

&



YOU'RE NEXT
career network

Resume Roast | January 21, 2024

Schedule

10:00 AM		Host Introductions
10:05 AM		Resume Tips
10:20 AM		Activity Introduction
10:25 AM		Breakout Sessions
10:35 AM		Activity Discussion
10:50 AM		Q&A



Meet Your Hosts



Asma Surti

Junior Software Engineer @
Entegra

UofT ECE 2T3



Olivia Tracey

Data Analyst @ Birch Hill Equity
Partners

UofT EngSci 2T2 + PEY



RESUME TIPS

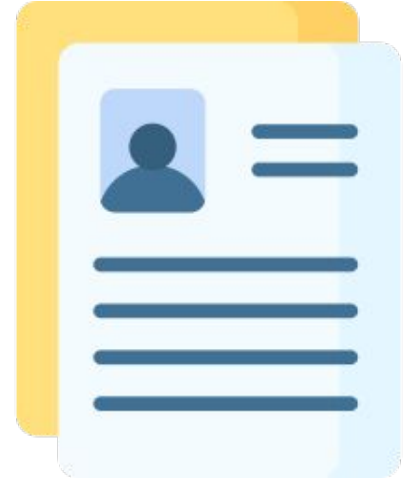
What is a Resume?



Summary of your
experiences and skills in
a field of work



A form of
communicating your
accomplishments while
seeking employment



Goals of Resume Writing

1



Easily skimmable
and parsable by
Application
Tracking Systems

2



Effectively
communicates
experience and
key achievements

3



Relevant to the job
description of the
position you are
applying to



General Formatting Tips



- Use a single column layout and keep it to one page
- Use easy to read fonts and font sizes
- Use sufficient white space and margins
- Clearly separate content into sections
- Avoid excessive styling including icons, color, bolding, italicising, etc.
- Ensure consistent formatting and no grammatical errors
- **Recommended template:** [Jake's Resume](#)

Sections



Include

Education

Skills

Work Experience

Projects/Extracurriculars



Avoid

References

Summary/Objective

Hobbies



Section 1: Education



- Do not include high school
- Avoid including coursework unless it is extremely specialized
- Include graduation date only
 - If student: use expected date (ex. Expected May 2024)
 - If graduated: use graduated month and year (ex. May 2023)
- Include GPA if above 3.7
- Include full degree name instead of abbreviation
 - ex. Bachelor of Applied Science vs BASc
- Include any minors/certificates if relevant to the position

Section 2: Skills



- Use 3 lines or less, in a single column format
- Order from most important to least important
- Separate your skills into relevant categories (Software, Languages, Technologies, Mechanical Design, Simulation and Analysis, Manufacturing, Lab Equipment, Design Tools etc.)
- Use correct formatting
 - "SolidWorks" vs "Solidworks", "C/C++" vs "C, C++"

Section 3: Work Experience



Highlight Accomplishments and Impact

- Tailor to the job description
- Bullet points:
 - Each should be 1 sentence that is 1-2 lines long
 - Each starts with a strong action verb ([sample list](#) from Cornell engineering)
 - Order from most relevant/impressive to least
 - Don't use personal pronouns (I, we, us, my etc.)
 - Avoid excessive adjectives and adverbs (successfully, innovatively, diligently etc.)
 - Use **STAR, XYZ, or CAR** method

Section 3: Work Experience

1

STAR

Situation, Task, Action, Result

2

XYZ

Accomplished X as
measured by Y, by doing Z

3

CAR

Challenge, Action, Result



“Grew revenue for small and medium business clients by 10% QoQ”



“Grew revenue for 15 small and medium business clients by 10% QoQ by mapping new software features as solutions to their business goals”

Section 3: Work Experience



What did I do?

- Did I solve a problem?
- Did I lead a project?
- Did I work with a team or any stakeholders?

How did I do it?

- Did I use any specific tools or resources?
- Did I use any testing or validation procedures?

What were results?

- Did I deliver my project on time/budget?
- Did I optimize a process?
- Did I have a business impact?

Section 4: Projects



- Include personal projects, student design teams and extracurricular projects
- Include a link (portfolio, GitHub etc.)
 - Showcase projects that are well documented (summary, descriptions, images)
- Use bullet points – same tips as Work Experience apply

Asma Surti

EDUCATION

University of Toronto — Bachelor of Applied Science (BASc) -
Electrical and Computer Engineering

Anticipated Graduation: April 2023, cGPA: [REDACTED]

Related Coursework: Programming Fundamentals, Software Design and
Communication (C/C++), Digital Systems, Computer Organization, Electronics

WORK EXPERIENCE

Rocscience — Software Developer Intern

May 2021 - August 2021

- Developed new features, and updated existing ones using C++ and MFC for Version 5.012 of UnWedge, a geotechnical engineering program
- Improved and added elements to the UI in RS2 for better data visualization

PROJECTS

For source code and further details: [/asmaasurti](#)

Map Geographic Information System

Software Development and Communication | Term Project | April 2021

- Implemented a large-scale software displaying maps and their relevant information for various major cities around the world
- Created using C++ with APIs based on Open Street Maps data and graphics using GTK and Glade

