



Resume and Cover Letter Workshop  
For Computer Science Students

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Filip Jagodzinski

# Single best format?

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**Q: What should your resume look like?**

**Q: Is there a best format?**

**Q: Are all cover letter the same?**

# Single best format?

- There is no one single correct format for a resume, but there are plenty of ways to write a bad one
- Good resumes come in different forms and designs ...

**Full Name**  
email@clarkson.edu  
Mobile: (123) 555-5555

Current Address  
123 Grove Street  
Potsdam, NY 13699

**OBJECTIVE**  
An employment opportunity in a Computer Science related field.

**EDUCATION**  
Clarkson University – Potsdam, NY B.S. Computer Science, Mathematics; Minor:  
GPA: 3.5 – Dean's List 6 Semesters  
Newcastle University – Newcastle, NSW, Australia Study Abroad  
GPA: 90 – High Distinction

**RELEVANT EXPERIENCE**  
**Eastman Kodak Company** – Rochester, NY  
**Software Development**

- Led team from many positions in the company in finding and implementing a new bug
- Investigated current system (Lotus Notes), created requirements for a new tool, conduct demonstrations of possible solutions, created proposal for recommended course of action administered the new system (JIRA) after decision was made.
- Created applications for migrating data between systems/databases using C#, XML, and

**Software Quality Assurance**

- Tested new software releases for the Kodak Picture Kiosk.
- Designed and executed test procedures, reported incidents, and worked with database.
- Organized and led meetings of project leaders, developers and QA team members for a procedure. Learned to work independently and in a group setting.

**Clarkson Association for Computing Machinery** – Potsdam, NY  
• Created and administer the Clarkson ACM Website using Dreamweaver and Photoshop  
• Attend seminars by guest speakers in the computing industry.

**SKILLS**

- Programming Experience – C++, Java, C#, XML, and Web Development.
- Writing Skills – Ability to efficiently produce concise, organized reports, labs and memos
- Public Speaking – Finalist in Senior High School Public Speaking Competition. Gained to engage audiences with my creative speeches.

**EMPLOYMENT**  
**Clarkson Writing Center** – Potsdam, NY; Tutor

- Conduct writing conferences with students. Identify weaknesses in organization, develop writers in solving the problems.
- Learned valuable interpersonal communication skills by collaborating with students fix in writing and tutoring.

**TEAMWORK**

- Ski Club September 2007 – Present
- Intramurals – Captain of Basketball and Softball teams September 2006 – Present

**Robert Davis**  
123 Birch Road  
Philadelphia, PA 12345  
(215)-555-5555  
Robert\_Davis@aol.com

**OBJECTIVE:**  
To obtain a Software Engineering position within your company.

**EDUCATION:**  
**Community College of Philadelphia**, Philadelphia, PA September 2003 – Present  
Pursuing an Associate in Science in Computer Science

**Relevant Coursework:**  
Programming and Algorithm Development I, Discrete Mathematics, Programming and Algorithm Development II, Data Structures and Algorithms, Introduction to Computer Systems, Introduction to Computer Organization

**EXPERIENCE:**  
**Pine Corporation** Philadelphia, PA January 2005 – Present

- Test enhancements to A+ software for distributed systems management.
- Serve as departmental Linux Systems Administrator.
- Develop prototype of new product enhancement for A+ which serves as an extension of the off-site system management modeling tool. Programs were written in Java and C++.

**Community College of Philadelphia**, Philadelphia, PA September 2003 – May 2004  
*Work Study (Career Services Center)*

- Basic Office Skills
- Assisted students with programming and software questions
- Supported Microsoft Office, Internet Explorer, and a variety of internally developed programs and tools.

