CPSC 2910
Lesson 6

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Today's Topics

- ❖ Resume and Cover Letter Feedback

- ❖ Open Forum

- ❖ Reminders for Next Class

Resume Observations

- ❖ Many of you did not highlight your technical skills including programming languages, tools, Operating Systems, DBs, etc.

- ❖ Go ahead and put your interests and hobbies if you are looking for more content

- ❖ Put Education as the top item on the resume and Clemson listed first in the Education section (most recent at the top is general rule)

- ❖ Stick to one page

- ❖ Don't let your accomplishments get lost in small fonts or formatting that pushes them to the side.

- ❖ Be careful about categories – don't mix up personal and technical skills

Resume Observations – cont'd

- ❖ Formatting matters; use consistent fonts and sizes

- ❖ Bold your various sections – don't underline

- ❖ If you include HS info, highlight a few accomplishments there

- ❖ Non-technical job experience should be very briefly described

- ❖ Be more specific than "good people skills" – communication, etc.

- ❖ Level of understanding for technical skills- proficient, expert, etc.

- ❖ LinkedIn and Github links

- ❖ Don't include references if you have them; rather say "References Available Upon Request."

- ❖ Objective at top is nice to have but not necessary

Cover Letter Observations

❖ First sentence start strong.

❖ Take out phrases like "I think", "I feel", "I believe" – of course you do! Just say it!

❖ Everyone needs someone to proofread –grammar and flow issues.

❖ Be careful not to say the same thing multiple times. It is better to keep it shorter vs. repeating yourself.

❖ Be confident; don't undersell yourself!

❖ Provide examples and not just say "I am great for your job"

❖ You don't want to be too casual – software development tends to be a casual enterprise, but always stay professional in the first introduction of yourself as you don't know who will be reading it.

Resume & Cover Letter: Based on guidelines provide in class, you will need to create and/or edit your own resume and write a cover letter – **submit second version (almost final) of both by EOD today and Final version by next class**

Career Fair Preparedness: The virtual career fair is Sept 29 and 30th. Review the companies attending the career fair and **pick the top five companies you are interested in talking to and why you picked them**.   You will also provide an **assessment of your online presence and specify pros and cons of your online presence and a plan to improve**.

All Due dates are on Canvas.

Career Fair info on the Clemson website:
https://career.sites.clemson.edu/career_fairs/student_info/