



How to Transform Your Resume

Alice Novinte
Graduate Intern
CSC Corporate &
Career Services

Go from this...

S.W. Engineer

1234 Memory Lane, Raleigh, NC 27609
(919)777-7777

[LinkedIn](#)

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Education

NC State University, USA Aug 2022 – Present

Master's of Science in Computer Science
Coursework: Design and Analysis of Algorithms, Automated Learning & Data Analysis, Algorithms for Business Intelligence, Software Engineering, Statistics, Database Management Systems

Engineering International University, Pune, India Aug 2019 – May 2023

BTech Engineering GPA: 9.8/10
Coursework: Calculus, Graph Theory, Business Communication, C and C++ programming DBMS, OOP, Java Programming, Data Structures and Algorithms, OS, Microprocessors, Advance Python, Data Analysis, Data Science, Cryptography and Cyber Security, Machine Learning, Cloud Computing, Deep Learning.

Work Experience

Scorpion Tech, Raleigh, NC May 2023 – Present

Software Engineer Intern

Skills: ReactJS, HTML5, CSS3

- The major objective of this internship was to **dynamically update the static website** of clients.
- Worked alongside the Web Development Team following the Agile development cycle, working on a website for a client using **ReactJS, HTML5 & CSS3**.
- Helped contribute to our company having **20,000** active clients using our services across 10 countries.
- Worked with **U.S. branch** of the company to implement changes to websites.
- Participated in team meetings.

Plato Medical Software, Pune, India May 2021 – July 2021

Intern

Skills: AI, Bootstrap, PHP

- Used **Artificial Intelligence** to build a prototype of a **rule-based expert engine** and also built a webpage for patients to post their symptoms.
- The patients previous medical history was stored and based on the urgency of the symptoms, the clinicians could see and consult the patients that needed the most attention first, as the data was color-coded based on the priority.
- With the help of **Bootstrap and PHP** the webpage was assessed and used **node.js** for the rule-based engine.

Saturn Software Industries May 2020 – April 2021

Intern

Skills: Python, GIT, JavaScript

- Worked with a software team on designing an application that detects anomalies in the system functioning for businesses.
- Responsible for Providing statistics and deeper insights as well for easier troubleshooting by Saturn engineers which has immense impact on the working of Saturn routers on which it is deployed.

Projects

Focus Bot

- The bot uses **NodeJS** and **Express** to replace existing **Trello** based GUI workflows with a simple text-based interface.
- Worked with team to utilize the **Trello REST API** to automate 6 major Trello use cases and achieved more than **80%** code coverage.

- Used **DevOps** – **Astble** to create deployment scripts for the bot, and **git** for code versioning.

Customer Loyalty Marketplace Database Application

- The application uses **OracleSQL** and **Java JDBC** to support brands to create various loyalty programs, customers with a platform to enroll in different loyalty programs.
- Responsibilities for creating **Stored Procedures** and **Triggers** to support complex functionalities such as customer tier update, coupon tracking, reward earning rules etc.

Research

Robotics Lab

Research Assistant working under Prof. Jane Smith and Prof. John Smith

Aug 2021 – May 2023

- Worked with lab to compare algorithms to determine which model is best for language processing
- Used **python** libraries to show the resulting data
- Published research in the Journal of Software Engineering

Skills

Proficient: C, Java, Python, HTML, CSS, JavaScript, MySQL, Oracle, WordPress, Windows, GIT, REST APIs, Wireshark, TCP/IP, DNS

Intermediate: PHP, Node.js, EJS, Dart, XML, C++, MongoDB, Ubuntu, Firebase Database, Cloud Platforms, SparkAR

Beginner: EJS, Dart, XML, Bootstrap, SasyLens, DNS, HTTP, IPv4, SSH, Socket Programming, FTP

Awards & Achievements

- Won award from Mercury Technologies for biggest contribution to the company from an intern
- Placed 4th in university wide hackathon at Engineering International University

To this!

S.W. Engineer

Raleigh, NC 27609 | swengineer@ncsu.edu | (919)777-7777 | [linkedin.com/swengineer](https://www.linkedin.com/swengineer) | github.com/swengineer

Education

NC State University, Raleigh, NC Expected May 2024
Master of Computer Science GPA: 3.80/4.00
Coursework: Software Engineering, Design and Analysis of Algorithms, Automated Learning & Data Analysis

Engineering International University, Pune, India May 2022
Bachelor of Technology in Computer Engineering GPA: 9.8/10
Coursework: Data Structures and Algorithms, OS, Microprocessors, Data Science, Cryptography and Cyber Security, Machine Learning, Cloud Computing, Deep Learning.

Skills

Languages: C, Java, Python, HTML, CSS, JavaScript, PHP, Node.js, EJS, Dart, XML, C++
Databases and Operating Systems: MySQL, MongoDB, Oracle, Windows, Ubuntu, Firebase Database
Computer Networks: Wireshark, TCP/IP, DNS, HTTP, IPv4, SSH, Socket Programming, FTP
Tools/Frameworks: GIT, REST APIs, Bootstrap, WordPress, SparkAR, SnapLens, Cloud Platforms (AWS, GCP, Firebase)

