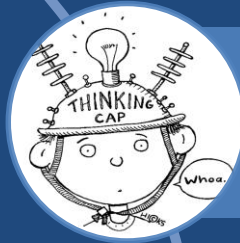ubc science co-op

RESUMES

Pre-Reading

Computer Science/Math/Stat Co-op Program

Overview

Co-op Resume

Accomplishment Statements

Effective Resume Tips

Co-op Resume

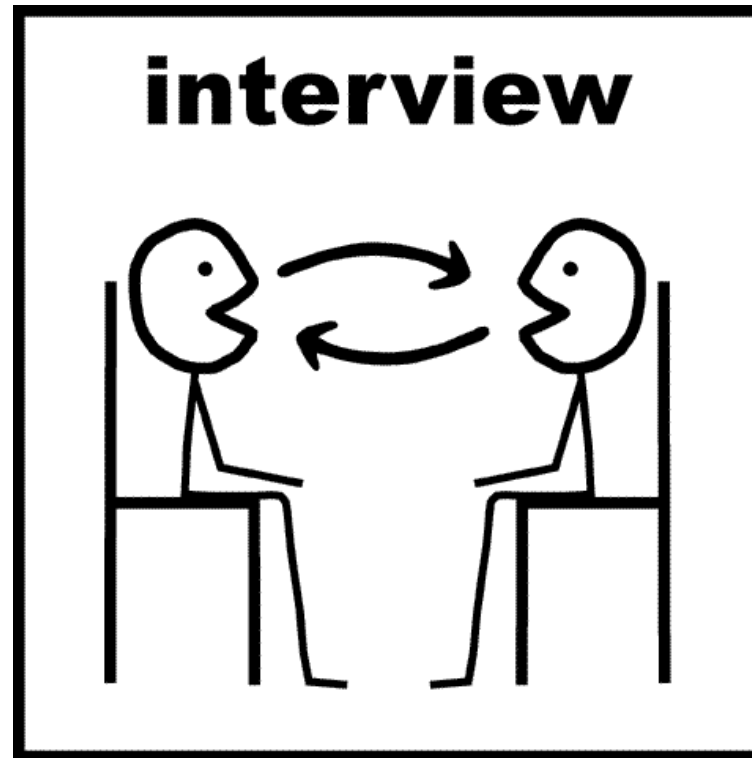# Purpose of a Resume

Why Write a Resume?

Purpose of a Resume

To secure a job interview!

Co-op Resume Layout

- UBC Co-op letterhead
  - Found in SCOPE under "Student Resources"
  - Use logo on page 1 only
  - **Put name and page number on page 2** (as a header or a footer)

⭐ **Application via SCOPE**: <u>**NO**</u> <u>Personal Contact</u> on the Resume except GitHub (if applicable)

⭐ **Application through Employer Website**: You can use personal contact info + Co-op header

Possible Sections of a Resume

- Profile (Optional: not usually suitable for WT1 students)

- **Technical Skills**

- **Technical Work Experience** (ideally after your first co-op placement or if you have experience outside Co-op)

- **Technical Projects** (could have separate sections for Academic and Personal Projects)

- **Extracurricular Activities** (technical: Hackathons, Game Jams)

- **Additional Work Experience**

- **Volunteer / Community Involvement Experience**

- **Education**: Scholarships & Awards

- **Activities/Interests**

Resume Layout

There is no set format for a resume.

Be original. Get Creative.

The goal: to display you in the best light that convinces the employers to invite you for an interview

Technical Skills – Examples

Programming	Applications	Web	Tools/Framework
Java	Matlab	HTML5	Eclipse
C++	Unity	AJAX	Git
JavaScript		CSS	ExJS
Python*			Django

* currently learning

Technical Skills – Examples

Programming: Java, C/C++, Haskell, SWIFT*

Tools/Environment: Eclipse, JIRA, Github, LAMP*

Testing: JUnit, GDB, TDD, writing test plans

Web: Django, HTML5, CSS, JavaScript

* currently acquiring

Technical Skills – Examples

Programming   Java (4 yr), C/C++ (3 yr), Haskell

Tools/Environment   Eclipse (3 yr), JIRA (3 yr), Github (3 yr),
                         LAMP (currently acquiring)

Testing   JUnit, GDB, TDD, writing test plans

Web   Django

Choose this format only when the time that you have acquired the skill is long enough to look decent on the resume. If every skill has been learnt for only 1 or 2 terms, then do not use this format.

Personal Projects

- **Personal Projects**: one of <u>the most important factors</u> in successful job search (particularly for WT1)

- Employers like to see Personal Projects as they demonstrate:
  - passion for programming and potential
  - programming experience outside the mandate of school
  - self-motivation & willingness to take initiatives

- Multiple projects should indicate progressive complexity
  - e.g. from Pac-Man to a Runner game, to one with collision detection

- **Examples**
  - Mobile platform app (Android, iOS, Windows)
  - 2-way snake games on two different devices
  - Project Euler/code jam/hackathons
  - Fix bugs in open source projects

Technical Projects

- Must include **dates** to show how current the project is

- **Organized by project** (most popular)

  Geotagging of photos stored on Android phones   Sep - Dec 2017

  - Extracted GPS location of photos by deciphering source file with a JSON parser
  - Extended an existing open source project by adding a feature that allows users to doodle on photos; feature written in PHP and Objective-C
  - Skills: Android, Open Source, JavaScript, PHP

