

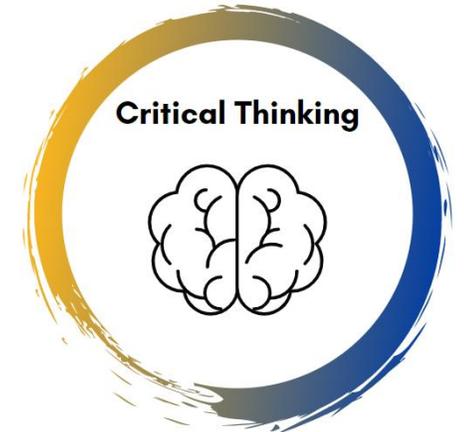
Technical Resume & Interviewing

careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.



NACE CAREER READINESS COMPETENCIES



*Obtaining **requisite competencies** that broadly prepare college graduates for a **successful transition** into the workplace.*



What You'll Learn Today

At the end of this workshop, you will be able to...



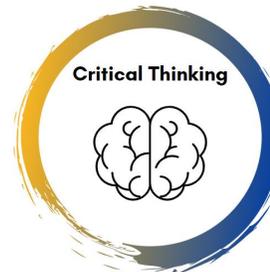
Describe the purpose of resumes and interviews



Identify the various structures and components of resumes



Explain the types of interviews and questions





Resumes

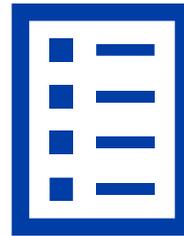


Why are resumes important?

Resumes are...



Your introduction
Create a strong first
impression



A highlight of your experience
Establish your qualifications



A living document
Update on a regular basis to
reflect new skills



Formatting your resume



Formatting your resume

Chronological

- Presents education and experience in reverse chronological order
- Most commonly used format
- Easy to read quickly
- Most effective if the majority of your experience and education is related to the opportunity

Functional

- Presents experience based on skills and abilities rather than by position
- Allows for emphasis on transferable skills
- Most effective for career changers, graduate students, and postdoctoral scholars

Many resumes are mixed format to highlight work history and transferable skills

Job Landis

1234 Street Name · Riverside, CA 92521 · 555-555-5555 · First.Lastname@ucr.edu

OBJECTIVE

To obtain a position as a Laboratory Research Assistant.

EDUCATION

B.S. Biological Sciences, University of California, Riverside June 2019
Relevant coursework: Molecular and Cellular Biology (Lab), Pathology, Microbiology, Neuropharmacology

LABORATORY SKILLS

SDS-PAGE PCR/Cloning
Electrophoresis Spectrophotometry
Amino acid analysis DNA/Extraction/Quantification

RELATED EXPERIENCE

Research Assistant, Department of Molecular Biology, UC Riverside January 2017 – June 2018
Investigated the effects on body weight and bone growth of replacement injections that inhibit thyroid hormone production

- Collaborated with a team of four students to prepare bone growth media
- Performed IM injections of varied concentrations in chickens to observe effects
- Ran 80 blood samples through gas chromatograph to check T1 levels and monitor changes in rate of thyroid hormone synthesis
- Analyzed chromatography results and communicated them with graduate supervisor on a weekly basis

Cope Health Scholars, Pomona Valley Hospital Medical Center, Pomona, CA May 2016 – June 2017

- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Assisted with accurate billing and patient records by inputting patient information into electronic medical records software

LEADERSHIP EXPERIENCE

Peer Mentor, Health Professions Advising Center, UC Riverside February 2017 – Present

- Share information and provide guidance to students on health professions programs
- Conduct 10-minute drop-ins to discuss service, leadership, and research opportunities
- Connect with students through shared professional interests in health careers

Team Lead, Best Burgers, Riverside, CA June 2016 – Present

- Place orders and perform cashiering duties in high-volume fast food establishment
- Suggested new method of packaging orders which reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

