



Workshop #1

Building a Great Resume





Who we are



Who we are

- Caren
 - Junior in Computer Science, minor in Technology & Management
 - Experience: Intern at Microsoft, Capital One, CS233 Course Assistant
 - Entered college with no CS experience
- Arnav
 - Sophomore in Computer Science
 - Experience: Intern at Ocident, HackIllinois, CS126 & CS241 Course Assistant
 - Did robotics in high school





Overview of a Resume

- The resume should highlight who you are and what you've done
 - Education
 - Professional Experiences (Past Jobs)
 - Skills (Languages)
 - Personal Projects
- Present yourself in the most positive view, but make sure to be honest with your claims
- Be unique - don't get lost in a pile of resumes





So.... what makes a bad resume?

- Bad formatting (Cannot stress this enough)
 - Font
 - Layout
 - Colors
- Irrelevant or inaccurate information
- Too wordy
 - Too many buzzwords without content
- Multiple pages
- Bad formatting



Your Name

1234 Fourth Avenue, Smallville, Minnesota 55988, (600) 555-1234
youname@mail.com, Portfolio: youname.com

QUALIFICATIONS

- * Creative and versatile designer who understands its all about branding
- * Experienced designing brand identity, brochures, packaging, advertising, signage, posters, and web sites
 - * Social media savvy and up-to-date with current web trends
 - * Strong interpersonal communication skills
 - * Work well independently and in a team setting
- * Able to work directly with clients to discuss ideas and present design solutions
- * Developed illustration skills with watercolor, colored pencil, and digital media

SOFTWARE

- * Photoshop, Illustrator, InDesign, Dreamweaver, HTML, CSS, Flash, Edge, Acrobat, Audacity, Word, Excel and PowerPoint

EDUCATION

Bachelor of Science, Marketing
University of Minnesota, Minneapolis, Minnesota

Associate of Applied Science, Graphic Design
Brown Technical College, Minneapolis, Minnesota

EXPERIENCE

Graphic Designer

The Zeal, Minneapolis, Minnesota. 20xx–20xx

- * Designed and produced a monthly college newspaper (20 issues total)
 - * Consistently met our monthly design and printing deadlines
- * Redesigned the logo and format to update the look and follow industry trends
 - * Contributed stories, photos, and original artwork for publication

Receptionist

Maplewood Dental, Minneapolis, Minnesota. 20xx–present

- * Assist office manager with payroll, bank deposits, and patient scheduling
 - * Responsible for stocking and ordering all dental supplies
 - * Facilitate new employee orientation (5 sessions to date)

Retail Sales Associate

Eddie Bauer, Minneapolis, Minnesota. 20xx–20xx

- * Dealt directly with customers, assisted with selections, purchases and returns
- * Worked independently and performed opening and closing responsibilities
- * Responsible for all money, returns, and sales transactions on the weekends
- * 20xx Sales Associate of the Year. Increased my annual sales volume 15%
- * Organized loss-prevention efforts in the store (we saved \$500 annually)

ACHIEVEMENTS

- * Vice President, Graphic Design Club, Brown Technical College. 20xx–20xx
 - * First Place Portfolio Review Poster, Brown Technical College. 20xx
 - * Third Place Gutenberg Award, Poster Design. 20xx



Wasn't too bad, was it?

- Everything is centered
- Too much whitespace
- Doesn't use varying font sizes or bolding
- Actual content was not terrible, but the formatting threw everything off





100 3rd Avenue, Apartment 15C
 New York, New York 10000
 (212) 244-2444
littlegal999@aol.com
 SSN: 111-22-3345
 Marital Status: Single (1)
 Religion: Presbyterian

♣♥♣♥♣♥♥ Lila Lewis ♣♥♣♥♣♥♣♥

Objective

To find a job as a paralegal!

Work Experience

New York University Office of Admissions (current employer)
 111 Washington Square Park

New York, New York 10019
 (212) 553-3366

Assistant to the Director of Admissions

I worked for the Director of Admissions. I was really effective at getting the Director's coffee, picked up her copy of the New York Times from the mailroom, wrote down her appointments in my Filofax, and answered her telephone when she's in meetings.

Bank of America Secretary

I worked for the manager of the bank and did his filings. My organizational skills are phenomenal.

P.S. 447

Teaching Assistant

I worked at this elementary school helping third graders with their handwriting and multiplication tables.

Lower East Side Dances Academy Instructor

I work with 6 and 7 year olds and teach them ballet.

