

Resume & Interviewing Workshop

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you're pretty smart

you can already
make an **ok** resume

Go to example 1

the first goal for today is to
show you techniques to
make a **good** resume

avoid the classic mistakes

Use spell check. Use 11+ font. Don't let a resume spill three sentences onto page two. Have two people read it before you submit it. Make sure your phone number and e-mail are correct. Don't use your sexyemperor22@yahoo.com e-mail address.

make a **reference** sheet

A potential employer scans your resume in **two** minutes. Make it easy to find all the important highlights.

avoid empty words

These are empty and useless phrases taken from some 1985 resume workbook:

- *I work effectively on a team.*
- *I am a motivated person with strong communication skills.*

show instead of tell

Go to example 2

provide a concrete summary

A recruiter won't even read one page unless given good reason. These are not good reasons:

- *To obtain a challenging summer internship.*
- *Starting position at a solid software company.*

boost relevant experience

It's hard to get a job without job experience, but you can't get experience without a job.

MSI Counters | Digital Logic Laboratory. Spring '08:

Designed and built three different counters and demonstrated their different performance characteristics. Counters included a binary-coded decimal up/down counter, a binary counter, and a cascaded counter built from the 74LS190 and 74LS163, two TTL 4-bit counter integrated circuits.

**demonstrate you
understand the big picture**

descriptions of work experience should have context,
cause, and effect.

Summer Intern | Summer 2007

Harland Financial Solutions, Portland, OR.

Harland Financial Solutions supplies comprehensive software solutions to over 6,500 clients; products and services include enterprise content management and Internet banking.

- * Designed two programs to efficiently process detailed .pdf forms; the automated conversion saved Harland Financial employees 25 minutes-per-form of manual data entry.
- * Analyzed existing C/C++ software for upgrade to C# to reduce security risks to the company's databases. Taught myself C# in three weeks in order to complete the analysis on time.

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digest

Go to example 3

the second goal for today is
to show you techniques to
conduct a **good** interview

be **interested** to be
interesting

Show up with good questions. Ask open questions. Be interested in the technical world around you.

do your research

Formulate intelligent questions about the company's business plan, competitors, or core values. Understand the particular position for which you are interviewing.

be somebody you'd want
to work with

be the **car salesman**
version of yourself

the position is the exam

your and your resume are

the answer booklet

Software Development Engineer (SDE)

This internship is where the fun begins for code gurus like you. As a hands-on Software Development Engineer intern, you'll learn how to make decisions about design and feature implementation, using your mastery of technical tools to help make a product vision a reality. If you would like to write code and design efficient data structures and algorithms to develop next-generation applications or operating systems, listen up. This internship shows you how SDEs bring products to life by working with Program Managers to ensure strong design and Software Development Engineers in Test to ensure quality through testing. Ultimately for the SDE, it's your code that turns concepts into new technologies and services.

Qualifications:

- Pursuing a B.S./M.S. or Ph.D. degree in Engineering, Computer Science, or related field
- 1-2 years experience programming in C/C++/C#, Java, and/or other computer programming languages preferred
- Ability to derive creative and innovative solutions by thinking "outside the box"
- Expertise in feature definition, design, and feasibility
- Demonstrated skill in estimating development time

tailor

Go to example 3

digest

good luck

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