COLLEGE OF COMPUTING

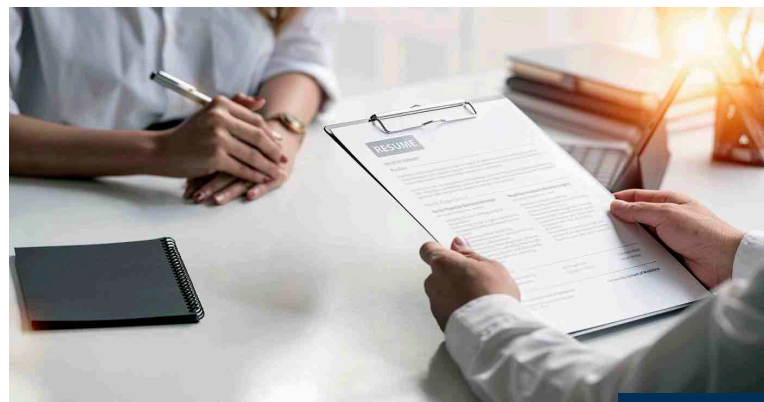# RESUME GUIDE

A Resume is...

- A written representation of your professional value

- An advertisement selling your skill and talent

- Designed to secure an interview

- An outline of your skills and experiences that clarifies direction, qualifications, and strengths

- Used to apply for jobs, graduate and professional schools, fellowships, and scholarships

- A tool used in networking

Your resume should include...

- Personal Contact Information
- Objective or Summary of Qualifications (Optional)
- Education
- Technical Skills/Certifications/Specialized Training
- Experience
- Programming Projects
- Leadership/Community Engagement/Service
- Honors/Professional Awards
- Skills: Language, Arts, Unique, Interests

Remember.....

- Recruiters spend about 5 to 10 seconds reviewing your resume
- For most early-career professionals, a one-page resume is ideal

GT | Georgia Tech College of Computing
Career Services

COMPONENTS OF A RESUME

Personal Contact Information

> George P. Burdell
> City, GA 30324 |email | 770-999-9999 | GitHub | LinkedIn

Your name should be the most prominent heading on your resume. It should be bolded and centered and listed as follows:
- First Name Last Name, or if you have a preferred name, First Name "Preferred Name" Last Name.
- You should always include the following: City/State, Email, phone, GitHub, and LinkedIn.
- You may also include a link to your virtual portfolio or website in addition to or in place of your GitHub.

EDUCATION

Georgia Institute of Technology, Atlanta, GA   May 2026
Bachelor of Science in Computer Science, minor in Economics

Cumulative GPA: 3.2/4.0 Major GPA: 3.7/4.0

Relevant Coursework: Data Structures & Algorithms, Discrete Structures, Data Science Computing, Artificial Intelligence, Machine Learning, Analysis of Algorithms, Computational Linguistics, Systems Programming, Data & Decision Analytics, Probability and Statistics, Linear Algebra, COVID-19 & the Economy, Game Theory

OR

EDUCATION

Georgia Institute of Technology, Atlanta, GA   May 2027
Bachelor os Science in Computer Science.   3.75 GPA

Study Abroad: Georgia Tech, Barcelona Summer Program Summer 2025

Relevant Coursework: Data Structures & Algorithms, Discrete Structures, Data Science Computing, Artificial Intelligence, Machine Learning, Analysis of Algorithms, Computational Linguistics, Systems Programming, Data & Decision Analytics, Probability and Statistics, Linear Algebra, COVID-19 & the Economy, Game Theory

Education

- Include the official name of the institution, state, and city: Georgia Institute of Technology, Atlanta, GA
- Graduation month and year
- Proper Degree title: Bachelor of Science in Computer Science
- Minor
- Threads(you can also label your threads as concentration)
- Include your GPA if it is 3.5 or above, or a combination of Cumulative GPA/Major GPA

Tips

- After you complete your first semester at Ga Tech, remove your high school from your resume
- If you received a degree from another institution, listing coursework, projects, or other student involvement on your resume, add the institution in this section
- List study abroad and other academic honors here

COMPONENTS OF A RESUME

Objectives

- They are optional, particularly if you are sending a cover letter
- It's important that your objective, if used, is specific to the industry and position
  - "An internship position in the fintech industry."
- You can include skills relevant to the position:
  - "Seeking an analyst position that requires quantitative ability, research skills, and an understanding of financial markets."
- There is no consensus among recruiters regarding the need for an objective
- When in doubt, leave it out as it can so more harm if too vague

