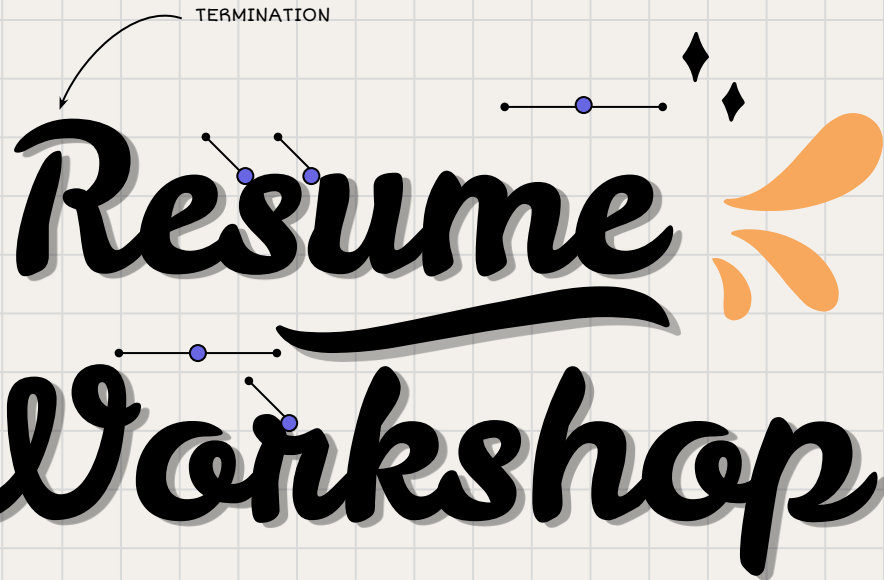


WaffleHacks  
presents:

# Resume Workshop



Your guide to getting that interview

# Table of contents

**01.**

## *Overview*

Introductions and  
background

**02.**

## *Structure*

How to structure your  
resume

**03.**

## *Sample Resumes*

Full resume examples  
from full-time Microsoft  
SWE & extra tips

**04.**

## *Q&A*

AMA!

Δ( ◁ )▷

# Workshop Outline

Here's what you'll find in this **workshop**

- Introductions and Overview: 10 min
- Structure: 20 min
- Sample Resumes: 30 min
  - Introduction: 5 min
    - Background, education
  - Resume 1: 5 min
    - Goals, companies, things you didn't like about it
  - Resume 2: 20 min
    - Comparison, improvements and changes, thought process of making changes, where did you get resources and help
  - Resources: websites, Discord servers, etc
- Break to wait for questions: 2 min
- Q&A: 20 min



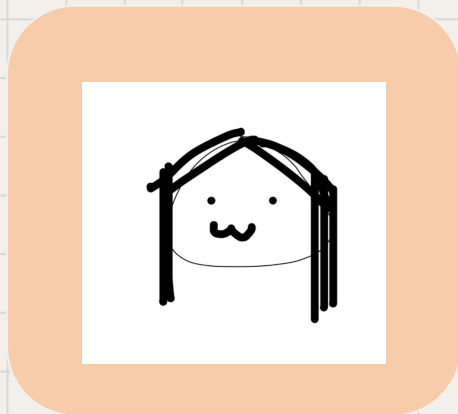
01.

# Overview



Introductions and background

# Presenters



*Jasmine Xiong*

- Operations Organizer @ WaffleHacks
- CS @ University of Waterloo
- SWE Intern @ Google



