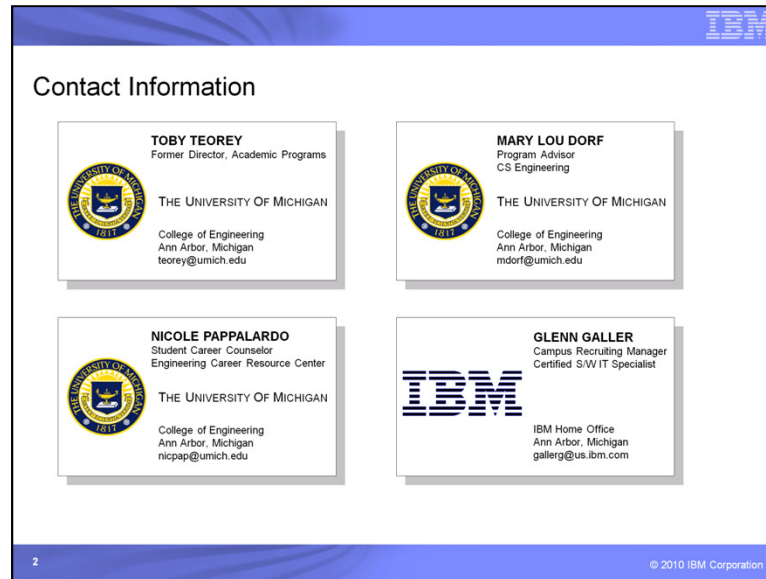


IBM and the University of Michigan

Recruiting Advice for University Students

November 18, 2010

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Toby Teorey	(Univ of Michigan, Professor Emeritus, CS)
Nicole Pappalardo	(Univ of Michigan, EECR, Counselor)
Glenn Galler	(IBM, Campus Recruiting Manager)




Toby Teorey is Professor Emeritus, Computer Science and Engineering, and formerly Director, Academic Programs for the College of Engineering (CoE 2005-2009). He oversaw the first year courses Engineering 100, 101, and 110, and served as the Chair, CoE Curriculum Committee.

Mary Lou Dorf is on faculty in CSE and is the Program Advisor for CS-Engineering. She oversees the Computer Science in Engineering major and is a resource for CS majors. She interacts with representatives of numerous companies interested in hiring CS graduates.

Nicole Pappalardo is the Student Career Counselor in the Engineering Career Resource Center (ECRC). She can provide resume and cover letter critiques, mock interviews, graduate school assistance (applications, personal statements, etc.), as well as job and internship search assistance.

Glenn Galler is the Campus Recruiting Manager for IBM. He has been a recruiter at the University of Michigan for the IBM Software Group since 1998. He has participated in all aspects of recruiting including: 1) Interviewing on campus, 2) Positioning students for Hiring Managers, 3) Creating offers for students, and 4)

Interacting with the University of Michigan Engineering Career Center.



Why would we tell you the secrets of recruiting?

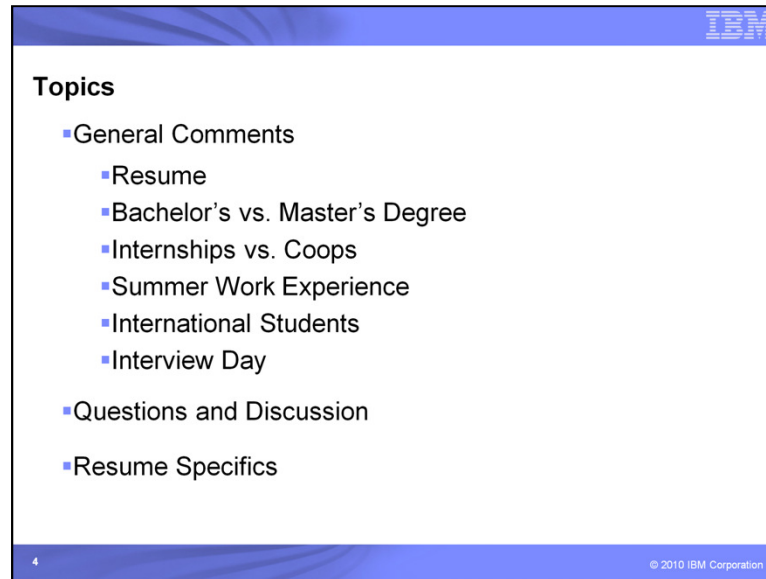
- Recruiters are generally not the “hiring managers”
 - Recruiters must “sell” students to hiring managers
- Students must “distinguish themselves” to recruiters
 - Students create the “sales case” for the recruiters
 - Competition is with U-M peers and students from other top schools
- Be as good as you can be when you leave the U-M
 - Take advantage of opportunities here at Michigan
 - Be successful in your summer positions
 - Know how to “Distinguish Yourself”
- Make “sales case” for recruiters to use with hiring managers