**COMPUTER SKILLS:**  
Internet, Microsoft Office (Word, Excel, Access, PowerPoint), Word Perfect

**Anita Career-Nov**  
123 Ideal Way  
Charlotte, NC 28260  
704-555-1234  
myemail@address.com

**OBJECTIVE:** Seeking a challenging career in Software Development.

**EDUCATION:** **MS in Computer Science**, The University of North Carolina at Charlotte May 2003  
**BS in Electronics Engineering**, Bangalore University, INDIA May 1996

**COURSE PROFILE:** Computers Parallel Processing  
Computer Graphics Computer Architecture  
Software Engineering I & II Computer Performance and Analysis  
Algorithms and Data Structures Mathematical Programming  
Database Design and Management Programming Languages  
Knowledge Decision in Data Mining Robotic Software Control  
Computer Communication & Networking

**COMPUTER SKILLS:** Languages: C, C++, Java, and Prolog  
Operating Systems: Unix, Win NT, Novell NetWare and Red Hat Linux 6.0  
Databases: ORACLE 8.0, MS SQL 7.0, and MySQL  
Web Servers: Apache, IIS 5.0, and FPMWS  
Site Managers: Visual Inter Dev, DHTMLBAT 2000, and Dream Weaver UltraDev  
Middle Ware: Java Servlets, JSP, Java Script and Java Beans  
Scripting Languages: ASP, VB Script, and PHP  
Software Tools: Smart Draw, Dome and Visio 2000  
Software Packages: MINTAB, LINSOL, and Office 2000, LERS, ROSETTA, C4.5

**WORK EXPERIENCE:** **Graduate Assistant** Jan 00 – Aug 01  
Computer Science and Mathematics Department, Arkansas State University, AR.

- Evaluated student's grades for Structured C++ Programming I & II and Introduction to Computer programming in Java.
- Implemented testing methods for programming projects in Computer Graphics.

**Web Programmer** Apr 99 – Jun 00  
OPTILIB Inc. MIS Department, Jonabara, AR  
Nature of Business: Business Telephone Network Operations.

- Built a three tier architecture based corporate web site OPTINTRA with SQL on NT Server as the back end, ASP Scripting as the middle ware accessing sql through ADO. Used Visual Interdev and Ultra Dev as front-end tools. Enhanced Inter departmental and inter regional communication with the current level of advancement in information systems.
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**Software Engineer** Apr 97 – Nov 97  
PROCESSWARE SYSTEMS Pvt. Ltd., Bangalore, INDIA  
Building Software & Solutions for Banking & Financial Systems and Defense Operations:

- Implemented comprehensive testing schemes for "BankSoft" – a financial software package using for-pro 2.6 / LAN 3.1 on Novell Netware, at both programmer and end user levels. Achieved 90% software efficiency through enhanced quality and reliability optimization within my short tenure.
- Introduced Asset management workflow in BankSoft, as one of the modules that increased software demand by nearly 25%.

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**Q: Does that mean that any resume will do? For CS or non-CS?**



# Your resume should be brief but concise

- A. Because long resumes are for English majors only
- B. Because brief resumes require less ink and are environmentally friendly
- C. Because a recruiter will spend 20 seconds (or less) looking over it



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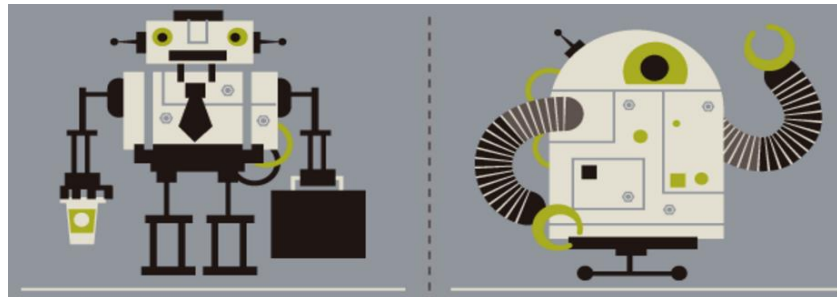
Source : Hire Right

# Your resume should target a specific job

- A. Because all employers are bow and arrow expert marksmen
- B. Because if you don't get the job of your dreams, you can right away pass the resume on to the closest Target store 
- C. Because a recruiters for a cupcake company in need of a baker doesn't want to read about your babysitting skills, nor you winning the national badminton competition, nor how you are the bestest (yes that's a word!) competitive Frogger player 

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**95%** of Fortune 500 companies use automated AI systems to pre-screen resumes

