



Engineering Your Resume

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Agenda

1. What goes on a resume?
 2. Format of a resume
 3. How to describe your technical experience
 4. Common resume myths & tips
 5. Questions
- 



**What goes on a
resume?**

Who do I want to hire?

Someone who will...

- Make the company money.
- Make the company's products better.
- Make peoples' jobs easier
- Be enjoyable to work with and contribute positively to company culture!

Now, how can you demonstrate these qualities?



What should I put on my resume?

The content on your resume should be:

- **Recent** (college students: remove your high school projects!)
- **Relevant** to the position you're applying to.
- **Clear** to a reader with little to no context.

Every line should tell me something I don't already know.

What are you allowed to put on your resume?

Anything!

- Both paid and unpaid work
- Both personal and school projects
- Both professional sounding projects and “silly” projects



Format of a Resume

1. Name & Contact Info
2. Objective
3. Education
4. Work Experience and/or Projects
5. Skills
6. Other (Leadership, Volunteering)

Name & Contact Info

Required

- Name
- Email Address
- Phone Number

Optional

- City / Address
- Github
- LinkedIn
- Personal Website

Objective / Profile

Does this line tell me something I don't already know?

**FATIMA
HAFIZ**

fatima.hafiz@fakeemail.com
4045551234

PROFILE

I am a recent grad looking for full time positions in Software Engineering or Machine Learning, ideally at a big tech company.

EMPLOYMENT HISTORY

Software Engineering Intern, Apple

JUNE 2020 – AUGUST 2020

Objective / Profile

Does this line tell me something I don't already know?



Education

Does this tell me something I don't already know?

PRIYA DESHPANDE

7705551234

pdeshpande@fakeemail.com

EDUCATION

❖ Georgia Tech

Bachelors in Computer Science

Jun 2016 — Aug 2020

Atlanta

GPA: 3.24

Relevant Coursework:

- Algorithms and Data Structures
- Advanced Algorithms
- Compilers
- Intro to Machine Learning

Education

Does this tell me something I don't already know?

CHRISTINA SCHRADER

7705556789

cschrader@fakeemail.com

EDUCATION

❖ **Georgia Tech** Jun 2016 — Aug 2020
Bachelors in Aerospace Engineering Atlanta

GPA: 3.24

Relevant Coursework:

- Algorithms and Data Structures
- Advanced Algorithms
- Compilers
- Intro to Machine Learning

Work Experience & Projects

Does this tell me
something I don't
already know?

Is the information
Recent, Relevant, and Clear?
What is its **impact?**

CLAUDIA RODRIGUEZ

INFO

PHONE

6785551234

EMAIL

crodriguez7@fakeemail.com

EMPLOYMENT HISTORY

Software Engineering Intern, Atlanta Soda Company

Jun 2020 — Aug 2020

- Added features to the company's internal webapp
- Presented work at weekly meetings
- Fixed bugs as they arose
- Completed tasks in a timely manner

Cashier, Chipotle

Feb 2017 — Mar 2020

- Rang up orders efficiently
- Interacted with customers

PROJECTS

Spacer Runner

Oct 2015

- Created a video game for a high school programming class
- Worked in a team of 3 students

Work Experience & Projects

Does this tell me
something I don't
already know?

Is the information
Recent, Relevant, and Clear?
What is its **impact?**

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INFO

PHONE

6785556789

EMAIL

noor.the.programmer@fakeemail.com

EMPLOYMENT HISTORY

Software Engineering Intern, Atlanta Bike Company

Jun 2020 — Aug 2020

- Worked on the company's internal order management site written in Javascript with React
- Added text alerts using Twilio API to notify customers of order delivery updates
- Fixed critical bug where improperly formatted orders could not be searched for by improving SQL queries used for searching orders
- Proposed a design change to encourage better formatting of orders, wrote up a design proposal, and implemented it. Added logging to determine if the change is effective.

PROJECTS

3D Tic Tac Toe

Mar 2019

- Created a two player iOS game using Swift where users play three dimensional tic tac toe as part of Hack Illinois
- App has 250 downloads on the iOS App Store



Skills

- Keep it organized!
- Order by proficiency.
- Show, don't tell - especially soft skills.
- Back up your skills in other sections

