

# Professional Resume Assignment Instructions and Activity Template (for tech programs)

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<b>Mock Job Title:</b>	<i>Software Developer Co-op (Magnet Forensics)</i>

For this assignment, you will dissect a mock co-op job posting, identify the qualifications you possess which match the employer's needs and create a Professional Technical Resume which will effectively market you for this job.

## Part One – Identifying Your Relevant Experiences and Summarizing

You will begin by dissecting a mock co-op job posting and brainstorm what key technical skills and knowledge you believe the employer needs in this role. You will then identify which past experiences have provided you with opportunities to acquire this knowledge or skill and create statements which explain where you have demonstrated these competencies.

**Step 1-A:** Choose 3-5 of the tasks/duties listed in your mock co-op job and record them in column 1 of in the chart below. Next, identify the technical skills or knowledge required and any others characteristics that you possess which you believe will help you to be successful in completing that task/duty and record them in columns 2 and 3. Finally, examine which experiences from your past have helped you to acquire and demonstrate these skills and knowledge.

The chart below is an **optional exercise** which can be completed to assist you in identifying relevant information which will be used in Step 1-B to create your Technical Skills Summary. It will not be graded.

Tasks & Duties Of This Job	Relevant Technical Skills	Relevant Technical Knowledge	My Past Experiences
List key tasks that will be required in this role.	What skills is the job asking for?  What additional skills might help you to complete these tasks?	What technical knowledge do you have that might be valuable in this environment?	What past experiences have you had which demonstrate these skills or helped you to acquire this knowledge? Think of personal or academic projects, work experiences, extra-curriculars, etc.
Working through bugs and basic features (core programming concepts)	-passionate about technical challenges - basic programming knowledge - Java, C#, C++	-Coding standards - Refactoring - write clean and readable code - solve algorithms / data structures problems	-CIS2500 -Twitter clone project written in C which broadened my understanding of LinkedLists and Queues
Complex features coding	-Object-oriented programming (Java, C#, C++)	- Object-oriented personal projects	-CIS2430
Work in a collaborative environment	-Pair programming -collaborative projects	- working in teams on different programming projects	-github/gitlab
Take ownership of projects		-managing personal projects -writing clean documentation for said projects	-Class projects - Personal Project: Reduction (Javascript)

**Step 1-B:** Review your completed chart and begin to cluster the information into categories to organize it. These categories will become the basis of your Technical Skills Summary for the top of your Professional Technical Resume.

**SUBMIT:** Identify a minimum of 3 categories and 2 skills or areas of knowledge within each category and record them in the chart below. Languages is a mandatory category; the remaining categories you can choose based on your experiences. List the skills/areas of knowledge within a category in order of proficiency. Ensure that any knowledge of operating systems, networks, databases and development cycle methodologies (e.g., Agile, Kanban, Waterfall) is included. Consider what additional skills you have which may fall into these categories and include them as well. **This section is mandatory and will be graded.**

<b>Name of Category:</b>	<b>Skills or Knowledge within Category:</b>
<i>Languages</i>	<i>Javascript, C, HTML5, CSS3</i>
<i>Frameworks/Libraries</i>	<i>React, Node.js, JQuery, Bootstrap</i>
<i>Development Tools</i>	<i>Version Control (Github/Gitlab), Netlify</i>

### **Grading Criteria – Part One (9 marks)**

1 mark per relevant category chosen

1 mark per relevant skill/area of knowledge listed within a category

(At least 1 category heading must be 'Languages;' other category headings are at your discretion. A minimum of 3 categories and 2 skills per category must be present, but more can be listed if you have the skills. The section will be graded to a maximum of 9 marks)

## **Part Two – Describing An Experience In Detail**

Now that you have identified a number of valuable experiences that the employer will want to see in your application, you will need to engage in further reflection on those experiences to develop content bullets for your Professional Technical Resume.

**Step 2-A:** Choose two of the experiences you identified in Part One. Examine and explore each experience in more detail using the chart below to prompt your reflection. Remember to be specific.

The chart below is an **optional exercise** which can be completed to assist you in identifying relevant information needed for Part 2-B and the creation of your Experience Section bullets. It will not be graded.

<b>EXPERIENCE:</b> Reduction (Personal Project)	
<b>SKILLS</b> What technical skills did you use/develop?	<i>Javascript, HTML5, CSS3, JQuery</i>
<b>PRODUCT / ENVIRONMENT</b> How did you use these technical skills? What were you doing/building? What did your code contribute to? What technical environment did you work in?	<i>-Created a minimal chrome extension which uses the Unsplash API as well as the Quotable API in order to display relevant information to the user</i> <i>- Used JQuery and Javascript to establish GET requests as well as parse the JSON outputs to the screen</i>
<b>ACCOMPLISHMENTS</b> What did you achieve or create? How did your contribution benefit the project?	<i>-Learned more about how to handle http requests</i> <i>- got my application published to the chrome web store with over 7+ users as of now</i>
<b>EXTRA DETAILS</b> Did you work alone or collaboratively with others? Did you gain new knowledge during this experience?	<i>-Worked alone for the project</i> <i>- gathered knowledge on how to keep my own applications up to date and how to push new updates properly</i>

