MICHIGAN STATE
U N I V E R S I T Y

11. Resume Writing and Interviewing

CSE 498, Collaborative Design

Wayne Dyksen

Department of Computer Science and Engineering
Michigan State University

Spring 2007

Resumes 101

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

Contact Information (1 of 2)

- Name
- Email Address
  (Use "Professional" Email Address)
  - No
    - TheGamingWizard@hotmail.com
    - HotToTrot@gmail.com
  - Yes
    - dyksen@msu.edu
    - wayne@dyksen.com
- US Mail Address
  - Local
  - Permanent

Contact Information (2 of 2)

- Phone
  - Local
  - Cell   (Get one. Cingular has pay-as-you-go.)
  - Permanent
  - ("Fix" your voicemail "not here" messages.)
    - No
      "Hey baby! You've reached the voicemail of the hottest guy at MSU. Leave your number and I'll give you a ring but only if you're lucky."
    - Yes (Include Your Name!)
      "Hi. This is Wayne Dyksen and you've reached my cell phone voice mailbox. Please leave me a message and I'll get back to you. Thanks for calling and have a great day."

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.

School Address
Calvin College
Grand Rapids, MI 49546
(616) 555-1234

Bob Dyksen
bob@dyksen.net

Permanent Address
2175 Burcham Dr.
East Lansing, MI 48823
(517) 555-1212

Objective   To secure a full time position as a software engineer that utilizes my skills and expands my knowledge in computer science.

E.J. Dyksen

School Address
2148 Raspberry Court SE, Apt H
Grand Rapids, Michigan 49546

ej@dyksen.net
(517) 555–1234

Permanent Address
2175 Burcham Drive
East Lansing, Michigan 49823
(517) 555-1212

Objective   Secure an internship that will expand my knowledge and experience in computer science.

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

Education

- Degree   BS
  - Major   Computer Science
  - Date Expected   May 2007
  - 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)
- Non-MSU Institutions
  - May Include Other Colleges/Universities
  - Do Not Include High School

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Education   B.A., Computer Science, Expected December 2002   Calvin College, Grand Rapids, MI
- 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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- CPSC 330, Databases (mySQL, Oracle, Java)
- CPSC 370, Networking (TCP, UDP)
- CPSC 380, Programming Languages (C++, ADA, LISP, Smalltalk)
- CPSC W80, Cryptography and Computer Security
- ENGR 220, Computer Architecture (SPARC/MIPS, Assembly Programming)

Course Related Projects
- Linux Kernel Network Router (CPSC 370)
  - Implemented a kernel-resident network router.
  - Routed IP network traffic across two or more NICS.
  - Optimized routing times via cached routes.
- Virtual Private Network (CPSC W80)
  - Designed a virtual private network protocol.
  - Implemented a VPN via TCP/IP tunneling.
  - Utilized DES3 cryptography for secure IP data packets.

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Education   **BA, Computer Science**   **Calvin College**
Expected May 2008   Grand Rapids, Michigan
- CS 108, Introduction to Computing (Java)
- CS 112, Introduction to Data Structures with C++ (C++)
- CS 212, Data Structures and Algorithms (Java)
- CS 214, Programming Language Concepts (Java, Lisp, and Scheme)
- CS 232, Operating Systems and Networking
- CS 262, Software Engineering
- CS 352, Computer Graphics
- ENGR 220, Introduction to Computer Architecture (SPARC Assembly)
- MATH 161, Calculus I
- MATH 156, Discrete Mathematics for Computer Science
- MATH 256, Discrete Structures and Linear Algebra

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

Skills

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

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- ENGR 220, Computer Architecture (SPARC/MIPS, Assembly Programming)

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

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Experience

Skills
- Java, C#, C++, PHP, CSS/XHTML, Ruby (and Rails), SQL, UML, Visual Studio 2005
- Windows Server 2003 System, Exchange Server 2003, IIS 6.0, SQL Server 2005
- Microsoft Windows Vista, Tablet PC platform, Media Center platform, Windows Mobile 5.0
- Eclipse IDE, Linux, Apache, MySQL, PostgreSQL, other open source products
- Adobe Premiere Pro 2.0, Adobe After Effects 7.0, Macromedia Fireworks 8.0

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

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

- Made corrections in T-38C cockpit software   Summer 2002
- 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

