated	headed	offered	referred	

### PLANNING & DEVELOPMENT

broadened	developed	drafted	initiated	planned
created	devised	estimated	invented	prepared
designed	discovered	improved	modified	produced
				proposed

### ANALYSIS

amplified	computed	evaluated	identified	solved
analyzed	detected	examined	investigated	studied
calculated	diagnosed	forecasted	programmed	systemized
compiled	differentiated	formulated	researched	tested

### FINANCIAL/RECORDS MANAGEMENT

audited	collected	invested	minimized	recorded
allocated	condensed	inventoried	monitored	scheduled
balanced	documented	listed	processed	tallied
catalogued	expedited	logged	procured	traced
charted	guaranteed	maximized	purchased	updated
classified				

### MANUAL

assembled	delivered	modernized	repaired	rewired
built	installed	navigated	replaced	trimmed
constructed	maintained	operated	restored	

### GENERAL

accomplished	contributed	increased	provided	strengthened
achieved	delivered	initiated	served	transformed
expanded	originated	served	performed	completed

From  
Northeastern  
Resume guide

# Examples of Accomplishment Statements

## Software Developer

- Developed and tested back end code in Java replacing previous implementation and resulting in 20% improvement in transaction response times

## Data Scientist

- Developed an inbound SPROXY interface for finance journal documents which eliminated complete manual intervention and resulted in saving of 4hrs/man day

## Network Engineer

- Configured 400 node satellite office network
- Ran three performance analysis assessments
- Tuned the network achieving 18% performance improvement on benchmarks

**NOTE: There are NO periods (full-stop)  
at the end of the bullet points**

# Academic Projects

- Need to be significant if a substitute for experience
- A **case study** or homework is valuable but is not distinguishable and normally does not go on a resume.
- An engineering **project** could be defined as a collaborative enterprise, involving research or design, that is carefully planned to achieve a particular aim. An academic project usually lasts an entire term or academic year. Typically these are either self-motivated, part of a graduation requirement, an independent study, or a capstone course.



# Academic Projects

- Identify the project by name and include context (Senior Thesis, Capstone Project, Course XYZ semester project, etc.)
- Include bullets that emphasize and show measurable achievement of what you did, not what the project was about.
- The bullets should highlight the following:
  - The **scope** of goal of the project
  - The **skills and abilities** you applied.
  - The project **results** (what did you accomplish?)
  - Written just like experience!
- [Graduate Student Resumes: Highlighting an Academic Project](#)

# Academic Project (example)

Northeastern University, Boston MA

June 2013

## ***HDR Quality Metric Review and Development*** (Senior Project)

- Led a three-person research team to establish scope, terms of reference, timeline and budget considerations with supervisor and Industry Representatives from Awesome Company
- Applied programming competency in C++ and MATLAB in addition to efficient hardware calibration skills to test and evaluate published video quality metrics
- Designed and implemented an algorithm that accurately estimates quality of high dynamic range, exceeding Industry Representative's expectations and earning an A+ for the project
- Results are under review by Supervisor for publication in Computers and Electrical Engineering

## ACADEMIC PROJECTS

**Healthcare Management Systems** (Spring, Hibernate, MySQL) Jan 2018 – Apr 2019

- Developed an annotated Spring Rest controller making booking doctor's appointment & E-prescription simpler
- Generated entity mappings between all involved database entities using Hibernate annotations
- Incorporated Email API for appointment cancellation, iText to read pdf, Bcrypt salt to encrypt passwords

**House Rental Application** (Angular, NodeJS, Mongoose, CSS, ExpressJS) Nov 2018 – Dec 2018

- Partnered with a team to design a house rental web-app, developing a MEAN Stack application
- Applied strong programming competency in Angular 6, NodeJS, ExpressJS, Mongoose and CSS as well as backend collaboration skills to store user's data in database through MongoDB

## RELEVANT PROJECTS

**Class Scheduler using Genetic Algorithm**(Java 8) Apr 2019

- Developed a genetic algorithm that finds optimal solutions for class-scheduling problem based on data set provided
- Designed algorithm using Test Driven Development and implemented parallel processing to optimize performance

