Technical Resumes that get Noticed

Rachel E. Wobrak

...because you can't stay in school forever!

Resumes

Think Before You Write:

- What is the purpose of a resume?

- Who is the intended reader?

- What message do I want to send?

Elements of a Resume

- Heading

- Objective

- Education

- Skills: Technical and/or Language

- Experience/Campus & Community Involvement

  - Internship
  - Part-Time Job
  - Volunteer
  - Class Projects
  - Side Projects
  - Study Abroad

  - Leadership
  - Awards/Honors
  - Teaching/Tutoring
  - Student Organizations
  - Research
  - And more…

Objective

- Provides the employer with insight into what you are seeking – especially if it is an internship outside of your major

- If you choose to use an objective, make it specific

- Needs to be tailored according to the position in which you are applying – include skills **<u>you</u>** bring to the job/internship

  - Worst thing you can do is mention the wrong organization in your objective

- Not necessary if submitting a cover letter

Education

- Degree and major

  - Ex: Bachelor of Science, Computer Science or Bachelor of Science in Computer Science

  - Don't say Bachelors in Computer Science or Majoring in Computer Science w/o mention of degree

- University of Maryland

- Expected Graduation date

- GPA if above a 3.0

- Stand out from the crowd: Keep in mind that everyone from your major will have the same classes/projects listed.

Experience

- Detailed, but concise bullet points

- Strong action verbs; Quantify experience! #,$,%

- Would an outsider understand your experience and <u>impact</u>?

- Read as an **Accomplishment List** and NOT just as a **Job Description**.

- Highlight the positive impact you made (ex: increased productivity by 50% by doing X or Saved Company $1500 by going X)

- **Don't just list the project- list your role on the project:** Were you the leader? If there were 10 others helping, that's important too

- **Be Honest:** If you were a cashier, then just put cashier. Don't try to fluff the title

Experience Cont.

- **If you went above and beyond on a project say so:** If you worked on a project and wrote a paper –Share! If you received top ranking in a contest- Share!

- List any promotions you received

- Don't forget to include volunteer work

- Leadership: church, cheerleading or a club, put it down if you made an impact in an organization

  - Describe any fundraising or large projects you worked on (ex: raised money, increased membership, planned an event, etc.)

Still Need Experience?

- Volunteer for a job that is similar to your interests, your passion for technology, anything

- Add work to a past project or start your own project

- **Choose the job that is more related to your field of interest:** maybe a job working for a department at school, get closer to your field of interest even if it starts with you working in the office

- Don't let a lack of experience stop you: We've all heard it takes experience to get experience so focus on school, leadership, etc. and think about volunteering your time and skills

Writing an Effective Resume

Which is more impressive?

University of Maryland, College Park, MD
RA, September 2011–Present

- Responsible for residents in hall
- Planned programs for residents
- Advised hall council

-OR-

University of Maryland, College Park, MD
Resident Assistant, September 2011–Present

- Counsel and responsible for 60 residents on academic, transition and social issues
- Plan eight educational programs each semester on topics such as diversity awareness, academic success, conflict resolution and other related topics
- Advise hall council on group development, advertising, programming and financial management of a $2,000 budget
- Designed and presented two sessions on financial wellness and career preparation

Technical Skills

- List all technical programs, languages, skills you feel comfortable using

    - Don't list off anything you have simply just heard of

- If you've been using a specific program, language, etc for a significant amount of time (ex: 2 years) be sure to note that

- If it's on you resume, expect people to ask you about it, it's fair game

- List the specific technology you used to complete projects in their description

- Don't claim to be an expert or advanced if you aren't

    - It's a good practice to put your skill level: basic, proficient, advanced, some experience…, etc.

General Resume Tips

- Font size 10 – 12 pt.

- Margins: ½ inch – 1 inch

- One page (exceptions?)

- No high school after sophomore year – unless very relevant!

- Clean, consistent format

- Avoid excessive white space

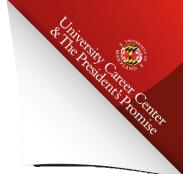# Statements from Interviews
(thanks Microsoft!)

- List the NON-class projects that you have worked on!

- They're not really interested in your hobbies

- Tailor your resume to the company/position

- Be Concise

Take-aways

- **Not simply a job description:** ACCOMPLISHMENTS and IMPACT

- Set yourself apart

- Write every bullet such that the reader can visualize you performing that task. Use strong action verbs like: contributed, participated, engaged, maintained, organized, developed, etc…

- Remember your resume is likely to be scanned, make sure you use brand name words (Microsoft, Adobe, etc.)

- Pop at the top! Make sure you put the most impressive stuff at the top of your resume

University Career Center
and The President's Promise

Contact Us

University Career Center & The President's Promise

- Schedule an appointment
  - OAS Online (www.Careers.umd.edu)
  - Call (301.314.7225)
  - In person (3100 Hornbake Library, S. Wing)

- Email (ucc-studenthelp@umd.edu)

- Hours: 9 a.m.-5 p.m., Monday-Friday

Rachel E. Wobrak, Program Director (rwobrak@umd.edu; 301.314.7242)

- Visit **www.Careers.umd.edu** to learn more about our services such as:
  - Individual Appointments
  - Careers4Terps Jobs/Internship Database
  - Upcoming Workshops
  - Schedule Interviews with Employers (internship, part-time and full-time)

- Visit **www.PresidentsPromise.umd.edu** to learn how to become competitive in your job/internship search by gaining experience.

@UMDCareerCenter #CAREERtheTurtle