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Technical Resume & Interviewing

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Resumes

Purpose

Format

Components

Interviewing

Purpose

Types of interviews

Preparing for questions

After the interview





COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



NACE®

CAREER READINESS COMPETENCIES

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



EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY



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

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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

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Formatting your resume

Chronological

- Presents education and experience in reverse chronological order
- Most commonly used format
- Easy to read quickly
- Most effective if most 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, Neurobiology, Neuropharmacology

LABORATORY SKILLS

SDS-PAGE	PCR/Cloning	ELISA
Electrophoresis	Spectrophotometry	Computer Data Analysis
Amino acid analysis	DNA/Extraction/Quantification	GC-MS

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 of thyroid hormone and drugs that inhibit thyroid hormone production

- Collaborated with a team of four students to prepare bone growth media for 8 sets of experiments
- Performed IM injections of varied concentrations in chickens to observe the effect on hormone production
- 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 2016 – Present

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

1234 Street Name • Riverside, CA 92521 • first.lastname@gmail.com • 555-555-5555

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)

Formatting your resume

Getting past Applicant Tracking Systems (ATS)



Keywords

Review the job description to identify specific 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

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Components of your resume

Contact information and objective

Optional: physical address,
GitHub, and LinkedIn

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

OR

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

Objective

To obtain the Software Engineering Internship with ABC Company.

Always include name, phone
number, and e-mail

Optional: be specific or use it to
explain a shift or "related field"

Components of Your Resume

Education

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

June 2022

--OR--

University of California, Riverside
Bachelor of Science, Biochemistry
Relevant Coursework: Plant Biochemistry and Pharmacology of Metabolites

June 2022

--OR--

University of California, Riverside
Bachelor of Science, Electrical Engineering, GPA 3.73
Relevant Coursework: Digital Signal Processing, Foundations of Robotics

June 2022

Riverside City College
Associate of Science, Engineering

June 2020

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:** C/C++, COBOL, SQL, PL/SQL, PLSQL Developer, TOAD (Quest), Oracle SQL Developer, Java, Basic
- **Web Technologies:** JSP, XML, HTML
- **Web and Application Server:** WebLogic, JBoss
- **Databases:** Oracle, 9I, 10g, 11g & SQL
- **Operating Systems:** Windows, XP, 7, UNIX (Sun Solaris), LINUX
- **Framework:** ITIL V3, HPSP, ServiceNow, Alarmpoint
- **Scripting Languages:** Python, PHP, Ruby, JavaScript, HTML
- **Network:** Design /Analysis of LANs/WANs, Routers, Switches, Firewalls, Protocol
- **Communications:** Digital and Analog , Fixed and Mobile Wireless, Satellite, Antenna Design, Telemetry
- **Microelectronics:** VHDL, FPGA, Microelectronic Manufacturing and Testing (MCM, SOC), Electronic Packaging, VLSI
- **Specialized Software:** arcGIS, Tableau, Oscilloscope, SCIEX OS

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 feel obligated to
include it



Components of Your Resume

Experience

- Paid or unpaid internships
- Formal or informal faculty research
- Class projects, labs, extensive assignments
- Externships or summer programs
- Service in student organizations
- Volunteer experiences
- Presentations or public speaking
- Work experience that developed transferable skills



Components of Your Resume

Sample experience

Senior Design Project, UC Riverside

September 2020 – Present

Web Application Team Project

- **Collaborating with a team** of 4 interns over Slack to delegate tasks, track progress, and ensure project completion.
- **Developing a web application** with **Java** to streamline tutor scheduling for Academic Success Center.
- Developing **JavaScript code** and marking comments to maintain proper **coding hygiene**.
- Creating a PowerPoint of the staff training manual for a **presentation** and **web application demo to 5 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

• • • • Your resume in action

Sample job description

Data Science Leadership Development Program (Entry-Level Position with a Science Services Company):

The DSLDP prepares participants for roles of increasing responsibility through a combination of rotational assignments, structured learning, formalized feedback, and mentoring. Program participants will have the opportunity to interact with senior Data Science and IT leaders and participate in various key Data Science initiatives. Program participants will have 2 one-year rotation assignments during the two-year program. As part of the rotational program, candidates may rotate through locations including but not limited to: Massachusetts, Pennsylvania, California, etc. Geographic flexibility is required both during and upon completion of the program.

Qualifications:

- Students completing a Bachelor's degree; preferred majors: Mathematics, Data Science, Computer Science, Computational and Data Science & Engineering
- GPA of 3.2 or greater
- Strong desire and motivation to develop a career as a future leader in Data Science
- Related work or internship experience strongly desired
- Ability to manage, plan, and prioritize projects
- Experience in data collection & analysis
- Demonstrated leadership aptitude, learning agility, and adaptability
- Understanding of existing & emerging technologies

• • • • Your resume in action

Sample job description

Data Science Leadership Development Program (Entry-Level Position with a Science Services Company):

The DSLDP prepares participants for roles of increasing responsibility through a combination of rotational assignments, structured learning, formalized feedback, and mentoring. Program participants will have the opportunity to interact with senior Data Science and IT leaders and participate in various key Data Science initiatives. Program participants will have 2 one-year rotation assignments during the two-year program. As part of the rotational program, candidates may rotate through locations including but not limited to: Massachusetts, Pennsylvania, California, etc. Geographic flexibility is required both during and upon completion of the program.

