

Attendance is Open!

Please go to Qquickly Attendance in Canvas and sign in for today's class. If you miss it, you will need to submit a Missed Class Summary

The link will be open till
10:05 a.m. EST ONLY!!!

LVX
VERITAS
VIRTUS

Lesson 2: Resumes

ENCP6000: Career Management for
Engineers



Some housekeeping items...

- **Submit your assignments well before the deadline** – we can help you address any issues with enough time. If you wait until the last minute, there is not much we can do at that point.
- **Missing Class** – you can miss two classes (missed class summaries submitted) for this course. If you miss 3 for any reason, you will receive an Incomplete for this course and delay your co-op.

Learning Objectives

- Write a resume that is both grammatically correct and markets your skill sets

What Do Employers Expect

- Academic Proficiency
 - You can read, write, and speak English and do basic math
 - Speak Up, Slow Down
- Occupational Knowledge
 - If you say you can program in JAVA, you can actually program in JAVA.
- Social Skills
 - You play well with others, exhibit team skills and show respect, and are engaged in your work and your team.
- Character Traits
 - You do not lie, cheat or steal. You can pass a drug test
 - You are punctual, meet deadlines, and are responsible. You are "low maintenance."

Your resume is the first step in communicating this to employers

Resume Basics

Keep it neat,
concise and
appealing

1 page!

Recent, relevant and
distinguishable!

Easy to
follow

No grammatical
errors or typos

Components of a Resume

Required Sections:

Name & Contact Information

Education

Skills & Certifications

Experience

Optional Sections:

Summary/Objective

Volunteer experience

GPA, if over 3.5

Relevant course work

Cover letter

Jane Smith

Boston MA | (123) 456-7890 | www.linkedin.com/in/janeOSmithwick | smith.jq@husky.neu.edu

EDUCATION

Master of Science in Information Systems, Northeastern University

May 2020

Courses: Data Management and Database Design, Data Science Engineering Methods and Tools, Web Design and User Experience, Application Engineering and Development

Bachelor of Engineering in Computer Science, JSS Science and Technology University, India

May 2015

Courses: Data Structures, Operating Systems, Analysis and Design of Algorithms

SKILLS

Technical: Java, Python, JavaScript (Type Script, RxJS), AngularJS, NodeJS, HTML, CSS, SQL (MySQL, Oracle, SQL Server), No SQL (MongoDB), Teradata, Hive, Git

Software: Tableau, Qlikview, Informatica, Android Studio, JIRA, NetBeans, IntelliJ, Business Objects

Others: Teamwork, Data Analysis, Problem Solving, Agile Methodologies

EXPERIENCE

Associate Software Developer at Travelocity, Inc - Bangalore, India

Jan 2016 – May 2018

- Designed a Funnel process for Hotel Transactions on Hive and also built a dashboard on Tableau
- Formulated a POC and developed first Universe for BO on Hadoop in the team, adopted by others later
- Organized team's reporting stack spread across three reporting tools (Tableau, Qlikview, Business Objects)
- Improved customer targeted analysis for marketing team by building a process using history data and purchases to help improve customer experience by sending campaigns and offers

Software Developer at Orbitz India - Bangalore, India

June 2015 – Dec 2015

- Implemented a word-cloud in R for user review project, to understand more about experience during travel or stay
- Completed migration of databases and tables from DB2 database to Teradata

ACADEMIC PROJECTS

Oscar Winner Predictions

Jan 2019 - Apr 2019

- Performed exploratory data analysis to identify patterns in visualizations using matplotlib and seaborn
- Implemented models using Logistic Regression, Random Forest and Bayesian to interpret patterns and predict Oscar winners
- Modeled all factors that influence how an Oscar is chosen for various categories using scikit-learn

Medical Diagnostic Application

Sept 2018 - Dec 2018

- Developed a Java swing application on DB4 to keep track of the documents of ongoing parent's medical records and track their history as well
- Established a cross organizational functionality where a doctor from one organization could ask second opinion from doctor from another without any delay by only selecting options he wants opinion on through the application

Hospital Database Management System

Sept 2018 - Dec 2018

- Created a database in MySQL for Hospital that allows staff to store data related to patient like appointment number, bills etc
- Achieved more efficiency in retrieving data in an easier way saving time in finding required information in the pile of paperwork and also to manipulate these details meaningfully

Name & Contact Information

- Full Name - but keep it simple; use first and last names only.
 - **Simple**: Laura A Meyer
 - **Not Simple**: Laura Anna Maria Elizabeth D'Alessandro Meyer
- Local Address – city and state is enough
 - **YES**: Boston, MA
 - **NO**: Boston, USA or Boston, MA USA – **NEVER use USA**
- Phone Number(s)
 - No country codes (+1)
 - Professional phone message is a must – no ringback tones!!!
- Email address
 - School email for co-op is important!!!
 - Use a personal email for your full-time search
 - Must be a professional address – not supersexybabylove@yahoo.com
(this was shockingly a real address of a former student – Yikes!!)
- **YES**: Any other appropriate means of contact (LinkedIn, github, your website)
- **NO**: personal information (marital status, age, etc.)

Personal Contact Information

- String Format

Sally Smith

Boston, MA | 617.987.6543 | s.smith@northeastern.edu

Linkedin.com/in/sallysmith18 | Github

- Block Format

John Doe

Boston, MA

617-123-4537

jdoe@northeastern.edu

Linkedin.com/in/johndoe

GitHub

The Summary Statement:

... Should you have one? It's up to you!

But consider:

- **May be the only place an employer can see what you want to do**
 - Quick view of your background and career interests
 - Explain a change in focus, i.e. pediatric medicine to software developer
- **Short section, just below contact information**
 - Narrative (third party) not bullets
 - Focus on what you have done
 - State your professional interest if it is not otherwise clear from your resume
- **May be omitted if everything on your resume is clear and consistent**

A Good Summary Statement Helps Answers These Questions...

What is your
professional
identity?

What are your
main
qualifications?

Why should they
hire you?



How do you fit
the position
applying for?

Summary Statement Examples (narrative)

Example 1

Front-end web developer with years of experience in a fast-growing technological environment. Proficient in front-end web tools and a passion for technology and ability to solve business problems.

Example 2

Software engineer with 7+ years of experience in SAP development and maintenance projects in mining and public-sector clients. Possessing good understanding of software development life cycle and IT infrastructure. Quick learner, confident, result oriented, and a team player seeking a development role to utilize my technical and interpersonal skills.

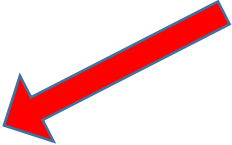
*****NEVER write: Seeking a co-op*****

Education Section

- **Colleges/universities graduated from and the degrees earned**
- **List degrees – highest first**
 - Northeastern University - Show date of anticipated graduation
 - Expected May 2021
 - Only include other colleges that you graduated from
 - Correct university name and degree

No schools below undergraduate!