- Participated in SEI Level 3 Activities   Summer 2001
- 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

- Designed and implemented software (Java, some C++)   Summer 2000 - Spring 2001
- Involved in a major company project
- Worked closely with associates from other companies (Trilogy, ICONIXX)
- First telecommuting intern

Experience   **Program Manager Intern**   **Microsoft Corporation**

Summer 2006   Terminal Services

- Investigated solutions for a large software architecture problem
- Initiated communication with external teams for alternative solutions
- Delivered a V1 specification encapsulating the first step in the solution

System Architect and Administrator   **Michigan State University**

Summer 2005   College of Agriculture and Natural Resources

- Designed and implemented a major Windows Server 2003 and Exchange Server 2003 installation to handle 2,000 users
- Maintained two concurrent Active Directory forests with trusts for migration purposes
- Recovered overnight from a university-wide security issue

System Administrator   **Michigan State University**

Summer 2003, Spring and Summer 2004   Clara Bell Smith Center

- Designed and implemented a Windows Server 2003 and Exchange Server 2003 installation
- Converted from stand-alone desktops to fully managed desktops
- Packaged custom applications for group policy rollout

Programmer   **Michigan State University**

Summer 2002   Men's Basketball

- Investigated ways to use technology in the collegiate athletic environment
- Developed web service for contacting players via mobile phone
- Administered desktops with Windows XP, 2000 in a mixed Windows/Novell environment

Skills

- Java, C#, C++, PHP, CSS/XHTML, Ruby (and Rails), SQL, UML, Visual Studio 2005
- Windows Server 2003 System, Exchange Server 2003, IIS 6.0, SQL Server 2005
- Microsoft Windows Vista, Tablet PC platform, Media Center platform, Windows Mobile 5.0
- Eclipse IDE, Linux, Apache, MySQL, PostgreSQL, other open source products
- Adobe Premiere Pro 2.0, Adobe After Effects 7.0, Macromedia Fireworks 8.0

Interview Hint

- Be ready to answer questions like…
  - "What did you do at Boeing last summer?"
  - "Can you 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

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

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- Adobe Premiere Pro 2.0, Adobe After Effects 7.0, Macromedia Fireworks 8.0

Awards

- First Place, Memories Category, Microsoft Start Something Amazing Awards, 2005
- Choral Honor Award, Okemos High School, Okemos, Michigan, 2004

Activities

- Calvin IMPROV, Leader
- Capella Choir of Calvin College

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?"

Bonus Resume Hint

Learn how to use Microsoft Word!
- Paragraph Spacing
  - Do Get Spacing Between Lines
  - Do NOT Use Empty Lines
- Styles
- Tabs
  - To Line Up Things
  - Do NOT Use Spaces, Which Don't Work
- Right Justified Tabs
  - To Justify Things on the Right Margin
  - Do NOT Use Tabs and/or Space, Which Don't Work
- Etc...

Interview Hint

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

MICHIGAN STATE
U N I V E R S I T Y

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B.S., Computer Science and Engineering
Expected May 2007
2175 Burcham Drive
East Lansing, MI 48823

517.706.0297 ● Cell: 517.353.5573

dyksen@msu.edu

www.msu.edu/~dyksen

Bonus Interview Hint

People do judge books by their cover.
- Research the "look".
- If you want the "part", look the "part".
- Appearance
  - Clothes
  - Shoes
  - Hair
  - Body Piercings
  - Etc...
- Get Advice From Someone With Taste
- Expectations for interviewee may be very different than for interviewer or employee.

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…

Bonus Interview Hint

- Be ready to **make comments**…like…
  - "That T-38 looks like a really cool plane."
  - "I've been using Vista RTM and it's great."
  - "I see you're moving to MSU's research park."
- 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?"

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 here."
  - "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…

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…

Bonus Interview Hint

- Things NOT to do…
  - Don't complain about anything like…
    - …your trip
    - …the airline
    - …the hotel
    - …the weather
    - …the interview process
    - ...other interviews at other companies
    - …etc…
  - Don't discuss politics.
  - Don't drink alcohol (ever, never, not at all).
  - Etc…

Bonus Interview Hint

"Clean" Up...

- Facebook
- MySpace
- Personal Web Pages
- Flickr
- Etc...

HR people will and do check these things out.