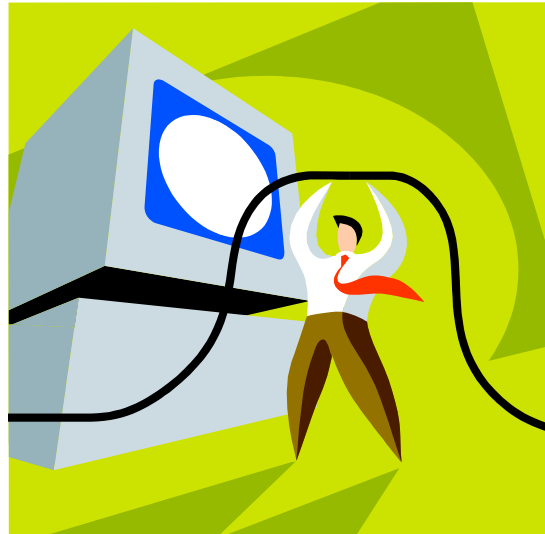


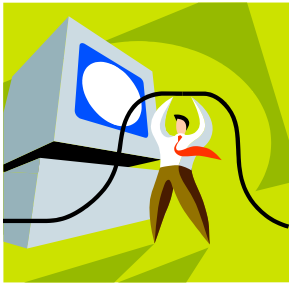
Developing a winning résumé, cover letters & Interviewing skills.



Developed by & Borrowed from
The Career Management Center



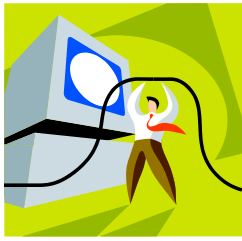
MIDWESTERN
STATE UNIVERSITY



Disclaimer

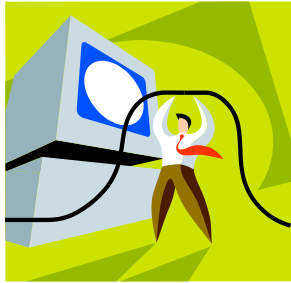
Résumés are like snowflakes...no two are exactly alike.

However, each résumé, like snowflakes, are made composed of the same material and have the same basic properties.



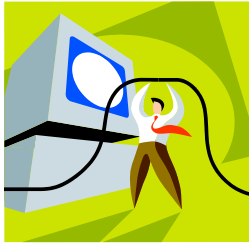
Ten Critical Success Factors

- Positive attitude toward work
- Proficiency in field of study
- Communication skills (oral & written)
- Interpersonal skills
- Confidence
- Critical thinking & problem solving skills
- Flexibility
- Self-motivation
- Leadership
- Teamwork



Resume Basics

- Objective - Summary (optional)
- Education
 - Honors/Awards?
- Computer Skills & Experience
 - What have you **DONE**
- Collegiate Activities/ Volunteerism
- References

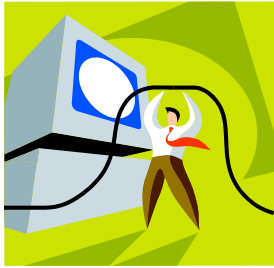


The Job Objective:

- **The “hook” that grabs the attention of the reader.**
- **Needs to answer 2 questions:**
 - What you want?
 - Why you want it?
- **Needs to be focused**
 - Short & Concise
 - The ‘2’ Second rule!

The Professional Summary:

- ▶ 1 to 3 sentences summarizing major skills and experience
- ▶ Should be tailored to each specific job
- ▶ More common for person with significant work experience



Your Education:

- **What is Needed?**

Midwestern State University, Wichita Falls, TX

Bachelor of Science, Computer Science, minor

May 2020 (anticipated)

- **Extras**

- The Great GPA Debate

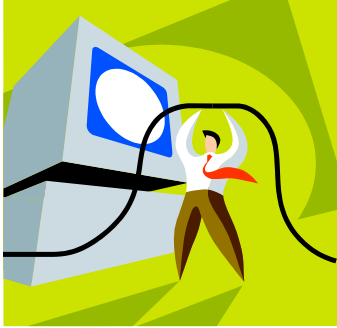
- Should I list every class I ever took? **NO**

- Scholastic Honors, Awards & Scholarships

Maybe, but brief

Listing Courses???

- ▶ Short list of SIGNIFICANT or SPECIALTY courses is appropriate
- ▶ Be careful of course “names”
 - ▶ “Computer Science 1” is **meaningless!!!**
 - ▶ “C++ Programming (4 semesters)” tells the employer something significant
- ▶ Focus on course content if the course title is vague



Computer Skills:

- Include
 - Software applications & languages you are experienced with.
 - Hardware you have used.
 - Other “tools of the trade” employers are looking for.
 - Current “buzz words”; words from job description
- What will set you apart?