Education / Honors

- Start with **Northeastern University, Boston, MA**
- Degree and Program – fully spell it out
 - Master of Science in Information Systems 
- GPA (not worth mentioning unless greater than a 3.5)
- Relevant Coursework
 - List only courses that are relevant to your career
- Honors/Awards (Dean's List, Honor Societies)
 - Relevant, recent, distinguishable
- Certifications
 - Relevant, recent, distinguishable

Education Section Examples

Northeastern University, Boston, MA

Master of Science in Telecommunication Networks

Expected May 2021

Relevant Courses: Embedded Systems, Internet of Things, Advanced Java Programming, Project Management

Mumbai University, Mumbai, MH, India

Bachelor of Engineering in Electronics and
Communication Engineering

June 2016

Rose Hulman University, Terre Haute, IN

Bachelor of Science in Mechanical Engineering

Honors: Tau Beta Pi, Graduated Magnum Cum Laude

June 2015

Certificates vs. Certifications

- There is a difference between a “Certificate” and a “Certification”
- Certificates are given for completing a course, workshop, doing a good job, completing a training session.
 - Getting a certificate does not mean you are certified
 - Do NOT include in resume
- Professional certification, trade certification, or professional designation, often called “certification” or “qualification”, is a designation earned by a person that assures qualification to perform a job or task.

Education Examples

Master of Science in Computer Software Engineering

Anticipated Graduation Dec 2021

Northeastern University, Boston, MA

Courses: Concepts of Object-Oriented Design, Program Structure and Algorithms, Web Design and User Experience Engineering and Data Management and Data Base Design, Smart Phone based web development (IOS), Enterprise Software Design

Bachelor of Technology in Electronics and Communication Engineering

Jun 2016

SASTRA University, India

Relevant Courses: Network Protocols, Signals and Systems using Assembly language, Core Java

For Northeastern courses ...

- **Only include courses you have completed unless you are already an ‘expert’ in the course material**

Two Types of Skills Employers Look For

Soft Skills

- Integrity
- Dependability
- Effective communication
- Open-mindedness
- Teamwork
- Creativity
- Problem-solving
- Critical thinking
- Adaptability
- Organization
- Willingness to learn
- Empathy

Hard Skills

- Bilingual or multilingual
- Database management
- Adobe software suite
- Network security
- SEO/SEM marketing
- Statistical analysis
- Data mining
- Mobile development
- User interface design
- Marketing campaign management
- Storage systems and management
- Programming languages (such as Perl, Python, Java, and Ruby)

Soft Skills

- Your Summary is a great place to include these
- Also, these may be used for questions during an interview

Technical Skills

- **Provides a quick and comprehensive overview of your key skills, competencies, and strengths**
 - ONLY list skills and expertise you actually have!
- **Follows the Education section unless you have a summary then it follows the summary**
- **List relevant, field specific skills**
- **Shows your transferable skills using industry “terms”**
 - To find relevant words ... review your coursework and ...
 - Look at LinkedIn profiles and groups related to your field
 - Review job titles and job descriptions within your field

3 Technical Skills Examples

Technical skills: *Python, Java, C++, Angular*

OR

Technical skills

Programing languages: Java, C#, C++

Operating Systems: Linux, Unix, Windows Server, Windows XP

Web Technologies: HTML, CSS, JavaScript, jquery, PHP

Database: MySQL, Oracle 9i, 10g, 11g

OR

TECHNICAL SKILLS

Programming: SAP ABAP, SAP HR ABAP, SAP HCM, Java, Python, HTML, CSS, ASP.NET

ABAP objects: RICEF, ALE/IDOCs, BADI, SPAU/SPDD, PROXY, Webdynpro, BRF+

Database: MySQL, MS SQL server, Oracle 10g, PostgreSQL, MongoDB, SAP HANA

Software/Tool: SAP ECC 6.0, SAP SuccessFactors, Solman, Talend, Alteryx, SSIS, Power BI, Tableau

Certifications: ITIL Version 3 (EXIN)

Training: SAP SuccessFactors Employee Central and Performance Management/Goal Management

Experience

- **List jobs in reverse chronological order - most recent first**
- **List the name of the company and location**
 - Brief description about each company is optional and only if explanation is needed
- **Use a consistent format for each position and dates**
- **Include the dates, titles, and locations for each position**
- **Describe relevant achievements and accomplishments**
 - **what you did!**
 - List the most important accomplishments first
 - **Use numbers to highlight accomplishments**
 - E.g., money, time, amounts, local-regional-global, etc.

Accomplishment Statements (bullets)

- Something you did to help the employer and has measurable results.
- Not just a list of tasks, duties or skills; not a job description.
- Use a variety of action words to describe experiences.
- **Action Verb + (What/How) + Results**
 - Start with a good action verb – **Bloom's Taxonomy is very helpful for mixing up your verb choices**
 - State specifically what you did and how you did it, including industry relevant skills or tools.
 - State the benefits of your actions. If possible, quantify the results.

Action Verbs

COMMUNICATIONS

acted as liaison	corresponded	instructed	negotiated	referred
advised	counseled	interpreted	notified	sold
advocated	demonstrated	interviewed	presented	trained
arbitrated	displayed	lectured	promoted	translated
authored	edited	marketed	publicized	wrote
commented	guided	mediated	published	recommended
consulted	informed	moderated		

ADMINISTRATION

administered	determined	implemented	ordered	regulated
appointed	directed	initiated	organized	represented
arranged	dispatched	instituted	overhauled	revamped
completed	dispensed	issued	oversaw	reviewed
conducted	distributed	launched	prescribed	routed
consolidated	eliminated	led	presided	supervised
contracted	executed	managed	provided	supplied
controlled	founded	motivated	recruited	terminated
contributed	governed	obtained	rectified	
delegated	headed	offered	referred	

PLANNING & DEVELOPMENT

broadened	developed	drafted	initiated	planned
created	devised	estimated	invented	prepared
designed	discovered	improved	modified	produced
				proposed

ANALYSIS

amplified	computed	evaluated	identified	solved
analyzed	detected	examined	investigated	studied
calculated	diagnosed	forecasted	programmed	systemized
compiled	differentiated	formulated	researched	tested

FINANCIAL/RECORDS MANAGEMENT

audited	collected	invested	minimized	recorded
allocated	condensed	inventoried	monitored	scheduled
balanced	documented	listed	processed	tallied
catalogued	expedited	logged	procured	traced
charted	guaranteed	maximized	purchased	updated
classified				

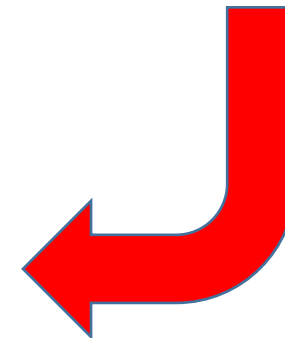
MANUAL

assembled	delivered	modernized	repaired	rewired
built	installed	navigated	replaced	trimmed
constructed	maintained	operated	restored	

GENERAL

accomplished	contributed	increased	provided	strengthened
achieved	delivered	initiated	served	transformed
expanded	originated	served	performed	completed

Use one of these
to keep your
resume
distinguishable
and fresh



You can find this
in the Resources
module in Canvas!

Examples of Accomplishment Statements

Software Developer

- **Developed** and tested back-end code in Java replacing previous implementation and resulting in 20% improvement in transaction response times

Data Scientist

- **Designed** an inbound SPROXY interface for finance journal documents which eliminated complete manual intervention and resulted in saving of 4hrs/man day

Network Engineer

- **Configured** 400 node satellite office network
- **Ran** three performance analysis assessments
- **Tuned** the network achieving 18% performance improvement on benchmarks

**NOTE: There are NO periods (full-stop)
at the end of the bullet points**

Academic Projects

- Need to be significant if a substitute for experience, not a homework assignment
- A **case study** or homework is valuable but is not distinguishable and normally does not go on a resume.
- An engineering **project** could be defined as a collaborative enterprise, involving research or design, that is carefully planned to achieve a particular aim. An academic project usually lasts an entire term or academic year. Typically, these are either self-motivated, part of a graduation requirement, an independent study, or a capstone course.

