

HOW TO WRITE A RESUMÉ EMPLOYERS WILL READ

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So, how do you write a résumé?

To begin, design your résumé to be both scanned and read by a human being

- Use lots of nouns (all your computer science terms and names)
- Use lots of verbs (i.e., created, wrote, tutored, taught, coded)
- Use lots of detail – quantify, where appropriate
- Format your résumé to be reviewed in 20 seconds
- Include enough important information and detail to keep your reader interested



COMPSCI STUDENT

1234 North Main Street, Tucson, AZ
246-123-4567 • iccompsci@email.arizona.edu

OBJECTIVE

A computer science related internship

EDUCATION

Bachelor of Science in Computer Science

University of Arizona

- Worked up to 30 hours per week while a full-time student
- Bilingual: English and Spanish

May 2016
Tucson, AZ

SELECTED COURSEWORK

Program Design and Development

Computer Organization

Analysis of Discrete Structures

Object-Oriented Programming and Design

Introduction to Discrete Structures

Systems Programming and Unix

COMPUTER SKILLS

Languages: Java, C, C++, Python, Web Programming in HTML, CSS, Javascript, SQL

Databases: MySQL, Oracle and JDBC

Web: HTML5 and CSS3

RELATED PROJECTS AND LEARNING

Python Development

July 2015 – Current

- Created projects on Github to learn more about programming principles and design
- Created a sprite sheet splitter which takes a sprite sheet, width, and height of the sprites and in turn will return each individual sprite in its own jpeg file

Cloud Computing and Other Classes

August 2015 – Current

- Learning about cloud services through the use of technologies like AWS, and Google App Engine

Automated Automated Test: Software Engineering

Spring 2014

- As a member of a group of 4, implemented a program in Java and XML that creates Automated Tests to grade code enabling professors to grade student code, awarding as many points as possible, in a shorter period of time
- Tested using Log4J and Apache Ant, and merged using Git and Github

Boards: Database Design

Fall 2013

- Created a web-based system in Java, HTML, and JDBC using SQL that would keep track of tasks via boards
- Users subscribe to different boards depending on the type of tasks they were looking for, and they could either create or be assigned to tasks

EXPERIENCE

Instructor

Nike Tennis Camps

- Taught tennis and managed 26 students with a compact daily schedule

INTERESTS

Hiking, Ultimate Frisbee, camping, writing poetry and short stories

Sample
résumé
format



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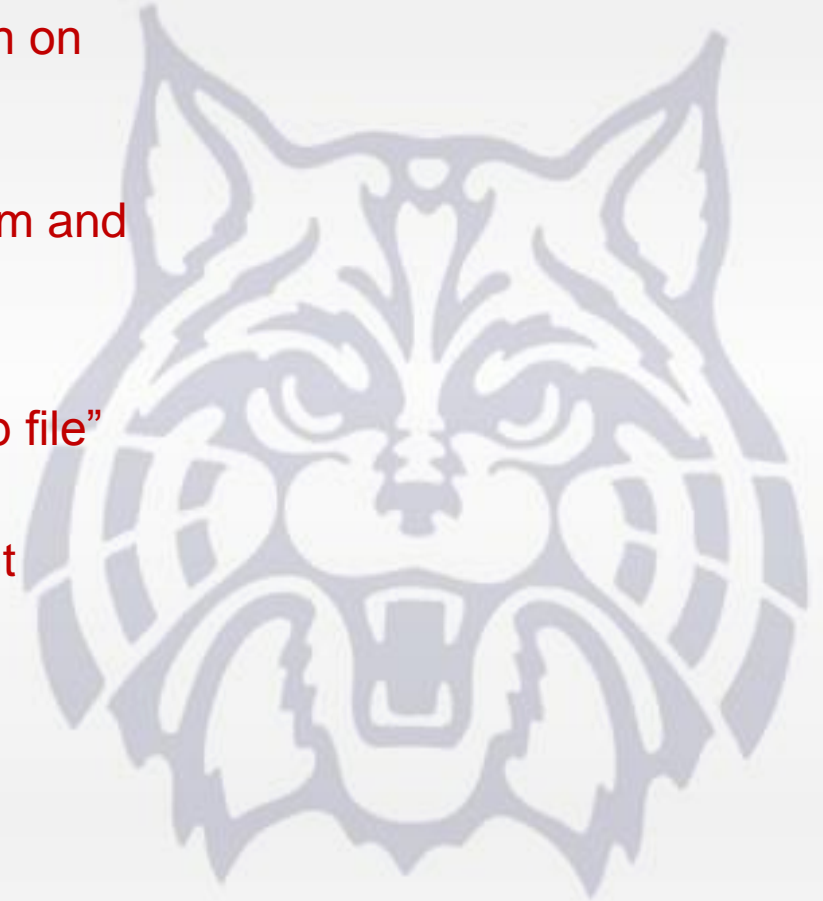
You possess a unique set of skills, experiences, interests, and knowledge. Choose the section headings that allow you to show those things