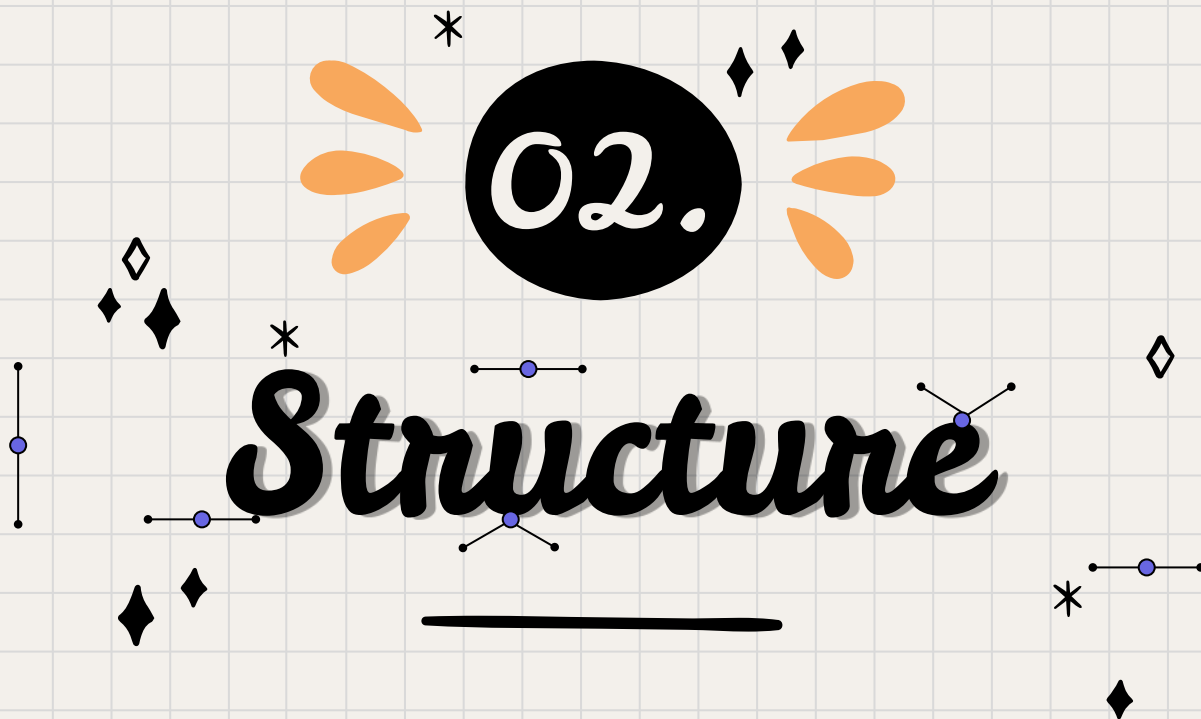
*Samihah Tahsin*

- People & Communications Organizer @ WaffleHacks
- CS @ Macaulay Honors / Queens College
- PM intern @ Meetup

# *Purpose of a Resume*



- First step to getting a job
- Demonstrates your capabilities for the job
- Reflects your achievements and accomplishments
- Tailored to the specific role you're applying for
  - Eg. SWE roles and data science roles have different job requirements
- Anything on your resume could be discussed in an interview (don't lie!)



How to structure your resume

# *Disclaimer*

The tips we discuss in this workshop are not rules of any sort. You are allowed to make your resume however you want, and if you don't agree with our recommendations, that's ok! We're just here to give our own tips and advice :)



# Formatting

- One page PDF
- Single column preferred (better for ATS parsing)
- Formatting is your friend !!!
  - Headers, dates, etc
  - Bolding numbers helps emphasize impact
  - Font is black + at most 1 other color

# Sections

- Header
- Education
- Work Experience
- Projects
- Skills (can go anywhere, personal preference)

## Optional

- Activities / Leadership
- Awards

# Header

- Name, contact info, LinkedIn, GitHub (especially nice to have as a tech student)

**Jake Ryan**

123-456-7890 | [jake@su.edu](mailto:jake@su.edu) | [linkedin.com/in/jake](https://linkedin.com/in/jake) | [github.com/jake](https://github.com/jake)

- **Do** include short friendly links (you can customize your LinkedIn link in profile settings)
- **Don't** need to include address, summary / objective section (it's unnecessary)

# Education

- School, degree, majors, minors
- Expected graduation date (important because employers know when you're available for **full time**)
- GPA (including GPA scale)

## EDUCATION

University of Waterloo - Waterloo, ON

2020 - Expected 2025

Bachelor of Computer Science, Honours, Co-operative Program, GPA: 3.8/4.0 (87.5%)

- Optional - including relevant coursework is ok if need to add extra words

# More examples of Education

## EDUCATION

---

University of California, San Diego  
B.S., Computer Science

Expected Graduation: Dec 2013  
Major GPA: 3.79/4.00

## Education

---

Macaulay Honors College - Provost Scholar: GPA: 3.71

**Intended Grad: May 2024**

Bachelor of Arts | Major: Computer Science | Minor: Writing

Courses: Object-oriented Programming, Computer Organization & Assembly Language, Calculus, Public Speaking

