RÉSUMÉS AND COVER LETTERS

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Careers in Computer Science

- BLS: https://www.bls.gov/ooh/computer-and-information-technology/home.htm

- Developer vs. Programmer: https://www.indeed.com/career-advice/finding-a-job/developer-vs-programmer

Basics

- The **résumé** contains your "background information", including academic information such as GPA, work experiences, skills, etc.

- In a **cover letter,** the purpose is to convince the reader that you are qualified for the job, because of your academic qualifications, work history, interests, etc.
  - Why should the employer hire YOU?
    - (The employer doesn't really care why you want to work for THEM.)

Common themes

- Both the résumé and cover letter should be tailored for the job you are applying for.
  - Résumé – you can tailor your objective, skills, relevant courses,
  - Cover letter –
    - state the specific job you are applying for (and where you saw the job posting).
    - Highlight your experiences and skills relevant to the job.
    - Use language similar to what you see in the job advertisement.
- The Résumé and cover letter are both *writing samples*.
- Remember that the reader knows *nothing* about you other than what you include in the cover letter and resume.
- Make sure there are no grammatical or spelling mistakes, and no brown M&Ms.

Additional References

- Resumes
  - Pointers
    - Prioritize experience (if applicable) and skills, and not courses
    - Include *relevant courses* (and only <u>relevant</u> courses) if room allows
  - Examples
    - https://www.topresume.com/career-advice/excellent-resume-for-recent-grad-05-2016
    - http://www.businessinsider.com/excellent-resume-for-recent-grad-2014-7
    - https://www.cmu.edu/career/documents/sample-resumes-cover-letters/sample-resumes_scs.pdf
    - https://www.indeed.com/career-advice/resumes-cover-letters/entry-level-programmer-resume
  - Cover letter pointers:
    - https://writing.wisc.edu/Handbook/CoverLetters.html