SPIS Resume Building

- What is the purpose of a resume?
- Who is it for?
- Teasing
- What to list: items where you can impress.

General layout:

- Top 1/4 of so:
  o Introduction: Name, address, email, phone, professional link
  o Objective
    ▪ What is the outcome you desire when giving your resume
    ▪ Can be customized for a specific company: "… at Facebook"
    ▪ Should show desire to contribute
      • "To obtain a challenging software engineering internship where I can apply my skills and insights to exceed expectations and produce results."

- Education and availability
  - Graduation date determines year in school
- Skills
  - Like a table of contents
- Mid 2/3 to 3/4:
  - Experience
    - Written focused on transferable skills
      - "Using Python under Linux, designed and implemented…"
    - Experience matches objective
    - Know your point and when you've made it
- Final ¼ or less:
  - Polish
    - Accomplishments, honors

Interviewing:

- Goals:
    o to engage interviewer.
    o to get another interview.
    o to get a job offer.
- It's all about rejection.
    o All they can say is "no."
    o Have a "come back."
- You are interviewing company at the same time the company is interviewing you.