Resume 101

Based on CCPD's advice (in their Resume Writing and Beating the Bots workshops), and my own experience as a working professional.

Alice Bibaud

Definitions

CCPD: Center for Career and Professional Development. They run the career center at RPI!

Resume: Collection of your relevant professional information - usually formatted into a page.

Cover Letter: Letter to the company you're applying to work for - selling yourself.

CSV: Long, curated collection of professional experience and reasons for why you should work for the company you're applying to. Often required for European positions.

Note: **I will only be talking about Resumes today.**

Things to Note

- Recruiters look at your resume for between 6 and 15 seconds.
    - Almost no time!

- Most companies (even smaller ones) use Applicant Tracking Systems; they use BOTS!
    - So formatting and key words are quite important

- Relevant stuff belongs at the top
    - Then sort in reverse chronological order (most recent stuff goes to the top)
    - You want skills close to the top

- Online and In-Person resumes will look different.
    - I'll show you the difference!

Don't's

- No acronyms!
    - RPI, BS, RCOS, TA, AI, RPISEC, ARM, UST, UPAC, ect…
    - Only VERY commonly known acronyms (FBI, CAD) should be used

- No abbreviations!
    - Write out months in dates: January 2020, as opposed to 01/2020
    - Tech / Technician

- Columns, rows, or tables…
    - Think of the bots! They read top to bottom, left to right.

- Templates.
    - You need more control!

- List every language you've ever used.
    - Only what you're comfortable interviewing in.

Formatting

- Use a machine readable font:
    - Cambria   Calibri
    - **Arial**   Helvetica
    - Garamond   Tahoma
    - Times New Roman   Verdana

- Bullet points
    - We like those! However,
    - ● Use
    - - These
    - ○ And
    - ◆ Not
    - ↣ ↵ ♀ ⬆️ → ⬚ ☆ ☆ ⊛ ⬚ ⬚These

How do you Write a Resume? In parts!

- Objective
    - What are you looking for?

- Education
    - Put END date in - graduating May 2023, for example
    - GPA if you're proud of it

- Skills
    - Software, leadership,... anything they ask for in the job description ;)
    - You can write things in even if you're "mediocre" or "just proficient".

- MAIN BODY: Work Experience / Coursework / Research / Projects
    - Put whatever is most impressive at the top!
    - Then sort by reverse chronological order (most frequent experience at the top of the list)

How do you Write a Resume? (Continued)

- MAIN BODY (Continued)
  - Bullet Points will contain your main experience
    - Don't be super detailed - keep it to your core responsibilities / major projects

  - Action Verb, What / Who, Purpose, How / Why
    - Compiled data (contacts, course lists, requirements) on degree and certificate programs about robotics and PLC's (programmable logic controllers) for a future central directory to connect robotics talent with hiring managers

  - CCPD recommends 3-4 bullets
    - This doesn't always work out
    - Just make sure the important stuff is represented in a digestible, relevant way.

- Honors / Clubs / Scholarships / Awards
  - Keep it short - but flex if you can!

- Interests
  - Show that you're both multifaceted, and into what you're applying for!

Disclaimer

Everyone has something they can put on a resume!

Even if you have no professional experience, you definitely *do* have:

- RCOS
    - You're a software developer!
    - Can list this as a project, research, and / or coursework

- Coursework
    - Very rigorous RPI courses
    - Relevant to the experience you're applying to

Example

Alice Bibaud

Troy, NY · Phone # oop · Los Gatos, CA

alice.bibaud@gmail.com

Objective
To meaningfully and positively affect the world through software development in a co-op, internship, research, or service setting during the Fall 2021 or Spring 2022 seasons.

Education
Rensselaer Polytechnic Institute (RPI) Troy, NY   Expected Graduation: May 2023
Bachelor of Science in Computer Science

Skills
Programming Languages C++, Python, C
Interfaces, IDE's, Applications, DAWs Linux, Unix, EMAC, Vagrant, LaTeX, Xcode, Eclipse, Logic Pro X, Pro Tools

Work
Computer Science Department RPI - Mentor   January - May 2021
- Lead lab sections for CSCI 1100, Computer Science I
- Assist students with python concepts, writing and debugging code in labs, and navigating RPI as a CS student