Academic Projects

- Identify the project by name and include context (Senior Thesis, Capstone Project, Course XYZ semester project, etc.)
- Include bullets that emphasize and show measurable achievement of what you did, not what the project was about.
- The bullets should highlight the following:
 - The **scope** of goal of the project
 - The **skills and abilities** you applied.
 - The project **results** (what did you accomplish?)
 - Written just like experience!
- [Graduate Student Resumes: Highlighting an Academic Project](#)

Academic Project (example)

Northeastern University, Boston MA

June 2020

HDR Quality Metric Review and Development (Senior Project)

- Led a three-person research team to establish scope, terms of reference, timeline and budget considerations with supervisor and Industry Representatives from Awesome Company
- Applied programming competency in C++ and MATLAB in addition to efficient hardware calibration skills to test and evaluate published video quality metrics
- Designed and implemented an algorithm that accurately estimates quality of high dynamic range, exceeding Industry Representative's expectations and earning an A+ for the project
- Results are under review by Supervisor for publication in Computers and Electrical Engineering

****NOTE: This section should look like your experience section**

ACADEMIC PROJECTS

Healthcare Management Systems (Spring, Hibernate, MySQL) Jan 2018 – Apr 2019

- Developed an annotated Spring Rest controller making booking doctor's appointment & E-prescription simpler
- Generated entity mappings between all involved database entities using Hibernate annotations
- Incorporated Email API for appointment cancellation, iText to read pdf, Bcrypt salt to encrypt passwords

House Rental Application (Angular, NodeJS, Mongoose, CSS, ExpressJS) Nov 2018 – Dec 2018

- Partnered with a team to design a house rental web-app, developing a MEAN Stack application
- Applied strong programming competency in Angular 6, NodeJS, ExpressJS, Mongoose and CSS as well as backend collaboration skills to store user's data in database through MongoDB

RELEVANT PROJECTS

Class Scheduler using Genetic Algorithm(Java 8) Apr 2019

- Developed a genetic algorithm that finds optimal solutions for class-scheduling problem based on data set provided
- Designed algorithm using Test Driven Development and implemented parallel processing to optimize performance

PennyWise(MEAN Stack, HTML, CSS, JavaScript, Bootstrap) Mar 2019

- Built an application for personal finance management which takes in expenses and analyzes spending habits efficiently
- Ensured application security and user authentication with Passport.js middleware
- Built a dashboard for data aggregation and visualization of user data and designed RESTful API backend server

Book My Event(JavaScript, MongoDB, React, GraphQL, Node.js) Mar 2019

- Developed a full stack single page application which offers event booking services
- Leveraged GraphQL for querying data from API and NoSQL database MongoDB for data persistence

SUMMARY

Software engineer with 7+ years of experience in SAP development and maintenance projects in mining and public-sector clients. Possessing good understanding of software development life cycle and IT infrastructure. Quick learner, confident, result oriented, and a team player seeking a development role to utilize my technical and interpersonal skills.

CORE COMPETENCIES

Programming:	SAP ABAP, SAP HR ABAP, SAP HCM, Java, Python, HTML, CSS, ASP.NET
ABAP objects:	RICEF, ALE/IDOCs, BADI, SPAU/SPDD, PROXY, Webdynpro, BRF+
Database:	MySQL, MS SQL server, Oracle 10g, PostgreSQL, MongoDB, SAP HANA
Software/Tool:	SAP ECC 6.0, SAP SuccessFactors, Solman, Talend, Alteryx, SSIS, Power BI, Tableau
Certifications:	ITIL Version 3 (EXIN)
Training:	SAP SuccessFactors Employee Central and Performance Management/Goal Management

EDUCATION

Northeastern University, Boston, MA	Expected Dec. 2020
Master of Science in Information Systems (GPA 3.9)	
Relevant Courses: Java, Database Management, Algorithms, Web development, Data Warehousing and BI	
University of Mumbai, Mumbai, MH, India	July 2012
Bachelor of Engineering in Computer Engineering	

PROFESSIONAL EXPERIENCE

Northeastern University, Boston, MA	Jan 2016 – Present
<i>Teaching Assistant</i>	
<ul style="list-style-type: none"> Review student assignments; assist students with their technical queries; grade assignments; proctor exams 	
<i>Academic Projects</i>	
<ul style="list-style-type: none"> Developed MySQL database for e-commerce business with end to end functionality such as PO and invoice creation, payment, supplier management, warehouse management and product delivery tracking Implemented Neural network algorithm for digit recognition using Java with 85% accuracy Created Java Swing application for digital currency trading system 	
[REDACTED], Mumbai, India (Consultant)	Oct. 2014 – Dec. 2016
<ul style="list-style-type: none"> Developed an inbound SPROXY interface for finance journal documents which eliminated complete manual intervention and resulted in saving of 4hrs/man day Implemented 'Concur' expense solution which improved settling of employee trip expenses up to 80% by posting FI documents in SAP Created single program for bulk upload of various PA infotype data which improved hiring process by 30% Provided SME support for ABAP technical solution for designing interfaces, transport management and retrofitting. Effort estimation for RICEF objects and preparing technical specifications 	
[REDACTED], Mumbai, India (Senior Software Engineer)	Aug. 2012 – Oct. 2014
<ul style="list-style-type: none"> SPAU and SPDD resolution during upgrade, IDOCs, RFCs, dumps and batch jobs monitoring and fix SAP OSS notes implementation, performance optimization of ABAP objects using runtime analysis, implementing SAP max attention items and table re-indexing as part of house-keeping activity Defect analysis, enhancements of technical objects, PVT activities, leading unit test reviews, ABAP code review, training and mentoring of new members within the project 	

SUMMARY

Graduate student with 2 years of professional experience in Business Intelligence and Data warehousing. Versatile professional with broad range of skills dealing with data extraction and report generation. Adept at data cleansing, data profiling, data visualization and database management, fulfilling executive data requests and finding solutions to business issues.

Technical Skills

Databases:	MySQL, Microsoft SQL, Oracle 11g, Nettezza, Azure
BI/ETL Tools:	SSIS (Data Integration), Talend, Informatica, Tableau, SSRS, QlikSense, MS Power-BI
Web Analytics:	Google Analytics
Languages:	Python, SQL, PL/SQL, NoSQL, Java, C, Matlab
Tools/Softwares:	MS Excel, MS Word, GitHub, Toad Data Modeler, Netbeans IDE, Visual Studio, MS PowerPoint
Web Technologies:	HTML5, CSS, JavaScript, JSON, JIRA, PHP, Node JS

EDUCATION

Northeastern University | Boston, MA

August 2017 – May 2019 (Expected)

M.S. in Information Systems Department

Relevant Coursework: Database Management and Database Design, Data Warehousing and Business Intelligence, Web

Design/User experience Engineering, Application Engineering and Development

Anna University | Chennai, India

August 2011 – May 2015

Bachelor of Technology in Information Technology

Relevant Coursework: Database Management Systems, Probability and Statistics, Relational Algebra, Object Oriented

Programming, Software Engineering and Quality Assurance, Computer Networks, Web Technology, Operating Systems

