**Date:** 10/20/2022

**Student’s Name (printed):** Landon Moon

**Student’s Signature:**



**Speaker’s Name:** Carole Coleman

**Speaker’s Title:** ENGR Co-op/Intern Coordinator

**Speaker’s Affiliation:** UTA

**Title of the Talk:** Quick tips for Resumes, Interviews and Job Searching

**General Note: You must use proper grammar – write in complete sentences. You must avoid use of slang. You must write legibly. Quality is a factor, no mark outs.**

1. **List of key points made in the talk (Five or more – each point must be a complete thought).** 
   1. The purpose of a resume is to get an interview. The purpose of an interview is to get a job.
   2. Use action verbs on your resume when it comes to employment. For education put your degree first then the rest.
   3. Cover letters explain the reason for the resume and your desire in the company. Having a cover letter shows extra effort and is a plus over others that don’t include a cover letter
   4. Soft skills include your teamwork, creativity, honesty, reliability, responsibility, professionalism, etc.
   5. There are informational, traditional, and behavioral types of interviews. Informational interviews help inform you about the company. Traditional interviews are a 1–2-minute commercial about yourself. “Tell me about yourself?” – Carole Coleman. Behavioral interviews show companies how you act and who you are as a person.
2. **Discuss in 1 paragraph (not more than 5 sentences) what the guest speaker said that was most helpful.**
   1. There are a lot of different types of questions companies will ask you during an interview. These questions may be geared towards finding out your technical knowledge along with how you act, and what your interests are. You might be asked what your strengths are or how you’ve handled disagreements. You should also ask questions about the company so you know whether you would fit into the company.

**CSE - 4314**

**Professional Practices**

**Academic Integrity**

**In order for your Assignment/Homework/Project to be accepted you must read the following, sign this form and attach it to your papers (as the last page of your assignment).**

**Academic Integrity:** Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Student Signature:



Student Id Number: 1001906270

*Note: Must be read, signed and attached (stapled) as last page of homework or assignment. If it is a team assignment then all team members must read, sign and attach a single copy of the Academic Integrity form to the team’s paper as the last page. If not properly attached as last page a 2 point penalty will be assessed after grade assigned.*