**50%** of mid-sized companies use automated AI systems to pre-screen resumes

Source : Hire Right



# Your resume should distinguish you from the “other” candidates’ resumes

- A. Because you want to give the impression that even after you get hired, your number 1 goal will be to compete with your co-workers
- B. Because you want to make it obvious that you have a higher GPA than everybody else and that you aced CSCI301
- C. Because you’ve worked your butt off to get where you are, so why not highlight those skills that make you the best candidate for the job

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**Bad news Q: how many of the 75,000 applicants to Google each week have a BS in computer science or a combination of formal and informal training?**



SEATTLE  
UNIVERSITY

UNIVERSITY of   
PUGET SOUND



Seattle Pacific  
UNIVERSITY



If you've had a loooong week, and you remember the bare minimum from this presentation, then remember these 3 things :

**Your resume should be brief but concise**

**Your resume should target a specific job**

**Your resume should distinguish you from the “other” candidates' resumes**

## Dissecting the job/internship posting

Looking for qualified applicants to fill two entry-level full-time computer engineer positions. Candidates must have the following qualifications:

- Majoring in mathematics and/or computer science
- 2+ years experience in Fortran and C++
- Experience with IDEs and APIs
- Have worked as part of a medium (3-10 person) development team

Candidates should also have the following preferred qualifications:

- Knowledge of computer architecture
- Ability to write formal documentations
- Experience with punch-card computers

**Let us write a resume targeting the job description on the left**

Although this job/internship looks generic and simple enough, there is a wealth of information being given to you that you should **use!**

## Dissecting the job/internship posting

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## Take a close look at the job/internship posting ...

It is often said that the ONE single biggest mistake made by my students is that they do not read the job posting closely enough, thinking ...

*“meh, just another CS job ... I’m a computer science student, I cleeeearrrly know this stuff ...”*

# Dissecting the job/internship posting

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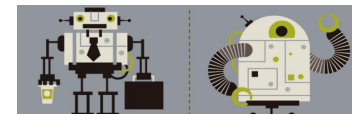
- Knowledge of computer architecture
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## Take a close look at the job/internship posting ...

These are the “must have” qualifications ... if you don't meet the employer’s criteria, then it'll probably be very difficult for you to get an interview ... You should possess at minimum MOST of these skills ...

especially if the employer uses a computer program to pre-scan applicants

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# Dissecting the job/internship posting

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These are the “should have” qualifications ... the more of these that you can say “yes” to, the better

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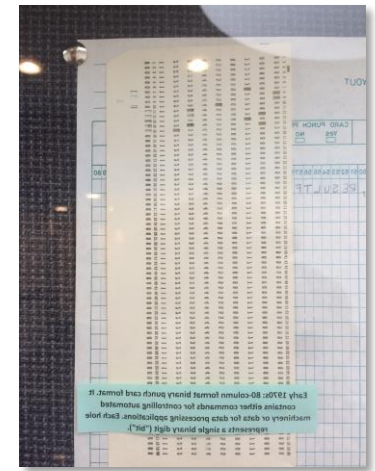
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**Take a close look at the job/internship posting ...**

In all cases, don't fool yourself ...

... you've  
Wikipedia-ed  
"punch card" ...  
or you've  
glanced at the  
punch card  
posted in the  
foyer



Are you now the expert?

... riiiiigggh!

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**Then, look closely at what the employer is looking for ... read between the lines**

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**Then, look closely at what the employer is looking for ... read between the lines**

Find the **keywords** in the posting ... employers are busy ... when they say they want this-and-that, they mean they want this-and-that ...

**Q: What are the keywords in this posting?**

## Dissecting the job/internship posting

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Use the keywords to determine if you qualify ...

if you really really really want the job (do these keywords conjure up visions of the “I want an umpa lumpa now!” girl in Charlie and the Chocolate Factory?), but you don't meet the qualifications, then perhaps the job posting is not a good match with your skill set ...