CAMPUS INVOLVEMENT/COMMUNITY SERVICE

Referee, Intramural Basketball
Volunteer, Habitat for Humanity June 2015 – Present
Volunteer, Mary S. Roberts Pet Adoption Center May 2017

ADDITIONAL SKILLS

Computer: SPSS, Word, Excel, PowerPoint, Access
Language: Bilingual in English and Spanish (written, verbal, and reading)

SCOT HIGHLANDER

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OBJECTIVE

Seeking Mechanical Engineer I position with Northrop Grumman

EDUCATION

Bachelor of Science in Mechanical Engineering June 2014
University of California, Riverside, Riverside, CA

TECHNICAL SKILLS

Software: ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice
Programming: JAVA, C/C++
Operating Systems: Windows XP/NT, Unix (BSD, Solaris, Linux)

RELEVANT EXPERIENCE

Parker Aerospace, Irvine, CA April 2013 – Present

- Mechanical Engineering Co-op**
- Perform research and development on Parker's fuel inerting system
 - Design physical test housings to analyze various system parameters
 - Modify and reprogram various Matlab files and graphical user interfaces utilizing Pro-E
 - Reduce data in efforts to determine useful correlations between system parameters for specified tests

Senior Design Project, UC Riverside, Riverside, CA January 2012 – June 2013

Three-Wheeled Vehicle Design Team Project

- Collaborated with five engineers to design and prove the concept of a fully automated three wheeled vehicle
- Designed and strategically configured the necessary mechanical and electrical components to test the model

Mechanics of Materials course, UC Riverside September – December 2012

Centrifugally Stiffened Solar Sail, NASA

- Designed full scale concept of a self-deploying solar sail with three team members
- Constructed and modeled prototype deployment device for testing aboard the International Space Station

WORK EXPERIENCE

Housing Department, UC Riverside, Riverside, CA September 2010 – June 2012

Resident Advisor

- Facilitated the personal growth of 550 residents, encouraged and enforced the compliance of community standards, and addressed various security issues in crisis situations
- Served as the Leadership Advisor to the students and participated in training on inclusive diversity practices
- Recruited and interviewed future resident advisors as part of a selection committee

CAMPUS LEADERSHIP

College of Engineering Ambassador January 2012 – Present

- Provide tours to prospective students, organized recruitment events and arranged on-campus interviews
- Represent the College of Engineering in a public relations role while greeting industry representatives

PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside
American Society of Mechanical Engineers (ASME)
Tau Beta Pi, National Engineering Honor Society
Pi Tau Sigma, Mechanical Engineering Honor Society
National Society of Collegiate Scholars (NSCS)

“Tool Box”

Relevant Experience Counts

Campus Involvement & Associations

Formatting your resume

Getting past Applicant Tracking Systems (ATS)



Keywords

Review the job description to identify skills and responsibilities. Include them throughout your resume.



Simplified format

Columns, tables, graphics are not typically understood by an ATS – limit their usage



File type

.doc files can be warped when opened by hiring manager
.pdf retains formatting, but scanned .pdf files are read as images and unreadable



Components of your resume

Components of your resume

Contact information and objective

Physical address, LinkedIn,
and GitHub are optional

Scotty Highlander
900 University Place, Riverside, CA 92507
(951) 827 – 5555
shighlander@ucr.edu
[Linkedin.com/scottyhighlander](https://www.linkedin.com/in/scottyhighlander)

Always include name, phone number,
and e-mail

OR

Scotty Highlander
900 University Place, Riverside, CA 92507 | (951) 827 – 5555 | shighlander@ucr.edu | [Linkedin.com/scottyhighlander](https://www.linkedin.com/in/scottyhighlander)

Objective

To obtain the Software Engineering Internship with ABC Company.

