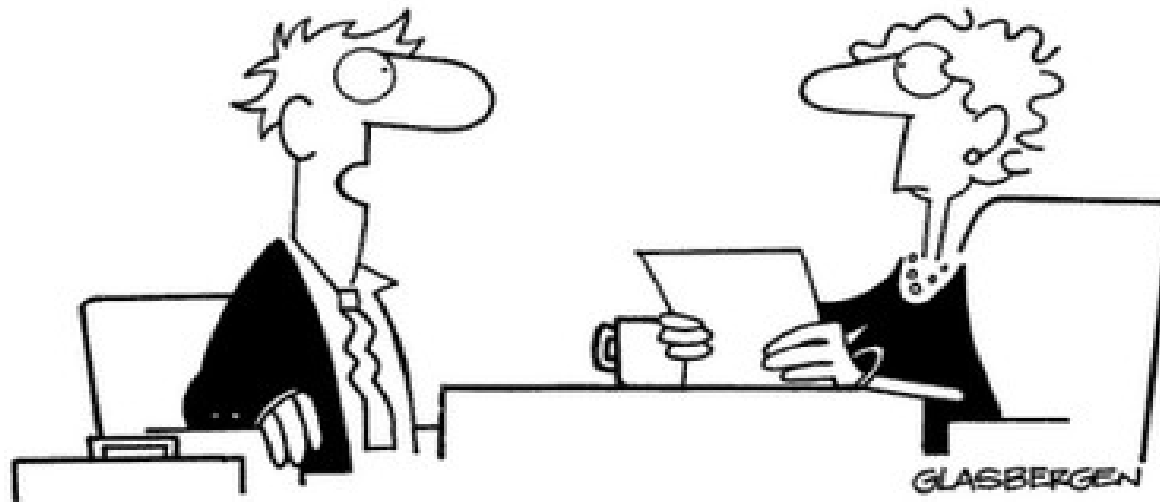




WIT/CSBC - Resume Writing Workshop

Brian Zaki - Google Brasil

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www.glasbergen.com



**“What do you mean, it’s not a good résumé?
It’s the most expensive one they had on eBay!”**

You can’t do well on an interview if you don’t **get** the interview.
A good resume will increase your job & interview opportunities.

The Big Picture



The person reviewing your resume reviews hundreds of other resumes....



Key Points to Consider:

- Content
 - Length
 - Information Structure
 - Format & Aesthetics (Font, Spacing, etc)
 - Statements of Passion & Excellence
 - Accurate Self-Representation
-