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Generally speaking, the recruiters who come to campus are not the hiring managers (managers with opening in their departments). The recruiters on campus are familiar with the university, the faculty and the administrators. The recruiters job is to identify students that match job openings in the company and then turn around and sell those students to the hiring managers. The students job is to “distinguish themselves” so that they are not only better than their peers at the University of Michigan, but they are also better than students in other good schools in the United States.

Through this presentation, we want you to be as good as you can be by taking advantages of opportunities here on campus and summer work positions with employers. The information in this presentation will allow you to create an excellent “sales case” for the recruiter to use with the hiring managers.



In this session, we will cover the things you might want to think about as you go through the University of Michigan. The items we will discuss will prepare you for interviewing for a job after completing your degree program. We will identify some good ideas to include in your resume and some things to avoid putting into your resume. We will cover when it is a good idea to continue on for a MS degree following a BS degree. There will be a discussion of the difference between Internships and Coops and the advantages of doing one over the other. We will identify some good things to do when you are working for a company. We will cover some information for International students on F1 Visas. We will also discuss some strategies for the interviewing with a company recruiter. Finally, we will go over some common resume mistakes so that you can avoid them in your resume.



Resume: General Comments

- Name your resume:
 - *Firstname_Lastname_Resume.PDF*
- The resume doesn't need to say everything about you
- Recruiters read the resume in 15 seconds
 - Clear and well-organized
 - PhD resumes can be multiple pages,
 - BS/MS must be 1 page
- Information to Avoid:
 - Too much about "High School" (makes you look younger)
 - Too much about your hobbies
 - Long sentences about projects

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The resume is the document that allows you to explain your education, skills and work experience. It needs to be specific and relevant to the job you are interested in obtaining. You can have more than one resume if you are interested in more than one type of job. Generally, university students have only one resume. The resume does not need to show every detail in your life.

Most recruiters review many resumes for each job opening. They often need to narrow down a set of resumes if they have a limited number of interview slots. The recruiter needs to size up a resume in about 15 seconds before they look at the details for a longer period of time. A clear and well-organized resume makes it easier for the recruiter to do this.

A resume for a BS or MS major should fit on one page. I have rarely seen a resume that warrants more than one page. When it is longer, it is usually because there is too much detail or there is work experience that should not be on the resume. A resume for a PhD candidate will always be longer than one page because Doctoral candidates have publications that need to be listed in the resume.

A college student should avoid putting too much information about their High School experience. Your high school education was undoubtedly impressive since you were accepted into the University of Michigan. However, the more information you put in your resume about your High School years, the more younger you appear to the recruiter. Your High School education got you into the University of Michigan, but it is your college experience that will get you your job. If you were the Valedictorian or you had very high SAT scores, then you can put these on your resume in the

Awards/Honors section. However, I would generally avoid listing your High School under the Education section.



Resume: General Comments

- Able to talk about anything on resume
 - Not good to say “too long ago”, “don’t remember”
- List “Permanent” or “Summer” and “Availability Date”
 - Goes in Objective Statement
- Put Visa Status on Resume (US Citizen or Perm Resident)
 - Especially if you have a foreign-sounding name
- List Leadership Positions on Resume

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You should be able to talk about or expand on anything that you put in your resume. It may be necessary to review your resume prior to an interview. If you are a Senior and you have a course listed that you took as a Sophomore, you should review a few things about that course so you can sound as if you just took it yesterday. It is never good to tell a recruiter, “I took that course a long time ago and I really don’t remember it very well.”