Cold Stone Creamery Summer Employee

I scooped ice cream for customers during the summer of 2004.

Accomplishments

Graduated from high school and college, saved up a lot of money while living in a really expensive part of Manhattan, was on the dean's list in 2008 for my great GPA that semester, was told I was a really good dance instructor by my students.

Hobbies/Memberships

Speak break 2009 coordinator (I booked the flights to Cuba), president of NYU's chapter of "We Love Our Goldenoodles." I was an extra in Scream 4. Knitting, playing Call of Duty, enjoy spinning at SoulCycle (or Flywheel when they're having a promotion) eating pad thai, following the Jonas Brothers (JoBros) when they're on tour, ice dancing in my spare time, member of NYU's chapter of the Young Libertarians.

Education

New York University
 Major: English, Communication
 GP/4: 2.75
 New York, New York

Walter Martin High School
 777 Long Hill Road South
 Silver Spring, MD 33456
 Dates attended: From 2002-2006

Clawfield Middle School
 3664 Connecticut Avenue
 Silver Spring, MD 33456
 Dates attended: From 1999-2002

Deerman Elementary School
 663 N. Adams Street
 Silver Spring, MD 34456
 Dates attended: From 1995-1999

References Are Available Upon Request (But here are some now):

Fiona Appleman
 677 Centre Street
 New York, New York 10023
 (212) 772-2224
 (former top dancing instructor)

James Grubwald
 45 Lexington Avenue
 New York, New York 10018
 (347) 888-9220
 (boss at Cold Stone Creamery)

Personal Qualities

Energetic, enthusiastic, reliable, funny, courageous, witty, smart, flexible,



Where do we start?

- Does not look professional
 - Too many colors - resumes are not paint palettes
 - Varying fonts
 - Clip art - never ever ever do this
- Too wordy
- Has a photo
- Two pages (unless it's a research resume)
- Irrelevant information
 - Elementary school
 - Hobbies
 - Accomplishments (no need for a separate section)





So... what does a good resume look like?

- Well formatted
- Only includes pertinent information
- Highlights the best parts of you
- One page (two if research resume)
- Short and succinct
- Well formatted



Debaghya Das

Last Updated on 3rd July 2017

<http://debaghyadas.com>
dd367@cornell.edu | 607.379.5733

EDUCATION

CORNELL UNIVERSITY

MENG IN COMPUTER SCIENCE
Expected Dec 2014 | Ithaca, NY
Cum. GPA: N/A

BS IN COMPUTER SCIENCE

Expected May 2014 | Ithaca, NY
Conc. in Software Engineering
College of Engineering
Dean's List (All Semesters)
Cum. GPA: 3.92 / 4.0
Major GPA: 3.94 / 4.0

LA MARTINIÈRE FOR BOYS

Grad. May 2011 | Kolkata, India

LINKS

Github:// [deedydas](#)
LinkedIn:// [debaghyadas](#)
YouTube:// [DeedyDash007](#)
Twitter:// [@debaghya_das](#)
Quora:// [Debaghya-Das](#)

COURSEWORK

GRADUATE

Advanced Machine Learning
Open Source Software Engineering
Advanced Interactive Graphics
Compilers + Practicum
Cloud Computing

UNDERGRADUATE

Information Retrieval
Operating Systems
Artificial Intelligence + Practicum
Functional Programming
Computer Graphics + Practicum
(Research Asst. & Teaching Asst)
Unix Tools and Scripting

SKILLS

PROGRAMMING

Over 5000 lines:
Java • Shell • JavaScript • Matlab
OCaml • Python • Rails • \LaTeX
Over 1000 lines:
C • C++ • CSS • PHP • Assembly
Familiar:
AS3 • iOS • Android • MySQL

EXPERIENCE

COURSERA | KPCB FELLOW + SOFTWARE ENGINEERING INTERN

Expected June 2014 – Sep 2014 | Mountain View, CA
• 52 out of 2500 applicants chosen to be a KPCB Fellow 2014.

GOOGLE | SOFTWARE ENGINEERING INTERN

May 2013 – Aug 2013 | Mountain View, CA
• Worked on the YouTube Captions team in primarily vanilla Javascript and Python to plan, design and develop the full stack implementation of a new framework to add and edit Automatic Speech Recognition captions.
• Created a backbone.js-like framework for the Captions editor.
• All code was reviewed, perfected, and pushed to production.

