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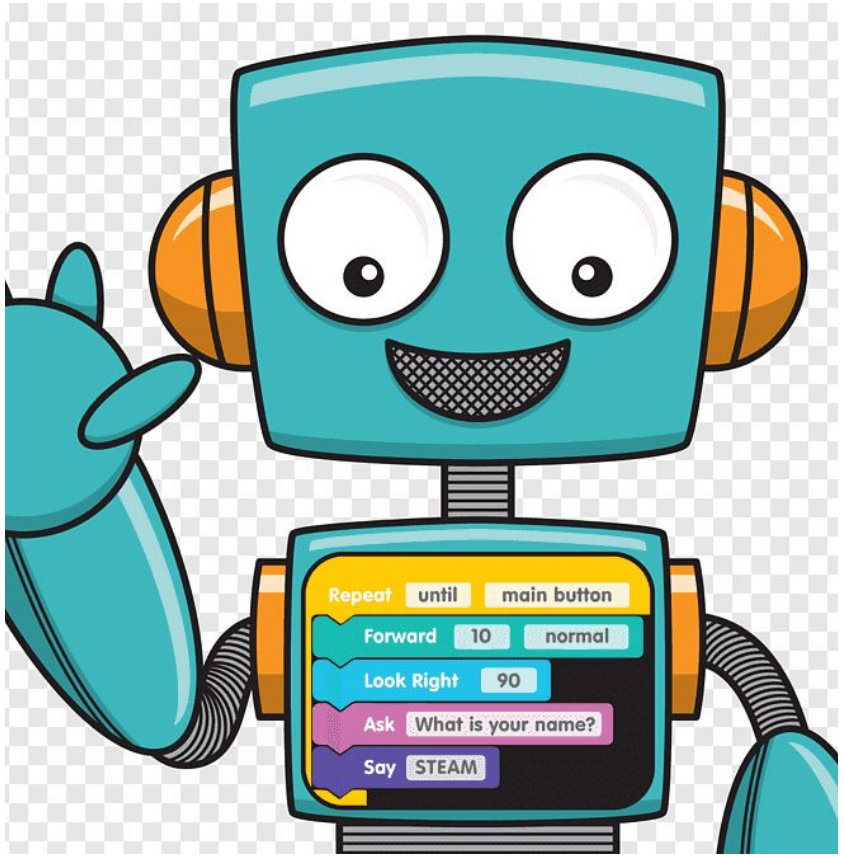
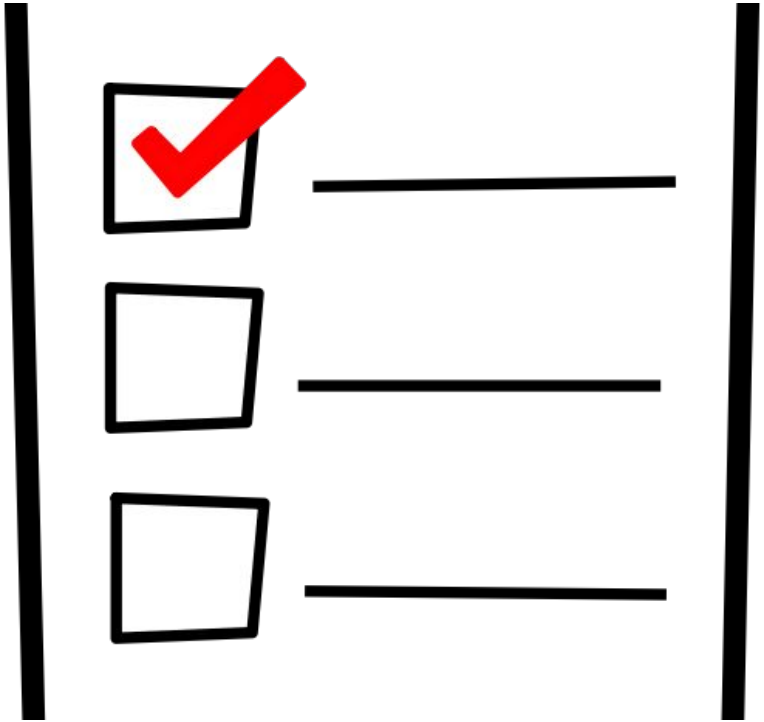
Your Todo-list for job



By Kratika Chowdhary

The List



1. Understanding of the subject
2. Resume
3. Project
4. Applying for jobs
5. Experience
6. Interviews
7. Communication skills
8. Technical skills