Qualifications:

- Students completing a **Bachelor's degree**; preferred majors: **Mathematics**, Data Science, Computer Science, Computational and Data Science & Engineering
- GPA of 3.2 or greater
- Strong **desire and motivation to develop a career as a future leader** in Data Science
- Related work or internship experience strongly desired
- **Ability to manage, plan, and prioritize projects**
- Experience in **data collection & analysis**
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Your resume in action

Qualifications:

- Students completing a **Bachelor's degree**; preferred majors: **Mathematics**, Data Science, Computer Science, Computational and Data Science & Engineering
- **GPA of 3.2 or greater**

Scotty Highlander

(951) 827 – 5555 | shighlander@ucr.edu | [Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

Education

University of California, Riverside

Bachelor of Science in Mathematics

GPA 3.54

June 2025



Your Resume in Action

Qualification: skills

TECHNICAL SKILLS

Programming/Scripting Languages: C/C++, Python, SQL

Operating Systems: Linux, Windows

Specialized Programs: Matlab, R, Tableau

General: **Data collection, data cleaning, data analysis**

ADDITIONAL SKILLS

Standard Software: Microsoft Word, Excel, Outlook, PowerPoint, Zoom

Languages: Fluent in Spanish and English

Separating skills lets you prioritize space on your resume

Even with multiple skills sections, stick to technical skills only

Your Resume in Action

Tailoring Qualifications:

- Related work or internship experience strongly desired
- **Ability to manage, plan, and prioritize projects**
- Experience in **data collection & analysis**
- Demonstrated **leadership aptitude, learning agility, and adaptability**
- Understanding of **existing & emerging technologies**

RELATED WORK EXPERIENCE

KITU Life, New York, NY (Remote)

June 2024 – August 2024

Data Analyst Intern

- **Analyzed** 15 months of sales **data** to identify key trends and presented findings to management.
- Collaborated with cross-functional teams to **prioritize projects** supporting merchandising, pricing, and business forecasting in a remote work environment.
- **Managed** the development, distribution and analysis of a standard weekly, monthly, and quarterly reporting **project** to ensure various business teams received standardized information.

LEADERSHIP EXPERIENCE

Afsana Hindi Film Dance Team, UCR

April 2023 – May 2024

Member

- Exercised **learning agility** by memorizing 2-3 dance choreographies per week.
- Demonstrated **adaptability** and flexibility in the face of scheduling and venue changes.

How do I talk about experience?

TIP! USE ACTION WORDS + SPECIFY

Job Title: Cashier

Don't say: "Cleaned tables and assisted customers"

- *What did you do?* Processed food orders and performed cashiering duties
- *What skills did you build?* Reconciled \$1,500 in receipts every day

Put it together: Efficiently processed food orders and performed cashiering duties in high-volume restaurant establishment, reconciling \$1500+ in receipts nightly.

Accomplishments/Awards:

Don't say: "Got Arts Achievement Award"

- *What was it for?* Arts Achievement Award for leading the Riverside Arts Initiative
- *What did you do in the experience?* Assisted in local communities to explore arts through collaborative work and engagement through interactions and activities

Put it together: 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.



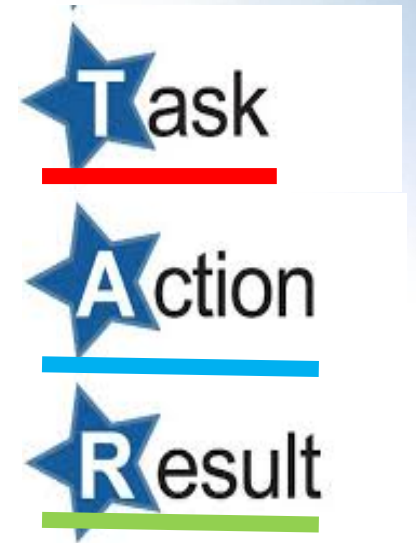
Experience Examples/TAR Method

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?**



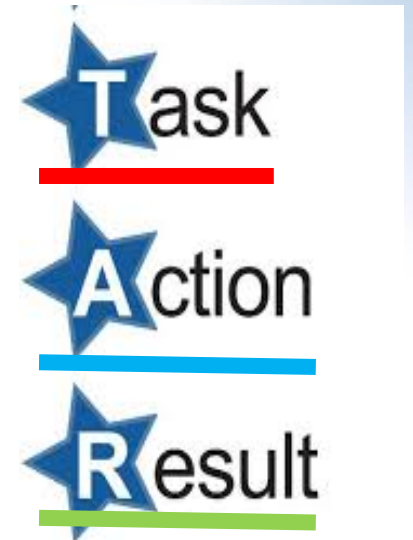
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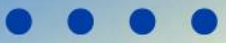
Resume Checklist

- One page maximum
- Most relevant → least
- Tailor to the position!!
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (only if you are a 1st/2nd year)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses (past vs. present depending on experience status)
- Error free (both spelling and grammar)
- Save as a PDF



NOTE:

Employers only read for 10-20 seconds,
make those count!



