

TECHNICAL RÉSUMÉS

Establish the Hype

Résumé Overview

- One page
- Expect 30-60 second scan
- Specific versions tailored for different roles
- No objective
- Be able to speak about anything on your résumé
- Always upload or send as PDF

Technical Experience Section

TECHNICAL EXPERIENCE

Projects

- **Multi-User Drawing Tool** (2004). Electronic classroom where multiple users can view and simultaneously draw on a “chalkboard” with each person’s edits synchronized. C++, MFC
- **Synchronized Calendar** (2003 – 2004). Desktop calendar with globally shared and synchronized calendars, allowing users to schedule meetings with other users. C#.NET, SQL, XML
- **Operating System** (2002). UNIX-style OS with scheduler, file system, text editor and calculator. C

Languages and Technologies

- C++; C; Java; Objective-C; C#.NET; SQL; JavaScript; XSLT; XML (XSD) Schema
- Visual Studio; Microsoft SQL Server; Eclipse; XCode; Interface Builder

Technical Experience section above your past experience, with Hackbright listed first

Projects: course projects, hackathon projects, finished or unfinished projects, team projects

Source: Gayle McDowell

Action

What did I do?

- Begin with action verb that conveys a skill
- Use past tense unless it is a current task

Context

So what?

- **Significance:** why did this activity matter?
- **Constraints:** why was this project a challenge?
- **Scope:** what was the size or cost?

Result

What happened?
What improved?

- **Quantitative :** reduced cost by \$X, increased Y by Z%
- **Qualitative:** enabled client to do X, proposals were adopted by manager

ACR Example

Fellow at Hackbright Academy, an intensive, highly selective 10-week program that teaches women software engineering



Selected for an intensive 10-week software engineering fellowship (7.5% acceptance rate) to gain proficiency in Python, SQL, HTML, CSS and JavaScript and presented a capstone project to thirty companies upon completion

Remove from Résumé

- Dishonest or inaccurate information
- Pronouns (I, we, our)
- Articles (the, an, a)
- Periods at the end of bullets
- More than six bullets in a section
- Bullets longer than three lines
- Misspelled words – read it backwards
 - Capitalization and punctuation of technical terms
- Excessive or subjective words (e.g., effectively, strongly, etc.)

Résumé versus LinkedIn

Résumé

Outbound career marketing

Targeted – Demonstrate your value for a specific role or position

Formal static document

LinkedIn

Inbound career marketing (attracting employers to you)

Broad – Overview of professional skills and experience

Less formal social profile

LinkedIn

- Comprehensive overview of experiences
- Projects and links to GitHub
- Personal summary
- Headshot
- Complement your résumé

COVER LETTERS

Build the Hype

Cover Letters

- **No more than one page**
 - Upload or attach: include company header and send as PDF
 - Form: format like an email message
- **Convey to the company:**
 - You want the interview/job
 - Interest and what you can contribute
 - Knowledge of the company/position through research and networking
 - Information that adds to your résumé
 - Evidence of strong written communication skills

Cover Letter Structure

Part I: Connect with audience and state purpose

(1 paragraph)



Part II: Demonstrate how your unique experience matches the company's needs

(1 paragraph per experience, maximum two experiences)



Part III: Reiterate interest and purpose

(1 paragraph + signature block)

Part I: Structure

Porch

- Mention company representatives you spoke to and what you learned from them

Aim

- State the position for which you are applying

Ladder

- Transition into the experience that demonstrates your fit for the position

Part I Example: Porch

Dear Mr. Chapman,


Find recruiter name and name of contact, if possible (i.e., “Jane Smith referred me” or “informational interview with John Doe.” If you attended a formal recruiting or company event, be specific.

After speaking with your representatives at University of Michigan on January 22, ZS Associates became my top choice of opportunities this summer. ZS Associates’ emphasis on results and associate training demonstrated an impressive commitment to both clients and employees.