Optional; be specific



Components of your resume

Education

University of California, Riverside
June 2020
Bachelor of Science, Chemical Engineering
GPA 3.5

University of California, Riverside
June 2020
Bachelor of Science, Bioengineering
Relevant Coursework: Cellular and Molecular Engineering

University of California, Riverside
June 2020
Bachelor of Science, Bioengineering
Relevant Coursework: Cellular and Molecular Engineering

Riverside City College
June 2018
Associate of Science, Social Science

Always include school, degree you are seeking, graduation date

Optional items include GPA and relevant coursework

Include associate's degree(s) if earned



Components of your resume

Skills

Transferable

- Communication (written and verbal)
- Problem solving
- Project management
- Facilitation, mediation, referral
- Interpersonal skills
- Assisting, representing, teaching
- Organization
- Time management
- Goal setting and implementation

Technical

- Programming languages
- Software development
- Network technology
- Handheld inventory machines
- Technical devices
- Laboratory instruments
- Construction machinery
- Research techniques and tools
- Data science

Components of your resume

Sample technical skills

- **Programming Languages:** SQL, PL/SQL, PLSQL Developer, TOAD (Quest), Oracle SQL Developer, Java
- **Web Technologies:** JSP, XML, HTML
- **Web and Application Server:** WebLogic, JBoss
- **Databases:** Oracle, 9i, 10g, 11g & SQL
- **Operating Systems:** Windows, XP, 7 and UNIX (Sun Solaris)
- **Framework:** ITIL V3, HPSD, ServiceNow, Alarmpoint
- **Scripting Languages:** HTML, Java Script
- **Network:** Design /Analysis of LANs/WANs, Routers, Switches, Firewalls, Protocol
- **Communications:** Digital and Analog , Fixed and Mobile Wireless, Satellite, Antenna Design
- **Microelectronics:** VHDL, FPGA, Microelectronic Manufacturing and Testing (MCM, SOC), Electronic Packaging, VLSI

List most relevant skills at the top

Be prepared to speak about the skills you list in an interview

If it isn't relevant or you don't know it very well, don't include it



Components of your resume

Tailoring skills

Technical Skills

- **Programming Languages:** SQL, PL/SQL, PLSQL Developer, TOAD (Quest), Oracle SQL Developer, Java
- **Web Technologies:** JSP, XML, HTML
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- **Databases:** Oracle, 9I, 10g, 11g & SQL
- **Operating Systems:** Windows, XP, 7 and UNIX (Sun Solaris)
- **Framework:** ITIL V3, HPSD, ServiceNow, Alarmpoint

Additional Skills

- **Computer:** Microsoft Word, Excel, Outlook, PowerPoint, SPSS
- **Language:** Fluent in Spanish and English

Separating skills lets you prioritize space on your resume

Even with multiple skills sections, stick to technical skills only

Components of your resume

Experience

- Paid or unpaid
- Presentations or public speaking
- SERVICE in student organizations
- Formal or informal faculty research
- Volunteering and internships
- Class projects, labs, MAJOR assignments



How do I talk about experience?

- **Not job title, what did you do? What skills did you build?**

Cashier...Try this:

- Processed food orders efficiently and performed cashiering duties in high-volume restaurant establishment, reconciling \$1500+ in receipts nightly.

- **Accomplishments, not duties**

Responsible for sales...Try this:

- Achieved the *Arts Achievement Award* for leading the *Riverside Arts Initiative*, allowing local communities to explore arts through collaborative examination, engaging interaction, and thoughtfully planned activities. ***be specific!***

- **Use “action” words**

Responsible for tutoring students... try this:

- **Established** positive rapport with fifteen 6th graders through effective usage of technology and Google Classroom during 2020-2021 distance learning.

