Introduction aka This Is Gonna Kinda Suck But We Have To Do It, Fam

Heyo. It's Kim Nguyen here (http://bit.ly/kimLinkedIn) and it's time to talk resumes. Ugh- I know. If you're feeling anguished over writing your resume, it's all good. I'm right here with ya.

KEY TAKEAWAY FOR YOU: Building a BOMB resume requires investing your time into meaningful/relevant projects/activities. Write effective summaries for your resume so you can properly brag about all of the cool stuff you've done.

First off - Why listen to me?

- ~~I'm literally your career counselor.~~ I literally teach a seminar on how to get a software engineering job.
- I spent 3 years in University Recruiting @ Microsoft, recruiting hundreds of college students into software engineering roles.
- I've successfully interviewed and completed technical internships at Microsoft, Google and Amazon (it might have been 10 years ago BUT IT STILL COUNTS).

Here's what this guide will help you do:

1. Find good extracurriculars
    a. Internships | TA | Research | Leadership | Hackathons | Personal Projects
2. Get advice based on your class standing
    a. DAs | Transfers | Sophomores | Juniors | Seniors
3. Write your resume | Resume Templates

About Resumes

I bet most of y'all reading this guide have a good sense of what a resume is, but just in case you are a n00b level zero (like I was once upon a time), a resume is basically one piece of paper that represents your professional qualifications. Essentially, recruiters and hiring managers use it to judge your fit (aka your worthiness as an applicant) to their open jobs. Sounds scary right? Yea- because it is. I'm not gonna lie, it can feel like a lot of pressure is riding on this one piece of paper. FEAR NOT. Take heart knowing that hundreds, nay THOUSANDS of students have come before you with similar stories and (in)experience levels like your own and have not just survived, but THRIVED. Roll up your sleeves, we're gonna get there together.

So before we craft this resume, you need to fully understand how this thing is going to be used. You should think of job hunting in two phases. There's GETTING THE INTERVIEW (phase 1) and CRUSHING THE INTERVIEW (phase 2). Your resume plays a pivotal role in phase 1. We'll talk about phase 2 in another long winded blog post.

OK, Kim, why does my resume even matter? Here are the top 3 scenarios in which your resume is going to be used:

1. **Applying to Jobs Online** - This is the #1 hero scenario for a resume. Typically, all it takes to apply to a tech job online is for you to submit/upload your resume. A recruiter aka a real life human (ie. not an AI robot auto-searching for keywords *ugh who told you guys that was a thing???*) will spend approximately 30 seconds skimming/reading your resume to determine if they should move you on to the next round of interviews for that job.**

2. **Meeting Recruiters/Hiring Managers In-Person (like at a Career Fair)** - At the career fair (aka an introvert's literal nightmare scenario), you're going to get to have a bunch of awkward exchanges where you talk to recruiters/engineers and ask them to consider you for a job at their company. It is expected that you will hand over your resume after a short introduction of yourself and you will have a conversation about the experiences you have listed on your resume. The recruiters/hiring managers will use this conversation to determine if they should move you on to the next round of interviews for that job. BTW, are freaking out about career fairs? Don't worry, that will be covered in another *you guessed it* blog post.

3. **Setting up Softball Questions at Your Interview** - When you finally get past phase 1 to phase 2 of actual interviewing, it is inevitable that you will be asked a question like "talk about a time when you completed a technical project." When that time comes, you are going to use an example that already exists on your resume to aid you in verbally articulating a fantastic answer. *blah blah blah* another blog post.

Oh, and you may have heard of this thing called a “cover letter.” Our parents used to have to submit these weird, generic/formulaic letters expressing their interest in whatever job they were applying to. Nowadays they are optional (unless you apply to a company that's a bit more old-school). **Bottomline: you will be relying on your resume to represent you as an awesome candidate. It is your hype-man and your wingman. Hopefully with the help of this guide, we're gonna get those recruiters to swipe right on your application. BOOM OKAY LEGGO.

