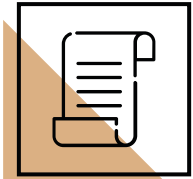


Resume Review Extration



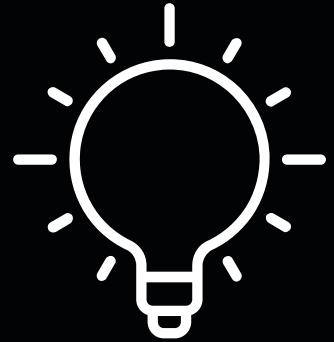
Jules Yang

01

Resume Tips

Breaking down how to best tell your story on your resume.

★★★★★



Resume Tips



01 Keep it to One Page

Recruiters don't want to be looking at more than that, utilize the space you have!

02 Clear, Concise, Consistent


Keep it easy to read and make sure your formatting is consistent throughout.

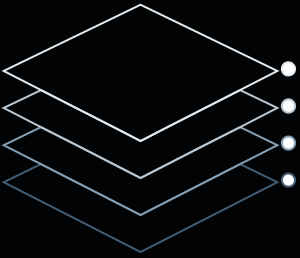
03 Relevancy

Include items most relevant to the position you are applying for.

04 Results-Oriented

Use action words and include quantifying numbers in your results.





Parts of a Resume

Usually they follow the same type of structure so recruiters will be looking at a few key places to find your information quickly.

Contact Information

Pixel Linux

STUDENT@andrew.cmu.edu | (XXX) XXX-XXXX |

- Include **all contact information**, including name, phone number, email address, LinkedIn profile URL
- Personal webpages and/or online portfolios
- Make your name **stand out**

Education

EDUCATION

Carnegie Mellon University

Bachelor of Science, Computer Science

May 20XX

Selected Coursework: Principles of Imperative Computing, Mathematical Foundations for Computer Science

Thomas Jefferson High School for Science and Technology

Jefferson Diploma

June 20XX, GPA 4.1

Selected Coursework: Selected Coursework: AP Computer Science + Data Structures, Artificial Intelligence 1 & 2, Parallel Computing 1 & 2, Web App Development, Mobile App Development

- Name and location of university
- List degree(s), major(s), minor(s)
- Expected graduation date
- **Relevant coursework**
- GPA (optional)
- Most recent -> least recent

Relevant Experience

EXPERIENCE

CARNEGIE MELLON UNIVERSITY | HEAD TEACHING ASSISTANT

Spring 20XX - Present | Pittsburgh, PA

- Serving as Head TA, leading 30+ TAs to teach over 400 students
- Taught introductory CS reasoning skills, data structures, and C language concepts

AURORA INNOVATION | ONBOARD INFRASTRUCTURE INTERN

May 20XX– Aug 20XX | Palo Alto, CA

- Built a tool to programmatically assign processes to various CPUs on the vehicle based on prior CPU utilization
- Developed code to monitor network traffic and alert the vehicle operator when network traffic crosses a certain threshold
- Created tools to allow for remote analysis of CPU usage and network latencies

MINERVALLC | LEAD FRONT-END DEVELOPER

May 20XX – September 20XX | Rockville, MD

- Developed the front end for a type one diabetes application

LOCKHEED MARTIN | SOFTWARE ENGINEERING INTERN

May 20XX – Aug 20XX | Rockville, MD

- Created an API Wrapper for an internal tool to enable programmatic access
- Produced a Python based script to analyze Lockheed Martin's supplier network

NASA | SOFTWARE ENGINEERING INTERN

Summers, 20XX and 20XX | Fairmont, WV

- Updated test scripts for the Orion Multi-Purpose Crew Vehicle to work with a new testing framework
- Designed testing APIs to decrease the necessary time to create new test scripts

- **Any relevant work, volunteer, or leadership experience**
- Usually least recent stuff towards the bottom
- Can have specific section titles
 - “Technical Experience”
 - “Leadership Experience”
 - “Work Experience”

Relevant Experience

Experience

Spiceworks *Austin, TX* Summer 20XX

Software Developer Intern

- Designed and implemented new features and patched critical bugs in the Spiceworks Help Desk
- Wrote unit tests to help achieve > 87% line coverage
- Utilized Ember.js for frontend and Ruby on Rails for backend development

Summer Undergraduate Research Fellowship *Pittsburgh, PA* Summer 20XX

Researcher

- Discovered novel roles of mouse visual cortex in visual acuity with Dr. Kuhlman and Alex Swain
- Conducted behavioral experiments and managed colonies of mice
- Analyzed data with MATLAB and presented the figures

Tulsa Undergraduate Research Challenge *Tulsa, OK* Summer 20XX

Researcher

- Processed and cataloged artifacts from Christiansted stump removal
- Synthesized the data into a public outreach and information site

- Job title
- Name of company
- Location
- Dates employed
- Major accomplishments

Bullet Points



Accomplished [x] as measured by [y] by doing [x]

Situation

What was the situation, problem, or conflict you were facing?

