

Resume Writing

A Recruiter's Perspective

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Overview

- Tips on resumes – content, formats, etc.
- Do's and Don'ts in the resume
- Cover letters
- Some current job opportunities at hp



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What is a resume?

- A first impression to a prospective employer
- Tells a story about you
 - What you want to do
 - What you can do for the company
 - Your knowledge, skills and talents
 - Accomplishments
 - Employment history

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Resume facts



- An employer or recruiter typically spends about 30 seconds reviewing your resume.
- It must be very easy to read and show a clear connection between your job goals and your education/experience.
- Keep it concise but meaningful.
- Use a font and format that is easily readable and which pastes into online applications without too much reformatting.
- PDF or Word Doc formats are preferred.

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Components of a resume

- **Header** – Name, address, phone, email
 - Please make sure to use your most accessible contact info, such as your cell phone number, the email account you check most frequently, etc. Your school email may vanish after graduation, so list another just in case.
 - The email on your resume should match the email on your HP online profile.
- **Objective** (optional) – Your goal, desired job and/or expectations; should be very well thought out and concise.
- **Summary of qualifications** (optional) – Concise statement that summarizes your experience, skills, expertise, etc. You should use key words that target the position you're applying for.
- **Education** – College, special training, relevant course work
 - Make sure to show when you will be graduating
 - "BS Computer Science, Oregon State University, May, 2008"
 - If you don't list your GPA, employers will assume it is rather low.
- **Skills** – Technical, non-technical, language or other skills (for those with less experience, this could include "soft skills" and "computer literacy" skills as well)
- **Experience** – Your work history including employers, dates, positions and responsibilities. Connect those skills to the job you are applying to.
- **Extra-curricular activities/leadership** – student organizations, fraternity/sororities, awards, etc.

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Resume formats/ cover letters

Chronological
Functional
Cover letters

Chronological format

- It's the most frequently used resume format. Most employers prefer this resume format.
- Work experience is listed in reverse chronological order (most recent job first).
- It will include information about your education, skills, and work experience, including employer, job title, responsibilities, and periods of employment.
- If you are trying to show career growth, a chronological resume is the way to go.
- However, if your work history has been spotty or stagnant, or your objective is very different from your experience, you shouldn't use a chronological resume.

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NAME

CONTACT INFORMATION:

Street Address
City, State Zip
Phone # (Cell phone is preferred)
Email (your most used email account)

Objective (Optional):

This is a concise statement of what you want to do.

Summary of Qualifications (Optional):

This is a concise statement summarizing your experience, expertise, skills, etc.

Education:

List most recent degrees first, major, institution and date of graduation or expected graduation. Current GPA.
Point out areas of specialization in academic work, honors
If applicable include: thesis title, faculty research advisor and/or publications
You may also want to add an addendum that identifies the courses you have taken, grouped into two or three meaningful categories

Skills:

Computers/Technical: List all hardware and software you are familiar with; Areas of specialization.
Languages: List languages and your level of proficiency

Experience:

Your job title, name or organization, description of your duties, including a variety of assignments, amount of responsibility, number of people supervised, special accomplishments and dates. Include military service if applicable. Include some concise info on highlights of the job.

Extracurricular/leadership:

Job title, organization, (optional) brief description of what you did, especially in leadership roles. Awards.

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Functional format

- Categorizes skills by function, emphasizing your abilities; it places less emphasis on specific employers and dates.
- This is useful if you are changing careers and want to show how you can transfer your skills.
- As stated previously, it is important to show prospective employers what you can offer them; a functional resume does just that.
- A functional job objective is given first, followed by several paragraphs, each discussing a different job function.
- Examples of functions are: Supervision and Management, Accounting, and Writing and Editing.
- Begin with the one you want to emphasize most.
- If you are customizing your resume for different employers, you can change your functional job objective as well as the order in which you list the functions.
- However, if you don't list your previous jobs, the person reviewing your resume may be suspicious.



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NAME

CONTACT INFORMATION:

Street Address
City, State Zip
Phone # (Cell phone is preferred)
Email (your most used email account)

Objective:

A concise statement about what you want to do.

Education:

List most recent degrees first, major, institution and date of graduation or expected graduation
Honors, if applicable, if you feel they are important

Qualifications and areas of effectiveness:

Indicate 3-5 of your strongest demonstrated skills. The skills you select should be essential to the type of job you've indicated in your "Objective". For each skill you have chosen, summarize your accomplishments and experiences that pertain. You need not mention the specific job in this section, as you will do that in the "Employment History" section. Be specific in discussing how you demonstrated your skills and whenever possible, concentrate on the results you achieved in using the specific skills.

Employment History:

Your job title, employer, duties and dates.