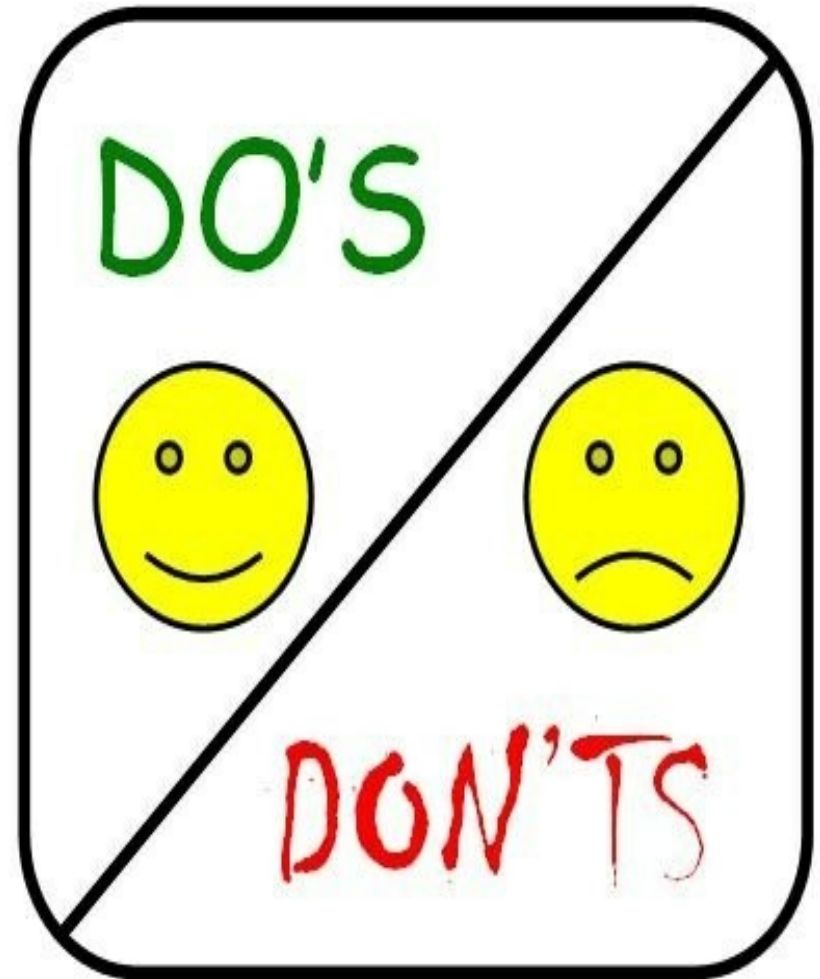
General Resume Tips

Do:

- Send resume in PDF, Docs, HTML, Word or text format (LaTeX rocks)
- Be action and achievement-oriented
- Use clean and simple format
- Use bullet points
- Use action verbs
- “Search Yourself” (Literally)

Don't:

- Send resume in LinkedIn, Lattes, or Europass format
- Include “fluff”
- Include deeply personal information (eg - marital/family status, age)
- Include salary requirements
- Use 1st or 3rd person narrative
- Exaggerate



Resume Format/Structure - Good



Cellphone: +55 11 [REDACTED]
Residential: +55 11 [REDACTED] São Paulo/SP, Brazil
E-mail: [REDACTED]@gmail.com

Interests

Algorithms, Databases, Software Design/Architecture, Search Engines, Web Development, Distributed Systems, Data Mining.

Education

University of São Paulo (USP), São Paulo, Brasil 2010 - 2012 (expected)
Master in Computer Science.
Project: CHOReOS - Large Scale Choreographies for the Future Internet.

University of São Paulo (USP), São Paulo, Brazil 2006 - 2010
Bachelor in Computer Science.

Research Scholarship, University of São Paulo, São Paulo, Brazil Nov/2008 - Oct/2009
Research Area: Computational Geometry.
Scholarship: National Council for Scientific and Technological Development (CNPq).

Accomplishments

Facebook HackerCup Round 2, 2011.
Google Code Jam Semi-Finalist, 2009.
ACM - International Collegiate Programming Contest South America/Brazil Finalist, 2008.

Experience

Software Developer, Opus Software, São Paulo, Brazil May/2010 - January/2011

- Worked on a highly available web application for a bank's call center with an estimated load of 1500 users.
- Ported banking services to an Android tablet to speed up customer service.
Technology: Java EE, JSF, Javascript, Oracle.

Intern, Opus Software, São Paulo, Brazil Feb/2010 - Apr/2010

- Study of Java EE technology, mainly JavaServer Faces.
- Developed a web application for a touch screen kiosk to fetch data from a SQL Server, build and report statistics on the use of a system.
Technology: Java, JSF, JFreeChart, SQL Server, JDBC.

Teaching Assistant, University of São Paulo Aug/2009 - Dec/2009
Course: Introduction to Algorithms.

Teaching Assistant, University of São Paulo Feb/2009 - Jun/2009
Course: Graph Algorithms.

Network Administrator, University of São Paulo Mar/2007 - Feb/2009

- Administrated a Linux network of approximately 70 computers and 1000 users.
- Created and maintained shell and perl scripts for network management and monitoring.
- Responsible for migrating the servers to virtual machines.

Technical Skills

Programming: C/C++, Java, Perl, Shellsript, SQL.
Internet Technology: UML, XML, Web Services.
Software: Eclipse, JBoss, TomCat, MySQL, Oracle, Ant, JUnit, CVS, SVN.
Operating Systems: Windows (desktop), Unix/Linux (desktop and server).

