

Professor David Berque and Steve Langerud, Director of Professional Opportunities, DePauw University

Computer Science Resumes

What is a Resume? *And why do I need one?*

- Your resume has only **one function**: to initiate a conversation with an employer.
- The resume is designed to **propel** you forward to a new position not just regurgitating your past!
- It is a simple, clear, concise document that shows that you have the basic education, skills and experience to qualify you for a specific job.
- One resume does NOT fit all. Every field is different. Every applicant is different. A generic resume does not help you. Your resume can only reflect you and your experience.
- There is no cookie cutter way to write a resume. So get help! The challenge is to effectively put your experience into the context of the employer.
- It must be technically perfect. No errors.
- It must present information that is specific to the reader.
- It must be organized in a way that easily guides the reader through your education and experience and addresses the needs they have for someone to successfully work for them.

Electronic Resumes, Portfolios and Web Presence

- Many employers are not seeking resumes! They will want to see your web presence or electronic portfolio.
- An electronic resume is not just a PDF version of your resume. It is a new way to present your education, experience and work product. For example check out www.visualcv.com.
- The electronic platform provides you with a new way to expand on what would typically be listed in a hard copy resume. It is not limited by length or style. Most importantly, it can include examples of your work product.

LinkedIn (or other) Profiles

- Make the content consistent with your resume
- Present yourself professionally
- Highlight your skills
- Highlight your projects
- Communicate with alumni (LinkedIn alumni groups)

Tips for Writing Resumes

- Be flawless. No mistakes. Ask for help proofreading. Read it backwards.
- Never use personal pronouns. It is obvious the document is about you.
- Be consistent with verb tense, abbreviations and construction throughout the document
- Be honest describing your experience.
- Use Microsoft Word. Not a preset program.
- Use Calibri or other font that does not cast shadows on a computer screen in 11 point font.
- Use ¾ to 1" margins all around-use white space generously. Make it easy to read.
- Use boldface, italics and limited underlining.
- Use simple structure to make it easy for the reader to follow. Remember, we read from left to right and top to bottom. Keep readers focused on helpful content. And the reading time is less than six seconds!
- If sending a hard copy, print professionally on a laser printer using white 25% cotton bond paper.
- If sending electronically convert word documents into a PDF.

How Do I Begin Writing a Resume?

- There is no generic resume that fits all needs. Focus on YOUR career goal, not your friend or classmate.
- Each professional field is different and there are some issues related to computer science resumes that you must consider.
- Computer Science has nuances to the language, style and examples they use that make you a credible candidate.
- Find someone who can help you craft a document that is the most appropriate to the area of your interest in Computer Science.
- Ask faculty in the computer science department; alumni who work in technology; and staff in Civic, Global and Professional Opportunities

Related (Computing) Experience

- What have you done that prepared you for this job or internship?
- Organize your experience so that it is easy for the reader to discern the experiences from your past that are most related to the position for which they are considering you.
- To help the reader, group all of your paid and unpaid experience relevant to the position you seek together in group.
- Related Experience means that it is related to the employer and position.
- You can be even more specific with the title of this section (e.g. Software Development, etc.) if your experience allows you to cluster around a skill or topic.

DePauw Specific Issues

Q: How do I list multiple positions with the same program, living unit or employer?

A: If you have multiple positions with one organization (like a program of distinction or Greek living unit) it is usually best to list them as separate positions (with the format from above). Lead with title, organization, location, date and then bullet point descriptions.

Q: How do I describe programs or activities that are important at DePauw but no one else know about them?

A: Think about the context in which you are writing. What does the reader need to know about your experience? How can you write about it in a way that helps the reader understand why the program or activity is important to your doing good work for them? Try to make the descriptions behavioral, observable, and measureable.

Q: Should I use acronyms in my job titles?

A: No! While DePauw may be the center of all acronyms, and we all know exactly what they mean, the rest of the world is clueless. So, SLAAC, ITAP, POD... all need to be spelled out. If you must use them then they need to be spelled out the first time they are mentioned with the acronym immediately following in parentheses. Help the reader understand your experience by being clear with your titles and descriptions.

Technical and Computing Language

- It is crucial to use technical language precisely and correctly
- If you have a section entitled “programming languages” and list “HTML” you are shooting yourself in the foot
- Similarly, names of languages and technology should be spelled and capitalized correctly
- If you write “JAVA” rather than “Java” you are making a mistake!

Focus on Your Technology Skills

- Create a section where all technology skills and experiences are pulled together for the reader
- Everything you have done (paid, unpaid, community service, fraternity or sorority, research, coursework, etc) are all together on the resume
- Be clear about your level of competence, years of experience, etc. with each skill

Technology Skills

- Database
 - SQL Server 2008, MySql
- Tools
 - Eclipse, NetBeans, MS Visual Studio, SVN, Emacs, Jbuilder, JUnit Testing, Spring, JPA, Hibernate
- Languages
 - Java, C++, C#, HTML, PHP
- Web/App
 - ServerRestful, SOAP
- Operating Systems
 - Windows XP, Vista, 7, Linux, Mac OS

Pay Attention to Detail

- Successful software developers are *detail oriented*
- This is your work sample. You have unlimited time and resources to develop it. It should be perfect.
- Punctuation
- Indentation
- Consistent font size
- Accurate names of languages, programs, hardware, etc

Outside Interests and Experiences

- Show them on your resume
- Demonstrates breadth to your personality and experience
- Conversation starters
- Travel abroad, athletics, music, community service, etc

Computing vs Computer Experience

- **Computing Experience** is the preferred term because it is broader and *includes software experience, general information technology experience and hardware experience.*
- **Computer Experience** is a narrower term because *refers primarily to hardware.*
- **Computer Science Experience** is also narrower than "Computing Experience" because it *refers primarily to software development and associated theory.*

Computer Science vs Computer Engineering

- Computer Science focuses on software
- Computer Engineering program focus on hardware

Sample “Computing Experience” Section

COMPUTING EXPERIENCE

Job title, organization, location, year(s)

- Description of what you did using words that show action like designed, implemented, tested, documented;
- Skills used;
- Outcomes of your work.

Coursework

- List your related computer science coursework
- “Courses Completed and in Progress”
 - This allows you to list past courses and current courses
- Use the name of the course but not course numbers
- People in the industry understand the sequence and level of courses

Software Development Project Experience

Use language that shows action like...

- Designed
- Implemented
- Tested
- Documented

Soft Skills Support Technical Skills

- Project management
- Team leadership
- Team membership
- Writing
- Oral presentation

Where do you fit professionally?

There are many ways to use your technology skills...

- Technical
- Training
- Consulting
- Managing

Sending Your Resume to Employers

- Send ONLY as a PDF
- Never send as a word document
- Name the file with your full name and resume and date
- Example: DaveBerqueResumeJanuary2020.pdf
- Make it easy for the reader to find when they save it