Making a Good CS Resume

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Resume Goal

- The resume is a simple one-page summary people can discuss, pass around
- Gets you an interview only
- Don't dump everything you know/have done in there. That is what the interview is for

What to include

- Most impressive to least impressive order...
- Education
- Related work experience
- Interesting course projects
- Open source projects, side projects; include URLs
- Publications, presentations
- Unusual experience (TA, Peace Corps, secret agent?)

What not to include

- Trivial, unrelated jobs; don't list your babysitting jobs
- Entry level positions if resume > 1 page
- Certifications; at MS level these are likely a negative, maybe ok at undergrad level
- No personal stuff; no one cares if you skydive, collect stamps, or can burp the national anthem

ADDITIONAL INFORMATION:

• Hobbies include Polo, Water sports, Horse riding and Rugby.

Length

- One page! (Or, as short as possible)
- The more impressive your experience is, the shorter it can be; E.g., the US president can have a one-line resume

Skills

• No laundry lists!

Languages: COBOL, DATAPOINT, FOCUS, FOXPRO, MICROSOFT, VISUAL BASIC, and ASSEMBLER.
Software: DATAEXPERT, CMS, VSAM, PANVALET and, MS OFFICE / Hardware: IBM 3090, IBM 36 and IBM 370
Operating Systems: OS-MFT, DOS, DOS-VM, OS-VS Windows 95, Windows 3.1, and MVS.

- Don't just list technology. Any idiot can cut/paste that list from a job site (like I did to make this slide)
- Incorporate your skills into your project descriptions

Writing style

- Be terse
- Be specific
- "Punchy" sentences starting with action verbs (past tense):
 - "Webmail: 8k line gmail-like email server using Java, servlets, Mysql with SMTP and POP socket clients."
 - "Saved company \$2.3M in 2006 by creating email tech support robot"
 - Verbs: Redesigned, Designed, Built, Developed, Saved, Reduced, Implemented, Fixed, Analyzed
- What was your role? Don't say "valued member of the team"

Objectives

- ...are meaningless; don't waste the space
- Everyone knows you want a job
- Unless you are a very high level and want a very specific job such as CEO of a small manufacturing firm in the midwest

Cover letters

- A physical letter or email accompanying your resume:
 - why you're a good fit for the job
 - things that don't fit or belong in the resume
 - emphasize resume elements
- Important in some cases
- Shows you can write (or not)
- Lets you tailor your application to each company

Tailor your resume

- Package yourself in different ways
- Present yourself appropriately for the company you are applying to
- Emphasize your AI course work if you are applying to an image recognition company, for example

Don't lie

- Don't exaggerate
- You'll get busted, then fired
- I've seen uninvolved people claim to be the project leader!
- Fundamentally, you should be about truth anyway



Details matter

- Speling ;)
- English grammatical structure
- Don't use these email addresses:
 - hotstud4u@gmail.com
 - ilikechocolate@yahoo.com