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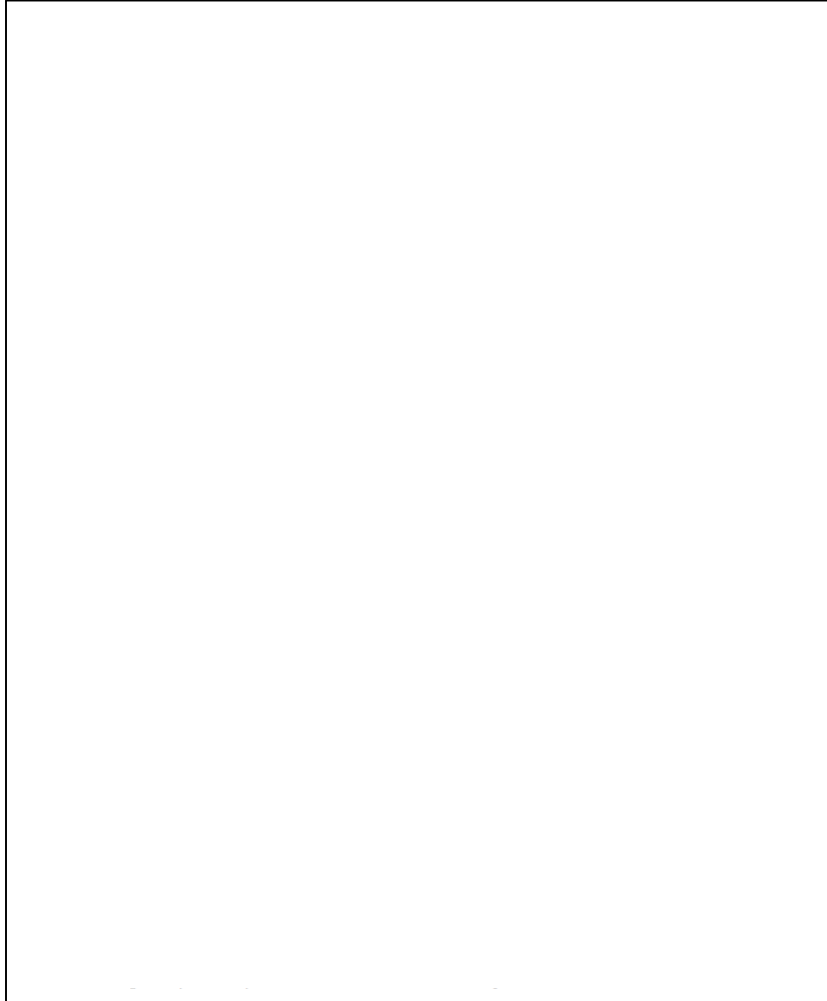
Then it is time to write the resume

...



# Writing the resume

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**Goal:** create a tailor-written resume for each position that you are applying for ...

It is okay to have a standard template, but you'll need to tweak the resume for each job/internship you are applying for

# Writing the resume

---

**Alan Turing**  
turing@enigma.com  
Cell: 509.963.9983

The resume is about you ... you must identify yourself, and provide details for your (potential) employer to contact you ...

**Goal:** make this part of the resume easy-to-read

# Writing the resume

**Alan Turing**  
turing@enigma.com  
Cell: 509.963.9983

Current Address

332 Churchill Rd.  
London, England 673442

Mailing Address / Website

674 Humbolt Lane, London, England 652212  
[http://en.wikipedia.org/wiki/Alan\\_Turing](http://en.wikipedia.org/wiki/Alan_Turing)

The resume is about you ... you must identify yourself, and provide details for your (potential) employer to contact you ...

**Goal:** make this part of the resume easy-to-read

Do you need to provide a website? **No**

Do you need an email address? **Yes**

A phone number? **No, but it's nice**

**Linked-in profiles are good**

**A GitHub with sample code is good, too**

# Writing the resume

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|---|---|
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| <u>Objective</u>  |   |

Be up front ... indicate WHY you desire the job and/or internship ...

But don't just say why you need the job

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Be up front ... indicate WHY you desire the job and/or internship ...

But don't just say why you need the job

“I’d like to get a job as a computer engineer” ... well, umm, yeah, you ARE applying ... and there is no value added in that statement

... an employer doesn't want to hire somebody who is needy ... somebody who needs, wants, needs, and wants ...

Explain what you might offer ... what are your potential contributions?

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**Objective**

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

From the employer's perspective, the ideal candidate is somebody who will contribute AND who will make everybody else's job easier ...