Developing Your Skills Section

Step 1 (this is NOT on the actual resume)

List your CMPS courses

For each course list

- ▶ Languages
- ▶ Tools
- ▶ Compilers
- ▶ Projects with brief description
- ▶ Other pertinent information

Step 2

Group your courses by topic

- ▶ Software Engineering & Development
- ▶ Architecture & Systems
- ▶ Web-based Development
- ▶ Graphics
- ▶ Parallel Computing
- ▶ Security

Step 3

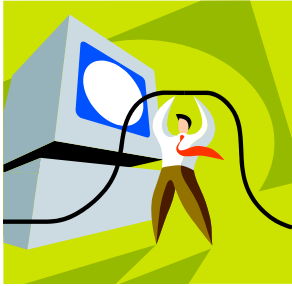
- ▶ Establish the sub-lists under each topic

SE & Dev.

- ▶ Team project: “name” - brief description
- ▶ Your duties
- ▶ Languages & tools used

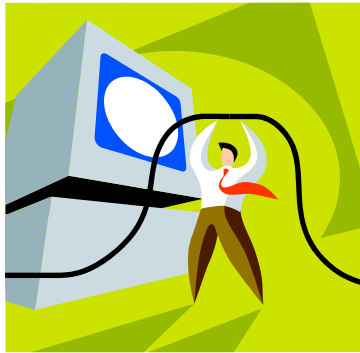
Step 4

- ▶ Create “master” resume with ALL categories
- ▶ For each job application
 - ▶ Rearrange sections so most relevant are listed first
 - ▶ Remove the least relevant - or shorten



Work Experience:

- **What are Employers Looking For?**
 - General & specialized work experience
 - A good work ethic
 - Customer Service Skills/ Interpersonal Skills
 - Teamwork skills
- **Professional Experience**
- **The Power of Three**
- **The Use of Bullets**
- **Utilizing Power Words**



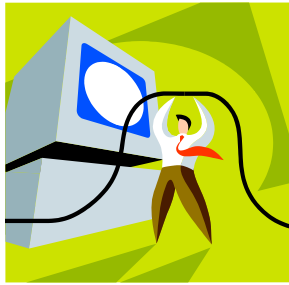
Experience Description Sample

Wal-Mart Inc., Wichita Falls, TX

Customer Service Representative - May 2018 to August 2019

- Monitored customer satisfaction
- Managed inventory movement
- Trained new employees in positive customer service
- Organized & participated in weekly staff meetings

*Each bullet begins with past-tense verb



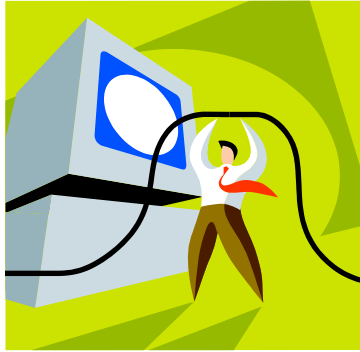
Experience Description Sample

ICS Computer Solutions, Dallas, TX

Technical Support Associate - May 2018 - Present

- Install, configure, & maintain software on desktop workstations & server-based computer systems
- Replace hardware components while performing routine computer checks on personal computers
- Support multiple software applications with MS Windows.
- Check, monitor, & change daily backups of Windows 8 & Novell NetWare Servers
- Monitor, respond, & promote reliable customer service as help desk technician

Note: each bullet begins with present-tense verb

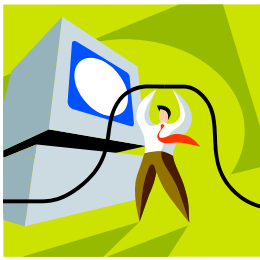


Collegiate Activities

Why is this necessary?

What is Important?

The Message...

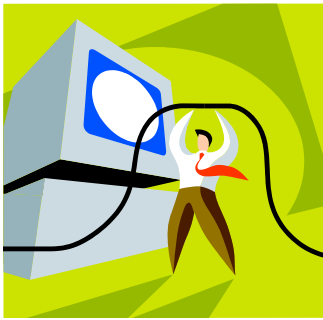


Sample: Activities

- MSU Student Government Association
 - Financial Aid Committee, 2015
 - Faculty Senate Representative, 2014-2015
- Habitat for Humanity - Student Volunteer
- ACM - Secretary
- Kappa Kappa Gamma Sorority
 - Treasurer, 2016
 - Rush Chair, 2015
- American Red Cross – weekly volunteer

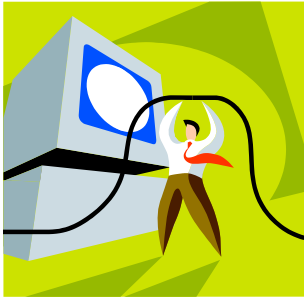
A Few Other Points

- ▶ Eliminate small words
 - ▶ the, a, and
- ▶ Use brief, to-the-point phrases
- ▶ Use VERBS - What have you DONE?
- ▶ Avoid meaningless adjectives/terms
 - ▶ Many, some, various, other, few, etc.
- ▶ Be as precise & specific as possible
- ▶ Rearrange skills depending upon job requirements
- ▶ **Goal:** Significant information into small space