Languages

English (Fluent), Spanish (Basic), Portuguese (Native).

Fact or **Fiction**

- Your resume should never be more than one page
 - It's ok to list non-technical (or non-job related) accomplishments
 - Your resume should include employment references
 - You should keep hard copies of your resume printed on high-quality paper
 - Your resume needs a cover letter
 - Your resume should thoroughly describe all of previous positions
-

What to Include on a Resume



- Name & Contact Information
 - Summary, Objective, or Interests (All Optional)
 - Education
 - Technical/Professional Skills
 - Experience
 - Additional Experience/Awards/Miscellaneous Information
-

Contact Info

Resume – Contact Information



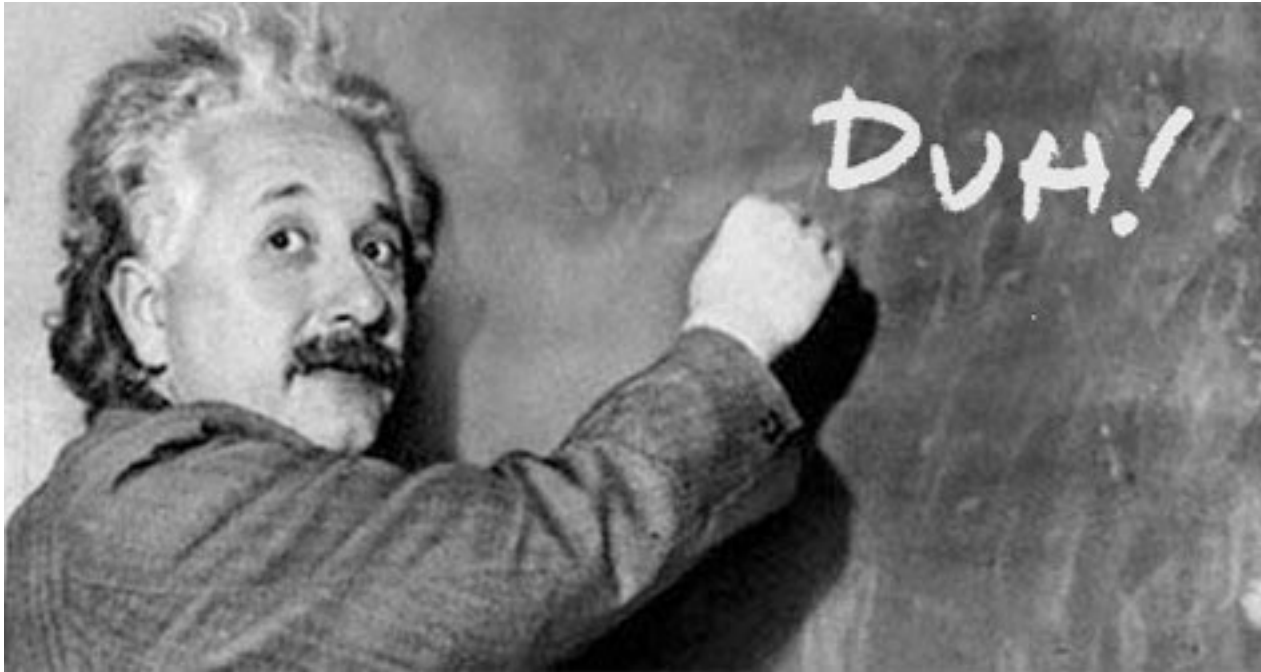
Include:

- Full Legal Name
- Complete (Permanent) Mailing Address
- Home & Mobile Phone #
- Personal Email Address
- Personal Webpage/Blog (If desired and appropriate)

Don't Include:

- Fax Number
 - Work Phone # or Email Address
 - Multiple Email Addresses
 - Age/Date of Birth
 - Picture (Optional)
 - Marital/Family Status
 - CPF
-

