

24. Resume Review

Agenda

1. How to Write a Resume
2. Demo: Resume Review
3. Quick Note: Applying to Jobs
4. Guest Speaker (Amber Burrell, Meta Recruiter)

Logistics

- HW0 (one-on-one meeting) due next Friday
 - Use Calendly link in assignment to sign up.
 - Can't find a time that works? Let me know and we'll figure something out.
- HW1 (join Discord, complete survey) was due at midnight!
 - Best slots for Office Hours look like **12-2pm Tuesday and Friday**.
 - You can always ping me to schedule some time outside of those if you can't make them.

Purpose of the Resume

- Average time spent reading a resume?

Purpose of the Resume

- Average time spent reading a resume?
 - **~8 seconds**

Purpose of the Resume

- Who reviews your resume?
- What are they looking for?

Purpose of the Resume

- Who reviews your resume?
 - Primarily recruiters are the ones looking through your resume.
 - At companies without recruiters, you'll see hiring managers themselves look through your resume.
- What are they looking for?
 - **Skills that translate/transfer well to your potential job functions.**
 - High levels of impact at the positions that you had
 - Experience collaborating, managing, or learning effectively

Building Experience

- BEFORE you write a resume: your goal is to have significant software project experience.
 - The best way to get this is through **internships** - they're the most likely to closely map onto what recruiters are looking for.
 - The next best option is **personal projects** - you want to show that you have some experience working in complicated codebases with popular technologies.
 - A related option is **hackathons** or participating in other extracurriculars that are oriented around coding. These can also help you stand out to recruiters even if you already have project experience.
 - A final option if you're looking for somewhere to start is **classes** - you've built a significant project in this class! It should probably be on your resume!

How should it look?

- There aren't REALLY wrong answers here. The important thing is for it to be **skimmable** and **presentable**.
- That means you want to use some kind of template -- surface-level impressions DO matter, even if only subconsciously.
 - Get typos out of there!
- Important information should be easy to find! What's important?
 - **Education + Graduation year!**
 - **Relevant Coursework!!**
 - **Technical Skills**
 - **Relevant experience**

John Martin

Atlanta, GA | (123) 456-7890

myemail@gmail.com | <https://www.linkedin.com/in/ilovecodereview>

EDUCATION

School of Rock, Oak Park, IL
BA, Computer Science
GPA: 5.0

May 2022

PROFESSIONAL EXPERIENCE

Engineer in Residence, Georgia State University, Atlanta, GA

June 2021 – present

- Yell at large groups of students about the importance of code review
- Host regular interview office hours
- Rated “most likely to be the Engineer in Residence at GSU in Spring 2022”

Senior Software Engineer, Facebook, Menlo Park, CA

August 2015 – June 2021

- Wrote a bunch of Python. I dream in Python now.
- Reviewed code until I became the code itself.
- Conducted 100 interviews in a year in an experiment I do not plan to repeat.
- Am slowly becoming Mark Zuckerberg.

Software Engineer, Facebook, Menlo Park, CA

August 2010 – August 2015

- Beat my manager at Super Smash Bros, and became the team manager as a result
- Ate more free food than the rest of my team combined. Set company-wide record for calories consumed in a 24-hour period. Efforts resulted in new company restrictions on employee ~~entry~~ to cafeterias.

PROJECTS

Autonomous Robotic Bees, *Full Stack Application*

September 2021

- Created a swarm of cloud-controlled, semi-autonomous robotic bees to pollinate local plants.
- Sure hope this system doesn't get hacked
- Yes, this is the plot of a Black Mirror episode

Facebook, *Web Application*

September 2004

- You might think Mark Zuckerberg invented Facebook, or possibly the Winklevoss twins. I am here to say that it was me.
- Wrote all 40,000 lines of initial code in one sweaty, feverish night. Or at least I think I did. I have no memory of the night in question.

TECHNOLOGY SKILLS

Languages: Python2, Python3, Python4, Java, JavaScript, TypeScript, ActionScript, ~~ScriptScript~~, ~~Script~~

Libraries and Frameworks: Flask, Django, NodeJS, ReactJS, ~~VueJS~~, ~~PythonJS~~, ~~GitJS~~, ~~ArchitectureJS~~

Software & IDE Tools: Git, Guitar Hero, Spotify, Outlook

What information should I include?

- The big four sections for software: **Education, Work Experience, Project Experience, Skills**
- Use a greedy algorithm for including other information!

```
1   while haveSpaceInResume:  
2   |       add nextMostRelevantThing
```

What information should I include?

Ranking of important information (this is just my opinion):

1. **Work experience that's related to the job (non-negotiable)**
2. **Education/Skills/Project Experience (non-negotiable)**
3. CS Extracurricular participation
4. Certificates or other programming credentials
5. Awards/Accolades
6. Work experience that's not related to the job
7. Other experience
8. Hobbies
9. Objective

How to describe projects/work experience

- High-level: say **what** you did, **how** you did it, **and what results it got!**
- Mid-level:
 - Use bullet points and capture only important pieces of information.
 - Reverse chronological order for jobs/projects.
- Low-level:
 - Don't use personal pronouns.
 - Keep sentences short and direct.
 - Past-tense for past work, present-tense for ongoing work.

