



consigliere

@moyodre



How would you write “I changed a light bulb” on your resume?



M

@MuyiwaSaka



Single-handedly managed the successful upgrade and deployment of new environmental illumination system with zero cost overruns and zero safety incidents.

# Comm 2216

## Week 2: Résumés

**The most important document  
you'll ever write!**



# Week 2: Outline

- Preparing to write a résumé
- Organizing a résumé
- Formatting of a résumé
- Wording of a résumé
- Sample résumés.



# Preparing to write a résumé

- What are my strengths and weaknesses? (be honest with yourself)
- What do I have to offer an organization?
- What can I tell my prospective employers that will help them see me as a reliable, responsible, mature, promotable, long-term employee?

**What are employers looking for?**

# What employers are looking for

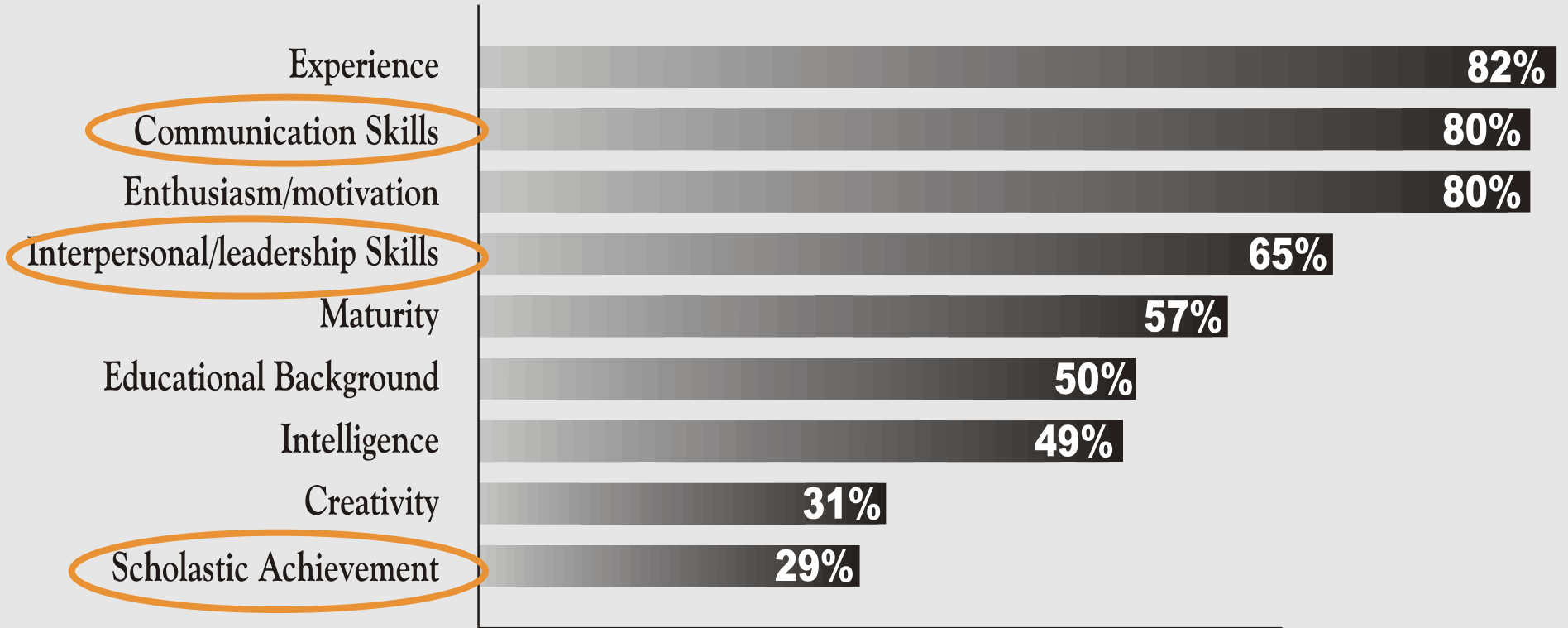
Top five skills employers look for in entry level hires

1	2	3	4	5
Collaboration/teamwork/ interpersonal/relationship- building skills	Communication skills	Problem-solving skills	Analytical capabilities	Resiliency

Top five skills employers look for in mid-level hires

1	2	3	4	5
Collaboration/teamwork/ interpersonal/relationship- building skills	Leadership/ management skills	Communication skills	Industry-specific knowledge and experience	Problem- solving skills

