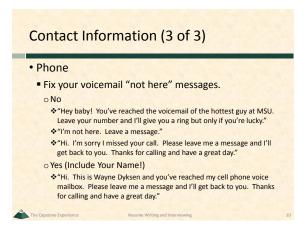


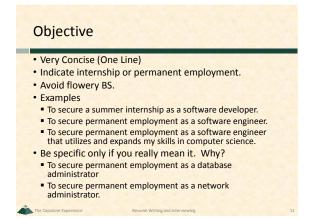


Resumes 101 • Exactly One Page • Simple Formatting (Scan-able) • Honest • Contains... • Contact Information • Objective • Education • Skills • Experience • Other Activities









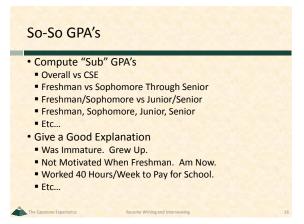


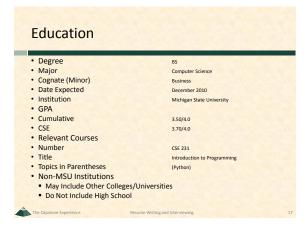






• Used by Companies for Screening • Use Varies by Company • If GPA < Threshold then No Interview? • Threshold Varies by Company • On Resume • Probably. Almost Certainly (IMHO) • Easy to Find • If not there... • I'm thinking... • I'm going to...







School Address
Calvin College
Grand Rapids, MI 49546
(616) 505-1234

Objective

To secure a full time position as a software engineer that utilizes my skills and expands my knowledge in computer science. Expected December 2002

Calvin College, Grand Rapids, MI

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 221, Software Engineering (C, UML)

CPSC 230, Computer Septement (C++, Visual Studio 6.0)

CPSC 247, Software Engineering (C, UML)

CPSC 230, Computer Graphics (OpenGL)

CPSC 330, Database (mySQL, Orace, Java)

CPSC 330, Programming Languages (C++, ADA, LISP, Smalltalk)

CPSC 322, Ethies in Computing

CPSC W80, Cryptography and Computer Security

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

School Address
Calvin College
Grand Rapids, MI 49546
(816) 555-1234

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

Education
B.A., Computer Science, Expected Decomber 2002
Calvin College, Grand Rapids, MI
CTSC 330, Databases (mySQL, Oracle, Java)
CTSC 330, Databases (mySQL, Oracle, Java)
CTSC 330, Databases (mySQL, Oracle, Java)
CTSC 330, Poteroxing (TCP, UDP)
CTSC 330, Poteroxing (TCP,

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

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

Education

BA, Computer Science
Expected May 2008

CS 112, Introduction to Date Structures with C++ (C++)
CS 112, Introduction to Date Structures with C++ (C++)
CS 212, Date Structures and Apportfism (Java)
CS 214, Programming Language Concepts (Java, Lusp, and Scheme)
CS 252, Operating Systems and Networking
CS 352, Operating Systems and Networking
CS 352, Computer Graphics
EINGR 220, Introduction to Computer Architecture (SPARC Assembly)
MATH 161, Icacilus I
MATH 156, Discrete Mathematics for Computer Science
MATH 256, Discrete Structures and Linear Algebra

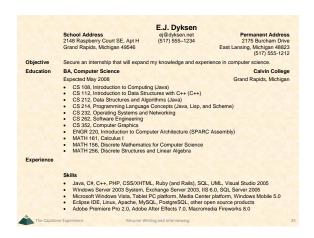
Be ready to answer questions like...
 "So, what did you do in CSE 422?"
 "Tell me about a favorite course."
 "Tell me about Linux Kernel Network Router."
 Know Your Courses
 Topics
 Books and Readings
 Projects
 Know Some Projects in Depth
 Requirements
 Implementation
 Complexities
 Cool Features

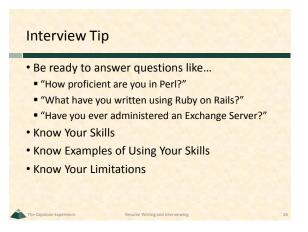
Skills

Simple List
Languages
Operating Systems
Software Systems
Software Packages
Avoid
Relative Trivialities (e.g., MS Word)
BS
Possibly Classify (But Only If Room)
Familiar
Proficient
Certified

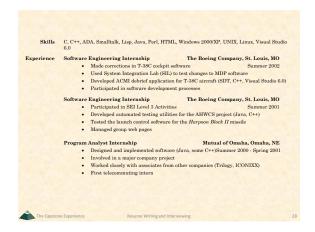
School Address
Calvin College
Grand Rapids, MI 49546
Glivin College
Glivin College, Grand Rapids, MI
CS GPA: 3.50/4.0, Cumulative GPA: 3.13/4.0
CS GPA: 3.50/4.0, Cumulative GPA: 3.13/4.0
CPSC 186, Introduction to Data Structures with C++ (C++, Visual Studio 6.0)
CPSC 210, Web Site Administration (HTML, 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 330, Databases (mySQL, Oracle, Java)
CPSC 330, Databases (mySQL, Oracle, Java)
CPSC 382, Ethics in Computing
CPSC 382, Programming Languages (C++, ADA, LISP, Smalltalk)
CPSC 382, Chiks in Computing
CPSC W80, Cryptography and Computer Security
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

