

CSCI 194, Freshman Seminar, Fall 2019
Assignment 1, due Sept. 18th

Assignment: Develop your resume

Write a resume for a real or fictional computer related job that you would be interested in applying for. Some people have just one resume which they use for all applications. Others, however, tailor their resume for specific jobs. For instance, you might use one resume to apply for a system administrator job and a slightly different one for a programming job.

Your resume should not include any fictional information.

Formatting:

- Make the resume visually appealing so that the resume passes a 10 second scan-often that is all of the attention that the resume gets.
- Bold works well to accentuate the structure of the resume. Lines help create balance. Use horizontal and vertical white space. To get horizontal white space, use both sides of the paper.
- Bulleted lists make it easy to get information quickly. Begin with an action word. Don't write complete sentences and don't use periods. Let the reader get the information quickly. Note that lists need a heading and to contain more than one item.
- Make the top 1/3 of the resume give the employers all the information that they want.

Job objective: Consider putting an objective statement at the top. This may need to be tailored for different jobs.

Order: In general go from the most important information to the least important. Therefore information is typically in reverse chronological order.

Experience: If you don't have a lot of job experiences include a qualifications section. In any case you can also include a "related coursework", "extracurricular activities", "professional organization", "additional experience", or some other section.

Skills: Be specific about your skills. Don't include phrases like "Familiar with many packages" or "Know many programming languages". It's good to include how skills were developed.

Multiple pages: If the resume is 2 pages, put your name on the 2nd page as well as the first.

Style: Don't write in 1st person, e.g. "I did"

Education: Give the degree, school, location and an anticipated graduation date.

Example:

Bachelor of Science – Computer Science	2018-2023
Montana Technological University	Butte, MT
Bachelor of Science – Software Engineering	2019-2023
Montana Technological University	Butte, MT

If you give a gpa, give it to 2 decimal places.

Work experience: Give job title, company, dates, and duties. If possible provide a bulleted list of accomplishments, achievements and/or results.

Resume action words:

Accomplishments

Achieved
Completed
Expanded
Exceeded
Improved
Pioneered
Reduced (losses)
Resolved (issues)
Restored
Spearheaded
Succeeded
Surpassed
Transformed
Won

Communication/ Persuasion

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Developed
Directed
Discussed
Dissuaded

Documented
Drafted
Edited
Educated
Elicited
Enlisted
Established
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified

Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Creative

Acted
Adapted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped

Solved

Financial/Data

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Retrieved

Helping

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered

Guided

Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Management/ Leadership

Administered
Advised
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Counseled
Decided
Delegated
Determined
Developed
Directed
Disseminated
Eliminated
Emphasized
Enforced
Enhanced
Ensured
Established
Examined
Executed
Explained
Generated
Governed
Guided
Handled
Headed
Hired
Hosted

Improved

Incorporated
Increased
Influenced
Initiated
Inspected
Inspired
Instituted
Instructed
Integrated
Launched
Led
Managed
Merged
Motivated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

Organization/ Detail

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Implemented
Incorporated
Inspected

Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Systemized
Updated
Validated
Verified

Research

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated

Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systemized
Tested

Teaching

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Set goals
Simulated

Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Your resume will be graded using the following grid:

Characteristics	1(poor) 3 (good)	Weight	Score
1. Resume is visually appealing. (It passes a 10- second scan.)	1 2 3	2	
2. Structure is clearly recognizable	1 2 3	4	
3. Resume is balanced with and good use of horizontal and vertical white space. To get horizontal white space, use both sides of the paper. To get vertical white space, space down. Lines also help.	1 2 3	2	
4. Bulleted lists enable information to be gotten quickly. All lists need a heading and to contain more than one item.	1 2 3	2	
5. Sentences are purposeful and vibrant – make them incomplete and beginning with action words.	1 2 3	3	
6. Top 1/3 of the resume gives the employers all the information they want. Overall the information is ordered giving what is most relevant to the job objective first.	1 2 3	3	
7. Job objective is given unless space is limited. Job objective should be concise, stated with action words, and stated in win-win terms. That is, don't just state what you'll get, also state what the company will get.	1 2 3	2	
8. If applicant has little job experience, a qualifications, skills and/or accomplishments section is included.	1 2 3	2	
9. Skills given are specific.	1 2 3	2	
10. Education section: Entries should be listed in reverse chronological order (most recent first). For each entry list the school, degree, location, start and end dates. Example: Bachelor of Science – Computer Science 2019-2023 Montana Tech of the University of Montana Butte, MT Bachelor of Science – Software Engineering 2019-2023 Montana Tech of the University of Montana Butte, MT	1 2 3	4	
11. Job title, company, location, dates and duties are given for each entry in the work experience section.	1 2 3	3	
12. Grammar, spelling, typos (0 1 2	6	
Extra Point so total adds up to 100.			1

Career Services (first floor of Engineering Hall, adjacent to the Learning Center) offers help with resume writing. I will concede to all of their recommendations.