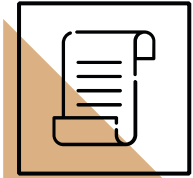


# Resume Review Extration



Jules Yang, Len Huang, Sarah Chen

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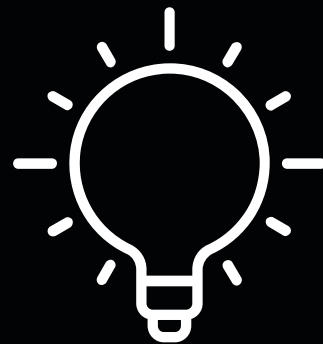
01

# Resume Tips

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

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★★★★★



# Resume Tips




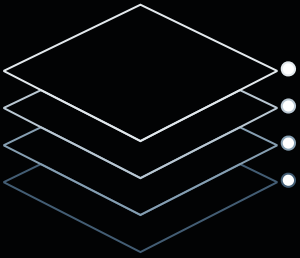
**01** **Keep it to One Page**  
Recruiters don't want to be looking at more than that, utilize the space you have!

**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

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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**

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USA Computing Olympiad Gold/Platinum Division

Fannie Mae Sponsored Prize, YHack

University of Maryland HS Programming Contest 1<sup>st</sup> 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<sup>A</sup>T<sub>E</sub>X

### 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

