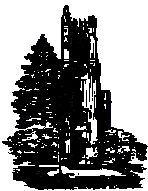


## 4. Resume Writing and Interviewing



CSE 498, Collaborative Design

Wayne Dyksen  
Brian Loomis  
Department of Computer Science and Engineering  
Michigan State University  
Spring 2005

## S Resumes 101

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- One Page
- Simple Formatting (Scan-able)
- Honest
- Contains...
  - Contact Information
  - Objective
  - Education
  - Skills
  - Experience
  - Other Activities

## S Contact Information

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- Name
- Email Address (Use MSU Email Address)
- US Mail Address
  - Local
  - Permanent
- Phone
  - Local
  - Cell
  - Permanent

## S Objective

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- Optional
- Very Concise (One Line)
- Avoid Flowery BS
- Examples
  - To secure a summer internship as a software developer.
  - To secure permanent employment as a software engineer.
  - To secure permanent employment as a software engineer that utilizes and expands my skills in computer science.

<p style="font-size: small;"><b>School Address</b> Calvin College Grand Rapids, MI 49546 (616) 560-7450</p>	<p><b>Bob Dyksen</b> bob@dyksen.net</p>	<p style="font-size: small;"><b>Permanent Address</b> 2175 Burcham Dr. East Lansing, MI 48823 (517) 706-0297</p>
<p><b>Objective</b> To secure a full time position as a software engineer that utilizes my skills and expands my knowledge in computer science.</p>		

## S Interview Hint

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- Be ready to answer questions like...
  - “What do you like to do?”
  - “What kind of positions interest you?”
  - “Where do you want to be in five years?”
- Know Positions
  - Developer
  - Tester
  - Systems Administrator
  - Etc...
- Know the Company
  - Products
  - Locations
  - Culture

## S Education

- Degree
 

BS	
– Major	Computer Science
– Date Expected	May 2005
– Institution	Michigan State University
- GPA
 

– Cumulative	3.50/4.0
– CSE	3.70/4.0
- Relevant Courses
 

– Number	CSE 231
– Title	Introduction to Programming
– Topics in Parentheses	(C++, .NET)

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<b>Objective</b> To secure a full time position as a software engineer that utilizes my skills and expands my knowledge in computer science.		
<b>Education</b> B.A., Computer Science, Expected December 2002 Calvin College, Grand Rapids, MI		
<ul style="list-style-type: none"> <li>• CS GPA: 3.50/4.0, Cumulative GPA: 3.13/4.0</li> <li>• CPSC 186, Introduction to Data Structures with C++ (C++, Visual Studio 6.0)</li> <li>• CPSC 210, Web Site Administration (HTML, CGI, Perl, Apache Web Server)</li> <li>• CPSC 230, Data Structures and Algorithms (C++, Java, Visual Studio 6.0)</li> <li>• CPSC 247, Software Engineering (C, UML)</li> <li>• CPSC 270, Operating Systems (C++, Java, Perl)</li> <li>• CPSC 300, Computer Graphics (OpenGL)</li> <li>• CPSC 330, Databases (MySQL, Oracle, Java)</li> <li>• CPSC 370, Networking (TCP, UDP)</li> <li>• CPSC 380, Programming Languages (C++, ADA, LISP, Smalltalk)</li> <li>• CPSC 392, Ethics in Computing</li> <li>• CPSC W80, Cryptography and Computer Security</li> <li>• ENGR 220, Computer Architecture (SPARC/MIPS, Assembly Programming)</li> </ul>		

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<b>Course Related Projects</b>		
<ul style="list-style-type: none"> <li>• Linux Kernel Network Router (CPSC 370)                     <ul style="list-style-type: none"> <li>• Implemented a kernel-resident network router.</li> <li>• Routed IP network traffic across two or more NICS.</li> <li>• Optimized routing times via cached routes.</li> </ul> </li> <li>• Virtual Private Network (CPSC W80)                     <ul style="list-style-type: none"> <li>• Designed a virtual private network protocol.</li> <li>• Implemented a VPN via TCP/IP tunneling.</li> <li>• Utilized DES3 cryptography for secure IP data packets.</li> </ul> </li> </ul>		

## S Interview Hint

- Be ready to answer questions like...
  - “So, what did you do in CSE 422?”
  - “Tell me about a favorite course.”
  - “Tell me about a favorite project.”
- Know Your Courses
  - Topics
  - Books and Readings
  - Projects
- Know Some Projects in Depth
  - Requirements
  - Implementation
  - Complexities
  - Cool Features

## S Skills

- Simple List
  - Languages
  - Operating Systems
  - Software Systems
  - Software Packages
- Avoid
  - Trivialities (MS Word)
  - BS
- Possibly Classify
  - Familiar
  - Proficient
  - Certified

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<b>Skills</b> C, C++, ADA, Smalltalk, Lisp, Java, Perl, HTML, Windows 2000/XP, UNIX, Linux, Visual Studio 6.0		

## S Interview Hint

- Be ready to answer questions like...
  - “How proficient are you in Perl?”
  - “Can you describe how you used Oracle?”
  - “Have you ever administered a Windows domain?”
- Know Your Skills
- Know Examples of Using Your Skills
- Know Your Limitations

## S Experience

- Position Description
- Company
- Dates
- Bullet List of Accomplishments
  - Concise
  - Specific
  - Begin with Action Verb
  - Sentence Fragments Okay
- Only Most Relevant and Most Recent