It is a good idea to be able to immediately talk about your resume for 15-30 seconds. This can be in response to a question like “tell me about yourself”. You should be able to do this without looking at the resume. This also allows you to control the direction of the interview. It is equally important not to ramble on during this time. This response should be well-thought out and specific to your skills and interests.

It is good to put near the top of the resume that you are looking for a Permanent (full-time) position, or a Summer (3-4 months) or Coop (6-8 months) job. It is okay to say that you could do either a Summer or Coop position. The resume is often passed between Hiring Managers and this type of information will be useful to them. If you are a US Citizen or a Permanent Resident, you could list this on your resume, too.

It is also good to mention any true leadership positions that you have had with real responsibilities. A leadership position indicates that you will be able to lead others in a team environment.



Resume: General Comments


- Work Experience (what Recruiter looks for):
 - What companies wanted to hire you
 - Was your summer experience good?
 - Did you get a good recommendation from the manager?
 - If the company gives you an offer,
 - Great.... but convince me why you are talking to me
 - Multiple summer jobs with the same company
 - Great... but convince me why you are talking to me
 - Working part-time for the company
 - Great... but convince me why you are talking to me

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Your summer work experience is very important. The work should be in your field of study. You can work for a company or you can work on a research project with a Professor. The summer work experience allows a company to evaluate you and for you to evaluate the company. You should make every effort to fit into the team and to work well with others. It is crucial for you to get on well with the Manager of the department.

When a recruiter is asking you questions about your work experience, they are looking to see if you had a good experience with the company. Your experience with one company is a good predictor with how you may work out with their own company. When you are discussing your summer jobs, you should be positive about your work and you should convey how well you worked with the other members of the team. The recruiter will want to know if you received a good recommendation from your Manager. If the company hired you back for a subsequent job, that is a very good sign to the recruiter. If the company extended you an offer for a full-time position, that is also a good indicator. If the company asked you to continue working during the school year, then that is another excellent piece of information for the recruiter.



Resume: General Comments

- Put the GPA on your resume
 - Otherwise, I have to ask you for it
- List relevant courses for your degree (with course #)
 - If the course is listed, be able to talk about it.
 - Know at least one project (“we had this great project...”)
- Skills
 - List the computer languages (Java, C++)
 - Databases (DB2, Oracle, MySQL)
 - Design methodologies (AGILE)
- Major Design Experience
 - Demonstrates multiple skills and is a great talking point

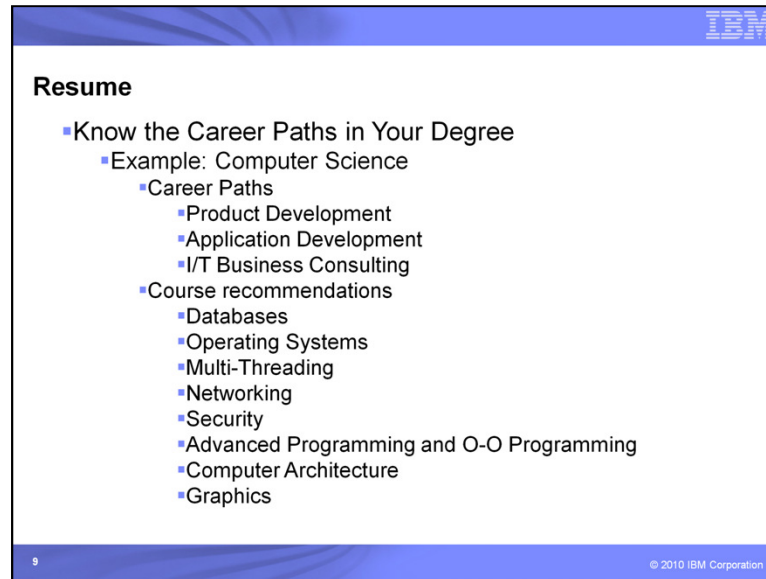
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While your GPA is not the only indicator of your abilities to succeed, it is an important piece of information and belongs on your resume. The GPA is used by recruiters to distinguish between students at the University of Michigan. The extent it is used is up to the individual recruiter or the organization they represent. If the GPA is not on the resume, then the recruiter needs to ask for it. When the resume is passed between managers, it is less likely to be discarded if the GPA is available on the resume.