This section is tailor written for the internship/job that you are applying for ... **no generic statements allowed!**

# Writing the resume

|   |   |
|---|---|
| <b>Alan Turing</b><br>turing@enigma.com<br>Cell: 509.963.9983   |   |
| <u>Current Address</u><br>332 Churchill Rd.<br>London, England 673442   | <u>Mailing Address / Website</u><br>674 Humbolt Lane, London, England 652212<br><a href="http://en.wikipedia.org/wiki/Alan_Turing">http://en.wikipedia.org/wiki/Alan_Turing</a> |
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Don't dwell too much on your education ... if you are applying for a position that requires a BS in computer science, then ALL qualified candidates will have a BS in computer science ...

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Don't allow your BS in computer science be your distinguishing characteristic ... because it is **NOT**

**When compared to people with no CS training, your techy skills induce amazement and wonder ...**

**Among your peers and the hiring manager, for `(int i=0; i<20; i++)` is ... Yawn, no big deal**



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**Put yourself in the mindset of the employer who is doing the hiring ...  
how many of the applicants will have computer science experience?**

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Don't allow your BS in computer science be your distinguishing characteristic ... because it is **NOT**

You can highlight here your focus/concentration of study ...  
If you will earn your degree in the near future, state that. For example:  
“expected June 2066” or something similar

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| <b>Experience</b>  |   |

This is **THE** most important section of your resume ... it sets you apart from everybody else

**Goal:** describe those experiences that make you the best thing since sliced bread!

This section is also tailor-written for the job/internship ... you want the potential employer to think, "Gee, this job was created for this person"

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**Q: Which experiences should you list?**

**Q: How much detail should you provide?**

# Writing the resume

Give a heading for each experience ... include:

- **Your title/role**
- **Who/where your employer was located**
- **Duration/Time of experience**

And ... you guessed it ... this is very very tailor-written for the job/internship posting

If you were a biology lab assistant from 1990 through 1995, and you are applying for a code developer position, then it is **PROBABLY** not a good idea to list the biology job as the first item (or maybe not list it at all)

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| Researcher, Theoretical Computer Science   | 1930-1938   |
| Scientist, National Physical Laboratory  | 1944-1947   |
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**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

**Goal:** Use active verbs ... to describe what YOU did ...

don't say "Java was used to write code for a mobile application" ... give yourself credit ... highlight what YOU did ... instead, write "Designed, developed, and deployed a mobile application currently in use by 12,000 people"

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Tailor the descriptions for the job that you are applying for ... if the job requires skills in software documentation, then you should choose experiences where you wrote or used software documentation

See the handout for a list of active verbs

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**Remember those keywords  
that you extracted from the  
job posting ...**

**If I were the employer, I'd  
say, "wow, this job  
opportunity is EXACTLY for  
this person"**



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## Q: Which experiences should you list?

- Experiences lasting 2 or more months
- Course-long projects are okay
- CSCI 491, 492, 493 projects are perfect (but describe the project, and NOT the class)
- Any multi-faceted project involving design, development, testing, etc.

## Q: How much detail should you provide?

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## Q: How much detail should you provide?

- Just enough to entice the reader
- Leave your essays at home!
- A few poignant sentences for each experience should suffice

**Remember : 20 seconds!**

# Writing the resume

Place here your skills ... but not just any skills ...

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## Skills

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| <b><u>Skills</u></b>  |  |

Place here your skills ... but not just any skills ...

emphasize those skills that you have and which the employer is **looking** for

...

If you are a Perl guru (you are the uber bestest awesomest Perl programmer in the world) but the job description does not require Perl programming, you probably shouldn't highlight the fact that you are a Perl genius ... you can still include that part, but that shouldn't be the focus ...

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Consider indicating how proficient you are at each skill ... 1, 2, or 5 years of C++ experience? Or, use words such as “working knowledge,” “expert,” or “basic understanding” ...

You may also categories skills into easy-to-read sets. For example

**IDE:** netbeans, eclipse, jGRASP

**Languages :** C++, java, python, C#

**OS:** Mac, Linux, Windows XP

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You don't need to explain further these skills. They are usually the run-of-the-mill buzzwords

but you **MUST** include them to showcase your technical prowess

**Here's a good rule of thumb** : any skill that you list you should be able to chat comfortably about without needing to reference a book, calling Bill Gates, emailing Linus Torvalds, etc.