Common mistakes: High-level

- **More than one page.** Your resume should fit on one page until you're well into your career! You want it to be possible to *glance* at it and get the relevant information.
- **Not listing any projects.** Unless your resume is bursting at the seams with relevant internships, you want to make sure you're showing off your ability to write significant pieces of software!
- **Having a summary or objective statement.** Especially as a student, this is unlikely to say anything that isn't obvious from the fact that you're applying for the job. You're most likely taking up space that could be used for other things.

Common mistakes: Details

- **Listing IDEs as skills.** Things like Notepad, Eclipse, and Visual Studio Code aren't particularly impressive on resumes, and aren't really technical skills unto themselves.
 - (Same goes for Microsoft Office)
 - Related: listing soft skills is a tough sell. Showing your leadership via your experience will go a lot further than asserting that you have good leadership skills.

Common mistakes: Details

- **Not describing results of work.** A lot of people will just describe the app they built and leave it at that. As a reader, how do I know the app was good? What feedback did you receive, or what performance metrics did it hit?
 - Rule of thumb: if there is ANY clear or quantifiable indicator of success you can mention, do it!
 - Excellent example: “Reduced CPU usage by 50% by optimizing queries throughout pipeline”
 - Also decent examples: “Received Intern of the Week award for telemetry work”, “Site had 50 visitors over three weeks”
 - Non-examples: “Got an A on the project”

Example: Education Section

EDUCATION

Georgia State University Atlanta, GA
Computer Science, Minor Economics

2022
3.21

RELEVANT COURSE WORK:

- Principles of Computer Science I
- Principles of Computer Science II
- Discrete Math
- Data Structures
- Computer Organization and Programming
- Linear Algebra I.

Example: Education Section (fixed)

- Degree
- Anticipated graduation month
- GPA Title
- Efficient use of space

EDUCATION

Georgia State University Atlanta, GA
BSc Computer Science, Minor Economics

May 2022
GPA: 3.21

RELEVANT COURSE WORK: Principles of Computer Science I, Principles of Computer Science II, Discrete Math, **Data Structures**, Computer Organization and Programming, Linear Algebra I.

Example: Experience

INTERNSHIPS

The Home Depot Atlanta, Georgia

2019

Software Engineer Intern

- Participate in learning activities around modern software design and development core practices (communities of practice)
- Work under the direction of a more senior engineer to build a well-rounded skillset
- Configure commercial off the shelf solutions to align with evolving business needs
- Create automation scripts for both infrastructure and test cases

Example: Experience (Fixed)

- Fixed Typos
- More specific on time employed
- Used Action verbs
- Used “Accomplished x as measured by y, by doing z” format
- Answered “why you did” and “what you did/learned ”

INTERNSHIPS

The Home Depot Atlanta, Georgia

June 2019- August 2019

Software Engineer Intern

- Participated in activities around modern software design and development core practices by learning how to configured commercial off the shelf solutions
- Conducted appropriate test reviews on assigned projects and presented findings, and offer solutions to management to build an optimized program
- Created automation scripts for both infrastructure and test cases by using automation software to leverage existing scripts that won't need maintenance in the future.

Demo - Let's review a resume!

Additional reading

- Resume:
 - <https://resume.io/resume-templates/simple>
 - <https://docs.google.com/document/d/1eMngiJ4UJ1U2yymFKYBOnIq7i-MGly3E/edit?usp=sharing&ouid=112920194257129380178&rtpof=true&sd=true> ← EIR-developed resume template + tips
 - https://www.marshall.usc.edu/sites/default/files/2018-09/GCS_MBA_Tommy_Trojan_Resume_Guidelines_.pdf ← this has a good “Action Words” section if you’re stuck on phrasing
- General:
 - <https://docs.google.com/document/d/1Q4afRdxXZDFLgQscDkCu0XuHOSGgXipMdBDPe7zFO-E/edit?usp=sharing> ← EIR job-hunting handbook! A gold mine of knowledge!
 - <https://books.codepath.org/student-handbook/> ← CodePath resources on all things job-related

Ok... but how do I apply?

- Timeline: beginning of a semester is best!
- This also varies with the “tier” of company you’re applying to:
 - Large companies: applications stay open through spring but your chances are best applying in the fall
 - Smaller companies: sometimes entire hiring cycles (application opening and closing) will happen in the spring
 - Startups: no rules
- Exception: if you need time to work on your interviewing, feel free to delay a little.
 - FAANG companies will ask LeetCode mediums, on average
 - Most other companies will ask LeetCode easy or easier
 - Some companies do their own thing (multiple choice test, no coding, take-home assignment)

Ok... but how do I apply?

- “Fight the horse-sized duck”
- (It is really convenient to mass apply online but that should be a LAST resort)



Ok... but how do I apply?

- Concrete Tips:
 - Handshake!
 - Career Fairs!
 - People You Know!

Until next time... 🙌

- Have a great long weekend!
- Next lecture we'll start on Git
- Thoughts on next Career Topic?