It is good to list the key CS courses that you have taken on your resume. For each course listed, you should be able to talk about it. If you can describe one project or a few interesting points that you studied in the class, that should be sufficient. It is good to have a Skills section on your resume where you can list the computer languages, databases, operating systems, etc., that you have used or are familiar with.

The Major Design Experience at the University of Michigan is an excellent item for your resume. This project demonstrates teamwork, leadership, and a project that went from design through implementation. The MDE would provide many good talking points for your interview.




In the Computer Science industry, there are many career paths. There is Product Development in a lab environment which includes Product Design, Quality Assurance (testing), and Customer Support. There is Application Development which can be at a customer shop where you develop applications based on the customer's requirements. And, there is I/T Business Consulting where you may assist the sale's team to advise customers on a company's strategies and product areas.

For Product Development, there is a lot of work in the design of Databases or in the development of tools that interrogate databases. For Application Development, the Database course is also important because customers have many types of data and most applications require interaction with a database system. Most products and applications developed today are complex and involve multi-threading, multi-tasking and parallelism. These are the concepts that are learned in the Operating Systems and Multi-Threading courses. Since most product and application solutions involve some type of connection to the network, the Networking course is important, too, and when products are connected on a network, the study of Security concepts is also very important.

While in college, you will inevitably learn many computer languages and object-oriented concepts. However, to

distinguish yourself, it is good to take the Advanced Programming and Object-Oriented Programming courses.



Bachelor's vs. Master's Degree


- Starting with a MS Degree
 - Start at a "slightly" higher salary and title (may even out over time)
 - Once hired, no one knows that you got an MS or BS
 - Company-sponsored MS Degrees
- Reasons to consider getting MS
 - Improve your overall GPA
 - How is the economy and hiring situation when you are graduating?
 - You could push your availability date out 2 years
 - "Student Status" = Graduation plus 18 – 24 months
- Getting a PhD
 - Interest in doing pure research
 - Recruiting is done very differently
 - More sponsorship opportunities for International Students

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A MS degree is valued by most recruiters over a BS degree. In IBM, a student with a MS degree will start at a higher salary and promotional level. This may even out over time. Once you are working, your degree is unknown to anyone other than your manager. It is assumed that a student with a MS degree starts work with superior knowledge, skills, and work experience and these things will propel the student farther and faster in the company. It can be possible to have a company pay for your MS degree while you are working full-time. A PhD is generally required for doing pure research in IBM. The recruiting of Doctoral students is handled by a differently.

There may be other reasons to consider whether to stay longer in school for a MS degree. If your GPA is not as high as you would like it to be, then you could go back for a MS degree and focus on your grades. Most recruiters will focus their attention on the last degree attained when looking at the GPA. There is another good reason to stay in school and attend Graduate School. The down-turn in the economy is going to tighten the job market. It is certain there are going to be fewer job openings in 2009 than in previous years. Since it takes about 18-24 months (with summer work) to get a MS degree, it may be a very good idea to postpone the job search until there are more job openings. While companies may tighten their hiring in 2009, there will continue to be resource attrition due to normal retirements. This means that when the economy rebounds, it is likely

there could be significant opportunities in the job market. This is not a guarantee, but it is worth considering when you are thinking about your specific situation.