Atomera - Quantum Engineered Materials Los Gatos, CA - Data Systems / Clerk   January - February 2019
- Amassed, translated, organized, and compiled data pertaining to company-held stocks, patents, customers, employees, investors, and quarterly meetings from various physical sources
- Directed the adoption of an efficient digital filing system

Coursework
Rensselaer Center for Open Source (RCOS) RPI   Fall 2020 - Present
- Mentor projects in Spring 2021 - grade other students according to contribution quality and quantity, facilitate communication between leadership and students
- Contribute to the LinuxONE project by converting x86 open source code to s390 for IBM mainframe use

Research
Advanced Robotics for Manufacturing Institute (ARM) - Research Associate   July - August 2020
- Compiled data (contacts, course lists, requirements) on degree and certificate programs about robotics and programmable logic controllers (PLC's) throughout the Great Lakes region for a future central directory to connect robotics talent with hiring managers

Robotic Assistance for Activities of Daily Living for People with C4-C7 Spinal Cord Injury Tufts University @ Medford, MA - Research Associate   August 2018
- Programmed, designed, and built an automated Lazy Susan as part of a table (including an automated arm, an x-y grid, and an AI-equipped camera), part of a greater environment meant to assist people with spinal cord injury
- Employed Arduino Interface and its associated language

Leadership
Union Show Technicians (UST) RPI - Sound Administrator / Technician   January 2020 - Present
- Organize events, distribute equipment, direct team communication, log hours of employees, and train new members
- Process and mix electrical signals during live shows on company audio and lighting boards
- Protect, set up and take down electrical equipment for event sound and lights

CS Diversity and Inclusion Committee RPI - Student Representative   August 2020 - Present
- Collaborate with students and faculty in the Computer Science department to create infrastructure that better supports members of underrepresented minority groups on campus

Alpha Gamma Delta Zeta Eta Chapter @ RPI - Director of New Member Experience   January 2021 - Present
- Introduce and develop a foundation of sisterhood, enthusiasm, education and pride in new affiliations
- Guide new members in understanding the responsibilities of membership, while making certain chapter members continue to welcome new members to the chapter.

Honors
Rensselaer Leadership Award   Rensselaer Dean's Honor List   National Society of Leadership and Success

Activities
Women's Association for Computing Machinery (ACMW), Alpha Gamma Delta, Audio Club, Computer Science Diversity and Inclusion Committee, Audio Engineering, Classical music Composition

In Person / Online

- In Real Life:
    - You want to stand out and be remembered
    - A recruiter might look at your resume for a bit longer
    - Robots aren't reading this!

- Advice for career fairs:
    - Make it cool and memorable, while still keeping it professional
    - If you can, highlight your skills in a clever way!

- However
    - You really don't ~need~ a quirky resume
    - I just think they're cool :)

Example - Designer

MARY BROWN
DESIGNER

2315 Wellswood
Curve Bloomington,
MN 55431. USA

341.123.4567

mbrown@gmail.com

EDUCATION

**Associate of Arts in
Graphic Design**
DAKOTA COUNTY TECHNICAL COLLEGE,
ROSEMOUNT, MN
Aug 2013

**Bachelor of Arts in
Marketing Communications**
METROPOLITAN STATE UNIVERSITY,
ST. PAUL, MN
Dec 2011

CORE COMPETENCIES

Design Conceptualization
and Development

Photo Shoot

Campaign Management

Project Management

Marketing Advertisement

Event Planning

PROFICIENCY

Proficient:	Adobe InDesign
	Illustrator
	Photoshop
Basic knowledge:	Adobe Dreamweaver,
	Acrobat
	Flash
	Microsoft Word
	PowerPoint

PROFESSIONAL EXPERIENCE

2013 – Present
Designer | LIFETOUCH PHOTOGRAPHY - Eden Prairie
Collaborate with cross-functional teams in identifying, conceptualizing, and implementing creative plans for the annual Lifetouch Sales meeting.