WORK EXPERIENCE

Cognizant Technology Solutions | Programmer Analyst | Chennai, India

September 2015 – August 2017

- Implemented various Active and Passive Transformations for **Data Integration** and implemented **Data Migration(ETL)** from Operational Data Source to Staging area and then to Target using SSIS
- Constructed complex **ad-hoc queries/scripts** using joins, aggregate functions, pivots and sub-queries for validation of data between source and data warehouse
- Developed custom crystal reports, dashboards and stories using **MS-PowerBI for Business Intelligence** analysis and responsible for cutting down the costs for the clients and helping them to identify new business opportunities
- Lead a team of 3 and performed **data profiling** and **data cleansing** for source records and also implemented various data warehousing concepts like **star schema**, **snowflake schema** and slowly changing dimensions
- Created database Schemas using **TOAD** data modeler; Managed and extracted **Metadata** associated with ETL processes
- Worked in **Agile** environment, actively participated in **Scrum** meetings and interacted with clients frequently by consolidating their inputs and incorporating them into our deliverables from time to time and received client appreciation mails

Amara Raja Group | Tirupati, India

June 2014 – July 2014

Intern- Business Development and Sales

- Collaborated with Business Development Manager, generating dashboards for sales development and created reports to the company's prospects as a part of sales effort
- Performed **data cleaning** using Python

ACADEMIC PROJECTS

Online Shopping Management System, Northeastern University | Boston, MA

December 2017

- Designed ER model(normalized to 3NF) and designed a generic database to manage and maintain all the records
- Implemented check constraints, **Stored Procedures**, **Triggers**, **Views** and sub-queries to respond a request raised by the user

Data Integration and Visualization, Northeastern University | Boston, MA

January 2018 - Present

- Designed a **data warehouse** for **AdventureWorks** and **Chimook** databases and performed ETL using Talend and SSIS
 - Integrated data from multiple sources and implemented joiner transformation, **Slowly Changing Dimension(SCD)** and successfully loaded data to the target data warehouse
- Integrated data to BI applications like **Tableau** and **MS-PowerBI** and created interactive visualizations to gain analytical insights for increasing sales of least sold products

EDUCATION

Northeastern University, Boston, MA Master of Science in Management Information Systems	May 2018
Pune University, Pune, India Bachelor of Engineering in Computer Engineering	May 2016

TECHNICAL SKILLS

Programming Languages: Java, C, C++, SQL, JavaScript, IOS Swift, ES6
Web Technologies: HTML/CSS/Bootstrap, Servlets, jQuery, AngularJS, Ajax, RESTful APIs, Angular
Backend: Spring MVC, Hibernate, XML, JSP, Multithreading, NodeJS, Express, maven
Databases: MS SQL Server, MySQL, MongoDB, phpMyAdmin
Tools & Services: IP Protocols, SASS, AWS, MS Office, Linux, Windows, MacOS, GIT, Eclipse IDE, Slack, Apache Tomcat
Testing & Frameworks: xcode, ionic, mongoose, mocha, chai, JUnit, LaTeX

CERTIFICATIONS & AWARDS

Multidisciplinary Graduate Engineering College, Northeastern University Information Systems Best co-op support award	May 2018
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WORK EXPERIENCE

Software Engineer Intern, Onama Consultants Pvt. Ltd. (MySQL, Java, CSS, HTML5, AWS)	Aug 2015 - May 2016
<ul style="list-style-type: none"> Produced and hosted a demo dashboard for an inventory management system, used 'Theory of Constraints' to organize and maintain the raw material in an efficient manner Designed a web application to help the production unit heads determine production schedules based on market demand Used agile development cycle to develop various visual effects and graphical structures to aid the inventory management process, generated weekly reports to track the efficiency of the inventory management process Published paper in IJETR journal and in IJESC Volume 8 Issue No.5, May 2016 Link: https://www.erpublication.org/published_paper/IJETR033228.pdf 	

PROJECTS

Things ToDo Application (HTML, CSS, ES6, NodeJS, MongoDB, mongoose)	July 2018 - Present
<ul style="list-style-type: none"> Deployed a well-tested RESTful API to manage users and their todo lists using authentication Used <i>HTML5/CSS3/ES6</i> for front end, JWT for user authentication and deployed it on Heroku 	
Recipe Book website (HTML, CSS, JavaScript, Bootstrap, Angular, NodeJS)	May 2018 - Present
<ul style="list-style-type: none"> Developed a responsive website for recipe book with rich overall user experience Tested the REST API using mocha and chai 	
Evite - Event management IOS application (IOS Swift, Firebase)	Aug - Dec 2017
<ul style="list-style-type: none"> Designed a responsive IOS based application to allow users to book tickets and view all the ongoing events around them Integrated a feature for multiuser chat with auto refresh for announcements and event updates Utilized Swift 4.0 for designing and front end along with Firebase for the database, tested on iPhone 7 	
Food Share (Spring MVC, Hibernate, Java, HTML, CSS, JavaScript, AngularJS)	Jan - Apr 2017
<ul style="list-style-type: none"> Depicted and implemented a responsive web application with user interaction capabilities for e-commerce interaction to let the registered NGOs login and order from the available stock to be donated, incorporated IOT Built an application to help manage the food inventory in an effective manner using <i>Spring MVC</i> and <i>Hibernate</i> framework with Spring annotations and hibernate annotations, used <i>HTML5/CSS3/BOOTSTRAP/JavaScript/AngularJS</i> Programmed an algorithm to categorize the display of products and generated reports for deliveries, wastage and profits 	

ACADEMIC EXPERIENCE

Academic Support, Northeastern University	Aug 2018 - present
Graduate Teaching Assistant, Northeastern University (Employer Outreach)	Feb 2018 - April 2018
<ul style="list-style-type: none"> Coordinated with company recruiters and assist 187 students to find job opportunities based on their skill set Aided over 20 employers by interviewing students and achieved a good placement rate 	









Resume Format

- Start with a blank document with 1" margins; adjust as needed; do not use editing formats
- Type in your information and then format it
- Times New Roman or Arial font is best
- Font sizes no bigger than 12 and no smaller than 10
- Be ready to adjust as items are added

Using formatting or inserting tables will make your document difficult to modify later so avoid these!!

Formatting Q & A

Consistency is Key

- How long should my resume be?  1 page per 10 years of experience
- How many bullet points per job?  3-5 (more for more relevant experience)
- How should I order my resume?  Reverse chronological order
- Should I use my photo?  Never!
- Should I use colors and design formatting?  It depends on the job and the industry
- What verb tense should I use?  Present tense for current employment & past tense for past employment
- Are typos or errors ok?  No! Never! Nada! Nope!
- Should I include references?  No. We will ask you for them if you advance through the process. Do not write “available upon request.”

Resume Checklist

- Has the correct sections
- Consistency, alignment, spelling, grammar
- Contact information is accurate, complete, and clear
- Has a concise summary that shows experience and the value you can bring to a company
- Skills are present - easy to read and understand
- Education
- Experience
 - Work experience first; the largest section; most recent first
 - Academic projects if they add value and skills to the story
- Certifications and publications only if relevant

**Use the Resume Checklist in Canvas (Resources Module)
to make sure you are on point!**

Before You Apply for that Job...

- Look at the job description and your resume: do your listed skills fit the requirements?
- Assess your soft skills: do you possess the requirements mentioned in the posting?

Required, Desired, & Preferred

What's the difference???