Experience Examples/TAR Method

Academic Resource Center, UCR

Peer Mentor

September 20xx – June 20xx

- Deliver academic support for students encountering academic difficulty to aid in skills and study habits to achieve success in their undergraduate education.
- Tutor 1st and 2nd year UCR students in mathematics using broad-based strategies and techniques to promote critical thinking and problem-solving.
- Collaborate on a team of 25+ peer mentors to lead group study sessions to help nontraditional students succeed in their courses and their professional development.
- Designed and implemented new virtual strategies using Zoom & Slack to onboard new mentors and mentees during COVID-19 which resulted in sustainable curriculum for all incoming new mentors.



What are the **tasks, **actions** & **results** in this resume description?**

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Components of your resume

Sample experience

Senior Design Project, UC Riverside
Present

September 2019 –

Web Application Team Project

- **Collaborate with a team** of 4 interns by dividing up tasks to ensure completion of project.
- Develop a web application to streamline tutor scheduling for Academic Success Center **using Java**.
- Perform **coding using JavaScript** and transcribe notes into database to keep record of process.
- Create a PowerPoint to share the web application and training manual for staff and **presented it to 4 managers**.

Start each statement with an action verb

Include accomplishments and numerical data when appropriate

Incorporate how you used **technical** and **transferable** skills into your statements

Resume checklist

- One page maximum
- 10-second glance: most relevant first
- Tailor your resume to the position
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (Juniors + remove this)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses
- Error free (both spelling and grammar)



What **NOT** to include in a resume

- Include your picture
- List age, marital status and other demographic information
- Send as a word doc – save as PDF before sending
- Reference – create a separate page





Interviewing

The first impression

It begins far before you actually interview!



**Career Fair or
Networking**



Email



**Application
Materials**



Phone Call

Once you are invited...



- ✓ Smile
- ✓ Check Schedule
- ✓ Respond Promptly
- ✓ Be Courteous

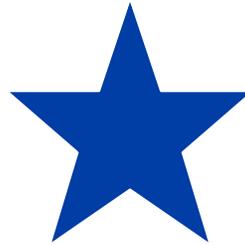
What are technical interviews?

Technical interviews allow you to...



Demonstrate problem-solving skills

Focus on showing **how** you approach real-world problems



Highlight your knowledge

Employers are looking for both breadth and depth



Show your approach

You may be asked to participate in coding challenges, paired programming, and whiteboarding

What to expect in a technical interview

Technical interviews typically include...



Screening

Confirm interest, share more details, and get to know you briefly



Technical and behavioral questions

Be ready for both at any point, although some employers have separate interviews for each type



Assessment of your skills

Could be in real time, an independent project, or an offline assessment



Prepare for the interview

Know about...

Yourself

Reflect on your education, experiences, and skills that you've developed

Position

Be prepared to speak about any technical skills listed in the job description, and connect your experience to them

Organization

Know their mission, values, recent projects and updates

Questions to ask

Always have 3-5 questions prepared to ask at the end



Types of Interviews

Phone or Virtual

Clarify the details

Find a quiet space

Do your research*

**Verbal and nonverbal
Communication***

Practice!*

** Applicable to all interview types*





Prepare for standard interview questions

Connect with all interviewers

Prepare follow-up questions

 **Phone, Virtual, In-person**

Types of interviews

Group

Focus on Interactivity & Inclusivity

Speak with Purpose

Listening is Key





Preparing for questions

Preparing for questions

Interview question styles

- **Tell me how your background prepares you to do the job?**
- **Could you tell me about a time when you worked on a group project?**
- **How would you respond to a dissatisfied customer?**
- **What new feature would you add to MS Word if you were hired?**

Straightforward

Behavioral Based

Situational

Technical

Reflect on past actions and provide real examples for your answer



Preparing for questions

Technical questions



Research common interview questions
Focus on what skills they are asking about



Ask questions
Don't make assumptions – make sure you understand what is being asked



Show your process
Practice writing down your steps and verbalizing your thoughts – how is often more important than having the “right” answer

Preparing for questions

Behavior based



<u>S</u> ituation or <u>T</u> ask	Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.
<u>A</u> ction	Describe the action you took. If you are describing a group project, focus on your role.
<u>R</u> esults	What did you accomplish? What did you learn?

