PART 1: RESUMES

Why should you care about creating a strong resume? Your resume is your foundation in job seeking. It's the first step! Having a strong resume enables you to network confidently and apply to internships and jobs quickly.

Your resume should be a concise summary of **what motivates you**, what your **past experience** is, and what **skills you have to offer**.

Need help with your resume?

- Join our **Discord channel** and contact the organizer of this workshop!
- ECC also offers **Career Counseling Appointments**

FORMATTING RESUMES EFFECTIVELY

Think of formatting (and eventually re-writing your bullet points) as "reframing" your unchangeable experiences in order to present them in the most relevant way possible to potential employers.

SECTIONS

The first step in effective resume formatting is having your sections chosen, and organized. Every resume should contain a **header**, your **education**, and your **experience**. One more section of our choice should also be included. This could be **volunteering experience**, **skills & interests**, or your **technical skills**.

CONSISTENCY

After choosing and organizing your sections, the next step is simple: **keep everything consistent**. Everything. Your font, font size, bolding, italicizing, underlining, capitalization, punctuation, etc. Do you use periods to end your bullet points? Use periods for all bullet points. Do you use lines to separate your sections? Use lines to separate all your sections.

GENERAL TIPS

- Use clean, easy to read, good fonts. No comic sans! 🤢
  - Good fonts include: Times New Roman, Arial, Sans Serif, EB Garamond
- Use a 10 to 12 point font. Anything smaller or larger will look jarring.
- List your experiences in reverse chronological order.
- Refer to the **uci_business_school_guide_resumes.pdf*** for more on formatting

Writing Great Bullet Points

Writing bullet points effectively is what separates good resumes from great resumes. Apply the "What, How, Why" method to all your bullet points, and your resume will stand out amongst the rest! Remember **"Intentional with direction!"** and avoid **"Flowery language, and being a walking thesaurus"**

What, how, why

Most people simply write "what" task they did on their resume. However, if you write "how" and "why" you accomplished those tasks, **it will show your passions and motivations**. This adds a significant amount of depth to your resume overall!

What did you do?	**How did you do it?**	**Why did you do it?**
Designed a global application monitoring platform	Liaise between internship teams and company leadership	To encourage internal company collaboration

Now tie it all together in one strong bullet point!

Designed a global application monitoring platform by liaising between internship teams and company leadership in order to deliver successful implementation and encourage collaboration.

Refer to the **harvard_samples_resumes_and_cover_letters.pdf*** for a list of great **action words** to use when writing your "Hows" and "Whys".

Google docs tips

How to add section underlines

1. Highlight your section title

   PROFESSIONAL EXPERIENCE
   Dunder Mifflin Paper Co.   **Scranton, PA**
   Branch Manager   *December 2001 - August 2022*
   - Liaise with internal and external teams comprised of 4 carpenters, 10+ vendors, and 3~5 contractors by monitoring progress utilizing Asana and communicating roadblocks to ensure timeliness and deliverables are met
   - Support PM supervision of installation and dismantling of 1000+sq ft trade show booths by monitoring a team of 30+ laborers' timely completion of responsibilities to ensure strict adherence to each project's allotted budget

2. Navigate to **Format** >

3. Navigate to **Format** > **Paragraph styles** > **Borders and shading**

4. Position → Bottom underline || Paragraph padding → 0 pt

How to Right justify with tab stops

1. Place your cursor in between what is being separated

EDUCATION

El Camino College|**Torrance, CA**

Completed 47 credits towards Bachelor's Degree in Economics   *Prospective Cal State Transfer 2023*

GPA: 3.12

2. Right click the margin ruler and select **Add right tab-stop**

Add left tab-stop

Add center tab-stop

Add right tab-stop

✓ Show ruler

Micha   **Michael Scott**

3. Drag the new arrow to the right to be aligned with the right indent arrow

6.94

Scott
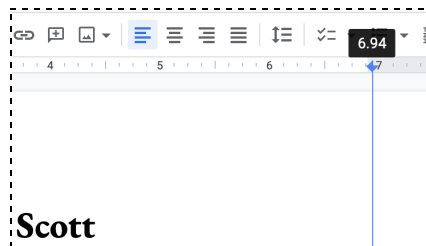
4. Press tab with the cursor still in between what is being separated

Michael Scott

Scranton, PA 18105 • (919) 839 - 1252 • michael_scott@elcamino.edu • www.linkedin.com/in/michaelscott10