EverUp Micro-Credential in Project Management

**February 2022**

Master Project Manager Certification from The American Academy of Project Management

## EDUCATION

**University of Waterloo**

Sep 2020 - Expected May 2025

Bachelor of Computer Science, Co-operative Program, GPA: 3.9

Relevant Coursework: Designing Functional Programs, Elementary Algorithm Design and Data Abstraction

# Experience

- Paid or unpaid
- Full time jobs, part time jobs, internships, research, TA positions

## EXPERIENCE

---

### Research Assistant

Company A

June 2020 - Present, New York, NY

- Under Prof. Marco Benjamin, researching systems analysis, scalable systems and execution tracing.

### Software Engineer Intern

Company B

June 2019 - June 2020, New York, NY

- Created cloud-native translation app, used NodeJS and Google Cloud APIs/Functions to save the company \$150,000/year.
- Built Microsoft Teams Bot for translate app with NodeJS, GCP, Docker, and Kubernetes, reduced translation time by 99%.
- Connected internal transcription application with Five9 API using NodeJS to transcribe 1000s of company voicemails.
- Designed application diagrams using LucidChart/Drawio, introduced 100% automated test coverage with Mocha.
- Collaborated in an agile manner with cross-functional team sprints, participated in 100% of daily scrums.

# Experience

## Formatting

- Company name, position title, dates of employment
- List in reverse chronological order (most recent first)
- Bullet points about your role, responsibilities, and **impact** (focus on impact)
- Quantify impact whenever possible
- XYZ format
  - “**Accomplished X, as measured by Y, by doing Z**”
- STAR format
  - **Situation, Task, Action, Result**

# XYZ Examples

- “Used C++ to provide webmail and storage services akin to Gmail and G Drive by building a load-balancing cloud platform from scratch”
- “Used Objective C to create iOS app that allows users to post memes to a real-time feed, follow other users, leave comments; 300+ downloads to date with 4.0 rating”
- “Grew revenue for 15 small and medium business clients by 10% QoQ by mapping new software features as solutions to their business goals.”

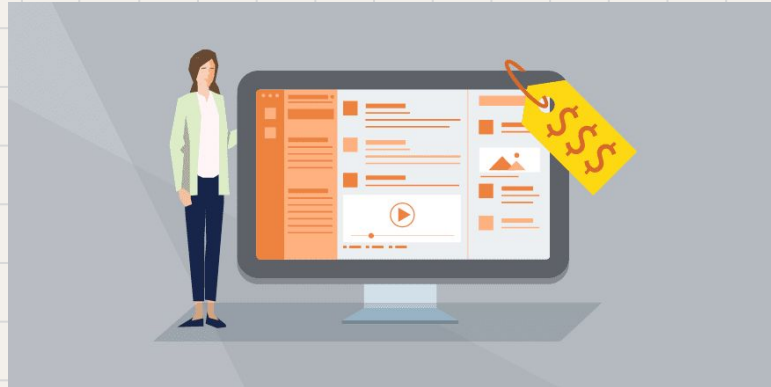


# *STAR Examples*

- Formed and executed a different client referral system, including smooth access to information, approximated wait times, automatic responses, and data analytics.
- Reduced client response time from three weeks to two business days.
- Increased the percentage of contented clients from 38% to 92% in less than six months.

# Projects

- Tech projects including personal projects, class projects, hackathon projects
- Include hyperlink to GitHub or project demo if possible
- List languages and technologies used
- Focus on **impact** - use XYZ or STAR format as well



# Projects

## Examples

### PROJECTS

**Search With Tech** [!\[\]\(4729e517bc6a7cd81c8025b9646574fb\_img.jpg\)](#) | *HTML, CSS, Python, Flask*

**Sep 2021**

- Developed a search site that compiles internship and job openings from various career sites to a single page, allowing job seekers to efficiently browse through opportunities
- Programmed various Python scripts to scrape and parse data from websites using Beautiful Soup and Requests libraries as the backend
- Implemented web pages and navigation using Flask, deployed app to the web

**COVID-Support** [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\)](#) | *JavaScript, Unity*

**Jun 2020**

- Created a website featuring two interactive chatbots for health and entertainment, as well as a Unity platformer game to support citizens during quarantine
- Received 3rd place out of 80+ projects in Def Hacks Virtual 2020 for Best Beginner Hack