- Education
- Skills...computer and other
- Experiences...inside and outside of class
- Goals
- Personality
- Values
- Degree and related factors
- Languages (computer and other), software, hardware
- Internships, part-time and full-time positions
- What you want to do when you graduate
- Site for your work, i.e., Github



Get your resumé RECRUITER ready!

- Use a professional font – i.e., Times Roman 10, 11, 12 font; 14 or 16 point font for your name
- Showcase the good stuff – focus your reader’s attention on your skills and contributions
- Be specific – State the problems you solved, what you learned, what you contributed to the success of the team and the project
- Don’t say – “responsible for...” or “assisted with..”
- Proofread...can mean the difference between the “keep file” and the “trash file”
- PDF – look the same on any computer; Word document appearances can vary
- Keep it to one page
- Have a company representative review it for you when possible



Resumé Headings to Consider

OPTIONAL

- Objective – Be Specific – i.e., “An Internship in Software Development”
- Skills or Accomplishments
- Projects / Coursework
- Certifications/Licenses
- Leadership

DO NOT INCLUDE

- Personal Information
- Community College Information unless significant data from there
- References
- Social Security numbers



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Education

Degree first

Bachelor of _____ in Computer Science

- GPA – major, overall, last two years
- Honors or Awards
- Memberships i.e., WICS, ACM, Video Game Developers
- Certificates
- Did you work while a full-time student?
- How much of your educational cost have you been responsible for?