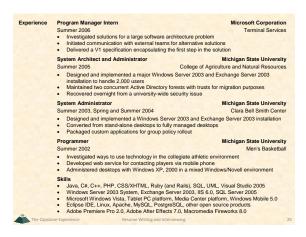


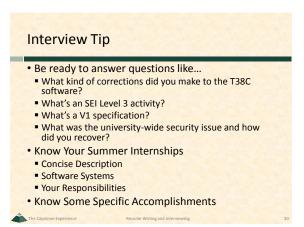






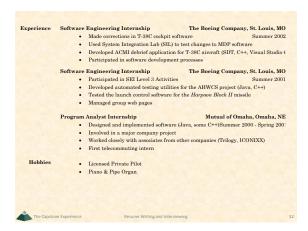


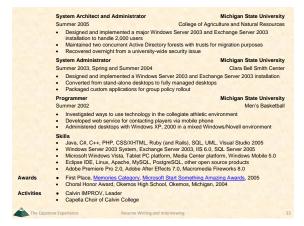




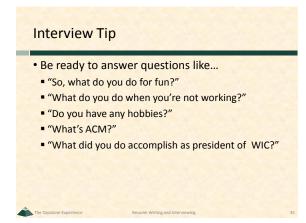


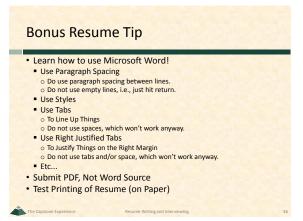




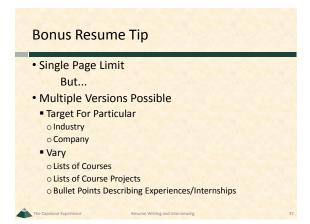


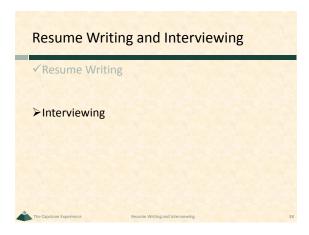




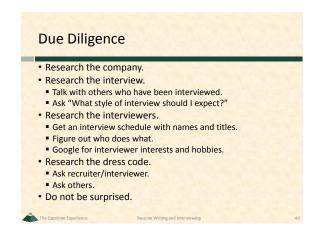


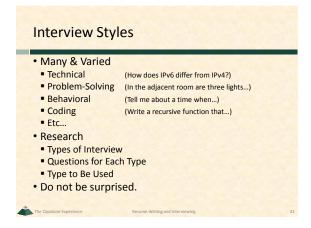










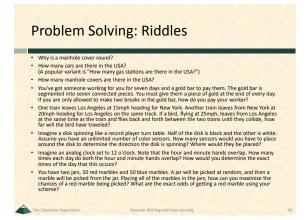


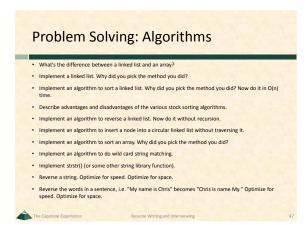


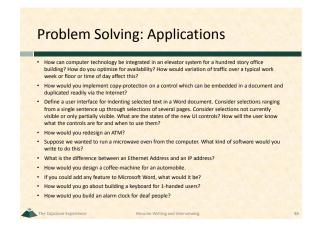


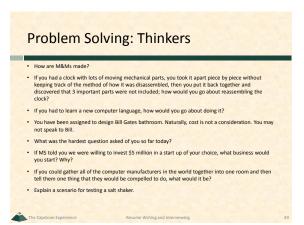






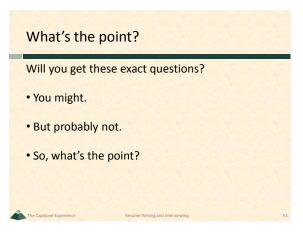


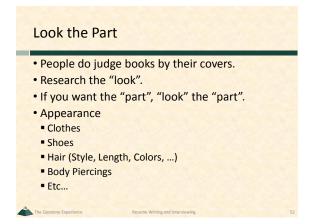


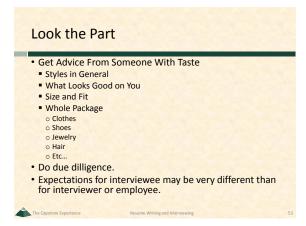


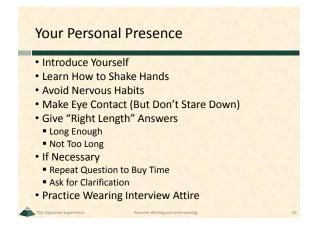
















Bad Comments to Make

- ... 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."
- "I hear a lot of complaints about Vista."
- "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...



Resume Writing and Interviewing

Bad Questions to Ask...

- ... During the Initial 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...

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

he Capstone Experience Resume Writing and Interview

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 windows."
- "Alan Mulally looks like a great hire."
- "I've been running Windows 7 RTM and it's great."
- "I'm running Exchange Server out of my apartment."



Resume Writing and Interviewir

The Last Question

- · What's the last question at many interviews?
- Do you have an questions for me/us?
- What's a really bad answer?
- What are some good answers?

The Capstone Experience

Resume Writing and Interviewing

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?"



Resume Writing and Interviewing

Things Not to Do

- Don't complain about anything 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...

The Capstone Experience

Resume Writing and Interviewing