Internships vs. Coops

- Types of summer work
 - Coops are 6-8 months
 - Internships are 3-4 months
 - Part-time work following Coop or Internship during school
- More Coop opportunities than Internships
 - "Real work" can be accomplished
 - Stronger chance of an offer after more work is accomplished
 - May add time to your stay at Michigan
- Work with CS Advisor
 - Determine if a 6-8 month Coop is feasible


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There are two types of summer work jobs at many companies. The first is an Internship which typically lasts three to four months and usually begins in May. The exact starting and ending dates can be negotiated with the Hiring Manager. The Coop lasts six to eight months and usually goes between January and August or between May and December. It can be possible to stay on with the company for part-time work during the school year.

In IBM, there are more Coop positions than Summer internships. The main reason for this is that more work can be accomplished during a Coop than in an Internship. As companies reduce their work forces, managers have looked to Coops to fill in their work force. The downside to doing a Coop is that it adds time to your stay at the University which might be economically infeasible. The upside is that you will have a better chance to distinguish yourself with the company by completing more work and having a longer working relationship with the Hiring Manager.

You can work with your CS Advisor to determine if a Coop position is feasible in your curriculum.



Internships/Coops: Objectives


- Evaluations
 - Chance for company to evaluate you
 - Chance for You to evaluate company
 - Company goal: “Convert you to permanent hire”
- Teamwork
 - Crucial to successful internship/coop
 - No jobs where you solve problems individually and report back
 - Always work with a mixture of skills and capabilities
 - Good things:
 - Stress how you worked with others to solve and sell your ideas
 - Stress how you led other people on project
 - Bad things:
 - Telling me your ideas were brilliant but no one would “buy in”

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The Internship and Coop is an opportunity for you to evaluate the company and for the company to evaluate you as a potential permanent hire. There are many companies that will have a “percentage goal” of students that will be converted to permanent employees at the conclusion of their assignments.

In most companies, students are required to work with other employees during their work experience. The products are too large and complex to warrant individual assignments with no teamwork. On any given team, there are a variety of skill levels and it is important to be able to work with many types of people. The more you can demonstrate that you can work in a team environment, the better chance you have of doing well in that company. If you can show that you were instrumental in leading the team, that is even better.



Internship/Coops: Recommendations


- Manager's recommendation is crucial
 - You may not have much contact with the Manager
 - Primarily work for Team Leader
 - Managers move on to new jobs (every 2 years or less)
 - Ask for the recommendation at the end of your assignment
 - May not get the written recommendation
- Status Updates
 - Weekly or bi-weekly updates
 - Written down, organized and eMail to your manager
 - My formula:
 - Here is what I am working on
 - These are my current issues
 - Here is what I am doing to sort them out
 - Here is what I will do next
 - Is the scope of my job right for?

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The management recommendation is one of the most important parts of the summer work experience. The manager will decide if you are hired again. It is very common for a summer student to have very little contact with the manager of the group. Within a department, there are usually several Team Leaders and a student will work closely with them. It is a good idea to create opportunities to interact with the manager in a positive way. Managers move from one management position to another management position often as their careers develop. When you are graduating and looking for a job, you may find that the manager is no longer available to give you a recommendation. It is a good idea to ask the manager for a written recommendation when your job has completed. If the company does not allow you to do this, then you can ask for an informal written recommendation from the manager.

I think it is a good idea to provide your manager with a status update either weekly or bi-weekly throughout your Coop or Internship. This written document should include the following information: 1) what you are working on, 2) what you plan to do next, 3) the issues that are currently under investigation, and 4) how you plan to address those issues. These status updates will make it easier for your manager to remember your work so they can assess you. There are other ways to distinguish yourself with your manager and among your peers, but this is a very good one. I recommend that you provide them with both a hardcopy and softcopy status report.



Work Experience: “What Also Counts”


- Research Assignment with Professor
 - Get Professor’s Recommendation
- Competitive Teams
 - Demonstrates teamwork, leadership, problem solving
 - Examples:
 - Concrete Canoe
 - SAE Formula Car
 - Human Powered Helicopter
 - Human Powered Submarine
 - Mars Rover
 - Mini Baja
 - S3FL
 - Solar Car
 - Steel Bridge

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Besides working for a company, there are other ways on campus to demonstrate leadership, improve teamwork, and increase problem solving skills. For instance, you can work with a Professor in your field of study on a research project. A Professor’s recommendation on a Research project is good to have at hand.