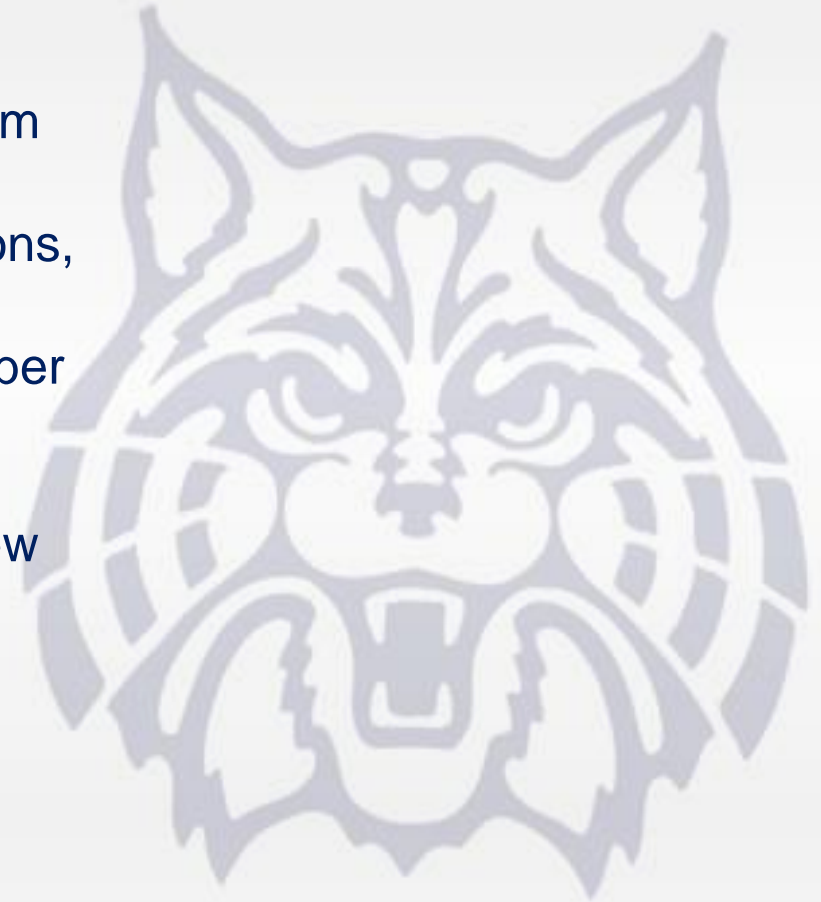


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Experience

ACCOMPLISHMENTS:

- It can be large or small
 - Something new or different: wrote or created a program to solve X problem
 - What did you learn or develop as a result of your actions, or programs written as a team member
 - Level of participation or leadership displayed as member of a team
 - The contribution you created, implemented or participated in as a team member that generated a new product, saved money or time, generated additional revenue



* Employers are interested in what you can do for them

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Additional Information

- **Skills**

Languages, computer and other
Hardware
Operating Systems
Software

- **Interests**

What you do for fun can have value and be included on your resumé

- **Memberships** (* show leadership when possible)

Organization (start with title (if any)

Volunteer/Community work (start with the title if you had/have one)

University associations (start with the title if you had one)



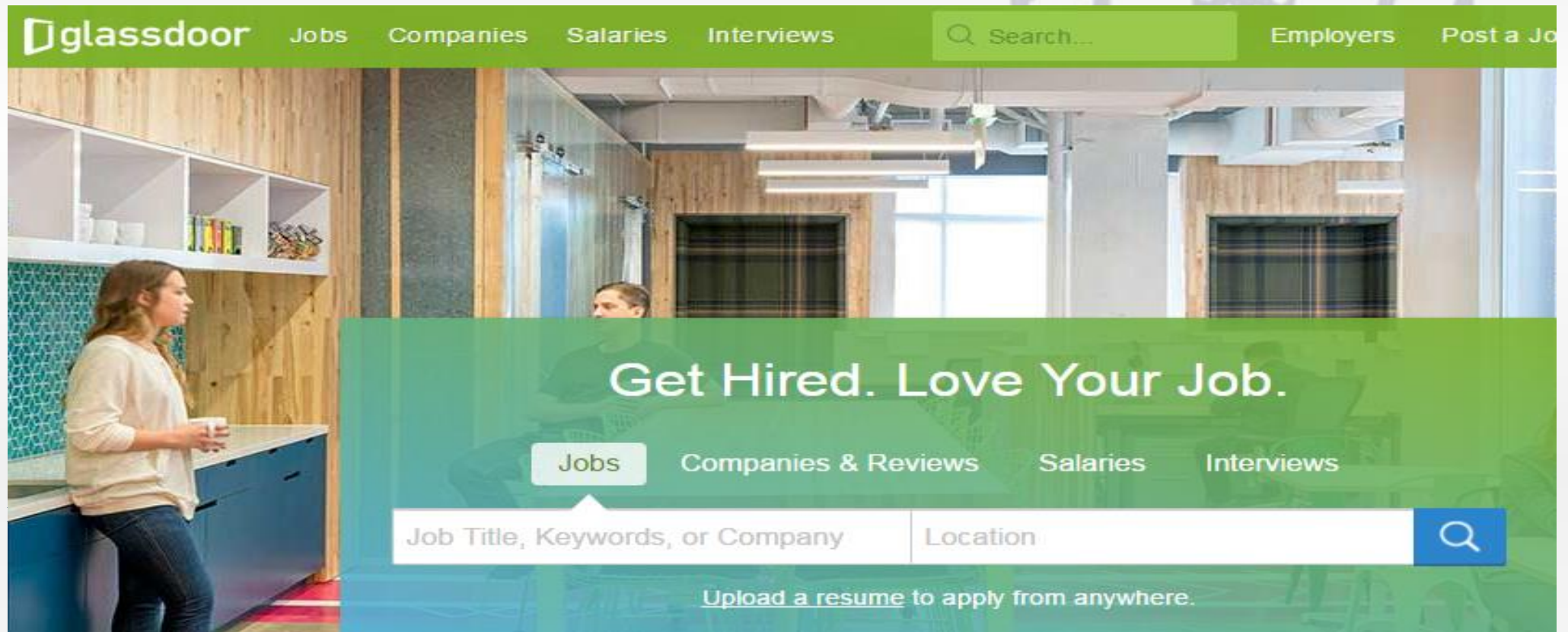
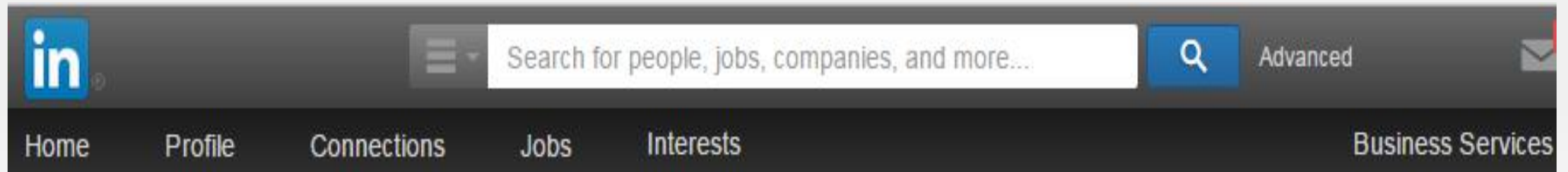
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Strategy: What's in a Job Description