Exercise #1 - Write Your Contact Info



Name:

Mailing Address:

Home & Mobile Phone #:

Personal Email Address:

Personal Webpage/Blog (optional):



When/How to Use:

- Use when focus/career is obvious
- Use when industry/academic experience is consistent with desired job
- Snapshot of qualifications & expertise
- Short paragraph or bullet format
- Support with resume body content



When/How to Use:

- Use when un-established or career focus isn't obvious
- Use when you're changing careers
- Describe desired job and your relevant value
- Don't be vague
- Keep it short (1 sentence)

Education



Your Education should be one of the first items listed on your resume. Try to:

- Include all universities attended (as enrolled student)
 - List type of degree and field of study
 - Include title of MS/PhD thesis and Advisor
 - List start/graduation dates (month/year format)
 - Include grants/scholarships
 - (Optional) Include grade point average
 - (Optional) List key courses completed/TA'd (Algorithms, Data Structures, Compilers, etc)
 - (Optional) Brief description of important academic projects
-

EDUCATION

University of São Paulo, São Paulo, São Paulo Brazil

M.S., Computer Science. **Mar 2010** (expected graduation date: **Dec 2011**)

- Thesis Topic: *On finding the rectangular duals of planar graphs*
- Adviser: Prof. Dr. Carlos Eduardo Ferreira
- Area of Study: Combinatorial Optimization

State University of Maringá, Maringá, Paraná Brazil

B.S., Computer Science. **Mar 2006 to Jan 2010**

- Monograph Topic: *A Heuristic Algorithm for Hamiltonian Path Problem*
 - Adviser: Prof. Dr. Anderson Faustino da Silva
 - Area of Study: Combinatorial Optimization
-

Exercise #2 - Write Your Education Section



University:

Type of Degree:

Field of Study:

GPA (Optional):

Start/Graduation Dates:

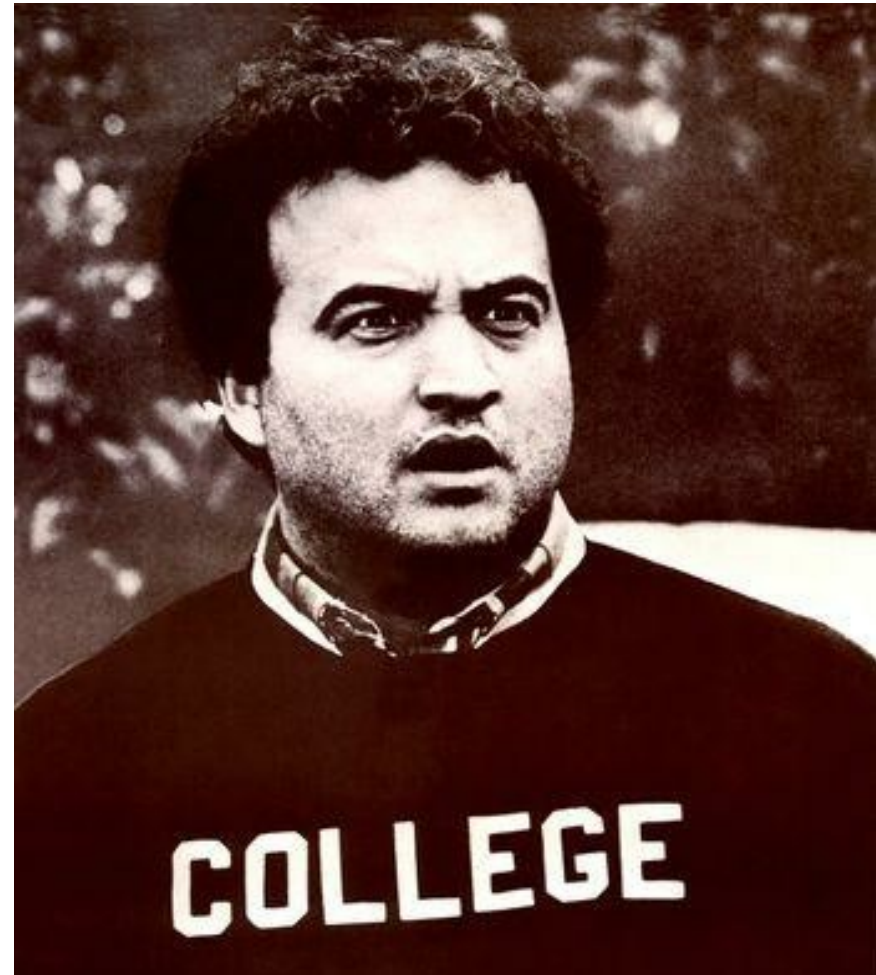
Thesis Title(s):