**PennyWise**(MEAN Stack, HTML, CSS, JavaScript, Bootstrap) Mar 2019

- Built an application for personal finance management which takes in expenses and analyzes spending habits efficiently
- Ensured application security and user authentication with Passport.js middleware
- Built a dashboard for data aggregation and visualization of user data and designed RESTful API backend server

**Book My Event**(JavaScript, MongoDB, React, GraphQL, Node.js) Mar 2019

- Developed a full stack single page application which offers event booking services
- Leveraged GraphQL for querying data from API and NoSQL database MongoDB for data persistence

## SUMMARY

Software engineer with 7+ years of experience in SAP development and maintenance projects in mining and public-sector clients. Possessing good understanding of software development life cycle and IT infrastructure. Quick learner, confident, result oriented, and a team player seeking a development role to utilize my technical and interpersonal skills.

## CORE COMPETENCIES

<b>Programming:</b>	SAP ABAP, SAP HR ABAP, SAP HCM, Java, Python, HTML, CSS, ASP.NET
<b>ABAP objects:</b>	RICEF, ALE/IDOCs, BADI, SPAU/SPDD, PROXY, Webdynpro, BRF+
<b>Database:</b>	MySQL, MS SQL server, Oracle 10g, PostgreSQL, MongoDB, SAP HANA
<b>Software/Tool:</b>	SAP ECC 6.0, SAP SuccessFactors, Solman, Talend, Alteryx, SSIS, Power BI, Tableau
<b>Certifications:</b>	ITIL Version 3 (EXIN)
<b>Training:</b>	SAP SuccessFactors Employee Central and Performance Management/Goal Management

## EDUCATION

**Northeastern University, Boston, MA** **Expected Dec. 2020**  
 Master of Science in Information Systems (GPA 3.9)  
 Relevant Courses: Java, Database Management, Algorithms, Web development, Data Warehousing and BI

**University of Mumbai, Mumbai, MH, India** **July 2012**  
 Bachelor of Engineering in Computer Engineering

## PROFESSIONAL EXPERIENCE

**Northeastern University, Boston, MA** **Jan 2016 – Present**  
*Teaching Assistant*

- Review student assignments; assist students with their technical queries; grade assignments; proctor exams
- Academic Projects*
- Developed MySQL database for e-commerce business with end to end functionality such as PO and invoice creation, payment, supplier management, warehouse management and product delivery tracking
  - Implemented Neural network algorithm for digit recognition using Java with 85% accuracy
  - Created Java Swing application for digital currency trading system

**[REDACTED], Mumbai, India (Consultant)** **Oct. 2014 – Dec. 2016**

- Developed an inbound SPROXY interface for finance journal documents which eliminated complete manual intervention and resulted in saving of 4hrs/man day
- Implemented 'Concur' expense solution which improved settling of employee trip expenses up to 80% by posting FI documents in SAP
- Created single program for bulk upload of various PA infotype data which improved hiring process by 30%
- Provided SME support for ABAP technical solution for designing interfaces, transport management and retrofitting. Effort estimation for RICEF objects and preparing technical specifications

**[REDACTED], Mumbai, India (Senior Software Engineer)** **Aug. 2012 – Oct. 2014**

- SPAU and SPDD resolution during upgrade, IDOCs, RFCs, dumps and batch jobs monitoring and fix
- SAP OSS notes implementation, performance optimization of ABAP objects using runtime analysis, implementing SAP max attention items and table re-indexing as part of house-keeping activity
- Defect analysis, enhancements of technical objects, PVT activities, leading unit test reviews, ABAP code review, training and mentoring of new members within the project

## SUMMARY

Graduate student with 2 years of professional experience in Business Intelligence and Data warehousing. Versatile professional with broad range of skills dealing with data extraction and report generation. Adept at data cleansing, data profiling, data visualization and database management, fulfilling executive data requests and finding solutions to business issues.

