Technical Resume & Interviewing

Agenda

Resumes
Purpose
Format
Components

Interviewing
Purpose
Types of interviews
Preparing for questions
After the interview

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

UC RIVERSIDE
Career Center

Why are resumes important?

Resumes are…

Your introduction
Create a strong first impression

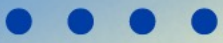**A highlight of your experience**
Establish your qualifications

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

UC RIVERSIDE
Career Center

Formatting Your Resume

UC RIVERSIDE
Career Center

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

UC RIVERSIDE
Career Center

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 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

UC RIVERSIDE
Career Center

Components of your resume
Contact information and objective

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

OR

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

Objective
To obtain the Software Engineering Internship with ABC Company.

Always include name, phone number, and e-mail

Optional: physical address, GitHub, and LinkedIn

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

UC RIVERSIDE
Career Center

Components of Your Resume

Education

University of California, Riverside   June 2022
Bachelor of Science, Chemical Engineering
GPA 3.5

--OR--

University of California, Riverside   June 2022
Bachelor of Science, Biochemistry
Relevant Coursework: Plant Biochemistry and Pharmacology of Metabolites

--OR--

University of California, Riverside   June 2022
Bachelor of Science, Electrical Engineering, GPA 3.73
Relevant Coursework: Digital Signal Processing, Foundations of Robotics

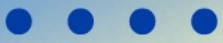Riverside City College   June 2020
Associate of Science, Engineering

Always include school, degree you are seeking, graduation date

Optional items include GPA and relevant coursework

Include associate's degree(s) if earned

UC RIVERSIDE
Career Center

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
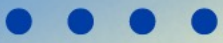- Data science

Components of Your Resume

Sample technical skills

- **Programming Languages:** C/C++, COBOL, SQL, PL/SQL, PLSQI 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, HPSD, 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

UC RIVERSIDE
Career Center

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

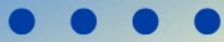Senior Design Project, UC Riverside   September 2020 – Present
Web Application Team Project
- **Collaborating with a team** of 4 interns over Slack to delegate tasks, track progress, and ensure project completion.
- **Developing a web application** with **Java** to streamline tutor scheduling for Academic 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

UC RIVERSIDE
Career Center

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
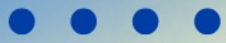
Sample job description

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**
- Demonstrated **leadership aptitude, learning agility, and adaptability**
- Understanding of **existing & emerging technologies**

UC RIVERSIDE
Career Center

Your resume in action

Qualification:

- 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
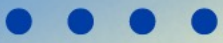
Objective

To apply mathematics knowledge in a rotational position that assists IT professionals as part of a future career in Data Science.

University of California, Riverside   June 2022
Bachelor of Science, **Mathematics**
GPA 3.54

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

UC RIVERSIDE
Career Center

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 2020 – August 2020
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.
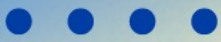
LEADERSHIP EXPERIENCE

Afsana Hindi Film Dance Team, UCR   April 2018 – May 2019
Member
- Exercised **learning agility** by memorizing 2-3 dance choreographies per week.
- Demonstrated **adaptability** and flexibility in the face of scheduling and venue changes.

UC RIVERSIDE
Career Center

How do I talk about experience?

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.
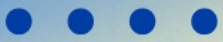
Accomplishments/Awards:

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.
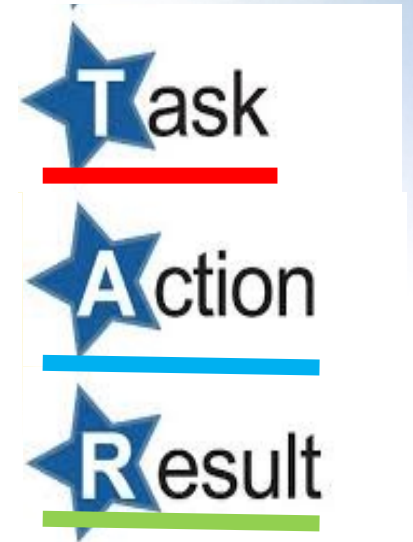
UC RIVERSIDE
Career Center

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.