Building Your Resume aka What To Do With Your Life (Outside of Class)

Let me start out this section by saying- if you already have a good arsenal of relevant experiences you want to highlight on your resume, you can skip this part of the guide and go straight to writing. In this section, I am going to take you on a journey, from freshman year to senior year on how you can spend your time to ensure that you have a resume that makes you feel confident and excited when you are applying to jobs.

This isn't an overnight fix- building a strong resume takes time and investment on your part.

Unfortunately, it is not enough to just grind it out in class and get good grades. **You need to showcase out-of-classroom experiences to be a competitive applicant for jobs**. When students are first starting out in the Allen School, the main source of job hunting stress comes from feeling like they don't have anything meaningful to put on their resume. And to be honest with you- yea, this is typically the case. A freshman or someone or who has just gotten into the department probably isn't going to have a spectacular list of coding experiences to highlight…YET and that's OKAY.

So, what are "desirable" experiences? How do we get them? Later in this section you'll find a list of ideas to help you get started. But now maybe you're wondering, how many experiences do you need to have? It's super easy to get carried away with feeling like you need to be going 100 miles a minute at ALL TIMES. But the reality is- **all you need for a decent resume is 1-2 projects/activities that you are consistently involved in**. My recommendation is that you always have at least 1 project/activity that you are pursuing outside of classwork. Try to stick with whatever you choose for at least an entire quarter. The game here is: QUALITY over quantity. It's much better for you to have a few activities/projects where you've been able to make a meaningful impact rather than a long list of projects/activities that you've done with shallow depth.

KEY TAKEAWAY: Always have >1 project/activity that you are pursuing outside of classwork!

Alright- now that you understand you just need a couple of activities to showcase your skills, how should you go about picking them? This all depends on what is going to MOTIVATE you. Do not choose something that will feel like an obligation and **do not pick something because you are "supposed to" or because it will "look good".** The more authentic your interest is, the better job you are going to do, the more impact you will have and the more you will learn. I'm also going to throw this out there- you don't HAVE to be coding 24/7 even if your goal is to eventually get a software engineering job. REAL TALK- I *never ever* did any outside-of-class coding projects (because let's be real I was getting my fill of programming via class and I was

NOT about to spend my free time doing more). My extracurriculars were non-CS related but I was still able to land software engineering internships at Google and Amazon. I was able to convince recruiters to give me a shot by passionately speaking about the skills that I learned from my non-CS activities and relate those lessons back to building software on a team. AND THEN I studied my a$$ off for those whiteboard interviews. Anyways, if you have something you are SUPER excited to take on but it's not CS related…. GO FOR IT. Don't have that something in mind, yet? Take a moment to think about your short term and long term goals and evaluate how a specific extracurricular might help you build a skill that will get you closer to that goal (ie. undergraduate research in the UW Reality Lab because you are excited about products like Hololens and Oculus)

OKAY YOU GET THE GIST. GAH KIM, GET TO THE LIST ALREADY.

Haha okay but before I do one more caveat. Most of these activity suggestions are geared towards those of you that will be pursuing software engineering roles (with a few suggestions for PM and Data Science sprinkled in). Why the heavy emphasis on SWE? Well, because it's the most obvious application of your CSE degree and it is the role that has the MOST job openings. FOR REALS Y'ALL, of those who decided to work after graduation, 90% of last year's senior class went into "Software Engineering" roles. If you want ideas for activities for roles outside of SWE/PM/DS, then do some research on what it is you think you want to do and look for people on LinkedIn who are doing those things- stalk their profiles and check out their activities / career pathway.

Type of Activity: Paid Programming Experience/Internship

How to get involved: Apply to jobs online, go to the career fair and take all of Kim's advice: http://bit.ly/csecareerguide

How will recruiters view this experience: FAVORABLE. Yea, this is a no brainer but obviously it is helpful if you have a paid internship experience that relates to the role you are going for. Especially if you have an internship with well-known company, your resume will get picked out of the pile.