## Technical Skills

Databases:	MySQL, Microsoft SQL, Oracle 11g, Nettezza, Azure
BI/ETL Tools:	SSIS (Data Integration), Talend, Informatica, Tableau, SSRS, QlikSense, MS Power-BI
Web Analytics:	Google Analytics
Languages:	Python, SQL, PL/SQL, NoSQL, Java, C, Matlab
Tools/Softwares:	MS Excel, MS Word, GitHub, Toad Data Modeler, Netbeans IDE, Visual Studio, MS PowerPoint
Web Technologies:	HTML5, CSS, JavaScript, JSON, JIRA, PHP, Node JS

## EDUCATION

Northeastern University | Boston, MA

August 2017 – May 2019 (Expected)

M.S. in Information Systems Department

Relevant Coursework: Database Management and Database Design, Data Warehousing and Business Intelligence, Web

Design/User experience Engineering, Application Engineering and Development

Anna University | Chennai, India

August 2011 – May 2015

Bachelor of Technology in Information Technology

Relevant Coursework: Database Management Systems, Probability and Statistics, Relational Algebra, Object Oriented

Programming, Software Engineering and Quality Assurance, Computer Networks, Web Technology, Operating Systems

## WORK EXPERIENCE

Cognizant Technology Solutions | Programmer Analyst | Chennai, India

September 2015 – August 2017

- Implemented various Active and Passive Transformations for **Data Integration** and implemented **Data Migration(ETL)** from Operational Data Source to Staging area and then to Target using SSIS
- Constructed complex **ad-hoc queries/scripts** using joins, aggregate functions, pivots and sub-queries for validation of data between source and data warehouse
- Developed custom crystal reports, dashboards and stories using **MS-PowerBI for Business Intelligence** analysis and responsible for cutting down the costs for the clients and helping them to identify new business opportunities
- Lead a team of 3 and performed **data profiling and data cleansing** for source records and also implemented various data warehousing concepts like **star schema, snowflake schema** and slowly changing dimensions
- Created database Schemas using **TOAD** data modeler; Managed and extracted **Metadata** associated with ETL processes
- Worked in **Agile** environment, actively participated in **Scrum** meetings and interacted with clients frequently by consolidating their inputs and incorporating them into our deliverables from time to time and received client appreciation mails

Amara Raja Group | Tirupati, India

June 2014 – July 2014

Intern- Business Development and Sales

- Collaborated with Business Development Manager, generating dashboards for sales development and created reports to the company's prospects as a part of sales effort
- Performed **data cleaning** using Python

## ACADEMIC PROJECTS

Online Shopping Management System, Northeastern University | Boston, MA

December 2017

- Designed ER model(normalized to 3NF) and designed a generic database to manage and maintain all the records
- Implemented check constraints, **Stored Procedures**, **Triggers**, **Views** and sub-queries to respond a request raised by the user

Data Integration and Visualization, Northeastern University | Boston, MA

January 2018 - Present

- Designed a **data warehouse** for **AdventureWorks** and **Chinook** databases and performed ETL using Talend and SSIS
- Integrated data from multiple sources and implemented joiner transformation, **Slowly Changing Dimension(SCD)** and successfully loaded data to the target data warehouse

Integrated data to BI applications like **Tableau** and **MS-PowerBI** and created interactive visualizations to gain analytical insights for increasing sales of least sold products



## EDUCATION

<b>Northeastern University, Boston, MA</b>	<b>May 2018</b>
Master of Science in Management Information Systems	
<b>Pune University, Pune, India</b>	<b>May 2016</b>
Bachelor of Engineering in Computer Engineering	

