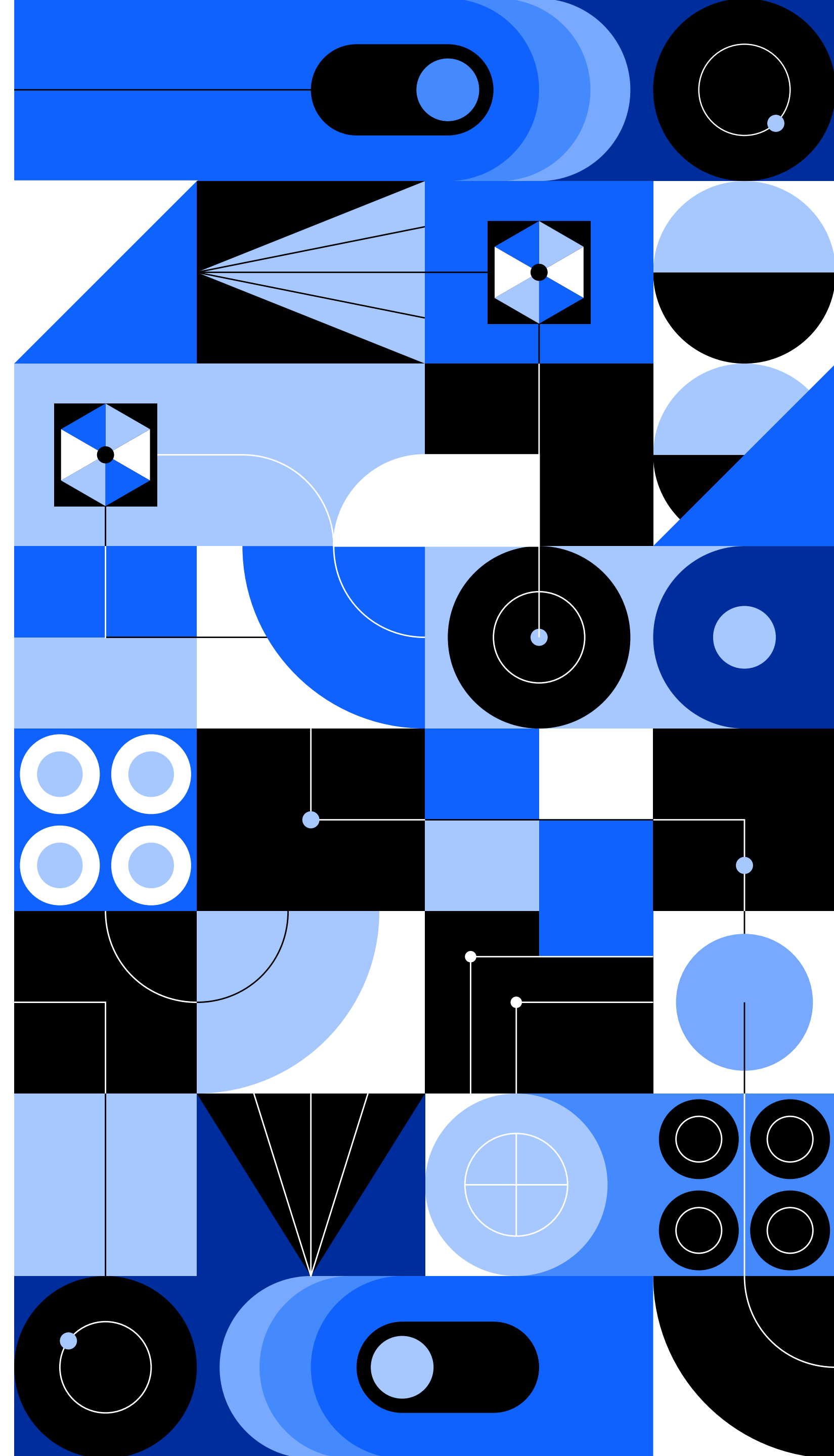# IBM Accelerate

Virtual learning experience from
June 3rd – July 24th, 2024

Announcements:

– Week 2 of Ten Thousand Coffees matches!