Past actions are more indicative of future success than hypothetical situations

Prepare 3-5 STAR examples



**Let's
Practice!**



S T A R





Interview Question 1:

Tell me about a time when you solved a technical problem in a recent project

Interview Question 2:

Describe a time when you worked with a group to achieve a goal.

Interview Question 3:

Walk me through a time when you made a mistake. What would you have done differently?



1

Divide into groups of 3 Person 1 will be the interviewer and will ask questions first

2

Person 2 will be the interviewee first

3

Person 3 will observe and give feedback

4

Then switch, so that each person takes on each role

Common questions

Tell us a little bit about yourself and why this position interests you?

- *What makes you different than others?*
- *How organized and concise are you?*
- *What brought you to this career?*
- *Why do you want to work with this organization?*



Why do you want to work for our organization?

- *Where you work should be important to you (values)*
- *Recall your company research*
- *Let them know that you know about their achievements and challenges*

What is your greatest weakness/opportunity?

- *Identify a weakness that does not contradict a core competency needed for the job*
- *Explain at least 2 specific ways you have overcome/managed the weakness and provide evidence*



After the Interview

After the Interview

- Send a thank you note (email, card)
- Be specific with what you appreciated about them in the interview
- Follow-up if the date that they said they would get back to you has passed
- Always be professional



Exception:

If the employer stated to not contact them, do not contact them

When an offer has been made...

Accepting the Offer:

- Be enthusiastic
- Find out the details
- Find out how much time they can give you
- Always deliberate before accepting

Declining the Offer:

- Remain positive
- Don't burn any bridges!
- Respond promptly and courteously – don't ghost the employer!



Salary Negotiation

Should I negotiate?

- Am I completely entry-level?
- Is the job in a field that doesn't allow for negotiation?
- Is the offer reasonable?

How do I negotiate salary?

- Maintain professionalism
- Present an appropriate salary range for the position
- Consider cost of living and other factors
- Attend the *What's My Worth? Salary Negotiation* workshop



What to say if you don't get the job...

- Many companies do not inform you of their decision if they are not hiring you
- Remain professional
- Situational: ask them what could have made you a stronger candidate
- Don't burn any bridges!





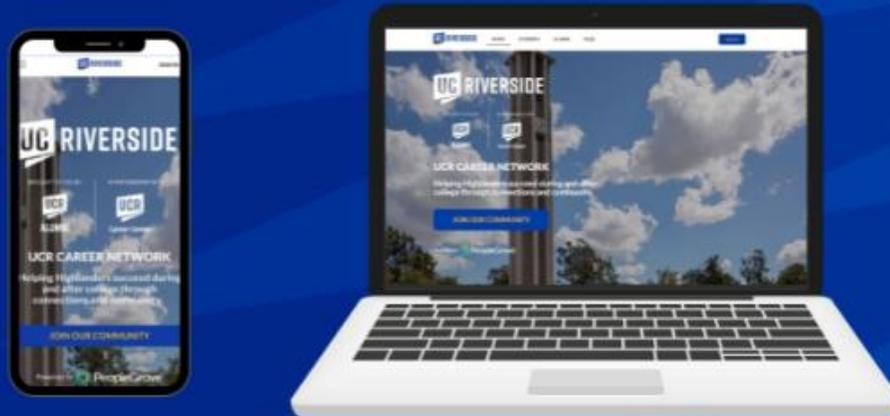
Final tips and resources

Tips

- Focus on the knowledge being asked about, and give yourself time to understand the problem before responding
- Remember that there may be more than one right answer – or no right answer
- Ask clarifying questions
- Think out loud – process is often more important than the outcome
- Dress professionally

Resources

- Skill development
 - Leetcode.com
 - Udemy
 - Coursera
 - Udacity
 - LinkedIn Learning
- Technical interviewing practice
 - StandOut Mock Interview
 - Glassdoor
 - Cracking the Coding Interview by Gayle Laakmann McDowell



Join the UCR Career Network, an online community for networking, mentoring, and job opportunities for alumni and students.