# Writing the resume

|   |   |   |
|---|---|---|
| <b>Alan Turing</b><br>turing@enigma.com<br>Cell: 509.963.9983   |   |   |
| <b>Current Address</b><br>332 Churchill Rd.<br>London, England 673442   | <b>Mailing Address / Website</b><br>674 Humbolt Lane, London, England 652212<br><a href="http://en.wikipedia.org/wiki/Alan_Turing">http://en.wikipedia.org/wiki/Alan_Turing</a> |   |
| <b>Objective</b>  |   |   |
| <ul style="list-style-type: none"><li>Gain an entry-level job; contribute as a member of a low/mid/large scale team</li></ul>   |   |   |
| <b>Education</b>  |   |   |
| <ul style="list-style-type: none"><li>Bachelor of Arts, Mathematics, first class honors<br/>Kings College, 1930-1934<br/>Focus : Cryptography, Mathematics</li></ul>  |   |   |
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| <ul style="list-style-type: none"><li>Developed, as part of a team, the Manchester Computer</li><li>Investigated use of mathematical biology to infer important biological principles</li></ul>                       |   |   |
| <b>Skills</b>   |   |   |
| <ul style="list-style-type: none"><li>Fortran</li><li>Java</li><li>Waterfall Design Model</li><li>Complexity Theory</li></ul>   | <ul style="list-style-type: none"><li>C++</li><li>Mathematical Induction</li><li>Unit Testing</li><li>Mathematical Logic</li></ul>  | <ul style="list-style-type: none"><li>C</li><li>UML Diagrams</li><li>Turing Machines</li><li>Reductions</li></ul> |

You don't have to be an expert in all the skills that you list, but in this case, because you've listed them, then ...

- You should know what UML stands for
- Be able to describe aesthetic and underlying differences between C++ and C
- Be able to discuss the differences between the waterfall and agile design processes



# Writing the resume

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Cell: 509.963.9983

## Current Address

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## Mailing Address / Website

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[http://en.wikipedia.org/wiki/Alan\\_Turing](http://en.wikipedia.org/wiki/Alan_Turing)

## 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  
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Focus : Cryptography, Mathematics

## Experience

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- Developed the theoretical foundations for modern-day computers
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## Skills

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

**Q: Is writing a resume that simple?**

# Writing the resume

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- UML Diagrams
- Turing Machines
- Reductions

**Q: Is writing a resume that simple?**

**Well, yes ... but there are several pitfalls that you should be aware of ...**

**(the following few slides are compliments of Tatiana Harrison)**

# Writing the resume

Pitfall 1 : Font is too small!



|   |  |   |
|---|--|---|
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A recommended font size is 11 or 12.

Use universal fonts - the ones that open the same on PCs and Macs of all ages.

Times Roman  
Arial  
Century  
MS Sans Serif  
Book Antiqua  
Century Gothic  
Calibri

# Writing the resume

## Pitfall 2 : Spelling mistakes

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turing@enigma.com  
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---

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**Objective**

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

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**Skills**

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



Nothing shows an inattention to detail like glaring spelling errors!

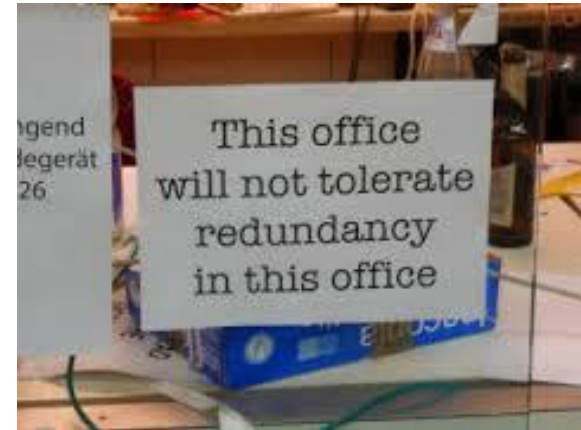
Use the spell-check tool, but remember that the best proofreader is another set of eyes

Be sure that there are no spelling errors, poor word choice, or misuse of language...

