
Recruitment 101

Resume and Hiring Process for SWE

Resume Building

- Purpose
- What to include
- Sections
- Styling
- Resources for making resumes
- Example resume

What is a resume for?

Different in every step of process

- Apply: **Get you an interview**
- Interview: background and source of questions
- Decision: quick background for committee

What to include/exclude

Yes:

- Education
- Graduation date
- Relevant work experience
- Relevant side projects and extracurriculars
- Contact info (email, phone)

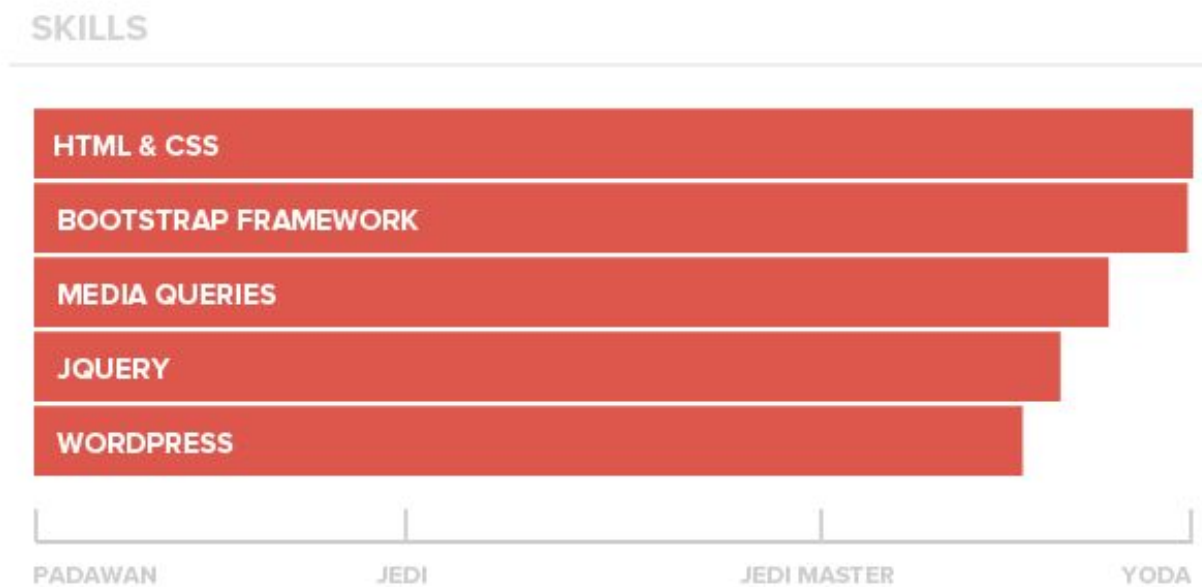
Maybe:

- GPA
- Relevant skills (in own section)
- Classes

Probably not:

- Objective or personal statement/summary
- Picture of you
- Physical address
- Humor
- More than one page

Please don't do this



How to write for a resume

- No spelling or grammar mistakes
- Terse, but informative
- Show, not tell
- Use action verbs
- Use numbers
- [what you did] - [why it matters]
- Understandable for someone without your same experience

Header

- Name (big)
- Contact info
- Maybe a link to Github, Linkedin, personal site

WILLIAM XIAO

✉ williamxiao@u.northwestern.edu ☎ 816-716-4599 🌐 [paep3nguin](#)

Education

- School
- Degree
- Graduation date
- GPA (if it's good)

EDUCATION

**Northwestern
University**
BS, MS Computer
Science 2017

Skills

- Quick list for recruiter or software
- Don't try to list every buzzword
- Expect to be asked questions about these

SKILLS

EXPERIENCE: Android applications, Agile software development, WPF

LANGUAGES: Python, Java, C#, HTML, CSS

TOOLS: IntelliJ IDEA, Visual Studio, Eclipse, Git, GitHub, Jira

Work experience

- Reverse chronological order
- Company name, position, dates of employment
- Describe what you did and achieved
- Shows what you can do
- Shows you're hireable

EMPLOYMENT

GOOGLE - Software Engineering Intern

Jun 2016 - Sep 2016

- Worked on improving the Android setup experience
- Wrote software for 1.5 billion Android devices

