


9. Resume Writing and Interviewing

CSE 498, Collaborative Design



Wayne Dyksen
Brian Loomis
Department of Computer Science and Engineering
Michigan State University
Spring 2006

S Resumes 101

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

S Contact Information

- Name
- Email Address (Use MSU Email Address)
- US Mail Address
 - Local
 - Permanent
- Phone
 - Local
 - Cell (Get one. Cingular has pay-as-you-go.)
 - Permanent
 - (“Fix” your voicemail messages)

S Objective

- 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>School Address Calvin College Grand Rapids, MI 49546 (616) 560-7450</p>	<p>Bob Dyksen bob@dyksen.net</p>	<p>Permanent Address 2175 Burcham Dr. East Lansing, MI 48823 (517) 706-0297</p>
<p>Objective 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

- 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 2006
 - 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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<p>Education B.A., Computer Science, Expected December 2002 Calvin College, Grand Rapids, MI</p> <ul style="list-style-type: none"> • CS GPA: 3.50/4.0, Cumulative GPA: 3.13/4.0 • CPSC 186, Introduction to Data Structures with C++ (C++, Visual Studio 6.0) • CPSC 210, Web Site Administration (HTML, CGI, Perl, Apache Web Server) • CPSC 230, Data Structures and Algorithms (C++, Java, Visual Studio 6.0) • CPSC 247, Software Engineering (C, UML) • CPSC 270, Operating Systems (C++, Java, Perl) • CPSC 300, Computer Graphics (OpenGL) • CPSC 330, Databases (MySQL, Oracle, Java) • CPSC 370, Networking (TCP, UDP) • CPSC 380, Programming Languages (C++, ADA, LISP, Smalltalk) • CPSC 392, Ethics in Computing • CPSC W80, Cryptography and Computer Security • ENGR 220, Computer Architecture (SPARC/MIPS, Assembly Programming) 		

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

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

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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

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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).

MICHIGAN STATE
UNIVERSITY

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Wayne Dyksen

B.S., Computer Science and Engineering
Expected May 2005
2175 Burcham Drive
East Lansing, MI 48823
517.706.0297 📞 Cell: 517.555.1212
dyksen@msu.edu
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 IE7 Beta2 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 during the interview...
 - “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...
 - ...your trip
 - ...the airline
 - ...the hotel
 - ...the weather
 - ...the interview process
 - ...etc...
 - Don't discuss politics.
 - Don't drink alcohol (ever, never, not at all).
 - Etc...