Cannonhead Clash

Computer Organization | Final Project | April 2021

- Programmed a multiplayer game in C that runs on CPULator
- Utilized interrupts and double buffering to display smooth animations

Toronto Islands Flood Project

Engineering Strategies and Practices | Term Project | April 2020

- Constructed a plan for an early flood alert system and proposed a new process for sandbag filling to reduce flood damages on Toronto Islands

Book Recommendation System

Computer Science | Final Project | May 2019

- Implemented a multi-page application where users can rate books and have books recommended to them based on their previously read books they have previously read

EXTRACURRICULARS

Women in Science and Engineering (WISE) University of Toronto
Chapter — Industry Mentorship Director

June 2020 - Present

- Coordinate the Industry Mentorship Program, including planning workshops, and other professional development events

University of Toronto Hyperloop Team — Six Sigma Continuous
Improvement Team Member

August 2020 - February 2021

- Implemented Six Sigma principles, generated Gantt charts, activity network diagrams and SOPs to optimize various sub-team operations

CONTACT DETAILS

asma.surti@mail.utoronto.ca

LINKS

GitHub: [/asmaasurti](#)

LinkedIn: [/asma-surti](#)

SKILLS

Languages:

- C/C++
- Java
- MATLAB
- Verilog
- Assembly Language

Software and other tools:

- Git
- GitHub
- Intel Quartus
- LTSpice
- Figma
- Ubuntu/Linux
- Android Studio
- Visual Studio
- Microsoft Office

Interpersonal skills:

- Project Management
- Communication
- Teamwork
- Organization
- Leadership

AWARDS

Dean's Honours List - All
academic semesters to date

University of Toronto - Dean's
Merit Award - 2019

Governor General Bronze Medal
(David and Mary Thomson) -
2019

University of Toronto Book
Award - 2019

Top Three Student Award for
four years of high school -
2015 to 2019

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Languages:

- C/C++
- Java
- MATLAB
- Verilog
- Assembly Language

Software and other tools:

- Git
- GitHub
- Intel Quartus
- LTSpice
- Figma
- Ubuntu/Linux
- Android Studio
- Visual Studio
- Microsoft Office

Interpersonal skills:

- Project Management
- Communication
- Teamwork
- Organization
- Leadership

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University of Toronto Book
Award - 2019

Top Three Student Award for
four years of high school -
2015 to 2019

Can omit

Not using
STAR/XYZ/CAR
format. Lacking
accomplishments
and details

Two-column layout
doesn't utilize space
efficiently

ACTIVITY



Activity: Resume Roast



REVIEW

Read over the sample resume provided

~ 5 mins

BREAKOUT & DISCUSS

Discuss areas of the resume that could be improved in groups of 4-5 members

~ 5 mins

RECONVENE

Regroup together to walk through suggestions for improvement

~ 15 mins



REVIEW & DISCUSS

ALEX

Address

(xxx) xxx-xxxx

email@eamil.com

QUALIFICATIONS SUMMARY

Looking to obtain a position as a software engineer and apply my many years of experience and skills.

SELECTED ACCOMPLISHMENTS

- Turning difficult complexities into smaller, cohesive summations and presentations.
- Outstanding presentational and communicational methods
- Collaborates well within a team and builds high performing teams.
- Great time manager

PROFESSIONAL EXPERIENCE

COMPANY NAME. XXXX – Present

CITY, STATE

Job Title

- ✓ Utilizing developing front-end with client side validating, middle-tier development, and back end managing. Discussing requirements with clients.
- ✓ Working towards defining technical issues and workflow solutions with clients and other teams.
- ✓ Estimating then providing time for tasks, schedules, and final delivered items.
- ✓ Progression monitoring against projections and reporting to managers and others.

COMPANY NAME. XXXX – Present

CITY, STATE

Job Title

- ✓ Able to do complex program adaptations by taking specification and or requirements and translating into practical coding.
- ✓ Utilization of acquired more in-depth knowledge of business in support of applications design.
- ✓ Coding recognition, processing and or standardizing inefficiencies and making suggestions for improvement, if applicable.
- ✓ Proactively providing doc input noting program changes.

Education: 6/1991 School Name, City, St
Bachelor's Degree
Major

Programming: JQuery, Java, JavaScript, TSQl, C, C++, C#, Objective-C, VB Script, Perl, PHP,
Python, Unix Shell Scripting

Database: SQL Server 2000, 2002, 2006, 2011, and Oracle 10g/11g

Networks: REST

Software: Win Form – WPF (.net), WCF

Tip #1 → Add Quantifiable Details for Experience



- Add specific details about experience to relay the impact of the task
- Powerful verbs and metrics can catch the reader's eye and reinforce the importance of your prior roles

"Developed sales plan using new and existing resources."



"Created dynamic sales strategy that boosted quarterly sales activity by 17%, increasing division profits by 12.6%."

"Represented company at trade shows increasing new customer base."



"Served as company trade show ambassador, enhancing new client acquisition by 15% over previous trade show outreach."