Additionally, there are Competitive Teams on campus and these are an excellent ways to demonstrate skills, teamwork and leadership. If you have the opportunity to work on one of these projects, it can be highlighted on your resume.



International Students

- Employer Questions:
 - 1) Are you legally authorized to work in the United States?
 - 2) Will you now or in the future require sponsorship for employment?
- Company Policies differ for BS vs. MS vs. PhD
 - Most companies want to convert Intern/Coop students to Perm
 - Find companies that just want some work done
- Home Country Universities
 - Recruiters may not know the quality of your undergraduate university
 - Example: Indian Institute of Technology (IIT), Beijing Institute of Technology
- Good questions for recruiters
 - Do you have any opportunities for international students?
 - Do you have opportunities in my home country?
 - Do you know any companies that are hiring international students?

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There are two legal questions that are commonly asked by employers to determine visa status. They are:

- 1) Are you legally authorized to work in the United States?
- 2) Will you now or in the future require sponsorship for employment?

The employer needs to determine if you will require them to sponsor you for a Green Card. The employer's policy on sponsorship may vary for BS, MS, and PhD students. Typically, employers will sponsor students if they in the PhD program while they will have harder requirements for students getting BS and MS degrees. While there is no sponsorship required for summer and coop positions, many employers do not want to hire students on F1 visas because they use the summer/coop program as a feeder program for permanent positions and eventually, they will need to sponsor the student. However, there are other employers who simply want to get some work completed and are not interested in converting the student to a permanent position. Either way, it is not a good idea to "argue" with the recruiter. They have no control over the employer's international hiring policy.

When speaking to recruiters you can ask if they have any opportunities for international students or if they have any positions available in the home country. It would also be good to ask the recruiter if they know any

companies that are hiring international students.




Interview Day Preparation

- Prepare your 15-30 second response
 - Question is “tell me about yourself”
 - This is NOT off the top of your head
 - I would create an outline, refine it, then write it out as a paragraph
- Do your homework:
 - Google... “Behavioral interviews”
 - Google... “Good questions to ask in interview”
 - Google... “Company XYZ”

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It is important to do some research on the company prior to the interview. There is a lot of information on the web for every company interviewing at the University of Michigan. You can also talk to company representatives at the Career Fairs. While position descriptions can be vague, they can describe some of the available job openings. It is okay to bring in a few topics that you have read to discuss with the recruiter. However, you should not be surprised if the recruiter is unaware of the topics you bring in. The idea is to impress the recruiter with your interest, but not to “stump” them with superior knowledge of their own company. In many cases, the recruiters are not “technical” people. They may be “people” managers who will rely on their technical people to provide the technical interview at a later date.



Interview Day

- Dress up for interview
 - It doesn't matter what the recruiter wears
- Pick your interview time slot
 - I usually have 13 interviews
 - 20 min interview + 10 min evaluation
 - Choose a morning time when recruiter is less tired
- Be early to the interview
 - Recruiter must maintain schedule even if you are late
- Cancelling and rescheduling
 - It is okay to ask for a reschedule if you are on a trip
 - It is NOT okay to not show up and apologize later

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A recruiter can have up to thirteen 30-minute interviews or nine 45-minute interviews in one day. The interviews take 20-30 minutes which leaves about 10 minutes for the recruiter to write up the evaluation before moving on to the next interview. If you have the opportunity to pick your time slot, it is better to pick a morning interview slot because the recruiter is more focused and less tired.

There is a lot of information on interview strategies available on the web. Behavioral interviews have become very popular because they allow recruiters to predict whether a student will be a good team player and will have the ability to work in a corporate setting. It would be good to read about these types of interviews so you can be prepared on the day of the interview. It is good to have one or two good questions to ask the interviewer when they give you the inevitable question, "Do you have any questions for me?" You can find many good questions on the web if you search for "questions for interviewer".



The following section will show a few things to avoid when creating your resume.