Work Experience

- Software Engineer Intern**, Scorpion Tech, Raleigh, NC May 2023 – Present
- Updated the static website of clients using ReactJS, HTML5, and CSS3 contributing to company growth across 10 countries and 20,000 clients.
 - Operated in an **Agile** environment working with 50-member web development team.
 - Won award from for biggest contribution to the company from an intern.
- Research Assistant**, Algorithms Lab, NC State University, Raleigh, NC Sep 2022 – Present
- Compared synaptic learning and generative replays algorithms to determine which is most protective against forgetting.
 - Presented the resulting data in a professional manuscript using Python libraries.
 - Published research paper "[Comparing Algorithms to Protect Against Forgetting](#)" in the Journal of Software Engineering.
- Software Developer**, Pluto Medical Software, Pune, India May 2021 – May 2022
- Developed a patient portal using artificial intelligence and Node.js that color-codes and stores patient medical history based on the urgency of the symptoms allowing clinicians to see patients that needed the most attention first.
 - Implemented a tool in the portal for patients to post their symptom in advance of their appointments.
 - Assessed webpage using Bootstrap and PHP to ensure efficient functioning.
- Software Engineer Intern**, Saturn Software Industries May 2020 – April 2021
- Designed an application using Python, Git, and JavaScript that detects anomalies in system functioning.
 - Saved over **\$90,000** for Saturn Software Industries by protecting against system failures.
 - Analyzed statistics to provide insights for troubleshooting to alleviate strain on routers.

Projects

- Web Application Development**
- Created bot using NodeJS and Express to replace existing Trello based GUI workflows with a simple text-based interface.
 - Automated 6 major Trello use cases using the Trello REST API to achieve more than **80%** code coverage.
 - Engineered deployment scripts for the bot using DevOps-Ansible and using Git for code versioning.
- Database Management**
- Deployed app using OracleSQL and Java JDBC to allow brands to create various loyalty programs for customers to enroll in.
 - Enhanced complex functionalities such as customer tier update, coupon tracking, reward earning rules etc. using stored procedures and triggers.

Leadership & Extracurriculars

Engineering International University Hackathon: Led team of 5 to place 4th out of 80 teams in university wide hackathon.

Personal Information

- Personal info should fit on two lines.
One line for your name and one line for city and state, email, phone number, LinkedIn, etc.
- Font size for name can be larger but font size for all other personal info should be normal (between 10 and 12)



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Education

- List current university first then list undergrad.
- Write degrees as “*Master of...*” “*Bachelor of...*” not “*Master’s in*” or “*Master’s of.*”
- You do not need to list the start dates for your degrees. You just need the month of year of your graduation. Example: Do not write “Aug 2022-present”. Write “*Expected May 2024.*”
- Add GPA only once you have taken courses.
- Do not list all courses taken. Include only the most relevant courses that highlight your skillset.

Education

NC State University, USA

Aug 2022 – Present

Master's of Science in Computer Science

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Skills

- **List skills at the top of your resume under your education section.** Employers want to know what you can do before they bother reading about your experiences and projects.
- **List skills by category *not your proficiency level.***
 - Examples of categories provided on next page
- **List only skills that you actually have... *never lie on your resume!*** During interviews you will be expected to have knowledge of and even demonstrate the skills you listed.
- **List the skills you want people to notice the most first**
- **List skills even if you think they are unimportant!** Sometimes it's those random talents that score us a job!



Skills

Proficient: C, Java, Python, HTML, CSS, JavaScript, MySQL, Oracle, WordPress, Windows, GIT, REST APIs, Wireshark, TCP/IP, DNS

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Languages: C, Java, Python, HTML, CSS, JavaScript, PHP, Node.js, EJS, Dart, XML, C++

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Tools/Frameworks: GIT, REST APIs, Bootstrap, WordPress, SparkAR, SnapLens, Cloud Platforms (AWS, GCP, Firebase)

Work Experience

Bullets

- Start every bullet point with an **action verb** (examples on next slide).
- Never start a bullet with *"Used," "Worked on," "Worked with," "Responsible for,"* or *"The."*
- All bullets should start with an action verb, list the skills you used, and what the outcome was.
- Tip: An easy trick to check if you have an action verb is to read your sentence out loud with an I at the beginning and see if it makes sense.
Example: "Created an app using Java" -> "I created an app using Java" makes sense but "The app uses Java to run" -> "I the app uses Java to run" does not.

Format

- Job titles, company names and locations, and dates should all go on **one line**. This saves space and helps ATS read your resume!
- Do not list skills outside of your bullet points! *Skills should be incorporated into your sentences.*
- If you bold everything, nothing is bolded! Only bold a few things that you really want to stand out.



Work Experience

Scorpion Tech, Raleigh, NC

May 2023 – Present

Software Engineer Intern

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Projects

Headings

- Project headings should reflect the general type of project you did *instead of the actual name*.
- Example: “Machine Learning” vs. “Covid-19 Inspector Bot”

Bullets

- Write projects the way you write about a job!
- Do not describe what the app/tool/database is/does.
Describe what YOU did!
- Start with an action verb. You can use bullet points or just a short 1-2 sentence paragraph.

Projects

Focus Bot

- The bot uses **NodeJS** and **Express** to replace existing **Trello** based GUI workflows with a simple text-based interface.
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- The application uses **OracleSQL** and **Java JDBC** to support brands to create various loyalty programs, customers with a platform to enroll in different loyalty programs.
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- Enhanced complex functionalities such as customer tier update, coupon tracking, reward earning rules etc. using stored procedures and triggers.



Awards, Research, Etc.

Awards

List awards as part of your work experience (if they are work related) or as part of a Leadership and Activities section.



Consider the PURPOSE of this content before adding to your resume.

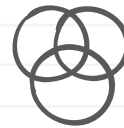
Research

List research as work experience if you are an RA. If research distracts from more relevant work experience, you can create a separate section for it if you have room.



Extracurriculars

List extracurriculars like projects. List what it was, then use a colon to list what you won or did.



Awards & Achievements

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Research

Robotics Lab

Aug 2021 – May 2023

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Sep 2

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Research screenshot is taken from work experience section!





Make an appointment with a career counselor to review your resume at:

<https://go.ncsu.edu/appointment>

Email arnovint@ncsu.edu or lcrandpi@ncsu.edu if you have questions about your resume.