<b>EXPERIENCE:</b> Twitter Clone (Class Project)	
<b>SKILLS</b> What technical skills did you use/develop?	<i>C</i>
<b>PRODUCT / ENVIRONMENT</b> How did you use these technical skills? What were you doing/building? What did your code contribute to? What technical environment did you work in?	<i>-Created a command line interface for creating, deleting, viewing, and searching through tweets</i> <i>- used the linked list data structure to do all functions of twitter</i> <i>- eventually turned the linked list into a queue to practice more data structures</i>
<b>ACCOMPLISHMENTS</b> What did you achieve or create? How did your contribution benefit the project?	<i>-Achieved 95+ mark for the project as all functions worked and my data structure was implemented perfectly.</i>
<b>EXTRA DETAILS</b> Did you work alone or collaboratively with others? Did you gain new knowledge during this experience?	<i>-worked alone for this project</i> <i>-learned more about data structures such as linked lists and queues</i> <i>-this knowledge is important when it comes to technical challenges and coding interviews</i>

**Step2-B:** Using the information you gathered in the chart above, you will now create the content of your Professional Technical Resume by taking elements from different rows and adding them together to create clear and concise technical statements which describe your experiences and accomplishments. Ensure that the skills you are focusing on match the qualifications of the mock job you identified in Part One. Remember to focus your bullets on how your technical skills and knowledge led to specific outcomes and demonstrate how you applied those skills, not just how you acquired them.

Sample structures:

- Used *X* to build *Y* in a *Z* environment
- Developed *Y* using *A* and *B* which contributed to an increase/decrease in *Z*
- Improved *X* by implementing *Y* using *Z*

**SUBMIT:** In the charts below, create 3 bullets for each of the 2 experiences you have reflected on. **This section is mandatory and will be graded.**

EXPERIENCE: Reduction (Personal Project)	
Bullet 1:	<ul style="list-style-type: none"> <li>• Developed a minimal new tab chrome extension from scratch using Javascript, HTML5, CSS3, and JQuery</li> </ul>
Bullet 2:	<ul style="list-style-type: none"> <li>• Created multiple GET requests to the Unsplash API, Quotable API and then used JQuery to parse/display the information correctly</li> </ul>
Bullet 3	<ul style="list-style-type: none"> <li>• Achieved publication to the chrome web store as well as 7+ downloads with 5 star reviews</li> </ul>

EXPERIENCE: Twitter Clone (Class Project)	
Bullet 1:	<ul style="list-style-type: none"> <li>• Developed a command line twitter using C which consisted of over 7 functions for adding tweets, deleting, searching, and others.</li> </ul>
Bullet 2:	<ul style="list-style-type: none"> <li>• Implemented a linked list data structure in order to successfully pass all test cases within each function</li> </ul>

**Bullet 3**

- **Achieved a 95+ grade as well as learned how to properly manage memory when working with linked lists and other data structures.**

### **Grading Criteria – Part Two (24 marks)**

#### **For each bullet (1 mark for each criterion, 3 criteria x 6 bullets = 18 marks)**

1. Bullet demonstrates critical reflection of the experience and identification of relevant information to a technical employer.
2. Bullet clearly articulates a skill/area of knowledge and how it was used/applied.
3. Bullet is clear and concise.

#### **For each experience (1 mark for each criterion, 3 criteria x 2 experiences = 6 marks)**

1. Content of bullets together provides overview of the technical environment in which you were involved.
2. Content of bullets together demonstrates outcome, accomplishment or positive impact of your work.
3. Professional language is used (i.e., "peers" or "colleagues" instead of "classmates;" "project" instead of "assignment," etc.)

## **Part Three – Writing Your Professional Technical Resume**

Now that you have identified the valuable experiences that the employer will want to see and engaged in deeper reflection on those experiences to develop descriptive bullets, you are now ready to create your Professional Technical Resume.

**SUBMIT:** In a separate PDF document, create a Professional Technical Resume which highlights your qualifications for your mock job. This resume should be structured following the guidelines of Unit 1 - Topic 1.5.

Ensure that you have reviewed the content carefully and paid particular attention to the areas labelled for computing students! Technical resumes are different than non-technical resumes so ensure that you are reading the appropriate sections of the content.

