

Resume Writing for Technical Students

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Please check in at go.ncsu.edu/cscevent



What an employer sees when they are hiring.

- When you apply for a job, you must present a clear, concise picture of who you are, including the value you bring
- Don't expect companies to figure this out on their own. If this is not clear to them quickly, they will just move on

Your reader should understand how your

- **Skills/Knowledge:** what do you KNOW
- **Experience:** what have you DONE
- **Interests:** what type of work do you WANT
- **Personal qualities:** what makes you UNIQUE

[Link to personal brand checklist activity](#)

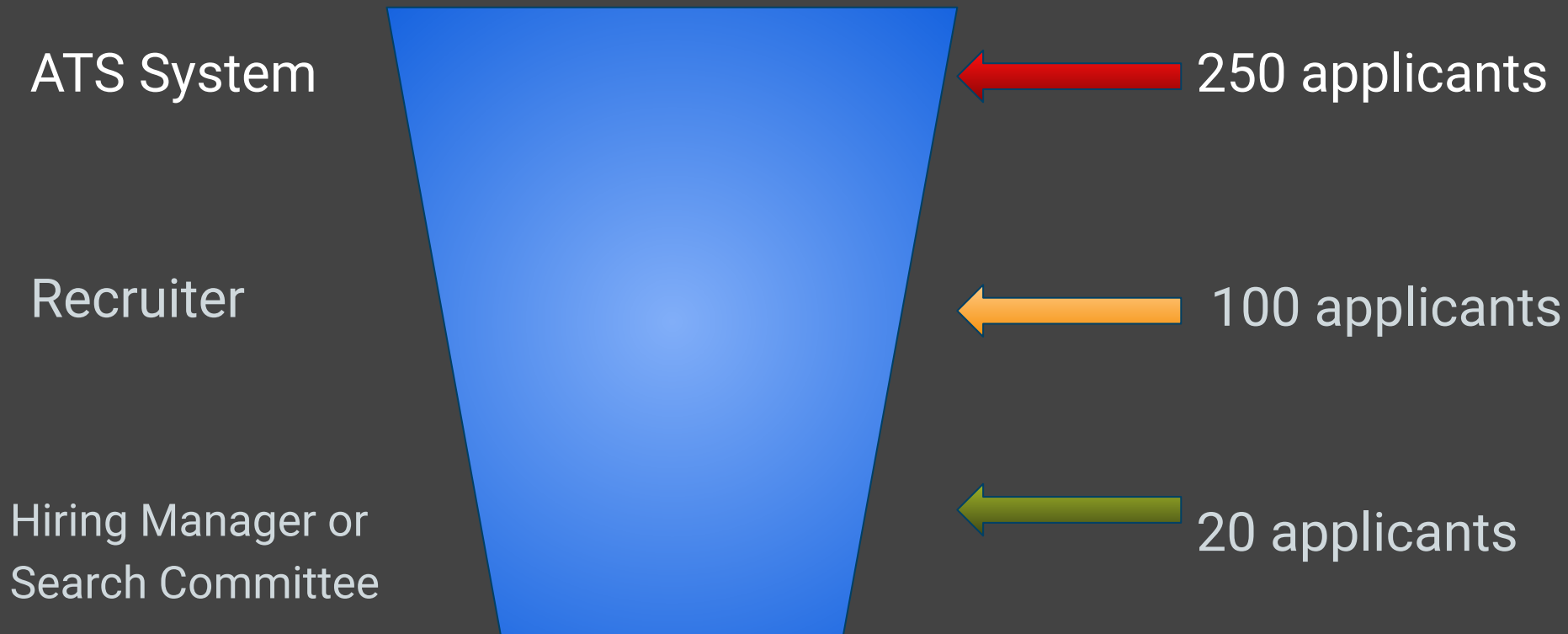
MATCH with their job!

Beat the ATS



- High volume of competition: average 250 resumes per job posting for industry roles!
- Applicant Tracking Systems help match candidates to roles
- Multiple types of readers for resumes

Visualize WHO is reading your resume and what else they're reading!