**ICS4U Project** [!\[\]\(5361750c22c4e047a52f4eac1ec2d4cc\_img.jpg\)](#) | *Java*

**Jan 2020**

- Programmed a multi-level object-oriented Plants vs Zombies style game in Java, featured on greenfoot.org's *Most Popular* page with 8000+ plays
- Implemented collision detection and animation algorithms

## **Projects/Research**

### **WaffleHacks – People and Communications Organizer**

**August 2021-Present**

- Engage with college communities through the development and distribution of weekly [marketing materials](#) that are based on hackathon theme, sponsor needs, and feedback from participants
- Developed the UI/UX wireframe mockup of [Food for All](#), an app meant to improve food accessibility and distribution

### **Break Through Tech AI/ASAPP – ML Researcher**

**August 2022 – December 2022**

- Developed a business solution which aimed to decrease agent response time to provide a better customer experience by creating a chatbot that implemented machine learning to provide relevant response suggestions for agents to choose
- Preprocessed a 10k agent-customer interaction dataset by cleaning and creating clusters based on semantic level to improve the design of the chatbot

### **NASA Proposal Writing and Evaluation Experience Academy – PM/Researcher**

**January 2022 -April 2022**

- Collaborated in virtual, complimentary teams consisting of STEM undergraduates and NASA professionals to formulate and pitch ideas to NASA based on exploration needs found in the NASA taxonomy
- Managed Team progress by conducting weekly stand-ups which boosted productivity by more than 50%

### **Technica – Project Manager and UI/UX designer**

**October 2022**

- Conducted user research to identify the financial needs of college students and designed [Budgy](#), a gamified budget tracking service that promotes financial accountability following the Model-View-Controller structure
- Streamlined work with a Kanban board to track the team's progress on the project's completion in a 24 hour timeframe
- Utilized Figma to develop the Budgy prototype resulting wins in the best FinTech and best UI/UX hack categories

### **ChewyHacks- Project Manager and UI/UX Designer**

**January 2022**

- Designed and implemented the user interface wireframe mockup for [Pawnership](#), a service that allows Chewy users to create personalized pet profile, then match profiles based on location and pet traits
- Participated in daily stand-ups and presented design progress to the team and mentors, improving communication and collaboration between team members

# Skills

- Include keywords or skills from the job description (helps the ATS parser detect qualified candidates)
- For technical roles - programming languages, technologies, frameworks, environments
  - Soft skills not required

## SKILLS

- **Languages:** C, C++, Java, Python, Racket, HTML, CSS, JavaScript, SQL, Unix Shell Scripting
- **Technologies/Tools:** Git, GitHub, Vim, Visual Studio Code, Microsoft SQL Server
- **Environments:** Windows, macOS, Linux/Unix

# Example of a less technical skill section

- For non-technical roles - include soft skills as well

## Technical, Creative, and Communication Skills

C++, Java, [Python](#), [JavaScript](#), [HTML](#), [CSS](#) Microsoft Office | Figma, Canva | Team Leading, Training, Communication  
Languages: English, Bengali, Dialect Bangla (Chittagonian)

# Activities / Leadership (Optional)

- Clubs, organizations, programs, hackathons, competitions
- Once again - emphasis on **impact**

## Organizer/Team Leader and UI/UX Designer of Food for All -WaffleHacks

August 2021-Present

- Engage with college communities through the development and distribution of weekly [marketing materials](#)
- Developed the UI/UX of [Food for All](#), an app meant to make excess food more accessible and easier to distribute
- Remotely led a team of four by utilizing agile fundamentals to develop a prototype within a two-day timeframe

## Project Manager/UI Designer - Pawnership

January 2022

- Worked in a remote team of five to develop the front and backend of [Pawnership](#), a service that allows Chewy users to create personalized pet profile, then match profiles based on location and pet traits
- Analyzed the operational requirements based on existing application
- Lead the team by conducting daily stand-ups and maintaining a line of communication between team and mentors
- Coached team members in public speaking which lead to presenting in front of Chewy staff and placed 3<sup>rd</sup> overall