Tip #2 → Supplement with Key Competencies



- The resume currently does not have any keywords which could help to get through an ATS (Applicant Tracking System)
 - Most companies use an ATS to automatically screen your resume
 - The major thing it looks for are keywords that relate to the position/industry
 - An average of 75% of resumes are automatically rejected by an ATS

EXAMPLE

CORE COMPETENCIES		
▪ Application Programming	▪ Software Analysis and Design	▪ Application & Unit Testing
▪ Object-Oriented Technology	▪ Database Design/Development	▪ Documentation Review
▪ Working with Clients	▪ Web Design/Development	▪ Debugging/Troubleshooting

Tip #3 → Spelling and Grammar



- Even a single spelling or grammar error may be enough for the reader to stop reviewing your resume
- Errors show a lack of attention to detail, which is a big no-no for recruiters
- Don't be afraid to use online spelling and grammar checkers, or give your resume to a few of your peers to review

Grammarly is
a great, free
spelling and
grammar tool



Asking for a
second pair of
eyes can help
identify errors



Tip #4 → Tailoring and Personalization



- Help your resume stand out by incorporating your personality and try to avoid generic descriptions of experiences or skills
- Tailor the resume you are applying with to the job that you are applying to
 - Include skills and experiences that are relevant to the position
 - Read the job requirements to understand the tasks and responsibilities

Job Requirement
Strong communication skills and ability to work well in a team
Experience with Solidworks, CATIA, AutoCAD



Matching Experience
Led a team in Engineering Strategies and Practice
Created a CAD model of Blue Sky Solar Car's chassis

Tip #5 → Formatting



- Content is what matters MOST, but a poorly formatted resume can distract from the content
- Ensure content is relevant and concise so you can also focus on the format

Key Tips:

Keep it to a single page

Avoid fancy designs or pictures – keep it clean and simple

Organize it in a format that flows logically

Include sufficient whitespace for readability

Use consistent spacing and bulleting

ALEX

City, ST | (123) 456-7890 | email_ID@email.com | https://www.linkedin.com/in/LI_ID

CORE COMPETENCIES

- Application Programming
- Object-Oriented Technology
- Working with Clients
- Software Analysis and Design
- Database Design/Development
- Web Design/Development
- Application & Unit Testing
- Documentation Review
- Debugging/Troubleshooting

PROFESSIONAL EXPERIENCE

Software Developer II → Company Name → City, State → Jun 2012 – Present

- Developed front-end web UIs using REST with client-side validation and back-end management.
- Supported the Sales team by meeting with clients to discuss products and gather requirements.
- Collaborated with other teams to refine strategies to address technical and workflow issues.
- Created desktop applications in C# and Windows Presentation Foundation (WPF) to check for corruption in recovered files.
- Provided development tasks and time estimates to aid in scheduling, updating status to Project Managers and stakeholders.

Software Developer I → Company Name → City, State → Jan 2009 – May 2012

- Developed SAS and SQL code to create financial reports, integrating data from multiple sources to display customer behavior, demographics, and lifecycle.
- Performed peer review troubleshooting and debugging of code and resolved issues, such as memory leaks.
- Translated established product requirements into code to implement solutions.
- Worked with technical writers to provide input and to review documentation.

Data Engineer → Company Name (through ABC Contracting) → Mar 2007 – Jan 2009

- Implemented forecasting models using SAS to formulate lead purchasing patterns and predict sales.
- Designed 10 dashboards and automated reports to measure vendors' key performance indicators (KPI).
- Worked cross-functionally in an Agile environment to deliver the product 35% earlier than projected.
- Performed risk analysis of data portfolios from across projects using Oracle 11g to preprocess banking data.

EDUCATION

Bachelor of Science, Information Systems – School Name – City, ST

TECHNICAL SKILLS

PROGRAMMING / SCRIPTING LANGUAGES DATABASES NETWORKING API DEVELOPMENT SOFTWARE

- JQuery, Java, JavaScript, TSQL, C, C++, C#, Objective-C, VB Script, Perl, PHP, Python, Unix Shell Scripting, R, SAS
- SQL, SQL Server, Oracle 11g
- REST
- Win Form – WPF (.NET), Windows Communication Foundation (WCF)

ADDITIONAL CREDENTIALS

CERTIFICATIONS

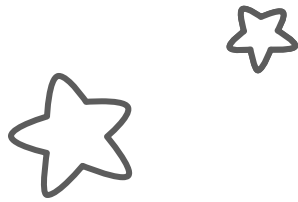
- IEEE Certified Software Development Professional (CSDP)
- Software Development Associate Engineer Certification
- Software Quality and Maintenance Associate Engineer Certification
- Software Engineering Management Associate Engineer Certification

ORGANIZATIONS

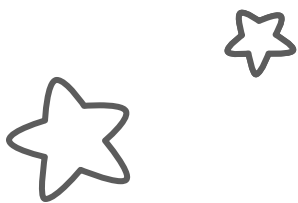
- IEEE Computer Society Technical Council on Software Engineering



Other Suggestions?



OPEN Q&A



THANK YOU