Languages: Python, Javascript, HTML, CSS

Libraries: jQuery, Pandas, Numpy

Tools: Git, Sketch, Google AppEngine

Leadership/Volunteering/Misc

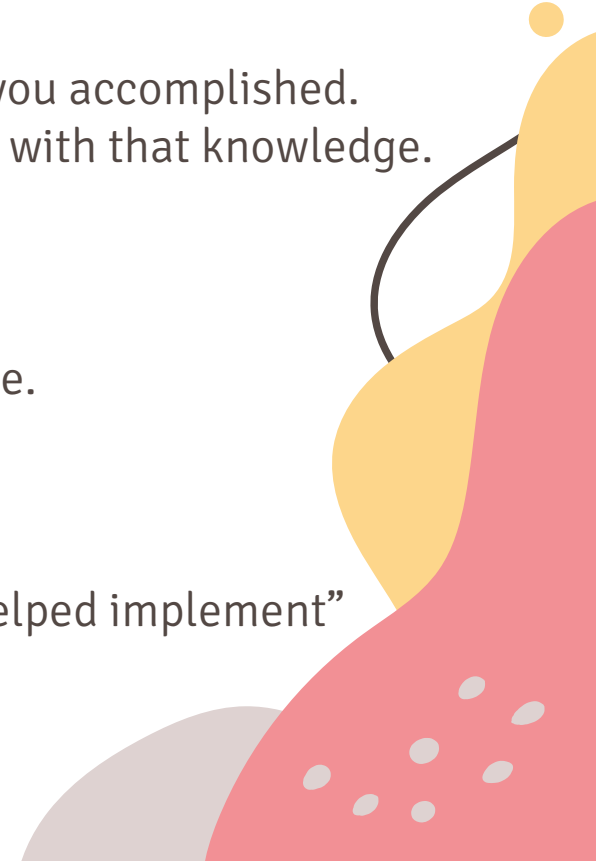
- Consider the story you're telling:
 - **“I’m a strong communicator and I’m passionate about mentorship.”**
 - i. TA in the computer science department.
 - ii. Volunteered with high school robotics students.
 - iii. Mentored a new student in my program.
 - **“I care about stuff, but I tend to be really spread out.”**
 - i. Freshman orientation leader.
 - ii. Volunteered with seniors through my church.
 - iii. Taught computer science at a summer camp.



Describe Your Technical Experience

Describe Your Technical Experience

1. Don't tell me your job responsibilities: Tell me what you accomplished.
2. Don't tell me what you learned: Tell me what you did with that knowledge.
3. Explain your projects clearly and in detail:
 Help me understand why you are building it.
 Help me picture the result.
4. Show impact by including numbers wherever possible.
5. Quality over quantity:
 I'd rather read 3 lines about 1 project than
 1 line each about 3 projects.
6. Use strong language: "Implemented" rather than "Helped implement"



Describe Your Technical Experience

Don't tell me your job responsibilities: Tell me what you accomplished.

Apple | Software Engineering Intern

- Fixed bugs as they arose.
- Added features according to customer requirements.
- Completed tasks in a timely manner.
- Presented work at weekly team meetings.



Apple | Software Engineering Intern

- Added ability to preview moving background images on iOS 15.
- Fixed bug where some widgets did not appear in background preview mode.



Describe Your Technical Experience

Don't tell me what you learned: Tell me what you did with that knowledge.

Google | Software Engineering Intern

- Learned Javascript over the course of the internship
- Became familiar with Google Search codebase and best practices



Google | Software Engineering Intern

- Developed "Explore Restaurants" Google Search experience using Javascript



Describe Your Technical Experience

Explain your projects clearly and in detail

Pinterest | Software Development Intern

- Added features to the app using Objective C

Pinterest | Software Development Intern

- Added Pinterest Stories where users can view temporary content from people they follow for 24 hours



Describe Your Technical Experience

Show impact by including numbers wherever possible

TikTok | Software Development Intern

- Worked on a video based social network
- Improved speed of “Download Video” feature

TikTok | Software Development Intern

- Worked on a video based social network with over 1 billion users
- Improved video downloading speed by 22%



Describe Your Technical Experience

Quality over quantity

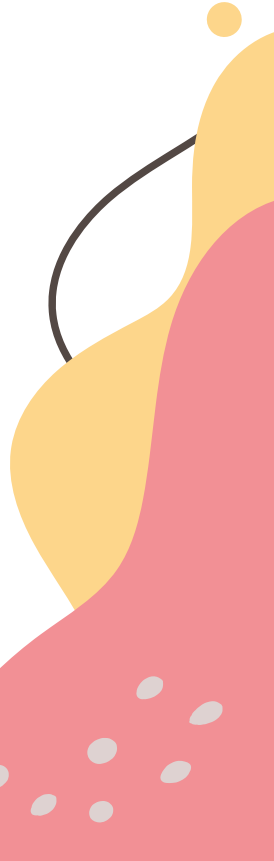
PROJECTS

- Contributed various fixes to open source project, Pandastic Search
- Created a mobile Android game for Diamond Hacks
- Wrote an iPhone app that helps people plan their weekly goals

PROJECTS

Pandastic Search - Open Source Library for uploading Pandas dataframes to Elastic Search

- Added the ability to stream dataframes that are too large to upload in one request
- Added various Elastic Search 8.0 fixes including adding the ability to count the length of an Elastic Search dataframe which is no longer supported via the search request



Describe Your Technical Experience

Use strong language

Etsy | Software Development Intern

- Helped add advanced search queries alongside a team of four.



Etsy | Software Development Intern

- Added advanced search queries, specifically searching by date listed.





Resume Myths & Resume Tips



Myth:

**Recruiters and hiring
managers spend many
minutes looking at your
resume.**



Tip:

Your resume should stand out even if someone only has 10 seconds to read it.



Myth:

**Recruiters and hiring
managers will always
click through to your
github & portfolio.**



Tip:

**The important parts of
your github should also
be included in your
resume.**



Myth:

**“Resume speak” is
important to sound
professional on a resume.**



Tip:

**Explain your projects
mostly the same way you
would explain them to a
friend.**



Myth:

**You only need one resume
no matter what types of
jobs you're applying to.**



Tip:

**Have a different resume
for at least every role
(software engineering,
data analytics, QA)**



Questions?