



CPSC 2910 – Lesson 3

Real-world Readiness: Resume Workshop

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Resume Workshop

- **Resume Resources**
- **Quick Tips**
- **In-class Group Work**

Resume Resources

Use Clemson (and other) resources for tips and advice -

- Michelin Career Center - https://career.sites.clemson.edu/michelin_career_center/career_development_recruiting/resumes/
- Sample resumes - <https://www.resume.com>

Quick Tips

Best practice - formatting

- One page only
- Readability matters –
 - Use consistent fonts and sizes (never go lower than 10pt font)
 - Bold, don't underline
 - Give text room to breathe – leave room for padding and margins
- Use grouping to your advantage – sections, section headers, page width line breaks, etc
- Use color sparingly (or preferably) not at all
 - Should you have a “creative” resume – why or why not?
- Picture/headshot – not anymore!

Quick Tips

Best practice - content

- Most recent first rule – education and experience
- Highlight your technical skills – programming languages, tools, operating systems, DBs, etc
- Start with a verb for descriptions of experience and projects
- Include achievements – what did [performing some duty] do for your company?
- Check your categories – knowledge, skills, attributes
- Only use relevant interests and hobbies if you need more content
- Be specific
- Don't include anything on your resume that you aren't prepared to discuss in more detail at an interview!

In-class group work

Small teams - review each other's resumes and give feedback -

- Use guidelines and resources provided to check formatting, spelling and grammar errors, best practices, etc
- Discuss and brainstorm how to best highlight a particular skill or experience, especially if it doesn't seem very straightforward
 - For example – I worked at [some company] over the summer, but that experience doesn't seem relevant to the software development job I am applying for. What should I do?
 - For example – I am a seasoned [some other career] professional, but that doesn't seem relevant to the new computer science field I am entering. What should I do?
- Look at the Top 3 – would this resume attract this company for this job?

Looking Ahead

Next week – Interviewing

- Resume 2nd Draft due – based on guidelines from discussions/materials in class and feedback from the instructor, TA, and classmates, you will need to update your resume and submit again online. Use the rubric in Canvas.
- Interview Project – will be discussed at length next week

Questions?

Use our Teams channel first – this is preferred for general questions!

- Prof Russell - crusse4@clemson.edu
- Matt Bernard - mberna2@clemson.edu