Type of Activity: Teaching Assistant / Tutor

How to get involved: Did you know the Allen school hires a gazillion undergraduate TAs every quarter to help with ugrad courses? Pim sends out TA applications ~1 month before each quarter starts so keep an eye on your cs email. 142/143 TAs have their own application: http://courses.cs.washington.edu/courses/cse14x/ta/apply.php

You could also work as a CS/STEM Tutor at CLUE (UW's undergrad homework help center): https://webster.uaa.washington.edu/asp/website/about/work-with-us/

How will recruiters view this experience: FAVORABLE. Here's how we figure it- if you can teach a comp sci class, you're probably technically competent at comp sci in general. Being a TA is also really helpful for your personal interview prep (ie. coding on whiteboards). It's also an indication that you are a good communicator and that you'll be good at knowledge sharing in the workplace later.

Type of Activity: Undergraduate Research

How to get involved: Unfortunately, most of the Allen School labs do not have a formal process for nabbing an undergraduate research position. I suggest you comb through our research website (https://www.cs.washington.edu/research), make a list of labs you are interested in and organize contact information of the professors and grad students in the lab and send a polite email inquiring about opportunities. Some of the labs do have a formal application process so pay attention to deadlines for those!

Here's a sort of helpful step by step for doing research in the Allen School: https://www.cs.washington.edu/academics/ugrad/enrichment/research

ALSO. Keep an eye on your calendar for ACM Research Night- that's a solid place to network in-person.

You can also look at opportunities outside of the Allen School. This is a great place to start: https://www.washington.edu/undergradresearch/

How will recruiters view this experience: FAVORABLE especially if you are interested in Data Science roles. It's super important for DS candidates to have experience manipulating large data sets and undergraduate research is a pretty reliable space to find opportunities to do that.

Undergraduate research is also great because you can pick a topic area that you're actually interested in to craft a background for specializing in that. HEADS UP, it can be pretty difficult to persuade a company to give you specific job content. For example- just because you take the Machine Learning class and decide you really like ML, it doesn't actually qualify you to do ML better than any other undergrad out there. However, having some prolonged experience applying ML concepts on a research project might make you a more compelling candidate. If anything, it will help you decide if you ACTUALLY like the subject area.

Type of Activity: Leadership for an RSO/ UW Club

How to get involved: UW has an insane number of clubs, check out the list here: https://huskylink.washington.edu/

Here's my quick list of CS-related clubs (look them up using the previous link): ACM, ACM-W, SAC, Q++, Husky Tech, Impact++, Startup at UW

Also, shamelessly going to plug my favorite program when I was at the UW: http://uwleaders.asuw.org/

Don't see something you like? Rally your peeps and start your own!

NOTE: Do your best to join a club/community with the intention of CONTRIBUTING to that organization. Don't just show up for meetings/events and sit in the background. Volunteer yourself to plan/organize those events, get involved in recruitment, get involved as a leader. MAKE AN IMPACT.

How will recruiters view this experience: FAVORABLE depending on how you can relate this back to the role that you are applying to. Sometimes it's obvious and easy (if you get involved with something CS-related).

Companies and recruiters are DEFINITELY interested in you developing your skills outside of straight up coding. Leadership, communication, passion-driven work- it's all good. Hey PMs, leading a club/initiative is a great way to harness your PM soft skills.

Also, it's SUPER easy to make any involvement in your club CS-related…build your community a website or build your community an app!

Type of Activity: Hackathons

How to get involved: Don't know what a hackathon is? Let me google that for you, boo: https://en.wikipedia.org/wiki/Hackathon

There are several hackathons that happen at the UW throughout the year. One of the most popular ones is DubHacks (10/12 /2019- 10/13/2019): https://dubhacks.co/

Check out hackathons local to Seattle: https://www.eventbrite.com/d/wa--seattle/hackathon/

Want to take it nationwide? Look at this megalist: https://mlh.io/seasons/na-2019/events

How will recruiters view this experience: FAVORABLE if you can clearly articulate your accomplishments (whether it's something you learned or something you were able to build). I STRONGLY ENCOURAGE you to take your viable hackathon projects and continue working on them beyond your weekend hack time.

