

ENGINEERING 23

Finding an Industry Internship Seminar

William Herrera, M.Ed.
Director of Undergraduate Internship Program

October 12, 2021
Week 3: Content Slides

Career Fair Preparation Part II

Week 1 Agenda

**Engineering a Professional
Resume (25 min)**

Advanced Resume Tips (40 min)

Week 2 HW Review (10 min)

Score Sample Resumes (15 min)

**How to Write a Coherent Cover
Letter (15 min)**

**Preview Week 3 HW
Assignments (10 min)**

Engineering a Professional Resume

Purpose of a Resume

- Think of resume as tailored “self-advertisement” that sums up your experience on one page
- On average, a corporate job opening attracts 250 resumes! Only 4-6 people will be called for an interview... and only 1 of those will be offered a job

What is a Resume?

- It is your professional story and is ever changing
- Tailored one-page summary of how you best fit that specific position
- Your resume is your marketing tool
- Crafting a resume is an art not a science!

Curriculum Vitae vs. Resume

CV	RESUME
<p>Academics & Employers</p> <p>Obtain an academic- or research-focused position</p> <p>Complete history of academic credentials</p> <p>All achievements</p> <p>Flexible</p>	<p>Potential Employers</p> <p>Obtain a position in govt., nonprofit, tech, business, etc</p> <p>Brief snapshot of your most relevant skills and work experience</p> <p>Relevant experience and skills</p> <p>One page</p>
AUDIENCE	
GOAL	
STRUCTURE	
FOCUS	
LENGTH	

What are HR managers looking for in candidates?

77%

**Relevant
Experience**

48%

**Specific
Accomplishments**

41%

**Resume was
Customized**

Engineer Change.

Age Old Problem

Obstacle for 1st, 3rd Year Transfers, or Less Experienced Students

Usually (but not always!) lack work/ research/ technical experience

Limited Resume Content

Thus, resume content is often limited to the following:

- Course engineering projects or labs (ENGR 96)
- Engineering Projects
- Technical Skills
- Work experience (professional character reference)
- Aligned Goals and Interest
- Innate characteristics and skills

Structure & Order of a Resume

Name & Contact Info

Education

Technical Skills

Relevant Experience

Engineering Projects

Additional Work Experience

Leadership & Extracurricular

Additional Skills

Resume Do's & Don'ts

DO's

	Place relevant information towards the top
	Target your resume for each specific position
	Highlight your technical skills in bullets
	Quantify your bullets and show results
	Showcase your projects

DON'Ts

Grammatical errors	
Use templates	
Lie or exaggerate your experiences	
Put "references upon request" or references at the bottom	
Place high school experiences on resume (unless relevant)	

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Advanced Resume Tips

Name & Contact Info

J BRUIN

Los Angeles, CA 90045 | (310) 206-1940 | jbruin23@g.ucla.edu | [linked.com/in/jbruin](https://www.linkedin.com/in/jbruin)

TIPS

- **Make your name and all the rest of the headers all CAPS**
 - **Recommended to include LinkedIn or Github link**
- **Recommended to put address closest to the job you are applying to**
- **Make sure your name is appropriate and your voicemail is set-up**
 - **1-2 lines MAX**

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Education

University of California, Los Angeles (UCLA)

B.S., Mechanical Engineering

- GPA: 3.5
- Honors: Dean's List
- Relevant Coursework: *Name of Course*
- Activities: Black Engineering Association, SWE, GeekSquad

Expected June 20XX

Put degree not "major"

Graduation date

If higher than 2.8

Study Abroad-University of Barcelona

Summer 20XX

Completed Integration of computer systems and Computer Systems Administration

Santa Monica City College

May 20XX

Transfer-Mathematics/ A.S, Mathematics

- GPA: 3.3

TIPS

→ BAD EXAMPLE: Do NOT
use a lot of space like
shown above!

Engineer Change.

Technical Skills

Computer: Proficient in Microsoft Office, SolidWorks, MATLAB, Photoshop, RaspberryPi

Machines: Mill, Lathe, Waterjet, Drill press, Band saw, Tapping machine, etc.

TIPS

- Only list “relevant” skills
- Make sure to include your level of proficiency
- Place your skills into categories (programming languages, lab techniques, etc.)
- Make sure bullets PROVE your level of proficiency!