# What employers are looking for

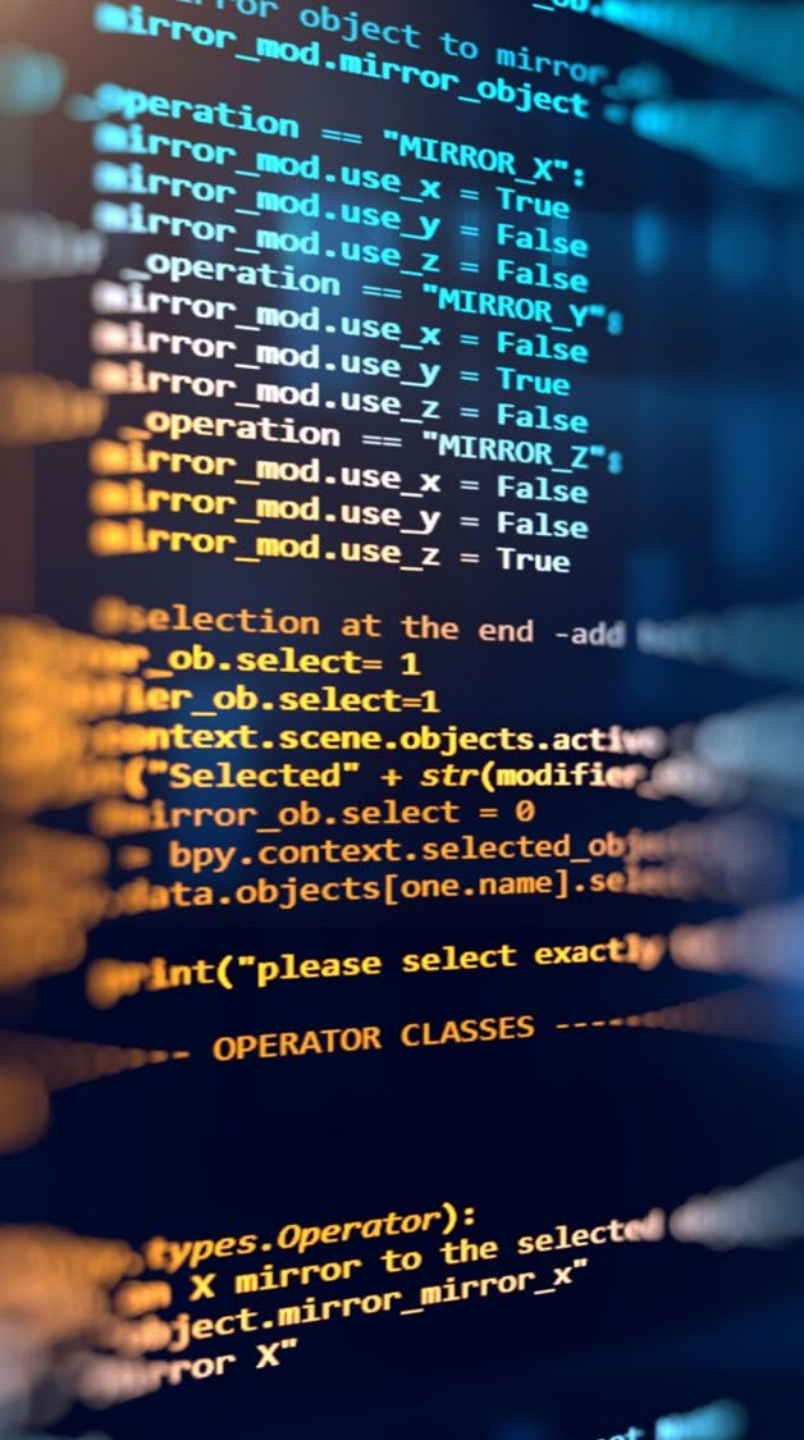




# Descriptions that often come up

- Leadership / Decision-making ability
- Adaptability / flexibility
- Ability to work with others / teamwork
- Dependability / Loyalty
- Willingness to work hard
- Resourcefulness
- Initiative
- Integrity / Honesty
- Stability
- Productivity

For more job-specific descriptors look for job postings on job search sites like we did in the labs



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# Organization of a résumé

- Standard résumé
- Functional résumé
- Focused résumé





# Standard résumé

Title Block

Career Objective (optional)

Skills Summary

Education

Experience

Honours/Activities & Interests/  
Memberships/Special Skills (optional)

References





# Functional résumé

Title Block

Career Objective (optional)

Skills Summary

Experience

Education

Honours/Activities & Interests/  
Memberships/Special Skills (optional)

References

# Focused résumé

Title Block

Career Objective (optional)

Skills Summary

Projects

Related Experience

Education

Other Experience

Honours/Activities & Interests/  
Memberships/Special Skills (optional)

