

Resume Quick Tips

Formatting- Will be read on a screen and not necessarily printed out, so suggest going with smaller font type and margins (9 and .5 if possible)

Length - no more than 1-2 pages for BS and MS students (can do longer for PhD)

Education

Should be the first thing listed after name and contact information

- Degree(s) and major(s)
- Graduation date (expected) include month & year
- Cumulative grade point average (include grading scale if not on a 4.0 scale)
- List **key** coursework enrolled/completed : Algorithms, Data Structures, Intro to Computing, Networking, OS and AI classes are a good start
- Can also include online or supplemental courses: Khan Academy, Coursera, Udacity
- Provide a brief description of any important projects you completed as part of your coursework and outside the classroom (bullet points)
- Skills - List programming languages in order of proficiency. List spoken/written languages.

Experience

Be concise, but include the important details and specific accomplishments

- Highlight accomplishments vs. lengthy descriptions and include coding language used
- Use quantifiable info/achievements wherever possible
- List most recent experience first with employer/company name, position/title, and dates
- Share results from internships, open source projects, mobile app + web development, student groups, hacks/coding competitions, research, and projects (list which are for class vs. personal)

Extras

This is your chance to highlight leadership, scholarships, impressive achievements outside of CS, etc.

Feel free to include years of involvement to show depth of engagement.

- Leadership in CS and non-CS clubs/orgs
- Leisure activities and hobbies
- Placement in coding competitions
- Awards, papers, patents, presentations