## TECHNICAL SKILLS

**Programming Languages:** Java, C, C++, SQL, JavaScript, IOS Swift, ES6  
**Web Technologies:** HTML/CSS/Bootstrap, Servlets, jQuery, AngularJS, Ajax, RESTful APIs, Angular  
**Backend:** Spring MVC, Hibernate, XML, JSP, Multithreading, NodeJS, Express, maven  
**Databases:** MS SQL Server, MySQL, MongoDB, phpMyAdmin  
**Tools & Services:** IP Protocols, SASS, AWS, MS Office, Linux, Windows, MacOS, GIT, Eclipse IDE, Slack, Apache Tomcat  
**Testing & Frameworks:** xcode, ionic, mongoose, mocha, chai, JUnit, Latex

## CERTIFICATIONS & AWARDS

<b>Multidisciplinary Graduate Engineering College, Northeastern University</b>	<b>May 2018</b>
Information Systems Best co-op support award	

## WORK EXPERIENCE

<b>Software Engineer Intern, Onama Consultants Pvt. Ltd. (MySQL, Java, CSS, HTML5, AWS)</b>	<b>Aug 2015 - May 2016</b>
<ul style="list-style-type: none"> <li>Produced and hosted a demo dashboard for an inventory management system, used 'Theory of Constraints' to organize and maintain the raw material in an efficient manner</li> <li>Designed a web application to help the production unit heads determine production schedules based on market demand</li> <li>Used agile development cycle to develop various visual effects and graphical structures to aid the inventory management process, generated weekly reports to track the efficiency of the inventory management process</li> <li>Published paper in IJETR journal and in IJESC Volume 6 Issue No.5, May 2016 Link: <a href="https://www.ijetpublication.org/published_paper/IJETR033228.pdf">https://www.ijetpublication.org/published_paper/IJETR033228.pdf</a></li> </ul>	

## PROJECTS

<b>Things ToDo Application (HTML, CSS, ES6, NodeJS, MongoDB, mongoose)</b>	<b>July 2018 - Present</b>
<ul style="list-style-type: none"> <li>Deployed a well-tested RESTful API to manage users and their todo lists using authentication</li> <li>Used HTML5/CSS3/ES6 for front end, JWT for user authentication and deployed it on Heroku</li> </ul>	
<b>Recipe Book website (HTML, CSS, JavaScript, Bootstrap, Angular, NodeJS)</b>	<b>May 2018 - Present</b>
<ul style="list-style-type: none"> <li>Developed a responsive website for recipe book with rich overall user experience</li> <li>Tested the REST API using mocha and chai</li> </ul>	
<b>Evite - Event management IOS application (IOS Swift, Firebase)</b>	<b>Aug - Dec 2017</b>
<ul style="list-style-type: none"> <li>Designed a responsive IOS based application to allow users to book tickets and view all the ongoing events around them</li> <li>Integrated a feature for multiuser chat with auto refresh for announcements and event updates</li> <li>Utilized Swift 4.0 for designing and front end along with Firebase for the database, tested on iPhone 7</li> </ul>	
<b>Food Share (Spring MVC, Hibernate, Java, HTML, CSS, JavaScript, AngularJS)</b>	<b>Jan - Apr 2017</b>
<ul style="list-style-type: none"> <li>Depicted and implemented a responsive web application with user interaction capabilities for e-commerce interaction to let the registered NGOs login and order from the available stock to be donated, incorporated IOT</li> <li>Built an application to help manage the food inventory in an effective manner using Spring MVC and Hibernate framework with Spring annotations and hibernate annotations, used HTML5/CSS3/BOOTSTRAP/JavaScript/AngularJS</li> <li>Programmed an algorithm to categorize the display of products and generated reports for deliveries, wastage and profits</li> </ul>	

## ACADEMIC EXPERIENCE









<b>Academic Support, Northeastern University</b>	<b>Aug 2018 - present</b>
<b>Graduate Teaching Assistant, Northeastern University (Employer Outreach)</b>	<b>Feb 2018 - April 2018</b>
<ul style="list-style-type: none"> <li>Coordinated with company recruiters and assist 187 students to find job opportunities based on their skill set</li> <li>Aided over 20 employers by interviewing students and achieved a good placement rate</li> </ul>	

