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# Tech Recruitment:

How to Succeed at a Career Fair

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# What is a resume for?

Different in every step of process

- Apply: **Get you an interview**
- Interview: background and source of questions
- Decision: quick background for committee

# What to include/exclude

## Yes:

- Education
- Graduation date
- Relevant work experience
- Relevant side projects and extracurriculars
- Contact info (email, phone)

## Maybe:

- GPA
- Relevant skills (in own section)
- Classes

## Probably not:

- Objective or personal statement/summary
- Picture of you
- Physical address
- Humor
- More than one page

# Header

- Name (big)
- Contact info
- Maybe a link to Github, Linkedin, personal site

**WILLIAM XIAO**

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# Education

- School
- Degree
- Graduation date
- GPA (if it's good)

## EDUCATION

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**Northwestern University**

B.S. Computer Science, 2018

GPA:  /4.00

# Skills

- Quick list for recruiter or software
- Don't try to list every buzzword
- Expect to be asked questions about these

## SKILLS

**EXPERIENCE:** Android applications, Agile software development, WPF

**LANGUAGES:** Python, Java, C#, HTML, CSS

**TOOLS:** IntelliJ IDEA, Visual Studio, Eclipse, Git, GitHub, Jira

# Work experience

- Reverse chronological order
- Company name, position, dates of employment
- Describe what you did and achieved and why it matters
- Use action verbs and numbers
- Highlight your impact!
- Understandable for someone without your same experience

## EMPLOYMENT

### GOOGLE - Software Engineering Intern

Jun 2016 - Sep 2016

- Worked on improving the Android setup experience
- Wrote software for 1.5 billion Android devices

### GROUPON - Software Intern

Jun 2015 - Sep 2015

- Implemented TripAdvisor ratings for hotel and Getaways deals in Groupon's Android app, with 50M+ users
- Conducted performance testing to ensure added features did not affect load time or user experience
- Collaborated with PMs, designers, and engineers to code, document, and test new features
- Languages: Java, XML; Tools: Android Studio, Charles Proxy, GitHub, Jira

### CERNER CORPORATION - Software Intern

Jun 2014 - Sep 2014

- Worked on Agile team to develop Cerner HomeWorks, software for out-patient and hospice management
- Took initiative to write application to simplify and automate test environment setup
- Researched, planned, and managed time independently in biweekly sprints to deliver client-facing code on time
- Demonstrated newly developed features and enhancements to ~50 members of division biweekly
- Languages: C#, XAML, SQL; Tools: Visual Studio, TortoiseSVN, Sybase SQL Anywhere, Atlassian products (Jira, Fisheye, Crucible)

# Extracurriculars and side projects

- Same objective as work experience
- Must be relevant to the job, or will seem out of place

## PROJECTS

### POCKET LOCK ANDROID APP

- Developed Android app to intelligently lock and unlock phone when putting in or taking out of pocket
- Learned and applied principles of mobile development, UX, and graphic design to successfully release app to over 140,000 users
- Featured on Lifehacker, Gizmodo, Kim Komando, Daily Northwestern, WonderHowTo, Digital Spy, Android Community
- Lifehacker: "Pocket Lock... works exactly as advertised, with no fuss, and that's what makes it such a cool app"
- Google Play Store top 10 new free tools (#5 USA, #2 UK, #12 France, #12 Saudi Arabia, #13 Brazil)

## ACTIVITIES

### IEEE NORTHWESTERN - President

2013 - Current

- Plan, organize, promote, and run IEEE community events, such as soldering workshop with AM radio kits and the Annual EECS department barbeque
- Led team of peers to run club's first hackathon, BadHacks, with over 50 attendees, to encourage novice hackers to make a stupid, fun project
- Taught Android development to team of four peers and mentored them through their first app, that generates competitive, team scavengers hunts, over the course of two quarters



# Help I have too much free space

- Play around with the design
- More padding can be more attractive and easier to read
- Do something (personal project!)
- Keep track of things you do as you do them!
- Write more
  - Make a big list of everything you've done in the past few years, then narrow down from there
  - What were your responsibilities?
  - Why does what you did matter?
  - What are the impacts of your work?

