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

# 03/05:
# Resume Writing and Interviewing

## The Capstone Experience

Dr. Wayne Dyksen
James Mariani

Department of Computer Science and Engineering
Michigan State University

Spring 2024

*From Students…*
*…to Professionals*

# Resume and Interview Goals

- Resume
  - Get Noticed
  - Get an Interview
  - Get in the Door
- Interview
  - Tell Your Story
  - Get a Good First Job
  - Start a Successful Career

# Caveats Resume Writing & Interviewing

- Partly…
  - Science (Spock)
  - Art (Captain Kirk)
- Lots of Opinions
  - Varied
  - Sometimes Conflicting
- Always Exceptions to Every Rule
- Do what works for you.

# Resume Writing and Interviewing

➢Resume Writing

• Interviewing

# Resume Challenges

- Competition
  - 100's or 1,000's of 10,000's of Resumes
  - Lots Similar
  - Lots Qualified
- Typical Usage
  - Visual Scan (< 10 Seconds)
  - Optical (Machine) Scan
  - Often Not Read in Detail
  - Often Discarded

How will your resume stand out?

# Resume *Nota Bene*

Every Last Detail Matters

If…

- …cannot find relevant information quickly
- …email wrong and bounces back
- …phone number wrong
- …not visually appealing
- …not professional looking
- …no answer and no voicemail
- …etc…

then…

- …pitch your resume and move on to the next one

# Resumes 101

- Exactly One (Full) Page
  - Not More
  - Not Less
- Simple Formatting
  - Black and White
  - No Graphics
  - Machine (Optical) Scan-able
- Honest
- Contains…
  - Contact Information
  - Objective
  - Education
  - Skills
  - Experience
  - Other Activities

# Contact Information

- Name
- Email Address
(Use "Professional" Email Address)
  - No
    - TheGamingWizard@hotmail.com
    - BarCrawler@gmail.com
  - Yes
    - dyksen@msu.edu
    - wayne@dyksen.com
    - wayne.dyksen@gmail.com
- US Mail Address
- Include "Permanent" Addresses
  - Both Email and US Mail
  - What if I want to contact you two years from now?

# Contact Information

- Phone
  - Current
    - Your Mobile Phone
    - No Mobile Phone?
      - Get one.
      - Providers offer (cheap) pay-as-you-go service.
  - Permanent
    - Your Mobile Phone?
      (Make sure you transfer the number.)
    - Your "Home" Phone (Parents')?
    - What if I want to contact you two years from now?
  - Get and Setup "Voicemail" for All Phones

# Contact Information

- Phone
  - Fix your voicemail "not here" messages.
    - No
      - "Hey there!  You've reached the voicemail of the funnest person at MSU.  Leave your number and I'll give you a ring but only if you're one of the lucky people."
      - "I'm not here.  Leave a message."
      - You've reached 517-555-1212. Please leave a message.
      - "Hi.  I'm sorry I missed your call.  Please leave me a message and I'll get back to you.  Thanks for calling and have a great day."
    - Yes (Include Your Name!)
      - "Hi.  This is Wayne Dyksen and you've reached my voicemail.  Please leave me a message and I'll get back to you.  Thanks for calling and have a great day."

# Objective

- Very Concise (One Line)

- Indicate <u>internship</u> or <u>permanent employment</u>.

- 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.

- Be specific only if you really mean it.  Why?
  - To secure permanent employment as a database administrator.
  - To secure permanent employment as a network administrator.

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

# Bob Dyksen

bob.dyksen@gmail.com

**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** | ej.dyksen@gmail.com | **Permanent Address** |
|---|---|---|
| 2148 Raspberry Court SE, Apt H | (517) 555–1234 | 2175 Burcham Drive |
| Grand Rapids, Michigan 49546 | | East Lansing, Michigan 48823 |
| | | (517) 555-1212 |

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

# Interview Tip

- 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
  - Program Manager (PM) or Developer (Dev)
  - Associate Software Developer
  - Associate/Sr. Consultant
  - Etc...

# Your GPA

- Used by Companies for Screening
  - Use Varies by Company
  - If (GPA < Threshold) then { No Interview }
  - Threshold Varies by Company and by Major
- On Resume
  - Probably, but Almost Certainly (IMHO)
  - Easy to Find
  - If GPA not there…
    - I'm thinking…
    - I'm going to…
  - Remove After First Job

# So-So GPA's

- Compute "Sub" GPA's
  - Overall vs CSE
  - Freshman vs Sophomore Through Senior
  - Freshman/Sophomore vs Junior/Senior
  - Freshman, Sophomore, Junior, Senior
  - Etc...
- Give a Good Explanation
  - Was Immature.  Grew Up.
  - Not Motivated When Freshman,  Am Now
  - Worked 40 Hours/Week to Pay for School
  - Etc...

