



# Resume Workshop

Code Girls 2021-22



# What is a Resume and why is it important?

- “Brief document that summarizes your education, employment history, and experiences that are relevant to your qualifications for a particular job for which you are applying.” ~ Purdue
- Helpful in getting interviews and internships
- High schoolers are not expected to have huge resumes or even a resume at all!!! But, it is always helpful to have one handy especially if you want to get an internship or job!



## Your resume should be ...

- Informative
- Typo-free
- Not too busy
- Not too long
- Clear

# 4 sections of a resume

- Contact
- Education
- Experience
- Honors, activities, and outreach





# Before that:

- Let's check out some templates!

## *John Smith*

### IT Project Manager

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IT Professional with over 10 years of experience specializing in **IT department management** for international logistics companies. I can implement effective **IT strategies** at local and global levels. My greatest strength is business awareness, which enables me to permanently streamline infrastructure and applications. Looking to leverage my IT Management skills at SanCorp Inc.

#### Experience

2006-12 - present

##### Senior Project Manager

Seton Hospital, ME

- Oversaw all major hospital IT projects for 10+ years, focus on cost reduction.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects for all employees.

2004-09 - 2006-12

##### Junior Project Manager

Seton Hospital, ME

- Streamlined IT logistics and administration operation cutting costs by 25%
- Diagnosed problems with hardware and operating systems and implemented solutions to increase efficiency.
- Maintained the user database of over 30000 patients, implemented new solutions inside the dashboard.

#### Education

1996-09 - 2001-05

##### Master of Computer Science, University of Maryland

- Graduated Summa Cum Laude
- Andersen Postgraduate Fellowship to study advanced nursing techniques.
- Managed a student project to develop a weekly nursing podcast.

#### Skills

**Business Process Improvement** - history of successful innovations leading to cost savings

**Vendor Management** - proven track record of managing vendors in projects with budgets of over \$1,000,000

**Project Scheduling** - over 90% of projects led were finished in due time

**Sales Analysis** - background in IT Sales with deep understanding of negotiating contracts

#### Software

Microsoft Project

●●●●●

Excellent

Microsoft Windows Server

●●●●○

Very Good

#### Certifications

2010-09

PMP - Project Management Institute

2007-11

CAPM - Project Management Institute



# Contact Information

- Your full name
- Your e-mail address
- Your permanent address (OPTIONAL)
- Your phone number(s)
- Your web address/URL (VERY OPTIONAL)



# Education

- High school (STEM Academy, etc.)
- Interesting (and relevant classes) you have taken
  - Computer Science courses
  - Math courses
  - Engineering/Tech courses
- Scores - relevant ones only
  - APs



# Experience

- Class Projects
  - Have any programs you have made in classes or for fun? Write about it!
- Competitions
  - Hackathons?
  - ACSL, etc.
- Skills
  - What software are you comfortable with





# Honors, activities, and outreach

- Tell people who you are!
- What are you passionate about
  - A lot of CS projects are related to other fields
- What are you involved in
  - Code Girls!!!!
- What have you excelled at
- This section does not have to be all about CS



# Acknowledgments

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