Task
Action
Result

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

UCR RIVERSIDE
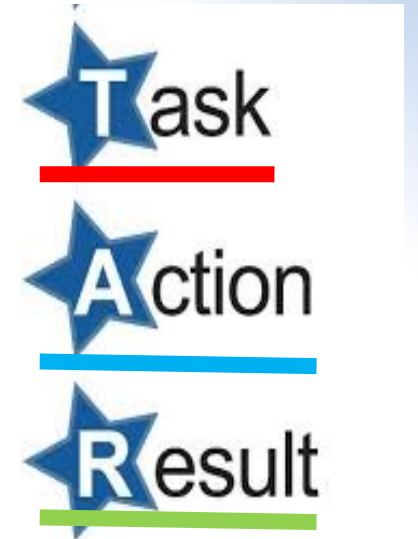Career Center

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 new sustainable curriculum for all future incoming mentors.

Task

Action

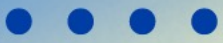**Result**

UC RIVERSIDE
Career Center

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

UC RIVERSIDE
Career Center

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

UC RIVERSIDE
Career Center

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

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

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center

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?

UC RIVERSIDE
Career Center

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

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

Situation or Task	Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.
Action	Describe the action you took. If you are describing a group project, focus on your role.
Results	What did you accomplish? What did you learn?

- *Past actions are more indicative of future success than hypothetical situations*
- *Prepare 3-5 STAR examples*

UC RIVERSIDE Career Center

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?

Situation | Task
ST
A | R
Action | Result

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

14

Then switch, so that each person takes on each role

UC RIVERSIDE
Career Center

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*
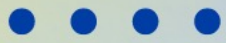- *Let them know that you know about their achievements and challenges*

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

UC RIVERSIDE
Career Center

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

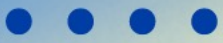- View the What's *My Worth? Salary Negotiation* workshop

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.

UC RIVERSIDE
Career Center

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

QUESTIONS

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center

location

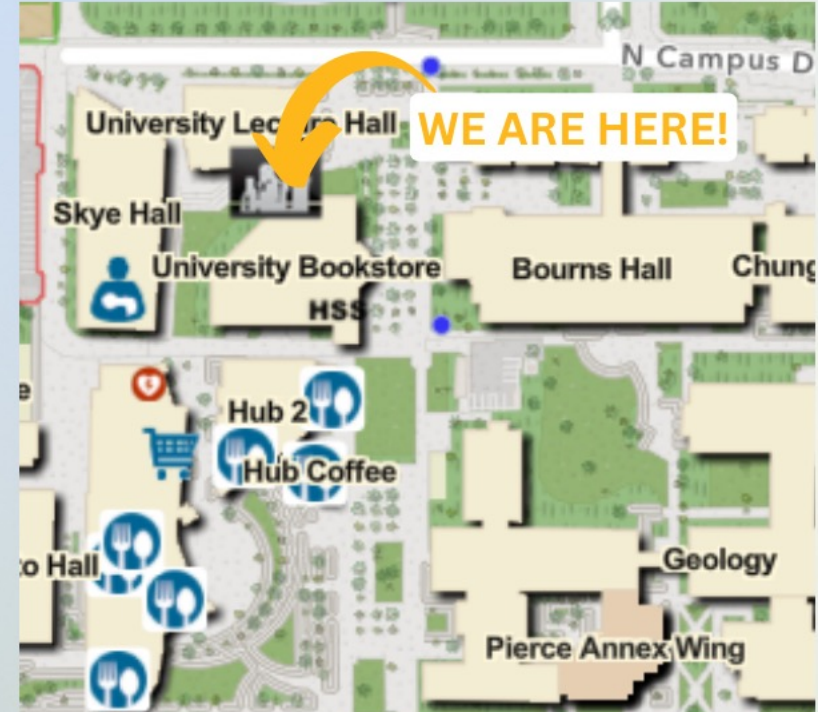ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY
LECTURE HALL, UNDERNEATH THE BOOKSTORE

hours

8 AM - 5 PM MONDAY-FRIDAY

website home   *drop in hours*

WE ARE HERE!

career.ucr.edu | (951) 825-3631

UC RIVERSIDE
Career Center

connect with us!

INSTAGRAM
@UCRCAREERCENTER

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center