# Education

- **Degree**                                                BS
- **Major**                                                 Computer Science
  - Cognate                                                Business
  - Minor                                                  Mathematics
  - Date Expected                                          Expected, May 2024
- **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                                 (Python)
- **Non-MSU Institutions**
  - May Include Other Colleges/Universities
  - Do Not Include High School

# Minor or Cognate

- Highly Valued by Companies
- Leverage
  - On Resume
  - During Interview
- "Cognate"
  - Unknown Term
  - From Latin "Cognatus" Meaning "Equivalent to"
  - Confusing Label On Resume
  - Explain Cognate Like a Minor
  - Be Careful Not to Misrepresent as Official Minor

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

**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 Tip

- Be ready to answer questions like…
  - "So, what did you do in CSE 422?"
  - "Tell me about a favorite course."
  - "Tell me about your Linux Kernel Network Router."
- 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
  - Relative Trivialities (e.g., Microsoft Word)
  - Weak or Non-Existent Skills
  - BS (Effective Team Member, Customer Oriented, etc.)
- Possibly Classify (But Only If Room)
  - Familiar
  - Proficient
  - Certified

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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 Tip

- Be ready to answer questions like…
  - "How proficient are you in Perl?"
  - "What have you written using Ruby?"
  - "Have you ever administered an Exchange Server?"
- Know
  - Your Skills
  - Examples of Using Your Skills
  - Your Limitations

# Experience

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

What do you do if you don't have many or any computer science internship experiences?

**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
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| **Experience** | **Microsoft Corporation** | **Program Manager Intern** |
|---|---|---|

Terminal Services                                                                    Summer 2006

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# Interview Tip

- Be ready to answer questions like…
  - What kind of corrections did you make to the T38C software?
  - What's an SEI Level 3 activity?
  - What's a V1 specification?
  - What was the university-wide security issue and how did you recover?
- Know Your Summer Internships
  - Concise Description
  - Software Systems
  - Your Responsibilities
- Know Some Specific Accomplishments

# Other Activities

- Including...
  - Clubs
  - Awards
  - Hobbies
  - Outside Interests
- Concise
- Avoid
  - Trivialities and/or BS
  - High School Activities and/or Awards
- Omit If None

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- First telecommuting intern

**Hobbies**

- Licensed Private Pilot
- Piano & Pipe Organ

**Michigan State University**                                    **System Architect and Administrator**

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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

Good idea to include links.

# Leveraging the Capstone Course

**Michigan State University**                                                   **East Lansing, Michigan**
**Software Developer**                                                                                **Fall 2021**

- Worked on a team of five students in MSU senior capstone course.

- Designed and implemented Amazon Web Services: AWSome Availability Zones.

- Worked directly with Amazon to develop a complete project plan.

- Produced video about project and delivered software product.

- Awarded the Design Day Amazon Sigma Award.

Good idea to include links.

# Interview Tip

- 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 accomplish as president of WIC?"

# Bonus Resume Tip

- Learn how to use Microsoft Word!
  - Use Paragraph Spacing
    - Do use paragraph spacing between lines.
    - Do not use empty lines, i.e., just hit return.
  - Use Paragraph Styles
  - Use Tabs
    - To Line Up Things
    - Do not use spaces, which won't work anyway.
  - Use Right Justified Tabs                                                           Tab
    - To Justify Things on the Right Margin                                  Tab2
    - Do not use default tabs and/or space, which won't work anyway.      Tab 3
  - Etc…
- Submit PDF, Not Word Source
- Test Print Resume (on Paper)

# Bonus Resume Tip

- Single Page Limit

  But...

- Multiple Versions Possible
  - Target For Particular
    - Industry
    - Company
  - Vary
    - Lists of Courses
    - Lists of Course Projects
    - Bullet Points Describing Experiences/Internships

# Resume Writing and Interviewing

✓Resume Writing

➢Interviewing

# Clean Up Your Web Presence

- Facebook
- Twitter
- Instagram
- Reddit
- Snapchat
- Personal Web Pages
- Etc…

HR people will and do check these things out.

What about your 1st Amendment rights?

