Resume Workshop

Who Are You?

- Jessica Rosa
- Assistant Manager of Student Services
- Career Development Officer for the CS Department
- E-mail jessica@cs.columbia.edu to make an appointment.
- You can find me in 455A CSB.

What is a Resume?

- Standard requirement of the job search process. Everyone needs one!

- A brief written account of educational and professional qualifications and experience

- Usually the first impression you will give to employers

Where Do I Begin?

- First, think about the types of jobs that you will be applying for.

- Your resume should be tailored to be relevant to the jobs you apply for.

- Make a list of all of your past and current educational and professional experiences, technical skills, leadership activities.

- Your final resume will not include this entire list. You will do a lot of editing and prioritizing of information before you reach your final resume.

Basic Format, part 1

- One 8.5" x 11" page. No more, no less.

- Margins should be no smaller than 0.5" on all sides.

- Does font matter? Yes!

  ❑ Size 10 -12. Your name should be slightly larger, but the rest of the text should be the same size.

  ❑ Stick to professional fonts (Times New Roman, Arial, Tahoma, etc. Nothing ornate or blocky).

Basic Format, part 2

- Use bold, underline, or italics sparingly – usually just as section headers

- Reverse chronological order – most recent experiences first.

- Use bullet points to summarize your experiences and provide details.

- Be consistent!

⚠️ This Slide Is Really Important ⚠️

This may seem obvious but…

SPELL CHECK

PROOFREAD

To avoid sending out a resume with spelling or grammatical errors, set your language preference in Microsoft Word to U.S. English so that spell check will pick up any errors. (Review tab -> Language -> Set Proofing Language).

Your Resume Should Include…

Name and Contact Info at the Top of the Page

- Use school/professional e-mail addresses.

- Local home address and phone number.

- Website URLs can be included only if the website content is strictly professional.

- Here is an example:

CHRISTOPHER WALLACE

000 Lerner Hall ● New York, NY 10027 ● 212-853-5498

crw85@columbia.edu ● http://www.columbia.edu/~crw85

Your Resume Should Include…

Education

- Higher Education only!

- List each college/university, degree awarded, and field of study.

- You can list your GPA in this section.

- You can list 2-3 courses that are most relevant to the jobs you are looking for.

EDUCATION
Columbia University, Fu Foundation School of Engineering and Applied Science   New York, NY
MS in Mechanical Engineering, GPA 3.2/4.0   Expected May 2009
BS in Biomedical Engineering, GPA 3.3/4.0   May 2007

Relevant Coursework:
Biomedical Engineering Laboratory   Structure, Mechanics, and Adaptation of Bone

Your Resume Should Include…

Professional Experience

- Each job should get a line that includes the organization name & location, your position, and the duration of your time working for the organization.

- Follow each organization's title line with a bullet-pointed description of your experience.

- **Don't just list responsibilities - focus on accomplishments and results!**

- **2-3 bullet points per job**

EXPERIENCE

Epithelial Research Group   La Jolla, CA
Research Assistant, Advanced Tissue Sciences   Summer 2007
- Developed novel three dimensional culture systems for effective tissue engineering with team assistant.
- Designed original devices to test mechanical and phenotypic properties of fibroblast cells.
- Created and developed novel in-vitro skin models to stimulate normal and diseased conditions.

Micro-mechanical Analysis & Design Lab, UC Berkeley   Berkeley, CA
Research Assistant   Summer 2006
- Assisted with the development and design of fluidic interconnects for fluidic MEMS devices in order to develop portable reconstituted drug delivery system.
- Provided assistance with clean room fabrication and testing of structures. Conducted various administrative tasks.

Your Resume Should Include…

Research/Academic Project Experience

- If you haven't had much professional experience, you can bulk up your resume with your project experience.

- Keep format consistent with format of the professional experience section.

- *Great opportunity to showcase your technical skills in action! Which programming languages, operating systems, applications, etc did you use? How did you use them?*

Your Resume Should Include…

Technical Skills

- All computer scientists should have a list of the languages and technical skills that they have mastered on their resume.

- If you list a skill, be prepared to prove it in technical interviews

TECHNICAL SKILLS

Applications: ISSE image processing, Lab View, AutoCAD R14, Pro-Engineering, MATLAB 5.0, Simulink, Excel, MS Word, PowerPoint, Adobe PhotoShop 4.0, and Sigma Plot

Research & Development: Analog Circuit Design, Serial and Parallel Port Interfacing (focus on data acquisition), and Computer Software Design (including DOS console programs, windows based, and MFC programming)

Programming Languages: Fortran, C, C++, and HTML

**Operating Systems:** UNIX, Linux, MSDos, Windows 95/98/NT, and Macintosh

Your Resume Can Include…

Activities/Awards/Leadership

- Add this information if:

    ❑it is very relevant to your professional goals

    ❑your resume is light on professional or project experience

    ❑you have enough room left on the page to do so.