**This is mandatory and will be graded.**

## **Grading Criteria – Part Three For Students in tech programs only (24 marks)**

### **A. Technical Skills Summary Section Criteria (3 marks)**

1. Section is located in a prominent location, section title is appropriate to the purpose of the section and relevant to the academic discipline (i.e., Technical Skills, Computer Science Skills, Engineering Skills, etc.)
2. Information is presented in categories (copied from Part One of this assignment); section has been formatted in a logical, organized way that provides a clear overview of technical capability
3. A minimum of 3 categories have been used (e.g., Languages, Operating Systems, Development Tools, Frameworks/Methodologies Used, etc.) and a minimum of 2 skills/areas of knowledge are listed per category in order of proficiency

### **B. Placement of Subsequent Resume Sections (2 marks)**

Sections including education, work, volunteer, personal projects and extra-curriculars must be ordered in a logical manner which highlight the candidate's most important experiences first - see course content for instructions on making decisions about placement. (2 = very strong placement, 1 = mediocre placement, 0 = poor placement)

### **C. Education Section Criteria (4 marks)**

1. The unabbreviated degree program, major and minor or area of application are listed with indication of Co-op followed by institution name and location; emphasis is on the degree not the institution. Timeline of study is indicated (e.g., 2017-present).
2. (2 marks) Section includes thoughtfully selected, relevant academic projects which meet the following guidelines:
  - i. Each project listed is named, using a creative and specific name which provides an employer a general understanding of the purpose; the name should demonstrate originality and not be the same name every other UofG student would use.
  - ii. The year in which the project was completed is provided.
  - iii. The technologies used within the project are articulated in a clear and concise technical statement (e.g., used X to do Y in Z environment) which does not exceed 2 bullets.
3. Additional details presented provide relevant information; if awards and scholarships are listed, they are current (awarded within the past year), relevant to tech/IT and key criteria for receiving the award are provided; if GPA is included, it is over 80%



#### **D. Experience Sections Criteria (4 marks)**

*NOTE: To complete this section, you will need to reflect on the past experiences you have had which will be relevant to technical employers and decide how to present them most effectively. For example, one student may choose to have three sections: Personal Projects, Work Experience, and Extra-Curricular Experience, while another may have only Volunteer Experience and Extra-Curriculars. Each resume is unique and should be created to best reflect your unique experiences. Your experience sections will be evaluated out of 4 marks depending on the types of experiences you have chosen to include using the criteria listed below.*

##### **Personal Projects** *(refers to technical projects only)*

1. Each project listed is named, and the name is creative and specific enough for an employer to understand the general purpose.
2. A timeframe for the project has been included.
3. Bullets (not paragraphs) are used to provide information about the projects.
4. The technologies used within the project are articulated in a clear and concise technical statement (i.e., used X to do Y in Z environment) which does not exceed 3 bullets.

##### **Work Experiences**

1. Experiences identified within a section have been listed in reverse chronological order with most recent first.
2. Titles of experiences are formatted appropriately with role title, organization name and timeframe all present; role title is given emphasis over organization name.
3. Bullets (not paragraphs) are used to provide information about the experiences.
4. Bullet content is appropriate for a technical resume:
  - *If the role was technical*, the bullet content highlights the technologies used in a clear and concise technical summary (e.g., used X to do Y in Z environment). A maximum of 3 bullets is used. Where possible, bullets should be approximately one line of text
  - *If the role was not technical* (e.g., food service, retail, etc.), bullets are used only to highlight skills which can transfer into a technical environment (e.g., collaborating in a team) and do not list responsibilities of the job. A maximum of 2 bullets is used and bullets do not exceed one line

**Volunteer Or Extra-Curriculars (e.g., hackathons, coding challenges, student clubs, etc.)**

1. Experiences identified within a section have been listed in reverse chronological order with most recent first.
2. Titles of experiences are formatted appropriately with role title, organization name and timeframe all present (see example below). Role title is given emphasis over organization name.
3. Bullets are only used to identify a specific technical accomplishment (e.g., achievement in a coding challenge or hackathon)
4. Bullet content is appropriate for a technical resume and highlights the technologies used in a clear and concise technical summary (e.g., used X to do Y in Z environment).

**E. Overall Impression Criteria (5 marks)**

1. Resume must look professional and visually appealing. Technical employers want to see creativity and individuality in resumes; resume must not be from a standard template.
2. Resume can be scanned easily in 30 seconds or less; information is organized, consistently formatted and can be located easily.
3. Resume length is appropriate to the content (most resumes will be one 8.5"x11" page, but two may be used if there is enough technical experience to justify additional space)
4. Margins should be thin; content covers most of the page and there is limited whitespace.
5. Header is located at the top of the resume and is an appropriate size relative to the rest of the content. Header includes: first and last name which stand out, phone number, and University of Guelph email. If you have a public GitHub account, website or updated LinkedIn profile, these URLs should be included with a hyperlink to the webpage.

**F. Spelling/Grammar/Punctuation/Personal Pronouns (6 marks)**

Your professional resume should be free of errors (spelling, grammar, punctuation and incorrect capitalization of proper nouns). 1 mark will be deducted for each error; more than 6 errors will result in 0/6 for this section.

## Assignment 1 Final Submission Instructions

To be considered complete, you must submit:

1. A PDF document with the mandatory coloured charts (from Part One and Two) completed; ensure that your name and the title of the mock job you have used are filled in on page 1 of this document.
2. A separate PDF of your Professional Resume (Part Three)

The documents should be labelled "Name – Parts 1&2" and "Name – Resume" and submitted through Dropbox into the Professional Resume Assignment folder **which corresponds to your academic discipline**. A wrong submission may lead to an incorrect grade as the criteria for this assignment are discipline specific.

**The entire assignment is graded out of 57 marks and will contribute to 25% of your overall grade.**