Required, Desired, & Preferred

Required skills:

- Also called "minimum qualifications"
- Meet 100% these standards to be considered for the position

Desired skills:

- The “nice to have” skills that make up a recruiter's wish list
- Least critical, and proficiency in these areas will give your application a nice boost
- Recommend taking the chance and apply

Preferred skills:

- Abilities employers want to see in a potential new hire, but they may not be deal-breakers when it comes to landing an interview
- If you have at least half of the preferred skills listed in the job description, don't think twice. Apply for the job!

Preferred Skills

Analyze

- Circle any competencies that are repeated multiple times throughout the job description, as well as those that are described as "highly desired" or "strongly preferred."
- Hopefully, you already have some experience with the circled skills, even if only in passing.

If you are inexperienced in any of them, you could consider an online course to demonstrate basic knowledge and a willingness to continue learning while employed.

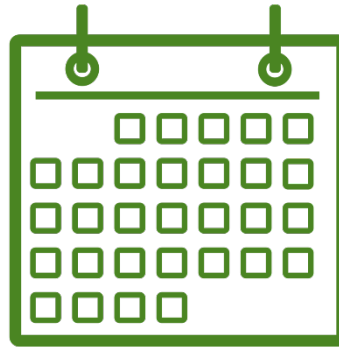
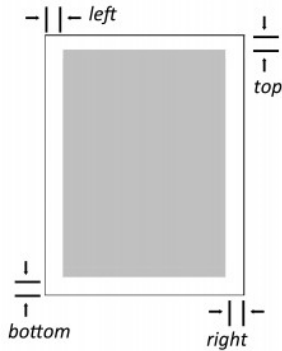
Tailoring Resumes

- Reorder the keywords
- Rearrange your bullet points
- Revise your Summary (if you have one)
 - Dig through the job description to learn the critical aspects of the job

Helpful Hint

Have a master resume with everything on it and then pick and choose, reorder and rearrange as needed for each position you apply to.

Resume Wrap-up



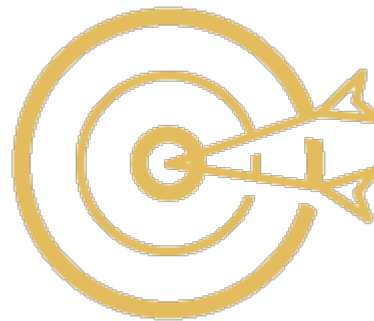
Reverse Chronological



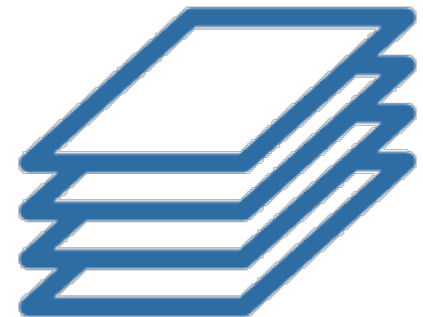
1 Page ONLY!



Master of Science vs
MS or Masters



Consistency!



References
separate

Resume Basics

Keep it neat,
concise and
appealing

1 page!

Recent, relevant and
distinguishable!

Easy to
follow

No grammatical
errors or typos

5 Things People Reading Your Resume Wish You Knew

- If your experience, education or skills are hard to find—it might as well be blank!
- If it is not immediately clear why you are applying, no one will connect the dots for you
- If your resume is difficult to skim it won't be read at all
- If you expect to get your resume in front of a hiring manager, you need to first make sure you get through HR
- If your contact info is not correct, nothing else matters

[Robot Friendly Resume](#)

5 ways to get rejected at



Tpyos
and
Errors



More than 1 Page
per 10 years

Formatting



Resume Checklist

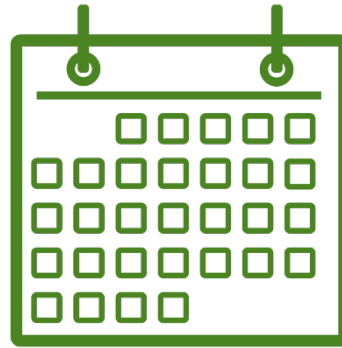
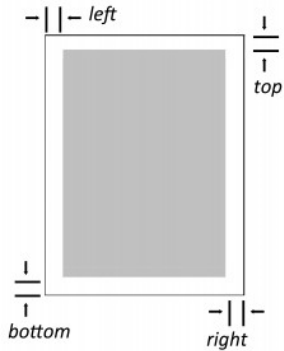
- Has the correct sections
- Consistency, alignment, spelling, grammar
- Contact information is accurate, complete, and clear
- Has a concise summary that shows experience and the value you can bring to a company
- Skills are present - easy to read and understand
- Education
- Experience
 - Work experience first; the largest section; most recent first
 - Academic projects if they add value and skills to the story
- Certifications and publications only if relevant

RESUME PEER REVIEW WORKSHOP

Work in groups

- Using the resume checklist evaluate each person's resume
- Start with one group member's resume
 - Review individually and make a few notes about the resume
- As a team, provide verbal feedback to the group member
 - Where can it be improved, clarified?
 - What can be added, removed, changed?
 - Resume owner take notes on suggested improvements
- Move on to the next group member's resume

Resume Wrap-up



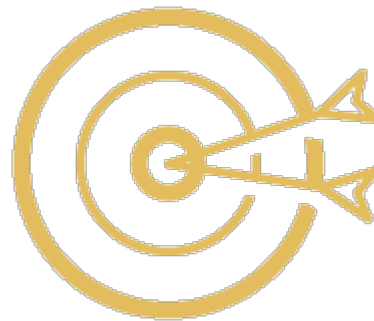
Reverse Chronological



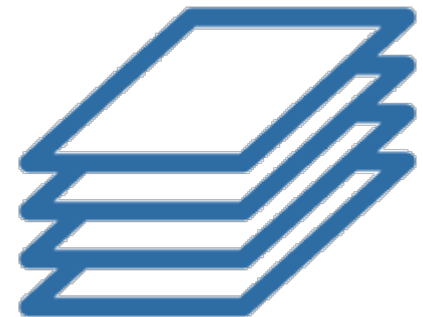
1 Page ONLY!



Master of Science vs
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Consistency!



References
separate

Resume Fun Facts

- Recruiters say they spend 4-5 minutes per resume
- In reality research shows they only spend 6 seconds!
- Regarding online profiles, reviewers were clearly distracted by common visual features such as pictures, ads, etc. These distractions wasted time and detracted from more pertinent and useful candidate information such as experience and skills.