# Due Diligence

- Research the company.
- Research the interview.
  - Talk with others who have been interviewed.
  - Ask "What style of interview should I expect?"
- Research the interviewers.
  - Get an interview schedule with names and titles.
  - Figure out who does what.
  - Google for interviewer interests and hobbies.
- Research the dress code.
  - Ask recruiter/interviewer.
  - Ask others.
- Do not be surprised.

# Interview Styles

- Many & Varied
  - Technical                 (How does IPv6 differ from IPv4?)
  - Problem-Solving     (In the adjacent room are three lights…)
  - Behavioral             (Tell me about a time when…)
  - Coding                   (Write a recursive function that…)
  - Etc…
- Research
  - Types of Interview
  - Questions for Each Type
  - Type to Be Used
- Do not be surprised.
- Practice.

# Look the Part

- People do judge books by their covers.

- Research the "look."

- If you want the "part," "look" the "part."

- Appearance
  - Clothes
  - Shoes
  - Hair (Style, Length, Colors, …)
  - Body Piercings
  - Etc…

# Look the Part

- Get Advice From Someone With Taste
  - Styles in General
  - What Looks Good on You
  - Size and Fit
  - Whole Package
    - Clothes
    - Shoes
    - Jewelry
    - Hair
    - Etc…
  - View as Investment
- Do due diligence.
- Expectations for interviewee may be very different than expectations for interviewer or employee.

# Your Personal Presence

- Introduce Yourself
- Avoid Nervous Habits
- Make Eye Contact (But Don't Stare Down)
- Give "Right Length" Answers
  - Long Enough
  - Not Too Long
- Speak Correct English
  - Subjects: I, He, She, It
  - Objects: Me, Him, Her, It
  - NOT
    - "Him and I went to the basketball game."
    - "Her and me went to the football game."
- If Necessary
  - Repeat Question to Buy Time
  - Ask for Clarification
- Practice Wearing Interview Attire Including Shoes

# The First Question

- What's the first question at many interviews?
- Tell me/us about yourself.
- Be Ready
- Practice Answer
- Avoid
  - Too Short
  - Too Long
  - Too Vague
  - Too Detailed

# Bad Comments to Make

...During the Interview

- "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."
- "Windows 8 was a big mistake."
- "I didn't do well in that course because the professor was terrible."
- "I didn't do well in that course because I wasn't interested in it."
- Etc...

# Bad Questions to Ask…

…During the Initial Interview

- "Can you tell me what your company does?"
- "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…

(What if they ask you "How much do you expect to make?")

# Good Comments to Make..

...During the Interview

- "That T-38 looks like a really cool plane."
- "The 787 looks amazing.  Passengers will really like the large structure bearing windows."
- "I'm running Windows 11 and it's great."
- "I've been running Sonoma since it was released in beta."

# The Last Question

- What's the last question at many interviews?

- Do you have any questions for me/us?

- What's a really bad answer?

- What are some good answers?

# Good Questions to Ask…

…During the Interview

- "Are there opportunities for professional development?"

- "Is there support for advanced degrees?"

- "What career paths are available?"

Okay Questions to Ask…

- "What's the corporate culture like?"

- "What's a typical week like?"

# Things <u>Not</u> to Do

- Don't complain about <u>anything</u> like…
    - …your trip
    - …the airline
    - …the hotel
    - …the weather
    - …the interview process
    - …other interviewers
    - …other companies
    - …etc…
- Don't discuss politics or religion.
- Don't drink alcohol (ever, never, not at all).
- Etc…

