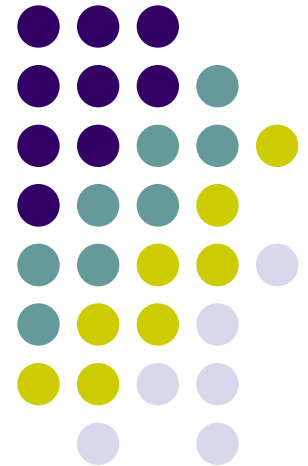
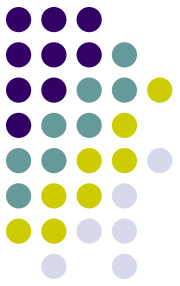


Introduction to Resumes

CCIS Overview





Resumes: Intro

- Purpose
 - To get you an interview.
- Type
 - Skills-based/Functional
 - **Chronological**
- Subtypes
 - General
 - Specialized per field – like the **Tech-Style** Resume



Resumes: Intro

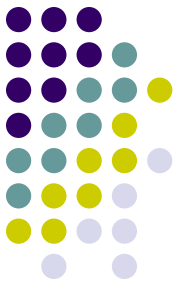
- Tech-style resume specifics
 - No objective
 - For everything but co-op, starts with “tech section”
 - For CCIS co-op, starts with Education section
 - Tech section condenses all technical skills & knowledge into a simple brief summary
 - Work experience should emphasize technical experience or concentrate on skills transferable to the high-tech field.
 - Otherwise same as any other resume style



Resumes: Format

BASIC RULES

- No typos. Use grammar good.
- No templates!
- Not your life story. One page only! Anything over 5 years is obsolete.
- Margins no less than .75". 1" standard. Same all around.
- Reverse chronological order
- No first person (“I” or “me”)
- No complete sentences
- Use “whitespace” effectively – not too much, not too little
- Most importantly: easy to read
- Never use any form: “I”, Help, Work, Learn, Responsible



Resumes: Format

- Header
 - Letterhead or block-style
 - Availability
- Education section
 - Reverse chronological order
 - Completed programs only. Certificates OK.
 - High school (until after first co-op)
- Tech section (“Computer Knowledge”)
 - Languages, systems, applications, other specialties
- Work Experience
- Interests/Activities
- “References available upon request” to finish



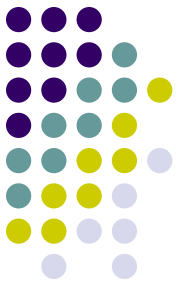
Resumes: Header

- Name (prominent)
- Address (two if relevant)
- Contact info (keep it simple)
- Dates of availability
- Optional: website

Resumes: Education section



- College
 - Candidate for a ____ degree (don't use the word degree)
 - Dates attended, date degree expected
 - Related Courses so far (include current courses)
 - Honors, activities
 - GPA if 3.0/4.0 or very close
- High school
 - If lots of pro-level experience, can list only high school name and year of graduation
 - Otherwise same as above



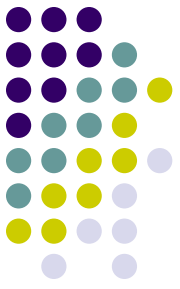
Resumes: Tech Section

- “Computer Knowledge” recommended as title
- Group languages known (or familiar), familiar systems, technical applications
- Optional: Group any other specialties you have (example: web development, networking)
- Optional: Simple special projects (a one-line “eyecatch”)



Resumes: Experience

- Not just paid experience. Anything relevant.
 - Class projects
 - Personal projects
 - Unpaid/volunteer work
- Job title, company, location, date
- 3-5 descriptive items
- Partial sentences only -- Action statements.
- Paragraphs are outdated and hard to read – use bullets



Resumes: Experience

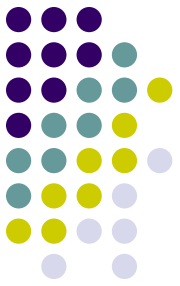
- Detail, detail, detail
 - How many/much/often? Why? What makes it important?
 - Mention languages, systems, applications used – yes, again
 - If it's not related to high tech, look for the transferrables and emphasize those
 - Use action verbs
 - Never use any form: "I", Help, Work, Learn, Responsible



Resumes: Experience

- Action phrase:
 - “Developed C++ scripts to automate regression tests.”
- Passive phrase:
 - “Assisted with regression testing.”
- Describe what you actually accomplished, not just what your job description included.
- Avoid weak action words: “helped” or “did”.
- Avoid prepositions after a verb: "Included **in**", "Assisted **with**", "Part **of**".
- Include outcomes: “Promoted after six months” or “Awarded employee of the month”.

Resumes: Interests/Activities



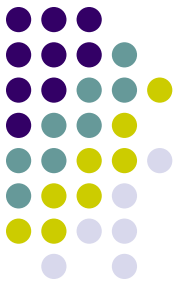
- Not recommended: “Hobbies” i.e. music, videos. Everybody listens to music, plays games, etc.
- Recommended if specialized and unique “Hobbies”
- Choose interesting activities and interests, or find an interesting way to describe. Any special talents or skills – other spoken languages, “conversation pieces”.
- Leave off only in extreme need; this section tells the employer valuable info about your personality



References

- “Furnished Upon Request” at end of resume
- 3-5 sets of names, contact info, and relationship to you.
- At least one should be a professor – not your co-op coordinator.
- Ask in advance. Make sure they like you.
- Bring references with you to the interview, and provide them upon request.

Questions?



Microsoft Word
Document