Assignment 1 Retrospective

In addition to the tips listed on the description for Assignment 1, please consider the following when you revise your resume:

- Review your grammar. Your computer science major is not an excuse for poor English, and when applying for a job the first person to read your resume is typically not a computer scientist.
    - Use active voice, not passive, and always include a subject when writing full sentences. Active voice is more concise and powerful.
        - ***Passive voice* (bad)**: I have been working in the IT industry for three years.
        - ***Passive voice + *no subject* (really bad)**: Have been working in the IT industry for three years.
        - ***Active voice* (good):** I have three years professional IT experience.
    - Avoid sentence fragments.
- Include a detailed description for all positions held. It is not sufficient to list your title and dates of employment.
- Include the city/state or city/country for all positions held.
- Do not name your resume: *resume.pdf.* An HR person probably downloads all the PDFs to a directory on their local PC and this causes a name space collision. Name your resume something like: *Resume_FirstName_LastName.pdf.*
- Explain gaps in your resume where you do not list school/work commitments.
- Proofread your generated PDF.
    - Ensure that you do not have a blank white page appended to your resume.
    - Ensure that you do not have a full page for one line of text.
- List education and employment in reverse chronological order.
- Indicate interest in any specific sub-field. "Software Engineer" does not mean much these days. If you have a special interest (e.g. databases, programming languages, security, etc.), list it.
- CSXXX means nothing to people outside PSU. (And nothing to some people within PSU!)