RESUME PREPARATION

Resume Preparation

Let's check out a sample resume and highlight some key factors!



Your Name

Phone Number **Fmail**

EMPLOYMENT

Software Engineer, Intern

Apple Computer

Summer 2004



iChat AV

Reduced time to render the user's buddy list by 75% by implementing prediction algorithm.



saved chat transcripts and provides metadata to a system-wide search database. Redesigned chat file format and implemented backwards compatibility for search.

Fall 2003 - Spring 2005

- · Promoted to Lead Student Ambassador in Fall 2004; supervised 10 15 Student Ambassadors
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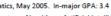


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TECHNICAL EXPERIENCE

Projects



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- Third Prize, Senior Design Projects: Awarded 3rd prize for Synchronized Calendar project, out of 100 projects.

Languages and Technologies

- C++; C; Java; Objective-C; C#.NET; SQL; JavaScript; XSLT; XML (XSD) Schema
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1.) One Page Resume: Recruiters do not read your resume; they do a 15 - 30 second "spot check" of your resume. When your resume is too long, it just takes your best stuff - the stuff that would have made the "one page cut" - and dilutes it with more mediocre content. Lengthy resumes do not make you more impressive. A good rule of thumb is to keep your resume to one page if you have less than 10 years of experience or at most two pages if you have more than 10 years of experience.





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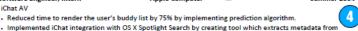
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2.) No Objectives: All an objective does is state, in a wordy way, what position you're interested in. The company already knows that because you applied for a particular position. At best, it'll just waste space. At worst, it'll limit you since it'll exclude other positions that might have been interesting to you.



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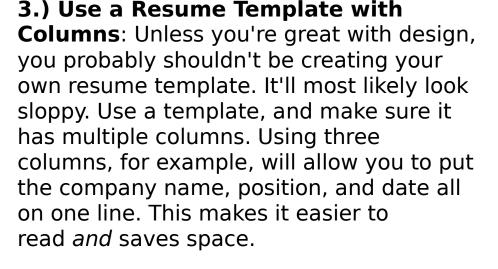
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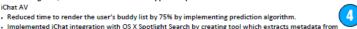
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4.) Use Tables: If you're using Microsoft Word to create your resume (which you probably should), use Microsoft Word's "tables." Just make sure to hide the borders afterwards.



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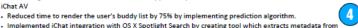
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5.) Short Bullets: Because resume screeners only spend 15 - 30 seconds on your resume, length bullets - anything that feels like a paragraph - just won't get read. Keep your bullets to one to two lines (with one line being better than two).



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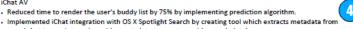
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6.) Accomplishment Oriented: Your bullets should focus on your accomplishments - that is, the impact you had - rather than your responsibilities. What did you build, create, design, optimize, lead, etc?



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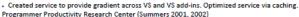
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7.) Quantify: Whenever possible, you should quantify your accomplishments. If you optimized something, by how much? If you won an award, out of how many people?



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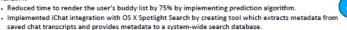
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8.) Resume: The general rule of thumb is to list your GPA if it's at least 3.0 or higher, but there are two important rules to know here: (1) You may choose to list your inmajor GPA if it's higher than your overall GPA, but you need to specify that it's your in-major GPA. (2) If your school uses a different scale (such as a 10-point scale), you may want to convert your GPA to a 4.0-scale which will be more widely understood.



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9.) Projects: Most candidates should pick their top 3 - 5 projects to list on their resume. These can be academic required project or independent projects. They do not need to be completed or launched either. As long as you've done a "meaty" amount of work on them, that's good enough!



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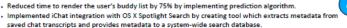
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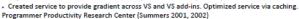
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- Synchronized Calendar (2003 2004). Desktop calendar with globally shared and synchronized calendars, allowing users to schedule meetings with other users. C#.NET, SQL, XML.
- Operating System (2002). UNIX-style OS with scheduler, file system, text editor and calculator. C

ADDITIONAL EXPERIENCE AND AWARDS

- Instructor (2003 2005): Taught two full-credit Computer Science courses: average ratings of 4.8 out of 5.0.
- Third Prize, Senior Design Projects: Awarded 3rd prize for Synchronized Calendar project, out of 100 projects.