# Help I don't have enough free space

- Remove older, less valuable, or less relevant experience and extracurriculars
- Cut out unnecessary words and bullet points from work experience
- Start from a blank slate, then add only the most valuable things until full

<p align="center"><b>William Xiao</b>  <a href="mailto:williamxiao@northwestern.edu">williamxiao@northwestern.edu</a> • (816) 716-4599</p>	
<p><b>Education</b></p> <p><b>Northwestern University</b>          In Computer Science</p>	<p><b>Evansville, IN</b>          Anticipated graduation: June 2017</p>
<p><b>Skills</b></p> <p>Android: Android applications and SDK, Agile development, WPF, OOP languages: Python, Java, C#, HTML, CSS          Tools: IntelliJ IDEA, Visual Studio, Eclipse, <a href="#">Git</a>, <a href="#">Guthub</a>, SVN, Jira</p>	
<p><b>Work Experience</b></p> <p><b>Groupson</b>          Software Intern</p>	<p><b>Seattle, WA</b>          June to September 2015</p>
<ul style="list-style-type: none"> <li>• Implemented TripAdvisor ratings for hotel and Getaways deals in Groupson's Android app, with 10M+ users</li> <li>• Worked with PMs, designers, and engineers to code, document, and test new features</li> <li>• Languages: Java, XML, Tools: Android Studio, Charles Proxy, GitHub, Jira</li> </ul>	
<p><b>Research</b>          Software Intern</p>	<p><b>Kansas City, MO</b>          June to September 2014</p>
<p>Worked on Agile team to develop Cerner <a href="#">HomeVisio</a> software for out-patient and hospice management. Took initiative to write application that automated test environment setup, cutting time spent in hand researched, planned, and managed time in biweekly sprints to deliver client-facing code on time. Collaborated with test analysts and overseas QA to prevent defects by writing and running test plans. Demonstrated newly developed features to 50+ members of division testing biweekly (C#, XAML, SQL, Tools: Visual Studio, <a href="#">TortoiseSVN</a>, Sybase SQL Anywhere, Jira</p>	
<p><b>Projects and Extracurriculars</b></p>	
<p><b>Udacity</b>          Next Lock Android Application</p>	<p><b>June 2014 to present</b></p>
<p>Developed an Android application that intelligently locks and unlocks the phone using sensor data. Learned and applied principles of mobile development, UX, and graphic design to successfully release app, which has been downloaded by over 100,000 users and growing. Featured on Lifehacker, Gizmodo, Phone Arena, Kim <a href="#">Kardashian</a>, <a href="#">Wonderbly</a>, <a href="#">Lifehacker</a> said: "Pocket clock... works exactly as advertised, with no fluff, and that's what makes it such a cool app" and inspired on Google's top new free tools (#5 USA, #2 UK, many more)</p>	
<p><b>Executive Board - Institute of Electrical and Electronic Engineers (IEEE)</b></p>	<p><b>2013 to present</b></p>
<p>Lead executive board to promote interest of technology and build community among students and faculty in area, promote, and run community events, such as soldering workshops, the annual EECS department banquet, and the EECS Olympics</p>	
<p>Supervised Android development of team of four peers and mentored them through their first app, that generated competitive, team scavenger hunts, over the course of two quarters</p>	
<p><b>Available Sleepier Chip Design</b></p>	<p><b>September to December 2013</b></p>
<p>Collaborated with Chicago non-profit (<a href="#">Kids in Danger</a>) to design affordable, space efficient baby crib and tested in team of four to prototype and build crib, prepare design report and presentation. Awarded Sesai Design Expo Communications awards for excellent report, presentation, and report</p>	