Technical Skills

This section typically includes:

- Programming languages, operating systems, database management, other technical frameworks, design tools, certifications, software tools, etc
- Do not list soft skills in this section
- Order technical skills based on proficiency and categorize skills for ease of review
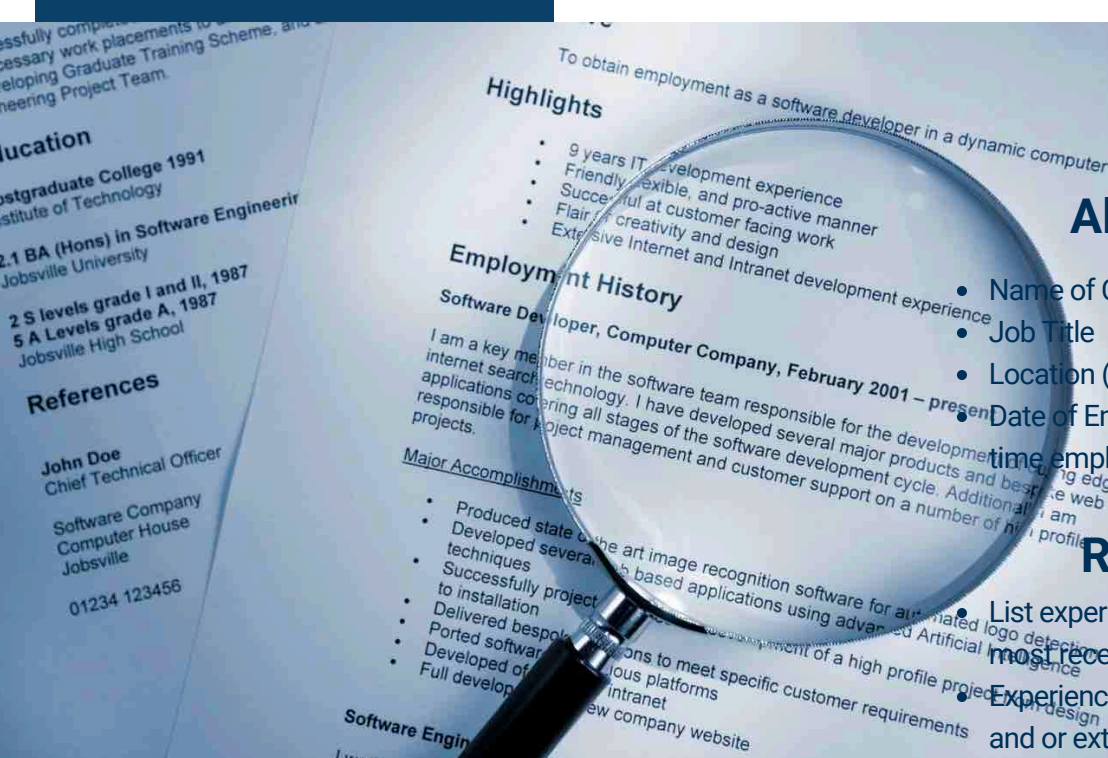
Technical Skills
Computing Languages and Technologies – Java, C, JUnit, Spring, Windows, Unix
Database Technologies - SQL, PL/SQL, Oracle, MySQL
Web Development – XHTML, CSS, JavaScript, AJAX, Dojo, jQuery, PHP, APEX, XML, XSL

Always Include

- Name of Company/Organization
- Job Title
- Location (City, State)
- Date of Employment (month and year of time employed)

Rule of Thumb

- List experiences in chronological order, most recent first
- Experiences can be: paid/unpaid, volunteer, and or extracurricular project work: (clubs, community service, professional societies
- Can be separated into 2 sections: Work Experience and Projects

Experience

- Use reverse chronological order with your most recent experience first
- Use strong action verbs to highlight skills, accomplishments, capabilities, scope, and context of your work experience
- The "how you did it" allows you to further showcase your technical skills
- Give evidence of your personal impact: show not only that you completed tasks but that you contributed to organizational goals
- Focus on results and outcomes – not just what you did
- Provide examples that demonstrate leadership, teamwork, initiative, and continuous learning