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





10.) Additional Experience: You can put additional experience, like leadership activities or awards, in a section like this (changing the name of the section depending on what you list). Be careful here to focus on what really matters. If you're applying for a coding role, your role as an eagle scout in high school is probably not very important!



Your Name

Phone Number **Fmail**

EMPLOYMENT

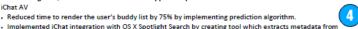
Software Engineer, Intern

Apple Computer





Reduced time to render the user's buddy list by 75% by implementing prediction algorithm.



saved chat transcripts and provides metadata to a system-wide search database. Redesigned chat file format and implemented backwards compatibility for search.

Lead Student Ambassador Microsoft Corporation

Fall 2003 - Spring 2005

· Promoted to Lead Student Ambassador in Fall 2004; supervised 10 - 15 Student Ambassadors

Created and taught Computer Science course, CSE 099: Software Design and Development

Head Teaching Assistant

University of Pennsylvania

Fall 2001 - Spring 2005

Courses: Advanced Java III. Software Engineering. Mathematical Foundations of Comp. Sci. 1 & II.

· Promoted to Head TA in Fall 2004; led weekly meetings and supervised four other TAs

Software Design Engineer, Intern Visual Studio Core (Summer 2003)

Microsoft Corporation

Summers 2001 - 2003

Implemented a user interface for the VS open file switcher (ctrl-tab) and extended it to tool windows.



- Built app to compute similarity of all methods in a code base; reduced time from O(n²) to O(n log n).
- Created test case generation tool which creates random XML docs from XML Schema

EDUCATION

Philadelphia, PA University of Pennsylvania

Fall 2000 - May 2005

- M.S.E. in Computer and Information Science, May 2005, GPA: 3.6
- . B.S.E. in Computer Science Engineering with Minor in Mathematics, May 2005. In-major GPA: 3.4
- Graduate Coursework: Software Foundations: Computer Architecture: Algorithms: Artificial Intelligence:
- Comparison of Learning Algorithms: Computational Theory Undergraduate Coursework: Operating Systems; Databases; Algorithms; Programming Languages; Comp. Architecture: Engineering Entrepreneurship: Calculus III

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.
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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





11.) Languages and Technologies: It's a good idea to list your languages and technologies, but remember that anything you list here is "fair game" for the interviewer to test. If you want to list a language but you happen to be a bit rusty in it, consider listing it as something like: "C++ (Proficient), C# (Prior Experience), ..."



Your Name

Phone Number **Fmail**

EMPLOYMENT

Software Engineer, Intern

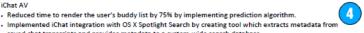
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Head Teaching Assistant

University of Pennsylvania

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· Courses: Advanced Java III, Software Engineering, Mathematical Foundations of Comp. Sci. I & II

· Promoted to Head TA in Fall 2004; led weekly meetings and supervised four other TAs

Software Design Engineer, Intern Visual Studio Core (Summer 2003)

Microsoft Corporation

Summers 2001 - 2003

Implemented a user interface for the VS open file switcher (ctrl-tab) and extended it to tool windows.



- Created service to provide gradient across VS and VS add-ins. Optimized service via caching.
- Programmer Productivity Research Center (Summers 2001, 2002)
- Built app to compute similarity of all methods in a code base; reduced time from O(n²) to O(n log n).
- Created test case generation tool which creates random XML docs from XML Schema

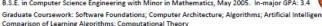
EDUCATION

Philadelphia, PA University of Pennsylvania

Fall 2000 - May 2005

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- . B.S.E. in Computer Science Engineering with Minor in Mathematics, May 2005. In-major GPA: 3.4





 Undergraduate Coursework: Operating Systems; Databases; Algorithms; Programming Languages; Comp. Architecture: Engineering Entrepreneurship: Calculus III

TECHNICAL EXPERIENCE

Projects



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12.) What did you NOT include?: Is there anything impressive / interesting that you've done that you left out? About 50% of candidates leave out an important project or other component of their experience because it wasn't finished / "official" / etc. If you've done it, and it's impressive enough to "make the cut" (you shouldn't just list everything you've ever done), then it belongs on your resume!

Up next...

Resume Builder Websites!