Relevant Experience

Micro and Nano Manufacturing Lab, UCLA

June 2016 - Present

Undergraduate Researcher

- *Created* **world's smallest** underwater camera system capable of streaming and recording superhydrophobic surfaces **under 20 meters** of water for at least **2 hours**
- *Applied* **Kaizen** and **Jidoka** to manufacture 10 camera systems
- *Developed* procedures and *conducted* tests to observe system performance for two projects
- *Analyzed* results and carefully applied logic to *improve* camera performances to *increase* quality of streaming **by 15%**
- *Provided* weekly presentations to clearly communicate results and refine the direction of the research

TIPS

- **Quantify (show results)**
- **Have around 3-4 bullets per experience and keep bullets to 1 line**
- **More bullets for more relevant experience**

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Engineering Projects

Bruin Racing Formula SAE

September 2019 – Present

Controls Sub Team Member

- *Machined* various parts of race car using different machining (over **25 hours each**) operations, like water jet, mill, lathe, etc.
- *Designed*, over **100 logged hours**, minor parts of the brake system using a **3D CAD** software-SolidWorks
- *Applied* algebraic and geometric formulas to design a throttle cable pulley
- *Collaborated* with other subteams to confirm the conformity with their designs
- *Assembled* and *installed* brake, headrest, seat, and firewall onto the car
- Checked compliance with the Formula SAE rules and requirements
- *Researched* cost effective components and *inventoried* every part of the design, saving club up to **\$300**

TIPS

- Use action verbs at the beginning of your bullet
- Use language and verbs that match the job description
- Make sure to provide evidence of your technical skills in the bullets

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Matching Game

**Job
Description**



**Personal
Technical
Experience**

Example Job Description

Requirements:

- BS/MS in Chemistry, Biochemistry, Molecular and Cellular Biology, Chemical Engineering, Bioengineering or related field and 0-3 years experience
- Experience or coursework in biochemistry, molecular biology, protein bioengineering, and/or cell physiology
- Excellent experimental design and analysis skills
- Experience with Microsoft Office apps (Word, PowerPoint, Excel)
- Experience with bioinformatics tools such as DNA and protein sequence analysis
- **Preferred Qualifications:**
- Experience with Geneious, VectorNTI, Ugene, or similar software
- Laboratory experience with high-throughput vector assembly methodologies, DNA sequencing (Sanger and Next-gen), and plasmid purification
- Laboratory experience with electrophoresis and chromatography methods
- Laboratory experience with mammalian protein expression
- Laboratory experience with protein library generation and screening
- Experience programming and using liquid handling robots
- Experience with data analysis, R, python and ELNs

Education

University of California, Los Angeles (UCLA)

Expected June 20 XX

B.S., Chemical Engineering

- GPA: 3.5
- Honors: Dean's List
- Relevant Coursework: *Biochemistry, Molecular Biology, Computer Science*
- Activities: Blockchain at UCLA, Association for Computer Machinery, IEEE

University of California, Los Angeles (UCLA)

Expected June 20 XX

B.S., Chemical Engineering

- GPA: 3.5
- Honors: Dean's List
- Relevant Coursework: *Advanced Calculus, Physics, Communications*
- Activities: American Institute for Chemical Engineers, Bruin Racing, Bruin Space Group

Technical Skills

Computer: Proficient in Microsoft Office and MATLAB

Machines: UV-vis spectroscopy, Mass Spectroscopy, Vacuum Pump

Laboratory: Gel Electrophoresis, Pipetting, Dilutions

Computer: Proficient in Microsoft Office, R, Python, ELNs, and MATLAB

Machines: Liquid Handling Robots, DNA Sequencing, Next Generation Sequencing

Laboratory: Plasmid Purification, Electrophoresis, Chromatography

Technical Skills

Computer: Proficient in Microsoft Office, SolidWorks, MATLAB, Photoshop, RaspberryPi

Machines: Mill, Lathe, Waterjet, Drill press, Band saw, Tapping machine, etc.

TIPS:

- Make sure to include your level of proficiency
- Do not over exaggerate your proficiency
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Engineering Projects

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Recap: Final Tips

Tailor and personalize your resume to each company you apply

Fulfill the WISHLIST by mentioning all the keywords

6. LEVEL 3: Applying to Positions (cont.)



Level 3

Take polished and tailored resume (with job description) to a professional counselor or faculty advisor



Level 2

Meet w/ Engineering Peer Advisors to match your resume to job description



Level 1

Weekly Resume & Cover Letter Express Workshops @ Career Center (RSVP thru Handshake)

Recap of Advanced Resume Tips

Personalization

Tailor and personalize your resume to each company you apply!