Demonstrate you were listening to company representative and are able to recognize why the company stands out to prospective employees

Part I Example: Aim

State job title, indicate fulltime/part time, job id, and location. Optional: indicate where you found the job posting if source is different from company website (Ask yourself: is it obvious which website the Job Id number came from?).



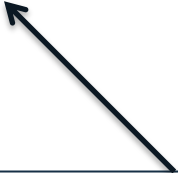
I am applying to the Business Associate internship (Job Id: 65738) in San Mateo because I'm interested in sales and marketing consulting and working directly with clients.



Demonstrate you know that the position is and what the company does

Part I Example: Ladder

My work at a startup provides critical problem solving and customer service experience that would immediately contribute to ZS Associates.



Transition into your experience and how that will contribute the company

Part II: Structure

Context

- Introduce the company/experience

Action

- Describe how you contributed

Result

- Results that demonstrate how you can contribute to new company

Refer to the job description to determine which qualifications or “desired attributes” you can demonstrate from a past experience

Part II Example

Last summer, I interned at **MindSwarms, a San Francisco startup that performed market research and brand consulting using a proprietary platform.** I routinely **designed and administered studies** for clients including Nike, Microsoft, Target, and Subway, managing participant recruitment and reviewing responses daily. We used the MindSwarms platform **to identify consumer tensions and build recommendations** for clients to address the problems. As the sixth employee, I benefited from a multitude of responsibilities including **creating sales pitches** for the VP of Sales, **coordinating international study segments** with overseas recruiters, and **providing user and client support** allowing MindSwarms to **exceed their Q2 revenue goal** by 11.1%. **I worked with clients over a variety of industries and took on many roles to help MindSwarms deliver several projects, a skill I hope to continue to develop at ZS Associates.**

Part III

- Reiterate desired goal (placed on interview list, speak to manager about position, etc.)
- Include signature block with name, title, email, and phone if uploading/sending as PDF; optional if cover letter is a form submission

Part III Example

My experience can be beneficial to ZS Associates and I want to contribute and learn at an industry leader. I have attached my resume and my contact information is below; **I hope to be placed on your interview list.** Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Beth Nakamura

University of Michigan

BBA, BS Mathematics

bnak@umich.edu || (650) 803-4275

Final Thoughts

- **Consistent contact information across all materials**
- **Be thoughtful of mentors' and alumni time**
- **Reply to any company communication within 24 hours**
 - Includes thank you emails after interviews
- **Be aware of timestamps**
 - Boomerang for Gmail: time-delayed emails

APPENDIX

Résumé Action Words

- Adapted
- Administered
- Advised
- Analyzed
- Assessed
- Audited
- Benchmarked
- Budgeted
- Calculated
- Chaired
- Collaborated
- Composed
- Condensed
- Conducted
- Consulted
- Coordinated
- Created
- Demonstrated
- Designed
- Developed
- Devised
- Directed
- Discovered
- Documented
- Edited
- Evaluated
- Examined
- Executed
- Financed
- Forecasted
- Formed
- Founded
- Generated
- Guided
- Identified
- Implemented
- Initiated
- Innovated
- Instructed
- Interpreted
- Interviewed
- Introduced
- Invented
- Investigated
- Led
- Maintained
- Managed
- Marketed
- Mediated
- Modified
- Motivated
- Negotiated
- Organized
- Originated
- Overhauled
- Oversaw
- Performed
- Planned
- Prepared
- Presented
- Prioritized
- Produced
- Programmed
- Projected
- Researched
- Resolved
- Revised
- Simplified
- Solved
- Standardized
- Streamlined
- Summarized
- Supported
- Trained
- Utilized
- Verified
- Wrote

Sources

- **Gayle McDowell (includes template):**
<http://www.careercup.com/resume>
- **Ross School of Business Career Guide (directed toward recruiting for more formal, larger companies):**
http://www.bus.umich.edu/MyiMpact/Career/Resources/MIRossBus_RCSG13-14_Online.pdf