Advisor(s):

Grants/Scholarships:

Key Courses (Optional):

Brief Academic Projects (Optional):



Technical Skills



The Technical/Professional Skills section of your resume should give the recruiter/interviewer a quick, accurate overview of your true technical skills.

- Only list technologies you have a working knowledge of
- Any technology you list is fair game on an interview (less is more)
- List skills in order of proficiency
- Group/categorize technical skills (Languages, OS, Database, etc)
- Delete outdated skills
- Avoid “fluff”

KNOWLEDGE

MS - Project: Advanced, SQL Server 7/2000/Oracle 9i, 10g, Case Rational Rose / ArgoUML, System Architect, MS Windows, 95/98/ME Linux, SCO, MS Windows NT Server/2000, Lans, WAns e MANs: Netware 5.1, Linux, Windows 2000, , TCPIP, Java, Borland C, Borland Pascal, Delphi, MS Visual Basic, J2EE, .NET, Integration BEA, Tibco, Mqseries, MS-Project 2003, 2007, PVCS. BPM, BPMS, UML, MPS-BR, CMMI, CMM. Data Quality.NET, OO, COM/DCOM, Corba, Dos, Html, HTML, MS Excel, MS Project, MS Visio, MS Word, SQL, SQL Server, Transact SQL, Windows 9X/XP, Windows NT/2000, XML, Back-Office, CASE:Power Designer, CASE:Rational Rose, Delphi, ETL-Data Stage, Knowledge Management, Interbase, Intranet, JavaScript, JavaScript, Linux, Microsoft Visio, Novell, Oracle, Oracle Application Server, PMI-Project Management Institute, Postgree SQL, RM, RUP-Rational Unified Process, UML-Unified Modeling Language, Unix, Websphere, Windows 2003, Windows DNA, APF, C, C#, C++, Crystal Reports, Data Warehouse, DB2, DB2-UDB, Firewall, Mumps, OMT-Object Modeling Technique, Cobit, ITIL, Sybase, TCP/IP, Visual Basic, Work Flow, SCRUM, EA.

Technical Skills

Programming: C/C++, Java, Perl, Shell script, SQL.

Internet Technology: UML, XML, Web Services.

Software: Eclipse, JBoss, TomCat, MySQL, Oracle, Ant, JUnit, CVS, SVN.

Operating Systems: Windows (desktop), Unix/Linux (desktop and server).

Exercise #3 - Write Your Technical Skills Section



SKILLS

Can't beat them

Languages:

Operating Systems:

Software:

Database:

Web/Internet:

Work Experience

Resume – Experience



Suggestions:

- Include all relevant jobs and internships
- Reverse chronological order (most recent experience first)
- Include Employer, Position, Start/End Date (Month/Year)
- Short company description (OPTIONAL)
- Think accomplishments, actions, and impact!!!!
- List technologies used
- Personal and open source projects are sometimes ok to include
- Bullets - Good / Paragraphs - Bad

Experience Format - Don't



EXPERIÊNCIA PROFISSIONAL

EMPRESA: [REDACTED]

CLIENTE: [REDACTED]

FUNÇÃO:

DESC. PROJ:

Engenheiro Gis Integridade de Dutos Senior
Planejamento e execução pontos GPS, Analise de Relatórios PIG, Cadastro e Lançamento de pontos no GIS, numeração de documentação técnica para cadastro no GED, Acompanhamento de Serviços de Rastreo GPS e PCM, analise de revestimento, correlação de várias corridas de PIG no mesmo duto para verificação de trechos trocados, localização de defeitos no duto, acompanhamento de escavação, lançamentos de dados no WEBDUTOS, Participação dos comites de Corrosão interna, GIS, corrosão externa, adequação de plantas a norma PETROBRÁS, execução e apoio ao desenvolvimento da PLANREV, Apoio técnico a integridade de dutos, apoio técnico a verificação de recalques em esfera e deslocamento de dutos, levantamento de projeções utm's, apoio ao setor de Geotecnia , apoio ao setor MNFD, lançamento de traçados e aprovação de corridas de pig inercial no GIS, correlação em diversos tipos de corridas de pig para localização de corrosões ou anomalias e estudo de integridade/confiabilidade, Apoio técnico aos Testes Hidrostáticos. Mapeamento de interferências subterrâneas, detecção de duto Petrobrás e rastreo de Satélite, analise com apoio da PLANPIG para verificação da integridade do duto, relatório para troca de trechos ou correlação, Treinamento de pessoal em PCM, GIS, GPS, e outros, Conhecimento e uso de EAP (WBS), analise de dutos corroídos pela Norma B31G e RPA, para reparo de dutos, responsável pela aquisição de dados e reuniões com as Gerências sobre o Plano de Integridade de Dutos - Planpid.

EMPRESA: [REDACTED]

CLIENTE: [REDACTED]

FUNÇÃO:

DESC. PROJ:

Engenheiro Gis Integridade de Dutos Senior
Planejamento e execução pontos GPS, Analise de Relatórios PIG, Cadastro e Lançamento de pontos no GIS, numeração de documentação técnica para cadastro no GED, Acompanhamento de Serviços de Rastreo GPS e PCM, analise de revestimento, correlação de várias corridas de PIG no mesmo duto para verificação de trechos trocados, localização de defeitos no duto, acompanhamento de escavação, lançamentos de dados no WEBDUTOS, Participação dos comites de Corrosão interna, GIS, corrosão externa, adequação de plantas a norma PETROBRÁS, execução e apoio ao desenvolvimento da PLANREV, Apoio técnico a integridade de dutos, apoio técnico a verificação de recalques em esfera e deslocamento de dutos, levantamento de projeções utm's, apoio ao setor de Geotecnia , apoio ao setor MNFD, lançamento de traçados e aprovação de corridas de pig inercial no GIS, correlação em diversos tipos de corridas de pig para localização de corrosões ou anomalias e estudo de integridade/confiabilidade, Apoio técnico aos Testes Hidrostáticos. Mapeamento de interferências subterrâneas, detecção de duto Petrobrás e rastreo de Satélite, analise com apoio da PLANPIG para verificação da integridade do duto, relatório para troca de trechos ou correlação, Treinamento de pessoal em PCM, GIS, GPS, e outros, Conhecimento e uso de EAP (WBS), analise de dutos corroídos pela Norma B31G e RPA, para reparo de dutos.

Experience

Software Developer, ██████████, São Paulo, Brazil May/2010 - January/2011

- Worked on a highly available web application for a bank's call center with an estimated load of 1500 users.
- Ported banking services to an Android tablet to speed up customer service.

Technology: Java EE, JSF, Javascript, Oracle.

Intern, ██████████, São Paulo, Brazil Feb/2010 - Apr/2010

- Study of Java EE technology, mainly JavaServer Faces.
- Developed a web application for a touch screen kiosk to fetch data from a SQL Server, build and report statistics on the use of a system.

Technology: Java, JSF, JFreeChart, SQL Server, JDBC.

Exercise #4 - Write Your Experience Section



Include 2-3 bullets for each relevant job you've held. Remember the following:

- Basics (Employer, Position, Start/End Date)
 - Does the employer/company require a description?
 - What did you do? Use action verbs!
 - What technologies did you use?
 - What was the significance and impact?
-

Additional Experience/Info

Resume – Additional Experience/Info



"An 'ability to smell fear' is a quality I've never seen listed on a resume before."