Matching Game

- Read job description thoroughly
- Fulfill the “wish list” by mentioning all the keywords
- Focus on aligned goals and interests

Researching & Targeting Companies

Preview Homework



Week 3 HW

- 1. READ: Career Guide: “Resumes & Cover Letters” section**
- 2. Create a tailored Resume for 3 different companies/positions**

(DUE April 20)

Preview Week 4 Content



Week 4 Content & HW

Week 4 Content

1. Intro to Networking Events and LinkedIn Branding
2. Researching and targeting companies of interest

Week 4 HW

1. Create LinkedIn Profile
2. Attend info session/networking event
3. Connect with someone you met at event

Resources

CONNECT WITH US!

Don't miss out on important events! Follow us for updates!



CONNECT WITH US

 : <https://www.facebook.com/SamueliURPUIP>

 : <https://www.linkedin.com/company/samueli-urpuip>

 : @samueli_urpuip

Website: <https://www.seasoasa.ucla.edu/undergraduate-internship-program-2/>

Youtube:
[UCLA Samueli Undergraduate Internship Program - YouTube](#)

Peer Advising

[Drop In](#)
[Zoom Link](#)

[Schedule an Appointment](#)

MEET OUR PEER ADVISORS

make an
appointment



Alyssa Wang

4th year, Computer Science and Engineering

Drop in Hours: M: 3-5pm, T: 11am-12:30pm,
W: 2-4pm

Interned at Cisco, Amazon Lab126, and Cloudflare.



Josephine Neyyan

4th year, Bioengineering

Drop in Hours: M: 11am-2pm, T: 9-11am

Interned at ECA Medical Devices.
Researched with Keck Graduate Institute, PATHS-UP, UCLA Optofluidics Lab, and the Song Li Lab.



Laya Rodriguez

4th year, Chemical Engineering

Drop in Hours: M: 9-11am, W: 9-11am,
F: 11am-1pm

Transfer student. Researched with the
Laboratory of Electrochemical Systems
Engineering at UCLA.



Reina Squires

4th year, Bioengineering

Drop in Hours: Drop in Hours:
M: 11am-12pm, T: 12-2pm, W: 12-1:30pm,
R: 12-1pm,

Interned at Takeda Pharmaceuticals.
Researched with Wong Bacterial Communities
and Biofilms group, and Tawil group.



Anna Cosmin-Spanoche

3rd year, Aerospace Engineering,

Statistics Minor

Drop in Hours: M: 10am-12pm,
W: 10am-12pm, R: 10am-11am

Interned at The Aerospace Corporation
(Structural Dynamics Department). Researched
with the Campbell Group (UCLA Physical
Sciences).



Brianna Duckworth

4th year, Materials Science Engineering

Drop in Hours: M: 4-5pm, T: 3:30-5pm,
W: 4-5pm, R: 3:30-5pm

Data Analyst Intern at Soccer Skybox
Offered position in FBI Materials Science.



Alexandra Kwon

3rd year, Electrical Engineering

Drop in Hours: T: 9-11am, 2-3:30pm,
R: 2-3:30pm

Interned at Zeta Associates. Researched with Carnegie
Observatories and UCLA Communication Systems Laboratory.



Rosa Son

4th year, Mechanical Engineering

Drop in Hours: M: 9-11am, W: 9-11am,
F: 12-1pm

Interned at Miravel. Researched with Optofluidic
Systems Laboratory and RohdeLa.



Paulina Fisher

4th year, Civil Engineering

Drop in Hours: M: 4-5pm, T: 12-1pm,
R: 9-10:30am, F: 2-4pm

Interned as a Construction Project Manager the
past 3 summers in San Francisco.



Natalie Olivares

5th year, Bioengineering

Drop in Hours: R: 10am-1pm, F: 10am-12pm
Researched with Song Li's Cell and Tissue
Engineering Lab.

ENG 23 Office Hours

**William
Herrera**

T 4-5 PM

**Course
Facilitators**

[Schedule an
Appointment](#)

[Drop In
Zoom Link](#)

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#EngineerChange#ThruInternships