

RESUME PREPARATION



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

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EMPLOYMENT						
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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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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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3.) Use a Resume Template with Columns: Unless you're great with design, you probably shouldn't be creating your own resume template. It'll most likely look sloppy. Use a template, and make sure it has multiple columns. Using three columns, for example, will allow you to put the company name, position, and date all on one line. This makes it easier to read *and* saves space.

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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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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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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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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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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 in-major 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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<ul style="list-style-type: none"> 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						
11	<ul style="list-style-type: none"> C++; C; Java; Objective-C; C#.NET; SQL; JavaScript; XSLT; XML (XSD) Schema Visual Studio; Microsoft SQL Server; Eclipse; XCode; Interface Builder 					
12						

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!

1	Address	2	Your Name	3	Phone Number	Email
EMPLOYMENT						
5	Software Engineer, Intern	Apple Computer	Summer 2004	4	<ul style="list-style-type: none"> Reduced time to render the user's buddy list by 75% by implementing prediction algorithm. Implemented iChat integration with OS X Spotlight Search by creating tool which extracts metadata from 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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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 	
6	Software Design Engineer, Intern	Microsoft Corporation	Summers 2001 - 2003	7	<ul style="list-style-type: none"> 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 $O(n^2)$ 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	8	<ul style="list-style-type: none"> 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						
9	Projects <ul style="list-style-type: none"> 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 					
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Languages and Technologies						
11	<ul style="list-style-type: none"> C++; C; Java; Objective-C; C#.NET; SQL; JavaScript; XSLT; XML (XSD) Schema Visual Studio; Microsoft SQL Server; Eclipse; XCode; Interface Builder 					
	12					

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!

1	Address	2	Your Name	3	Phone Number	Email
EMPLOYMENT						
5	Software Engineer, Intern	Apple Computer	Summer 2004	4		
iChat AV						
<ul style="list-style-type: none"> Reduced time to render the user's buddy list by 75% by implementing prediction algorithm. Implemented iChat integration with OS X Spotlight Search by creating tool which extracts metadata from saved chat transcripts and provides metadata to a system-wide search database. Redesigned chat file format and implemented backwards compatibility for search. 						
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<ul style="list-style-type: none"> 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	Microsoft Corporation	Summers 2001 - 2003			
6	Visual Studio Core (Summer 2003)					
<ul style="list-style-type: none"> 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)						
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EDUCATION						
	Philadelphia, PA	University of Pennsylvania	Fall 2000 – May 2005			
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TECHNICAL EXPERIENCE						
Projects						
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Languages and Technologies						
11	<ul style="list-style-type: none"> C++; C; Java; Objective-C; C#.NET; SQL; JavaScript; XSLT; XML (XSD) Schema Visual Studio; Microsoft SQL Server; Eclipse; XCode; Interface Builder 					
12						

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), ..."

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EMPLOYMENT						
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6	Software Design Engineer, Intern	Microsoft Corporation	Summers 2001 - 2003	7	<ul style="list-style-type: none"> 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 $O(n^2)$ to $O(n \log n)$. Created test case generation tool which creates random XML docs from XML Schema 	
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	12					

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!