Include:

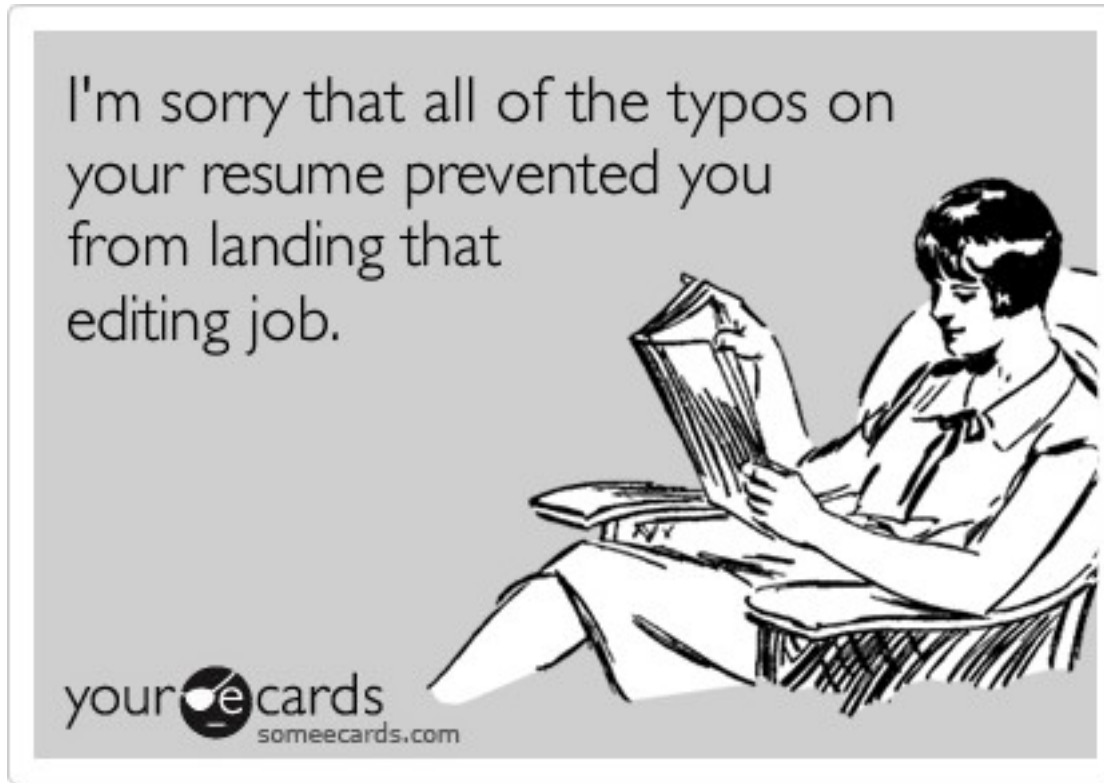
- University honors and awards
 - Publications and patents
 - Links to work samples (eg - GitHub)
 - Conference presentations
 - Placement in Computer Science or Math-related competitions (ACM ICPC, Code Jam, Maratona de Programação, Imagine Cup, etc)
 - Language fluency
 - Any impressive achievements or activities in areas outside of CS
 - Hobbies are ok too - what makes you you?
-

Additional Information

Things to keep in mind:

- What relevant/significant awards have you won or received?
 - What activities have you achieved excellence in?
 - Can/should you link to any work samples?
 - What languages do you speak?
 - Any noteworthy publications or patents?
 - What are your hobbies? What makes you “you”?
 - Any philanthropy or volunteer work?
-

Remember...



- Have another person proofread your resume; typos are embarrassing
 - One size does not fit all - express yourself
 - **ANYTHING** that you put on your resume is fair game in an interview
-

Small, faint text in the top right corner, possibly a watermark or page number.



Google
Thank you!