2012– 2013
Intern | HOSPITALITY HOUSE YOUTH DEVELOPMENT - Minneapolis
Facilitated training to new interns regarding the overall mission and vision for the organization, internally and publicly, as well as for the marketing and creative direction initiatives.
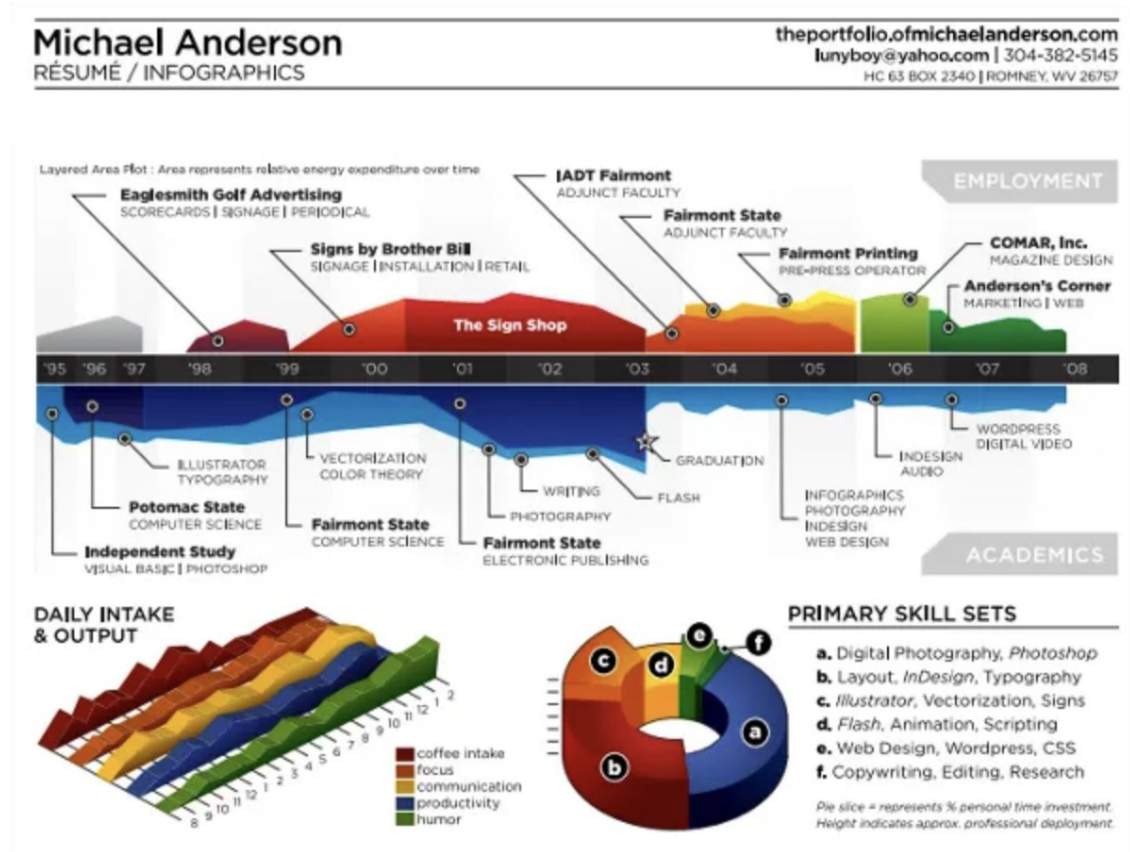
2012
Design Assistant | EVEREVE - Edina
Proactively participated in brainstorming and decision-making processes to guarantee compliance with standards across the board, which included photo shoots, in-store styling techniques, and overall mission and vision of the business.

ACTIVITIES

2008– 2009
Admissions Ambassador
UNIVERSITY OF MINNESOTA-Twin Cities, Minneapolis

Example
- dude who
makes Infographics

Fun ideas to try…

- If you want to build a UI for a certain website
    - format your resume according to what that website would look like

- Build a personal website
    - [Cool template](#) from an RCOS alum!
    - Throw a QR code on your resume linked to it

- Monospace font
    - Bots don't like it,
    - but it's so much prettier and more legible than all the other options
    - Also shows you're a person of good taste

Sources and Resources

Benji Prashker's Personal Website Template: https://github.com/prashb99/PersonalWebsiteTemplate

Beat the Bots CCPD Workshop: https://rpi.app.box.com/s/it45g2y0cmmdkpajifk1j9fa9a3ar9vp

First Year Resume CCPD Workshop: https://rpi.app.box.com/s/3mwvcvmu3o9fznj6osbg9kcnr8zyq48v

Writing Effective Bullet Points CCPD Workshop: https://rpi.app.box.com/s/xvtig9fusvpn3pt3e5iolmro1f9wj629

20 - Minute Resume CCPD Workshop: https://rpi.app.box.com/s/2lkiocvcwu66x41s9hqw0fl98jawkjw4

Thank You :)