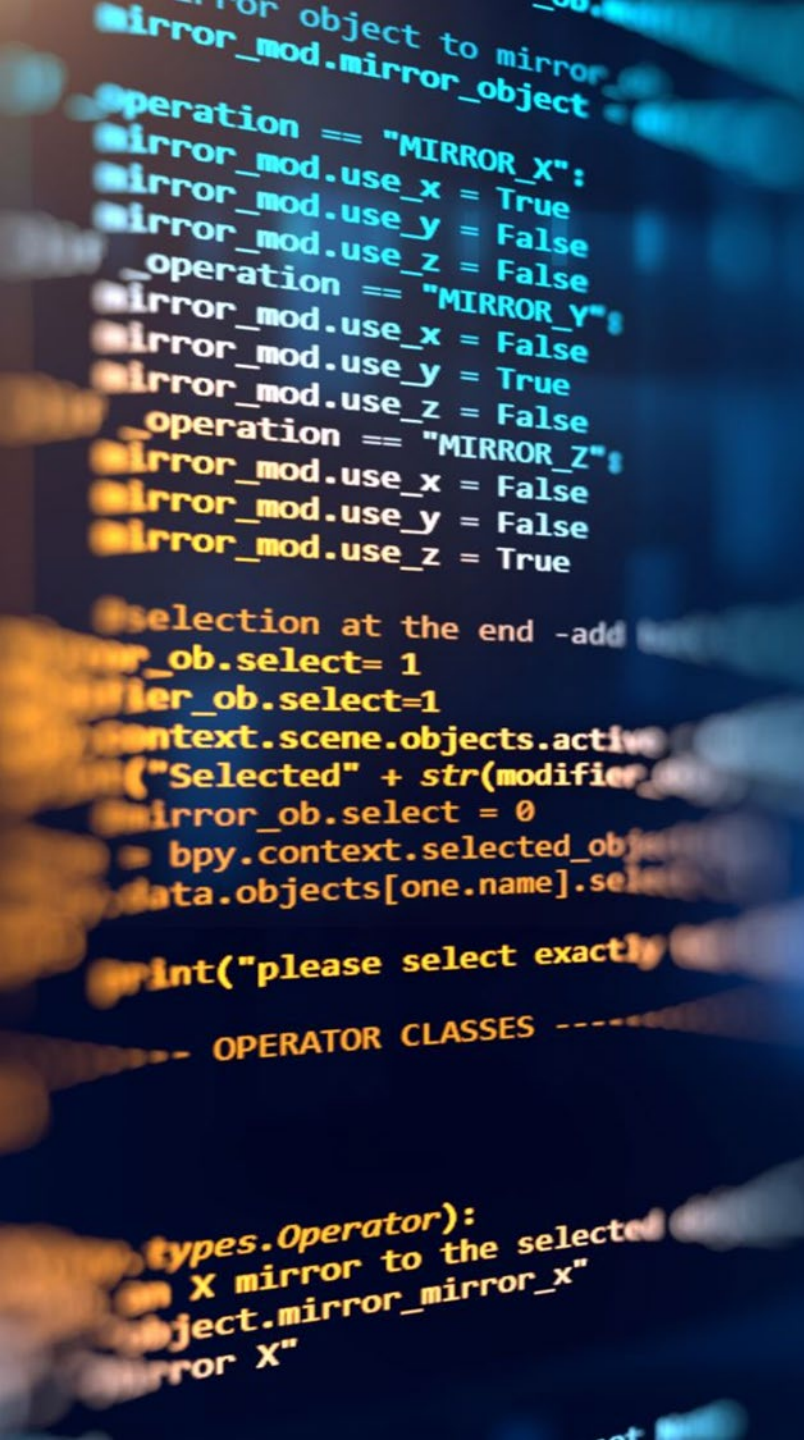
References

# Three-step elimination process (after the software filters)

The look-over

The once-over

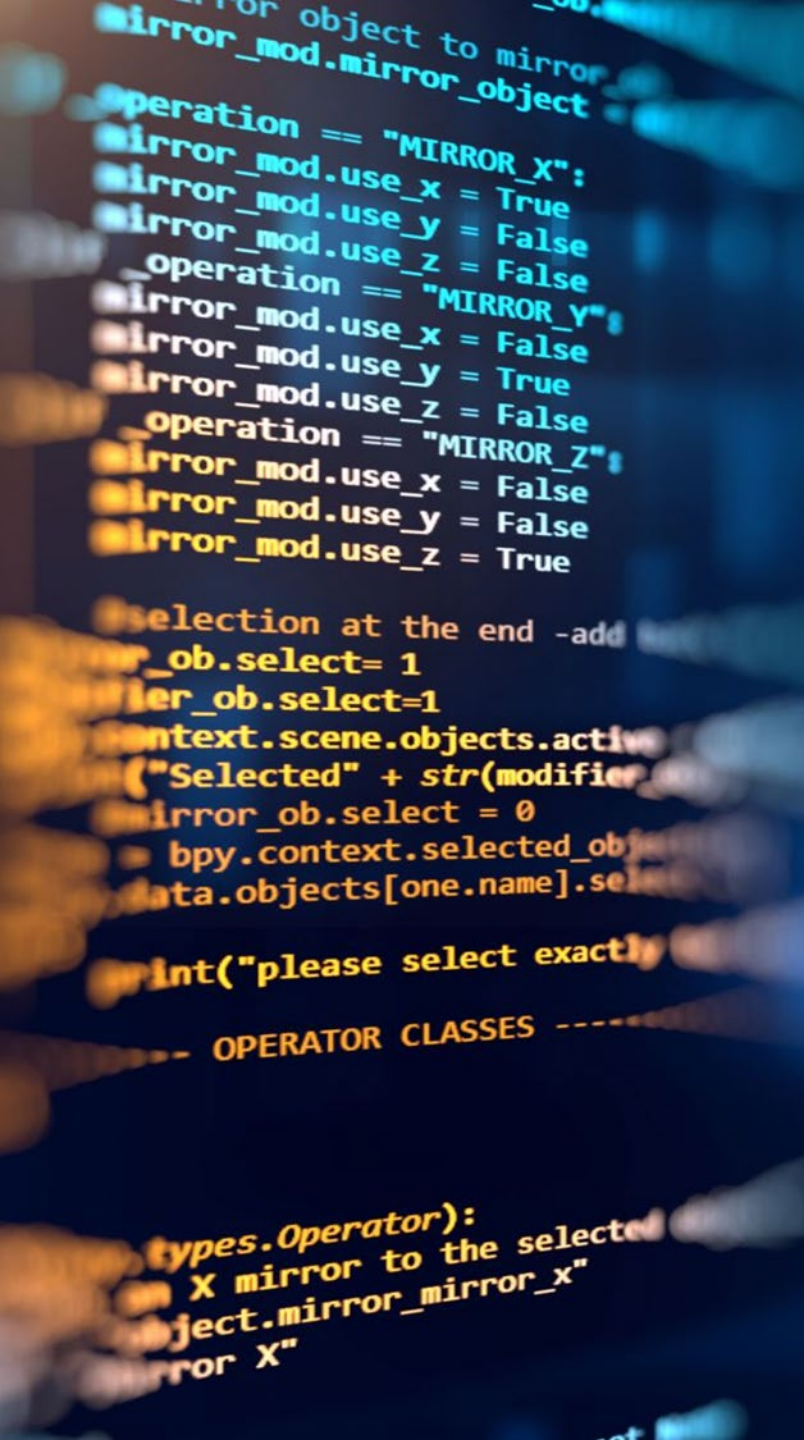
The read-over





# Week 2: Outline

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- Organizing a résumé
- **Formatting of a résumé**
- Wording of a résumé
- Sample résumés.

