

Sanusi Tandun
Feb 2018



Background and Unique Perspective

- [Sr. Manager](#) at Apple with team in US and China
- [Father-coach](#) HS to Berkeley (Business and CS Majors)
- [Recruiting](#) experience at Berkeley, MIT, Duke, Columbia, Waterloo and China
- Business and Mechanical Engineering Interns in US and China
- Career-coach for College and HS students
- MBA from UC Berkeley Haas School of Business and BS from Iowa State
- Fremont Union High School Foundation Board-member and Bayco Advisor

Recruiting at US, Canada and China colleges



Massachusetts
Institute of
Technology



上海交通大学
Shanghai Jiao Tong University

UC San Diego



THE UNIVERSITY OF
CHICAGO

ACADEMIC <> JOB SEARCH

Dedication to a special person that needs help. Self-trained and have met many wonderful people throughout this journey. Seen successes and tears. Only one is certain, TIME is your friend.

START EARLY!



Retail Jobs

Jeff Bezos

Founder of Amazon.com

Net Worth

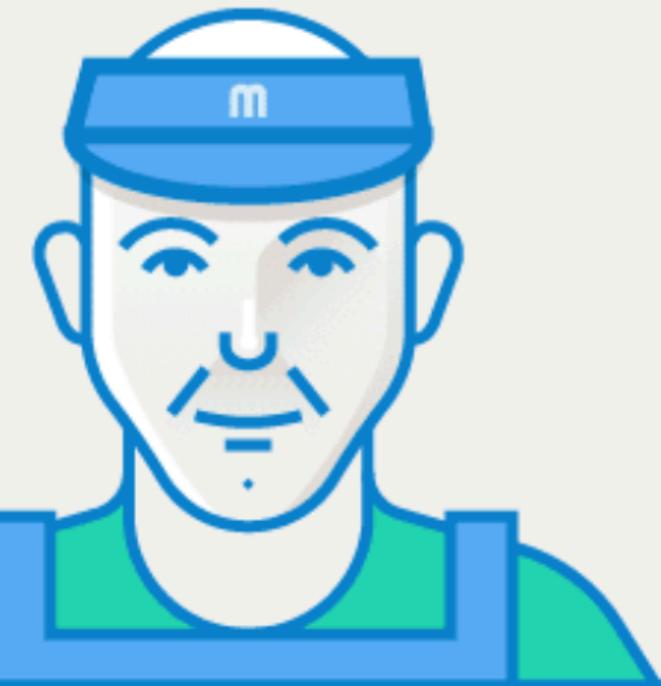
\$93.3 Billion

Former Job

McDonald's cashier

“

You learn a lot as a teenager working at McDonald's. It's different from what you learn in school. Don't underestimate the value of that!



Resume Guidelines

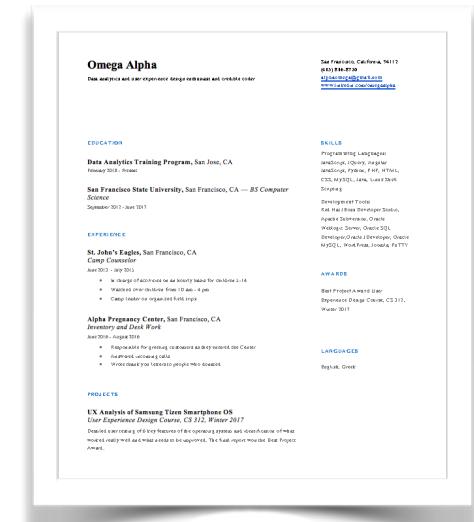
- It's all about you and you only
- No hard rules
- Nothing less than *Perfect*
- It's a *Living* document
- Only if it helps you
- The only way to know if it works is to apply for jobs



Resume: The Basics

JANE DOE
jane.doe@gmail.com | 408-xxx-xxx

- **Template:** don't spend too much time to choose or create, focus on content
- **Length:** one page and one page only, no exception
- **Your name as filename**
- **Send PDF Only**
- **Name (nick name is perfectly fine) and Email Address**
- **Remove your home address for privacy reason**



Resume: Education

Education

Homestead High School, Cupertino, CA

May 2017

GPA: 4.0 ACT:

Technical Skills: Python, etc.

Coursework:

Awards (here if not too many)

- **Graduation date is a must**
- **Include Community college classes, online classes, etc**
- **GPA if ≥ 3.5 , No if <3.3 , up to you if in between**
- **Test scores if you are proud of them**
- **Objective and/or Summary not recommended**
- **Awards can be at the top or in the bottom**



Resume: Formating

Experience:

SW Engineering Intern at ... San Francisco, CA

Apr – Sep 2014

- Used Ruby on Rails to add functionality to the website, such as mailer notifications and easy export of data.
 - Implemented a new infrastructure and user interface for the messaging system using Javascript/Query.

Legal Assistant at the Law Office of ...

July '12 - Present

Perform administrative work managing files, preparing documents, contacting clients, and being a witness for Estate Planning and Probate Law Office

- Experience instead of Work Experience to include clubs, projects, etc
 - Title: Assistant vs. Legal Assistant vs. Legal Intern vs. Law Intern
 - Be Consistent: dates, bullets, indentation, company name, location, etc
 - Most recent experience at the top
 - Most relevant and/or important bullet at the top

Resume: Experience

EXPERIENCE

Social Media Intern, SocialMedia.com, Hollywood, CA

June-August 2015

- Assisted with all facets of outreach including building and maintaining social identities and keeping up-to-date on social media trends. Performed internet research, target list creation, and database management
- Interacted regularly with core fans on message boards, video upload sites, and microblogging sites
- Contributed to the content and appearance of each account/profile and analyzed statistics and traffic of each social media account
- Improved monthly Facebook page viewership and membership by 14%

- Call out technical skills like Python in bullets
- Present tense for current role and past tense for past roles
- Include international experience, family business and volunteer exp
- Quality, not quantity of experience
- Watch out for acronyms, don't assume your audience knows them
- Accomplishments: what makes you proud, why it is significant, etc
- Don't show weakness: assist, help, make simple part, etc

Resume: Additional Information

OTHER SKILLS AND INTERESTS

Languages: Competent in written and spoken French

Interests: Drawing and painting landscape

- **Language**
- **Awards**
- **“Fillers”**
- **Hobby or Interest but only serious ones**
- **Anything positive that you want managers to know**

Again, it's your resume!

LinkedIn Profile

- Professional Photo
- Must be consistent with your resume
- No one page limitation
- Let the world know that you are looking
- Get recommendations
- Find and join groups
- Connect with people you don't Know

Internship: The Importance of Starting Early

- ① **Why do companies hire interns?**
- ② **Summer, Fall, Spring Internships and Co-Ops**
- ③ **Paid vs. unpaid**
- ④ **Does it have to be in the US?**
- ⑤ **Job Search takes time and effort**
- ⑥ **Interview Skills**

Create Your Own Internship!

Applying for Jobs

- Learn the Recruiting Process and **TIMELINE**
- HS: Many first jobs are through networking
- Cover Letter: Attached is my resume
- Pure Stat: the more you apply the better your chance
- Resumes get you interviews
- Interview skills get you jobs
- **Jobs >> stronger resumes >> more interviews**

Don't be too proud to ask, make them proud!

2018 Job Fair!



- 2017 Job Fair @ Homestead: 14 businesses and 250 students/parents
- 2018 Job Fair @ Monta Vista: March 21 4 - 6PM