GROUPON - Software Intern

Jun 2015 - Sep 2015

- Implemented TripAdvisor ratings for hotel and Getaways deals in Groupon's Android app, with 50M+ users
- Conducted performance testing to ensure added features did not affect load time or user experience
- Collaborated with PMs, designers, and engineers to code, document, and test new features
- Languages: Java, XML; Tools: Android Studio, Charles Proxy, GitHub, Jira

CERNER CORPORATION - Software Intern

Jun 2014 - Sep 2014

- Worked on Agile team to develop Cerner HomeWorks, software for out-patient and hospice management
- Took initiative to write application to simplify and automate test environment setup
- Researched, planned, and managed time independently in biweekly sprints to deliver client-facing code on time
- Demonstrated newly developed features and enhancements to ~50 members of division biweekly
- Languages: C#, XAML, SQL; Tools: Visual Studio, TortoiseSVN, Sybase SQL Anywhere, Atlassian products (Jira, Fisheye, Crucible)

Extracurriculars and side projects

- Same objective as work experience
- Must be relevant to the job, or will seem out of place

PROJECTS

POCKET LOCK ANDROID APP

- Developed Android app to intelligently lock and unlock phone when putting in or taking out of pocket
- Learned and applied principles of mobile development, UX, and graphic design to successfully release app to over 140,000 users
- Featured on Lifehacker, Gizmodo, Kim Komando, Daily Northwestern, WonderHowTo, Digital Spy, Android Community
- Lifehacker: "Pocket Lock... works exactly as advertised, with no fuss, and that's what makes it such a cool app"
- Google Play Store top 10 new free tools (#5 USA, #2 UK, #12 France, #12 Saudi Arabia, #13 Brazil)

ACTIVITIES

IEEE NORTHWESTERN - President

2013 - Current

- Plan, organize, promote, and run IEEE community events, such as soldering workshop with AM radio kits and the Annual EECS department barbeque
- Led team of peers to run club's first hackathon, BadHacks, with over 50 attendees, to encourage novice hackers to make a stupid, fun project
- Taught Android development to team of four peers and mentored them through their first app, that generates competitive, team scavengers hunts, over the course of two quarters

Help I have too much free space

- Play around with the design
- More padding can be more attractive and easier to read
- Do something (personal project!)
- Write more
 - Make a big list of everything you've done in the past few years, then narrow down from there
 - What were your responsibilities?
 - Why does what you did matter?
 - What are the impacts of your work?

Help I don't have enough free space
















- Remove older, less valuable, or less relevant experience and extracurriculars
- Cut out unnecessary words and bullet points from work experience
- Start from a blank slate, then add only the most valuable things until full
- Reduce margins



Styling

William Xiao williamxiao@u.northwestern.edu - (816) 716-4599	
Education	
Northwestern University B.S. in Computer Science	Evanston, IL Anticipated graduation: June 2017
Skills	
<ul style="list-style-type: none">• Experience: Android applications and SDK, Agile development, WPF, OOP• Languages: Python, Java, C#, HTML, CSS• Tools: IntelliJ IDEA, Visual Studio, Eclipse, Git, GitHub, SVN, Jira	
Work Experience	
Groupon	Seattle, WA
Software Intern	June to September 2015
<ul style="list-style-type: none">• Implemented TripAdvisor ratings for hotel and Getaways deals in Groupon's Android app, with 10M+ users• Worked with PMs, designers, and engineers to code, document, and test new features• Languages: Java, XML; Tools: Android Studio, Charles Proxy, GitHub, Jira	
Cerner	Kansas City, MO
Software Intern	June to September 2014
<ul style="list-style-type: none">• Worked on Agile team to develop Cerner HomeWorks, software for out-patient and hospice management• Took initiative to write application that automated test environment setup, cutting time spent in half• Researched, planned, and managed time in biweekly sprints to deliver client-facing code on time• Collaborated with test analysts and overseas QA to prevent defects by writing and running test plans• Demonstrated newly developed features and enhancements to 50+ members of division biweekly• Languages: C#, XAML, SQL; Tools: Visual Studio, TortoiseSVN, Sybase SQL Anywhere, Jira	
Projects and Extracurriculars	
Pocket Lock Android Application	June 2014 to present
<ul style="list-style-type: none">• Developed an Android application that intelligently locks and unlocks the phone using sensor data• Learned and applied principles of mobile development, UX, and graphic design to successfully release app, which has been downloaded by over 100,000 users and growing• Featured on Lifehacker, Gizmodo, Phone Arena, Kim Komando, WonderHowTo, Lifehacker said: "Pocket Lock... works exactly as advertised, with no fuss, and that's what makes it such a cool app"• Ranked on Google's top new free tools (#5 USA, #2 UK, many more)	
Executive Board - Institute of Electrical and Electronic Engineers (IEEE)	2013 to present
<ul style="list-style-type: none">• Lead executive board to promote interest of technology and build community among students and faculty• Plan, promote, and run community events, such as soldering workshops, the annual EECS department barbeque, and the EECS Olympics• Taught Android development to team of four peers and mentored them through their first app, that generates competitive, team scavenger hunts, over the course of two quarters	
Stowable Sleeper Crib Design	September to December 2013
<ul style="list-style-type: none">• Collaborated with Chicago non-profit "Kids in Danger" to design affordable, space efficient baby crib• Worked in team of four to prototype and build crib, prepare design report and presentation• Awarded Segal Design Expo Communications award for excellent poster, presentation, and report	