Recruiter Gaze Tracking

As a recruiter I
spend 80% of my
time looking for:

Beyond that I
just scan for
key words
to match to
the position

Name

Current title/company

Previous title/company

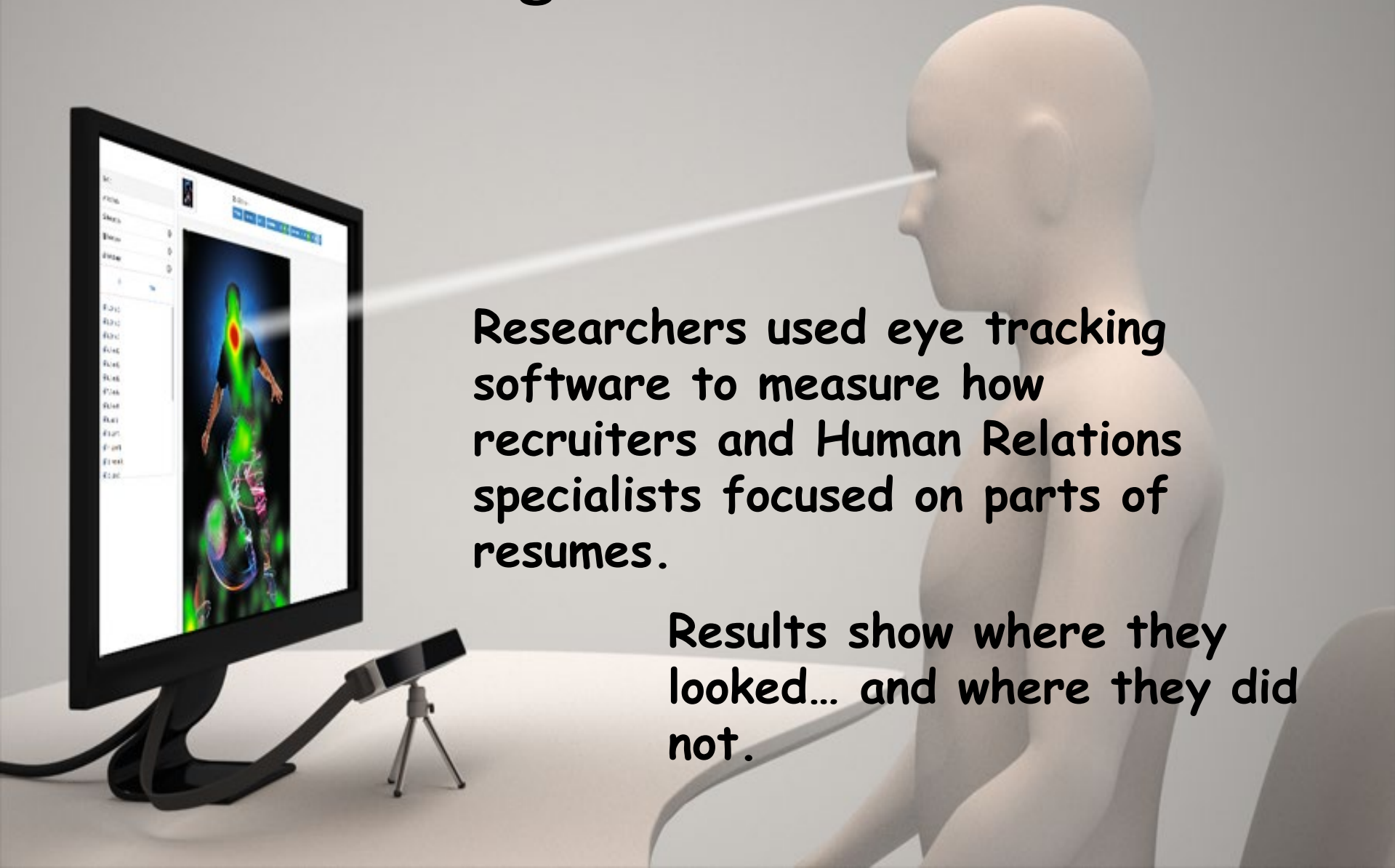
Previous position start
and end dates

Current position start date

Education



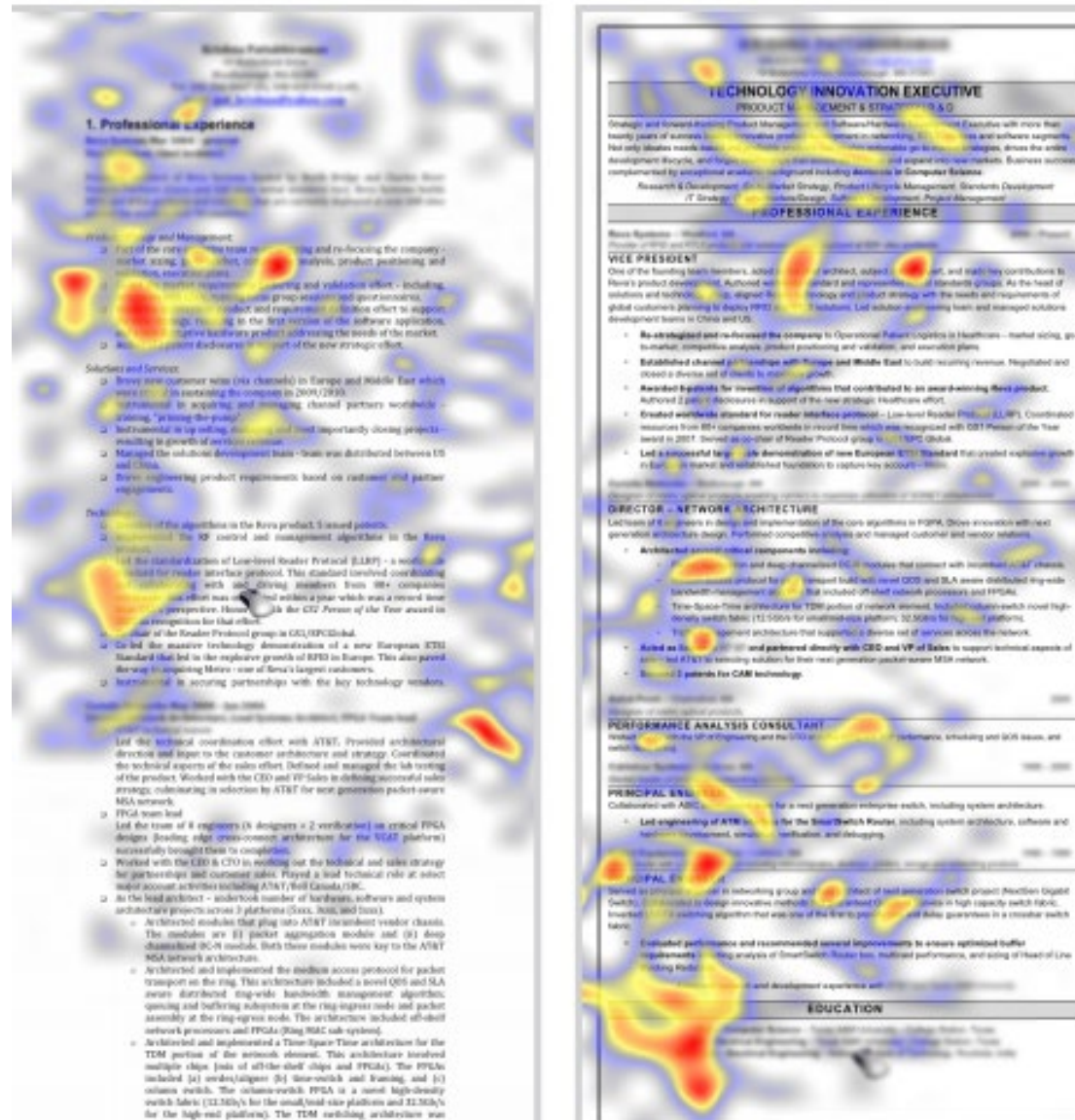
Gaze Tracking and Resumes



Researchers used eye tracking software to measure how recruiters and Human Relations specialists focused on parts of resumes.

Results show where they looked... and where they did not.

Gaze Tracking



Self written

- Looks boring
- The bottom is never read

Professionally Rewritten

- Elements added for interest
- White space
- The whole document gets read

What about “Creative” Resumes?

- Will they give you a leg up?
- Will they make you stand out?
- What do you think?

- Sewing was a passion.