PHABRICATOR | OPEN SOURCE CONTRIBUTOR & TEAM LEADER

Jan 2013 – May 2013 | Palo Alto, CA & Ithaca, NY
• Phabricator is used daily by Facebook, Dropbox, Quora, Asana and more.
• I created the Meme generator, the entire Lipsum application, ported Tokens to different apps, fixed many bugs and more in PHP and Shell.
• Led a team from MIT, Cornell, IC London and UHelsinki for the project.

RESEARCH

CORNELL ROBOT LEARNING LAB | HEAD UNDERGRAD RESEARCH

Jan 2014 – Present | Ithaca, NY
Worked with Ashesh Jain and Prof Ashutosh Saxena to create PlanIt, a tool which learns from large scale user preference feedback to plan robot trajectories in human environments. Publication submitted.

CORNELL PHONETICS LAB | HEAD UNDERGRADUATE RESEARCHER

Mar 2012 – May 2013 | Ithaca, NY
Lead the development of QuickTongue, the first ever breakthrough tongue-controlled game with Prof Sam Tilsen to aid in Linguistics research. Publication submitted.

AWARDS

2014	top 52/2500	KPCB Engineering Fellow
2014	2 nd most points	Google Code Jam, Qualification Round
2014	1 st /50	Microsoft Coding Competition, Cornell
2013	National	Jump Trading Challenge Finalist
2013	7 th /120	CS 3410 Cache Race Bot Tournament
2012	2 nd /150	CS 3110 Biannual Intra-Class Bot Tournament
2011	National	Indian National Mathematics Olympiad (INMO) Finalist
2010	National	Comp. Soc. of India's National Programming Contest

SOCIETIES

2014	top 12%ile	Tau Beta Pi Engineering Honor Society
2014	National	The Global Leadership and Education Forum (tGELF)
2012	National	Golden Key International Honor Society
2012	National	National Society of Collegiate Scholars



Why is this one better?

- Good formatting
 - Different font sizes/weights
 - Name is large and at the top
 - Two columns used well
- Clearly organized
- Relevant information
- Highlights the person's best skills/achievements



adrienfriggeri

social network analyst

about

31 rue Smith
69002 Lyon
France

adrien@friggeri.net
http://friggeri.net
fb://adrien

languages

bilingual french/english
spanish & italian
notions

programming

JavaScript
(ES5, node.js)
Python, C, OCaml
CSS3 & HTML5

interests

complex networks, social networks, community detection, community structure, overlapping communities, information diffusion, viral marketing, social inference, recommendation, data mining

education

- since 2009 **Ph.D. candidate in Computer Science** DNET/INRIA, LIP/ÉNS de Lyon
A Quantified Theory of Social Cohesion.
- 2007–2008 **M.Sc. magna cum laude** LXXI, École Normale Supérieure de Lyon
Majoring in Computer Science
Specialization in Complex Systems
- 2006–2007 **B.Sc. magna cum laude** École Normale Supérieure de Lyon
Majoring in Computer Science
- 2003–2006 **Classes Préparatoires aux Grandes Écoles** Lycée Fénélon, Lycée Louis le Grand, Paris
Preparation for national competitive entrance exams to leading French "grandes écoles", specializing in mathematics and physics.
- 2003 **French Baccalauréat S. with honors** Lycée Louis le Grand, Paris
Specialization in mathematics and physics

experience

- 02–07 2009 **LIP6/CNRS, Paris** Research Internship.
Visualization of complex networks.
- 06–08 2008 **ISCFIF/CNRS, Paris** Research Internship.
Diffusion in the Blogosphere. Happy Flu.
- 06–08 2007 **LIP6/CNRS, Paris** Research Internship.
Kernels in real world networks.
- 07–08 2005 **Kelkoo.com** Summer job.
Creation of a keyword generator for Google Adwords.

applications

- 2012 **Who did I forget ?** whoddidiforget.com
Guest list recommendation for Facebook events based on friends already attending the event.
- 2008 **Happy Flu** happyflu.com
Experiment aimed to measure viral spreading of content across the blogosphere.



Looks good, right?

