How To Answer Behavioral Questions:

1) Tell us about a challenge you faced at work and (how did you solve)?

- Once, I worked in a very diverse team with people from various backgrounds so naturally during high-stress times there would be clashes between some of the members. during one particular instance, two of my team members got into a heated argument in the middle of a meeting.

- I realized that I had to de-escalate the situation, so I quickly intervened before things got out of hand. Because I knew that it could potentially harm productivity both in the short term and long term.

- I gently and non-confrontationally, objected and brought the conversation back to the meeting objectives. They were temporarily calmed, but once the meeting was over, I knew that there were still issues unresolved between them. and I knew it was caused by misunderstanding and miscommunication. so, i proactively took initiative and asked to see them separately in a relaxed environment for happy hour after work and explained the misunderstanding for both sides.

- really, it was a simple case of communicating effectively and I learned from this experience the power of effective communication.

- i also learned, how to predict and prevent such altercations in the future by paying careful attention to the stress, mood, and interpersonal relations between my teammates. in doing so, I was able to make our team work more cohesively from then on.

another sample:

getting last-minute tasks and having to complete it on strict deadline:

there were multiple times in the past in which my manager/superior/test lead asked me to complete a new task just before leaving at the end of the day with the deadline being right away.

- first, I analyzed the task and how much work/effort needs to be put in to complete. then I brought it to my team so that we can handle it together, because it would be more efficient and be completed more quickly.

- once my team came up with a strategic plan of attack, we ordered pizza, and got right down to work.

- we all stayed late, finished the task and had pizza to celebrate. it was a great team bonding experience, and it was satisfying to know that we completed the necessary by the deadline.

- in my belief, we are all in it together, not just my team but the company. we are all on this ship and either we sink together or swim together.

- so if ever there are similar such situations, to me it's getting the team together and doing whatever is necessary to get the job done in a timely efficient manner.

ALWAYS SELL YOURSELF AS A PROBLEM-SOLVER

FIRSYT ANALYZE PROBLEM/SITUATION, THEN SHOW STEPS ON HOW YOU SOLVED. THEN SHOW WHAT YOU LEARNED UPON REFLECTION.

IF your manager/test lead/boss asks you to do something a certain way and you don't agree what do you do?

- first I would agree with their approach,

- but I would also offer alternative options that I think might work more efficiently, etc.

- and if he/she still disagrees, then I defnitely would not go above him/her, but be assured in the fact that I offered different solutions, we communicated effectively and so I would along with his/her approach.

Ultimately, he's my boss/manager/lead for a reason, and after thorough discussion, I would defer to him/her.

ANY KIND OF SOFT CHALLENGE QUESTION:

- always show off and mention your communication skills/interpersonal skills.

WHAT IS YOUR GREATEST STRENGTH?

Cliches: I have excellent technical capabilities, I'm a great team player. I'm detail oriented.

1) doing everything and anything to get the job done (problem solver)

- I'm the kind of person who will do anything and everything to do whatever job is necessary to solve problems and do my work effectively. As long as it's not illegal or unethical, I will do it.

- early in my career, I didn't realize that I should be proactive, take charge, and be unafraid to take ownership of issues that came up around. I usually just waited for someone to tell me what to do. but soon I realized how much power there was in jumping in to not only offer solutions but working on applying those solutions. it empowered me and vastly improved me as an employee.

- My excellent communication skills. I didn't always have this, and early in my career I definitely struggled because I lacked this crucial skill. But thankfully, through my own observations and through amazing mentors, I was able to catch early on the importance of being able to speak to people in manner that would maximize relationships and productivity.

- it definitely took some time, but through careful practice and a lot of feedback I was able to get to the point I am at today. Of course, I still have a long way to go and there will always be room for improvement. but i'm proud of this strength that I have cultivated over the years.

COMMUNICATION IS KEY

- I have excellent empathy. I can always put myself into someone else's shoes and see from their perspective, which again helps me with my communication skills because I won't (and do not) take anything personally and just focus on working through each issue until it is resolved.

WHAT IS YOUR GREATEST WEAKNESS?

cliches: I work too hard. I'm a perfectionist. I obsess over getting things done.

1) CYBERTEK RESUME PEOPLE:

- I don't have as much real work experience as those that are traditionally in the market right now with 6, 7, or 8+ years of experience. I am obviously in competition with these folks and it might make it more difficult for me to land jobs. HOWEVER, I believe that my experiences, however short in time, are actually going to help make me a better candidate. BECAUSE I will be fresh, and I am more hungry and more eager to prove myself, and I don't come with old habits, expectations, and assumptions. I am a new experiment ready to explode onto the market and dominate. I always think outside and this is what has lead to make the decision i Have so far and take these courses and have this experience. So, even though this might seem like a disadvantage, I know that with my own work ethic, motivation, and personality, I can be a rockstar.