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CREATIVE RESUME	
	WILHELMINA LYN LOPEZ GRAPHIC DESIGNER & PHOTOGRAPHER
I AM CURRENTLY IN 3RD YEAR COLLEGE MAJORING IN ADVERTISING ARTS AT UNIVERSITY OF SANTO TOMAS	
	
 AUGUST 15, 1995	SKILLS
 2012 - 2016	 PHOTOGRAPHY
MAC & WINDOWS	 MOTION GRAPHICS
	 PACKAGING
	 VIDEO EDIT
	 STRATEGY
	 AD CAMPAIGN
	 PRINT DESIGN
	 TRADITIONAL ART
OBJECTIVE:	APPLICATIONS
TO FIND A PARTNER COMPANY THAT WILL PROVIDE ME A FAST TRACK PERSONAL AND PROFESSIONAL DEVELOPMENT, TO IMPROVE MY SKILLS IN DESIGN AND PHOTOGRAPHY IN A NEW LEVEL TO ADD VALUE TO THE COMPANY BY APPLYING MY KNOWLEDGE AND SKILLS IN CREATIVE STRATEGY	
	PHOTOSHOP
	ILLUSTRATOR
	LIGHTROOM
	AFTER EFFECTS
	PREMIER
CONTACT INFO: wilhelminalynlopez@gmail.com 09166410809 GLOBE	PHOTOGRAPHY
CHECK OUT MY PORTFOLIO AT BEHANCE https://www.behance.net/wilhelmaiopez	
Sashiminatuna.tumblr.com BLOG	LANDSCAPE PORTRAIT FASHION FOOD TRAVEL
	

How to make your resume

- Word
 - Classic, but works well
 - Lots of templates out there
- Creddle.io
 - Generates a resume from LinkedIn
 - Easy to adjust themes
- Photoshop/InDesign/Sketch/Figma
 - Only if you already know how to use the tool
- Latex
 - If you're a masochist

Example resume

Plenty online, but here's Will's

<https://resume.creddle.io/resume/cm8utup5r79> (shoutkey.com/get)



Overview: The Hiring Process

1. **Application/ Resume Drop**
 2. Recruiter Phone Call*
 3. Initial Screen
 4. Phone Interviews
 5. Onsite*
 6. Final Decision
-

Application/Resume Drop

Resume is more important than cover letter. If cover letter is asked for, show your passion!

There are different ways to apply:

- Online (Company websites, AngelList, CareerCat, McCormick Connect)
 - In-person at Career Fairs
 - Internal Referral
-

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The First Technical Screen

Either:

- Homework assignment
 - HackerRank coding challenge, etc
 - 1-2 hours
 - Solve 1-3 problems in online IDE and pass test cases
 - Phone/Skype Interview...
-

The Phone/Skype Interview

Typically 45min - 1hr

- 5 min introduction
 - Tell me about yourself, tell me about a project you've worked on
 - 35-45 min technical question(s)
 - 5 min questions
-

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So... where do I apply?

- Career Cat/McCormick Connect
 - Career Fairs (SWE Industry Day, Tech Expo in Winter)
 - Company Websites
 - Piazza, Glassdoor, etc. Job Listings
 - AngelList
 - <http://www.intern.supply>
 - Messaging recruiters
-

What's next?