  – ~~June 17th~~

  – June 24th

  – July 8th

  – July 15th

– Sign up for SkillsBuild profile

  – Enroll: https://sb-auth.skillsbuild.org/signup

  – Accelerate Learning Plan: https://skills.yourlearning.ibm.com/activity/PLAN-FAC31AAD379D

– Resume reviews coming soon… (July 8th – 12th)

– Remember to order your IBM swag!
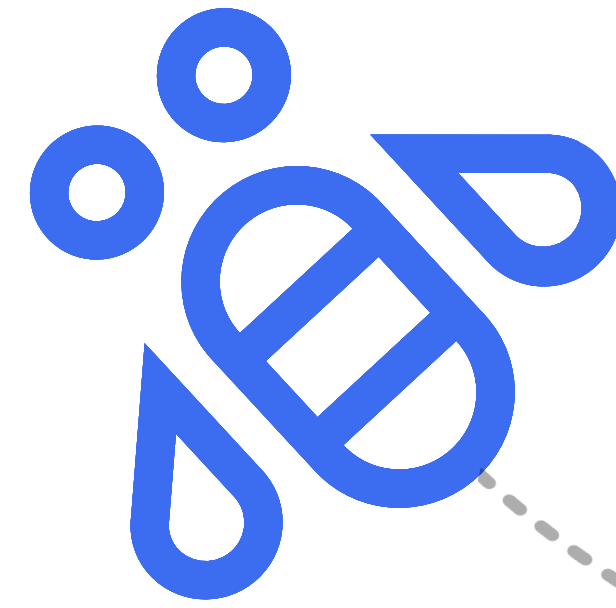
IBM Accelerate
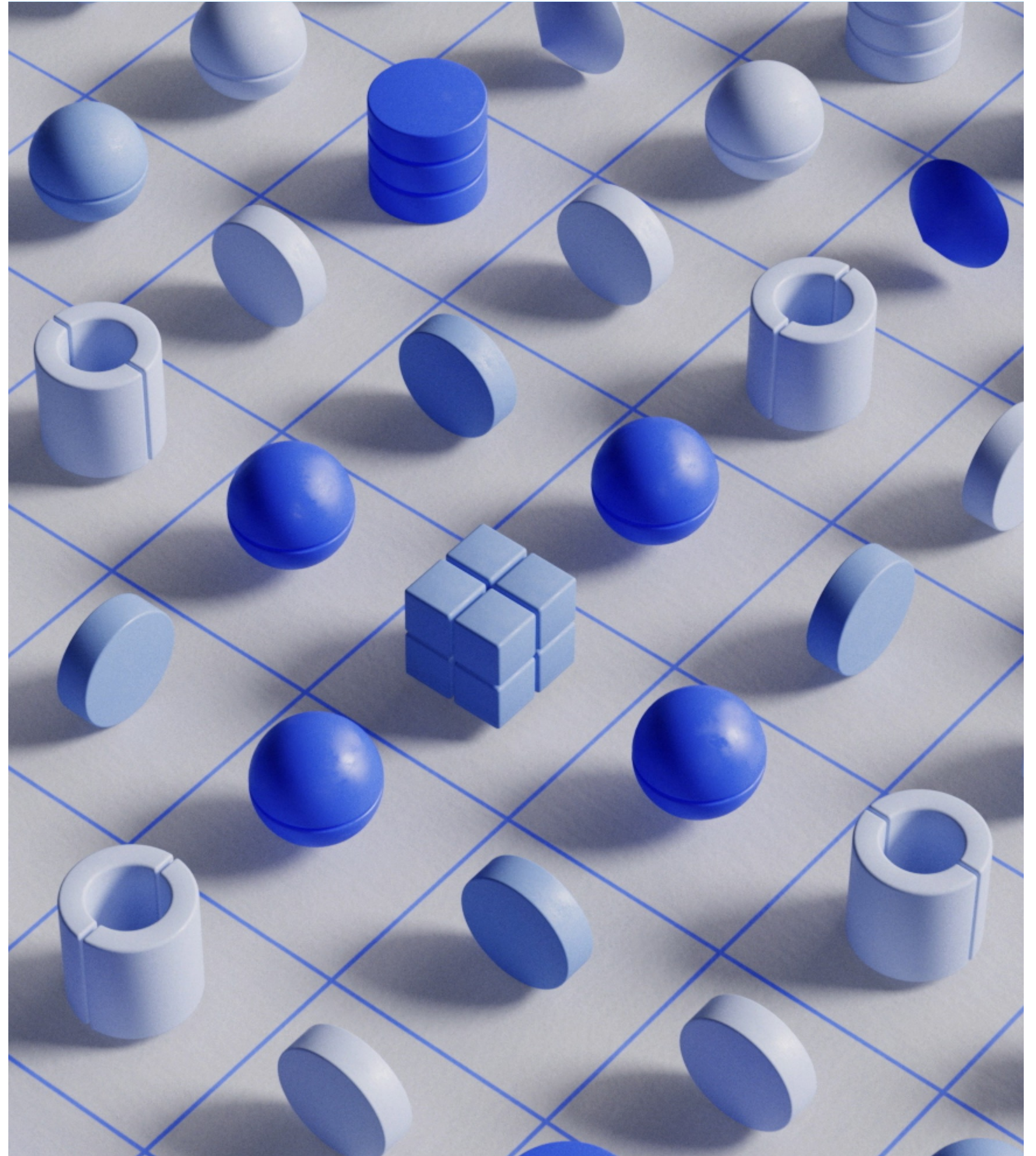
Insightful & Impactful
Job Applications & Résumés

