

## **Building Your Technical Resume**

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### **Outline**

- Building Your Work Experience Portfolio
- Fitting Your Resume to the Job
- Top Ten Essential Resume Elements
- Using Keywords and Action Words
- Managing Your Online Presence
- Interviewing 101
- Building Your Negotiation Skills



## Building Your Work Experience Portfolio

- Look for jobs on campus: tutoring, library, computer labs
- Ask a research faculty member you have taken a course with about their work and what they love about it
- Check your department for a Research Experiences for Undergraduates (REU) Program
- Participate in programming competition: ICPC, CodeChef, TopCoder, UVA
- Participate in Code-athons, Hack-athons, Open Source projects, App development
- Volunteer your technical skills at local organizations



## Fitting Your Resume to the Job

- Develop a master resume that contains <u>all</u> of your skills and accomplishments
- Keep your master resume up-to-date
- Familiarize yourself with the websites of the top companies hiring for your skill set
  - Know where they are located, and what they do at each location
  - Identify the sites that are a best fit for your interests
  - Search for jobs that match your skills and interests
- Read prospective job postings carefully, highlight keywords
- Customize every resume to match the position you are seeking



## Top Ten Essential Resume Elements

- 1. Name and Contact Information
- 2. Position Sought
- 3. Education
- 4. Skills and Coursework
- 5. Work Experience
- 6. Awards and Honors
- 7. Service and Leadership (e.g. student organizations)
- 8. Conferences, Presentations and Publications
- 9. Hobbies and Interests (as room permits)
- 10. References (as room permits)



### Name and Contact Information

- First and Last Name (or gender neutral first & middle initials)
  Example: Patty Lopez or P. D. Lopez
- Phone Number (including area code)
- Professional E-mail

amysmith@domain.com vs. hotUTchic@godaddy.com

g\_jones53@domain.com vs. keggerdude@hotmail.com

- Link to LinkedIn Profile (spelled out or working hyperlink)
- Professional Website/Blog link (spelled out or working hyperlink)



## Position Sought - Entry Level

### **Examples:**

- Summer internship in software development or user interface design
- Summer research position in Distributed Research Experiences for Undergraduates
- Entry-level position in software engineering with an emphasis on biomedical applications
- Entry-level position in software test and quality assurance

## Position Sought - Experienced

#### RESEARCH SCIENTIST

- Ten years of C/C++ product software development experience on Windows, Linux, and Unix with deep understanding of hardware/software interface design, software configuration management tools, and graphical user interfaces. Training and coursework on Java, C#, Perl, Python, HTML, Ruby on Rails/SaaS/Agile development, and assembly languages.
- Extensive background in image processing and technology transfer with versatile programming skills that can be adapted to a wide variety of development environments and new technologies.
- Demonstrated ability to ramp quickly on new products and technologies.
- Highly skilled at technical analysis and feasibility, research trends, product development, problem solving, troubleshooting, and debugging.
- Technology trend watcher and voracious reader of tech blogs, interviews, news articles and active in social media to keep abreast of innovation breakthroughs, competitive analyses, and market leadership.
- Strong customer facing, leadership, mentoring, collaboration, communication, and interpersonal skills.
- In-depth knowledge of color, imaging and compression standards and formats.



### **Education**

XYZ University, City, State: August 2011 - May 2015 (expected)

Degree: BS in Computer Science/BS Biology

GPA: 3.3/4.0 (May 2012)

ABC High School, City, State: Diploma received May 2011

GPA: 3.8/4.0 (11th out of 156 students)

Drop HS education on your resume after your freshman year



### Skills and Coursework

- Everyone has to start somewhere!
- Keep track of software you used in high school, service projects, and in college coursework
- List completed coursework do well in your courses
- Visit your professors during office hours establish a rapport
- Build your exposure through free online web tutorials
- Use free websites to gain tool proficiency
- Free online classes and videos



## Sample Skills and Coursework List

- Coursework: Object Oriented Programming, Software Development, Analysis of Algorithms, Bioinformatics, User Interface Design
- Languages: Python, C++, Java/JavaScript, HTML, Ruby on Rails
- OS: Linux, Windows, OSX, Android
- Tools: Ellipse, Visual Studio 2010, Agile
- Version control: GitHub, Subversion, CVS
- Productivity: Office (Word, PowerPoint, Excel, Outlook), Prezi
- Design: Adobe Photoshop, GIMP, Inkscape
- GUI: OSX Leopard GUI Set, Android UI Elements Set, Lumzy



## Projects and Internships

- Describe school projects and provide links
- What did you learn?
- Did you make an impact on a team or move metrics in a product line?
- What new skills did you acquire?