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## SKILLS

**EXPERIENCE:** Android applications, Agile software development, WPF

**TOOLS:** IntelliJ IDEA, Visual Studio, Eclipse, Git, GitHub, Jira

GOOGLE Software Engineering Intern

Jun 2016 - Sep 2016

## ern

Jun 2015 - Sep 2015

N - Software Intern

Jun 2014 - Sep 2014

ROCKET LOCK ANDROID APP

ROCKET LOCK ANDROID APP

**IEEE NORTHWESTERN**, President

2013 - Current

**CREATIVE RESUME**

**WILHELMINA LYN LOPEZ**

**GRAPHIC DESIGNER & PHOTOGRAPHER**

I AM CURRENTLY IN 3RD YEAR COLLEGE  
MAJORING IN ADVERTISING ARTS  
AT UNIVERSITY OF SANTO TOMAS

**SKILLS**

**PHOTOGRAPHY** **MOTION GRAPHICS** **PACKAGING** **VIDEO EDIT**

**STRATEGY** **AD CAMPAIGN** **PRINT DESIGN** **TRADITIONAL ART**

**APPLICATIONS**

**PHOTOSHOP**  
**ILLUSTRATOR**  
**LIGHTROOM**  
**AFTER EFFECTS**  
**PREMIER**

**PHOTOGRAPHY**

**LANDSCAPE** **PORTRAIT** **FASHION** **FOOD** **TRAVEL**

**CANDOR USER 5000**

**CONTACT INFO:**  
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09166410809 GLOBE

CHECK OUT MY PORTFOLIO AT BEHANCE  
<https://www.behance.net/wilhelmalopez>

Sashiminatuna.tumblr.com BLOG

# How to make your resume

- Word
  - Classic, but works well
  - Lots of templates out there
- Creddle.io
  - Generates a resume from LinkedIn
  - Easy to adjust themes
- Photoshop/InDesign/Sketch/Figma
  - Only if you already know how to use the tool
- VMock
  - Free analysis and scoring for your resume (aim for a score of 90+)

# Career Fairs

1. Polish your resume and print out copies
2. Do your research on companies you want to talk to
3. Practice your elevator pitch
4. Follow up with the people you talk to

Startup Career Fair: April 11th, 12-4 PM at Norris

# Elevator Pitches

What to include:

- Name
- Year
- Area of study (if relevant)
- Position
- Statement of interest/passion
- ASK

Hi □, I'm **[name]**.

I'm a **[year]** studying **[area of study]**  
and am currently looking for  
**[position]**.

**[statement of interest/passion]**.

I saw on your website that you **[what interests you about the company]**  
and was wondering if you could tell  
me more?

# Continuing the Conversation

- Drop the resume
- Hype up your experiences
- Ask questions -- show interest in the company!
- Get the business card
  - If they don't have one or ran out, ask for an email
- Clarify next steps: how to apply/submit resume

# Following Up

- Same day or next day follow-ups
- Remind them who you are
- Reference something you spoke about
- Attach your resume



# The Hiring Process

1. Recruiter Phone Call
2. Technical Screen
3. Phone Interviews
4. Onsite
5. Final Decision

\*not all steps always happen

# Behavioral Questions

## Common Questions:

- Tell me about yourself.
- How did you solve a problem when working with a team?
- Tell me about a time you failed.
- Why this company?
- Give three of your best/worst personality traits.

# Behavioral Interview Tips

**KEY TO SUCCESS: All the questions boil down to the same 5-10 questions. There can only be so much variation!**

- Do not overlook behavioral questions!
- Look on Glassdoor and find past interview questions.
- Tell a story: Conflict -> Resolution -> lessons learned.
- 'Embellish', but do not lie! (BUZZWORDS)
- Think hard beforehand, write down sample answers, rehearse, and maybe even memorize.

# Technical Screen & Phone Interviews

## Technical Screen

HackerRank coding challenge, etc. (more common with bigger companies)

- Solve 1-3 problems in online IDE and pass test cases
- Practice using LeetCode or something similar

Take home assignment (more common for startups)

- Build a simple app (typically utilizing company's basic API calls)
- Typically given a week or so to work and then send your code

## Phone Interviews (45-60 min)

Introduction (5-10 min)

- Interviewer will introduce themselves, tell you what they do at the company
- Tell me about yourself, tell me about a project you've worked on

Technical (35-45 min)

- Practice using LeetCode or something similar

Questions (5 min)

- Ask questions about the company
- Show interest and also learn about what it would be like to work there

# Apply!

- Career Fairs (Startup Career Fair coming up)
- Company Websites
- Piazza, Glassdoor, etc. Job Listings
- AngelList
- <http://www.intern.supply>
- Messaging recruiters (use LinkedIn to find them)
- Career Cat/McCormick Connect

Thanks for coming!