Adrianna Barnette
NA Campus Relations
and Events Lead

Dimitra Mourikes
University Pipeline
Program Manager

Résumés

Let's talk about what **should** be on your résumé!

General Guidelines

✓Header with name, email and phone number

Pro tip:

- Use proper capitalization

- Use professional email address

- Include live links for email, LinkedIn, Github, design portfolio

✓Clear headings

✓Easy to read

✓Fills one page

✓PDF format when uploading

Education

✓University name

✓Major and Minor

   ✓Degree obtained or in progress

✓Anticipated graduation date

   ✓Month/Year

✓Relevant Courses

✓GPA *if greater than 3.0 or required

Experience

✓Role title

✓Dates of involvement chronologically

✓Typically contains 2+ bulleted impact statements

Pro tip:

• Current role = present tense

• Previous role = past tense

Give insight to your IMPACT

What are impact statements?

Statements that are quantitative or qualitative accomplishments

Pro tip: Quantify, Identify, Clarify

- *How big was the project?*
- *How long did it last?*
- *What were the results?*
- *How is success measured?*

Responsibilities   v.   Impact

Responsibility:

Library Assistant   09/2021 – 04/2023

- ✓ Placed returned books on shelves upon request
- ✓ Tutored students in a classroom after class
- ✓ Organized a charity event to help library

Impact:

Library Assistant   09/2021 – 04/2023

- ✓ **Processed** and **organized** over <u>200</u> library resources daily to ensure that patron's requests were efficiently fulfilled
- ✓ **Tutored** <u>five</u> students in a second-grade classroom, supporting each to meet their goal of advancing to the next reading level
- ✓ **Orchestrated** a sold-out charity event for <u>120</u> people that raised <u>$6,500</u>

How to Craft Impact Statements

Think Numbers

- How many people were impacted by your work?

- How much revenue did you help bring in?

- How many resources did you help save?

- How frequently did you complete this task?

Identify

- What goals were achieved?

- Did you identify or solve a problem?

- Did you create something or execute an event?

- Did you receive an award or recognition?

Action Verbs

- Engineered

- Operated

- Delivered

- Designed/Created

- Launched

- Yielded

- Capitalized

- Transformed

- Advised

The Result

- Measurable based on the task(s) you have quantified

- Clearly demonstrates your apparent significance

Leadership & Activities

✓Activities & Clubs

✓Leadership Roles

✓Volunteer Roles

Pro tip:

✓ Keep information in chronological
  order

✓ Add Dates & Locations

*Be sure to include your
participation in Accelerate!*

Highlight your Achievements, Awards, and Certifications

- Badges, certifications, honors, and awards
- Place the most recent event first
- State the <u>month</u> and <u>year</u>

Pro tip: Opportunity to include your Accelerate badge at the conclusion of the program!

Let's talk about Skills

For both technical and foundational skills, **make sure to list the skills that are most relevant to the role you are applying for!**

You do not need to list every technical or foundational skill you have.

To narrow down the list of critical skills, review the requirements or qualifications section of the job description.

Technical Skills v. Foundational Skills

Why are technical skills important?

Technical skills provide you with the knowledge to perform specific tasks in your roles

What are technical skills?

