



Summary / Quick Reference Guide Resume and Cover Letter Workshop for Computer Science Students

Filip Jagodzinski
Western Washington University

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 stepsThank 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 words are bad and give bad impressions
- Refrain from being 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

Integrated
Invented
Investigated

L

Launched
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
Recorded

Recruited
Redesigned
Reduced
Referred
Removed
Reorganized
Repaired
Reported
Represented
Researched
Resolved
Restructured
Revamped
Reviewed
Revised
Revitalized
Routed

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
Troubleshoot

U

Updated
Upgraded

V

Verified

W

Weighed
Wired
Won

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

Objective

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

- **Languages** : Fortran, Java (beginner), C++, C
- **IDEs** : Netbeans, VIM, jGRASP, Emacs,
- **Design** : Waterfall Design Model, MVC paradigm, UML, unit testing
- **Theoretical** : Complexity Theory, Mathematical Induction, Reductions, Turing Machines

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 this last week at the Western Washington University career fair. 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 apply and use my skillsets to help further the business efforts of Comps-R-US. In particular my experience with designing, building, and testing the Manchester Computer using a combination of IDEs, APIs, and UML diagrams will enable me to contribute immensely to the efforts underway at your company. I've worked closely with a number of scientists in the past, and in the future I hope to grapple 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,

A. T. Turing