Writing Bullets

- Always begin with an active verb
- Keep focus on YOU, not the organization
- Lead with a "context bullet"
- Do not begin with: "Responsibilities included…" instead, use an active verb
- Positions of HIGH relevance: 4-6 bullets
- Positions of LOW relevance: 1-2 bullets

Work Experience

The Green Agency, Remote   Jun 2024 – Aug 2024
Software Engineer Intern
- Acquired skillset to build an AI chatbot that uses NLP techniques and deep learning to informally and qualitatively converse about carbon footprint statistics and information on a carbon footprint website.
- Reconfigured the entire front-end of a carbon footprint website in Angular to use NgRx for reactive state management, which ensured the state is predictably stored and resulted in improved security and serializability.
- Collaborated with ten developers in using Java, Angular, and Spring to design and program an auction web app.

PEACHTREE EXCURSIONS, Atlanta, GA   Jun 2023 – Aug 2023
Web Development Intern
- Compiled and proofread copy on a high-traffic website focusing on European travel.
- Developed diverse descriptions for European properties and resorts to stimulate sales.
- Assisted editor with all aspects of site development, from concept to Flash development.

PROGRAMMING PROJECTS

Computational Linguistics Final Project   April 2024
- Built a knowledge graph, which acts as a language representation model that allows users to visualize connections between foods, from embeddings of a cleaned recipe dataset with the use of SBERT and BERT.
- Created a custom pre-trained BERT model to compare with SBERT and BERT called GorBERT, which provided us with a better model to analyze our clean recipe data due to it being trained on a structured format of our clean recipe data.

Pacman AI Project   Jan 2023
- Used the A* search algorithm with heuristics to develop an optimal path for Pacman to eat all food dots on the grid and reach all corners on the grid.

EXPERIENCE
- Experience can be listed in 2 sections: Work Experience and Programming Projects
- If you don't have Work Experience, it is okay to just add your Programming Projects
- If your Work Experience is unrelated to CS you should list your Programming Projects then your Work Experience

LEADERSHIP AND COMMUNITY ENGAGEMENT

GT Big Data Big Impact Club, Member, Atlanta, GA,   Jan 2023 – Present

GT Chess Club, President, Atlanta, GA.   Aug 2022 – Present
- Establish and maintain a relationship with the Georgia Chess Association; organize the chess competition at Georgia Tech, attracting over 100 players for fall and spring competitions

GT Fashion Club, Founder Atlanta, GA   Feb 2022 – Present
- Facilitate monthly meetings to discuss fashion trends in the industry
- Identify community stakeholders, and collaborate to connect members to professionals and opportunities
- Organize annual events including Fashion Show to highlight student fashion pioneers

Supercomputing @ GT Program, Volunteer, Atlanta, GA   Aug 2021 – Present

Leadership and Community Engagement

- Portrays "well-roundedness"
- Comes after EXPERIENCE
- Can be contained on a single line without bullets
- Should include date ranges
- Be selective in providing information about your political, religious, or personal interest

Additional Skills and Interests

Offers employers insight into areas of expertise
- Foreign Languages (written and conversational levels)
- Certifications and Trainings
- Interest