Extracurricular/leadership:

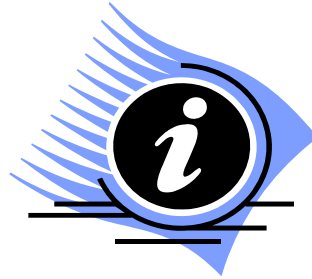
Job title, organization, (optional) brief description of what you did and dates, especially in leadership roles.



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Personal information

- **DO NOT**, under any circumstances, include personal information such as height, weight, age, marital status, or religious background.
- In the United States, it is illegal for an employer to request this information.
- Do not include a photo of yourself.



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Resume do's

- ✓ Be concise and truthful
- ✓ Keep your resume to one page or at the most two pages - use your space wisely but don't be overly terse.
- ✓ List your most recent positions first and work backwards
- ✓ **Use complete school name, degree, dates and GPA**
- ✓ Be selective about who you send your resume to
- ✓ Check spelling, punctuation and tenses
- ✓ **Create more than one resume for different situations or if you have more than one job objective**
- ✓ Include proficiencies including computer skills and foreign languages

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Resume don'ts

- x Include salary requirements
- x Include references
- x Include email addresses that are inappropriate
- x Send a resume without a cover letter
- x Expect a recruiter to give you career advice
- x Go into unnecessary detail
- x Undersell yourself
- x Forget the importance of first impressions
- x Show inappropriate or unprofessional information on your personal web page or myspace (often noted on a resume or easy to google). Better clean it up now.

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Cover letters

- A resume is a document targeted toward a particular type of job, whereas a cover letter establishes personal contact with an employer and highlights your background in relation to a specific position.
- Cover letters bridge the gap between your resume, your experience, and your next job.
- They enable you to summarize your pertinent experiences or elaborate on a particular experience relevant to the job.
- They also allow you to request an interview.
- A cover letter should emphasize what makes you a strong candidate **for the position** and entice the potential employer to read on.
- Before you compose your letter, make a list of the top skills needed to be effective in this position.
- This is where the job announcement and your general knowledge of the industry will apply.

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Cover letters cont.

- Next, prioritize this list and narrow it to three or four skills that you can demonstrate through your background, education and experience.
- If you are sending a hard copy of your cover letter:
 - Print each letter individually on good quality paper.
 - Use a business correspondence format as shown in the example that follows.
 - Include your name, complete address and telephone number on the face of the letter.
 - Date the letter.
 - Put the addressee's name and title, company name and complete address on the face of the letter exactly the way you put them on the envelope.
 - Sign the letter or post it electronically with your resume when applying online.

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Sample cover letter format

- Opening: explains why you are writing, and displays some knowledge of the company
- Paragraph 1: Talks about your accomplishments/qualifications
- Paragraph 2: Explains why you are right for this job and how you relate to the company
- Paragraph 3: Taking action – you can request an interview to discuss your qualifications further
- Closing: Thank the employer for their time and consideration

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Some current job openings at HP

>130 jobs and >30 internships open now at HP across the US.

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Enter event ID as
universityreq

and enter your school info
as
Oregon State University

Graduate Jobs

Posted	Title	Location	Full or Part-Time
10/8/2007	Systems/Software Engineer I	United States - Idaho - Boise	Full-time
10/5/2007	AMCI Info Systems Architect IV	United States	Full-time
10/3/2007	General Marketing	United States - Texas - Houston	Full-time
10/3/2007	Systems/Software Engineer (Entry Level)	United States - Texas - Houston	Full-time
10/3/2007	Hardware Design Engineer (Entry Level - Graduate)	United States - California - Cupertino	Full-time
10/2/2007	AMCI Business Consulting V	United States	Full-time
10/2/2007	Anchor SAP Business Consultant (Strategic)	United States	Full-time
10/1/2007	Business Strategy Manager	United States - Texas - Houston	Full-time
10/1/2007	Inside Sales Representative	United States - Massachusetts - Marlborough	Full-time
10/1/2007	Process Dev. Engineer (Core)	United States - Oregon - Corvallis	Full-time
10/1/2007	Software Design Engineer (Entry Level)	United States - California - San Diego	Full-time
9/28/2007	Virtualization Software Product Marketing Manager	United States - Texas - Houston	Full-time
9/28/2007	eSupport Developer/Engineer	United States - Ohio - Cincinnati	Full-time
9/28/2007	Inside Sales/Support Rep. III	United States - Massachusetts - Marlborough	Full-time
9/28/2007	Technology Consultant IV	United States	Full-time
9/27/2007	Software Design Engineer (Entry Level)	United States - Texas - Houston	Full-time
9/26/2007	Chemist (Entry Level)	United States - Oregon - Corvallis	Full-time
9/25/2007	Entry Level Systems Integration Consultant	United States	Full-time
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9/25/2007	Entry Level Systems Integration Consultant	United States	Full-time

Captured 10-08-2007



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Job titles are not very descriptive

- “Software Design Engineer (Entry Level)”
- You have to click on the job title to see the juicy details.
- The description will also show the location/s
- Some job listings represent multiple job positions and multiple geographic locations, so there are actually more jobs than meet the eye.
- Some are written better than others; many appear to have mostly “boilerplate” text – the managers are busy! Read for the few job details and qualifications you can find.
- HP Graduate jobs are truly entry-level and most assume a BS or MS degree with limited job experience.
- Apply online to several jobs which you are qualified for.
 - Each job application may be seen by a different set of eyes.