How to customize your job search documents

- Review job description carefully, and **highlight keywords**. ANNOTATE!
- Evaluate if you need to make edits or additions to your base resume
- Make notes for yourself for each of those keywords
 - Think about when you might have done or learned something that the position lists as either a responsibility or requirement
 - Draft bullet points for each of these key qualifications OR edit current bullets to better match how the job description describes similar work
 - Start with the basic action statement, then add in additional details once you are done brainstorming (Task + scope/scale).
 - Be sure to incorporate use of any job specific skills in your description
 - Focus on YOUR action first, this is what you want them to ask you about

How to customize your job search documents

- Highlight your most important qualifications for THIS role by:
 - keeping that content to the top & left,
 - giving it more space,
 - labeling it with a matching keyword,
 - using bold (selectively) to emphasize
 - grouping them at the top in a brief summary of qualifications

Formatting Tips

- Be efficient & strategic! Most readers will give you under 30 seconds for first review!
One page is the standard for new grads
- Simple formatting is BEST! Applicant Tracking Systems may have issues with columns, text boxes, tables
- Use bold, italics, underlines selectively. It's best to draw your readers' eye to true selling points in your qualifications

Projects & Experience

Companies are seeking candidates that are a **FIT for their position and their company culture**

Turn your **TASKS** into accomplishments when describing :

Projects & Experiences

- Make **SELECTIONS** of most relevant courses, projects & tasks
- Lead with **YOUR** contribution, then add context

TASK/ACTION + SCOPE & SCALE

- Example Tasks
 - Automated testing, Developed application, Integrated API
 - Avoid less active verbs like “Used” or “Worked on”
- Describe Action
 - How did you do this? What skill did you apply?
- Explain scope & scale
 - How did it perform? Who did it impact? What did it improve? Which features were added?
 - Who, what, when, where, why & how

Basic rules - Resume or CV

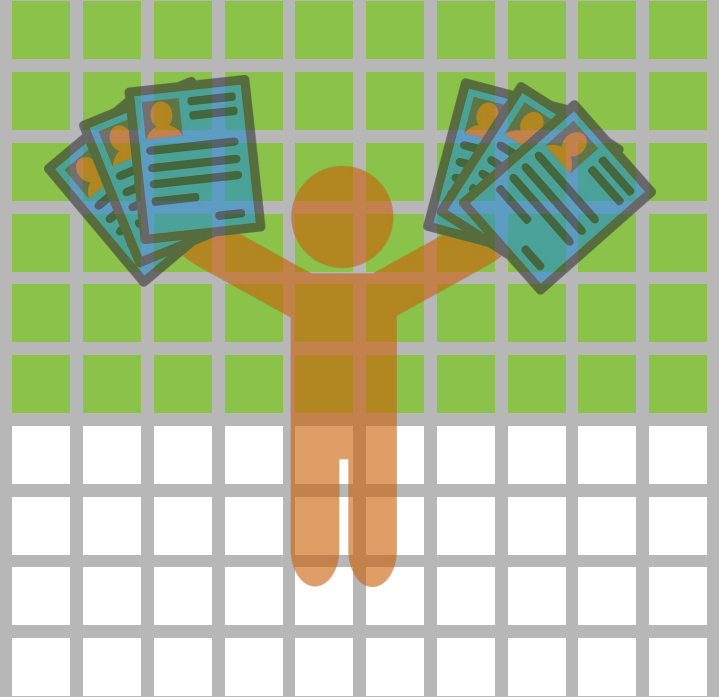
Not a narrative, no personal pronouns

Use active voice

Use phrases to demonstrate your accomplishment and impact

Quantify & qualify action statements when possible
(*who, what, when, where, why, how*)

Proofread!! Have someone else review it!



SUMMARY EXAMPLES

SUMMARY

Rising senior with hands-on experience in forensic lab research and customer service. Proven abilities in collaborating with small teams, handling complex scientific protocols, and working under pressure. Currently seeking research positions/internships in the RTP area with industry-leading organizations.

Career Profile

Successful professional with corporate marketing and training experience seeking position in nonprofit organization leveraging fundraising and program development skills. Recognized for ability to develop strong relationships and plan strategically. Strengths include:

- ◆ Leadership
- ◆ Marketing
- ◆ Training
- ◆ Time Management
- ◆ Relationship Building
- ◆ Public Speaking

SUMMARY

Exceptionally well organized and resourceful professional with a solid academic background in accounting and financial management; excellent analytical and problem solving skills; able to handle multiple projects while producing high quality work in a fast-paced, deadline-oriented environment

PROFESSIONAL SUMMARY

Collaborative, resourceful problem-solver with a passion for foreign affairs. Seeking a full-time summer internship with non-profit or state government organization in the Raleigh area.