**Skills** C, C++, ADA, Smalltalk, Lisp, Java, Perl, HTML, Windows 2000/XP, UNIX, Linux, Visual Studio 6.0

**Experience**

Software Engineering Internship The Boeing Company, St. Louis, MO Summer 2002

- Made corrections in T-38C cockpit software
- Used System Integration Lab (SIL) to test changes to MDP software
- Developed ACMI debrief application for T-38C aircraft (SDT, C++, Visual Studio 6.0)
- Participated in software development processes

Software Engineering Internship The Boeing Company, St. Louis, MO Summer 2001

- Participated in SEI Level 3 Activities
- Developed automated testing utilities for the AHWCS project (Java, C++)
- Tested the launch control software for the *Harpoon Block II* missile
- Managed group web pages

Program Analyst Internship Mutual of Omaha, Omaha, NE Summer 2000 - Spring 2001

- Designed and implemented software (Java, some C++)
- Involved in a major company project
- Worked closely with associates from other companies (Trilogy, ICONIXX)
- First telecommuting intern

## S Interview Hint

- Be ready to answer questions like...
  - “What did you do at Boeing last summer?”
  - “Give me an example of a bug you found.”
  - “How did you fix the bug?”
  - “What were the software development processes?”
- Know Your Projects
  - Concise Description
  - Software Systems
  - Your responsibilities
- Know Some Specific Accomplishments

## S Other Activities

- Including...
  - Awards
  - Hobbies
  - Outside Interests
- Concise
- Avoid
  - Trivialities
  - BS
- Omit If None

**Experience**

Software Engineering Internship The Boeing Company, St. Louis, MO Summer 2002

- Made corrections in T-38C cockpit software
- Used System Integration Lab (SIL) to test changes to MDP software
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- Designed and implemented software (Java, some C++)
- Involved in a major company project
- Worked closely with associates from other companies (Trilogy, ICONIXX)
- First telecommuting intern

**Hobbies**

- Licensed Private Pilot
- Piano & Pipe Organ

## S Interview Hint

- Be ready to answer questions like...
  - “So, what do you do for fun?”
  - “What do you do when you’re not working?”
  - “Do you have any hobbies?”
  - “What’s ACM?”
  - “What did you do in ACM?”

## S Interview Hint

- Be ready to handout your business card.
  - Use MSU email account.
  - Include personal URL with link to resume (downloadable).
  - Include photo?

MICHIGAN STATE  
UNIVERSITY

S

**Wayne Dyksen**

B.S., Computer Science and Engineering  
Expected May 2005  
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East Lansing, MI 48823  
517.706.0297 • Cell: 517.555.1212  
[dyksen@msu.edu](mailto:dyksen@msu.edu)  
[www.msu.edu/~dyksen](http://www.msu.edu/~dyksen)

## S Bonus Interview Hint

- Invest in Due Diligence
  - Research the company.
  - Research the interview.
    - Talk with others who have been interviewed.
    - Ask “What style of interview should I expect?”
  - Research your interviewers.
    - Get an interview schedule with names and titles.
    - Figure out who does what.
  - Research the dress code.
    - Ask interviewer.
    - Ask others.
  - Etc...

## S Bonus Interview Hint

- Be ready to **make comments**...like...
  - “That T-38 looks like a really cool plane.”
  - “Your project with MacDonald’s looks cool.”
  - “I’ve been using the .Net environment and it’s cool.”
- Be ready to **ask questions**...like...
  - “What’s the corporate culture like?”
  - “What’s a typical week like?”
  - “What career paths are available?”
  - “Are there opportunities for professional development? Are there specific programs?”
  - “Is there support for advanced degrees?”

## S Bonus Interview Hint


- Comments NOT to make...
  - “I see you just lost that big contract to Acme.”
  - “Wow, your stock price really took a hit yesterday.”
  - “It sure looks like the cost of living is high.”
  - “Those big layoffs last year must have really hurt.”
  - “I didn’t do well in that course because the professor sucked.”
  - “I didn’t do well in that course because I wasn’t interested in it.”
  - Etc...

## S Bonus Interview Hint

- Questions not to ask...
  - “How much will I make?”
  - “How much vacation will I get?”
  - “Is there dental coverage?”
  - “Will you pay moving expenses?”
  - “Will I get my own office?”
  - “How soon will I be promoted?”
  - “Will I have to work more than 40 hours per week?”
  - Etc...

## S Bonus Interview Hint

- Things NOT to do...
  - Don’t complain about anything like...
    - ...the airline
    - ...the hotel
    - ...the interview process
    - ...etc...
  - Don’t discuss politics.
  - Don’t drink alcohol (ever, never, at all).
  - Etc...



## Status Report

Wednesday, 01-26



## S Team ?? Status Report (1 of 3)

Team 1: Auraria Networks

- Client Contact
  - Point 1
  - Point 2
- Team Meetings
  - Point 1
  - Point 2
- Team Organization
  - Point 1
  - Point 2

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Team 1: Auraria Networks

## S Team ?? Status Report (2 of 3)

- Server Systems / Software
  - Point 1
  - Point 2
- Development Systems / Software
  - Point 1
  - Point 2
- Web Site
  - Point 1
  - Point 2

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Team 1: Auraria Networks

## S Team ?? Status Report (3 of 3)

- Project Definition
  - Point 1
  - Point 2
- Architecture Document
  - Point 1
  - Point 2
- Risks
  - Point 1
  - Point 2

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