Task

What were you tasked with?
Responsibilities or goals?

Action

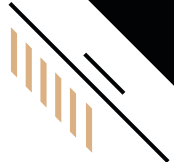
What action did you take? What did you do to solve this problem?

Result

What was the result or outcome of your action? How did it benefit _? Can it be quantified?



Bullet Points



Generic

Responsible for organizing events



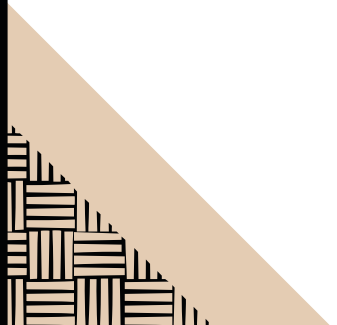
Strong

Plan and coordinate networking events and panels for **100+ attendees** on a monthly basis

Built a web application



Collaborated with **a team of peers** to design and build a web application **using** HTML/CSS, Java servlets, AppEngine, and the Google Cloud Platform and APIs



Project/Research

PROJECTS

Graphing 3D Surfaces Using Virtual Reality (Fall 20XX-Spring 20XX)

- Developed an application for viewing mathematical three-dimensional surfaces using an Oculus virtual reality headset and Leap Motion Sensors.
- Programmed the Oculus, wrote the graphics, and worked on the mathematical component of the software.

Frost (Fall 20XX)

- Designed a website that visualizes the spending distribution of various institutions (colleges, governments, charities) so that users can know where their money is going when they donate money or pay taxes.
- Used javascript and python, wrote the web server and most of the backend that allowed the website to function.

1Direction (Fall 20XX)

- Developed a game using a Sphero robot and Android app. Wrote most of the framework for the mobile app in Java.

Joyride (Fall 20XX)

- An application using General Motor's API and web development languages to create a social game that rewards people for driving safely.
- Wrote the database and much of the other backend code using javascript.

CoMAPorate (Spring 20XX)

- "Wikipedia for Maps." A website for handling a database of maps on the scale of schools or shopping malls created by users.
- Wrote the backend for the webserver, and the database for storing and editing the maps, and the code for user interaction that allowed users to edit the maps.

- Name of project/lab
- Semester in which it was done
- List description of projects
 - **Purpose**
 - **Result**
 - Teamwork skills

Activities/Societies

LEADERSHIP

President | American Marketing Association Chapter

MAY 20XX – PRESENT | PITTSBURGH, PA
(PREVIOUSLY VP OF PROGRAMS AND VP OF COMMUNICATIONS)

- Oversaw team of 12 officers and 6 committees within organization and all events, projects, and activities
- Planned and promoted 3 company speaker events, 2 professor dinners, and 2 site visits
- Managed organization's social media presence and website

VP of Finance/Operations | Business Association

MAY 20XX – PRESENT | PITTSBURGH, PA
(PREVIOUSLY VP OF INTERNAL AFFAIRS)

- Handled \$2,000 budget and facilitated all meetings
- Implemented new policies and led 4 workshops to grow organization's membership by 15%

Volunteer Public Speaking Teacher | Young Leaders Club

MAY 20XX – MAY 20XX | CHICAGO, IL

- Created and taught lessons at local library to engage children ages 12-14 in debates and prepared and impromptu speech

- List any clubs or organizations you are an active member of
- List leadership positions you hold
- Change to **show passions and interests**

Honors/Achievements

SELECTED AWARDS

USA Computing Olympiad Gold/Platinum Division

Fannie Mae Sponsored Prize, YHack

University of Maryland HS Programming Contest 1st Place

National Merit Scholar

- Show your strong academic abilities
- Include date received
- Examples: Dean's List, scholarships, competition awards, sports awards, grants, publications

Skills Section

SKILLS

PROGRAMMING

Over 5000 lines:

C • Java • C++ • Python • Javascript
Shell • React Native • LabVIEW

Over 1000 lines:

SML • Raw HTML/CSS • Swift Familiar:
SQL • Assembly • L^AT_EX

LANGUAGES

Fluent: English

Proicient: Spanish

- List **specific and distinct** skills
- For CS majors specifically, commonly list languages you know or other technologies (softwares, IDEs, hardware)
- Can organize into categories
 - Language
 - Technical
 - Machines
- Can organize into proficiency categories

02

Review Time

Partner up and give each other feedback!



03

Resume Q&A