- Everything you need to know to write a good resumé is in the job description, read it before writing your resumé.
- Review the company website and sites like “glassdoor” and “LinkedIn” to understand the company mission and values and employee ratings.
- Review literature about the company to understand possible career paths within the firm.



Sites like LinkedIn and Glassdoor.com are good places to find opportunities



Another useful site for searching



indeed[®]
one search. all jobs.

what

job title, keywords or company name

where

city, state or zip code

[Advanced Job Search](#)



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What's in a Job/Internship
description that can help you create
your resumé?



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Job Description

System Engineering Intern-1448645 Description

Description

The Enterprise Group – Technology Services R&D organization delivers Support Automation solutions to our internal and external customers. As a member of this global team, you will work in a highly dynamic, fast changing and fluid work environment. You will contribute technical and business knowledge expertise to provide unique support solutions to ensure best in class delivery for our users. You will work effectively across organizations to drive appropriate business solutions; view alternatives from an end-to-end enterprise perspective and understand the broader implications of technical and business related choices.



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Knowledge of the following:

Ability to listen and determine the request from both auditory and written information.

Ability to drive a project with minimal direction.

Ability to understand business requirements and translate them into solutions

Experience working in a team environment

Excellent written and verbal communication skills and excellent organizational skills

Ability to work in a dynamic and culturally diverse environment across multiple time zones

Leadership qualities: Integrity, attention to detail, timeline sensitivity, goal-oriented, motivator, technical/analytical background

Proficiency with Microsoft Office (Word, Powerpoint, Excel) will be helpful

Desired education classroom experience in business and project management

An interest in data, data analytics, business intelligence and big data a plus

Knowledge and/or experience in Software programming in one of the following is desirable: Java, Java

Script, C, C++, C#, VB.Net, ASP, MFC, Visual Studio



Things to Think About...

- There are no right or wrong formats only those that are easier or harder to read
- Your resumé should match the job responsibilities as much as possible
- Prioritize the bullet points, the most relevant information goes first

Ask yourself as the recruiter hiring to fill this position:

- ✓ Would you interview this person?
- ✓ What stands out on the resumé?
- ✓ What are the relevant accomplishments or experiences?
- ✓ What are the results of this person's work?
- ✓ Does this resumé tell me about this person and their goals?



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Thoughts? Questions?



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