- also, it is often better to have someone fresh and new who is not only willing but eager to learn more and adapt easily than someone established with hardened expectations and habits. better to mold than go along with a long-time industry insider.

2) I can be too critical of myself. Sometimes, this can cause me to be hesitant about putting myself forward for new challenges or taking on higher or new responsibilities. however, unpleasant as it might feel, it does make me push myself to work harder and prove myself continually. but it is important for me to make sure I balance myself in this so that I don't go too far and paralyze myself.

3) My weakness is my fear of failure. This in the past has caused me not to take on new challenges or take opportunities to grow myself. I would always stay and do well in my comfort zone and not always speak up when necessary. But I learned how damaging this could be to my own self-improvement so I decided to take practical steps to improve on this weakness. I would actively try to speak up and share my ideas in meetings, I would actively look for opportunities at work to volunteer for new project or extra-curricular activities. And if I ever caught myself feeling that nagging fear holding me back, I would try to overcome and do that thing anyways. In time, I definitely saw marked improvement but of course this fear is not cmpletely gone. and i am continuing to work on improving.

ALWAYS SHOW YOUR PLAN OF ACTION TO IMPROVE WEAKNESS.

other potential weaknesses (safe to use):

- sometimes I have difficult saying no and might find myself taking on too many responsbilities whihc can wear me out (because I always still make sure to follow through and complete all of them). so I've learned to prioritize adn be able to say no or delay when necessary. and this is where my excellent communication skills comes in handy. magic word is no.

other potential strengths:

- team building (you proactively organize happy hours, socialize, get to know your coworkers)

- extremely organized and find satisfaction in order and procedures

- i'm extremely, I enjoy socializing and networking

- great mentoring skills and it gives me much fulfillment. love teaching and training others.

- always punctual

PROCESS:

1) Decide which resume

2) Send kekenus@cybertekschool.com your resume (THE MORE COMPLETE IT IS, THE SOONER IT WILL GET BACK TO YOU)

- expect 1-2 week delay in getting feedback

3) once you receive finalized resume, and you feel prepared technically/interview wise, you are ready to go to market.

4) open new email account (if you haven't already), have new phone number for those switching to Cybertek Resume from previous market resume.

5)upload your finalized resume to Dice/Monster and fill out the necessary. make yourself searchable. (relocate)

- each day, REUPLOAD RESUME.

6) check email/phone hourly and BE RESPONSIVE.

- have a template of answers for most commonly asked Recruiters (status, location, rate, etc)

7) Recruiter schedules interview for you with actual company

- recruit your friends. let them know you have interview scheduled and organize time for them to assist you.

8) even with interviews going well, do not stop being proactive and responding to all recruiters/applications/interview requests

-UNTIL YOU START THE JOB ACTUALLY, REMAIN ACTIVE ON MARKET. GO THROUGH ALL INTERVIEWS, ALL OFFERS, DO ALL BACKGROUND CHECKS.

9) Once you get "Verbal" offer, ask when you will receive Official Formal Offer Letter.

Once you get Official Offer Letter. Paperwork begins.

10) Complete Background and Drug Screen check.

11) During above two steps and after, make sure that you remain up to date with progress (aka, update your recruiter each time you complete a step and if you hear nothing for a few days, check in with them and say "any updates?")

WHAT IS YOUR GREATEST ACHIEVEMENT:

- have a technical sample for this

- potential technicals:

- show them code in face to face (something you came up with from scratch to automate, made team more efficient)

- anything you introduced to your team that made work more efficient

- training manual testers in automation (let's say you a previous position where you were the only automation tester in team in environment that was moving from waterfall to agile, so you trained all the manual testers in automation and also the team on agile/scrum ceremonies).

- soft improvements:

- you created a weekly activity for your team for team-bonding, in which you [insert activity: brown bag lunches, weekly sports, book club], during that you were able to connect your team outside of work and increase productivity at work as a result of getting to know your team better and giving the opportunity to get to know each other better - this achievement result in us becoming better friends outside of work so that we could be better coworkers inside of work.

1) TELL ME ABOUT YOURSELF:

CYBERTEK RESUME:

For Recruiters: Keep it short and to the point

- visa status (I have work authorization), location (if willing to relocate), rate

- can start two weeks post offer letter

- your total number of years of experience( I have a total of X years of technical experience--I have X years of testing experience, 1 year of pure automation)

PUSHBACK: I understand, I understand how competitive this market is, however I can ASSURE you that my combined experience and skillset is the equivalent in value to however many years you need. All you need to do is get me an interview, and I will guarantee success.

- I have extensive experience in MajorTechSkill1, 2, 3, etc. And I've been working in several projects that make thorough use of these skills and tools. I'm also still learning new tools to make myself more competitive.