Pro Tips for PM - hackathons are a great way to showcase your skills for ideation, presenting, prototyping, team organization (and ideally, coding as well).

Type of Activity: Personal Project

How to get involved: This one is easy! There are NO barriers to entry for you creating your own project. Well, the only barrier might be your own skill set but that is what Stack Overflow (https://stackoverflow.com/) and Google is for. I love this option because it is flexible! Whatever role you are going for (PM, SWE, DS), you can create a personal project for yourself to highlight skills associated with those roles.

Don't know where to start? Think about an everyday problem in your life or in your community that you might be able to solve with a phone app! It can be as simple as a personalized to-do list or an informational app about an organization you volunteer for. Add a user account feature and a database to persist information and voila- you've demonstrated a substantial knowledge for app development! I like phone apps because it's super easy for you to show them off to other people in a career fair/interview setting and you get to do a project that has a front end / back end combo. There are a million tutorials out there to help you get started.

You can join an open source project, or join a club that is oriented around building software (ie. Impact++) or use a hackathon as the jump off point for your project. Another idea is to keep a personal blog where you can write about your personal projects! This is a GREAT way for you to show off your technical communication skills and demonstrate the depth of your technical knowledge. Pro Tip for Game Devs: if you think you want to go into the game industry, YOU HAVE TO BUILD YOUR OWN GAMES. It is 100% expected you will have a portfolio with either 1 substantial game or several smaller games that you have built (by yourself or in a team).

How will recruiters view this experience: FAVORABLE as long as you do something that is substantial. What's "substantial"?... I typically suggest pursuing a personal project that takes 40+ hours.

Okay so is this a definitive list? Obviously not :) But it is a good place to start if you don't know what you're doing. If you have any ideas for additions to this list, please shoot me an email and let me know!

Class specific advice

Alright, are you feeling overwhelmed with the idea of fitting one or two of the activities above while still taking on a challenging course load and finding adequate time for eating, sleeping and self-care? Do you feel like you're going to be the only one struggling to survive while everyone around you seems to thrive? I hear you, fam! To close out this section, I have some special notes directed at YOU depending on where you are in your Allen School journey.

Direct Admits:
Hi! Welcome to the Allen School! We are so excited that you are here. Let your fresh faced optimism carry you as far as you can go before you begin to feel like you're drowning as you drink from the Allen School fire hose. Now, I know you are going to be BOMBARDED by information of what you should be doing in your first year (I'm literally doing this to you right meow). You're going to hear about how *crucial* it is for you to check off allllllll the right boxes so you can be a good job candidate so you won't be homeless after graduation. It's very easy for you to freak the eff out if you look around at everyone else's accomplishments and compare them to your own.

BUT HERE IS THE DEAL- all we really expect from you in your first year at the UW and in the Allen School is:

1. For you to get into a good routine of self-care and juggling your classes
2. FIND AND BUILD A COMMUNITY OF YOUR PEERS. You'll need a strong support system to get through our program and
3. IF you have some leftover time, explore some of the various awesome opportunities that you might pursue (like those listed in the section above).

We (ie. Recruiters) DO NOT expect you to move mountains within your first quarter. Also, it is expected that you WILL NOT have a fancy internship experience the summer after your freshman year (not because companies won't think you are qualified but because they prioritize their internship positions for students that are closer to graduation). DO NOT feel bad if it doesn't happen for you (even if you see it happening for other freshmen). Look, I'm going to be REAL with you right now- you are going to be among a very privileged group of people. You're going to meet students that have been coding since they were 8 (no joke that was me). You're going to meet students that have already completed 2 pretty intense-sounding internships (yup, also me). You're going to meet students that will walk into every single class on DAY ONE, sit in

the front row and confidently answer and ask questions (yes fam, still me). But let me tell you right now from experience, THAT student is STILL going to be feeling some kind of way about being "good enough" for this department and this tech industry. This sounds mushy AF but **please be kind to yourself and go at your own pace**.

