Summary

- There is no one single correct format for a resume, but a great one is **tailor-written** for a specific job/internship, focuses on YOUR qualifications, sets you apart from everybody else, and is **easy to read, uncluttered**, etc.
- Look closely at the job/internship posting, and pick out the **key words** … your resume should target those words and phrases
- Clearly state your **contact** information
- Explain why you want to job/internship, but also explain how you might **contribute** to the success of the company/development team, etc.
- Keep details about your education to a minimum. Most people applying for tech jobs have a bachelors in a science discipline, computer science, math, etc., so you can't rely on your education background to set you apart
- The experience/past jobs section should be written in an **active** voice. Use **active verbs** (see the attached list), to highlight YOUR relevant accomplishments
- List those skills that are **relevant** for the job/internship posting
- Other sections might include references, certifications, volunteer work, etc.

**Cover letter :**

- Letterhead and greeting
  - 1st Paragraph : short intro / introduction / mention who you know
  - 2nd Paragraph : explain why your skills are a good match
  - 3rd Paragraph : ask a question / mention next steps
- Thank the recipient

**The Little Details that Make a Big Difference**

- Your document should be **legible** and easy to read. That means, don't try to cram too much into your resume. Just “enough” to get an interview
- Make sure all **dates** are correct … don't let the employer think that you skimp on the little details
- Perform a **spell check** … misspelled works are baad and giv badd imprezions
- Refrain from being redundant redundant
- Have a consistent **layout and structure**
- Be yourself … don't use quotes or some other person's words
- Leave out irrelevant information … it's nice that you have a pet poodle, but the employer doesn't care
- Have a professional **email** … CupidOfTheValley@mydatinglife.com is a bad one … FYI
- Leave out personal information … the resume is a professional document … leave your life's details out of it
- Don't assume that your employer knows about (and uses) the abbreviations and contractions that you use
- A cover letter is most often sent out along with a resume
Action Verbs

A
Achieved
Adapted
Adjusted
Administered
Advanced
Advised
Altered
Analyzed
Appraised
Arranged
Assembled
Assessed
Audited

B
Balanced
Budgeted
Built

C
Calculated
Calibrated
Categorized
Charted
Classified
Coached
Collected
Combined
Communicated
Compiled
Composed
Computed
Conducted
Configured
Consolidated
Constructed
Consulted
Contrasted
Controlled
Converted
Convinced
Coordinated
Counseled
Counted
Created
Cultivated

D
Decided
Decreased
Defined
Delivered
Demonstrated
Designed
Detected
Determined
Developed
Devised
Diagnosed
Differentiated
Distributed
Documented
Doubled
Drafted

E
Edited
Eliminated
Encouraged
Engineered
Enhanced
Ensured
Established
Estimated
Evaluated
Examined
Executed
Expanded
Expedited

F
Facilitated
Filed
Filled
Formulated
Fostered
Fulfilled

G
Gained
Gathered
Generated
Grew
Guided

H
Handled
Headed
Hired

I
Identified
Illustrated
Implemented
Improved
Increased
Influenced
Informed
Initiated
Inspected
Installed
Instituted
Instructed

J
Integrated
Invented
Investigated

L
Launched
L lectured
Led
Logged

M
Maintained
Managed
Manufactured
Marketed
Measured
Mediated
Mentored
Migrated
Minimized
Monitored
Motivated

N
Negotiated

O
Obtained
Operated
Orchestrated
Ordered
Organized
Originated
Oversaw

P
Performed
Persuaded
Planned
Posted
Prepared
Prescribed
Presented
Processed
Produced
Promoted
Proposed
Protected
Provided
Purchased

R
Realized
Received
Recommended
Reconciled
Reconciled
Recorded

S
Scheduled
Selected
Separated
Served
Serviced
Set up
Simplified
Sold
Solved
Specified
Started
Streamlined
Strengthened
Studied
Summarized
Supervised
Supplied
Supported

T
Tested
Tracked
Trained
Transformed
Translated
Troubleshooted

U
Updated
Upgraded

V
Verified

W
Weighed
Wired
Won
September 24, 1949

Sally Jenkins
Comps-R-US
3242 Umptum St.
Seattle, WA 98214

Dear Ms. Jenkins:

I am writing as a follow up to our brief discussion at the Western Washington University career fair this last week. I am interested in the computer engineer full-time position available at Comps-R-US.

As a person who has both practical and academic experience in cryptography and computer architecture, I am eager to contribute my abilities and experiences to Comps-R-US. In particular my involvement with designing, building, and testing the Manchester Computer using a combination of IDEs, APIs, and UML diagrams I believe can contribute immensely to the efforts underway at your company. I’ve worked closely with a number of scientists in the past, and I look forward to grappling with challenging problems as a member of a computer design group.

I look forward to discussing with you further my qualifications and can be reached at turing@enigma.com or by phone 509-963-9983.

Sincerely,

Alan Turing

turing@enigma.com
Cell: 509.963.9983
Objective

- Gain an entry-level job; contribute as a member of a low/mid/large scale team

Education

- Bachelor of Arts, Mathematics, first class honors
  Kings College, 1930-1934
  Focus: Cryptography, Mathematics

Experience

Researcher, Theoretical Computer Science 1930-1938

- Developed the theoretical foundations for modern-day computers
- Wrote ground-breaking thesis, entitled, "Systems of Logic Based on Ordinals"

Scientist, National Physical Laboratory 1944-1947

- Designed detailed specs and documentation for ACE, the first stored-program computer
- Developed the forerunning for punch cards used in early modern computers

Computer Architect, Max Newman Laboratory, Manchester Univ. 1948-1954

- Developed, as part of a team, the Manchester Computer
- Investigated use of mathematical biology to infer important biological principles

Skills

- Fortran
- Java
- Waterfall Design Model
- Complexity Theory
- C++
- Mathematical Induction
- Unit Testing
- Mathematical Logic
- C
- UML Diagrams
- Turing Machines
- Reductions