WHat Fresher feel when applying for job

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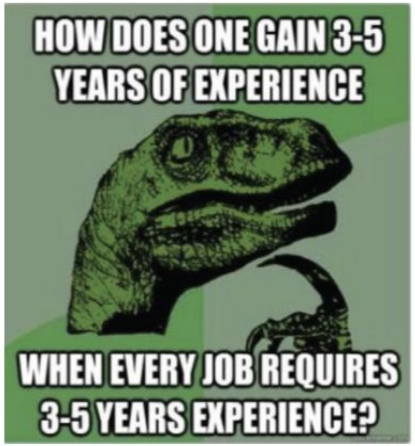
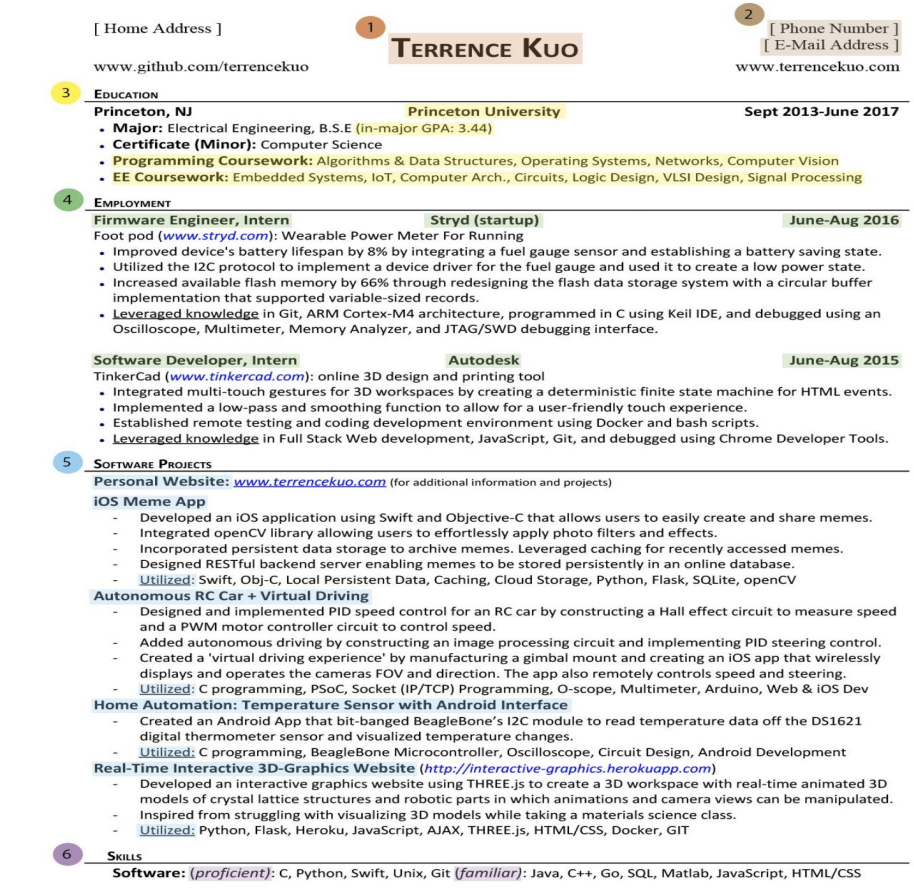


Key pointers for resume



[Home Address]

1 TERRENCE KUO

2 [Phone Number]
[E-Mail Address]

www.github.com/terrencekuo

www.terrencekuo.com

3 EDUCATION

Princeton, NJ — **Princeton University** — **Sept 2013-June 2017**

- **Major:** Electrical Engineering, B.S.E (in-major GPA: 3.44)
- **Certificate (Minor):** Computer Science
- **Programming Coursework:** Algorithms & Data Structures, Operating Systems, Networks, Computer Vision
- **EE Coursework:** Embedded Systems, IoT, Computer Arch., Circuits, Logic Design, VLSI Design, Signal Processing

4 EMPLOYMENT

Firmware Engineer, Intern — **Stryd (startup)** — **June-Aug 2016**

Foot pod (*www.stryd.com*): Wearable Power Meter For Running

- Improved device's battery lifespan by 8% by integrating a fuel gauge sensor and establishing a battery saving state.
- Utilized the I2C protocol to implement a device driver for the fuel gauge and used it to create a low power state.
- Increased available flash memory by 66% through redesigning the flash data storage system with a circular buffer implementation that supported variable-sized records.
- Leveraged knowledge in Git, ARM Cortex-M4 architecture, programmed in C using Keil IDE, and debugged using an Oscilloscope, Multimeter, Memory Analyzer, and JTAG/SWD debugging interface.

Software Developer, Intern — **Autodesk** — **June-Aug 2015**

TinkerCad (*www.tinkercad.com*): online 3D design and printing tool

- Integrated multi-touch gestures for 3D workspaces by creating a deterministic finite state machine for HTML events.
- Implemented a low-pass and smoothing function to allow for a user-friendly touch experience.
- Established remote testing and coding development environment using Docker and bash scripts.
- Leveraged knowledge in Full Stack Web development, JavaScript, Git, and debugged using Chrome Developer Tools.