Creative+Hard-Working+Talented+Excellent Designer+Unique+Autodidactic+ Search

Did you mean: [Eric Gandhi?](#) Top result shown

► [Eric Gandhi](#)

2379 Fallbrook Court, Duluth, GA 30096
E-Mail: ceo@ericgandhi.com
Mobile: (404) 867-8542
www.ericgandhi.com

Experience

CEO/Founder, Eric Gandhi Design, Atlanta, GA (2005-Present)

- Concurrently worked as an independent designer for five clients while still in college
- Provided creative/marketing solutions, such as websites, application GUI designs, and ads
- Clients included Glen-Gene Deli, Schlotzsky's Deli, and mohkaLIFE Magazine

Manager, Schlotzsky's Deli, Dunwoody, GA (2005-2010)

- Managed a team of 6 to 8 individuals at the age of 18
- Established a wi-fi network that had laptop-equipped customers staying approximately 3 times longer, which increased the sales of desserts and other side items.
- Optimized the work schedule to ensure an even distribution of hours among the team, which led to more rested employees, a 50% drop in monthly absenteeism, and a reduction of overtime hours from 10 hours per employee to 2 hours per employee

Information Technology, Global Tutoring, Norcross, GA (2003-2005)

- Installed, maintained, updated, and repaired the establishment's twelve computer infrastructures, which included all their software, hardware, and data networks
- Merged six separate, fractured client information databases into one complete database with over 200 past and current clients, which allowed for the recontact and regaining of the business of approximately 30% of clients that had since left
- Standardized and created templates for two dozen forms that had previously been created "on-the-fly," saving 8 hours per week
- Led every one of the advertising and marketing ventures put forth by the establishment

Education

Georgia Institute of Technology, Atlanta, GA, Spring 2010

- Bachelor of Science in Science, Technology, and Culture
- Focused on Digital Media, Visual Design, & Film

Skills

Design Software

- Adobe Creative Suite (After Effects, Dreamweaver, Flash, Illustrator, InDesign, and Photoshop)
- Apple Media Software (Aperture, Final Cut Pro)
- Autodesk Maya
- OmniGraffle

Office Productivity Software

- Apple iWork Suite (Keynote, Numbers, and Pages)
- Microsoft Office Suite (Access, Excel, Powerpoint, and Word)

Programming Languages

- CSS/HTML
- Java
- Python
- Matlab

Spoken Languages

- Fluent in English and Gujarati
- Conversational in Spanish and Hindi

Suggestions:

Make sure you hire the best possible candidate.
Try someone creative.
Try an excellent designer.
Try Eric Gandhi.

Did you mean to hire: [Eric Gandhi?](#)



Joe Kelso presents
RESUME!
THE RECKONING

WATCH IN HORROR AS HE
UNLEASHES HIS DASTARDLY SKILLS!
PHOTOSHOP, ILLUSTRATOR, MACROMEDIA
DIRECTOR, PHOTOGRAPHY, PHOTO
RETOUCHING, MACROMEDIA FLASH,
AFTER EFFECTS, HTML, CSS, MICROSOFT
WORD, EXCEL, ACCESS, OUTLOOK

**JOB
EXPERIENCE**

HR Solutions, Inc 3/06 - present
Technical Creative Specialist

- Acted as a team lead for the Production Department
- Assisted the Production Manager in the day to day operations of the Production Department
- Designed various reports, presentations, online and offline surveys
- Worked on high level data analysis and processing
- Trained Production personnel in various techniques and applications
- Designed user interfaces and programmed applications for internal use in creating reports of various types

Network Century 11/02 - 3/06
Senior Interactive Developer

- Designed and developed graphical user interfaces and programmed applications designed for delivery on CD-ROM and the Internet
- Composited graphics, video and audio for various national commercials
- Designed and authored DVDs for national distribution
- Photographed the facilities and employees for use in the production of marketing materials
- Repaired hardware and software issues on PC and MAC platforms

EDUCATION

The Illinois Institute of Art
Bachelor of Fine Arts in
Multimedia Production
Graduated June, 2002



HE WAS SAFELY LOCKED UP - BUT NOW HE'S OUT!



GRAPHIC DESIGNER

Chuck D. Lay
1534 B Kings HWY
Dallas, TX 75208

469-834-8342
chuckdlay@yahoo.com
chuckdesign.com

DESIGNER PROFILE

Detail oriented team player. Organized, flexible and able to meet deadlines in a fast paced environment. Excellent customer service skills with a background in retail management.

Objective: to obtain full time employment as a graphic designer in a position that will allow me to utilize my experience in identity systems and logo design.



EDUCATION

B.F.A. in Communication Design
Louisiana Tech University

GRADUATION: August 2008



AFFILIATIONS • HONORS • ACTIVITIES

Dallas InDesign Users Group

AIGA Student Member

UG2 Underground Graphics
• Student Organization for
Graphic Design Majors at LA Tech



CROSS-MEDIA GRAPHIC DESIGNER

Arken Technology Inc.
Dallas, TX • 06.09 - 02.10

- Designed and built print, email and web-based campaigns.
- Repurposed existing artwork for like cross-media campaigns.

FREELANCE DESIGN

Clarissa Galloway Events & Design
Dallas, TX • 01.10 - Present
• Designed logo and identity.

Installation Floral
Dallas, TX • 08.09
• Worked with inhouse designer
to code and build html website.

Trinity Heights Baptist Church
Shreveport, LA • 01.08 - Present
• Redesign and maintenance of website
and identity systems.

OTHER EMPLOYMENT

Office Coordinator
Louisiana Tech University:
Office of Disability Services
05.08 - 05.09

Student Assistant
Louisiana Tech University:
Office of Disability Services
05.07 - 05.08

Server
Applebee's Restaurant
Ruston, LA
08.07 - 05.08



TECHNICAL QUALIFICATIONS

Proficient in both
Mac OSX and
Windows XP/Vista
operating systems



SOFTWARE

- Skilled in Adobe CS4:
Illustrator, Photoshop,
InDesign, Dreamweaver,
and Flash
- In depth knowledge of
HTML and CSS
- Experience in using and
programming for variable
data software.