# *Awards (Optional)*

- Academic awards, scholarships, speaking engagements, presentations, publications
- Include selectivity if available
  - “Placed in top 10 out of 200 participants”
- If there's scholarship money you can put the amount
  - “President's Scholarship (\$10000 value)”
- Include year if applicable



# Other Tips

- Avoid large amounts of white space, try to fill everything
- No need to list references - it's not required anymore and wastes space
- **Don't lie!**
- **Have people review your resume!**





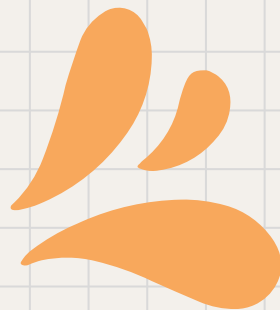
# 03. Sample Resumes



With Microsoft SWE Isaiah's resumes!



# Isaiah Burkes



Full-time SWE @ Microsoft  
Previously SWE Intern @ NASA

# Resume 1

Isaiah-Dre Burkes

Software Development Intern

401-54  
idburkes@gmail.com  
www.linkedin.com/in/isaiah-dre-burkes-060734126/

Result-oriented technology enthusiast with an active Secret security clearance and a desire to continue expanding knowledge of the IT industry alongside industry professionals. Seeking opportunities to leverage my technical skills gained from personal experience and independent study in order to perform the roles of a Software Development Intern

## Education & Certifications

- 2019 Cisco Certified Entry Network Technician (CCENT)
- 2019 CompTIA A+
- 2019 A.A in Computer Information Systems – Currently attending  
Hillsborough Community College, Tampa FL (47 credit hours)  
Cybersecurity Club Member  
Expected to graduate in 2020
- 2015 High School Diploma - George Washington High School, Guam

## Work Experience

- Jan. 2019 – Dec. 2019 Information Technology Specialist
- Florida Army National Guard – Jacksonville, Florida
- Attends monthly training that continually improves understanding of unit's network infrastructure.
  - Works alongside experienced Network Engineers and assists with the installation, configuration and/or coordination of communication systems including, computer networks with routers, servers, two-way radios, and antennas.
- Sep. 2015 – Jan 2019 Infantryman
- U.S. Army - Fort Bragg, North Carolina
- Responsible for maintaining, configuring, and troubleshooting tactical communications equipment.
  - Trained coalition forces in combat and airborne operations during overseas assignments in Iraq and Africa.
  - Certified as a Combat Lifesaver with an emphasis on using timely judgement to triage patients based on severity of injuries.

## Core Competencies

- Ability to manage multiple tasks simultaneously.
- Detail-oriented with a focus on analytical problem-solving.
- Experience working as a member of a team, as well as making decisions independently.
- Very motivated to learn new technologies commonly used in enterprise environments (Active Directory, Powershell, Help Desk Software, Azure Cloud Software).

## Technical Skills

### Platforms

Windows Vista-10  
Basic Linux (Ubuntu, Kali)  
Cisco IOS  
Apple IOS and Android Mobile Operating Systems

### Software

Java IDEs (IntelliJ IDEA, Eclipse, Netbeans)  
Microsoft Office Suite: 2007-365 (Word, Excel, Outlook, OneNote, PowerPoint)  
PuTTY  
VMware Workstation Pro  
Cloud Storage Services (Dropbox, Google Drive, OneDrive)

### Concepts/Technologies

OOP in Java  
DHCP  
TCP/IP  
DNS  
NAT  
LAN Routing and Switching  
Strong understanding of using the OSI Model to assist troubleshooting hardware/software issues.  
Basic Inkjet and Laser printer troubleshooting.

# Resume 2

## Isaiah Burkes

(910) [REDACTED] | [REDACTED]@gmail.com | linkedin.com/in/isaiah-burkes | github.com/idkburkes

### Education

**B.S. Computer Science** - Auburn University, Auburn, AL Expected May 2023  
GPA: 3.33 | Major GPA: 3.64 | Concentration in Mathematics

**Advanced Software Development in Python Bootcamp Certificate** - Code Fellows, Seattle, WA Completed May 2022

### Work Experience

**NASA Kennedy Space Center** **Cape Canaveral, FL (Remote)**  
Software Engineering Intern Jan. 2022 - May 2022

- Improved spacecraft launch control tools by developing UI components in a safety-critical, multithreaded Java application which streamlined daily activities of NASA Console Engineers by dozens of minutes
- Worked in an agile software development team to complete various epics through 2-week sprints, working in conjunction with cross-functional teams assigned to various components of the Launch Control System
- Wrote automated JUnit testing suite and deployed new features to production using Jenkins CI/CD pipeline which resulted in software requirements being met and branch coverage exceeding 95%
- Represented NASA as a speaker on panel of 5 engineers during a High School outreach event to promote careers in STEM