Typically require the use of certain tools and the technologies required to use those tools

Coding/programming languages (and proficiency level – beginner, intermediate, advanced, expert), software proficiency, project management, data analysis, operating systems, technical writing

Technical Skills Examples for IBM Tracks:

✓ **Consulting:** Cloud, SAP, Oracle, Microsoft, Workday, Salesforce

✓ **Software/Research:** JavaScript, Python, Ruby, Node.js, SQL, MongoDB, Linux

✓ **Client Engineering & Technical Sales:** technical solution knowledge (Blockchain, Cloud, IoT, Security or Systems Hardware, Artificial Intelligence, etc.)

✓ **Marketing & Communications:** Content marketing, product marketing, search marketing, SEO, paid media, market research

✓ **Design:** Photoshop, Illustrator, SQL, Sketch, prototyping, wireframing

Technical Skills v. Foundational Skills

Foundational Skills Examples for IBM Tracks:

Why are foundational skills important?

Even if you're not in a client-facing role, you need to be able to collaborate with colleagues, managers, vendors, and other people you interact with at work

What are foundational skills?

Typically include how you interact with colleagues, how you solve problems, and how you manage your work

Alternate names:
Interpersonal skills, essential skills, noncognitive skills, soft skills

✓ **Consulting:** strong verbal and written communication, strategic thinking, problem solving, conflict resolution, negotiation, ability to identify solutions, quantitative analysis

✓ **Software/Research:** collaboration, critical thinking, problem solving, troubleshooting, detail oriented, curiosity

✓ **Client Engineering & Technical Sales:** consultative sales, strong verbal and written communication, presentation skills, persuasion, growth mindset, industry expertise (name the industry), empathy, active listening

✓ **Marketing & Communications:** collaboration, strong verbal and written communication, problem solving, strategic and consultative mindset

✓ **Design:** Story-telling, active listening, adaptability, empathy, innovation, relationship building

Let's Talk Formatting

❑ Is your résumé one page?

❑ Is the same font used throughout the document?

❑ Are margins the same around all 4 sides?

❑ Are all headings the same size?

❑ Are all subheadings and bullet points the same size?

❑ Are all bullet points the same and aligned?

❑ Are all words/text aligned?

❑ Are all company/organization names, job titles, and dates emphasized?

Job Application Etiquette
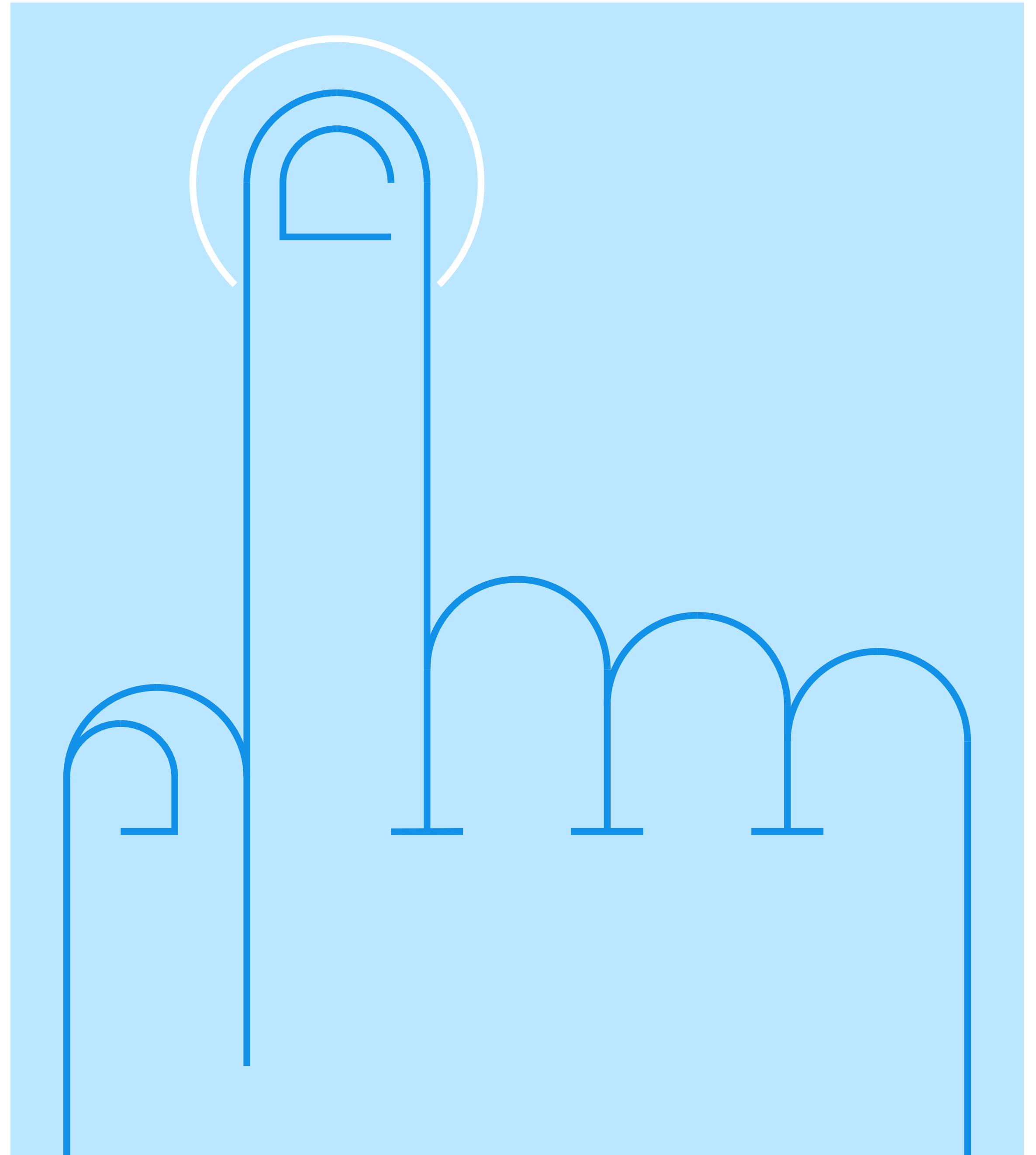
Steps to follow when looking for a job:

☑ Complete your résumé

❏ **Complete the job application**

❏ Interview with the potential employer (July 1st session!)

❏ Send a thank-you letter

What are the purposes of a job application?

Purposes of a Job Application

❑ Provides an opportunity to indicate your abilities

❑ Determines how well you can follow directions, understand questions, and organize your answers

❑ Indicates if you are detail-oriented, thorough, and have solid spelling and writing abilities

Tips for Completing the Job Application

- Consider adapting your résumé to the job application

- Check quality of application

- Ensure you adhere to prefer file formats / guidelines

Pro tip: Avoid job application etiquette mistakes:

- *Having typos*

- *Writing in an unprofessional style*

- *Not including right keywords*

Steps to follow when looking for a job:

☑ Complete your résumé

☑ Complete the job application

☑ Interview with the potential employer (July 1st session!)

❑ Send a thank-you letter

Purposes of a Thank-You Letter

❑ Helps you stand out among other interviewees

❑ Showcases business etiquette

❑ Reiterates your interest in the role and organization

❑ Provides an opportunity to reiterate your qualifications and personality

Thank-You Letter Guidelines
(send within 24-48 hours)

- Salutation: "Dear Mr./Ms./Mx. X"

- **Appreciation:** sincere and specific

- **Something unique they spoke to you about:** helps them remember you

- **Qualifications:** confirm you are a good fit

- **Expression of gratitude:** end with "Best" or "Sincerely"

- **Signature:** typed for emails

Your résumé and experience get you in the door, but your **conduct** gets you the offer!
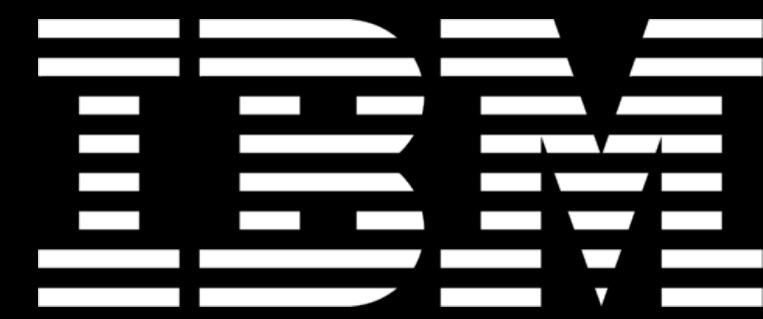
Thank You!

Next Foundational Skills Session:

Monday, July 1st
Interviewing

See you then!

IBM