Resume: Too Much on High School

- High School makes you look younger
 - One line (or no lines) is enough
 - Example: High GPA or Valedictorian


Example:

Education	2004-2007	University of Michigan	Ann Arbor, Michigan
		College of Engineering Bachelor of Science in Engineering Program in Global Engineering Computer Engineering, April, 2008	
		<ul style="list-style-type: none"> 3.6964/000 GPA Completed five semesters of Engineering, Math, Science, 89 credit hours. Completed two years Japanese language courses. Awarded William H. Branstrom Freshman Prize for being in top five percent of class. Dean's List recognition fall 2004 and winter 2005. James B. Angell Scholar. 	
	2000-2004	Rochester High School	Rochester, Michigan
		<ul style="list-style-type: none"> Dual enrolled in Japanese courses at Oakland University. Two AP classes taken; AP Calculus AB, AP Physics C. Awarded AP honors scholar recognition. Volunteered time with National Honor Society. Four years spent on summer volunteer work week. 	

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The University of Michigan is a very good school and the students that are accepted have impressive high school credentials. There is a tendency to put too much information about High School in a resume. Unfortunately, this makes the student look younger. Companies recruiting at the University of Michigan know that the students have excellent High School credentials. Your High School qualifications got you accepted by the University of Michigan. It is your college qualifications that will get you the job. It is okay to put a few specific details about High School in the Awards or Honors section of your resume, but I would avoid listing your High School achievements under the Education section.



Resume: Information is Difficult to Read

- Single-space information can be difficult to read
 - These are good talking points
- Example:


TECHNICAL PROJECTS:

- Designed website enabling customers to buy products online. JDBC and SQL used to connect to Oracle database. JSP and servlet technology used to implement presentation and business logic.
- Designed Object-Oriented C++ program to stimulate Wal-Mart store. Customers came randomly, bought random items, and chose cashier, depending on queue size, and number of items bought.
- Worked in a group of twenty to develop Guess Who game. Involved in development and coding of network protocol to enable online playing. The game was criticized by external party, and changes in requirement were incorporated.
- Developed object-oriented Java program, using multithreading, that stimulates race between tortoise and hare; input their speed, sleeping time and sleeping spot of hare. Race result displayed.
- Designed C++ program that converts an expression from infix to prefix and postfix form, using tree data structure.
- Designed UML documentation project for the implementation of student, staff, and employee's university accounts.
- Developed user interface, using Java Swing and AWT, that display various geometric figures indicated by user using keyboard and mouse; shapes could be resized and moved.
- Prepared group project to start new business. Market analyzed for product demand. Researched current and future competition. Project demonstrated to a group of twenty using power point.

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The resume needs to be well-organized and easy to read at a glance. If you have long sentences that are single-spaced, it will be difficult for the recruiter to do this easily. It is better to list your projects with a few bullets and to use the interview time to discuss your projects in greater detail.



Resume: Work Experience Not Needed

- Do not need to list all work experience
 - List only information relevant to getting the job
- Example:

MJR Brighton Cinema 16
Usher

Brighton, MI
June 2001 – November 2001

- Collected tickets from customers.
- Maintained the cleanliness of the theater.
- Checked for sound and picture abnormalities in films being shown.
- Assisted customers with various needs.

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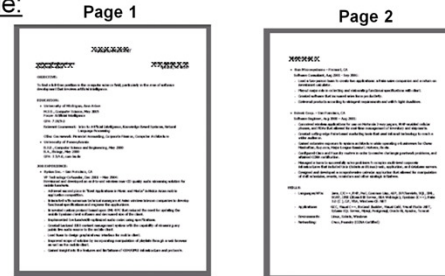
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Your resume does not need to show everything you have done in your life. It needs to show only the information that is relevant to the job opening.

Resume: Resume is Too Long (2 Pages)

- BS/MS Resumes should be one page
- PhD Resumes can be longer to list publications

• Example:



The resume for a BS or MS student should rarely be longer than one page. A PhD student will likely have a resume with multiple pages since they need to show their publications. If a BS or MS student resume is longer than one page, it is usually because there is too much detail or there is information that should not be on the resume.

