Google

RESUME & INTERVIEW TRAINING

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Table of Contents

Resume tips

Recruiters should be able to find pertinent info on your resume with ease.

- PDF format
- Clean, simple, consistent, bullet-pointed
- Action words + metrics = results + impact
- Contact information
- References upon the request

Resume structure

1) Education
2) Work experience
3) Projects
4) Activities / Leadership
5) Honours / Awards

Education

Your education should be the first section of your resume.

- Post-secondary schools attended
- Intended major / minor degree
- Graduation month and year
- Grade point average
- Relevant coursework
- Technical skills

Work experiences

Focus on your impact

- Include employer, position, dates employed
- Keep bullet points clear, concise, and descriptive
- Consider relevant experiences

Examples

Before (Not very good):

Company, Sydney, Australia   May – August 2017

Software Engineering Intern
- Deployed company's new and improved in-house account reconciliation system
- Generated daily reconciliation report for finance team
- Languages: Python

After (Good):

Company, Sydney, Australia   May – August 2017
Software Engineering Intern
- Deployed new in-house account reconciliation system using **_Python_** and improved latency by 12% by designing and implementing new frameworks.
- Generated daily reconciliation report for team by automating workflow of 8 different tasks.

Projects

Again, focus on your impact.

- Accomplished [X], as measured by [Y], by doing [Z].
- Course projects
- Personal projects
- Technical skills gained: Java, C++, Python…

Activities / Leadership

Tell us what excites you.

- Clubs and Organisations
- National society chapters
- Programming competitions & hackathons
- Internships
- Teaching Assistantships
- Research opportunities
- Open-source projects
- Tech-focused developmental programs

Final tips

Demonstrate your passion for tech.

- Education: Include your graduation month / year
- Work Experiences: Explain your work with:

        ▪ "Accomplish [X], as measured by [Y], by doing [Z]."
- Experience: Highlight how you've used Java, C++, Python
- You: Tell us your story.

Interview Assessment

The engineering skills we're assessing
- Data structures and algorithms
- Problem solving and analytical skills
- Code understanding
- Communication

How to prepare before your interview

Invest time in preparing for your interview.

- Review the fundamentals
- Practice your strongest coding language.
- Practice in a shared doc / whiteboard with a friend

Common mistakes

1. Not verbalising your thoughts
2. Not listening to the interviewer
3. Jumping into the code
4. Not testing
5. Not writing real code
6. Premature optimisation

Final tips

Don't worry – interviews can be messy.
- Don't sweat small syntax errors: try to get the details right.
- On a whiteboard, write legibly, leave extra room, draw arrows, use helper function.
- Be conscious of time
- Not "one strike, you're out"
- There are no shortcuts: practice, practice, practice!
- Error on the side of over-communicating
- Test your code
- Don't panic. You know your stuff.