- Additionally, I'm certified in X, Y, and/or Z and currently working on A certificate (Java, AWS,)

- I have X, Y, Z degree in COmputer Science, Mathematics (any relevant field)

- If you can get me an interview, I will impress them, I can guarantee. I have the knowledge, the skillset, the experience and the soft skills.

For Company Interviewer (Typically Technical Start):

- I'm an SDET/Test Automation Engineer/Title, with over X years of total technical experience, 1 year in pure automation, X years in total testing.

- I have extensive experience in TechSkillX, Y, Z, and have worked in Agile environment and am comfortable with all Scrum related ceremonies, and am familiar with Waterfall.

- get specific: list ALL technical relevant skills/tools/etc. I'm certified in Blah, blah blah and working on...

- And I actively use most if not all these skills almost daily. And I'm eager and striving to learn new tools.

- I have X, Y, Z degree in Computer Science, Mathematics (any relevant field)

- (To conclude), and I'm a personable, team-oriented individual with excellent communication, and problem-solving skills.

\*\*\*\*\* be prepared for follow up questions for anything listed above\*\*\*\*

- prepare tell me about yourself answer, then branch out each key term and prepare basic info (how you use it, challenges, pros/cons, etc)

TRADITIONAL RESUME

RECRUITER:

- - visa status (I have work authorization), location (if willing to relocate), rate

- can start two weeks post offer letter

- I have 6, 7, 8 plus years of experience as an automation tester and have worked in X, Y, Z industries.

- I have experience with/in Selenium, Java, Etc. Mention certifications.

- DO NOT MENTION EDUCATION (INCLUDING CYBERTEK), unless expressly prompted.

- if you have education outside country, try to navigate topic away.

- if you have relevant education in US, then you can mention. otherwise do not bring up educational background.

For Company Interviewer (Typically Technical Start):

- I'm an SDET/Test Automation Engineer/Title, with over X years of experience in X, Y, and Z industries.

- I have extensive experience in TechSkillX, Y, Z, and have worked in Agile environment and am comfortable with all Scrum related ceremonies, and am familiar with Waterfall.

- get specific: list ALL technical relevant skills/tools/etc. I'm certified in Blah, blah blah and working on...

- And I actively use most if not all these skills almost daily. And I'm eager and striving to learn new tools.

- SEE EDUCATION NOTE ABOVE

- (To conclude), and I'm a personable, team-oriented individual with excellent communication, and problem-solving skills.

\*\*\*\*\* be prepared for follow up questions for anything listed above\*\*\*\*

- prepare tell me about yourself answer, then branch out each key term and prepare basic info (how you use it, challenges, pros/cons, etc)

CYBERTEK RESUME GROUP

2) TELL ME ABOUT YOUR PROJECT (and/or Framework):

- have basic overview of what the company does

- 4Stay is a housing solution for students (and others)...

- I'm an automation tester and work in a team of 9 people that consists of x developers, x testers, etc

- (google drive group has materials)

- I work on testing X functionality (how) and use Y tools to do so

- we follow Scrum ceremonies, so I also attend and prepare for meetings, etc (list scrum duties)

- My/our framework is: what kind of framework, consists maven, java, cucumber, be prepared to talk about framework.

- TECHNICAL SKILLS GALORE, TOOLS, HOW TO USE, HOW YOU ACTUALLY USE

TRADITIONAL RESUME GROUP:

- use your student resources (canvas, slack to ask fellow students current and previous)

- will post sample generic one to canvas, customize as necessary and use

- once you have determined current client, go to website, pick some functionality and "create" a project out of it. try to not choose extremely obvious (sign-in functionality)

COVER LETTER SAMPLE:

Dear Ms. Name:

I am submitting my resume for the position of Software Tester. As a skilled and highly educated professional with 6 years of experience testing Web-based applications, I am confident of my ability to make a significant contribution to your organization.

My professional experience includes analyzing the business requirements, creating test strategies, and executing tests to identify bugs in new software for the fitness-app Phyzio.

With my educational background and my attention to detail and performance, I am in an excellent position help Vendo Systems produce top quality software products.

The following are some highlights of my qualifications and experience:

• Experienced all phases of software development life cycle and testing methodologies.

• Used knowledge of Share Point, JIRA, Oracle, Java, RF ID systems, test techniques, and large scale transaction systems to perform customer acceptance testing and presented the implemented functionality to the customer to ensure that all of the functionalities requested were implemented.

• Provided improvements to the tracking and reporting status of Phyzio’s system, and designed and developed commissioning test suites to provide functional and performance validation.

• Possess outstanding oral and written communication skills in both technical and client facing situations.

My keen knowledge of software testing, review, and validation—along with my ability to think of innovative solutions and present them to clients—will allow me to bring much value to Vendo Systems. I look forward to discussing this position and my qualifications with you.

Thank you for your consideration.

Sincerely, First Last