ADDITIONAL SKILLS AND INTERESTS

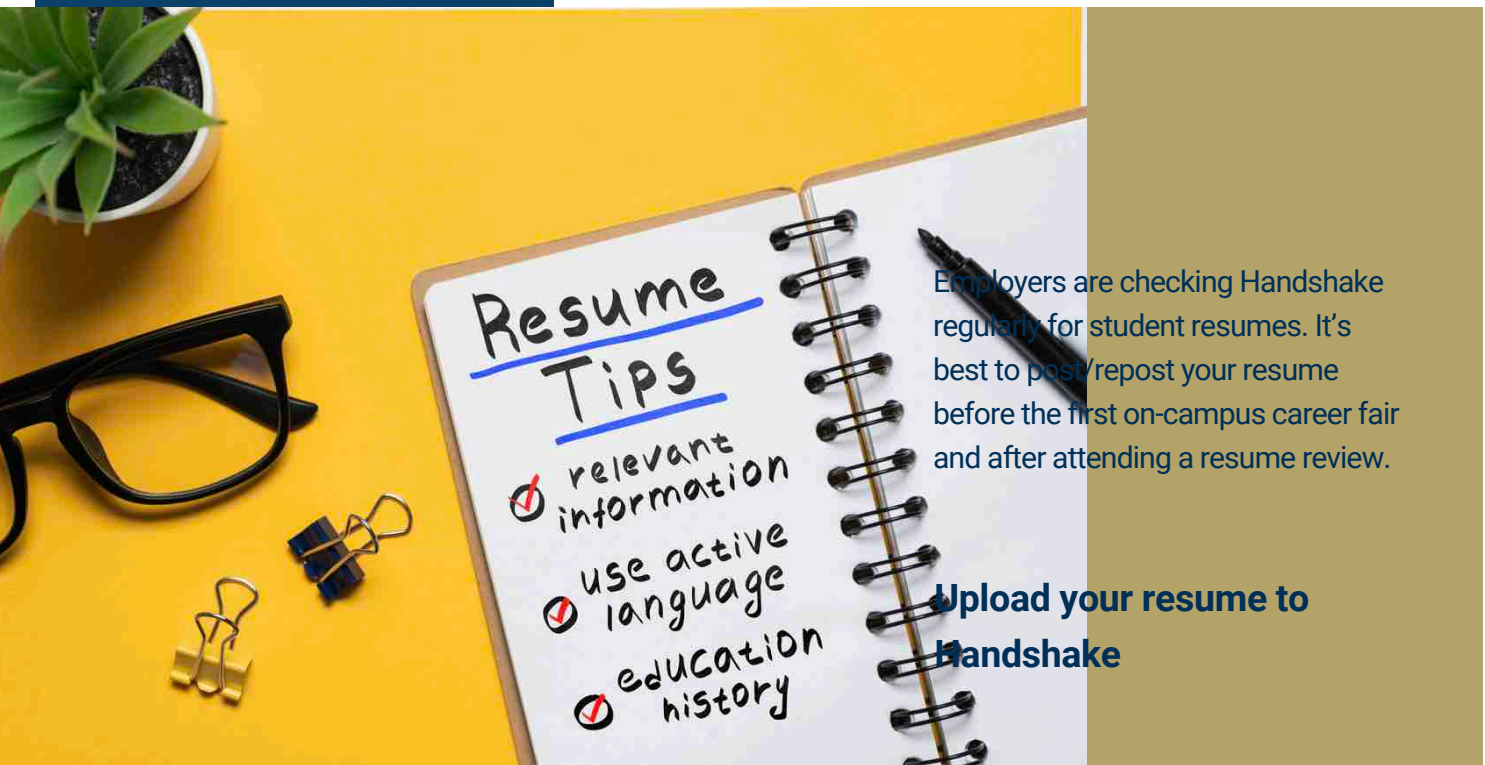Languages: Proficient in Spanish, and Intermediate in French

Fine Arts: Piano (12 years), Graphic Design, Dance

Interests: Fashion Trends, Sustainable Apparel Design, Organic Gardening, Yoga

REMEMBER…

- Your resume is a document that summarizes and highlights the high points of your education, work, experiences, and activities relevant to your career goals.

- A well-constructed resume communicates your professional skills and helps create a first impression of you to employers

- Don't think of it as a synopsis of your entire history at an academic institution, but rather a document that markets the most important applicable skills and qualifications for the position to which you are applying

Employers are checking Handshake regularly for student resumes. It's best to post/repost your resume before the first on-campus career fair and after attending a resume review.

Upload your resume to Handshake

FORMATTING TIPS

- Stick to 1-inch margins on right and left
- Top/bottom margins can be flexible
- Use consistent font size, font style & spacing (san Serif)
- Font sizes range from 10 - 12 point in an easy-to-read font
- Use BOLD and ITALICS sparingly
- Email fixed elctroni copies in PDF Format
- Include your name and date in file name

FINAL TIPS

- Eliminate all spelling and grammar errors
- Always tailor a resume to a specific job or position: address the employer's or position's needs, research the job function
- Infer character traits of "ideal candidate"
- Place information in order of interest to reader

Resume Buzz Words

ACTION VERBS FOR COMPUTER SCIENCE	
Technical Development & Programing	Developed, Engineered, Implemented, Built, Programed, Coded, Automated, Optimized, Refactored, Debugged
Design & Architecture	Designed, Architected, Devised, Created, Crafted, Formulated
Collaboration & Communication	Collaborated, Partnered, Communicated, Presented, Documented, Explained
Leadership & Initiative	Lead, Manage, Iniated, Directed, Organized, Mentored, Facilitated
Impact & Results	Achieved, Improved, Increased, Decreased, Streamlined, Enhanced, Solved