# Writing the resume

## Pitfall 3 : Redundancy

|   |   |   |
|---|---|---|
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Use a variety of action verbs to prove your transferable and diverse skills.

Utilize different action verbs to highlight the wide range of skills and knowledge that you possess.

# Writing the resume

|   |   |   |
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## Pitfall 4 : Having just one version



Resumes need to be "fluid"

You may have several different versions depending on the jobs you are targeting. You can :

- Change the order of things
- Emphasize different things
- State different objectives...

# Writing the resume

## Pitfall 5: Clutter!

**Alan Turing**  
turing@enigma.com  
Cell: 509.963.9983

---

**Current Address**  
332 Churchill Rd.  
London, England 673442

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---

**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  
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Focus : Cryptography, Mathematics

---

**Experience**

|   |                  |
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**Skills**

|   |  |   |
|---|--|---|
| <ul style="list-style-type: none"><li>• Fortran</li><li>• Java</li><li>• Waterfall Design Model</li><li>• Complexity Theory</li></ul> | <ul style="list-style-type: none"><li>• C++</li><li>• Mathematical Induction</li><li>• Unit Testing</li><li>• Mathematical Logic</li></ul> | <ul style="list-style-type: none"><li>• C</li><li>• UML Diagrams</li><li>• Turing Machines</li><li>• Reductions</li></ul> |
|---|--|---|



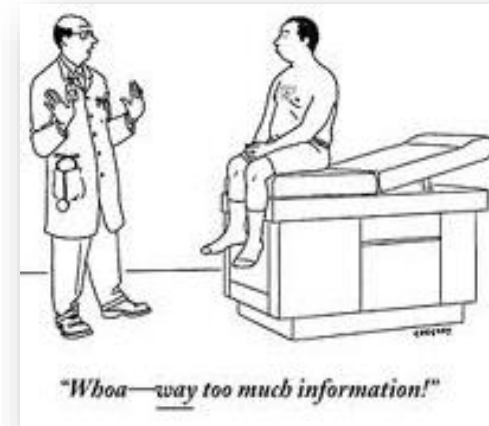
Filter out information that might seem irrelevant to the position. Be wise in choosing certain facts to be included on your final resume.

Use fewer but more encompassing words. Keep it brief and to the point.

# Writing the resume

|   |   |   |
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## Pitfall 6: Including Personal Information



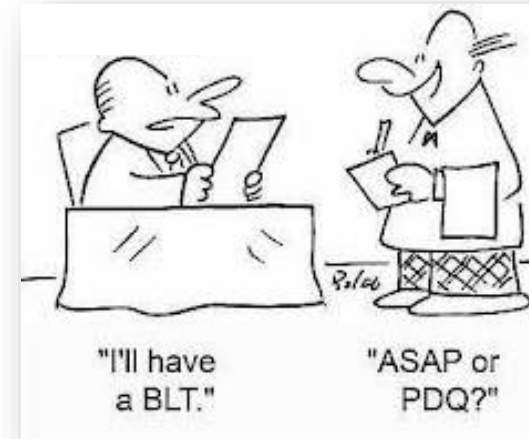
Personal information, like age, gender, and head shot should not be included on your resume (unless you are a performing art student).



# Writing the resume

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## Pitfall 7 : Using too many abbreviations



Your resume is a formal document ... be sure to omit esoteric abbreviations or contractions in your words or sentences

Just because you KNOW what CSCI301 and CSCI141 are, you cannot assume that the employer does

**And is a cover letter required?**

### And is a cover letter required?

- A cover letter gives you the opportunity to personalize your application.
- In the cover letter you may want to include things that cannot be placed into the resume.



