

Preparing for the Career Fair

Part 1: Writing Your Resume

CS1000 - Explorations in Computer Science

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Outline

Career fair overview

Preparing for the career fair: Writing a resume

Resume content

Why go to the career fair

- ▶ Take advantage of opportunities to meet employers face-to-face
- ▶ Gather first hand information about employers
- ▶ See that the real world is not organized by major
- ▶ Eventually secure an interview
- ▶ Great opportunity for first and second year students
 - ▶ Learn more about jobs
 - ▶ Get an idea of how things go at the career fair
 - ▶ Volunteer to help with the fair
 - ▶ Be motivated to enhance your resume

What is a resume

- ▶ A resume is a professional document a “brochure” about your career
- ▶ Contains a summary of your education, experience, skills and accomplishments
- ▶ Its purpose is to entice your reader to invite you to an interview, and ...
- ▶ to do it quickly!
(in a career fair environment recruiters scan resumes in about 30 seconds)

Sample resume

Taylor Firstyear

College Address:
123 XYZ Hall
1400 Townsend Drive
Houghton, MI 49931

tmfirstyear@mtu.edu
(555) 555-5555

Permanent Address:
1234 Main Street
Mytown, MI 99999

Objective	Summer internship position in computer science (available May 9, 2016 – Aug. 20, 2016)	
Education	Michigan Technological University , Houghton, MI B.Sc. in Computer Science Major GPA: 3.3/4.0 Overall GPA: 3.1/4.0	<i>Expected: April 2019</i>
Work Experience	Department of Computer Science Office, Michigan Tech Office workstudy <ul style="list-style-type: none">• Aided supervisors with office tasks• Provided services for students and faculty while maintaining confidentiality• Maintained full academic course load while working Cozy Hotel, Mytown, MI Front desk agent <ul style="list-style-type: none">• Maintained a welcoming atmosphere for hotel guests• Kept front desk clean and organized• Proactively helped guests with Internet access problems	<i>Sep. 2015 - present</i> <i>Jun. 2015 – Aug. 2015</i>
Volunteer Work	Habitat for Humanity , Calumet, MI Technical Support <ul style="list-style-type: none">• Installed office computer and printer• Trained employees who did not have a background in the new software• Troubleshooted network problems First Robotics , Othertown High School, MI Mentor <ul style="list-style-type: none">• Supported students primarily from low socio-economic status• Established a strong role model relationship to motivate students into technical careers• Helped students develop critical problem solving skills	<i>Sep. 2015 - present</i> <i>Sep. 2014 – May 2015</i>

Resume content

- ▶ Contact information
- ▶ Objective (include available dates)
- ▶ Education
- ▶ Work Experience
- ▶ Volunteer Work
- ▶ Projects (Additional Experience)
- ▶ Skills
- ▶ Honors and Awards

Contact Information

College Address:

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Taylor Firstyear

tmfirstyear@mtu.edu
(555) 555-5555

Permanent Address:

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Mytown, MI 99999

- ▶ Include your permanent address if it's relevant
- ▶ If you are an international student, list your hometown and country rather than the whole address
- ▶ Some positions are limited to U.S. citizens or permanent residents: If there is some information which could make a recruiter think you are an international student, it can be to your advantage to specify your citizenship on the resume
- ▶ Remove formatting on the e-mail address so it doesn't show as an underlined link

Objective

Objective

Summer internship position in computer science (available May 9, 2016 – Aug. 20, 2016)

- ▶ Shows the type of position you are seeking (a co-op or internship vs. a permanent position)
Sometimes a cover letter shows the purpose of sending your resume
- ▶ May show a specialization
e.g., computer and network security
- ▶ It's usually not necessary to include the employer's name
- ▶ Remember that the objective sits at the top, the prime spot.
The following is ineffective:
“To obtain a position that leverages my skills and experience as well as provides a challenging environment that promotes growth.”
- ▶ Use the objective to quickly shift the reader's attention to your top accomplishments

Education

Education

Michigan Technological University, Houghton, MI
B.Sc. In Computer Science
Major GPA: 3.3/4.0 Overall GPA: 3.1/4.0

Expected: April 2019

- ▶ List the following for each university or college
 - ▶ name of school, town, state
 - ▶ major
 - ▶ actual or expected graduation date
 - ▶ GPA
- ▶ List items in reverse chronological order
- ▶ You may put high school information until the middle of your second year after graduating from high school

Should the GPA be listed?