## Using Keywords and Action Words

- Recruiters use resume tools that look for keywords that match the jobs their company has posted
- Highlight must and desired skills listed in the job descriptions you are interested in
- Use action words in full sentences that demonstrate contribution and results



## Using Keywords and Action Words

### Example keywords pulled from job descriptions:

- Java, Linux, Agile
- B.S., M.S.
- Design, analysis
- Protocol, networking, communications
- Security, robotics, materials
- Modeling, synthesis, recognition
- Autonomous, robotics, manufacturing



## Using Keywords and Action Words

Quantify and qualify your Impact via action words:

- Developed, designed, organized
- Delivered, evaluated, identified
- Engineered, devised, prepared
- Wrote, reviewed, maintained
- Analyzed, invented, collected
- Diagnosed, debugged, investigated
- Performed, planned, founded
- Coordinated, enabled, identified



### **Awards and Honors**

### XYZ University

- ACM Student Treasurer, 2012
- Tuition scholarship, 2011-present
- Dean's Honor List, 2011-present
- Best poster, 2012 ACM Regional Conference

### **ABC High School**

- Finalist, Regional Science Fair, 2010
- NCWIT Aspirations in Computing Award Winner, 2011
- National Robotics Finals, 2011 (team co-captain)

Consider dropping HS activities after your freshman year



## Service and Leadership

- Co-Founder of ACM and ACM-W Student Chapter, April 2011
- Student Representative, XYZ Student Senate
- Tutored math and science, ABC High School, 2010-present
- Solicited and published articles for the student section of the CS departmental newsletter
- NCWIT Aspirations in Computing Award Winner, 2011
- Volunteer, DEF Elementary School, to check security filters on computers used by children with access to internet
- Competed in the National Robotics Championship, 2012



### **Additional Resume Sections**

- Conference Participation, Poster Presentations and Publications
- Professional Memberships (e.g. ACM, SWE, NSBE, SHPE, AISES, IEEE)
- Hobbies and Interests (as room permits)
- References (as room permits)

Try to keep your resume to one page and use a simple format



## Getting Feedback on your Resume

- Look at sample resumes online
- Schedule a resume review with your university's career center
- Ask a professor to review your resume
- Ask your mentor for feedback How would they describe you based on your resume?



## **Getting Visibility for Jobs**

- Attend career fairs at your university
- Participate at regional/national conferences of professional organizations: SWE, SHPE, NSBE, SACNAS, CAHSI, IEEE
- Create a LinkedIn profile that matches your basic resume
- Build your network ask for a business card, write notes on the back
- Leverage your network send LinkedIn invites to people you met, sharing a bit about your conversation



# A complete LinkedIn profile increases your success with recruiters

- Your LinkedIn web profile is your direct personal brand
- Profiles can be rejected because there was not enough information
- Look at similar profiles to figure out what to include and how to include it
- List your skills as you develop them and update regularly
- Many employer websites also ask you to create a profile and let you upload a resume and cover letter – be consistent



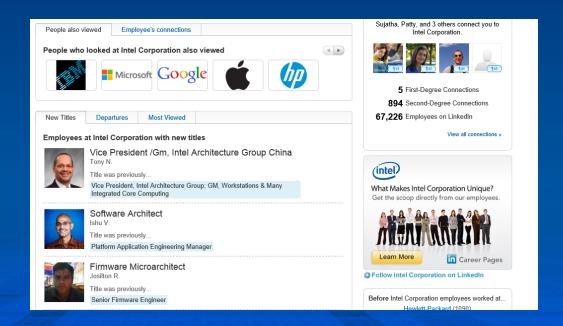
## Join Groups

- Pick a couple of professional associations and tech feeds, and start following to the conversations.
- It's a good way to network, hear what's new in the field, find out about job postings, and learn what matters to people in your professional circle.



## Visit Company Pages

- Where do you want to work?
- Who do you know there?
- What does the average professional profile look like?