Now, special PSA for the students that are coming in with some of these special experiences (like me), here is some food for thought: I want to ENCOURAGE you to think about how you can create an INCLUSIVE community where you can help your peers gain access to similar experiences. Chances are, you may be ahead because you had the privilege to have parents with the right connections to help you get that super legit tech internship or you attended a school with abundant resources to host that amazing robotics club where you learned all that crazy coding stuff or you had a phenomenal support system that helped you build up your confidence and high self-esteem. Whatever your privileges are- be real about them and use your privileged position to create equitable access to those opportunities. Okay, I'll get off my soapbox now. I love you and I am so happy you are here!

KEY TAKEAWAY: Don't sweat if you don't get an internship. Seriously. If you do get one, be a homie and help your classmates get one too.

Transfer students:
Hello! Welcome to the Allen School! We are so excited to have you here. You've worked SO HARD to get to where you are. Many of you have inspiring stories of immigrating from faraway lands, navigating parenthood while pursuing an education and/or overcoming extreme financial hardship. I hope this is a life-changing experience for you and your family. As a transfer student myself, I remember how challenging the adjustment was to UW's academic system and how BEHIND I felt those first few quarters. As much as I want to tell you to take the first year to breathe, I have to be real with you- **the truth is you don't have as much time at the UW as other Allen School students**.

Typically, as a transfer student, you will only have 1 summer for an internship before you graduate so we will need to hit the ground running as soon as you arrive. For those of you that start in the Fall, it will be especially challenging because you won't have taken CSE 332 yet, a class that contains crucial knowledge for white board interviews. No matter, I still want you to hit up the Fall career fair and apply to jobs- just know that you'll have to put in extra effort to prepare for interviews. If for some reason you aren't able to land an internship for the following summer, I encourage you to think about pushing your graduation out by one quarter so that you could have an additional summer (and additional Fall) to recruit for an internship. For those of you starting in Spring, **you should aim to take CSE 332 immediately during summer quarter** so you are good to go for Fall recruiting. Like I keep mentioning, Fall is the time when you should

be focusing on recruiting efforts. In Winter and Spring, you'll want to set your sights on investing your time in projects/activities so you'll have a solid resume for the following Fall. We have a wild ride ahead of us and it's going to go FAST but the Allen School is super committed to supporting our transfer students (I HIGHLY RECOMMEND joining the transfer seminar during your first quarter at the UW). We're going to get through it together. I love you and I am so happy you are here!

KEY TAKEAWAY: Take 332 ASAP, prep hard, reach out for help if you need it.

Sophomores aka students who have TWO summers left before graduation:
Alright y'all. You're basically a PRO at navigating student life at the UW and this is THE YEAR (including summer) to invest in your activities/projects. FOR REALS this is PRIME TIME for you to get those resume-building experiences because starting sophomore year, the expectation is that you will no longer reference anything you've done in high school unless it is something you are STILL working on. Heads up, similarly to freshmen, it won't be expected that you will get an internship the summer after this year but I still want you to try your hardest to go for it! You use this recruiting season to PRACTICE your email skills, communication skills and interview skills (if you're lucky enough to be offered interviews). Also, please take CSE 332 as soon as you can, it is crucial knowledge for whiteboard interviews. It's actually pretty sweet being a sophomore in the Allen School- it's a good time to explore your interests and play around with different skill building opportunities. You get to do this without the added pressure of HAVING to lock down an internship (since it's not really expected of you). You're going to have a great year! I love you and I am so happy you are here!