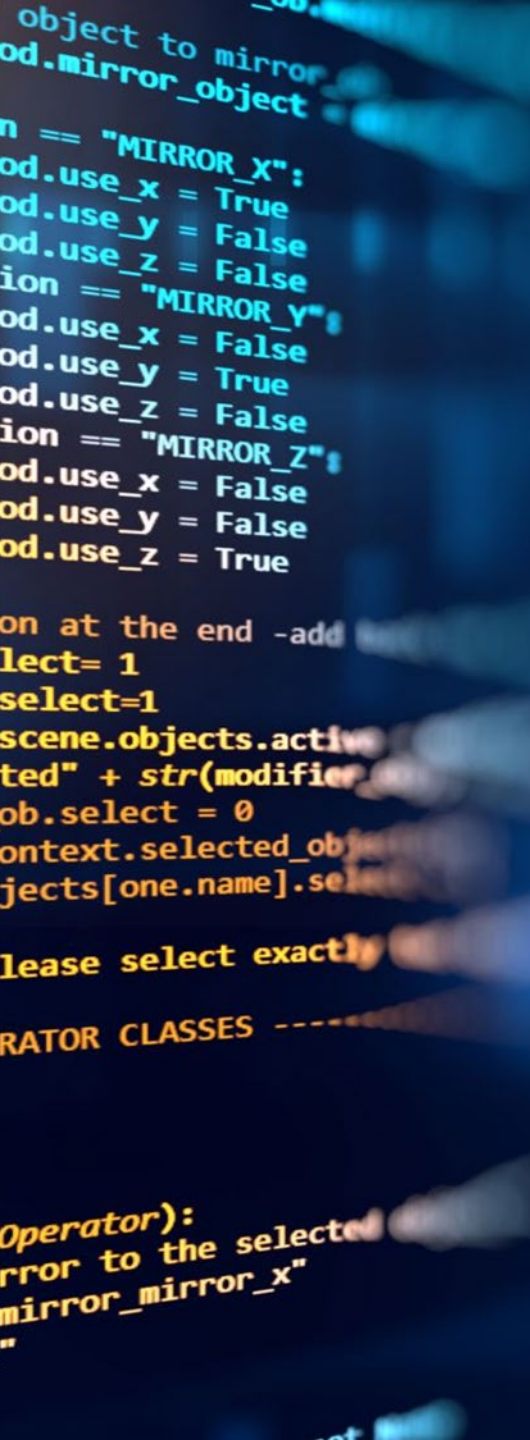




# Formatting of a résumé

The guiding organizational principle in résumés is that you always put the most impressive information first, whether you're creating

- sections
- items within sections
- information within items.



The name is the title of the document.

Profile acts like a skills summary

Technical Skills section lists your languages, tools, etc. – your relevant technical skills.

Projects section helps them visualize what you have done and what you can do for them.

Embed links to these projects so the reader can access them instantly.

# Jxx A. Anon

jaanon11@my.bcit.ca  
778-3??-????

<https://github.com/j-a-anon-a6a523122/>

## PROFILE

**But the contact information does not draw attention.**

- Hold a BSc in Physics and Mathematics
- Developing technical skills at BCIT, 92% average
- Strong time management skills, 6 full courses with 25 hours of part-time work

## TECHNICAL SKILLS

Languages: Java, JavaScript, C#, Python, MATLAB  
Tools: jQuery, Node.js, AJAX, Express, HTML5, CSS, Unity  
Database: Firebase, MySQL  
Workflow: Git, Agile, Unit Testing

**Dates are the least important information. Put them in the margin.**

## PROJECTS

ConEx   QDS20 Hackathon	Jan 2020
<ul style="list-style-type: none"><li>• Event management web application made in a team of 5</li><li>• Broke down tasks and developed a rating aggregation function which showed averages of user's rating from an SQL database</li><li>• Technologies used: Node, Pug, JavaScript, MySQL and Bootstrap</li></ul>	
One-a-Day   UBC Build Day Hackathon	Nov 2019
<ul style="list-style-type: none"><li>• Daily goal web application made in a team of 4</li><li>• Created most Firebase and scripting functionality</li><li>• Technologies used: JavaScript, Firebase, HTML5, CSS</li></ul>	
Tetris Quest   Game Off 2019	Nov 2019
<ul style="list-style-type: none"><li>• 2-D platformer using tetris blocks to create paths</li><li>• Designed the mechanics, levels and created all gameplay code</li><li>• Technologies used: C#, Unity</li></ul>	
EatCO   Academic Project	Sep 2019 – Dec 2019
<ul style="list-style-type: none"><li>• Web application built to inform users of any sustainable practices of a restaurant</li><li>• Broke down tasks, designed the database structure, and read and write functionality to the database</li><li>• Technologies used: JavaScript, Firebase, HTML5, CSS</li></ul>	

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lease select exactly

RATOR CLASSES -----

Operator):
rror to the selected
mirror_mirror_x"
```

Note that these dividing lines separate the headings from their content.

The Education section doesn't need to list skills (or courses). You've already indicated what you can do.

Note the completely parallel structure between these sections

This functions like the Other Experience section in the focused résumé.

Jxx A. Anon

jaanon11@my.bcit.ca  
778-???-????

**Class of 2022  
Graduating Jan 2022**

## EDUCATION

Computer Systems Technology Diploma | 92% GPA  
*British Columbia Institute of Technology*

Bachelor of Science | Major in Physics, Minor in Mathematics  
*University of Alberta*

June 2019

## EXPERIENCE

Front of House Manager  
*The Raving Gamer*

Mar 2019 –  
present

- Learned over 100 boardgames and able to teach them to customers
- Able to perform multiple roles in a fast-paced retail and service hybrid environment

Class-in-Charge Mentor  
*Math4Me*

Aug 2017 –  
Mar 2019

- Managed a small team of mentors in instructing their mentees while instructing my own
- Communicated with clients about the student's progress and provided progress reports to the owner about the state of the classroom

Residence Assistance  
*University of Alberta Residence Services*

Aug 2014 –  
May 2017

- Planned residence and campus-wide events in small teams and individually
- Documented incidents in reports for management
- Attended regular meetings to discuss project plans and update team members on the state of our own residences



# Week 2: Outline

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# Wording of résumé items

Focus on activities and accomplishments that showcase leadership, initiative, teamwork, resilience and so on.

Show the employer that you're exactly the kind of person they would want to hire.

It doesn't matter in what industry you gained your experience or demonstrated your attributes. They're transferrable.