LinkedIn Summary

Contact

leslie_randpickett@ncsu.edu

www.linkedin.com/in/lrpickett
(LinkedIn)

www.researchgate.net/profile/Leslie_Rand-Pickett (Other)

Top Skills

Resume Writing

Career Development

Higher Education

Leslie Rand-Pickett

Career Development Director: Program Manager | Educator | Creator
| Connector | Counselor

Raleigh

Summary

- Innovative professional with 20+ years experience in higher education & college recruiting.
- Skilled career development counselor, who provides solid recommendations to job seeking students in a supportive manner
- Collaborative leader who is adept in working with groups to complete projects and solve problems.
- Demonstrated success in relationship building with employer partners as well as internal stakeholders.
- Experienced in planning and executing college recruiting events, developing programs to meet department and employer needs.

EDUCATION & SKILLS

NC State University Raleigh, NC
Master of Science, Computer Networking August 2018- May 2020

Other College Other City, ST
Bachelor of Technology, Computer Science GPA: 8.0/10.0
May 2016

Coursework: Artificial Intelligence, Data Science, Operating Systems, Database Management Systems, Object Oriented Programming

North Carolina State University, Master of Computer Science, May 2021
GPA: 4.0

Other College, Bachelor of Computer Engineering, May 2019
First Class: 74.16%

Languages: Java, Python, Ruby, C, C++, R

Web Technologies: J2EE, Ruby on Rails, HTML, CSS
Databases: Oracle, MySQL, PostGres

Frameworks: Spring, Hibernate, REST, SOAP, Log4j, Junit

Operating Systems: Linux, Windows

Tools: NetBeans, Eclipse, RubyMine, Toad, SQL Developer, Control-M, Tomcat, Heroku, Maven, Ant, GIT, SVN, Perforce, Jenkins, Chef, AWS, GWT

Sample active phrase

Action verb +
quantified/qualified details

Developed and implemented
program

*Developed and implemented
comprehensive career development
programs for 700+ Computer
Science graduate students*

Clear & Consistent

Showcase your **personal brand and interests** through your:

- Course list
- Skills list
- Section headings, and
- Project subheadings

Weave info about your target domain throughout the page

Example: If you're Software Engineering focused, make sure you choose related terms to describe your knowledge, skills and experience throughout

TOP Skills Requested by Employers

* from the National Association of Colleges & Employers

Communication

Teamwork

Strong work ethic

Organization

Ability to multi-task

Dependability

Leadership

Honesty/integrity

Flexibility

Interpersonal

Initiative

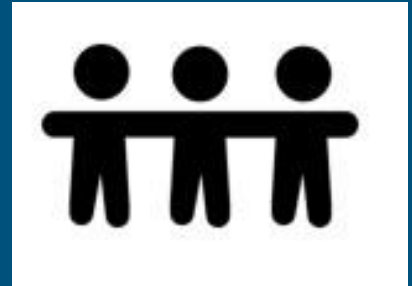
Notes from the CSC Strategic Advisory Board

Students feel comfortable talking about projects, but not about their strengths & what they can bring to the organization.

Typical challenges: lack depth in explanations, difficulty establishing themselves as unique candidates, lack of understanding of job search ethics

What are employers looking for?

- Candidates who are a FIT for their organization
 - Skills
 - Knowledge
 - Experience
 - Personality
- Not only can you do the work, but will their team enjoy working with you?
- At every level of the search, remember you are trying to make a connection with another PERSON



Tell the Story of YOU

If your resume showcases the skills, traits, knowledge & experience that make up the **one & only YOU**... it is doing it's job!



Questions??

Don't forget to check-in at

go.ncsu.edu/cscevent

CONTACT INFO

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Common Resume Sections

- Contact info
- Summary/Objective/Profile
- Education
- Technical Skills
- Relevant Coursework
- Experience
- Leadership
- Organizations & Activities
- Technical Projects
- Presentations
- Publications