Your Resume Should **NOT** Include…

- Personal information -- age, race, citizenship, etc.
- Use of the first person -- don't start sentences with "I"
- Irrelevant experiences.
- Images, graphics, or different ink colors.
- Hobbies.
- References.
- Salary info from previous jobs.
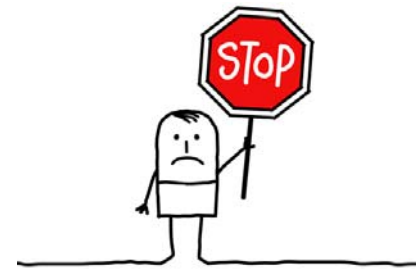
Remember…

White Space

Is

Your

Friend

Use Action Verbs

Action Verbs

Using varied, strong action verbs helps to grab the attention of the reader to make your resume stand out. You can use the examples below as starting points to command the attention of potential employers. For the full list, please visit our website.

Leadership	enforce	resolve	diagram	relate	handle
administer	execute	schedule	document	report	maintain
allocate	govern	stage	engineer	solve	review
appoint	guide	stimulate	estimate	study	revise
centralize	handle	strategize	evaluate	test	schedule
challenge	hire	supervise	examine	trace	
co-author	initiate	train	extract		Improvement
conduct	instruct	tutor	find	Administrative	accelerate
contract	interview		identify	analyze	adapt
control	localize	Research	interpret	arrange	affect
coordinate	manage	analyze	investigate	assemble	amend
decentralize	monitor	assess	locate	chart	amplify
delegate	motivate	calculate	pinpoint	compile	appraise
demonstrate	plan	chart	present	compute	arrange
direct	preside	compile	produce	diagram	augment
distribute	regulate	compute	prove	document	balance
employ	represent	design	recommend	gather	broaden

Sample: Engineering

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Relevant Coursework:

Biomedical Engineering Laboratory	Structure, Mechanics, and Adaptation of Bone
Solid Biomechanics	Advanced Musculoskeletal Biomechanics
Ethics of Biomedical Engineers	Advanced Continuum Biomechanics

PROJECT EXPERIENCE
Columbia University   New York, NY
"Advanced Musculoskeletal Biomechanics"   Spring 2008
- Conducted ligament testing and joints articulation by implementing testing on fluid muscles between joints.
- Worked in a team of three, under the supervision of faculty and laboratory.
- Prepared research paper describing results, and presented findings to class.

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Epithelial Research Group   La Jolla, CA
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- Designed original devices to test mechanical and phenotypic properties of fibroblast cells.
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TECHNICAL SKILLS
Applications:	ISSE image processing, Lab View, AutoCAD R14, Pro-Engineering, MATLAB 5.0, Simulink, Excel, MS Word, PowerPoint, Adobe PhotoShop 4.0, and Sigma Plot
Research & Development:	Analog Circuit Design, Serial and Parallel Port Interfacing (focus on data acquisition), and Computer Software Design (including DOS console programs, windows based, and MFC programming)
Programming Languages:	Fortran, C, C++, and HTML
Operating Systems:	UNIX, Linux, MSDos, Windows 95/98/NT, and Macintosh
Lab Equipment:	Oscilloscope, Function Generator, Digital Multimeter, Spectometer, Fluorescent Microscope with CCD technology, and Scanning Electron Microscope
Lab Techniques:	Three-dimensional Cell Culture and Cell Line maintenance, Gel Electrophoresis (Zymmography), Western Blot, Elisas, Flow Cyometry, Immunoflourescence Staining, and RNA extraction

PUBLICATION
Ferrera, V.P., Cohen, J.K., Wallace, C.R. (2007) A dissociation between spatial attention and motor response selection in prefrontal cortex of macque. *Investigative Ophthalmology and Visual Science Supplement* 39, S324.

LEADERSHIP ACTIVITIES
Vice President, **Biomedical Engineering Society**, Columbia University   September 2007 - Present
Member, **National Society of Black Engineers (NSBE)**   April 2005 - May 2007
Emergency Room Volunteer, **Columbia Presbyterian Hospital**   Fall 2004

Any Questions?