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Systems/Software Engineer (Entry Level) – 176812

Houston

Job description

- -Solve escalated technical issues on HP Intel- and AMD-based Industry Standard Server (ISS) products
- -Perform general problem isolation activities, including problem duplications, to validate product design defects on HP's line of Intel- and AMD-based industry standard server products
- -Provide technical consulting support to the Americas regional Level 2 Services team
- -Verify product issues using engineering tools and utilities

Education:

Bachelor's Degree in Computer Science, Computer or Electrical Engineering. Master's degree in Computer Science or another technical program a plus.

Experience and Skills:

- Classroom, practical (internship or co-op), or applied server and related software support experience. Hardware and software configuration experience in a Windows environment. Knowledge and/or experience in a Linux and VMware environments a plus; Experience with related server options - networking, storage, infrastructure components and SANs. Effective problem solving skills.
- Soft skills - communications (written and verbal), customer diffusion and other customer engagement experience necessary; Ability to manage multiple assignments.
- Fluency in English



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Software Design Engineer (Entry Level) – 131045

Corvallis

Job description

- As a member of a Digital Entertainment Systems software development team you are an integral part of the entire project lifecycle helping to define and develop our services delivery software platform. Your responsibilities include:
 - Investigating technology options.
 - Maintaining a clear development plan and executing against its commitments.
 - Participating in all phases of product delivery including development, integration, testing, deployment, and partner integration.
 - Working with software technology from multiple sources including licensed from 3rd parties, leveraged from other HP groups, internally developed, and outsourced development.

Education:

Bachelor or advanced degree in Computer Science or equivalent experience

Qualifications:

- 1+ years of software development experience (through internships or summer jobs)
- Strong written and oral communication skills
- Ability to operate effectively as a member of a high-velocity software development team
- Experience with client/server architectures, web technologies, PCs, software developer kits
- Experience designing, developing, and deploying enterprise class software solutions.



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Entry Level Systems Integration Consultant – 175718 (at least 10 of these positions are open at this time)

Job description:

We are seeking Entry Level Consultants to join our Information Management Practice. As an Entry Level Consultant, your role will be that of an ETL (Extract, Transform, Load) Developer. As such, you will develop detailed ETL applications based on business requirements and test the application following all ETL standards and architectures. Responsibilities include: assist in the development, execution and documentation of unit test plans for quality assurance; analyze data to resolve issues related to source data; communicate with client to ensure status of issues and that deliverables and objectives were in line with expectations.

Qualifications:

We are looking for individuals to join our team with the following experience:

- High technical aptitude
- Excellent communication, analytical, and problem solving skills
- BS in Computer Science, MIS, engineering or mathematics degree with a minimum GPA of 3.0
- Coursework in data warehousing, C, C++ a plus!



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Some Corvallis Jobs:

- **Process Dev. Engineer (Entry Level) – 170494**
 - Develop processes for new products in the Corvallis fab. BS in Material Science or Polymer Chemistry, MS/PhD preferred.
- **ME Product Development Engineer (Entry Level) – 170469**
 - Develop test system hardware for new printing technologies; can include modeling of mechanical systems, materials, packages, etc. BS ME, MS/PhD a plus.
- **EE Product Development Engineer (Entry Level) – 169677**
 - The EE team member working with the ME above. BS EE in systems preferred, MS/PhD a plus.
- **Mechanical Design Engineer - Microfluidic (College) – 168205**
 - Understanding and expanding the design space of HP's latest inkjet technology, Scalable Print Technology
 - Designing and evaluating new fluidic printhead architectures for new business programs
 - Leveraging existing Thermal Inkjet designs to create new Thermal Inkjet designs
 - MS in ChemE or MechE.



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Tips

- Customize your resume as you apply online.
- Emphasize your strengths that fit the job description and qualifications
- When you are answering the “screening” questions as part of the online application, be truthful, but don’t be too hard on yourself. Rate yourself *against your peers*, not against industry experts.
- For example, “My Java programming skills are”: Novice, Intermediate, Advanced, Expert.
- If you got an “A” in the class and have used Java in a few projects successfully, consider that you are Advanced, not a Novice. On-the-job programming is open book!

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www.hp.com/go/jobs

Use Event ID: **universityreq** and be sure to enter your school information as Oregon State University.

Thanks and Good Luck!!!

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