KEY TAKEAWAY: You're basically an Allen School pro, go for internships hard but don't sweat if you don't get one. You can do it!!

Juniors aka students who have ONE summer left before graduation:
OKAY FAM IT IS GO TIME. As you probably know, getting an internship lined up for the last summer before you graduate is pretty crucial for your ability to get a fulltime job (not only because most summer interns will get offers to return for fulltime after graduation but also because having a paid internship experience will give your resume a serious boost for Senior year). Keep in mind that most internships positions are filled by Thanksgiving, so Fall is a crucial time for you to dedicate to recruiting. I encourage you to plan your class schedule accordingly and **expect to spend 5-10 hours per week doing job-related activities**. Companies are usually pretty excited to talk to Juniors so make sure you are actively applying to job listings and proactively following up with recruiters. As far as activities/projects go, at this point I would expect you to have a solid 1 - 2 experiences listed on your resume that you can confidently speak to. If this isn't the case for you, do your best in the Fall to get through recruiting season

and make sure you spend Winter and Spring quarter getting some substantial experience on your resume (and with the option of personal projects, there's no excuse for you to not be able to accomplish this). I know it can feel like a lot of pressure to make that summer internship happen. Keep in mind there are PLENTY of opportunities out there and for the most part, if you MAKE the time to HUSTLE in the fall, chances are you will land something. I'll be here to support you if you don't (it won't be the end of the world, I promise). I love you and I am so happy you are here!

KEY TAKEAWAY: Plan to dedicate 5-10 hours per week doing job-related activities. Finding an internship is no joke - you need to put enough time into prepping and interviewing.

Seniors aka students who have NO summers left before graduation:
Alright homies, you know the deal. You have one last Fall to razzle dazzle all of the companies. If your goal after graduation is to be employed, you should be focusing THE MAJORITY of your energy in the Fall to job hunting (plan your class schedule accordingly). Honestly, at this point you know the game. It's time to execute. If you feel like you are struggling, do not hesitate to reach out to me. We have an exciting year ahead and I am here to be your ride or die through it all. I love you and I am so happy you are here!

KEY TAKEAWAY: You got this!! Ask me if you need help!

Writing Your Resume
aka The Reason Why You Opened This 17-Page+ Document In The First Place

WOO OMG. KIM, THERE ARE SO MANY WORDS IN THIS GUIDE (WTF) AND I STILL DO NOT KNOW HOW TO WRITE A RESUME? Haha lols. Okay okay, let's do this.

Before we begin, let me talk to you about my personal philosophy on resumes. I believe your resume should be doing the following three things for you:

1. **Focuses on your skills and highlights your qualifications**: Your resume is a reflection of how you are spending your time to develop yourself professionally.

2. **Forces you to articulate your experiences:** You should be able to speak to anything listed on your resume with enthusiasm and clarity. The better your writing, the better you've reflected on your experience and the better you can explain that experience.

3. **Frames your conversation with a recruiter/engineer:** At a career fair or meet & greet, your resume becomes an "invitation" to converse about anything you have listed and steers your conversation so that you can shine a light on your skills and passions.

Ultimately, your resume is an opportunity for you to organize **your own understanding** of your experiences. This will make you seem and sound hella smart when you talk about these experiences later and when you are applying to jobs.

Kim's Simple Resume Rules

1. **ONE PAGE**: Unless you've been working in your industry for 10+ years, your resume should be 1 page max.
2. **NO TYPOS**: For reals. That ish is embarrassing.

Need a Template? Feel free to completely rip off the ones I have provided for you here. Don't view them in your browser, download them directly onto your computer and open them in Microsoft Word.

Alright, moving right along to the content of your resume.