MENTORING

Matching process that connects current students with alumni or alumni with one another.

JOB SEARCH

Job board for those currently seeking employment or for alumni looking to hire other Highlanders.

NETWORKING

Discussion boards to meet and network with others who have similar career questions.

REGISTER AT [CAREERNETWORK.UCR.EDU](https://careernetwork.ucr.edu)



Questions?

Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:

Mon. - Fri. 8 am to 5 pm

Individual counseling appointments available

Schedule on Handshake

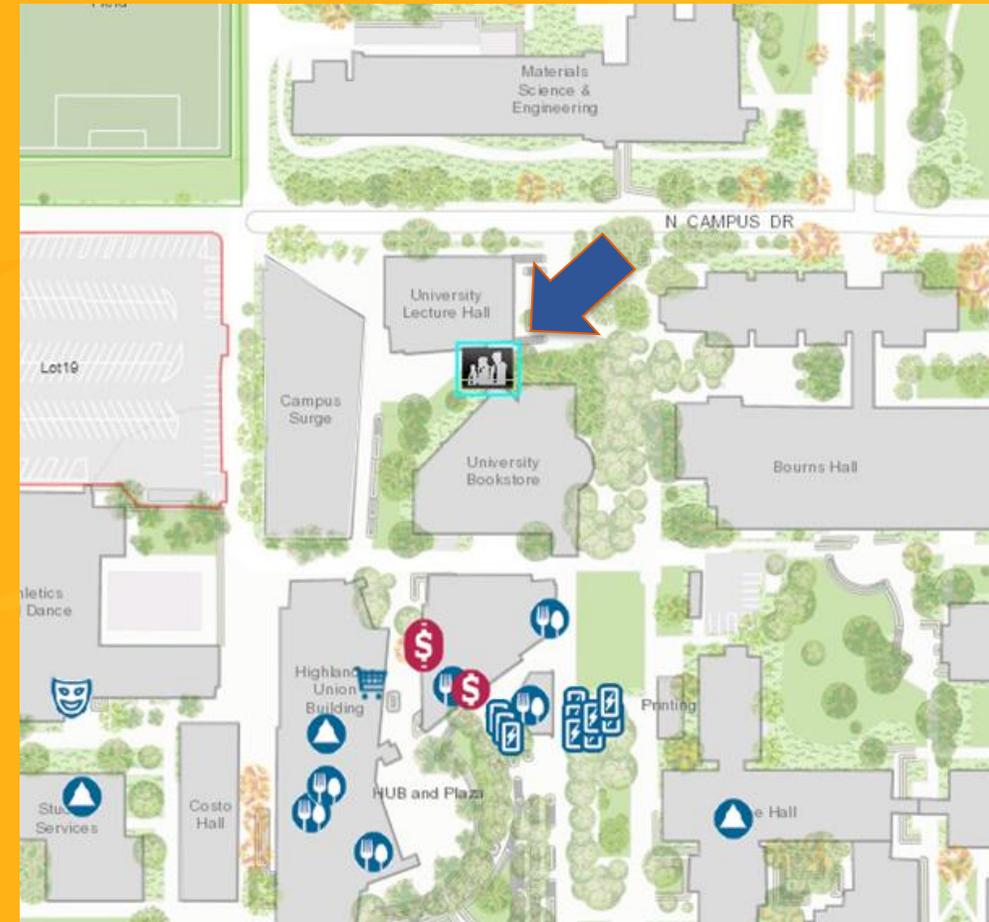
Drop-in Hours:

Mon. - Fri. (days & times vary)

View drop-in schedule on our website <https://careers.ucr.edu/>



Career Center



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