# Resume Format

- Start with 1" margins
- Times New Roman or Arial font is best
- Font sizes no bigger than 12 and no smaller than 10
- Be ready to adjust as items are added

# Formatting Q & A

## \*Consistency is Key\*

- How long should my resume be?  1 page per 10 years of experience
- How many bullet points per job?  3-5 (more for more relevant experience)
- How should I order my resume?  Reverse chronological order
- Should I use my photo?  Never!
- Should I use colors and design formatting?  It depends on the job and the industry
- What verb tense should I use?  Present tense for current employment & past tense for past employment
- Are typos or errors ok?  No!
- Should I include references?  No. We will ask you for them if you advance through the process. Do not write “available upon request.”



# Resume Checklist

- Has the correct sections
- Consistency, alignment, spelling, grammar
- Contact information is accurate, complete, and clear
- Has a concise summary that shows experience and the value you can bring to a company
- Skills are present - easy to read and understand
- Education
- Experience
  - Work experience first; the largest section; most recent first
  - Academic projects if they add value and skills to the story
- Certifications and publications only if relevant

# Before You Apply for that Job...

- Look at the job description and your resume: do your listed skills fit the requirements?
- Assess your soft skills: do you possess the requirements mentioned in the posting?

# Required, Desired, & Preferred

## ***Required skills:***

- Also called "minimum qualifications"
- Meet 100% these standards to be considered for the position.

## ***Desired skills:***

- The “nice to have” skills that make up a recruiter's wish list.
- Least critical, and proficiency in these areas will give your application a nice boost.
- Recommend taking the chance and apply

## ***Preferred skills:***

- Abilities employers want to see in a potential new hire, but they may not be deal-breakers when it comes to landing an interview
- If you have at least half of the preferred skills listed in the job description, don't think twice. Apply for the job!

# Preferred Skills

## Analyze

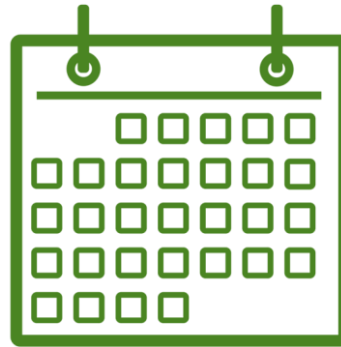
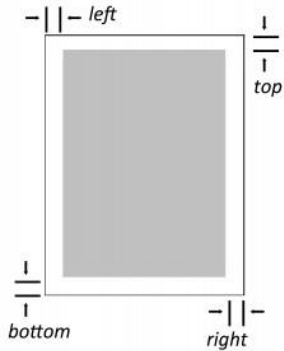
- Circle any competencies that are repeated multiple times throughout the job description, as well as those that are described as "highly desired" or "strongly preferred."
- Hopefully, you already have some experience with the circled skills, even if only in passing.

If you are inexperienced in any of them, you could consider an online course to demonstrate basic knowledge and a willingness to continue learning while employed.

# Tailoring Resumes

- 1) Reorder the keywords
- 2) Rearrange your bullet points
- 3) Revise your Summary (if you have one)
  - Dig through the job description to learn the critical aspects of the job

# Resume Wrap-up



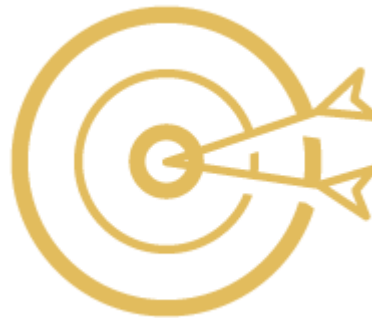
Reverse Chronological



1 Page ONLY!



Master of Science vs  
MS or Masters



Consistency!



References  
separate

# Resume Basics

Keep it neat,  
concise and  
appealing

1 page!

Recent, relevant and  
distinguishable!

Easy to  
follow

No grammatical  
errors or typos

# Assignment

Work on your resume which is due at the end of the term (see your Syllabus and Blackboard for due dates and times)

Upcoming Assignment – Get Informed Module