```
object to mirror...  
od.mirror_object =  
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ob.select = 0  
ontext.selected_obj  
jects[one.name].select  
  
lease select exactly  
  
RATOR CLASSES -----  
  
Operator):  
rror to the selected  
mirror_mirror_x"  
"
```

Strong verbs describe what you did and help the employer visualize you as active and as capable in the workplace

Strong, positive adverbs and adjectives continue to paint a flattering picture of you and your abilities

## Work and Volunteer Experience

Barista

Starbucks Coffee

2008-2011

- Helped and served customers' coffee needs effectively and efficiently
- Built relationships with customers and coworkers demonstrating strong interpersonal and customer service skills
- Developed better skills in time management, organization, and teamwork

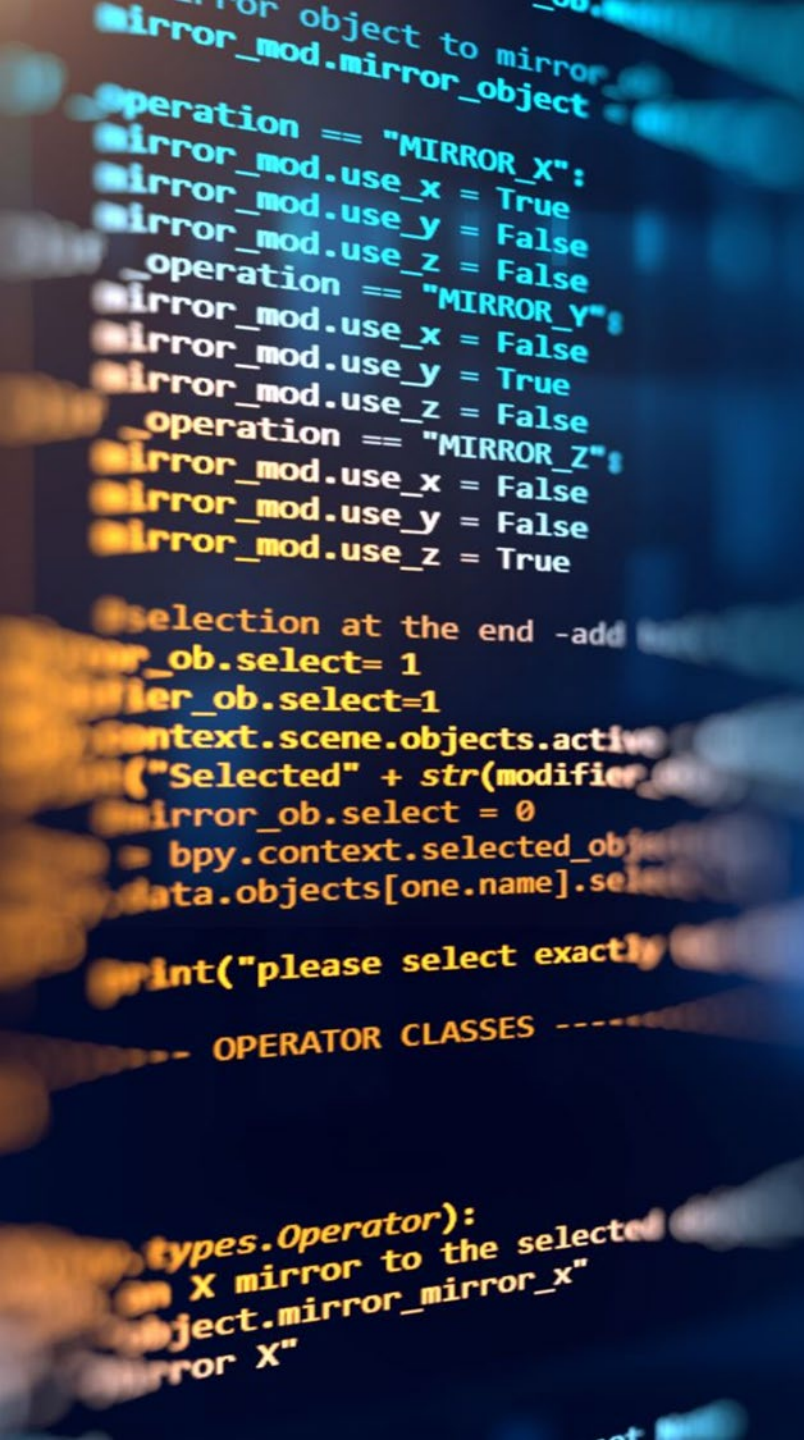
A focus on skills help employers imagine you performing with similar effectiveness at your next place of work

# Use the Action + Task + Result method

**Action (What)** + **Method or Purpose (Task: How and Why)** + **Accomplishment (Result)**

E.g.

Created dynamic website with group of four using HTML 5 and CSS, resulting in 10 responsive pages.





Use the Accomplished [X] as measured by [Y] by doing [Z] method

Alternatively

Accomplished [X] as measured by [Y] by doing [Z]

E.g.

Redesigned the user interface, leading to increased site load speed, by incorporating JSON elements into the website design.



# Take your cue from the job ad

## Job ad:

Ability to work independently and proactively within a team-oriented environment.

Demonstrated proficiency in the following technologies: Java, JSON, JEE, JavaScript, HTML, SQL.

We provide highly trained and qualified technical consultants to external organizations

Created a website with a partner using JAVA, HTML5, CSS that incorporated multiple math challenges for the end users

# Summary

Employers have a hard time deciding whom to call for the interview. They rely on the résumé and cover letter to make up their minds.

Your résumé and cover letter have to assure the prospective employer that you meet their requirements, so base your documents on the wording of the job ad (or similar job ads).

Provide not just a clear impression of what you know and what you can do, but also what you are like as a person, what you would be like to work with.

Most applicants are more or less equally qualified. What can you say to make yourself stand out?