- ▶ In technical fields, employers tend to place high importance on GPA
- ▶ Some employers have cut-offs such as 3.0
- ▶ If your GPA is low, there are a number of things you can do, for example,
 - ▶ Give a good answer about why it's low
"Worked more than 20 hours a week to pay for my education"
 - ▶ Show upward trend and explain how you did it
"I experienced hardships during the first two years and boosted my GPA after attending workshops at the Waino Wahtera Center for Student Success"
 - ▶ List separate GPAs such as departmental or this year's GPA

Work experience, volunteer work

**Work
Experience**

Department of Computer Science Office, Michigan Tech

Sep. 2015 - present

Office workstudy

- Aided supervisors with office tasks
- Provided services for students and faculty while maintaining confidentiality
- Maintained full academic course load while working

- ▶ List the following for each workplace
 - ▶ Name of the institution you worked at
 - ▶ Your title or role
 - ▶ Dates you worked there
 - ▶ A description of your work and its impact
- ▶ List items in reverse chronological order
- ▶ You may put high school activities until the middle of your second year after graduating high school

Describe the impact of your work*

Make it easy for employers to see evidence of your skills and achievements by being clear about the problems you've solved and the impact you have made.

For each of your main accomplishments ask:

- ▶ What was different or better when you finished?
- ▶ What got in your way as you performed this role? How did you get around it?
- ▶ How did you improve yourself in this process? (Did you increase your technical skills or creativity? Learn from others? Improve your interpersonal skills? Remember—think transferable skills!)

* University of Michigan Career Manual, page 8.

Examples of Impact Statements

Summer Camp Counselor

Before

Planned activities for summer youth camp.

Supervised junior counselors.

After

Developed and implemented orientation program for new volunteers to ensure safety and learning goals were achieved for all campers.

Recruited and trained additional volunteers to improve camp operations and expand scope of offerings.

Tennis Instructor

Before

Taught beginner through advanced tennis lessons to children and adults.

After

Developed individualized skill-based instruction (for adults and children) to achieve optimum skill development and prepare students for team competition.

Coached 90% of students to achieve advanced level within 3 months.

What to list

The current list includes all the work experience. After you get internships or co-ops related to your major, you can start being selective. One option is to list only computing related activities in the “Work Experience” section and put others in a new section called “Other Experience.”

Work Experience	Department of Computer Science Office, Michigan Tech Office workstudy <ul style="list-style-type: none">• Aided supervisors with office tasks• Provided services for students and faculty while maintaining confidentiality• Maintained full academic course load while working	<i>Sep. 2015 - present</i>
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Summary and remarks

- ▶ Keep your resume to one page
You can have separate pages or a “portfolio” for items needing additional description
- ▶ Don't use valuable space for items employers know already
 - ▶ The core courses you have taken as part of your major
 - ▶ Contact information for references or “References available upon request”
- ▶ Do include
 - ▶ Team experience even if not technical (e.g., being part of a sports team)
 - ▶ Leadership experience (in and out of the classroom)
 - ▶ Communication skills (written and oral)
- ▶ Describe key experiences using action-oriented, achievement statements that demonstrate your skills and motivation to perform the job

Sources for the slides (website last access: September 7, 2015)

- ▶ Career Fair Tips,
Career Services (www.mtu.edu/career/)
Michigan Technological University,
<http://www.mtu.edu/career/fair/students/>,
<http://www.mtu.edu/career/students/docs/resume-guide.pdf>.
- ▶ Career Resource Manual,
Internship and Career Center (icc.ucdavis.edu),
University of California Davis (UC Davis),
<http://icc.ucdavis.edu/students/CRM.htm>.
- ▶ 2015-2016 Career Manual,
Engineering Career Resource Center (career.engin.umich.edu),
University of Michigan,
<http://career.engin.umich.edu/careermanual.pdf>.
- ▶ How to Prepare for a Career Fair,
Career Services (www.career.vt.edu)
Virginia Tech,
<http://www.career.vt.edu/JobSearchGuide/JobCareerFairPrep.html>.