### Managing Your Online Presence

- Recruiters will check you out online
- Keep your personal Facebook profile private, your Twitter feed professional
- Create a separate FB profile for your professional network
- Search for yourself online and see what comes up
- Don't let anyone take photos you don't want to see online
- Get a professional headshot
- If you blog, tweet, or post, keep the message positive do not complain about your job or boss
- Approve/deny posts or tags by your friends



### **Getting Recommendations**

- Ask people in your trusted network for online recommendations via social media (e.g. LinkedIn)
- Write online recommendations for others
- Endorse skills and expertise of others



### Using social media to your advantage

- Share with your network you are looking for a job
- Tweet about the area you are interested in
- Share blog posts, articles relevant in your area
- Follow recruiters or technical people on Twitter



### After Creating a Great Resume...

- Change voicemail message to a professional greeting, or use a default (automated voice)
- Dress for success for the interview and for the job show off your brains, otherwise you may not be taken seriously
- Visit your career services office for resume and interview tips. Mock interviews can help.
- Ask a trusted advisor or faculty member for a strong letter of recommendation and place it on file
- Share your career interests and goals with them, as well as a copy of your resume so they can write a good letter



## Landing the Interview

### Phone screen:

- Be prepared and do research on the company
- Schedule interviews when you are not rushed
- Take every interview seriously and show your passion
- Maintain a calendar of events and appointments
- Keep meticulous track of calls from recruiters and interviewers via separate electronic or paper folders
- Send email thank-you's and follow up as needed
- If you need to reschedule, do so professionally ASAP!



## Interviewing 101

- Make sure you are comfortable with the languages and technologies listed in your resume
- You will be asked about things that didn't go well in a project/class or failures, what you learned from it is important
- Ask how employees are evaluated and what the paths for career growth are
- Remember you are also interviewing the company/team you will be working with them!



## Sample Interview Questions

- Technical vs. Behavioral Interviewing
- Use search engines to find specific questions from specific companies for specific jobs
- Visit <u>www.glassdoor.com</u> to read comments of people who were recently hired, but take them with a "grain of salt" unless you see a persistent pattern



## Technical Interviewing

- Practice writing code on a whiteboard and using online tools like <u>Collabedit</u>
- Suggested books:
  - "Programming Interviews Exposed: Secrets to Landing Your Next Job", John Mongan & Noah Suojanen
  - "Cracking the Coding Interview: 150 Programming Interview Questions and Solutions" Gayle Laakmann
  - Take every interview seriously and show your passion
- It's not about coming up with the best solution fast, it's about sharing your thinking process talk out loud



## Technical Interviewing

- Before you start giving a solution, ask questions that may simplify the problem: Is the array sorted? Are the arrays the same size?
- If you didn't understand the question, check with examples of input and outputs to clarify.
- Use examples above to walk through what the algorithm should be. You can't write a function/method if you don't understand what it is supposed to do.
- The first solution does not have to be the most efficient. After giving the time complexity of your solution, see if you can come up with a more efficient solution and reduce the running time.
- There is a difference between the time complexity and running time.



## Behavioral Interviewing

Did you have a situation where you had to address a significant issue that blocked your team's progress on a project? Describe what you did.

### Answer 2:

Yes, I was the team lead in one of my class's final projects and one of our teammates was not showing much progress on the part he/she was assigned and the deadline was coming up.

### What did you do?

I talked to him/her privately about our concerns. It turns out he/she was not too familiar with the component and was too afraid to ask questions so we set up sometime to work together.



## **Building Your Negotiation Skills**

### Prepare:

- <u>Research</u> the salary range for the position you are offered. <u>www.glassdoor.com</u> has specific salary information on positions and locations within various companies
- Practice with a peer or colleague on how you might make the ask
- Be ready to counter offer by emphasizing the unique skills you bring to the job and why you are the best fit

### Stay connected:

- Ask how best to check in with recruiters
- If you are still waiting for a decision and have other offers, it may be ok to let the recruiter know.
- Going back and forth may result in an offer being withdrawn or getting less than what initially offered.

### Keep it professional:

Recruiters can lose interest on you if your social media updates reflect that you are leaning towards another employer or are unhappy with the role/pay offered

# **Got Questions?**