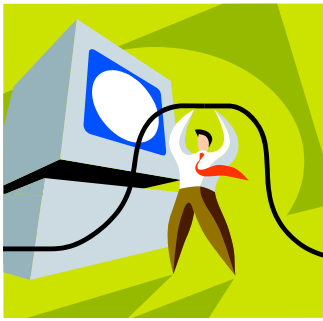
References

- **“Available upon request” – not needed on resume**
- **Separate piece of paper from your resume**
- **For each reference**
 - Name, Address, Telephone, Email
 - Company & Title of Individual
 - Relationship
 - Make sure to call those listed & send copy of resume
- **Who should I ask to be my references?**
 - Employers & Teachers
 - Co-Workers & Family Friends
- **How many references should I have?**



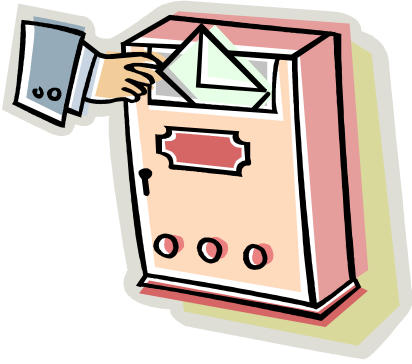
Most Common Mistakes

- Spelling
- Grammar
- Too much information...
- Too little information...
- Inappropriate email addresses
 - Hotspanishlvr@whatever.com
- Length
- Microsoft Templates



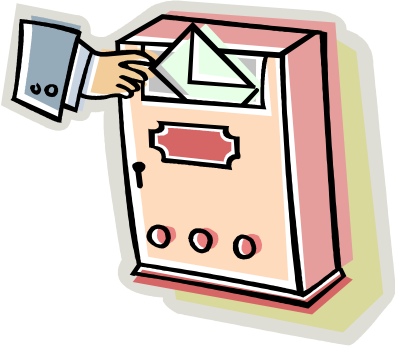
Most Common Mistakes

- Font & Font Size (use TNR-12 point)
- Personal Information
- Pictures
- Colored Paper
- Long Paragraphs & Job Descriptions
- Objectives that are vague



Cover Letters

- **Basic Formula for a Cover Letter**
 - **First Paragraph**
 - **Second Paragraph**
 - **Third Paragraph**
- **Always** use job description
- **Cover Letter Checklist**



A basic formula for a cover letter

Standard business letter format

- ✓ prospect name, title, company, address
- ✓ top left

Salutation

- ✓ Find out who your target audience is

First paragraph

- ✓ Why you are writing? To meet that company's specific need(s)!

A basic formula for a cover letter:

Second paragraph

- ✓ Briefly state two or three top skills.
- ✓ Follow with benefit after benefit these skills (& you as a person) will provide to company.

Third paragraph

- ✓ Close! Close the deal .
- ✓ Give your target contact a specific action to take & a backup action you will take if you do not get a response.

Cover Letter Checklist

- __ One page; limited to 3 targeted paragraphs.
- __ Word processor, spell checked & proofed.
- __ Written to someone specific, name & title spelled correctly (double check!!)
- __ Company name & address: correct & complete.
- __ Quality paper, 8x11 inches, same as résumé.
- __ Close with "Sincerely,"- Sign in blue or black ink - READABLE.
- __ Place the résumé behind; no staples.
- __ Type address & return address on envelope.
- __ Conservative stamp on envelope.

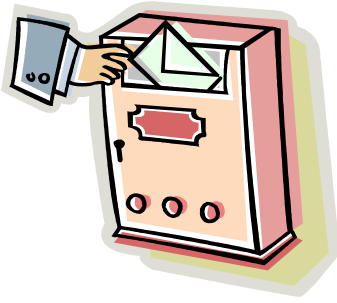
Today's Reality

- Seldom mail resume & letter
- Upload to web sites
 - Maybe complete file
 - Maybe copy & paste into boxes
- Likely will be electronically filtered
 - Looking for specific terms (in job ad)
- Presence on professional sites
 - LinkedIn, CareerBuilder, GitHub
- Job Fairs are excellent to make contacts
- It's who you know!!!
 - Use every friend, family member, & acquaintance you can to get YOUR application considered!

Follow Up – Not Optional

CALL: This is Joe Smith. I am calling to check on the status of my application...Can you tell me if the job has been filled

Do not just send off your resume and cover letter & wait for the phone to ring. It won't.



Questions?

“Seeking to develop *you* from start to finish.”

Professional Development • Internships

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The Career Management Center,

Clark Student Center - 397-4432

web.msuTexas.edu/career