```
for object to mirror...
mirror_mod.mirror_object

operation == "MIRROR_X":
    mirror_mod.use_x = True
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    mirror_mod.use_z = True

#selection at the end -add
mirror_ob.select= 1
modifier_ob.select=1
context.scene.objects.active
("Selected" + str(modifier_ob.name))
mirror_ob.select = 0
= bpy.context.selected_object
data.objects[one.name].select

print("please select exactly one object")

-- OPERATOR CLASSES -----

bpy.types.Operator):
    "X mirror to the selected object.mirror_mirror_x"
    "Mirror X"
```

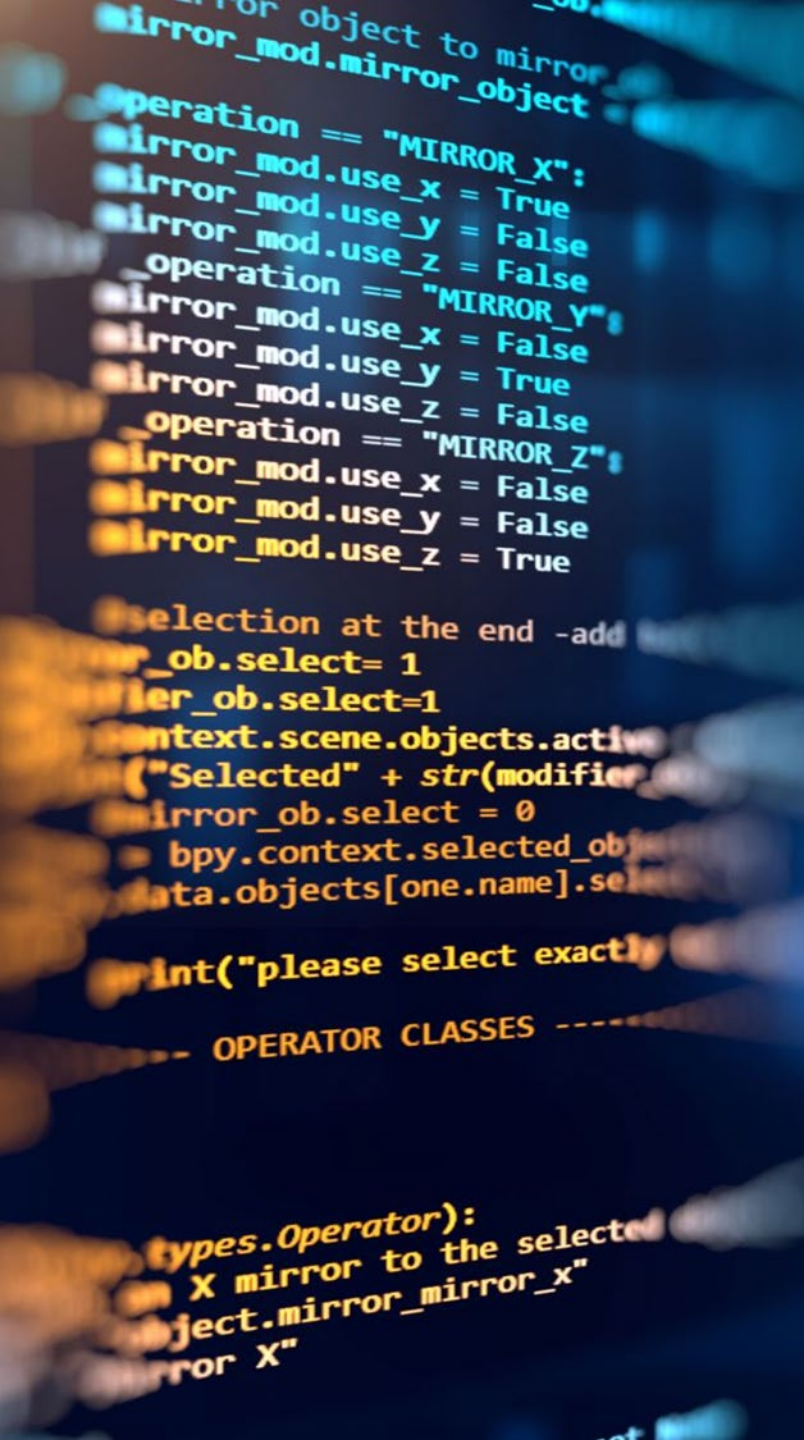
# Comm 2216

Week 2: Résumés II  
Online Applications



# Tweaking online submissions

- Large companies use in-house applicant tracking systems; smaller companies often subscribe to such systems.
- Software checks for specific terms (found in the ad's job description):
  - Paste job description into a cloud-generator to see what terms are most emphasized.
  - Use those key words in your résumé: skills list and job/education sections.
  - Paste the resume and job description into an online ATS evaluation service.



# Skybox Labs

Co-op Engineer May 2020

Build amazing experiences in *Halo Infinite*, connect players across platforms in *Minecraft*, unleash your creativity on original IP or think strategy with *Magic: The Gathering Arena*. SkyBox Labs is a game development studio that works on some of the world's most iconic games. Our current projects include working as a co-developer on *Halo Infinite*, projects in the *Minecraft Universe*, supporting the development of *Magic: The Gathering Arena*, and original title, *Stela*. As one of Vancouver's fastest-growing game studios, since our inception in 2011, SkyBox Labs has evolved from a group of 8 people developing independent projects to a team of over 180 engineers, artists, designers, producers, and more.

Come join us as Co-op Software Engineer to work on one of our game teams! While working on cutting-edge technology, this role will allow you to expand your skills in software and game development, while experiencing a supportive and positive work environment that allows time for work-life balance and playing the games we build!

**This role is reserved for a student looking for a 4-month or 8-month co-op experience starting in May 2020.** During your time at SkyBox, you will work on exciting SkyBox IP or on one of our AAA game development teams. You will also have the opportunity to join in on all our learning initiatives and studio events, which will expose you to all of our game teams and give you inside knowledge into what it's like to develop a successful game from scratch.

## Responsibilities

- Build software in C# and/or C++ by using a priority game engine or Unity
- Collaborate with designers, production and software engineers to run development features
- Execute on software development tasks independently, but still know when to ask for help
- Push the boundaries of what you know by learning new technologies and systems to meet our technical and business needs

## Qualifications

- Personal or professional game development experience (we love to see your personal projects!)
- Fluency in C# (Unity) and C++
- Strong math skills for 3D game development
- Strong written and oral communication skills