**The cover letter is often required, and/or often takes the place of an in-person recruiter meeting. If you haven't met anybody from the company that you are applying to, then send a cover letter with your resume.**

If you've had a loooong week, and you remember the bare minimum from this presentation, then remember these (additional 3 things) about cover letters :

**First Paragraph : Mention the job / position**

**Second Paragraph : Argue why your skills are a perfect match**

**Third Paragraph : Discuss next steps, thank the recipient**

# Cover Letters

Looking for qualified applicants to fill two entry-level full-time computer engineer positions. Candidates must have the following qualifications:

- Majoring in mathematics and/or computer science
- 2+ years experience in Fortran and C++
- Experience with IDEs and APIs
- Have worked as part of a medium (3-10 person) development team

Candidates should also have the following preferred qualifications:

- Knowledge of computer architecture
- Ability to write formal documentations
- Experience with punch-card computers

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**Skills**

- |                          |                          |                   |
|--------------------------|--------------------------|-------------------|
| • Fortran                | • C++                    | • C               |
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# Cover Letters

## The job posting and already-written resume

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turing@enigma.com  
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**Current Address** 332 Churchill Rd, London, England 673442  
**Mailing Address / Website** 674 Humbolt Lane, London, England 652212  
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Just as with the resume,  
there is no single "best"  
cover letter format.

However the cover letter  
has a very standard  
format, which recruiters  
are looking for, so you  
SHOULD stick to it.

# Cover Letters

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Include a letterhead that at a minimum contains your name, and contact information.

Whether or not it is centered or left justified is up to you.

A mailing address is a good idea, too.

# Cover Letters

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September 24, 1949

Sally Jenkins  
Comps-R-US  
3242 Umptom St.  
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Include the date, along with the recipient's name and address.



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Dear Ms. Jenkins :

## Address the recipient

If you know the person by name (you've chatted with them, have their business card, etc.) then include their name and title.

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Dear Ms. Jenkins :

If you are not sure who the recipient is,  
write (in order of "best" to "worst")

**Dear [insert name] :**

**Dear Hiring Manager :**

**Dear Recruiting Team :**

**Dear Comps-R-US :**

# Cover Letters

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Dear Ms. Jenkins :

As a last resort write

To Whom it may concern :

as it might come across as a template  
letter

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The first paragraph should be short and sweet. Indicate which position you are applying for.

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If you've met the recipient in-person, or if an existing employee is referring you to the job, then be sure to say that.

**Networking, Networking, Networking**

**Take advantage of your connections!**

# Cover Letters

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In the body paragraph (at most two paragraphs), mention why you are qualified for the position. Mention work experience.

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Mention why you WANT to work for this company, and what you'd contribute ...

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Focus on the keywords in the job description and mention experiences specifically related to those keywords



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

Discuss plans (looking forward to hearing from), and if you intend to follow up in a specific way (visit, phone call, email, etc.) mention that.

# Cover Letters

## The job posting and already-written resume

Looking for qualified applicants to fill two entry-level full-time computer engineer positions. Candidates must have the following qualifications:

- Majoring in mathematics and/or computer science
- 2+ years experience in Fortran and C++
- Experience with IDEs and APIs
- Have worked as part of a medium (3-10 person) development team

Candidates should also have the following preferred qualifications:

- Knowledge of computer architecture
- Ability to write formal documentations
- Experience with punch-card computers

**Alan Turing**  
turing@enigma.com  
Cell: 509.963.9983

**Current Address** 332 Churchill Rd, London, England 673442  
**Mailing Address / Website** 674 Humbolt Lane, London, England 652212  
[http://en.wikipedia.org/wiki/Alan\\_Turing](http://en.wikipedia.org/wiki/Alan_Turing)

### 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

**Alan Turing**  
turing@enigma.com  
Cell: 509.963.9983

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](mailto:turing@enigma.com) or by phone 509-963-9983.

Sincerely,

A. M. Turing

Closely with "Sincerely" and/or thank the recipient for their time, and provide a signature. If creating a PDF, "draw" the signature and save as a PNG, JPEG, etc. and place into the document

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I look forward to discussing with  
[turing@enigma.com](mailto:turing@enigma.com) or by phone

Sincerely,

A. M. Turing

The same rules apply to the cover letter as  
to the resume.

- Write in active voice (you don't want to sound as if good things just miraculously happened to you ... you Make things happen).
- Take credit for your accomplishments
- Use active verbs



Resume and Cover Letter Workshop  
For Computer Science Students

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Filip Jagodzinski

The slides for this presentation, as well as PDF  
of the handout, will be available for a brief  
while on my faculty webpage