- Well formatted
 - Clean appearance
 - Well organized
 - Professional font
- Relevant information
- Succinct, straight to the point



How to Build a Resume from Scratch



Overview

- It important to have a full resume
- As a freshman, it is fine to have high school experiences/projects
- As you gain more and more experience be sure to update your resume with college experiences/projects





Erlich Bachman

- University of Illinois
 - Class of 2021
 - BS in Computer Science
 - Classes
 - CS125
 - CS126
 - CS196
 - CS173
 - CS225
- Skills
 - Java
 - Python
 - C++
 - SQL
 - Android
- Experiences
 - Internship at small startup Aviato
 - Full stack web developer
 - Built tool for data aggregation
- Projects
 - Built a Facebook Messenger personal assistant chatbot at HackIllinois
 - Built a Github recommendation engine at a16z Battle of the Hacks 4.0
- Activities
 - Member of ACM and WCS





First Steps

- Find a good template
 - You can design your own if you really want, but templates tend to be safer and easier
- Find a good ordering of the different sections on the resume
 - Education tends to be at the top
 - Try to keep professional experiences relatively high
 - In general, put anything unique to you (achievements, leadership) high as well





Education

- Always, always, always include this section
- Include school, major, and graduation year
- Classes are optional, but for internships it is helpful to show that you have taken certain core classes (algorithms, data structures)
- Anything extra (Dean's list, James Scholar, etc) are optional, but can only help
- GPA is recommended if 3.0 or higher



Education

2016-2020

B.S. in Computer Science

University of Illinois at Urbana Champaign

Classes: Intro to CS, Software Design Studio, Freshman Honor,s Discrete Structures, Data Structures

GPA: 3.50



Experiences

- If you have had any previous internships, be sure to include them
 - Describe what you worked on
 - Describe what tools/languages you used
 - Include the date of the internship
- Any relevant experience (jobs/volunteering positions) should be included here



Experience

2017-2017

Aviato Inc.

Palo Alto, CA

Software Engineering Intern

- Worked with Apache Spark to build a data aggregation tool used to summarize Frontier Airlines data
- Built out a frontend using React.js and HTML to provide a portal and interface for clients to use aggregation tool
- Provided a REST API for 3rd party developers to leverage aggregation tool, built using GO

2016-2016

Bachmanity LLC

Palo Alto, CA

Software Engineering Intern

- Built an internal tool for keeping track of different investment opportunities using Python Django and Postgres
- Retrieved Nelson Bighetti's coffee everyday



Projects

- Include any relevant unique projects on your resume (hackathon projects, outside of class, etc)
 - Discuss tools/languages used
 - Discuss what the project does
 - Include date
- In-class projects are optional, but most other people will have done the same project as you so try to include projects unique to you



Projects

2016

Jarvis

fbjarvis.com

HackIllinois 2017

- Built a personal assistant for Facebook Messenger at HackIllinois
- Utilized Node.js, chatbot.js, and MySQL

2017

Recon

github.com/recon

a16z Battle of the Hacks 4.0

- Built a Github Recommendation engine that determines how likely you will want to work on a given repo
- Uses Python Flask and Github's GraphQL api along with a proprietary algorithm to make predictions



Skills

- I prefer to break up skills into languages and frameworks because it looks cleaner, but that is up to you
- Include your most proficient skills in the beginning, and less knowledgeable skills towards the end
- Do **not** use skills bars



Languages

Java

Python, C++

SQL & HTML5

Frameworks

Android,

Apache Spark,

MySQL & Flask



Activities/Clubs/Leadership

- Include any clubs and organizations that may interest employers
 - ACM and WCS are great clubs that are recognized by many tech companies
 - Events such as HackIllinois and Reflections Projections can demonstrate leadership
- Leadership positions should be at the top of the list
- Include anything you have put a lot of time/effort into as it can show dedication



Activities

Present

ACM @ UIUC

acm.illinois.edu

Active member of the largest student branch of Association for Computing Machinery. Member of three special interest groups including SIGMobile, SIGIR, and SIGCHI

Present

WCS

wcs.illinois.edu

Active member of UIUC's Women in Computer Science

ErlichBachman

Student and Entrepreneur

About

erlich@bachman.com
http://aviato.com

Languages

Java
Python, C++
SQL & HTML5

Frameworks

Android,
Apache Spark,
MySQL & Flask

Education

2016-2020 **B.S. in Computer Science** University of Illinois at Urbana Champaign
Classes: Intro to CS, Software Design Studio, Freshman Honor,s Discrete Structures, Data Structures
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- Built a Github Recommendation engine that determines how likely you will want to work on a given repo
- Uses Python Flask and Github's GraphQL api along with a proprietary algorithm to make predictions

Activities

Present **ACM @ UIUC** acm.illinois.edu

Active member of the largest student branch of Association for Computing Machinery. Member of three special interest groups including SIGMobile, SIGIR, and SIGCHI

Present **WCS** wcs.illinois.edu

Active member of UIUC's Women in Computer Science