Required Sections

1. **Contact:** At the very top should be your name and your contact information. This information should be LARGE and CLEAR. Make sure there are no mistakes with your contact information.
    a. Your legal First Name
    b. Your legal Last Name
        i. * if you have a nickname, indicate it with parentheses like this: Yen Ha (Kimberly) Nguyen
    c. Your phone number
    d. Your email address - remove the hyperlink/automatic underline that is typically generated when you type an email address. This is the main way recruiters will get in contact with you and you want to make sure it is as legible as possible.
        i. * do not list your home/mailing address - companies/recruiters do not need this information and for privacy/safety reasons, you should not list your address on your resume.

2. **Education**: This section should immediately follow your contact information
    a. Major (B.S. Computer Science / B.S. Computer Engineering)
    b. School (University of Washington - Seattle, WA)
    c. Expected Graduation: Month Year (ie. June 2020)
    d. GPA - there's a lot of conflicting information out there on whether you should include this or not. If you want my honest opinion- when I was a recruiter, if someone left their GPA off of their resume, I would assume it was lower than a 3.0. **So if your GPA is higher than a 3.0, I'd tell you to list it.**

Optional / Additional Sections

1. **Objective:** If you are a CS/CE major and your goal is to get a software engineering role, YOU DO NOT NEED an objective. If you are interested in any other role, you'll probably want an objective. It should be maximum 1 - 2 sentences and go *after* your Contact section, before the Education section. Example: Prioritizing Program Manager and Product Manager internship positions for summer 2020. Also open to Software Engineering roles if PM positions aren't available.

2. **Work Experience:** This is where I would list any relevant paid experiences (ie. Internships, TA ships, Tutoring jobs, paid Undergraduate Research). You should also list any current job you are holding as a student even if it is not related to CS (ie. Resident Assistant, On-Campus Work/Study, Restaurant Job, etc) and specify the average number

of hours you work in those types of jobs. Many students need to work to support themselves while going to school and as a recruiter, I want to know if that takes up a significant amount of your time because then I can be empathetic around your ability to have time to do extra activities. You can also include any experience that is unpaid but done within a very structured environment where you are required to dedicate a certain amount of time weekly (ie. Unpaid Undergraduate Research).
    a. Your Role Title
    b. Place of Work
    c. Start Date (Month / Year) - End Date (or noted as Present if currently working).
    d. Description of your work and job duties. See below for detailed instructions on how to write.

3. **Programming Experience**: For those of you that are pursuing SWE roles, it is common to have a section highlighting your programming experience. Projects that are included here should be SIGNIFICANT. They should either be 40+ hours of work or should be the biggest projects you have completed thus far.
    a. Project Title
    b. Context for where you completed this project (ie. List explicitly as "Personal Project" if that is the case or list the Course Number and Title if a class project or Hackathon Title + Year if the case).
    c. Start Date (Month / Year) - End Date (or noted as Present if currently working). Or you can list the quarter that the project occurred (ie. Autumn 2019)
    d. Description of your project. See below for detailed instructions on how to write.

4. **Leadership Experience**: If extracurriculars is your thing, you can have a section that is dedicated to it. Sometimes, people will make a combo section **Leadership Experience & Awards**.
    a. Your Leadership Title
    b. Name of Organization
    c. Start Date (Month / Year) - End Date (or noted as Present if currently working).
    d. Description of your duties. See below for detailed instructions on how to write.

5. **Skill Section**: TBH, I have very mixed feelings about Skill Sections. I think it's odd to see a big list of technologies/languages that you are supposedly familiar with or have used without any context for how you've actually used these skills. I would actually MUCH RATHER see specific skills and technologies talked about in the descriptions of your work experience or programming experiences. But if you feel compelled to include a skills section, I would strongly discourage you from rating your skill level for each language/technology (ie. Java: Expert, HTML: Novice or when people use % or those

weird bubble visuals)….this will just put you in an awkward interview situation where your interviewer (who may be an ACTUAL expert) might decide to test your knowledge based on your claimed skill level. Instead, if you want to show your experience level, just list number of months or years that you've been using that language/technology instead (ie. Java: 3+ years | HTML: 3 months).