**Other skills in
Microsoft Office:
Word
Excel
Powerpoint

FREEHAND

- Illustration:
- Pen and Ink
 - Watercolor
 - Charcoal



OTHER EXPERIENCE



Screen Printing
and Photography

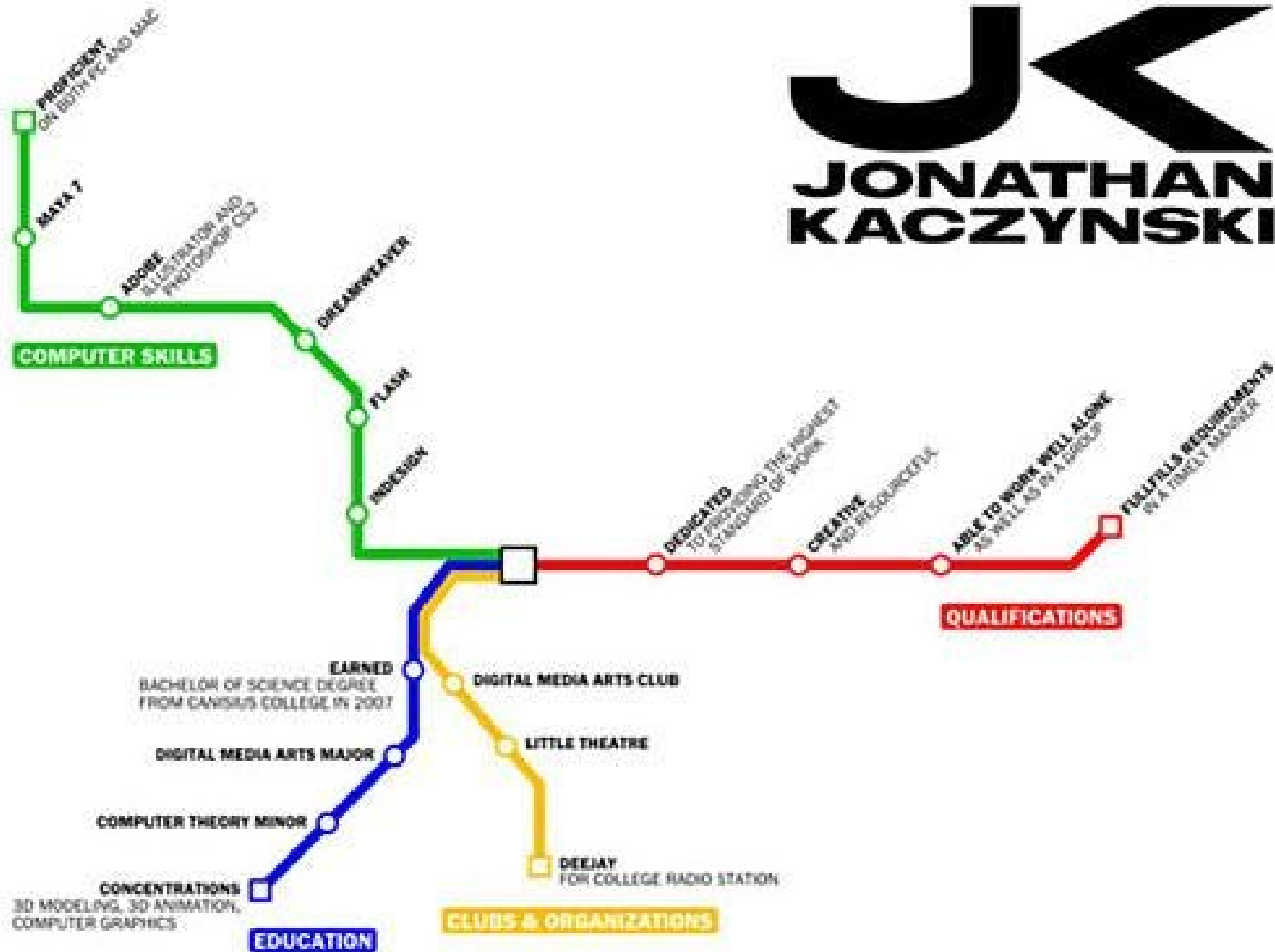
WANT MORE DESIGNERD?

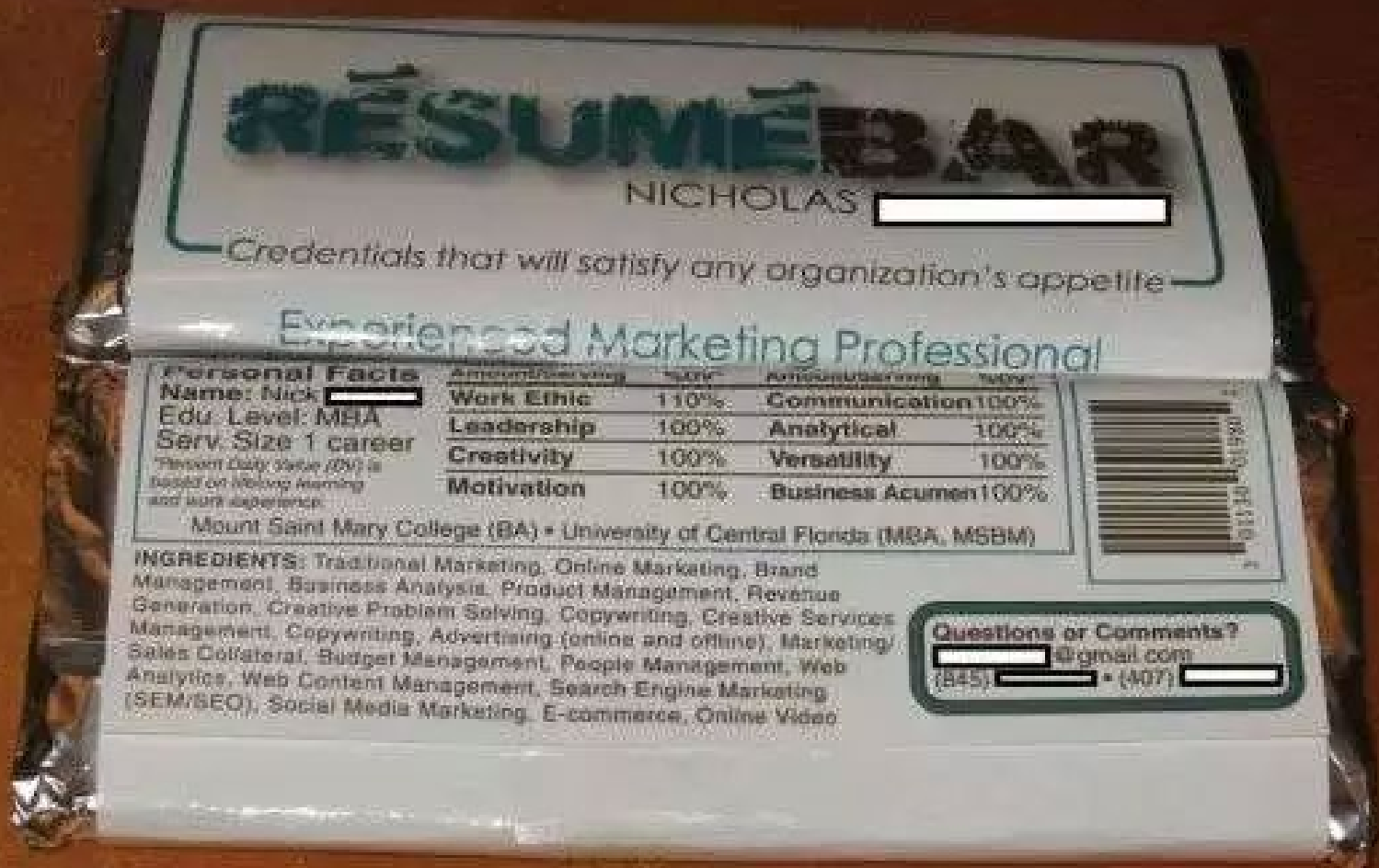
MAIL TO: ChuckLI COMICS
Subscription Dept.
1534 B Kings HWY
Dallas, TX 75208

If you would like more issues
of DESIGNERD, allow 5-7 days
for delivery.

NAME:
ADDRESS:
CITY:
STATE: ZIP:

If you would like to set up an interview, or inquire about my
freelance services, just call or email me.





Assignments

- Start working on your resume which is due at the end of the term (see your Syllabus/Canvas for due dates and times)
- Complete Discussion Board 2 – your part is due by Friday evening and then your comments on two classmates' resume are due by Sunday!!
- Complete the Get Informed Module



Next Week...

I will be in Orlando presenting at a conference. As a result class will not be live.

Stay tuned for details...