EDUCATION

El Camino College   **Torrance, CA**

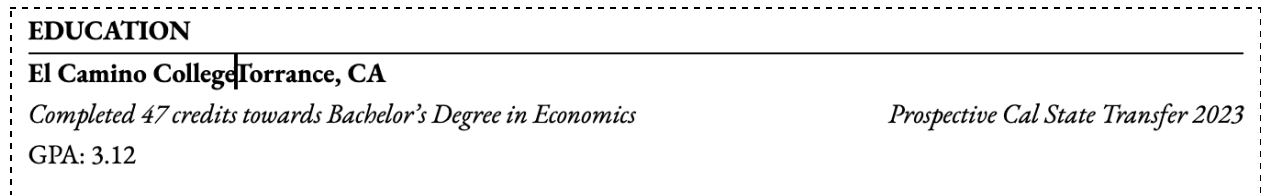*Completed 47 credits towards Bachelor's Degree in Economics*   *Prospective Cal State Transfer 2023*

GPA: 3.12
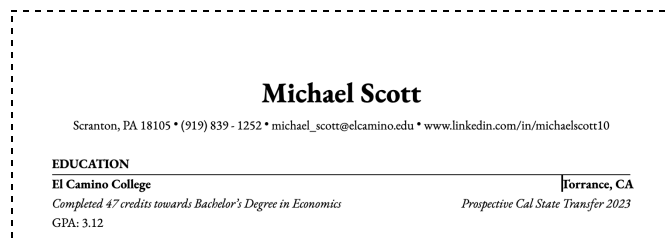
Common Resume Mistakes

After taking care of your formatting and bullet points, look out for these common resume mistakes:

- Lack of quantifiable metrics: Use as many as you can naturally fit into your bullet points
- Using the same resume for every job: Tailor your resume for every application
- Narrating your resume: Avoid using any personal pronouns
- Including pictures or age: Your resume is to showcase your capabilities, nothing else
- Spelling & grammar: Do sanity checks and pass your resume around before submitting it

PART 2: INTERVIEWS

PREPARING FOR THE INTERVIEW

It goes without saying, but you should always prepare for an interview. Follow this checklist to make a simple but solid plan to enter interviews **more confidently and comfortably**!

CHECKLIST

1	2	3	4
Research the Company	Practice common interview questions	Understand the job description	Prepare questions for the interviewers
What does the company do? What is their mission statement?	Search the most common interview questions (bring in friends, family, etc.)	Prepare examples of past experiences you may have that relate to the job description	"How would you describe someone who succeeded in this role?"

HOW TO SPEAK CONCISELY

When practicing common interview questions, follow this pattern if you have trouble speaking concisely. Use the acronym **S.T.A.R.** to help you remember how to speak with intention and direction.

SITUATION: Provide context for the thoughts and story you are trying to convey

The professor released grades for the first exam and I didn't do as well as I wanted to.

TASK: Explain where you contributed to the situation

As a result, I decided to allocate more time to the class.

ACTION: Explain how you contributed to the situation

I started going to office hours, asking more questions during lectures.

RESULT: State the outcome

On my next exam, I did significantly better and have become a much more engaged student.

Post-Interview Ettiquette

The interview may officially end when you exit the room, or you leave the virtual meeting, but there are still steps you can take to better your chances of getting a call back saying, "You've got the job!"

- Before actually leaving the interview, quickly finish up by asking **what the next steps are** ie
  - How/when you'll know the results
  - If the interviewers would like any additional information
- **Say thank you!** It's as easy as that
  - It doesn't take much effort, but saying thank you goes a long way. Let the interviewer know you appreciate their time.
- If rejected, graciously **ask for feedback.** This accomplishes two things:
  - Helps you learn how to do better next time, or in the next interview
  - Shows you are **willing to admit shortcomings** and **want to grow**, potentially keeping that opportunity open
- If accepted, celebrate! 🥳 But don't forget to **officially accept the offer**
  - On top of that, let them know that you're looking forward to the position and ask if there's anything you should prepare for between the time of acceptance and the beginning of the internship/job **to show you are proactive**

PART 3: LINKS & CREDITS

LINKS

Github Repository (includes all aforementioned referred files)

https://github.com/ecc-cs-club/resume-interview-workshop

Link to Michael Scott's general resume template (editable)

https://docs.google.com/document/d/1DagwheJTnwYUY01yb_--h528Jur7f5Zu2RdGfFAhDMU/edit?usp=share_link

Link to Michael Scott's tech resume template (editable)

https://docs.google.com/document/d/1GgbHy7bMXdOhVT66XzHBGIRPDGN-ht7B58cWBOQbOjo/edit?usp=share_link

Link to ECC Computer Science Club's Discord channel

https://discord.gg/n9TTvCpB2Q

CREDITS

Original authors:

Rebecca Gloyer, Jeon Park

Special thanks to:

 Marisa Yip, Edwin Kofler

Last edited: November 18th, 2022