- A commitment to self-direction, collaboration and constant improvement
- Ability to thrive in a dynamic work environment

Nice-to-have:

- A passion for games!

Please note, only those who share a github account or the like will be considered as an applicant. Priority will be given to upper year students.

## A Culture of Empowerment, Collaboration and Personal Growth

Our studio's success can be attributed to our culture of empowerment, collaboration and personal growth. We employ a flat structure where all team members are heard, respected and trusted. We encourage knowledge sharing and personal growth through our many Lunch & Learns and frequent feedback. This culture is underscored by our strong commitment to work-life balance. One major thing that we're proud of is that we've been able to grow a 140+ person studio while cultivating an inclusive grassroots culture. We value our team members' various backgrounds, hobbies, skills, and interests and this is demonstrated through our broad spectrum of social clubs: Join our soccer team, fitness group, potluck club, or one of our many D&D groups - you can even start your own!

SkyBox Labs is proud to be an equal opportunity workplace, dedicated to pursuing and hiring a diverse workforce.

Learn more about us at <http://skyboxlabs.com/>

Although we appreciate all interest, only those candidates selected for an interview will be contacted.



Wordcloud.com

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Self-direction  
Strong  
Experience  
Unity  
Learn  
collaboration  
games  
personal  
Passion  
projects  
ask  
help  
systems  
growth  
skills  
new  
math

C++  
C#



Empowerment, collaboration,  
personal growth



Fast-growing

C#

C++

Unity

Collaborate

Independent, ask for help

Learn new technologies and systems

Experience personal projects

C# , Unity, C++

Strong math skills

Self-direction, collaboration

Passion for games

Empowerment, collaboration, personal growth

Jxx A. Anon

jaanon11@my.bcit.ca

778-3??-????

<https://github.com/j-a-anon-a6a523122/>

## PROFILE

- Hold a BSc in Physics and Mathematics
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- Strong time management skills, 6 full courses with 25 hours of part-time work

## TECHNICAL SKILLS

**Languages:** Java, JavaScript, C#, Python, MATLAB

**Tools:** jQuery, Node.js, AJAX, Express, HTML5, CSS, Unity

**Database:** Firebase, MySQL

**Workflow:** Git, Agile, Unit Testing

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- Broke down tasks and developed a rating aggregation function which showed averages of user's rating from an SQL database
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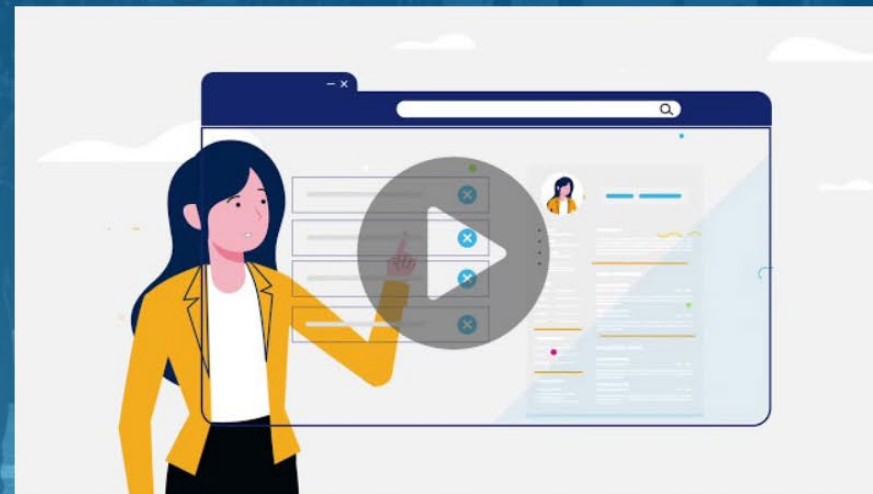


## BOOST YOUR INTERVIEW CHANCES

Optimize your resume for your next interview

TRY SAMPLE RESUME AND JOB

TRY LINKEDIN OPTIMIZATION



Learn why optimizing your resume is essential in one minute

## GET PAST RESUME ROBOTS

Over 90% of large companies use Applicant Tracking Systems. These systems analyze resumes and CVs to surface candidates that best match the position, but qualified applicants slip through the cracks. We have researched the top systems and built our resume checker based on their common patterns to help you get noticed.






Results

← →

🔍 ☆ ⚙️ 👤 ⋮

📱 Apps 🐞 News 📄 Retire 📄 Recipes 🍷 🍷 draw lessons 📄 Sktchbk 📄 W.O. 📄 LLBC 📄 DaB 📄 Games 🕒 Bikeroom 📄 Design 🌐 OUP Resources 📄 AC 📄 hike 📄 language 📄 music 📄 Race 📄 camtasia