- **Organized by programming language**

  Java Programming Projects

  - Designed and implemented a database tool using Oracle and DBMS to store music albums (academic, Jan - Apr 2017)
  - Simulated an FTP server to allow encrypted file transfer with error bit checking (personal, Sep 2017 - Present)

Technical Extracurricular Activities

Hackathons, Game Jams, and Coding Competitions/Project Ideas

- nwHacks

- Google CodeJam

- Microsoft Imagine Cup

- Project Euler

- TopCoder.com --- design, development, data science

- CodeChef.com --- noncommercial programming community

- CodePlex (codeplex.com)

- AppsForDevelopment.com

- Kaggle.com --- data prediction competitions

- Innocentive.com --- life sciences

- TunedIT.org --- machine learning and data mining

- Drivendata.org --- for solving data related problems for non-profits

- Coding4Fun

Work Experience and Volunteer Experience

- Create **two** separate sections; **work = paid, volunteer = unpaid**

- Include all relevant experience and accomplishments

  - Food Server, Bus-person, Barista

  - Tutor, Teaching Assistant, Camp Counsellor

  - Retail sales, Grocery Clerk

  - Cadets, Girl Guides

- Use past tense (unless you are still working there)

- Use action verbs & bulleted lists

- Be Bold, Quantifiable & Specific!

Accomplishment Statements

Accomplishment Statements

- Employers look for your accomplishments as they highlight your skills

- Lead with strengths, start with an **action verb**, be specific; showcase with facts, not adjectives

- A good Accomplishment Statement uses the **SAR:**

  1. The **S**ituation (problem, opportunity or issue)

  2. What **A**ction you took

  3. What **R**esults you actually accomplished

Do not give just a description

- Recruiters look for:
  - how challenging the work was
  - how relevant it is to their own company or position

Original: *Detail-oriented*

Revised: *Designed and executed manual tests, provided detailed reports of product defects and verified software fixes*

Original: *Worked with a team of 3 on an e-mail plugin*

Revised: Implemented an Outlook e-mail plugin in C++ which performs automatic backups. Along with two other team members who wrote the backup storage server, the plugin was downloaded 300,000 times.

Effective Resume Tips

Formatting

- **Clean layout**: white space, consistent font, spacing, etc.
  - Avoid a single word on a line (applies to both resume & cover letter)
  - Avoid a single bullet at the top of page 2

- **Reverse chronological order**: list from most to least recent

- **Date and Year**: Be consistent and align; choose either the 3-letter abbreviation or the whole word for the month
  - Eg. Jan – Apr 2015 (preferred), or January – September 2015

- **Proofread**: Grammar and spell check!!

Relevant Content

- **KISSS – K**eep **I**t **S**hort, **S**weet and **S**imple
  - Sometimes too much irrelevant details can be distracting
  - One title entry is sufficient when the work is similar and is not relevant to your target job search field
    - *Starbucks (Aug 2013-Apr 2014) | Tim Hortons (May-Sep 2014) | Bubble Tea House (Oct 2014 – present)*
      - *Promoted to shift leader after 2 months at Starbucks*
      - *The go-to person for drink recipes*

- **Academic projects:** avoid using course number "CPSC 210"; employers will not understand. Give your project a name.

- **Personal Pronouns:** avoid using "I", "me", "us", "we"

Example: Be Concise

Chinese checkers

- Implemented in Scheme
- AI plays against a human opponent
- Brute force program with generative recursion, arbitrary arity trees and backtracking search
- Able to continue playing to correct end state even if winning is no longer possible

REVISED:

Chinese Checkers Game (Racket)   *Sep – Nov 2015*

- Developed single player which competed against an A.I. by using brute force with generative recursion, arbitrary arity trees and backtracking search
- Implemented A.I. that was able to continue playing correctly even if win state was unreachable

Example 1: Show how you contributed

2 Player Snake

- Implemented in Scheme
- Player versus player

REVISED:

2-Player Snake Game   *Nov 2015—Aug 2015*

- Originally written in Racket as a class project, recently rewritten in Python
- Expanded from single player to multi-player
- Refactored snake object into a class with parameterized controls to allow the independent control of multiple snake instances
- Implemented new win states to allow interactive competitive gameplay

Example 2: Give Details to Show Competency

Developer Intern   Sep 2016 – Jan 2017

AnalysisWorks, Vancouver, BC

- Specializing in Health Care Data, AnalysisWorks provides industry leaders the information they need to make the right decision.
- Built and tested graph/chart implementations displaying such data (JavaScript, Flot.js, JQuery, AJAX).
- Server-side web programming in ASP.NET.

REVISED:

Developer Intern   Sep 2016 – Jan 2017

AnalysisWorks, Vancouver, BC

- AnalysisWorks specializes in the analysis and presentation of Health Care Data.
- Dealt with millions of data records, created interactive graphs and charts with Flot.js, utilized JQuery and AJAX to create dynamic pages.
- Managed databases by creating/updating stored procedures and tables in MySQL, as well as supported monthly data refresh cycles.
- Performed server-side data queries and testing in ASP.NET.

FAQs

Should I include skills that I am acquiring/will acquire this term?

- Yes, indicate clearly that you are new to the skill

- Explain it in your cover letter if that skill is a core skill for the job

- Keep revising your resume as your project progresses

Should I include a personal project that I am still working on?

- Include it if you will have made good progress on it by the time you have your interview

Next Steps

- Complete the Resume Quiz

- Complete Introduction and Cover Letter Modules

- Revise your resume

Bring ONE printed copy to the In-Person Workshop