5 SOFTWARE PROJECTS

Personal Website: *www.terrencekuo.com* (for additional information and projects)

iOS Meme App

- Developed an iOS application using Swift and Objective-C that allows users to easily create and share memes.
- Integrated openCV library allowing users to effortlessly apply photo filters and effects.
- Incorporated persistent data storage to archive memes. Leveraged caching for recently accessed memes.
- Designed RESTful backend server enabling memes to be stored persistently in an online database.
- Utilized: Swift, Obj-C, Local Persistent Data, Caching, Cloud Storage, Python, Flask, SQLite, openCV

Autonomous RC Car + Virtual Driving

- Designed and implemented PID speed control for an RC car by constructing a Hall effect circuit to measure speed and a PWM motor controller circuit to control speed.
- Added autonomous driving by constructing an image processing circuit and implementing PID steering control.
- Created a 'virtual driving experience' by manufacturing a gimbal mount and creating an iOS app that wirelessly displays and operates the cameras FOV and direction. The app also remotely controls speed and steering.
- Utilized: C programming, PSoC, Socket (IP/TCP) Programming, O-scope, Multimeter, Arduino, Web & iOS Dev

Home Automation: Temperature Sensor with Android Interface

- Created an Android App that bit-banged BeagleBone's I2C module to read temperature data off the DS1621 digital thermometer sensor and visualized temperature changes.
- Utilized: C programming, BeagleBone Microcontroller, Oscilloscope, Circuit Design, Android Development

Real-Time Interactive 3D-Graphics Website (*http://interactive-graphics.herokuapp.com*)

- Developed an interactive graphics website using THREE.js to create a 3D workspace with real-time animated 3D models of crystal lattice structures and robotic parts in which animations and camera views can be manipulated.
- Inspired from struggling with visualizing 3D models while taking a materials science class.
- Utilized: Python, Flask, Heroku, JavaScript, AJAX, THREE.js, HTML/CSS, Docker, GIT

6 SKILLS

Software: (*proficient*): C, Python, Swift, Unix, Git (*familiar*): Java, C++, Go, SQL, Matlab, JavaScript, HTML/CSS

- The Essentials from a Glance
- Who Are You
- Contact Information
- Education
- Employment
- Personal Projects
- Skills

Some more tips

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To best showcase my accomplishments in my résumé, I adopted the following powerful formula, created by the Former SVP of People Operations at Google, Laszlo Bock:

> "Accomplished [X] as measured by [Y] by doing [Z]" — Laszlo Bock

Improved	Utilized	Increased	Decreased
Integrated	Implemented	Established	Developed
Incorporated	Designed	Added	Created
Piloted	Transformed	Spearheaded	Revitalized
Optimized	Shaped	Spurred	United
Reduced	Redesigned	Produced	Used
Refactored	Structured	Obtained	Built

Verb Wordbank

> **Tip:** Create a personal website that showcases and documents all of your personal projects. This is a little hack that 'virtually extends' your résumé beyond the one-page limit.

- Reduced ____ by ____ by ____.
- Redesigned ____ for ____.
- Implemented ____ for ____ by ____.
- Improved ____ by ____ through ____.
- Utilized ____ to ____ for ____.
- Increased ____ by ____ through ____.
- Integrated ____ by ____ for ____.
- Incorporated ____ for ____ by ____.

leveraged knowledge bullet point.

- Make sure your name and contact information is correct and legible
- Be sure to include your education. If your GPA is low, leave it out or be creative!
- Utilize the "Accomplished [X] as measured by [Y] by doing [Z]" formula to effectively show the impact that you had in your past employment
- Do personal projects — especially if you do not have past experience working in tech

Key pointers for cover letter

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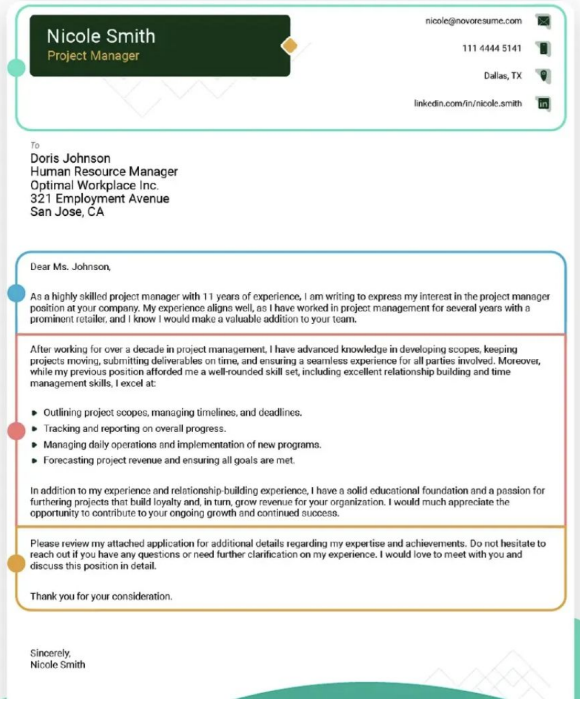
Cover Letter Structure

1. Contact Details

2. Intro
- Personal information
- What you're applying for
- Where you're applying to
- Why you're applying

3. Body
- Story behind your achievements
- Be as factual as possible
- Show off your achievements using metrics (when possible)

4. Conclusion
- Mention future plans
- Thank the reader and conclude



Nicole Smith
Project Manager

nicole@novoresume.com
111 4444 5141
Dallas, TX
linkedin.com/in/nicole.smith

To
Doris Johnson
Human Resource Manager
Optimal Workplace Inc.
321 Employment Avenue
San Jose, CA

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects moving, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship-building experience, I have a solid educational foundation and a passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,
Nicole Smith

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