What **NOT** to Include in a Resume

- Your picture
- Your age, marital status or any other demographic information
- References, instead create a separate document (unless the job description says otherwise)





Interviewing

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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

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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

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Prepare for the interview

Know about...

Yourself

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

The Position

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

The Organization

Know their mission, values, recent projects and updates

Questions to Ask

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



TIP: If you like to talk about yourself, chances are the interviewers do too!!



Types of Interviews

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In Person Interview

- Verify the time and location
- Ask for clarification (if needed)

Examples:

1. Will this be a panel or individual interview?
2. Who will I be meeting with during the interview?
3. Should I prepare any materials or a presentation for this interview?



Virtual Interview

- Find a space without interruption and a good internet connection
- Access the link/platform ahead of time
- Dress the part
- Ask for clarification (if needed)

Examples:

1. What is the web conferencing system that will be used?
2. What time zone will this interview take place?
3. Should I prepare any materials for this interview?



Group Interview

- Focus on interactivity & inclusivity
- Speak with purpose
- Listening is key
- How do you work in a team setting?
- What unique ideas do you have?





Tips for all Interviews

- Clarify the details
- Do your research
- Verbal and nonverbal communication
- Practice!
- Connect with all Interviewers
- Prepare follow-up questions



Preparing for Questions

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Interview Question Styles

Different interviews include different types of questions

- **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



Behavioral Questions

Be a STAR

<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- Situation

T- Task

A- Action



R- Result





Interview Question 1:

Tell me about a time when you worked effectively under pressure.
How did you ensure that you were successful?

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



Other 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

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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
- View the *What's My Worth? Salary Negotiation* workshop





What to say when 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!**

There is no failure.
You either win
or you learn.



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*
 - Peer Advising Mock Interview Sessions
 - Career Specialist Mock Interview Practice
 - Glassdoor
 - Cracking the Coding Interview by Gayle Laakmann McDowell

ENROLL IN EXCEL + NOW!

Start anytime during your undergrad degree, **go at your own pace**, and **earn recognition** for the valuable career readiness skills you're already building on campus.

- Pick your Competency

IE: Career and Self Development, Technological Literacy, and MORE!

- Upload and Track Progress
- Earn Competency Badges
- Highlight Your Skills to Employers

Students enrolled by 10/31 will be entered into raffle to win a \$25 UCR dinning gift card.



Excel.ucr.edu

location

ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

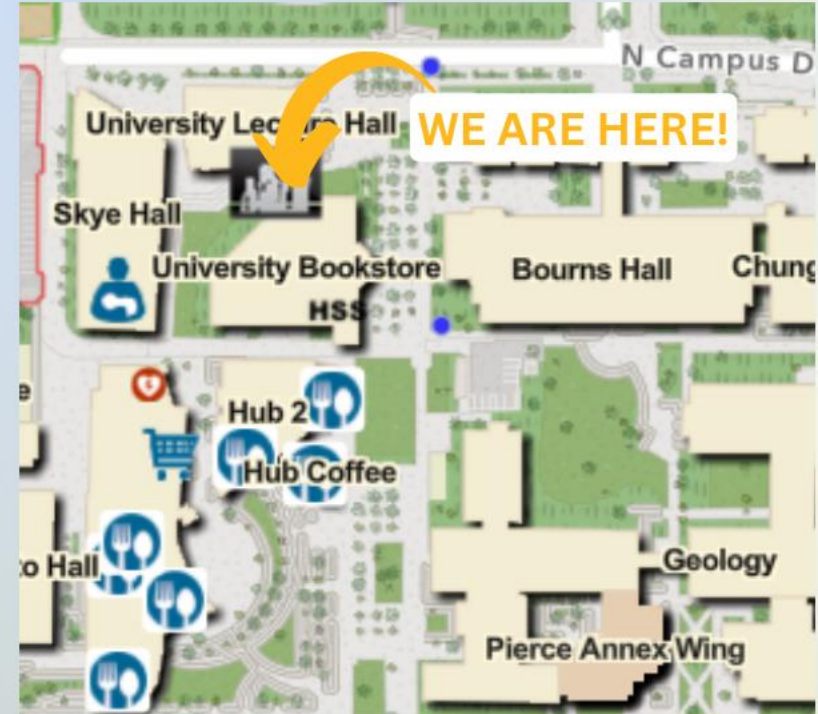
hours

8 AM - 5 PM MONDAY-FRIDAY

website home



drop in hours



connect with us!



INSTAGRAM

@UCRCAREERCENTER



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QUESTIONS

CONNECT. INSPIRE. EMPOWER



Post-Workshop Survey