Writing Descriptions for Your Experiences

Most folks find writing descriptions about their experiences to be a challenging part of authoring their resume. You can see from my template, I am a fan of BULLETED full sentence descriptions for each experience. In the following sections, I describe what content you should cover for each type of experience.

Technical Experiences (ie. Software Engineering Internships, Undergraduate Research, etc)

- **Provide Context:** This first bullet point should be directed at recruiters or professionals with a non-technical background. First, provide context and a high-level summary of the project. Why was this work needed or what problem were you trying to solve? Sometimes, a description of your team's main mission is helpful here or in the case of ugrad research, an overview of the lab's mission.
- **What You Actually Did**: The audience for this bullet point is someone who is technical (ie. A technical hiring manager, engineer or your CSE peer). This bullet should cover the specifics of what you have executed/implemented to solve the previously mentioned problem. You should call out specific languages, technologies and frameworks that you used.
- **The Results:** This bullet should summarize the results of your work. Include success metrics if you have them. Did you save time? Did you save money? Did you scale something? Did you make it faster? Did you make something easier to use? Did you enable customer growth? Describe the impact your work made.

Programming Projects (ie. Hackathon projects, class projects, etc)

- **Provide Context:** This first bullet point should be directed at recruiters or professionals with a non-technical background. First, provide context and a high-level summary of the project. In layman terms, what was set-up of the problem. If this was a class project, describe the homework assignment. If this was for a hackathon that had a theme, you might consider mentioning that here.
- **What You Actually Did**: The audience for this bullet point is someone who is technical (ie. A technical hiring manager, engineer or your CSE peer). This bullet should cover the

specifics of what you have executed/implemented to solve the previously mentioned problem. You should call out specific languages, technologies and frameworks that you used.
- **The Results:** This bullet should summarize the results of your work. Include success metrics if you have them. Did you successfully meet the goal? Do you have any information on efficiency or accuracy? What might be the next steps to take or features to include if you were to work on this project further?

Extracurricular Experiences (ie. Leadership Roles, Volunteer Projects)

- **Provide Context:** Describe the overall mission of the organization. If possible to do in a concise manner, describe why this particular organization is important to you.
- **Your Participation**: Provide examples of what you have specifically done to contribute to this organization. Did you plan an event? Do you recruit for this organization? When possible, use real numbers to describe the impact that you've made (ie. Number of people attended/recruited). If you've taken on multiple duties or projects for this organization, you can give each duty/project their own bullet point.

General Work Experiences (ie. Teaching Assistant, On-Campus Student Jobs, etc)

- **Provide Context:** Describe the overall work, give details about work environment if relevant. For example, for a 14X TA position, you can describe the overall gist of the course material (ie. Introduction to Java materials covering "Hello World" to basic data structures) and classroom environment. For a restaurant job, you can say something like "<Restaurant Name> is a fast paced, high volume restaurant catering to families and large parties." If this is a job you are currently working while being a student, state the number of weekly hours you spend at this job.
- **Your Job Duties**: Be specific about your job duties and contributions. If you've taken on multiple duties, you can give each duty their own bullet point.

Frequently Asked Questions (FAQ)

FAQ: I’m struggling to fill up an entire page for a resume, what do I do? ANSWER: Okay first of all, DO MORE THINGS ASAP. Practically speaking: increase your overall margins to 1” (my templates default to 0.5”) and go ahead and use whatever end-of-class coding projects you got from the coding classes you’ve done so far (remove them as you get better projects/activities).

FAQ: I want to apply to SWE jobs but my only programming experience so far is what I've done in classes. Is it okay to list class projects? ANSWER: Uh ok you can do this, but you need to

reorganize your time to get some outside-of-classroom coding experiences on your resume ASAP

FAQ: Should I include a list of classes that I've taken? ANSWER: Only if you need to fill up space on your resume. Otherwise, that is UNINTERESTING information.