Resume: Resume is Too Long (Continued)

- Too much detail in Work Experience

- Example:


Page 1



JOB EXPERIENCE:

- **Sydus Inc.** – San Francisco, CA
VP Technology-Cofounder, Dec 2001 – May 2004:
Envisioned and developed an end-to-end wireless near-CD quality audio streaming solution for mobile handsets.
- Achieved second place in "Best Applications in Music and Media" in Nokia Asian mobile application competition.
- Interacted with numerous technical managers at Asian wireless telecom companies to develop functional specifications and engineer the applications.
- Innovated custom protocol based upon XML-RPC that reduced the need for updating the mobile Symbian client software and decreased size of the client.
- Implemented low bandwidth-optimized audio codec using specifications.
- Created backend J2EE content management system with the capability of streaming any public live audio source to the mobile client.
- Lead team to design graphical user interface for mobile client.
- Improved scope of solution by incorporating manipulation of playlists through a web browser as well as the mobile client.
- Gained insight into the features and limitations of GSM/GPRS infrastructure and protocols.

In this example, the student listed too much detail for each summer job.




Resume: Too Much Information

- “President” and “Founder” was very impressive
 - “Only Employee” was too much information
- Example:
 - President, Founder, and only Employee September 2003 to Present
 - Attractive Web Design
 - Manage all aspects of the company including web and graphics design, marketing, finance, and customer support
 - Focus on providing website solutions for small businesses including online catalogs, web advertisements, and company home pages

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It is important not to put too much information on the resume. In this example, it was impressive to read that this student was the President and the Founder of the company. However, it was less impressive to read that they were the only employee.



Resume: Need Better Work Experience


- Consider alternative work experience ideas
 - U-M research project, CAEN Hotline, etc.
- Example:

Employment	Red Oaks Waterpark	Madison Heights, MI
	• Park Attendant	May 2006-Aug. 2006
	• sold admission, ran attractions, enforced park rules, maintained park safety, trained new employees	May 2005-Aug. 2005
		May 2004-Aug. 2004
	Holiday Market	Royal Oak, MI
	• Customer Assistant, bagged groceries	June 2003-Aug. 2003
	• emptied bottle return machines, general maintenance	
	Clark's Ice Cream	Berkley, MI
	• Customer Assistant, served hand-scooped ice cream	June 2001-Sept. 2001

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The work experience section is important. If possible, you should find jobs that are relevant to your career aspirations. If you can not find a summer job at a company, then you should try to work for the University of Michigan or on a research project with a Professor. You can list university work and research projects in the Work Experience section. The jobs listed on this resume indicate that the student did not have any relevant career work experience.



Resume: Be Careful Not To Offend Anyone


- It's hard to believe...
 - Some people don't like the Michigan Wolverines
- Example:

ACTIVITIES	
	Avid University of Michigan Wolverines Football Fan <ul style="list-style-type: none">▪ Attend all home football games▪ Go Blue!!
	Ultimate Frisbee, Ann Arbor, MI <ul style="list-style-type: none">▪ Practice three times a week for two hours▪ Work together as a team communicating to become successful on the field

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It is important to avoid information on your resume that could be “offensive” or “distasteful” to the person reading the resume. While it is hard to imagine how anyone could not like the Michigan Wolverines, there are a few unenlightened individuals and they could be the person reading your resume.



Resume: Formatting

- Check your formatting and spelling
 - This is your “Attention to Detail”
- Example:

Work Experience

Interactive Media Programmer – CAD Corporations, Ann Arbor, MI (Summer 2006)
Programming in c# and c++, marketing, presentation experience and helped in
product research and other developmental activities.

Chief Technology Officer – Future Hosting LLC, Livonia, MI (June 2006 – present)
Assist with development of customer management systems and product selection.

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It is important to proofread your resume for spelling mistakes and for formatting errors. You need to check how well the resume looks when it is a PDF file, too. These types of errors can be viewed as your “attention to detail”.