# Business Cards

- 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

**Wayne Dyksen**

B.S., Computer Science, Expected, May 2024

Michigan State University
3149 Engineering Building
East Lansing, MI 48824-1226

Phone: (517) 353-5573 • Fax: (517) 432-1061
E-mail: dyksen@msu.edu • Web: www.cse.msu.edu
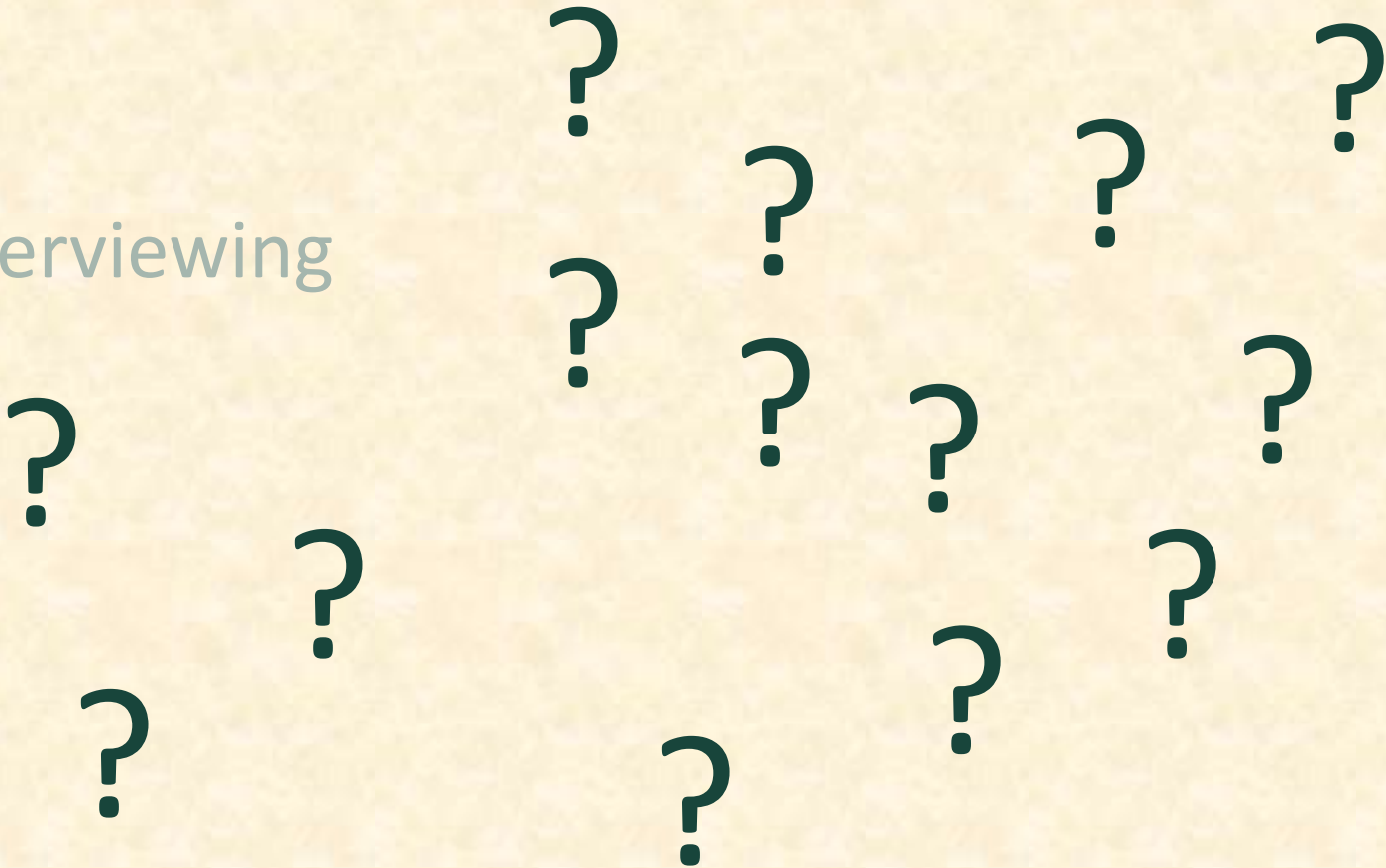
# Follow-Up

- ASAP

- Hand-Written Note
  - US Mail
    (Get Business Cards for Address)
  - Buy Nice MSU Note Cards

- Try to Include Brief Personal Comment
  - Related to Interviewer
  - Record Info on Back of Business Card ASAP

# Resume Writing and Interviewing

✓Resume Writing

➢Interviewing

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# What's ahead?

- Upcoming Meetings
  - 03/14:  Intellectual Property
  - 03/12:  Design Day and the Project Videos
  - 03/14:  Ethics and Professionalism
  - 03/19:  Rick Grubb, CIO, RPM
  - 03/28:  Beta Presentations
  - 04/14:  Project Videos Due
  - 04/17:  All Deliverables
  - 04/18:  Design Day Setup
  - 04/19:  Design Day
  - 04/25:  Design Day Wrap Up (5:45 p.m. – 7:45 p.m.)

# What's ahead?

- Beta Presentation
  - Convince Everyone
    - Project Feature Complete
    - Will Deliver Project On Time
  - Beta Presentation Plan
    - Very Brief Review of Project Overview
    - Software Demonstrations (Most of Presentation)
      - ❖ 2-3 Use Cases
      - ❖ How will your software be used?
      - ❖ NOT a Tour of Features
    - Create Videos for Backup