**Auburn University** **Auburn, AL**  
Undergraduate Student Assistant - Computer Science Department Aug. 2021 - Sep. 2021

- Conducted one-on-one tutoring sessions for Algorithms, Discrete Mathematics, and two Java programming courses
- Assisted students in the design, implementation, debugging and testing of programming assignments
- Contributed to student academic success by reinforcing sound Object-Oriented design, best practices for code readability, and development of thorough test cases using JUnit testing framework

**Integrated Solutions for Systems** **Auburn, AL**  
Software Engineering Intern Dec. 2020 - Aug. 2021

- Designed single page web application using JavaScript, Node.js, Express.js, HTML and CSS to visualize GPS interference
- Serialized 3 types of GPS data using Java Networking APIs and Google Protobuf leading to improved user awareness
- Containerized a web server and SQL Database with Docker resulting in increased deployment speed and consistency
- Participated in 2 code reviews per week to ensure code quality and consistency as part of a 4-person team

**U.S. Army & Florida Army National Guard** **Fort Bragg, NC**  
Infantryman(11B) & IT Specialist(25B) Sep. 2015 - Jan. 2020

- Troubleshoot issues with network connectivity, software, hardware, printers, peripherals, and workstation performance
- Trained to manage Microsoft Active Directory Domain Services user accounts, including account creation, unlock, password reset, group policy assignments, folder/file permission

### Skills

**Languages:** Python, Java, JavaScript, HTML, CSS

**Tools/Frameworks:** Django, React, Node.js, Express.js, Next.js, Flask, Git (GitHub, GitLab), Jenkins, Docker, Heroku

**Databases:** PostgreSQL, MySQL, MongoDB

### Projects

**ChewyHacks Virtual Hackathon 3<sup>rd</sup> Place - Content-based Filtering Recommendation Engine**

- Recommended and ranked 50 products by analyzing user data and implementing a Machine Learning technique in Python
- Collaborated with 4 teammates to design and build an E-commerce site with Python, JavaScript, MongoDB, React, Flask
- Responsible for designing MongoDB Database Schema, REST API endpoints, and writing unit tests for application

**Google Chrome Extension - Anonymous Professor Reviews**

- Allows Auburn University students to easily access anonymous reviews from ratemyprofessors.com and create new reviews while registering for classes. Publicly available on Chrome Web Store with several users.
- RESTful web service built with JavaScript, React, Node.js, Express, styled with React-Bootstrap, server deployed on Heroku, with user input persisted in cloud-hosted NoSQL database



Ask away!

# Resources!

Here are some resources you can use to revamp your resume.

We will be posting this on the Discord server and in the chat!

## Isaiah's Resume Resources

*A resource sheet for the attendees of the Resume Workshop*

### OVERVIEW & PURPOSE

Thank you for attending the Resume Writing workshop! As a reward for showing up, here are some awesome resources our panelist, Isaiah Burkes, used to create an Amazon and Microsoft-worthy resume!

### Quick Links + Descriptions

1. [Free Resume Bullet Analyzer Tool](#)
  - Learn to write crazy effective resume bullets that grab attention, illustrate value, and actually get results.
2. [Resume Parser](#)
  - This tool uses Lever's resume parsing API to parse resumes. Use this to see how well your resume is read by Application Tracking Systems (ATS) when applying to jobs. Companies that use Lever for job apps include Figma, Palantir, Netflix, Twitch, Yelp, and others.
3. [CS Careers Discord Server](#)
  - A platform that all developers can benefit from. The server is primarily targeted toward internship/new grad roles
4. [r/EngineeringResumes](#)
  - A subreddit where you can post your resume to be reviewed by various people in the engineering community. Be sure to read their rules before posting!

### A Bonus Resource!

Isaiah's very own resource to prepare for Software Engineering Interviews!

Check out his GitHub to learn more: [Link](#)

*Thanks for  
coming! <3*