LOG IN SIGN UP

THIS IS A SAMPLE REPORT (not actual user data)

☆ Amazon ✎

SHARE PRINT REPORT

SCAN REPORT

Resume

Resume Findings

Hard Skills

Soft Skills

Other Keywords

Cover Letter

Recommended Jobs

SCAN OPTIONS

☐ Recognize Plurals

UPDATE RESUME & RESCAN

POWER EDIT DEMO

Resume

Cover Letter

OVERVIEW

MATCH RATE

Guide Me

Add more missing skills into your resume to increase your match rate to 80% or above.

63%

ATS FINDINGS

6 / 7

RECRUITER FINDINGS

2 / 4

SKILLS MATCH

17 / 43

PREMIUM FORMAT CHECKS

1 / 2

COVER LETTER CHECKS

4 / 5

ATS FINDINGS

ATS TIP

SKILLS AND KEYWORDS

JOB TITLE MATCH

EDUCATION MATCH

SECTION HEADINGS

DATE FORMATTING

✓

✗

✓

✓

✓

✓

Adding this job's company name and web address can help us provide you ATS-specific tips.  
Company: Amazon (Edit) | URL: www.amazon.com (Edit)  
ATS Matched: ICIMS - Amazon uses ICIMS  
[View ICIMS Tips \(4\)](#)

You are missing 2 important high-value skills on your resume.  
For example, customer experience appears on the job description 3 times and is not on your resume.  
You are additionally missing 13 other hard and soft skills.  
Review your missing skills below.

The job title 'Product Manager', from the job description is also found in your resume. We recommend this to be the case to ensure you're found when recruiters search by job title.  
[Incorrect job title in the job description?](#)

This job doesn't specify a preferred degree.

We found the work experience section in your resume.

We found the education section in your resume.

The dates in your work experience section are properly formatted.

# Tweaking online submissions, cont'd

- Software is often not good at reading normal document formatting, so avoid headers, tables, abbreviations, cursive fonts, and graphics.
- Consider creating two résumés: a fully formatted one for human readers and another for ATSS.
- This applies to application letters as well.

# Summary

- Match your application to the employer's requirements as described in the job ad (or on their website)
- Figure out what qualities or skills they emphasize (or use a word cloud).
- Match your application to their requirements by using the same words; this creates better matches for applicant tracking systems
- Applicant tracking systems are kind of dumb; they focus on word matching, so remove headers, graphics, tables and so on that may confuse the ATS' OCR function
- Consider using an online application evaluation service (or your own attention to detail) to see how well your package matches the employer's requirements
- Online applications come in two forms:
  - You may be asked to attach documents
  - You may be asked to paste your application documents (text) into a window
  - Or you may be asked to do both



# Homework for Week 2

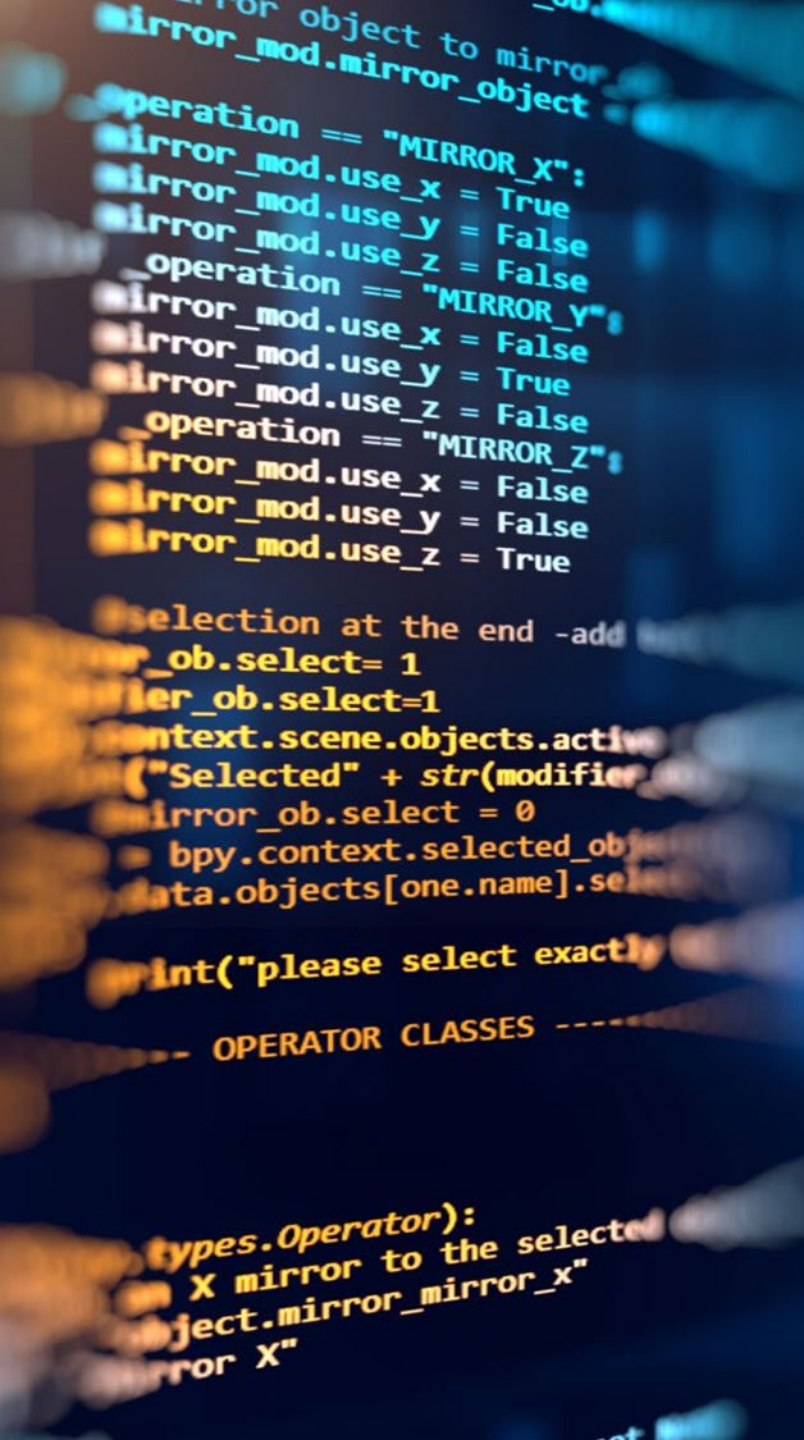
## Lecture

Read Chapter 15 of the textbook and do Chapter 15 Quiz in the Quiz section of the Activities tab in D2L: 1%

Quiz deadline is 23:59 on Sunday, Sept. 29.

## Lab Prep

Create a résumé specific to the job ad for which you are creating your application package. We are going to peer edit the résumés in the lab.



```
mirror object to mirror_mod.mirror_object
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# Questions?

